Zoom – Quick guide for students

Joining the meeting

You will receive a link or ID (series of numbers) from the remote meeting room and the password defined for the meeting from the teacher / meeting organizer, the Zoom meeting can also be a link made with the Moodle tool:

- For example:
  https://lut.zoom.us/j/437678218?pwd=WHpwV3phZnR4d0hVMG1WMVZtL2xPZz9;
- Or the same ID 437-67-8218 (you can join this if you already have the Zoom app on your computer or phone) and the password specified for the meeting

Click the link and download the Zoom app (your browser will prompt you to install the app when you click the meeting link) or download the Zoom app in advance: https://zoom.us/download

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If the installation does not start automatically, locate the downloaded installation file (in the Downloads folder) and start it.

In the future, when joining a meeting, allow the app to launch when prompted.

NOTE! Downloading the Zoom application is important because not all functions can be used without it.

Sound system testing

Once you have installed the application and joined it to the remote meeting, a window will open where you can join the meeting and test the audio devices. If everything works, click *Join with Computer Audio.*
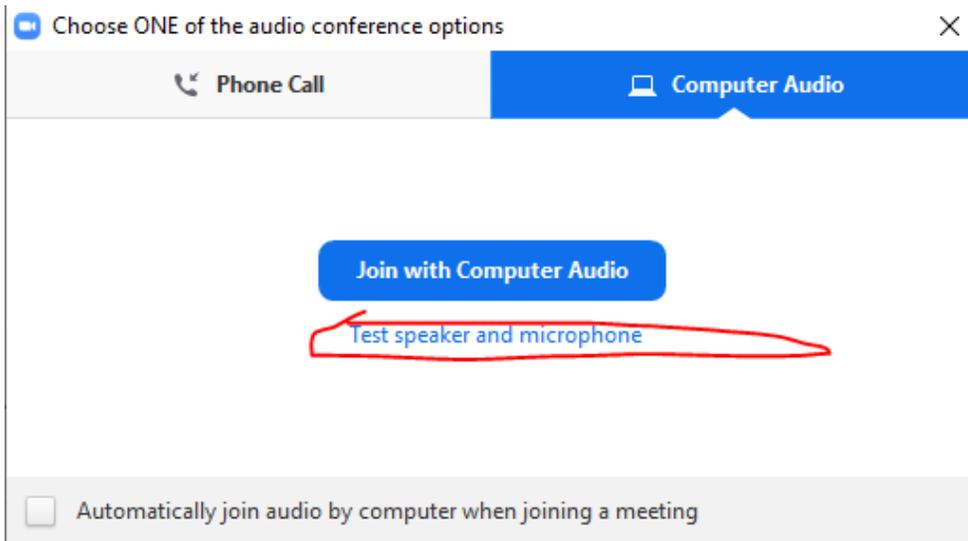
During testing, select the correct speaker and microphone and test their functionality (the Wizard opens, which you can follow to proceed).
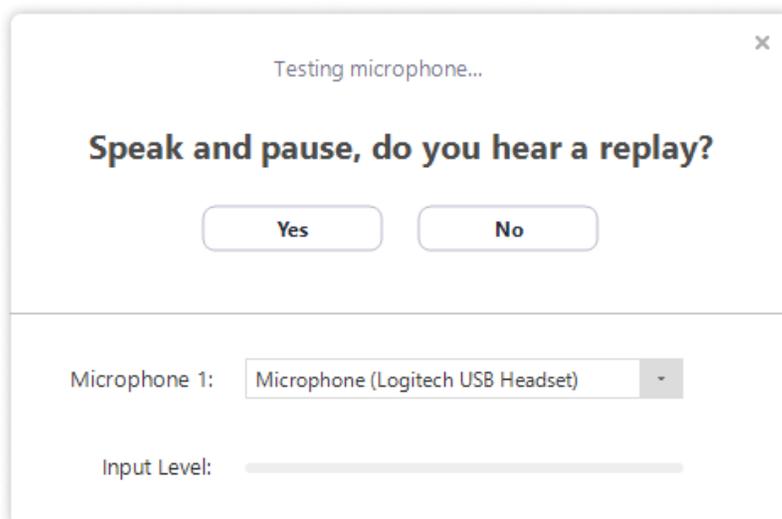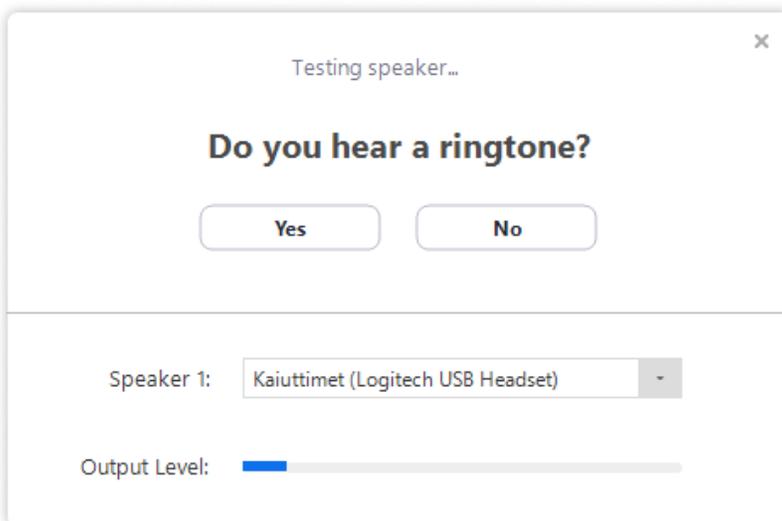
Once you have successfully tested your audio devices, join the meeting (**Join with computer audio**).

Meeting tools

When you join a meeting, you have a microphone and video connection available. The teacher may have set up the meeting so that your microphone is not on when you start. Do not open it until prompted. Same with video. The meeting organizer can open or close your microphone.

Here is the meeting toolbar that appears when you hover the mouse pointer over the edge of the application. To leave the meeting, click *Leave Meeting*.

Microphone Options:
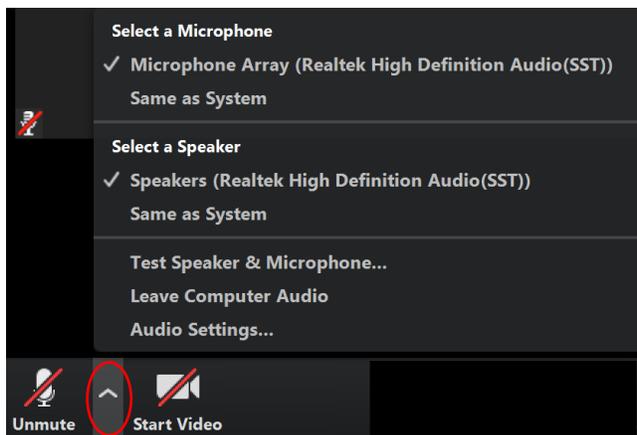
Select the current microphone from the list if the correct one is not selected
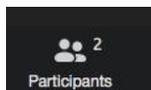
Select the correct speaker from the list

Test the microphone and speaker

Click the microphone icon to turn the microphone on or off *(Mute/Unmute)*.

Click the camcorder icon to turn the video on or off (Start /Stop video)
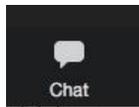
Participants

Click on Participants to see the list of participants. For your part, you may be able to rename yourself (if not locked) and put the microphone open or closed.

In this window you can a request to speak (Raise hand), a voting icon, etc.
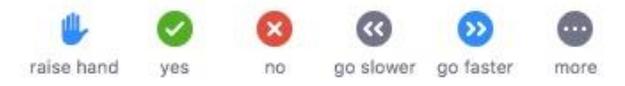
Chat

To send messages, open the Chat pane. You can also send the message privately, if allowed.

Share

If the meeting organizer does not share anything, participants can share their own screens or programs.

Annotate

When screen sharing is on, you can use the Annotate tool to annotate the screen to be shared (unless blocked by your teacher). Annotation may be utilized in activating assignments, etc. during distance learning lessons.
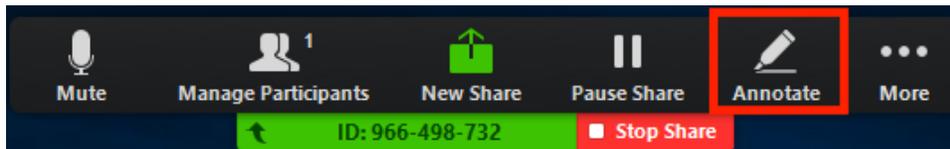
If you annotate another screen share, click 'view options' to display the annotation tools
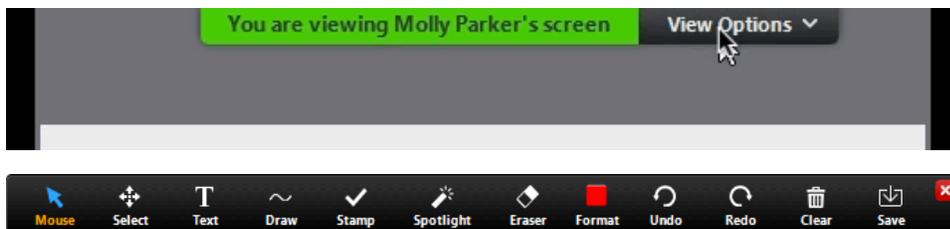
- Text: writing tool
- Draw: drawing tool
- Stamp: addition of various stamps (e.g. star, heart)
- Spotlight/arrow: changes the cursor to a spot light / arrow
- Eraser: deletion of individual entries
- Format: drawing tool color, etc. settings
- Undo/Redo
- Clear: delete multiple entries at once
- Save: save the screen share and annotations as a screenshot. The screenshot is saved on your computer (when you save, the 'Show in folder' will appear below the button, from where you can navigate to the right folder and copy the file to your computer's desktop, for example)

[More detailed instructions on annotation](#)

Zoom support: https://support.zoom.us/hc/en-us