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# ZOOM: A STUDENTS GUIDE

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GRIFFITH ONLINE

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## 1.0 Introduction

Zoom is a straightforward and intuitive webinar application through which you can interactively access webinar tutorials. To use Zoom, follow the guide as described below.

## 2.0 Joining a Meeting

If Zoom is already installed on your machine, joining a meeting is as simple as clicking the provided link.

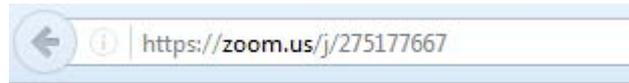
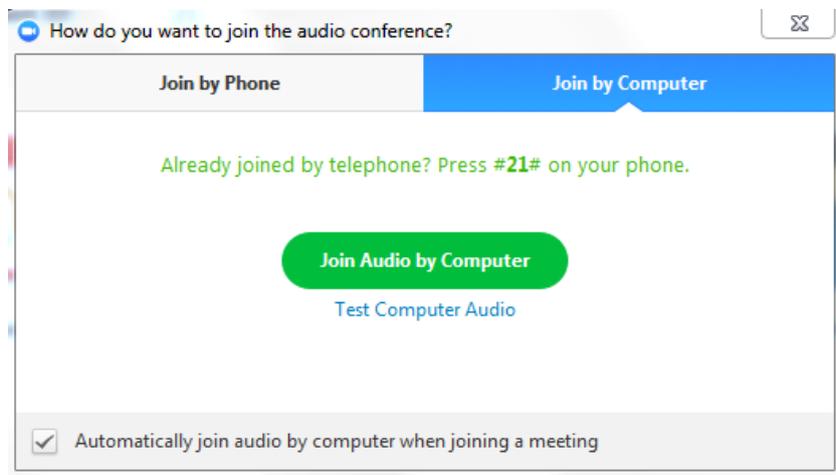


Figure 1. The Zoom URL

If you have not already selected a preference, you will then be prompted for the audio settings for the meeting.



Select Join Audio by Computer, and tick the checkbox in the bottom left corner for future convenience.

Figure 2. Audio Conference Settings

## 2.1 Your First Meeting

If Zoom is not installed, by entering the link a launcher will be downloaded and you will be prompted to install.

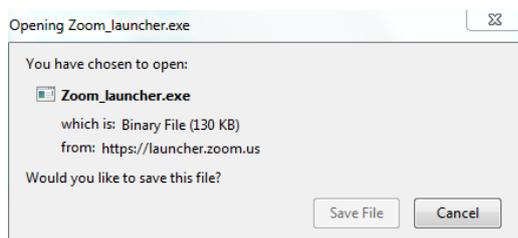


Figure 3. Zoom Launcher

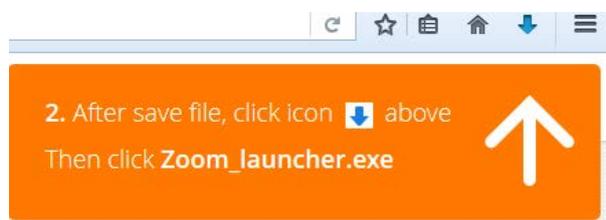


Figure 4. Installation Prompt

Zoom will display the progress of the install during the process and after a few moments will open the meeting.

### 3.0 Within the Meeting – The Layout.

An attractive feature of Zoom, is that you, the participant, can determine the visual presentation of the meeting. Assuming that participants have their cameras enabled, the view can be toggled between the active speaker and gallery view mode, (see figures 5 and 6).

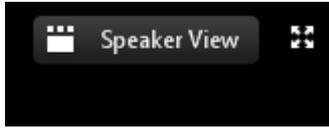


Figure 5. Speaker View

Toggling the view is as simple as clicking on the relevant button, which is located in the top right corner of the window.

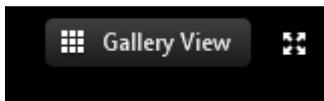


Figure 6. Gallery View

**Note** - Beside the toggle is also a switch to enable full screen mode.

### 3.1 Audio and Video Settings

Hovering the mouse by the bottom of the window brings the main meeting panel into view. In the left corner, a microphone icon and video camera icon represent toggle switches to mute or unmute a microphone, or to enable or disable a camera. Beside each switch is an arrow indicating that there is a menu that can be accessed. By selecting and clicking on an arrow a menu is presented, detailing the hardware options that are available and that can be chosen. Present within each menu is the option to enter the settings dialog at the relevant tab, (see figure 8).

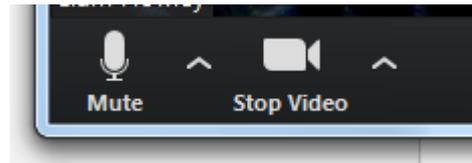
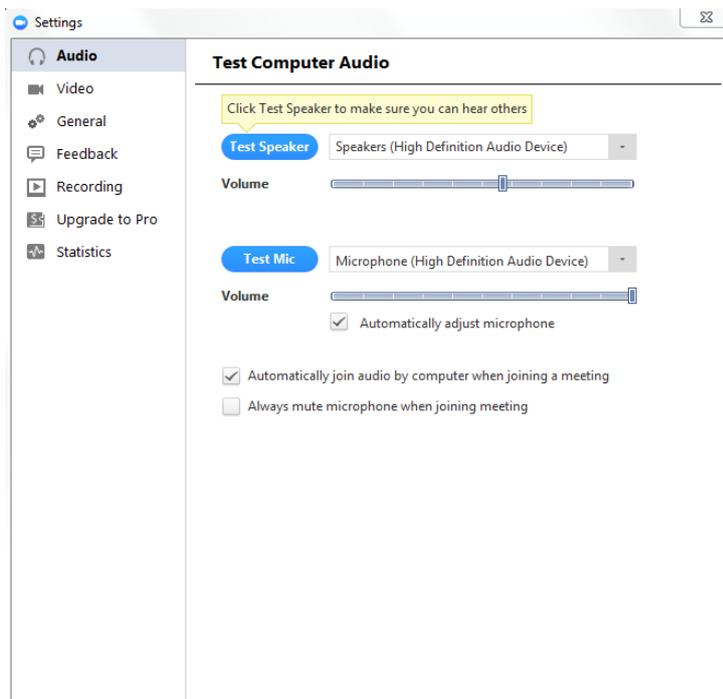


Figure 7. Audio and Video Settings



Should you find that having selected the correct audio device you are having problems with either hearing another participant/lecturer, or being heard yourself, the audio settings dialog, (Figure 8), provides options for testing your hardware.

Figure 8. Audio Settings

### 3.2 Other Settings - Including Chat

Within the meeting the panel a range of options are presented, (Figure 9), each of which brings their own features. Whilst the record feature may prove useful, it requires permission from the meeting host. Equally, whilst it is possible to share your screen with other participants, doing so is best done at the hosts / lecturers discretion.

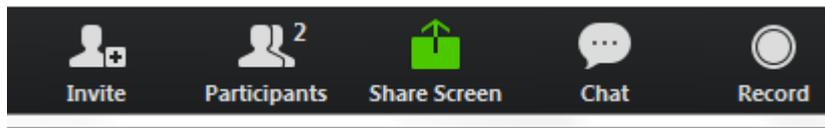


Figure 9. Other Options

The feature that may well prove most useful, is chat. By clicking on Chat, the 'chat box' will be presented, showing any conversation that has been occurring within the class, (Figure 10).

Of course, chats need not necessarily be for public consumption, and may well be intended for just one other participant, or indeed the lecturer / host. In this case, click on the participants name as it appears in the left of the panel and note how in the chat text field where you will type your message, the 'Send to:' field is populated with the name of the intended recipient and is marked private.

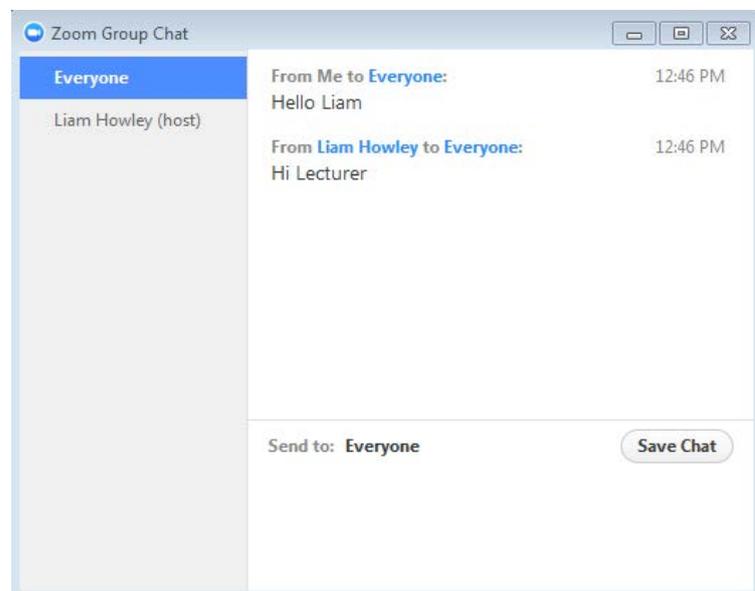


Figure 10. Chat Box

### 4.0 Leaving the Meeting.

On the right hand side of the panel is the button, 'Leave Meeting', (Figure 11). To leave the meeting, simple click on this button.

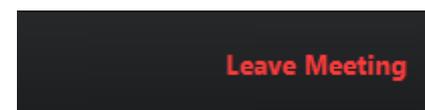


Figure 11. Leave Meeting Button.