



ZOOM USER MANUAL

FOR STUDENTS AND TEACHERS

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Welcome

OUR PURPOSE

Welcome to Code for Nepal! We are a non-profit organization focused on increasing digital literacy for Nepali citizens. We are so excited to work with you as you enhance your basic knowledge of digital technologies.

What is digital literacy? It provides people with the knowledge and skills to positively interact with the digital world. The specific digital literacy competency covered in this manual is Communication and Collaboration. These are important skills to have when using online resources as students and professionals.

This manual is designed for students and teachers who utilize the Zoom platform in their classrooms. Zoom is a program that enables virtual collaborations, allowing you to interact with your peers from a distance and connect with people all over the world!

The goal of this manual is to teach students and teachers to use Zoom, and effectively connect with communities around the world. Let's get started!

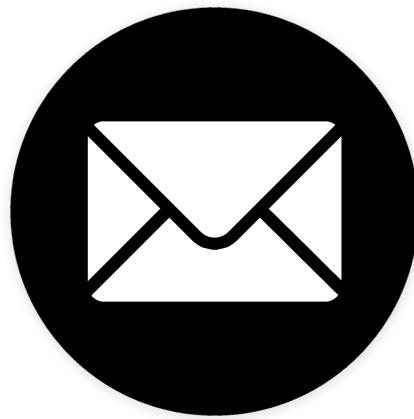
BEFORE WE BEGIN, MAKE SURE YOU HAVE A



Cellphone



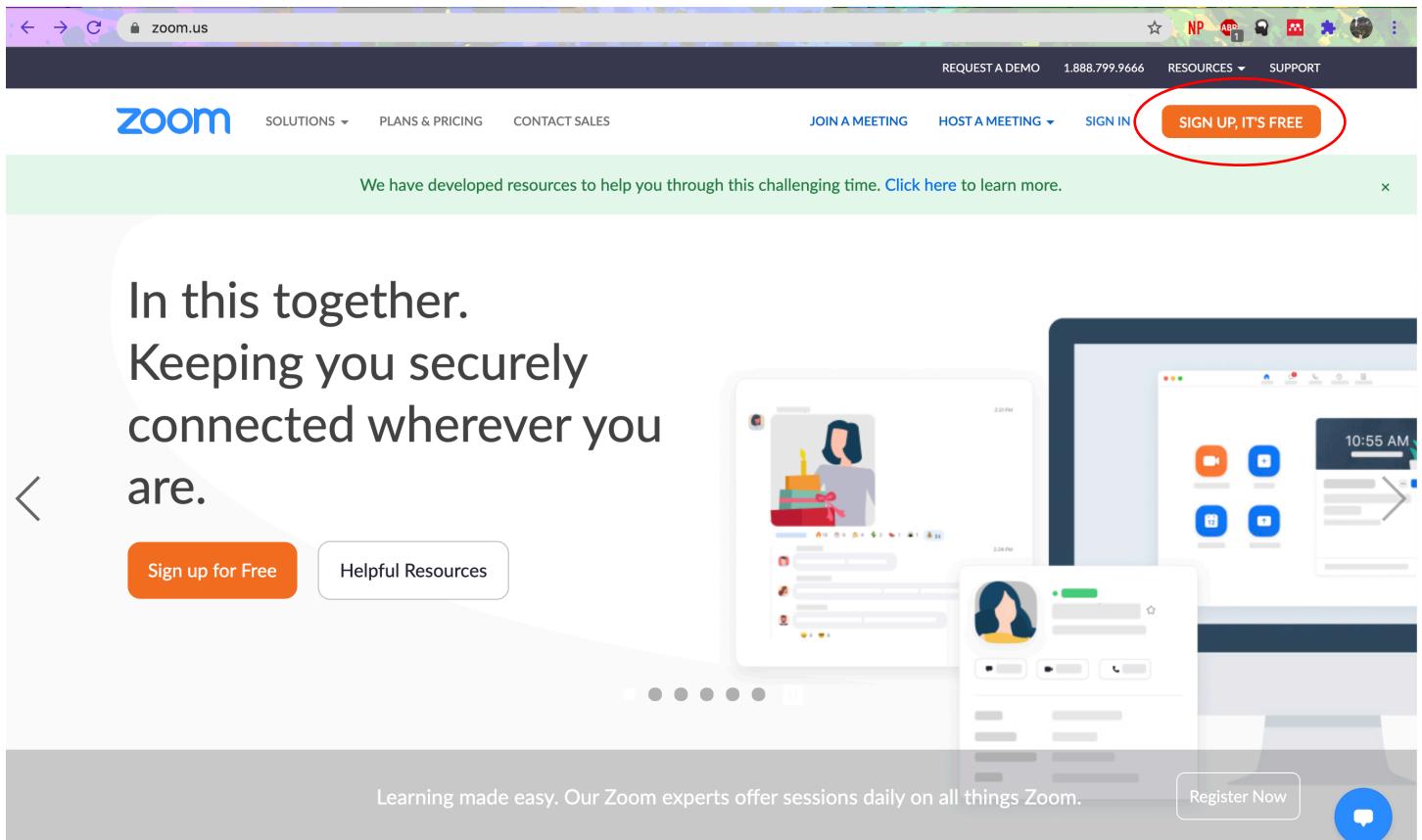
Computer



Email

PART 1: Create an Account

1. Go to zoom.us in your browser



2. Click SIGN UP, ITS FREE
3. Enter your Birthdate and Email address
 - Or sign up with an already existing account through Google or Facebook
4. Check your Email for a confirmation link → Click Activate Account
5. Type in your first and last name
6. Create your Password
7. Click continue
8. You are now at your main account page!

PART 2: Download Zoom

On the Computer

1. Go to zoom.us/download

The screenshot shows the Zoom Download Center page. At the top, there's a navigation bar with links for REQUEST A DEMO, 1.888.799.9666, RESOURCES, SUPPORT, and SIGN UP, IT'S FREE. Below the navigation, there's a header with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and DOWNLOAD. The main content area has a blue header bar with the text 'Download Center' and 'Download for IT Admin'. The page is divided into sections for different download options. One section, 'Zoom Client for Meetings', is circled in red. It contains a blue 'Download' button and a note stating 'Version 5.3.1 (52877.0927)'. Another section below it is for the 'Microsoft Outlook Add-in', featuring a blue 'Add Zoom' button.

2. Click on ZOOM FOR CLIENT MEETINGS
3. Follow the instructions on your computer to install the program
4. Once installed, click to Zoom.us icon on your computer and log in

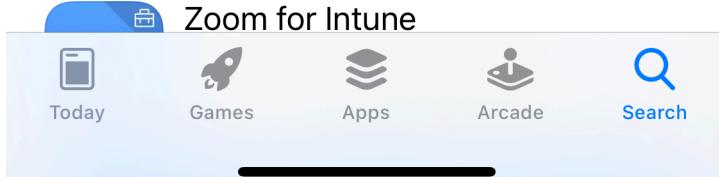
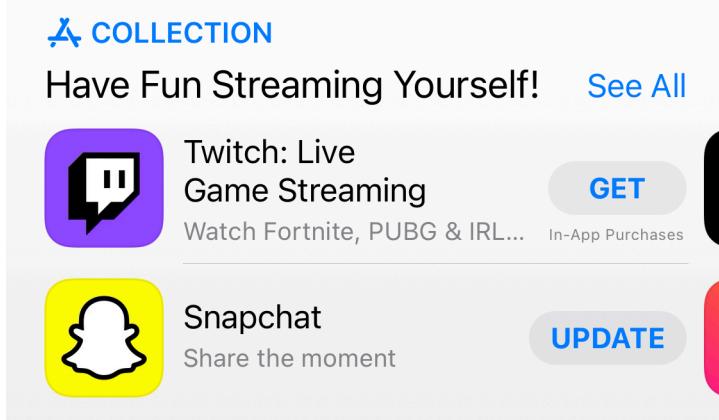


Continued: Download Zoom

On the Cellphone



1. Go to your app store and type in Zoom
 - Android: Google Play Store
 - Apple: App Store
2. Click ZOOM CLOUD MEETINGS
3. Follow prompts on phone
4. Sign in or join a meeting



PART 3: Zoom Features

General



MUTE

Mute and unmute yourself by clicking the microphone in the bottom left.

Mute

VIDEO

Show and hide your video so participants can see and interact with their peers.



Stop Video

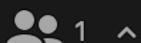


SECURITY

Control the meeting by locking it and inviting people from the waiting room. You can also control which participants are able share their screens, type in a chat, rename themselves, and unmute themselves.

PARTICIPANTS

View who is participating in a meeting and elicit responses from them. Participants can respond to information nonverbally via buttons on their participant screen: yes, no, go slower, go faster, a thumbs down, thumbs up, hand clap, tea, and clock function. The host has the option to mute all and can request individual actions by scrolling over a name.



Participants

CHAT

Send both public and private messages to participants by selecting the person you want to chat with. The host can adjust the settings of the chat feature by allowing participants to chat with no one, host only, everyone publicly, and everyone publicly and privately. Once the session is over, Zoom will automatically download and save a copy of the chat. The host can see all messages in the chat, both private and public.



Chat



RECORDING

You can record a session by clicking the “recording” button on the bottom on the screen. When it is recording there will be a red, flashing circle in the top right corner of the screen. The zoom recording will be saved and sent to the host via email and show up under the “recordings” tab on the main page for teachers to access later.

END

To end a meeting click the red box that says “End.” You can end the meeting for all or choose to leave individually

End

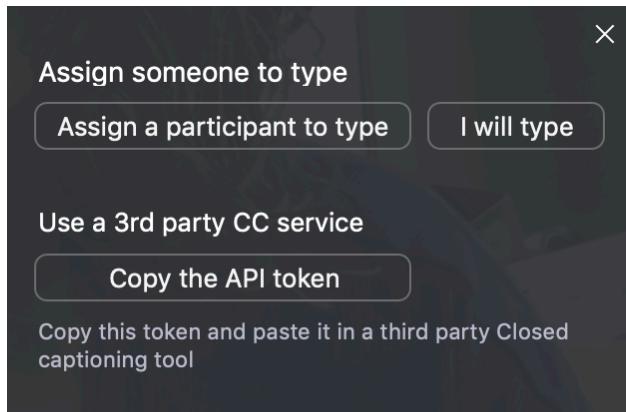
Continued: Zoom Features

Interactive Elements

CLOSED CAPTIONING

For more accessible meetings you can have the audio displayed on the screen

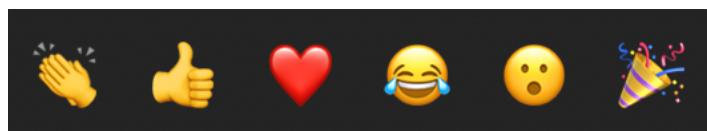
1. Click the button that says Closed Captioning
2. Adjust the settings to a participant typing, the host typing or a 3rd party CC service via a link



REACTIONS

These images show up in the top right corner of the screen to show students interest in material:

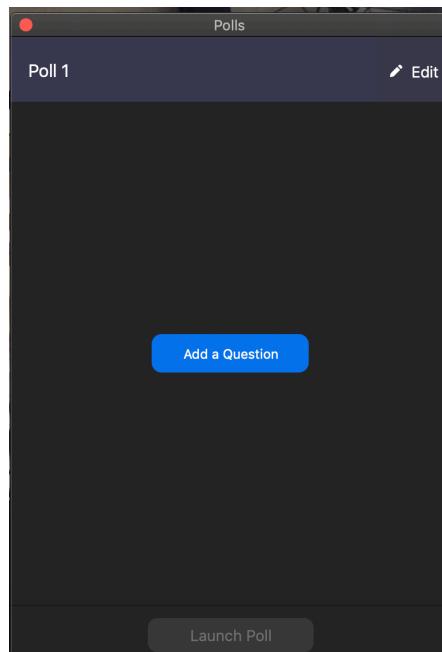
- Clapping emoji
- Thumbs up,
- Heart,
- Laughing face,
- Surprise
- Celebration



POLLING

Polling is another great option for teachers where you can create questions for students to interact with material.

1. Click Edit
2. Log into account on browser
3. Click Add or Edit Poll
4. Enter question and answer choices
5. Hit submit
6. Hit Launch Poll
7. View Results



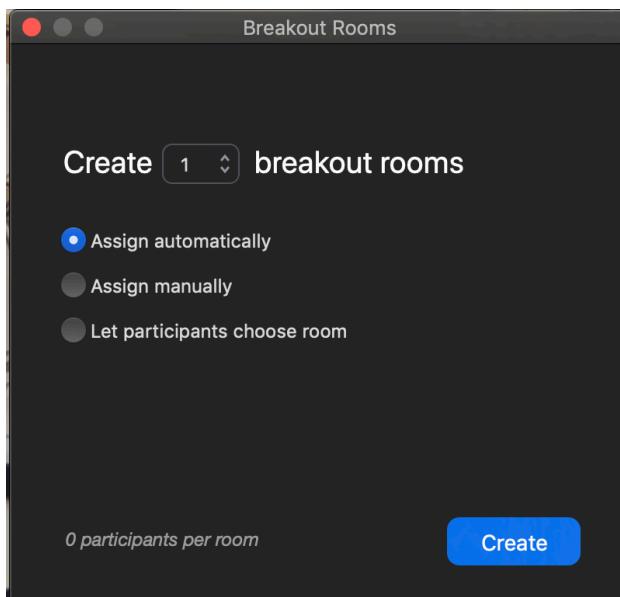
Continued: Zoom Features

For Teachers

BREAKOUT ROOMS

Click to sort people into smaller groups

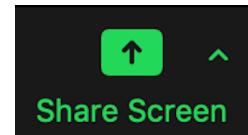
1. Click the button that says Breakout Rooms
2. Click the number of participants you want in a room
3. Choose to automatically or manually assign people to rooms
4. Adjust the settings under the options tab



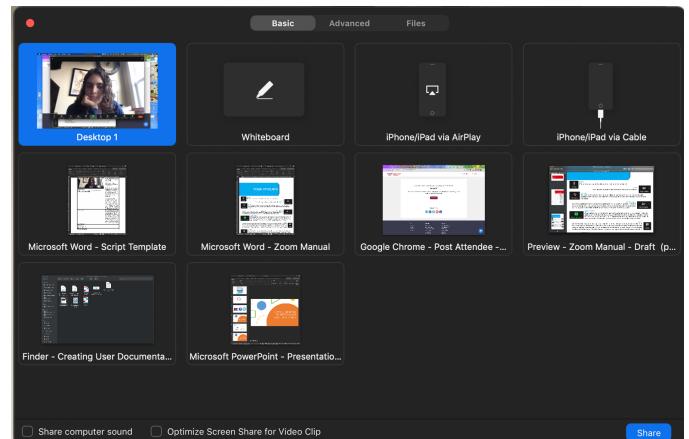
SHARE SCREEN

When enabled you will be able to have participants view what is on your screen.

1. Click green box and arrow that says Share Screen



2. In the new window, select the screen you want to share (it will be highlighted blue)
3. Click the blue button in the bottom that says share
4. To stop share, click the red tab at the top of the screen that says stop share



PART 4: Host a Meeting

The screenshot shows the Zoom profile page. On the left, there's a sidebar with options: Profile, Meetings (which is highlighted with a red circle), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The main area is titled "Meetings" and has tabs for Upcoming, Previous, Personal Room, and Meeting Templates. Below these tabs is a search bar with "Start Time" and "End Time" fields. To the right, there's a "Schedule a Meeting" button (also circled in red) and a "Get Training" link. At the top of the page, there are links for REQUEST A DEMO, 1.888.799.8854, RESOURCES, and SUPPORT.

1. From your profile page, click on MEETINGS in the left-hand column
2. Click SCHEDULE A MEETING in the boxes below

The screenshot shows the "Schedule a Meeting" page. In the top navigation bar, the "Meetings" option is selected in the sidebar. The main form includes fields for Topic ("My Meeting"), Description (Optional), When (date: 10/09/2020, time: 11:00 AM), Duration (1 hr 0 min), Time Zone ((GMT+5:45) Kathmandu), and Recurrence (checkbox checked for "Recurring meeting" with a note: "Every week on Mon, Wed, Fri, until Nov 19, 2020, 18 occurrence(s)"). There are dropdowns for Recurrence (Weekly) and Repeat every (1 week). Below these, there are checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and an End date field (radio button selected for "By" with the date 11/19/2020). A blue message icon is visible in the bottom right corner.

3. Enter the title of the meeting in the topic box
4. Provide a description of the meeting
 - a. Include your goals, purpose, activities to be conducted throughout the meeting
5. Input the date and time of the meeting

6. Input duration of the meeting
7. Adjust the time zone – GMT+5:45 Kathmandu
8. Determine if the meeting is recurring or not
 - o Check box if meeting will happen more than once
 - State how frequently meeting will occur
 - Indicate when the meeting will end by indicating a date or max number of occurrences

REQUEST A DEMO 1.888.799.8854 RESOURCES ▾ SUPPORT

ZOOM SOLUTIONS ▾ PLANS & PRICING CONTACT SALES Recurring meeting SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 925 404 8194

Security Passcode Waiting Room

9. Determine if people must register
 - a. This requires participants to sign up before attending a meeting
10. Generate the Meeting ID
 - a. Zoom will automatically create a meeting ID
 - b. Use a personal meeting ID from your personal meeting room

11. Define security measures by enabling a:
 - o Passcode – require participants to input password before joining a meeting
 - o Waiting room – participants must be allowed into the meeting by the host

REQUEST A DEMO 1.888.799.8854 RESOURCES ▾ SUPPORT

ZOOM SOLUTIONS ▾ PLANS & PRICING CONTACT SALES Passcode Waiting Room SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host
 Mute participants upon entry [Edit](#)
 Only authenticated users can join
 Automatically record meeting

12. Control video and audio of participants
 - a. Video can be on or off for participants when they first enter a meeting
13. Choose other meeting options
 - o Enable participants to join before the host

- Mute participants upon entry
- Only authenticated or registered users can join
- Automatically record meeting
 - This will be saved to your Zoom account under recordings

The screenshot shows the Zoom 'Schedule a Meeting' interface. At the top, there are navigation links: REQUEST A DEMO, 1.888.799.8854, RESOURCES ▾, SUPPORT, and a user profile icon. Below this, the main form has several sections:

- Purpose:** A dropdown menu labeled "Purpose (select from dropdown)".
- Alternative Hosts:** A text input field with placeholder text "Example: mary@company.com, peter@school.edu".
- Interpretation:** A checkbox labeled "Enable language interpretation" with a small info icon.

At the bottom of the form are two buttons: a blue "Save" button and a white "Cancel" button.

14. Define the Purpose of meeting

- a. Administrative
- b. Research
- c. Student Group
- d. Teaching
- e. Thesis
- f. Dissertation
- g. Training
- h. Other

15. Designate Alternative hosts

- a. These are people who will have similar controls like the host and be able to share their screen

16. Enable language Interpretation

17. Click the blue SAVE button

18. You will be redirected to meeting page with more information about the meeting

19. Email the link and information to your peers!

PART 5: Join a Meeting

An email will be sent to you with information on how to join a meeting. It has three parts, each with information of how to join a Zoom Meeting. There are three different ways to join access a meeting: by Link, Meeting ID, and by Phone.

Someone is inviting you to a scheduled Zoom meeting.

Topic: Someone's Meeting Room

Join Zoom Meeting

<https://virginiatech.zoom.us/j/9254048196>



Join by Link

Meeting ID: 926 404 8195



Join by Meeting ID

One tap mobile

+19294362866,,9254048195# US (New York)

+13017158592,,9254048195# US (Germantown)

Dial by your location

+1 929 436 2867 US (New York)

+1 301 715 8593 US (Germantown)

+1 312 626 6794 US (Chicago)

+1 669 900 6831 US (San Jose)

+1 253 215 8787 US (Tacoma)

+1 346 248 7779 US (Houston)

Meeting ID: 925 404 8195

Find your local number: <https://virginiatech.zoom.us/u/kR1TgIiJ>



Join by Phone

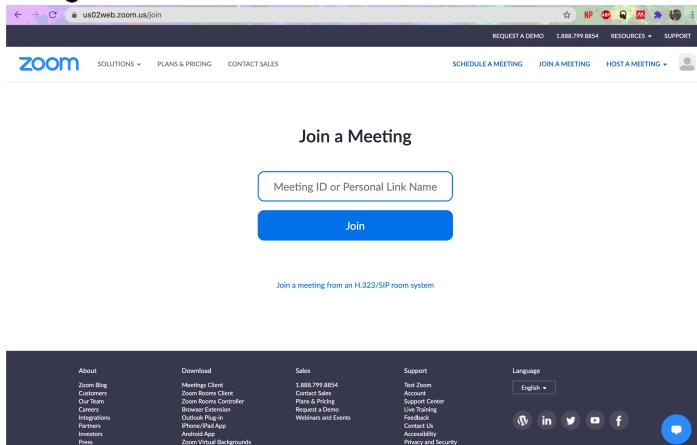
Continued: Join a Meeting

JOIN BY LINK

1. Click the link URL provided
2. Join meeting through browser
3. Open the downloaded app on your computer

JOIN BY MEETING ID

1. Click JOIN A MEETING TAB on homepage of Zoom.us
2. Enter 10-digit code into text box



- a.
3. Click Join

JOIN BY PHONE – No Wifi Access

1. Dial in-country number provided in email
 - a. If not in email check <https://zoom.us/zoomconference> for specific country number
2. Enter Meeting ID number from email
 - a. After last number enter # sign
3. Type your name into the phone
 - a. Format: #YourName#



THANK YOU

Thank you! For more information, please refer to the Zoom Help Center:

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#:~:text=Creating%20your%20own%20account,this%20email%2C%20click%20Activate%20Account.>

To get involved with Code for Nepal via donation or volunteer work please go to:

<https://codefornepal.org/help/>