

Getting Started with Zoom Centre for Lifelong Learning Student Guide PC or laptop

All online classes at the University of Strathclyde are delivered via Zoom.

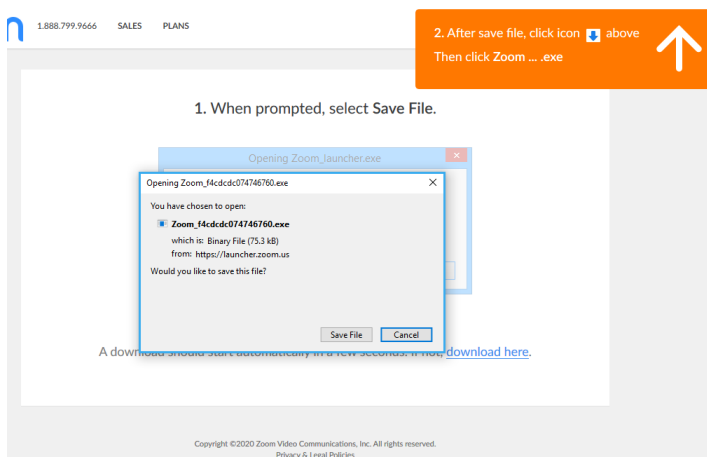
The only equipment you will need are:

- PC or Mac – ideally with a built in webcam
- Earphones/Headphones – these are recommended although not compulsory

1. Joining the meeting

The first time that you join a Zoom meeting on your computer, you need to run and install a small piece of software.

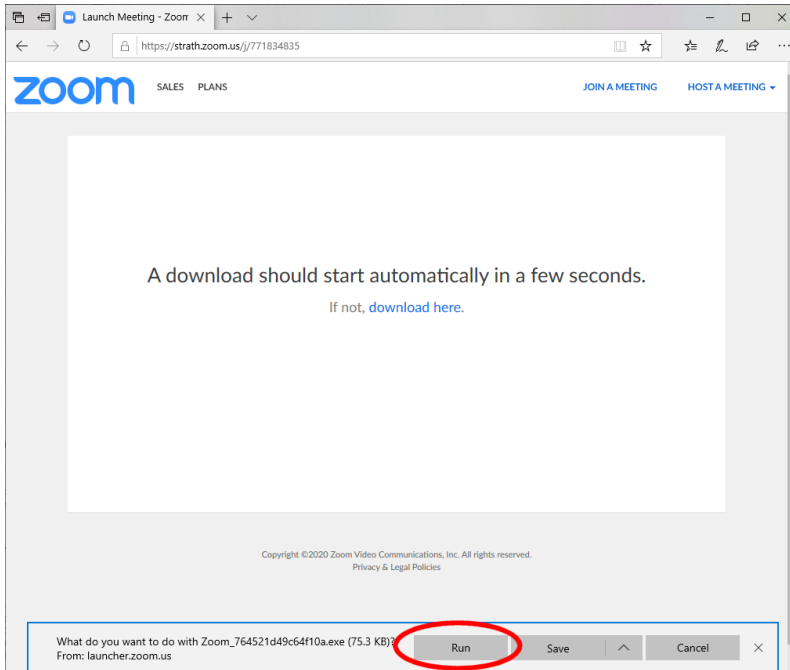
Depending on your browser (FireFox, Chrome, Safari etc), this should look something like this:



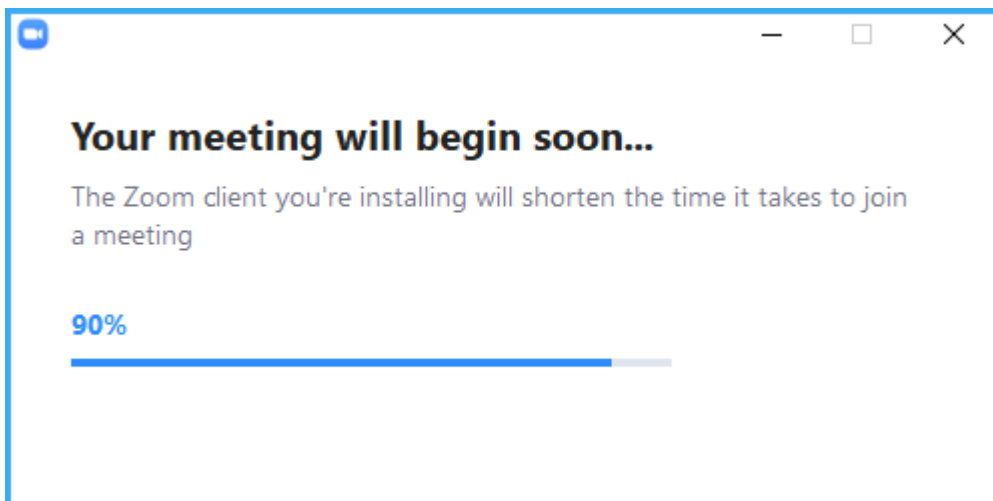
When downloaded, find the download and run it to set up Zoom. The downloaded file should look like this:



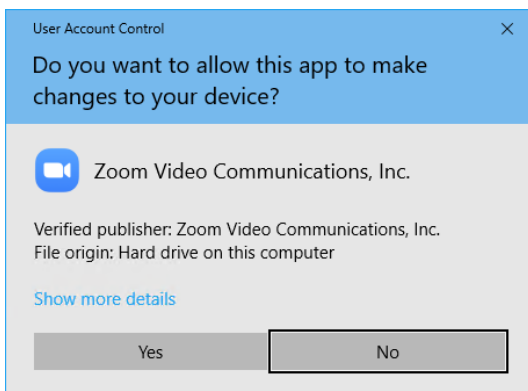
Other browsers (such as Edge or Chrome) may look like this with a prompt at the bottom of the screen, enabling you to run the installer as soon as you download:



When the software is installing, you will see a progress bar on your screen:



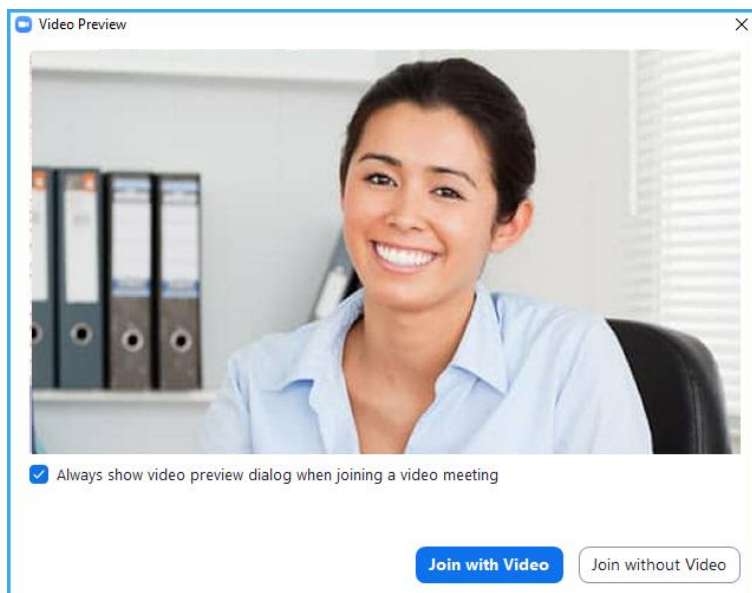
You may be asked to allow the software permission to install:



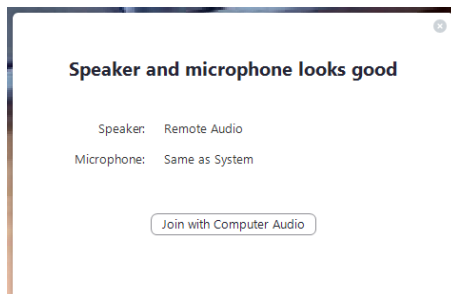
You will be asked to accept the Zoom Terms of Service and Privacy Policy:



When you join the meeting you will be shown your current camera view and be given the option of turning this on:



You may be asked to join with your audio:



You should now be able to join the session.

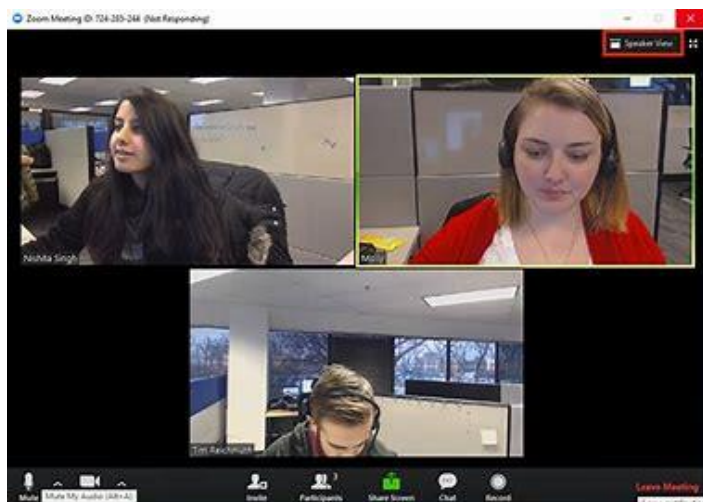
2. Navigating Zoom

You can choose to view the meeting in either **Gallery or Speaker** view

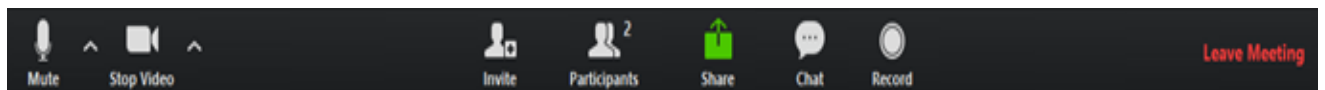
Using **Gallery view** lets you see thumbnail displays of participants in a grid pattern

Using **Speaker view** means you will see a larger screen of the person who is speaking e.g your tutor.

To switch between Speaker or Gallery view click the button on the top right hand corner of the screen.



As a meeting attendee, the attendee controls will appear at the bottom of your screen:



These are the main features you might use during the class:

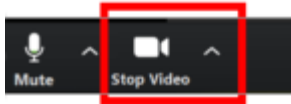
- Mute/Unmute
- Start/Stop Video
- Participants
- Share Screen
- Chat
- Leave Meeting

Mute/Unmute: Mute and unmute your microphone.

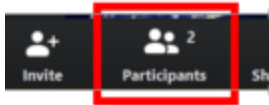
Your tutor may ask you to mute your microphone unless you are speaking to avoid any noise disruption for your fellow class mates.



Start Video / Stop Video: Turns your camera on or off.



Participants: Here you can see who else is currently in the meeting.



The Participants list also gives you access to these options:

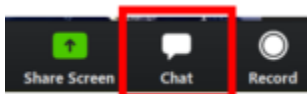
- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



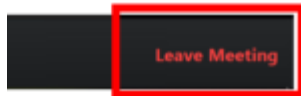
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.



Chat: Access the chat window to chat with other participants in the class



Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.



3. Sharing your Screen

One of the most useful features of Zoom is that the host and participants can share their screens.

Your tutor may use this function to show all the participants a PowerPoint presentation, run a video, view a website etc.

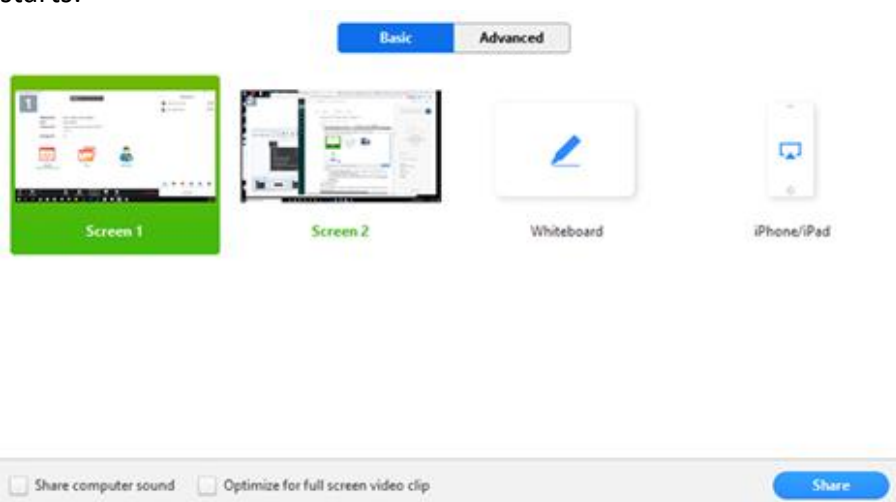
Your tutor may also ask you to show the rest of the class some work you have prepared.

To use the Screen Share feature:

- 1) Click on the Share Screen icon:



- 2) Select the screen you want to share from your PC. It is recommended you have any documents you may wish to share with the class open on your PC before the class starts:



- 3) Double click on the screen you wish to share.
- 4) Click on the red Stop Share button to finish sharing your screen

4. Meeting reactions

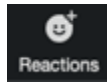
To encourage you to engage in the class your tutor may ask for your reactions throughout the class.

You can send a thumbs up or clapping to communicate without interrupting the meeting. You may wish to use this to show how well you are dealing with the content, instructions and activities.

Reactions will disappear after 5 seconds.

Sharing a Meeting Reaction:

1. In your meeting controls, click **Reactions**.



2. Click the type of reaction you would like to send: clapping hands or thumbs up.

