# Zoom Student Guide

Zoom is the video conferencing tool you will use in this course this semester.

What You Need to Get Started

- An internet connected desktop computer, laptop, or mobile device
- Your Zoom meeting URL or ID number
- A headset or earbuds (not required)
  - Tip: If you are using a headset or earbuds, you may need to adjust the Output Device preference on your computer.
- Go to "How to create your Rutgers Zoom account" to activate this service

Waiting Rooms

When logging into Zoom and navigating to your meeting, you may find yourself placed in a waiting room.
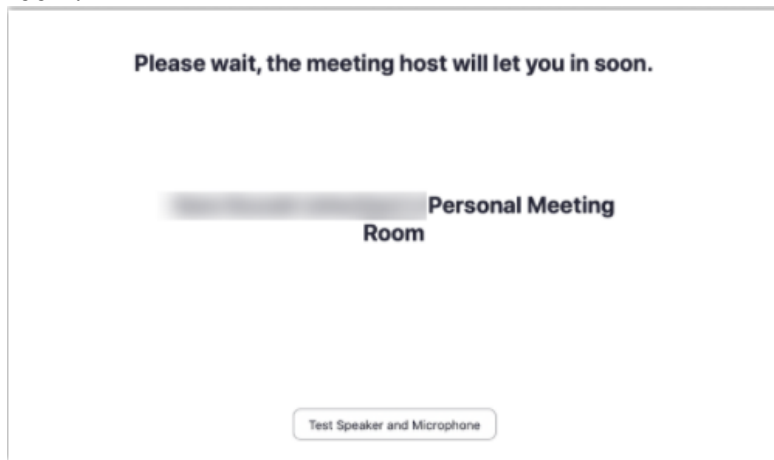

This can happen for a couple of reasons:

- Some faculty have settings applied that place all new arrivals in a waiting room; if that's the case, simply wait to be admitted.
- The meeting host may not have started the meeting yet.

In each of these cases, the meeting host will either start the meeting – automatically calling you into the Zoom room – or admit you individually. All you need to do is wait.

Joining Audio
There are two ways to join the meeting audio: **[1]** Computer Audio, or **[2]** Phone Call.
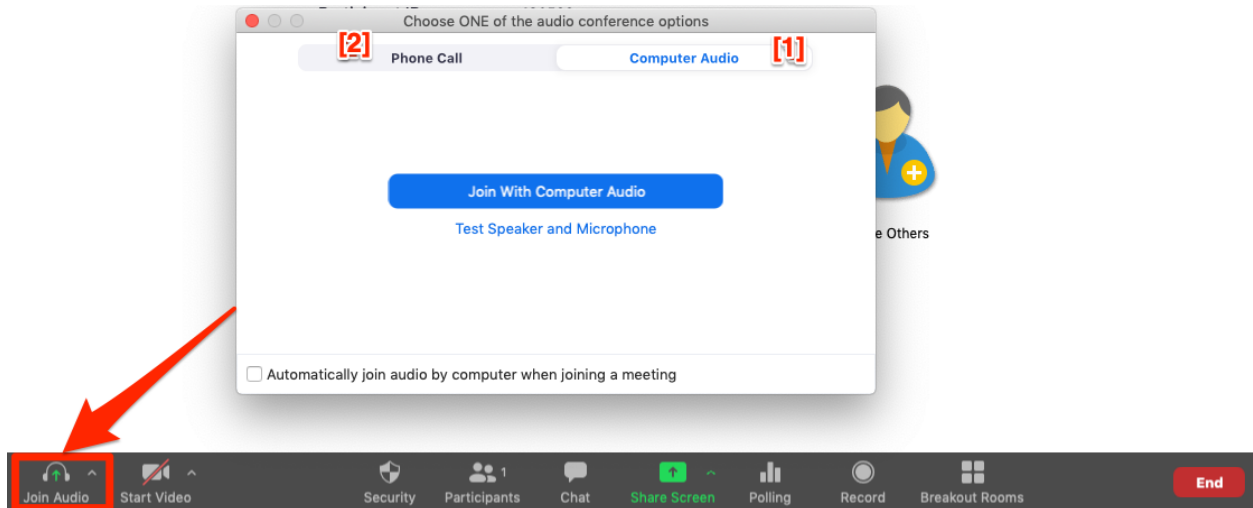
Zoom Participant Controls
There are several functions that you can use in Zoom as a participant. Unless this function has been disabled by the meeting host, you have the ability to mute or unmute your microphone and enable or disable your camera. You can also virtually raise your hand, communicate in the chat box, and participate in smaller group discussions in a breakout room.

All available functions will be present in the Zoom menu bar, which appears when you hover your mouse at the bottom of your Zoom window.

These functions can be accessed using the microphone icon **[1]**, camera icon **[2]**, participants icon **[3]**, and chat icon **[4]**.

[1] *Mute/Unmute Microphone*
In Zoom meetings, especially those that have many attendees, you will be muted upon entry, so it is important to be familiar with the microphone icon and its functions. Muted microphones will have a red slash through them. Use the microphone icon [1] to mute and unmute yourself.

You can also access advanced audio settings or change your microphone input (e.g., switch from computer audio to wireless headphones, etc.) by clicking on the small up icon [^] next to the microphone icon.
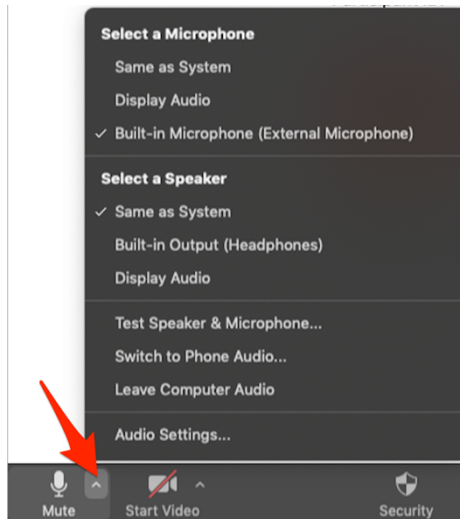

[2] *Start/Stop Video*
You have the option to start or stop your video during class sessions, though the ability to use this function may be up to the discretion of the instructor or host. Simply click the camera icon to stop and start your video.

[3] *Raise Your Hand*
To virtually raise your hand in a Zoom meeting, you need to click on the **Participants** button [3]. This will open a box on the right-hand side of the screen with the names of all meeting attendees listed at the top and various menu options at the bottom. Click on the "raise hand" icon to activate it.
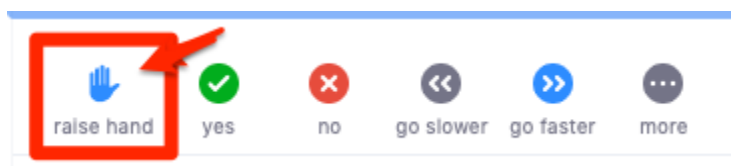
[4] *Chat*

The chat function allows you to send messages, documents, and links to the entire group or an individual meeting attendee. To enter the chat, click on the chat icon. A box will pop up, and you can begin typing your message.
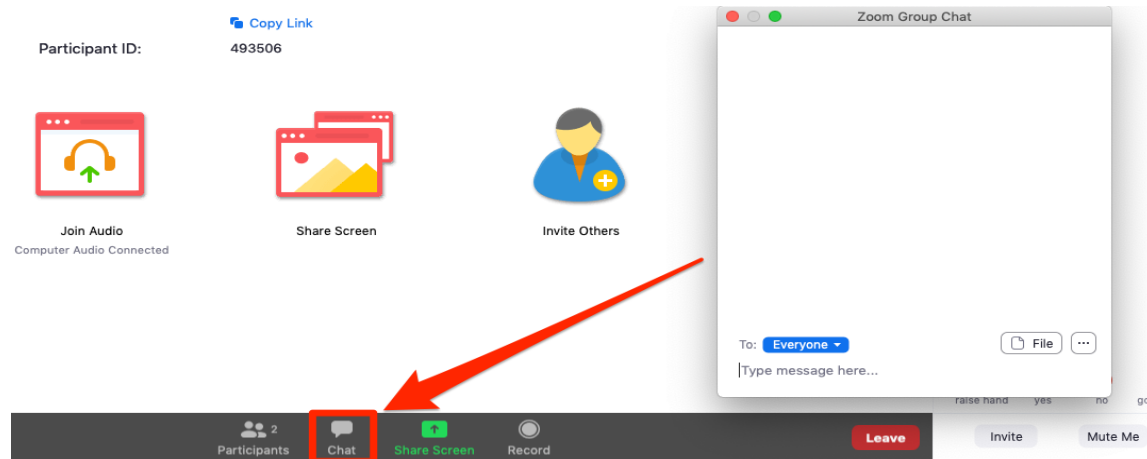
A message posted in the box above will be visible to everyone. You can type a message into the chat box, or click on the drop down next to "To:" if you want to send a message to a specific person in the class.

When in a meeting, you can save the chat locally to your computer. The default is your **Documents** folder > **Zoom** > **Folder with meeting name, date and time**.

To access this option, look for the three dots located at the bottom of the chat box.
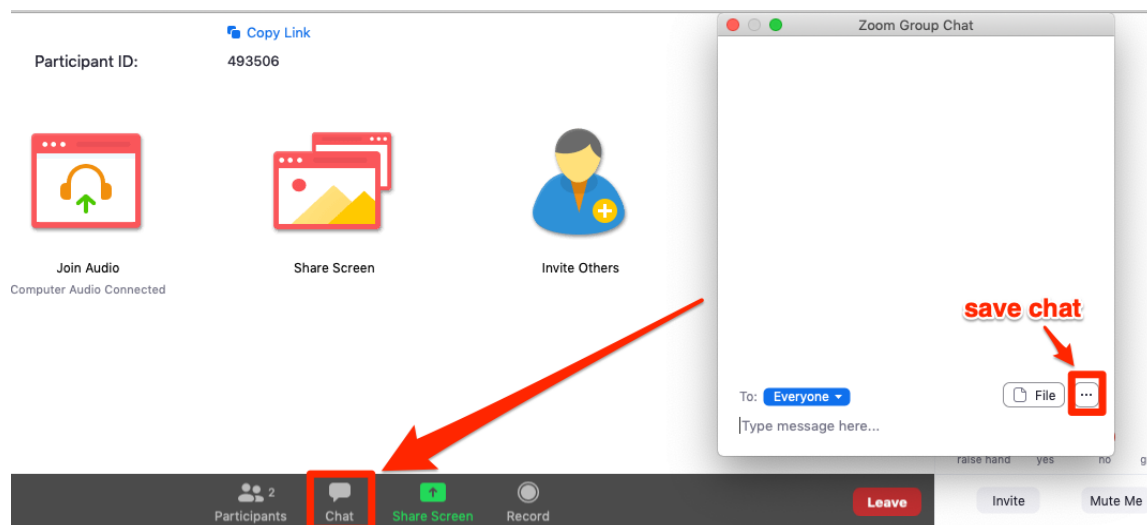
TIP: Saving the chat at the end of the session will capture the messages posted throughout the meeting time.

Sharing Your Screen

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:
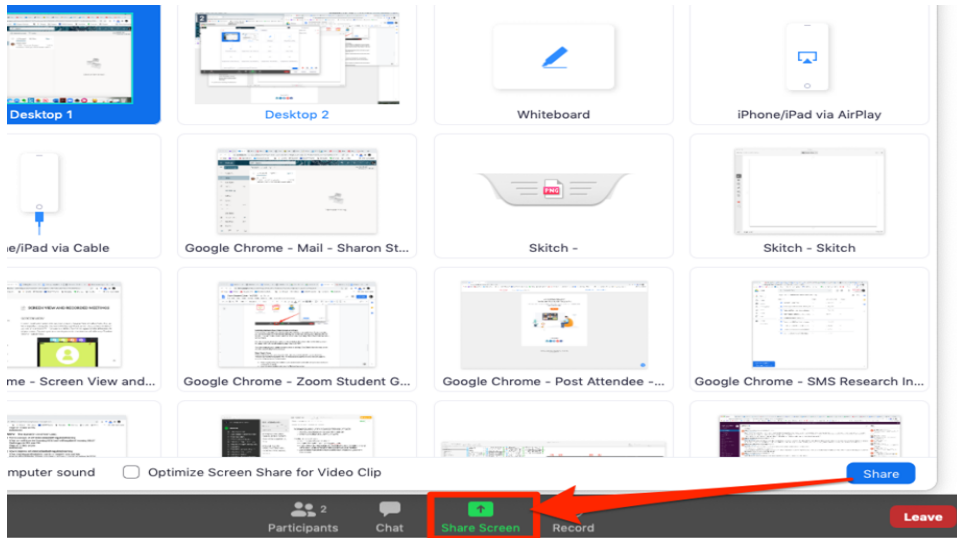
A window showing all possible options to share displays like above. Click on the item you want to display, which will be highlighted in green, then click "Share."

If you are displaying your screen, switch to video by clicking "Stop Share" from the menu at the top of the screen.
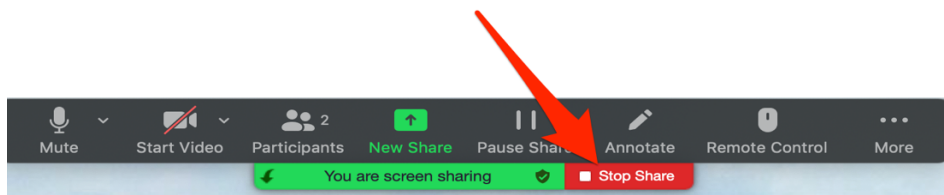
Leaving a Meeting

When you are ready to leave the meeting, click on the "Leave" button.

Other Tips and Tricks

Video conferences are a great way to meet and stay connected with your instructor, teaching assistants (TA), and classmates. 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
- Make sure you have access to a strong Wi-Fi signal
- Log into 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 can generate too much static for others.
- Mute your audio unless you are speaking (or in line to speak) to prevent unintentional background noise from disrupting the conversation
- When video is enabled, speak to the camera, not to the screen
  - No matter how many people are attending a meeting, someone could be watching your video. This could be your instructor, a classmate, or even their pet. Doing something embarrassing or distracting will probably be seen.
- If you cannot use video during the meeting, upload a profile image of your face to your Zoom account