

# A Beginner's Guide to Zoom

Zoom is a video conferencing program which we use for some of the online classes in the Centre for Languages, Culture and Communication. This guide is intended to help you get started.

## What You Need to Get Started:

- An internet connected computer, laptop, or device
- The internet address (URL) for your meeting
- You might find it a good idea to use earphones to hear the class, especially if you are in a noisy environment or your computer/laptop has poor quality speakers.

## Download and Launch the Zoom App:

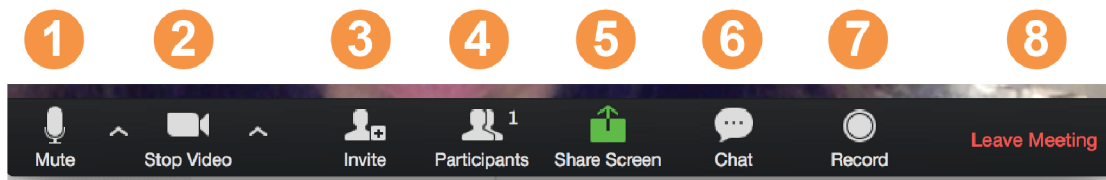
We do not require you to download the Zoom app (program), but you might want to do this. If you do not then you should be able to take part in the teaching session by using Zoom on your internet (web) browser.

## Opening Zoom

When you have received the internet address (URL) for your class in an email from your tutor you should click on the URL link in the email. This should open your default web browser and you will see the Zoom page open up. If you have downloaded the Zoom app (program) you will now be given the choice whether to use the web browser to access the class or to use the app. The choice on this is up to you.

## The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

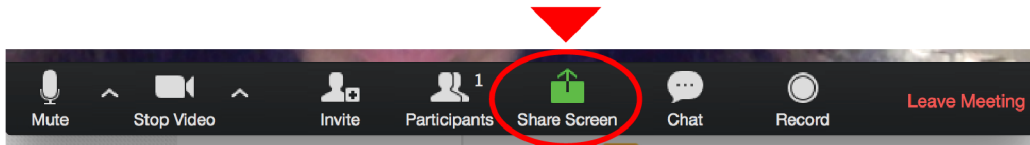


With the Zoom Menu Bar you are able to do the following:

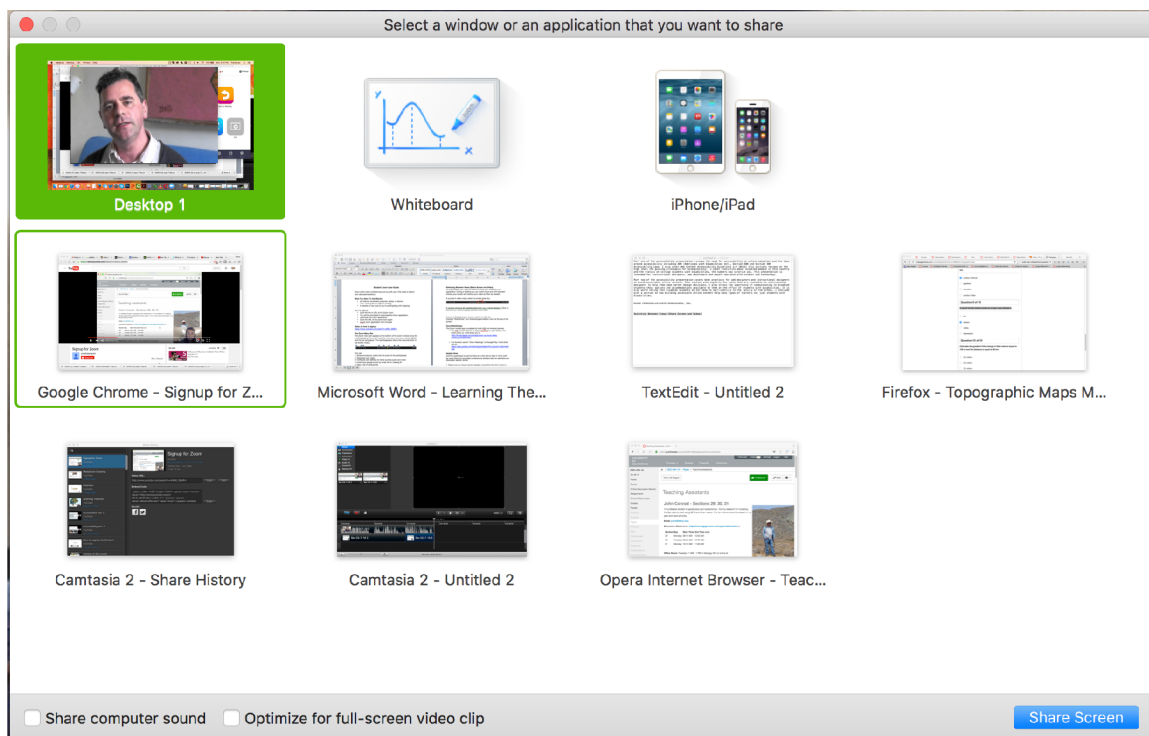
1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

## Switching Between Views (Share Screen and Video):

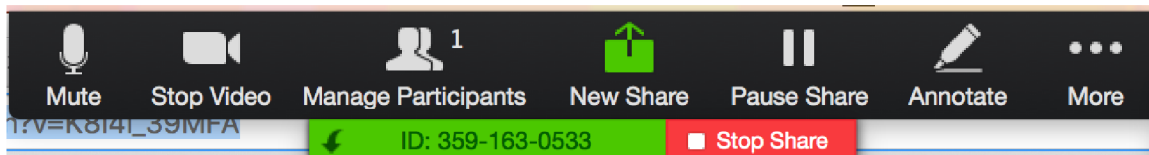
As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.



If you are in video mode, switch to screen share by clicking “Share Screen” in the menu bar as shown: A window showing all possible options to share displays like below. Click on the item you want to display, which will be highlighted in green, then click “OK”:



If you are displaying your screen, switch to video by clicking “Stop Share” from the menu at the top of the screen shown in the red box:

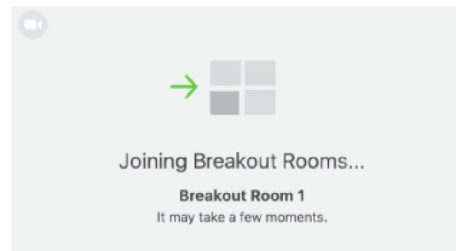


## Joining a Breakout Room

A Breakout Room is a space in Zoom where a tutor can ask a small group of the class to work together. So, if the meeting was in a physical classroom the tutor might say she would like everyone to get into small groups to (perhaps) practice part of the language being taught, or discuss an issue relating to the course.

In Zoom the tutor will allocate people to the breakout room. You cannot join other breakout rooms, the tutor must allocated you to one, and once you are in the breakout room the things you do and say will only be heard and seen by other people in your specific breakout room and the tutor.

When you are allocated a breakout room you will see this image appear on your screen:



Even though discussions in Breakout Rooms are not automatically visible to the whole class you should always assume that the things you do and say in a Breakout Room are visible to the whole class. Therefore the standard rules of etiquette in discussion should be followed. On Zoom assume everything you do and say is in public.

Breakout Room elements may last a specific length of time - usually set by the tutor - after which you will most likely be brought back into the full class, possibly to present your ideas or to continue with the rest of the class. Your tutor will bring you back into the full class at the appropriate time.

## Helpful Hints:

Video conferences are a great way to meet - and stay connected with - your classmates, and instructor. To make sure you get the most out of every session, keep the following tips and tricks in mind:

- Find a quiet location from which to join your session, and make sure you have access to a fast wired connection or excellent Wi-Fi signal
- Log in to every session using your full first and last name.
- Join a session a few minutes early to test your audio and video connections.
- 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.
- Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.
- When video is enabled, speak to the camera (and not to the screen).

It is often possible to connect your computer or laptop to a television set. If you have a large screen television set this might be a good idea as it will give you a better sensation of being present in a class and you will be able to see people and images or diagrams more clearly. If you can route the sound through the television speakers the quality is also likely to be better. Do remember to keep your computer or laptop in front of you as well as your camera and microphone are likely to be attached to it even if you use a television screen to view the class.

## Troubleshooting

Most problems we have found are due to poor internet connections. Unfortunately this is not a matter we can do very much about, so please check your internet connection is working well with your internet provider.

Specific computer problems usually lie in the Settings or section of your computer. On a Windows PC the settings can be found in the Start Menu in the lower left of the screen. On an Apple they are called Systems Preferences and in the Apple Menu (🍏) on the top left of the screen. Here you should find the Sound/Audio settings and Video/Webcam settings. If your computer has a camera, microphone and speakers built in then these will usually be set up automatically to work, but if not they will need to be set manually here.

If your computer does not have a camera, microphone or speakers built in you might need to buy separate external camera, microphone or speakers. Again these will usually set up automatically when you plug them into your computer, but if not they might have to be set up via the Settings or System Preferences menu. As a rule of thumb, USB microphones and speakers are better than the long plug (ear jack) types as these tend to configure automatically.

For further technical advice please consult with a specialist computer adviser or computer shop.