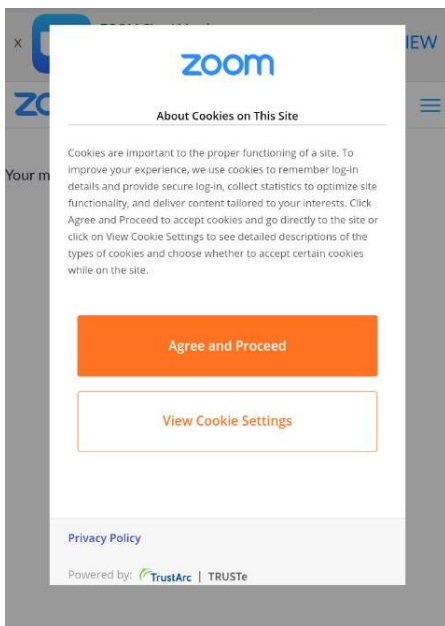# Getting Started with Zoom
Centre for Lifelong Learning Student Guide
Ipad or iphone

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

1.   Joining a meeting

The first time you join a Zoom session, you will be redirected to the Zoom website where you may have to "Accept Cookies" to continue:

The first time you try to join a Zoom session you will see a screen like this. Use the link highlighted below to get the Zoom app from the Apple App Store:
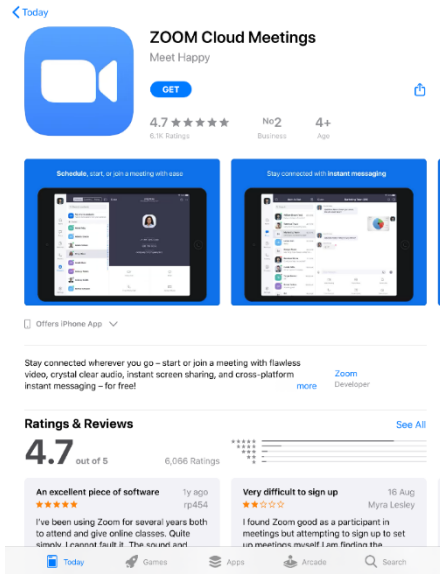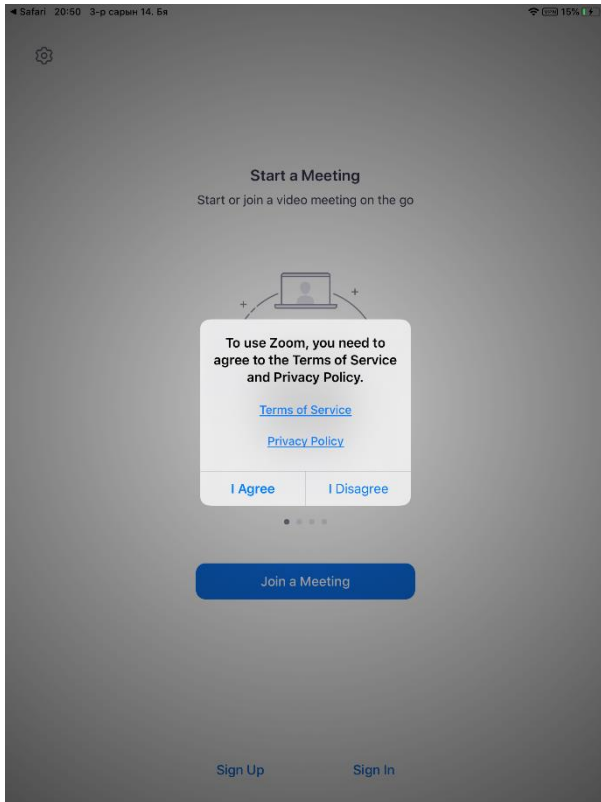
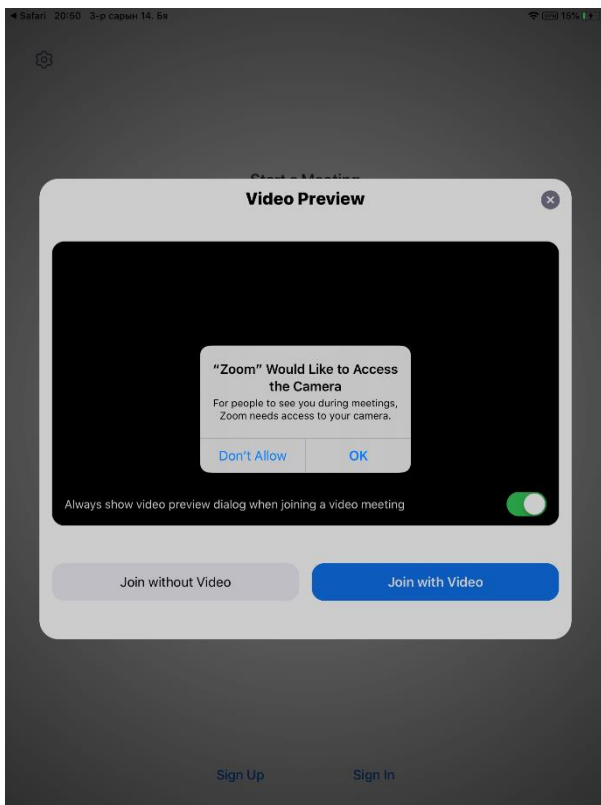Clicking will take you here:

If you then return to the original meeting link, the app will be available and will be offered to you:
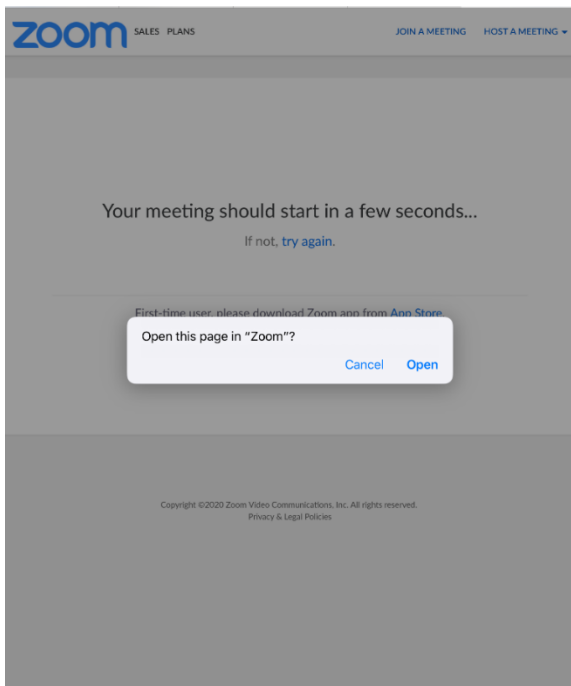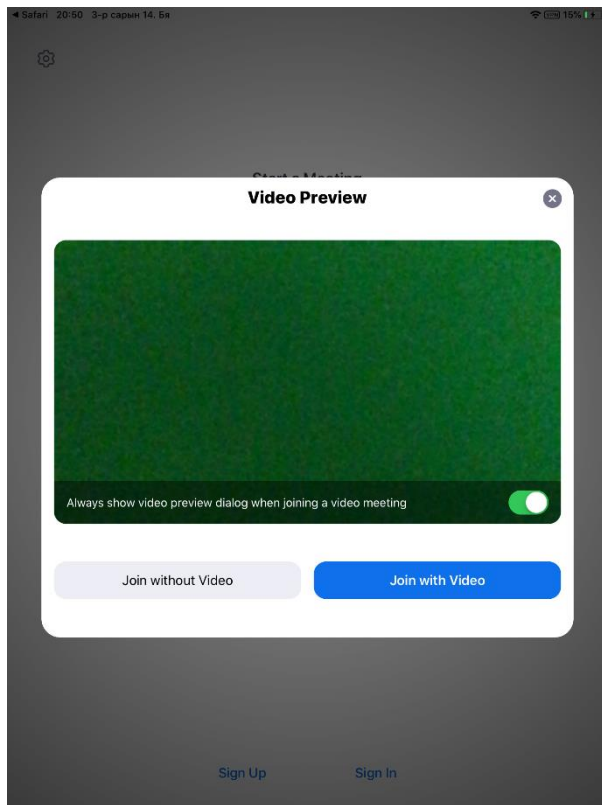

When it opens, you'll be asked to accept the Zoom Terms of Service and Privacy Policy:
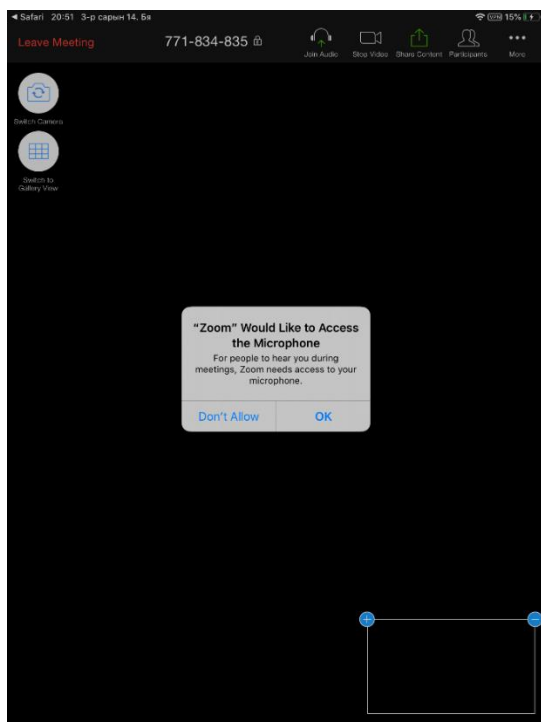
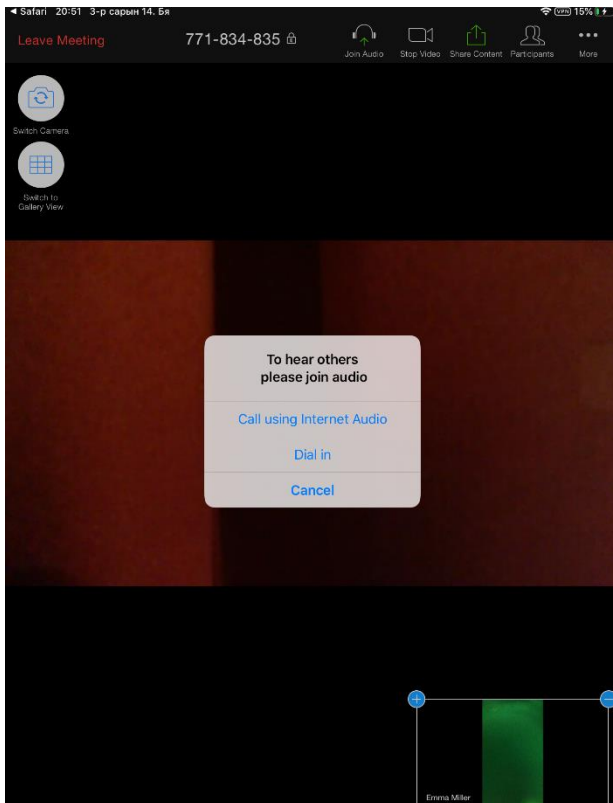You'll be asked for permission to access your camera:
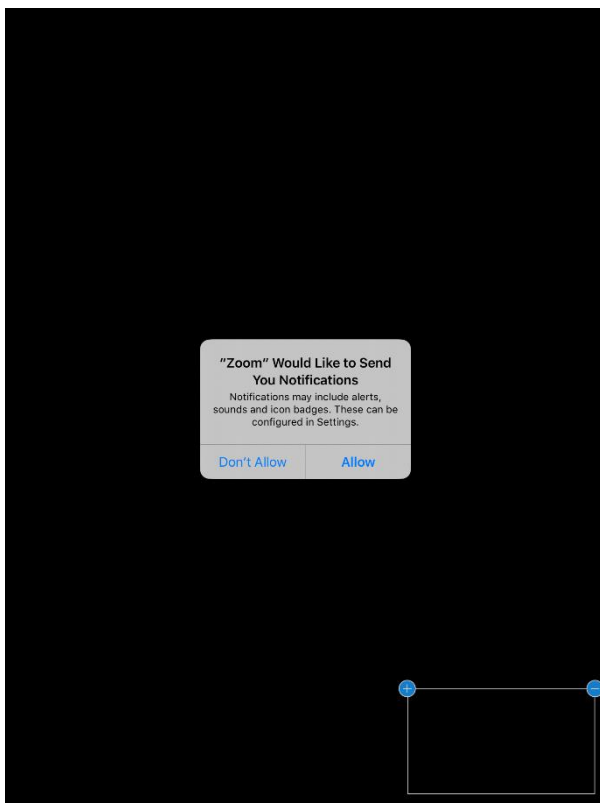
Zoom may ask if you want to join with video:

You will be asked to allow Zoom to use your microphone :

You can choose to use your iPad's audio, or to use a UK national phone number to join:

Finally, Zoom will ask if you can be sent notifications:

You should now have joined the Zoom 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 left hand corner of the screen on an ipad or swipe to the right on an iphone.

On an ipad or iphone, the attendee controls appear at the bottom of your screen, except for
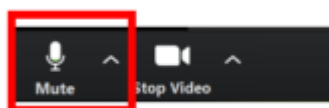
Leave meeting, which appears at the top-right corner.

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

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

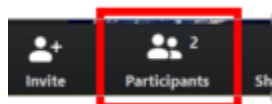**Mute/Unmute:** Mute and unmute your microphone.
Your tutor may ask you to mute your microphone unless you are speaking to avoid any noise disruption for your fellow class mates.

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 toquickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
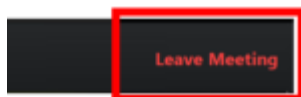

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
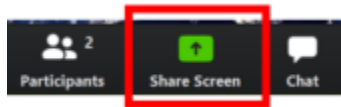
Chat: Access the chat window to chat with other participants in the class
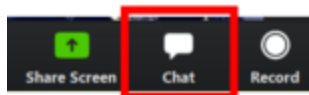
Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

3. <u>Sharing your Screen</u>

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.

On iOS, you can share:

- Screen - requires iOS 11 or later and Zoom version 4.1.18611.1228 or higher
- Photos
- iCloud Drive
- Box
- Dropbox
- Google Drive
- Microsoft OneDrive for Business
- Microsoft OneDrive
- Website URLs
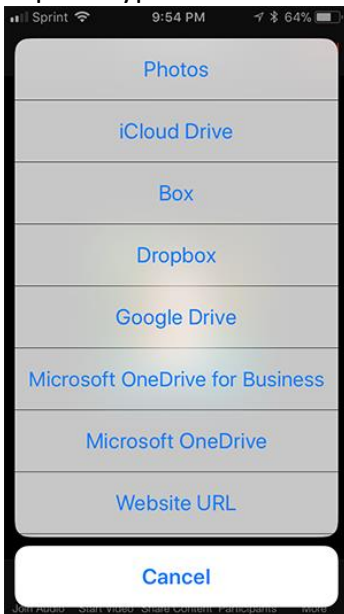- Bookmark
- Whiteboard - iPad only

Note that some of these options can be disabled in your Account settings, under Integrations

Sharing content

1. Tap **Share Content** in the meeting controls.

2. Tap the type of content that you want to share.

The content will now be shared into the meeting.

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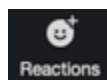
2. Click the type of reaction you would like to send: clapping hands or thumbs up.