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COMMUNITY COLLEGE

Student's Guide to Zoom

Zoom is a real-time video conferencing tool that brings teachers and students together. You can download the application on your personal computer, mobile or tablet device. You do not need an account to join Zoom meetings, but it recommended that you create one.

Joining a Meeting for the First Time

There are several ways your instructor may invite you to a Zoom meeting:
- A link in an email invitation
- A link posted in your Canvas course
- Directly through Canvas

If you have been provided a link to a meeting:

1. Click on the link provided to you by your instructor to join the Zoom meeting. Once you click on the link, Zoom will ask you if you would like to download the Zoom application or to use your web browser.
2. You should click "download and Run Zoom" to download the application.

If nothing prompts from browser, download & run Zoom.

If you cannot download or run the application, join from your browser.

3. After Zoom downloads, follow the directions on your computer to install the application.
   NOTE: You will only need to install the Zoom application once.
4. Once the app is installed, you will be asked to if you want to join the meeting with video. Choose "Join with Video."
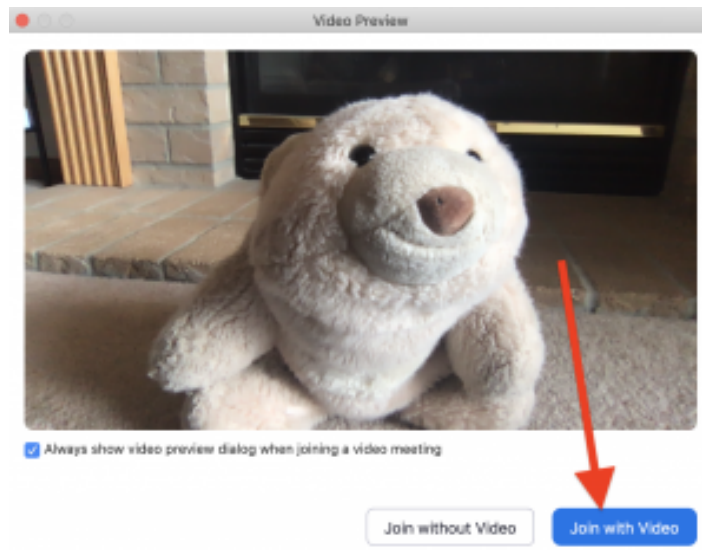
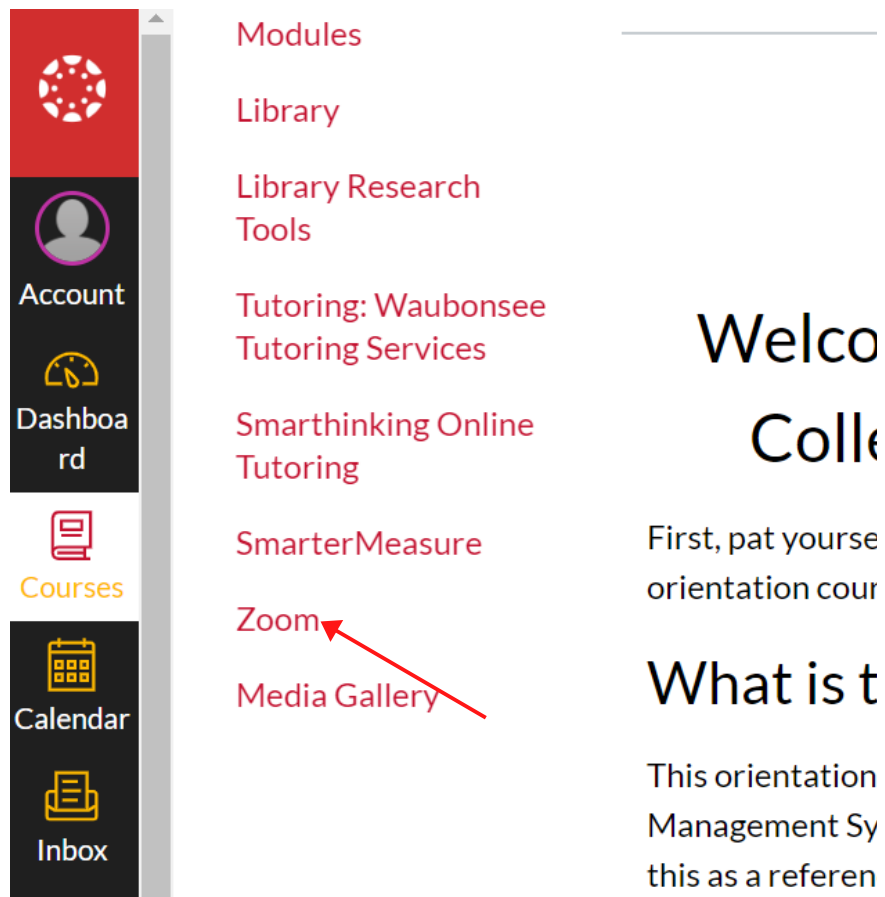5. Next, you will be asked if you want to join with audio. Click on the blue button that says "Join with Computer Audio."
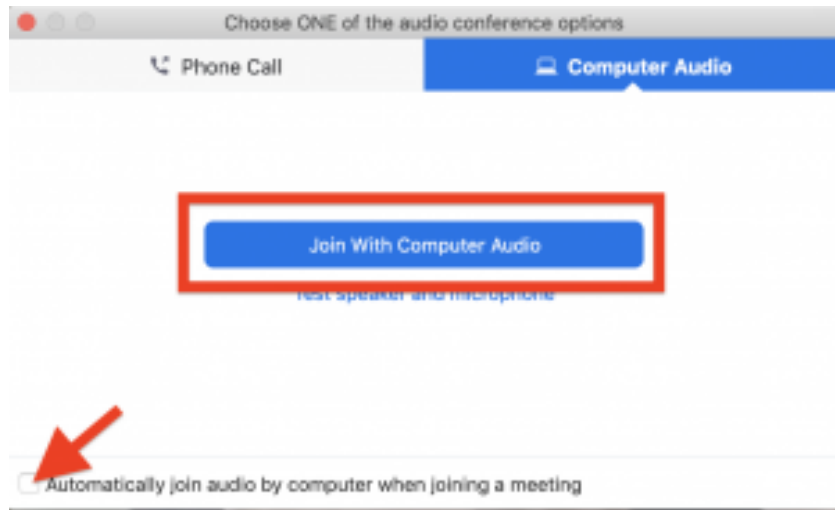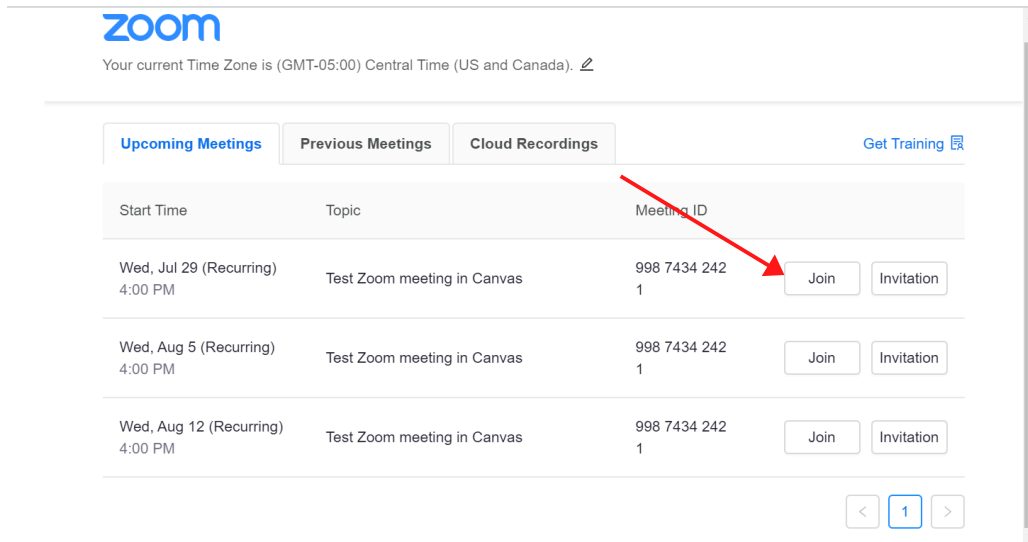
If you are accessing Zoom meetings through Canvas:

1. Click on the Zoom link in the left-hand navigation list in your Canvas course:

2. The Zoom dashboard will open inside your Canvas course, and will list all meetings that have been scheduled.

3. If you are ready to join the meeting, click the Join button:

4. If this is your first time joining a Zoom meeting, follow the steps listed above to install and configure Zoom.

Sharing your Screen

In your classes, your instructor may ask you to share work you are doing on your computer screen. To do so, you will use the "Share screen" function in Zoom.
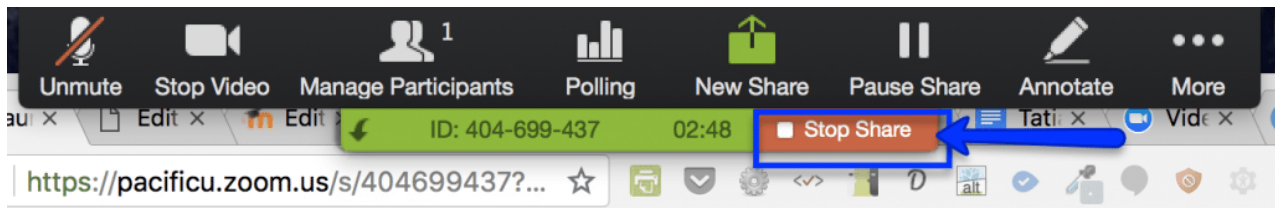
1. To do so, simply put your cursor at the bottom of the screen and click Share Screen:
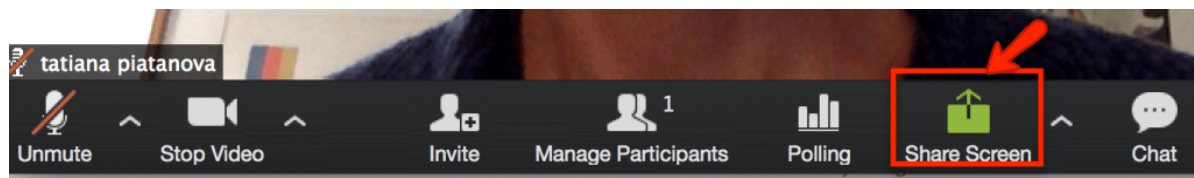
2. Zoom will open up a pop-up window where you can select what you wish to share. Click on Desktop and click on "Share screen" button on the lower right:

3. To stop sharing your screen click on the "Stop Share" button on top of your computer screen.

Tips & Additional Resources

The best way to get comfortable with Zoom is to use it!

Try meeting with a friend, classmate or family member. Explore the different features so you can feel confident in your Zoom class sessions.

Show up early.

Show up early to your Zoom class sessions to test your audio and video. If you can, try having your video on in class. Your instructor and peers would love to see your face! If you anticipate that your connection may be spotty, you can always join the meeting by phone using the phone number included in the Zoom invitation.

Set your name, and add pronunciation or a pronoun, if you want.

You can go to your Profile and change your name. Use the first and last name you prefer. If you have enough space, consider if you want to add a pronoun or phonetic pronunciation. For example: "Meredith Grey (she)" or "Kale (Kay-lee) Smith."

Participate!

You can unmute yourself, when appropriate, to ask a question or make a comment. You can also use the Chat window to ask questions, interact with the group, or send direct, private messages to those in the meeting.

Technical difficulties are normal.

Don't let technical difficulties distract you. If your connection gets glitchy in class, try turning off your video or joining the meeting using a different device. Your instructor may record your class sessions, so make sure you know how to locate the recordings if you miss all or part of class due to technical problems. If you are consistently experiencing issues in Zoom meetings, make sure to communicate with your instructor and ask for help.

Are you a visual learner? Try these videos! (click on the blue underlined text to launch the videos)

Zoom EDU: Zoom for Students
How to use Zoom as a Student

Reach out for help.

If you have any questions about Zoom, email LibraryTechSupport@waubonsee.edu, send us a LiveChat message or call 630-466-2400. We're happy to help!