Guide to using Zoom

Zoom is the video conferencing program that will be used for your weekly classes.

For best quality, we recommend joining Zoom lessons with your computer, although it is also possible to join from a smartphone or tablet. To prevent audio feedback, please use earphones or headphones with a microphone instead of the built-in speaker on your computer where possible.

Contents

1. How to join the Zoom class on your computer

1) Click on the Zoom link sent to you/posted on Canvas the day before your class

   We recommend joining a few minutes before class starts in case you encounter any technical difficulties.

2) Download Zoom

   If this is your first time using Zoom, you would need to download the client. This download should start automatically (if it doesn't, click 'download here'). Once downloaded, click on the 'Zoom… .exe' file to open Zoom.
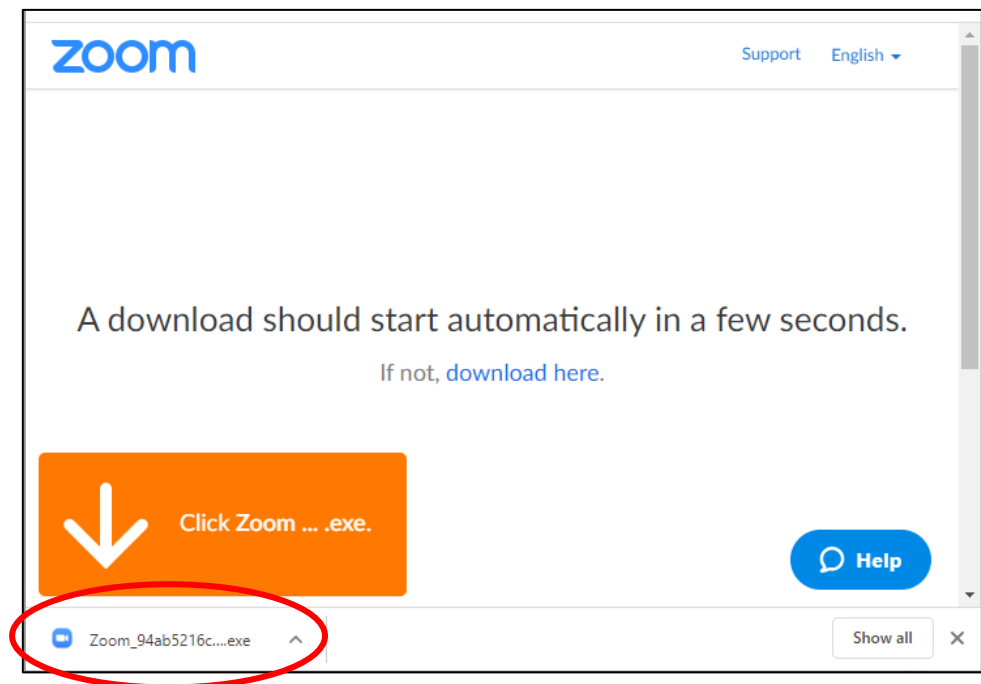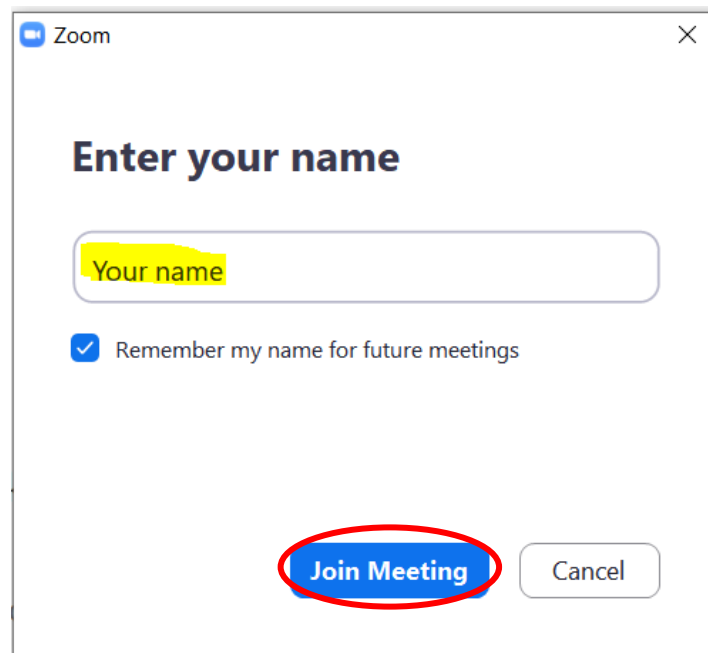

   Note: If you already have Zoom installed, you will instead be prompted to open the application. Click 'Open Zoom Meetings'.
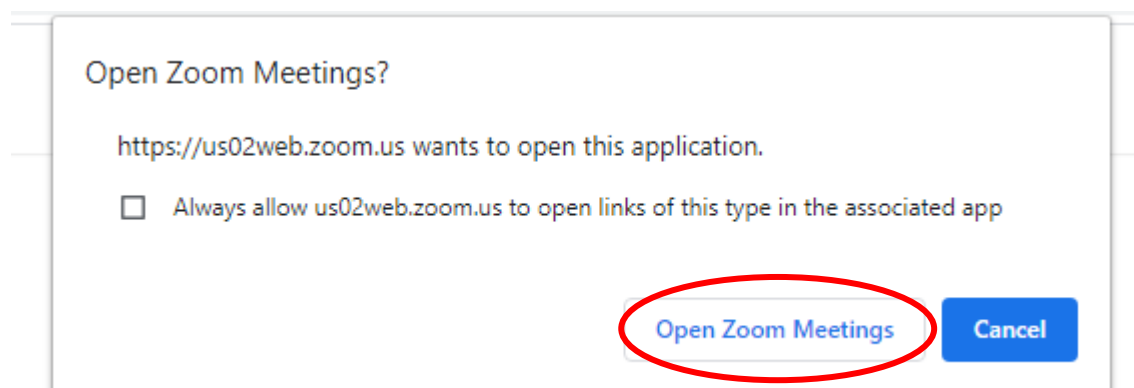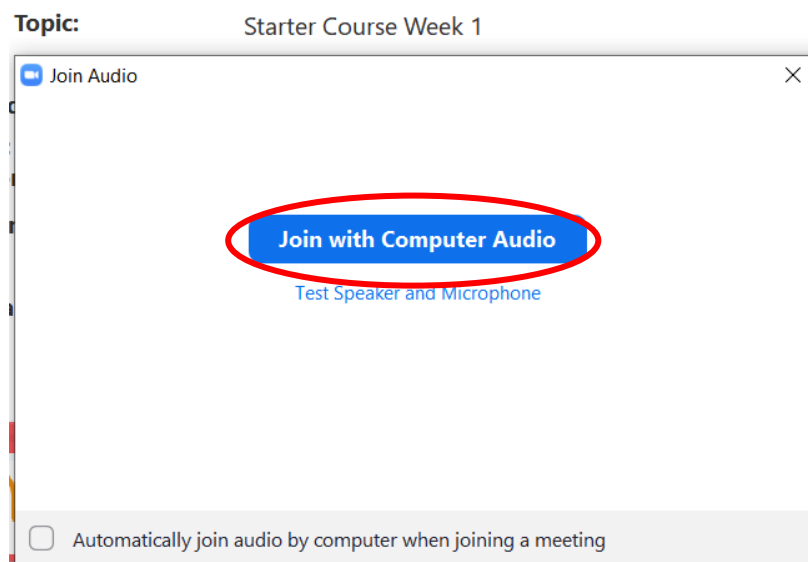
3) Enter your name

You will be prompted to enter your name. So that your teacher can identify you, please use the same name that you registered for J-Course with.

4) Wait for your teacher to approve your join request

Please wait, the meeting host will let you in soon.

5) Once approved, click 'Join with Computer Audio' to join the class

Note: It is also possible to join Zoom lessons from your mobile. For more information on how to join a class from other devices, please visit the following link: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

2. Meeting controls

1) Basic controls
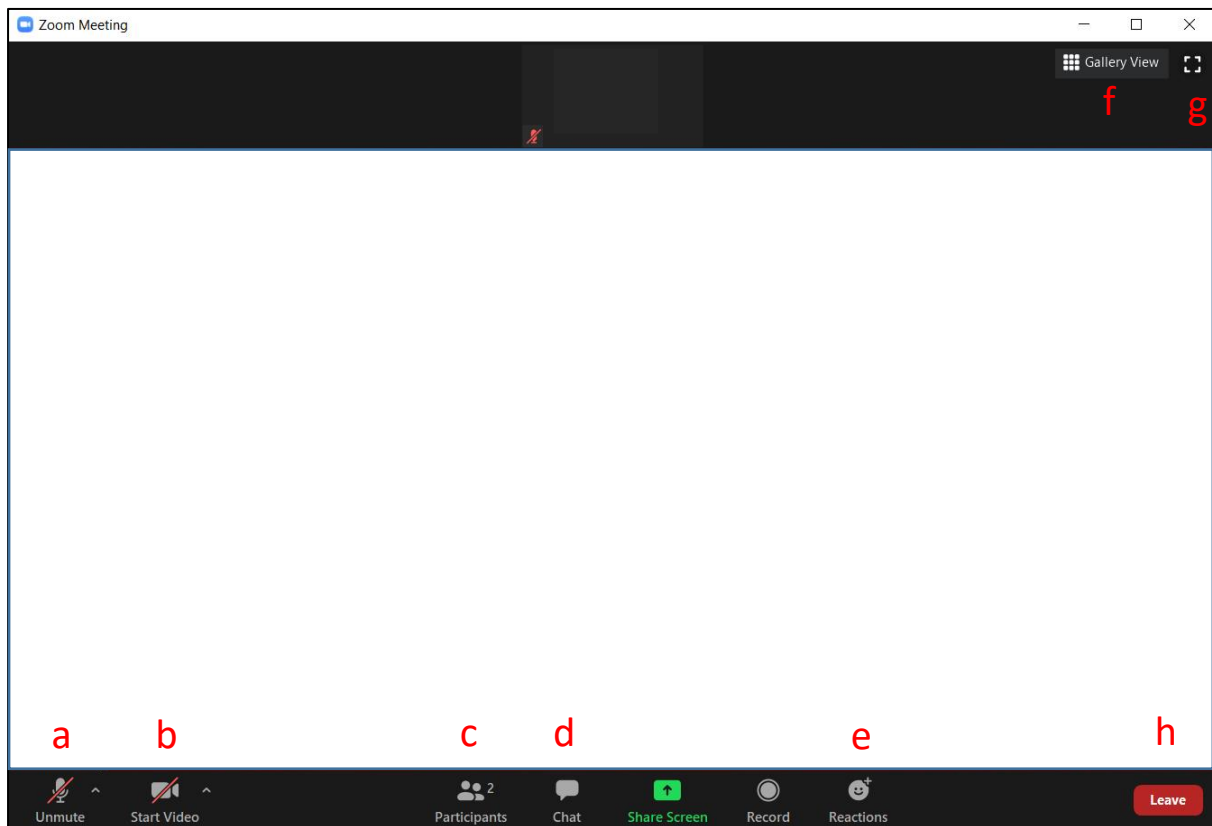
a) mute/unmute your microphone (you are muted by default when you join the meeting, press unmute to talk)
b) turn your camera on/off (please keep your camera on where possible)
c) see the list of participants
d) send messages in chat
e) use reactions
f) toggle between speaker view (screen focused on whoever is speaking) or gallery view (see everyone in the room)
g) toggle full screen on/off
h) exit the meeting and close Zoom

2) Adjusting screen sharing view
   - When your teacher is sharing their screen, this bar will appear on the top of your screen. Click on 'View Options' to exit full screen or adjust the zoom ratio.
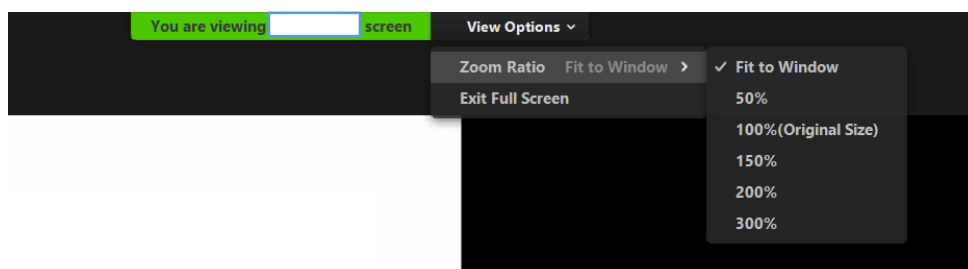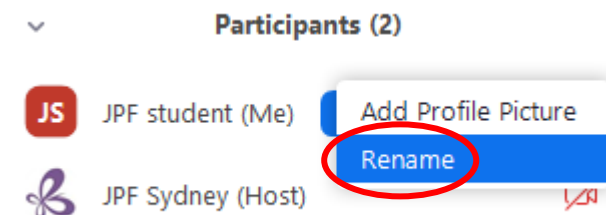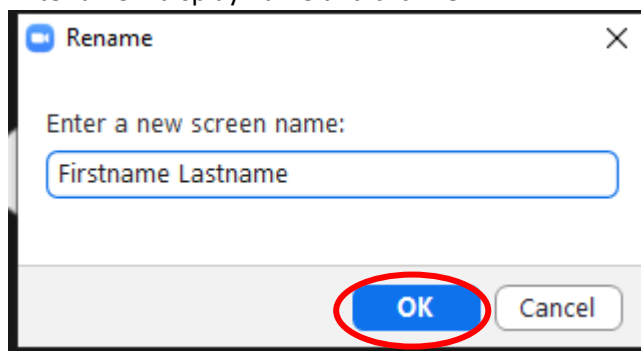
3) Renaming yourself

- If you share a computer with other people, or if you use Zoom for other purposes, you may accidentally join the meeting with the incorrect name. To change your display name, click 'Participants' (c) to open the participant window.
  Hover your mouse over your name, and click the "More" button that appears.
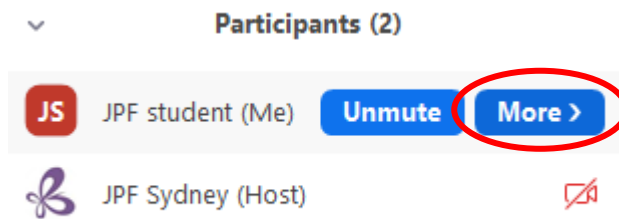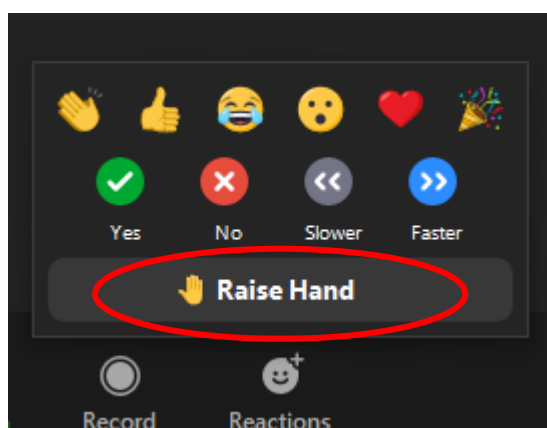

- Click "Rename"

- Enter a new display name and click "OK".
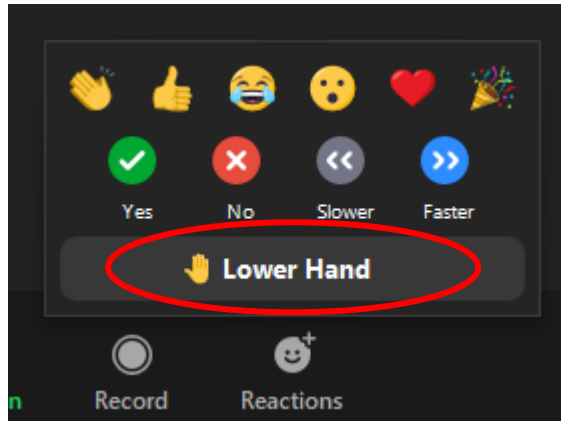

4) Raising your hand

- If your teacher is talking and want to ask a question, you can raise your hand virtually. Click 'Reactions' (e) to open the reaction window, then click 'Raise Hand'.

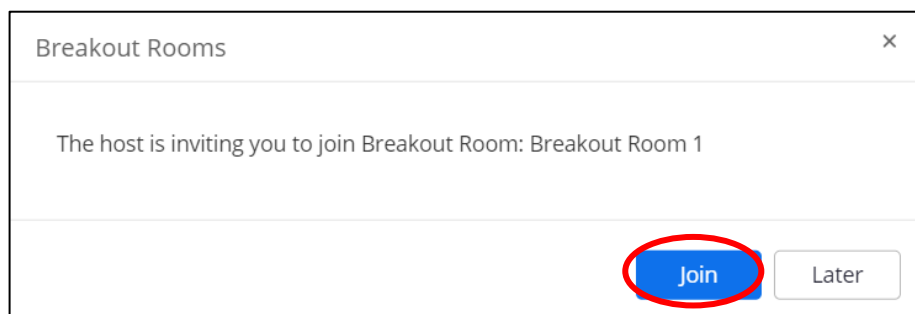A hand icon will appear next to your name on the participant list.

- Click the button again to lower your hand.

5) Breakout rooms

- At times, your teacher will make 'Breakout Rooms' to split the class into smaller groups for conversation practice. Click 'Join' when prompted to split into Breakout Rooms.

- While you are in a Breakout Room, your teacher may broadcast messages to everyone in the class. The message will appear at the top of your screen.
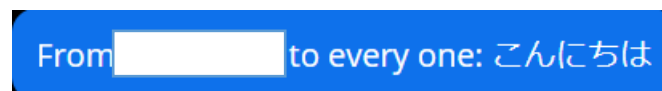

- Inside Breakout Rooms, the 'Ask for Help' button will appear at the bottom of your screen. Click this if you want to ask your teacher to come to your Breakout Room.
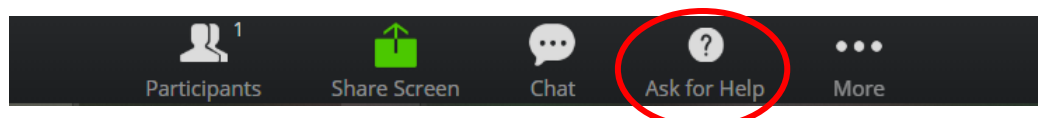

- At the end of a Breakout session, a countdown will appear and you will be returned to the main room automatically

6) Using Virtual Backgrounds

- You can use a Virtual Background to hide your surroundings. To set up a Virtual Background, click the arrow next to the video on/off button (b) to open up this menu and click "Choose Virtual Background…"
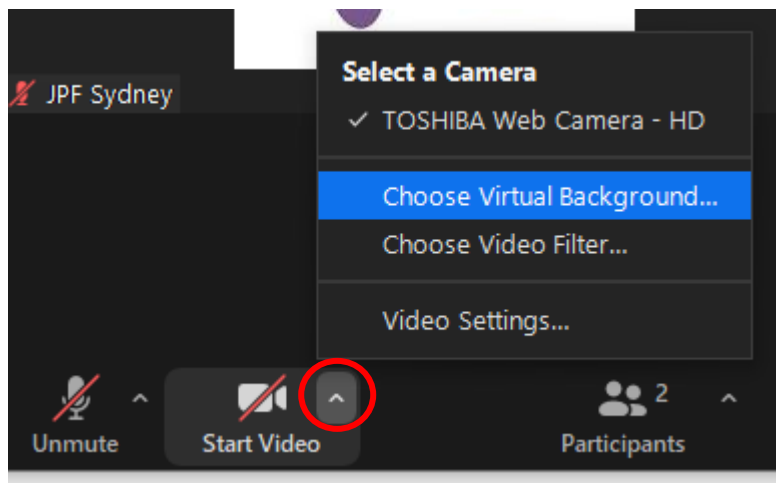
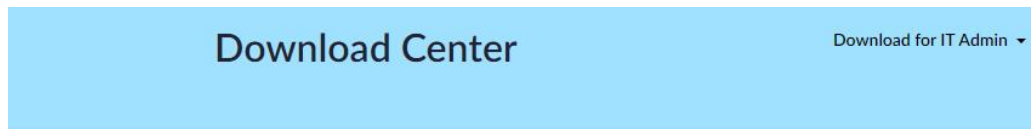- In the new window that appears, select one of the images to use as a Virtual Background.
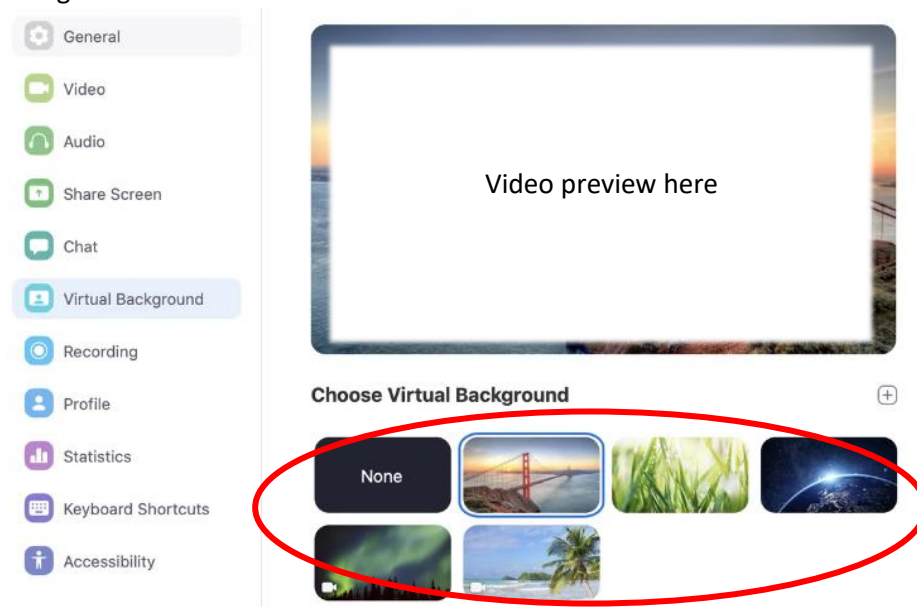
- If you are prompted to download the "Smart Virtual Background package", click "Download".
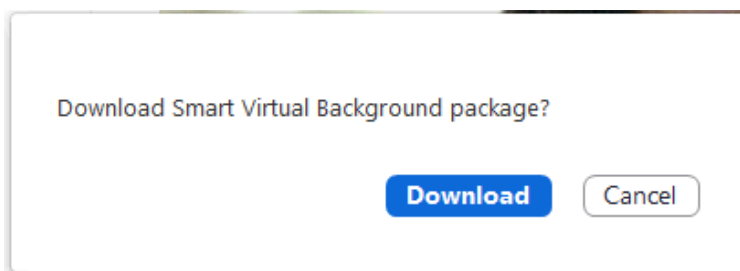
3. Updating Zoom

- Zoom updates their software regularly to address security flaws and bugs. To install the latest version, go to https://zoom.us/download.
  Under "Zoom Client for Meetings", click "Download".

- Click on the downloaded file (ZoomInstaller.exe).
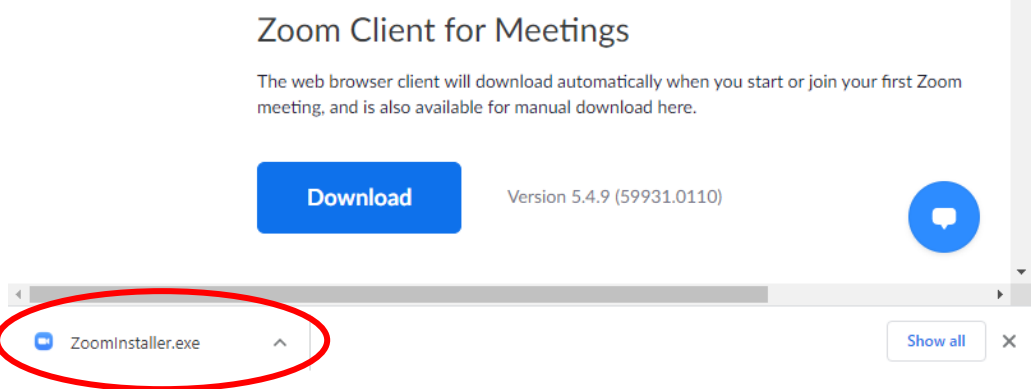
- Wait a moment for the installation to complete.
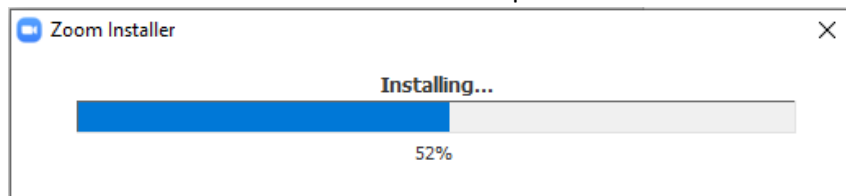
- If you see this screen, the installation was successful and you can close Zoom.