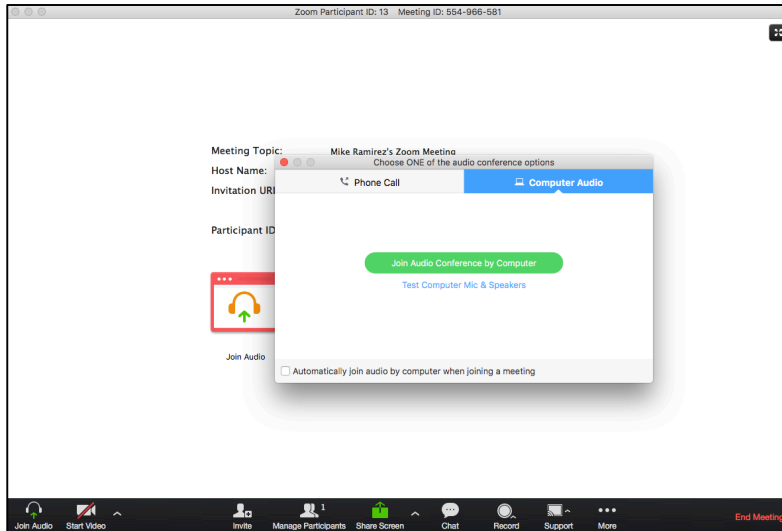


## Quick Zoom tutorial (Student tutorial)

The following document will give you some basic instructions for connecting to Zoom and using it for an online session.

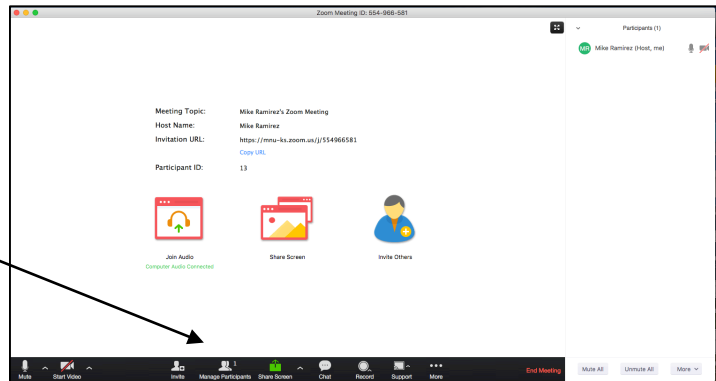
1. Click the link that was provided to you by your instructor to join the meeting. You may have received that link via an invitation in Outlook or your instructor may have simply provided you with a link to the meeting.

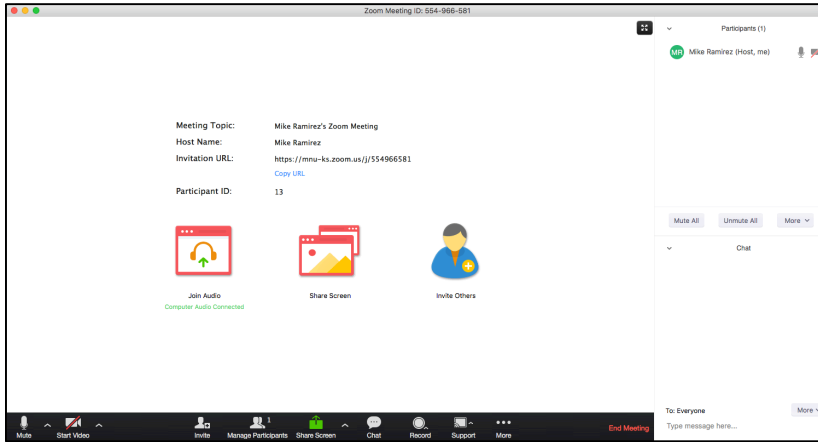


2. You will see a screen similar to this. If you are using your laptop, it will look something like this screen. Click the green bar that says "Join Audio Conference by Computer". If you are using your phone to dial into a session, click the Phone Call tab and follow the instructions.

3. You may wish to have the participants list available to see who else is in the room. To activate the participants list, click the Manage Participants icon on the bottom toolbar.

Your participants list will appear on the right side of your screen.





4. You will also want to enable your chat box. This is a live session, but your instructor may wish you to enable the chat feature to post questions or other items of interest. To enable the chat box, click the chat button at the bottom of the toolbar.

To mute/unmute your microphone, click the microphone icon at the bottom left of the toolbar. If your instructor wishes to use webcams during the meeting, click the Start video button next to the microphone icon.

Be sure you use a set of earphones or earbuds during your meeting. This will help to keep extraneous noise and feedback away from the meeting space.

If you have questions regarding your meeting, please contact your instructor. If you are experiencing issues with Zoom, please submit a helpdesk ticket and someone will respond to you to assist you in resolving the issue.