LEARNING WITH ZOOM
BRIEF GUIDE

WHAT IS ZOOM?
Zoom is a web conferencing tool. It allows instructors to easily convene online meetings with students, chat with or without video enabled, and deliver presentations while maintaining a good quality connection among all participants.

WHAT CAN I DO ON ZOOM?
- Attend live course sessions
- Engage with your instructor through chat, audio, and video features
- Participate in Breakout Rooms and polls
- Host unlimited meetings with up to 300 participants
- Hold 24-hour maximum group meetings
- Record meetings
- Screen share and more

WHAT DO I NEED?
- Computer/laptop/tablet/smartphone with a stable, high-speed internet connection (iOS and Android apps available)
- Headphones, earbuds, and/or speakers
- Microphone (a separate microphone can be better than your device's built-in)
- Web camera (optional, preferred for face-to-face connection)

GETTING ORIENTED ON ZOOM

Start/Stop Video turns your video on and off.
As a host, Security allows you to “lock” the room and control participant functions.
Chat opens the meeting’s chat box.
Reactions will show on your thumbnail.

Mute/Unmute your audio. To avoid background noise, keep yourself muted unless you’ve been invited to speak.
Click to open the Participants window to find the Raise Hand button and more reactions.
Share Screen lets you share your desktop or just one window.

Tip: When someone else shares their screen, under “View Options” at the top, select “Exit full screen” so you can see everything in one window.