Zoom Student Guide

What You Need

- A device that meets the current System Requirements for running Zoom.
- An internet connection – broadband wired or wireless.
- A headset (using your computer audio can cause feedback issues).
- In some classes, a webcam – built-in or USB plug-in.

Entering Your Meeting

The URL to your Zoom meeting should be in your Canvas course. Click the URL or paste into your browser of choice to open the meeting. You will be prompted to download the Zoom application if you haven’t used Zoom before.

You may be asked to Sign In to Zoom.

Signing in to Zoom

From the Sign in Screen:

1. Click the Sign in with SSO option.
2. Enter washington as the Company Domain (Zoom should cache for future use).
3. Click Continue.
4. The UW NetID authentication page will open in your preferred browser. Log in as normal. **NOTE:** if you are already logged in to that browser, you may not need to reenter your credentials.
5. Your meeting will open once you have authenticated.
**Connecting Audio and Video**

When your meeting opens, you will be prompted to join the room’s audio. Zoom allows audio participation through your computer’s audio or a phone line. We recommend using a headset with your computer’s audio. You can also Test Speaker and Microphone here to ensure your best audio experience.

Depending on your Zoom settings and those of the room, you may come in with your video feed on. We do recommend enabling Turn off my video when joining meeting under the Zoom application’s video settings to ensure you are always camera ready. If your instructor requests you share your webcam feed, please be prepared to do so.

If you need to change your audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device. This is also an easy way to change your Zoom application Audio and Video settings.

**Mute Yourself**

To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.

**Meeting Controls Menu**

**Participants List**

The Participants list shows everyone in the meeting room, including your instructor(s) and fellow students. To open the Participants list, click Participants on the Meeting Controls menu at the bottom of your meeting screen. This opens the Participants list (either on the right-hand side of the meeting screen or in a popup window) and gives you some options:

**Mute and Rename**

By hovering over your name in the Participants list, you see options to mute yourself or change your display name.

**Raise Hand**

Let your instructor know you have a question by raising your hand. This places a hand icon next to your name in the participant list until either you or your instructor lowers it.

**Non-Verbal Feedback**

In addition to raising your hand, you can provide feedback through a series of icons—yes, no, go faster, go slower, thumbs up, thumbs down, clap, need a break, and away (the last five are under the ...more option.)
**Share Screen**
Participants are able to share applications or documents using Share Screen, assuming the instructor has granted sharing rights. After selecting Share Screen, Zoom opens a popup window showing your available computer screens and each active application to select from. You may also choose to share a whiteboard or iPhone/iPad. Once you select what you want to share, click Share in the lower right-hand corner.

When you Share Screen, the Meeting Controls menu moves to the top of the screen and reconfigures, adding a few options and moving others to the More option. To reposition the menu, simply click and drag.

![Meeting Controls](image)

To end the screen share, choose Stop Share.

**NOTE:** The default setting has Share Screen opening full screen. If you are not already in full screen mode and have Participants and Chat open (displaying on the right-hand side of the meeting), these windows may become hidden in the move to full screen. Either click Exit Full Screen in the upper right corner or click on Participants and Chat to display these windows again.

You may also notice that the Meeting Controls menu becomes hidden in full screen. Hover over the bottom of your screen and the menu will display. You can also change this behavior in the Zoom application settings under Share Screen (Enter full screen when a participant shares screen).

**Annotation**
The annotation toolbar allows whoever is sharing to draw and make comments on the shared content or whiteboard. When you share, the Annotation menu comes up automatically. If you are asked to collaborate when someone else is sharing, you can access an annotation menu by going to View Options at the top and selecting Annotate. Your instructor may choose to disable this feature for participants.

![Annotation Tools](image)

**Chat**
Chats may be sent either to everyone in the room or privately to specific participants. The To field starts out defaulted to Everyone but if you change that, it stays changed. If you want to change the current value of the To field, select the appropriate option from its dropdown menu. You can also click on anyone’s name in the Chat to select to send them a private message.

**NOTE:** Any chat messages sent before you joined the meeting are NOT included in your Chat window.

**NOTE:** Your instructor may choose to disable private chat.
Save Chat
To save the chat transcript, open the More drop-down menu and select Save Chat.

Recording
If your instructor has allowed participants to record, you can request the ability to record the Zoom meeting locally to your computer. The Host can then grant you permission to Record. A recording icon appears next to any participant who is currently recording.

Video Recording and Chat Transcript
Once your instructor has ended the meeting, your recording begins to process as part of saving locally to the location you specified. You can view or change this specified location in your Zoom application Settings under Recording.

Meeting recordings and chat transcripts are exported as separate files. Messages contained in the chat transcript will have timestamps. Once you have saved the recording and the chat transcript, you can match the video recording with the timestamped transcript.

Additional Resources
Getting Started on PC and Mac Guide
Getting Started Videos
Join a Test Meeting
UW Online Dashboard Info & Help