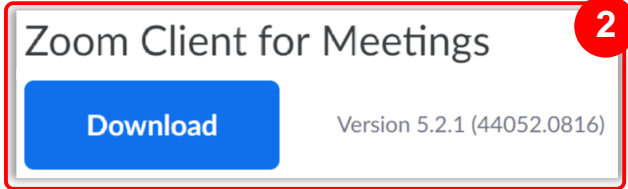
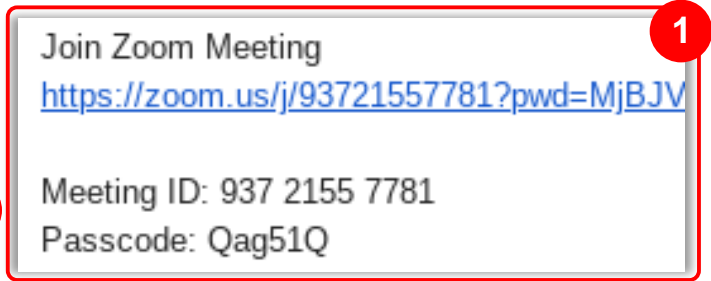


Zoom Quick Guide for Students

Joining a Zoom Meeting:

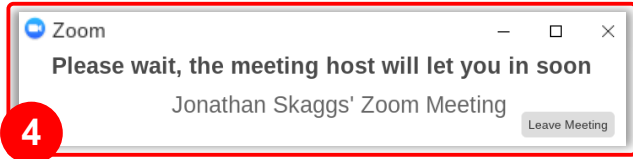
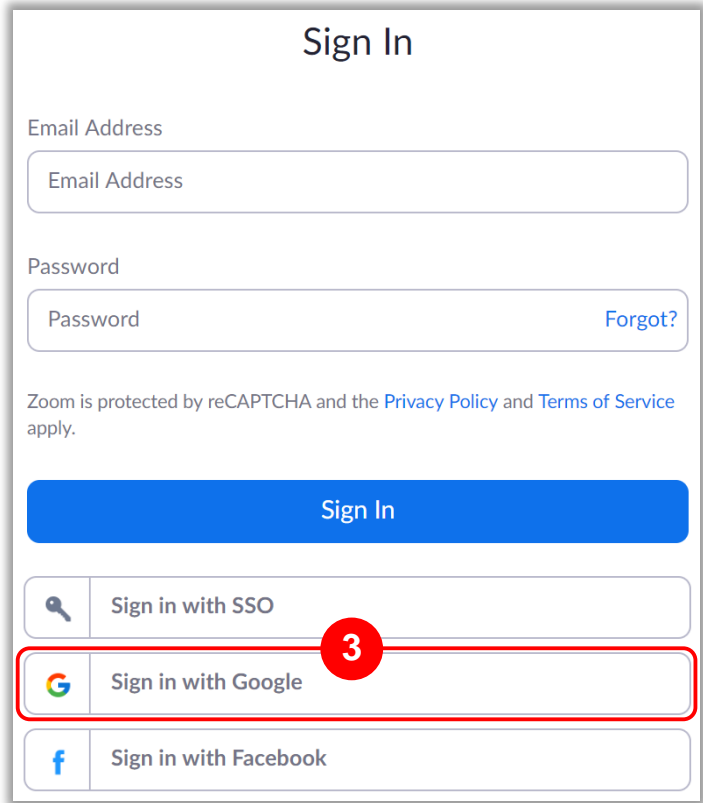
(1) Click on a “Join Zoom Meeting” link to join a meeting.



(2) If you are on a personal device, you may have to download and install Zoom.

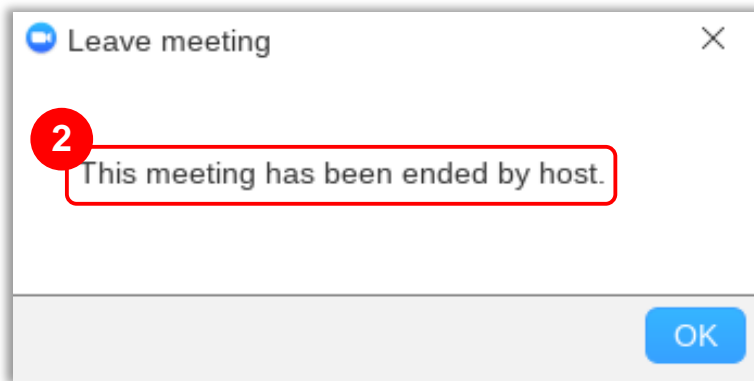
(3) Login with your school Google account if prompted to login.

(4) You will have to wait to be added by the meeting host.



(5) When you join the meeting, click “Join with Video”

(6) If you are joining a large group, you may want to click on “Join without Video,” instead.



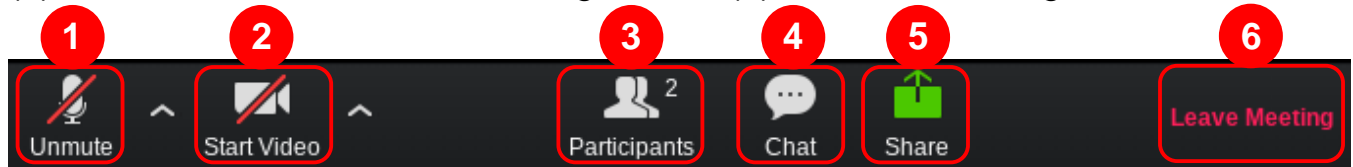
Leaving a Zoom Meeting:

(1) You can exit a Zoom by clicking the **Leave Meeting** button in the lower right-hand corner of the screen.

(2) You may also be forced to leave the Zoom meeting when the host has ended the meeting.

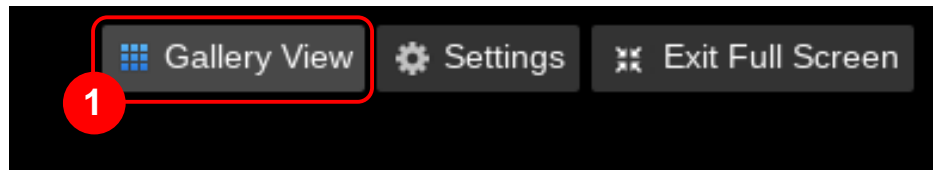
Zoom Meeting Controls:

- (1) Turn on/off your microphone
- (2) Turn on/off your camera
- (3) View who else is in the meeting
- (4) View the chat
- (5) Share your screen
- (6) Exit the meeting



Changing Your View:

(1) You can change your view by clicking the “View” button in the upper right corner.



(2) “Speaker View” spotlights whoever is talking in the meeting while they are speaking.

(3) “Gallery View” Shows everyone in the meeting in a grid (up to 42 participants).

Using a Zoom Meeting Chat:

(1) DO NOT use inappropriate language or be unkind to anyone in the chat. (The entire Zoom chat is recorded and monitored.)

(2) Only use the chat to communicate important information, ask questions, and give constructive feedback.

(3) You can see who sent a message and who they sent it to, directly above the message.


(4) You can send messages to everyone in the or a specific person by using the “To: ----” field.

(5) You can use chat instead of speaking in the meeting.


(6) You can also attach a file if you are asked to do so.



Testing Computer Audio:

- (1) Log in to the Zoom app.
- (2) Click your profile picture
- (3) Click on “Settings.”
- (4) Click the “ Audio” tab.
- (5) Click “Test Mic” and follow the on screen prompts.

Testing Computer Video:

- (1) Log in to the Zoom app.
- (2) Click your profile picture
- (3) Click on “Settings.”
- (4) Click the “ Video” tab.
- (5) You should see a preview of your camera.

