

UNIVERSITY of WASHINGTON

Zoom Meeting: Student Guide

Welcome to Zoom at the University of Washington! This document highlights the features of the Zoom meeting room you will be using in your course.

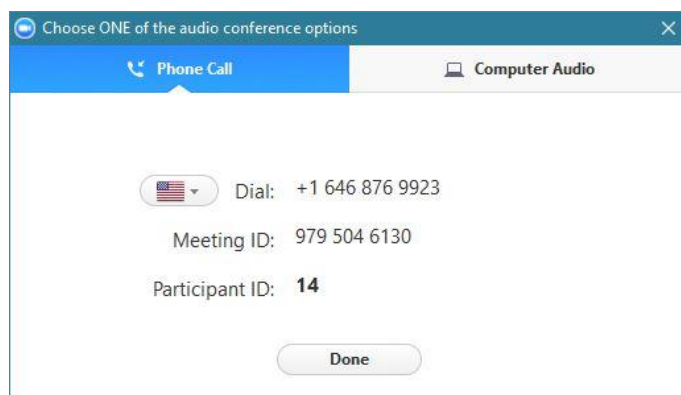
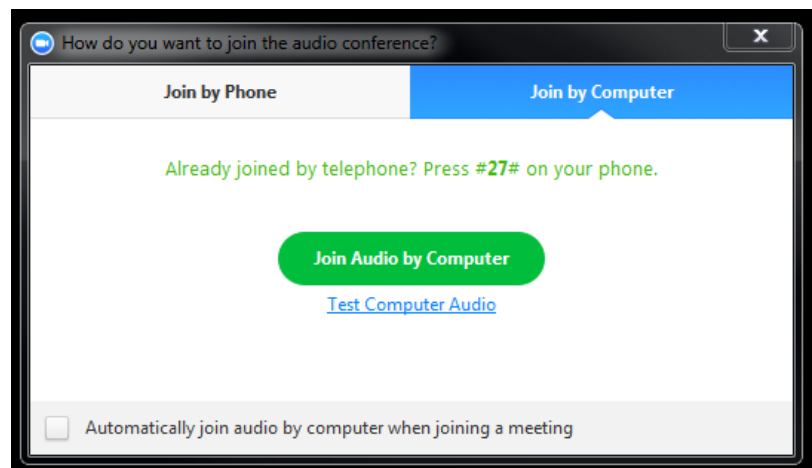
Note: Please review [Zooms System Requirements for PC, Mac, and Linux](#) before using Zoom for the first time.

Using Zoom Meeting

Click on the Zoom URL provided in your course or by your instructor. You can also paste the link into your browser of choice to open the meeting. If you have not used Zoom before on your device, your browser will prompt you to download the Zoom application, which does not require administrative privileges.

Connect Audio and Video

After launching your Zoom meeting, you need to join the room's audio. Zoom allows audio participation either with computer audio (via internal speakers or a headset) or by phone. You may select to join by computer audio by checking the box next to "Automatically join audio by computer when joining a meeting".



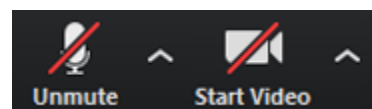
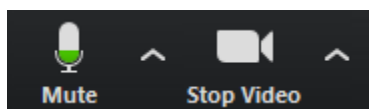
If you choose to join by phone, call in to the phone number provided and enter the Meeting ID and Participant ID when prompted.

Should you experience problems connecting your audio, click the arrow next to the microphone icon in the bottom left-hand corner, choose "Audio Options", then "Test Computer Audio".

You may also use a webcam in your Zoom meeting. If you need to select or change your audio or video input device, click the arrow next to the

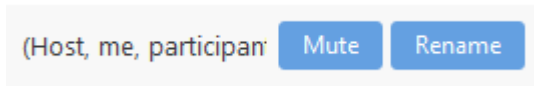
microphone/camera icon and select the appropriate device.

By default, your microphone will be muted when you enter a Zoom meeting. To mute or unmute yourself, click the microphone icon in the bottom-left corner. Follow the same process to turn the webcam on and off.



Participants List

The participants list shows all the active participants in the meeting, including your instructor(s) and fellow students. To open the participants list, click “Participants” in the meeting menu bar. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list.



Non-Verbal Feedback

At the bottom of the participants list, there are a number of icons you can choose to appear next to your name. The icons are: Raise Hand (toggles to Lower Hand), yes, no, go slower, go faster, dislike (thumbs down), like (thumbs up), clap, need a break (coffee cup), and away (clock face).



For example, if you have a question, you can click the “Raise Hand” icon. This places a hand icon next to your name in the participants list until either you or your instructor lower it.

Note: Zoom does not alert Hosts to Non-Verbal Feedback so if the instructor is viewing full screen, they may not see your feedback.

Chat and File Sharing

To open the chat window, click “Chat” in the meeting menu bar. If Zoom is not full screen, the chat window appears on the right-hand side of the meeting screen. If the participants list is also open, the chat window appears below it. If Zoom is in full screen, the chat window appears on top of the main meeting window.

Chats may be sent to all active meeting participants or privately to specific individuals. By default, “Everyone” is selected in the chat window, but you can choose any individual participant for private chat using the dropdown menu next to the “To:” field. Your instructor may choose to disable private chat.

Note: You can only see chat content that occurs after you enter the Zoom meeting. Any chat content sent prior to entry is NOT available in your chat window.

If you do not have the chat window open, Zoom alerts you to any unseen messages by turning the Chat button orange and indicating how many unseen chat messages you have.



To save the chat transcript, select “More” to expand its menu and choose “Save chat”.



Use “Share file in meeting” to send an attachment to participants via chat. This brings up a file window to navigate to the file you want to share, select, and open. This adds the file name to the chat display with a download link for everyone except the uploader.



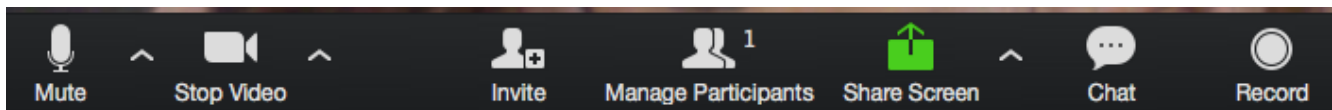
Note: Shared files are not included in the recording files and should be provided by other means to ensure post-meeting access.

Other Functionality

Your instructor may direct to you to use these Zoom functions.

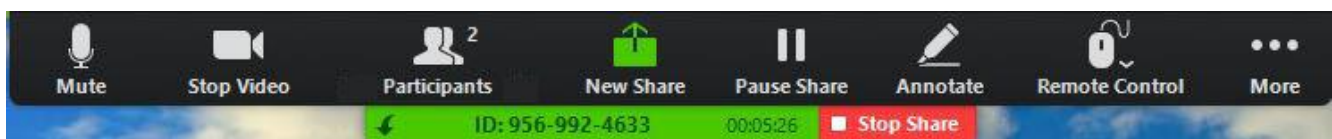
Share Screen

If your instructor asks you to share your screen, select “Share Screen” from the meeting menu bar.



This brings up a list of all active applications and available desktops on your computer. You may also choose to share a whiteboard or iPhone/iPad.

When the screen is shared, the meeting menu bar moves to the top of the screen, adds options such as Annotate, and moves other options to More. To reposition the meeting menu bar, simply click and drag.



Note: By default, screen share opens in full screen. If you have the participants list or chat window open, these windows are hidden in full screen. Either click “Exit Full Screen” in the upper right corner or re-enable the windows by clicking “Participants” and “Chat” options to have them display as pop-out windows on your screen.

The annotation toolbar allows participants to draw and make comments on the shared screen. Your instructor may choose to disable this feature.

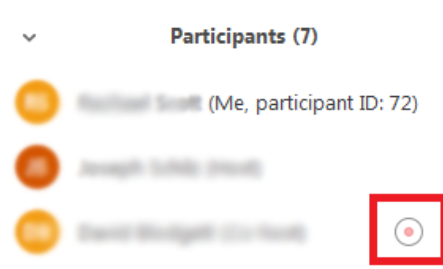


To end the screen share, choose “Stop Share” at the top of the share.

Recording

If your instructor has allowed participants to record, you may record the Zoom meeting. The Record icon appears on the meeting menu bar even if you do not have permissions to record. If you click on “Record”, it will tell you to request recording permissions from the meeting Host.

The person recording the meeting will have a recording icon next to their name in the participants list.



When you have exited the meeting, the recording saves locally. Your computer may ask you to specify a location in which to save the recording. Once processing is complete, the folder with the recording files will open automatically.

Note: the recording will not process until after you have left the meeting.

Chat transcripts are not saved in the .mp4 video recording of the meeting. Make sure to save chat before exiting the meeting if you would like to retain that content.

Appendix A: Additional Resources

Getting Started on PC and Mac Guide

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

Getting Started Videos

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe

Join a Test Meeting

<https://zoom.us/test>

Technical Support

Our Online Dashboard offers resource materials and information on how to Contact Our Support Staff:

<http://uwodashboard.pce.uw.edu/help.asp>

Updated 09/19/17