Zoom Quick Guide for Students

**USP** THE UNIVERSITY OF THE SOUTH PACIFIC

1.0 What do you need to get started?

1. **Internet Connection:** broadband, wired or wireless.
2. **A desktop, laptop, tablet or mobile device.**
3. **Webcam:** built-in or USB plug in
4. **Audio equipment:** Web-conferencing uses a microphone (for the best audio experience, use a headset with a microphone) .

2.0 How do you join a Zoom session?

A. Click the **URL** or paste into your browser of choice to open the meeting provided by your

B. Select the **Open Zoom Meeting** button.

If you wish to use audio/video, click on Join with audio/video or continue with Join without audio/video.
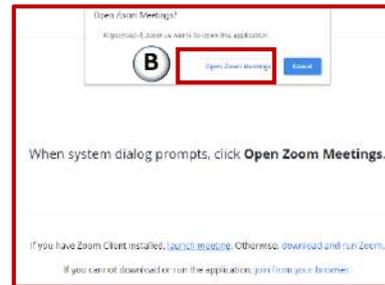
3.0 How do you interact in a Zoom meeting?

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. With the Zoom Menu Bar, you are able to do the following:


1. Mute/unmute your microphone (not the microphone of the participants).
2. Start/stop your video.
3. View a list of participants and invite others.
4. Send a message to one person (using private chat) or to all participants.
5. Share your desktop (everything you have open) or select a specific application to share.
6. Record the meeting (if you have been granted permission)
7. Reactions
8. Leave or end the video session.

4.0 How do you share you screen during a Zoom session?

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.

A. Switch to screen share by clicking **Share Screen** in the menu bar.

B. A window showing all possible options to share displays should appear. Click on the item you want to display, which will be highlighted in blue, then click **Share**.

C. To end the screen share, choose **Stop Share**.
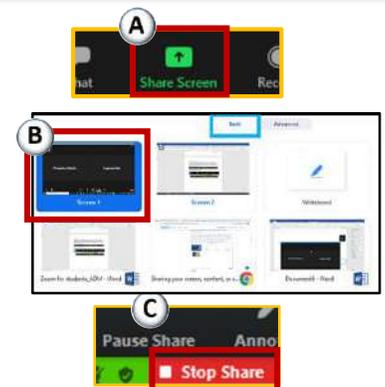
5.0 How do you provide non-verbal feedback during zoom session?

1. Raise/ Lower Hand

This nonverbal feedback enables participants to place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting.

- A. In your meeting controls, click the **Participants** button.
- B. Click **Raise Hand** to provide feedback to the host. Click the icon again to remove it (Lower Hand).
- C. The icon will appear next to your name in the participants list.

2. Reactions

This nonverbal feedback enables participants to react during a meeting by an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.

- A. In your meeting controls, click **Reactions**.
- B. Click the type of reaction you would like to send: Clapping Hands, Thumbs up, Heart, Tears of Joy, Open Mouth, Party Popper (Tada, Celebration).
- C. The reaction will appear on the top left corner of the participant's name.

6.0 How do you use chat in a Zoom session?

Depending on the settings set by the meeting host or moderator, as a participant you may be able to chat with everyone publicly, chat with another person privately, chat with the host only or chat with no one.

- A. In your meeting controls, click the **Chat** button.
- B. Type message in the chat window and then press enter to send it.
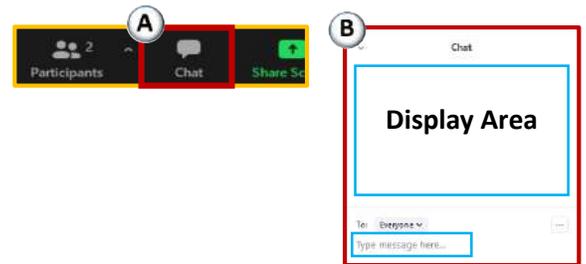
7.0 Helpful hints & links to video tutorials

To make sure you get the most out of every session, keep the following tips and tricks in mind:

1. Always connect with the meeting link when possible, as calling into meetings utilizes the phone network which can result in fast-busy signal during times of high call volume.
2. Find a quiet location from which to join your session, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal (if you're on campus, use USP-WiFi).
3. Join a session a few minutes early to test your audio and video connections.
4. Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone generate too much static for others.
5. Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.
6. When video is enabled, speak to the camera (and not to the screen).

Links to video tutorials

Join a Meeting | Meeting Controls Overview | Joining & Configuring Audio & Video | Sharing your Screen