Zoom: First Time User's Guide

Zoom is a useful resource with video, audio, messaging, screen sharing, annotating and whiteboard capacities. Your teacher may plan a Zoom 'meeting room' where you will be able to talk with the others in your class. A pin to join each lesson will be sent to you via Daymap or Teams.

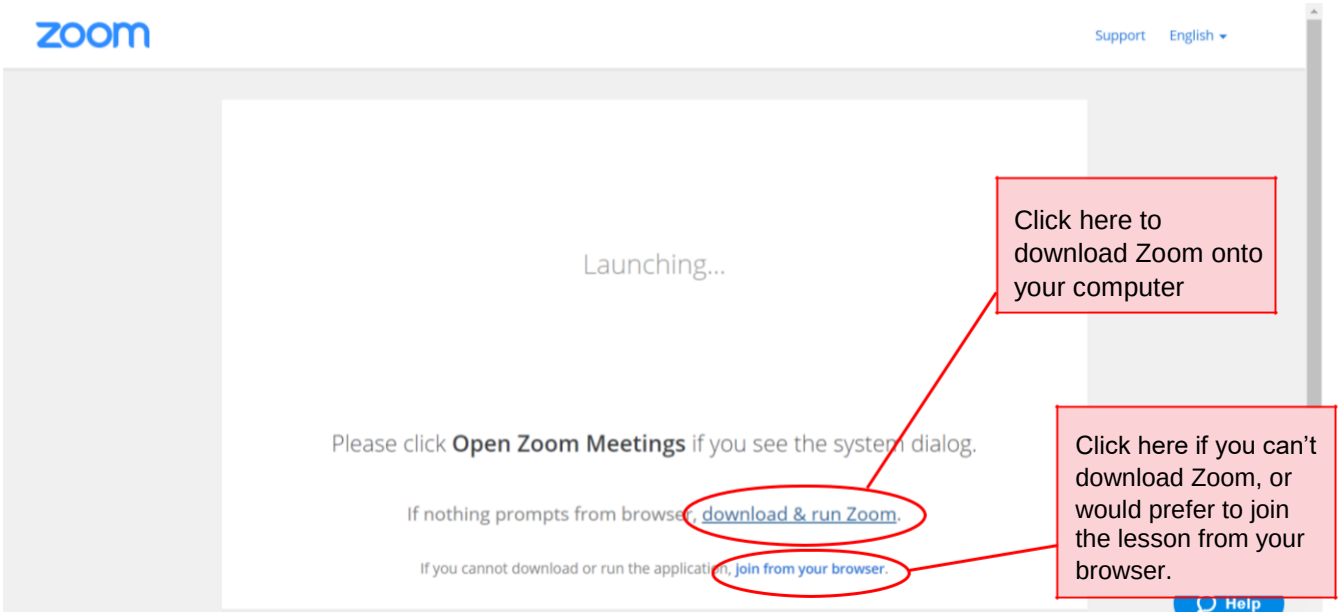
This document will take you through how to use Zoom and introduce you to the features you need to take part in lessons. You can use Zoom on a desktop, tablet or phone.

GETTING STARTED

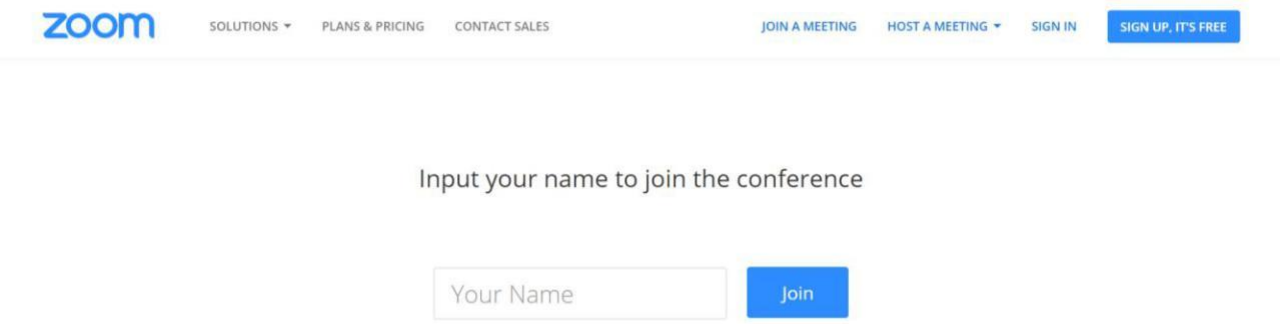
☞ At the time of your lesson, click on the Zoom meeting room link.

☞ You will be directed to the Zoom meeting launch page. **Click on download & run Zoom**.

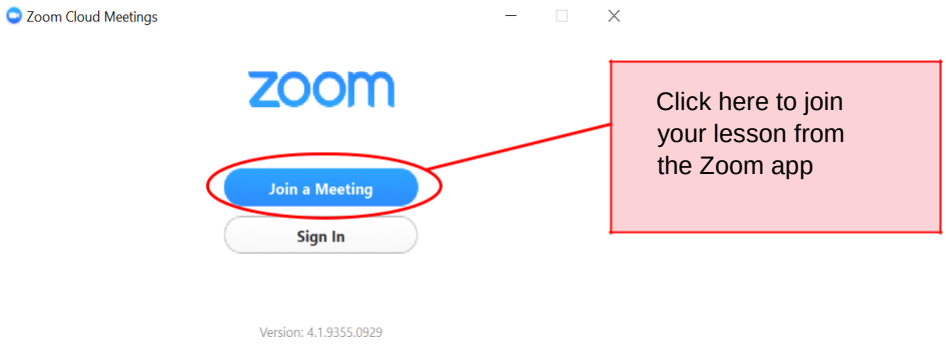
☞ If you prefer not to download the Zoom app onto your computer, or are having issues running Zoom, you can also join the lesson directly from your browser by clicking on **Join from your browser.**



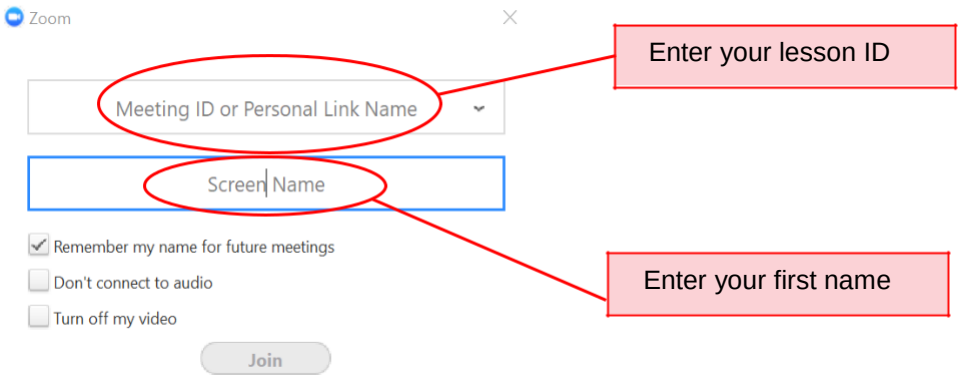
☞ If you join from your browser, you will be asked to enter a name. **Use only your first name.**



☞ If you have downloaded Zoom, next time you need to log on for a lesson, you can join from the Zoom app on your computer.

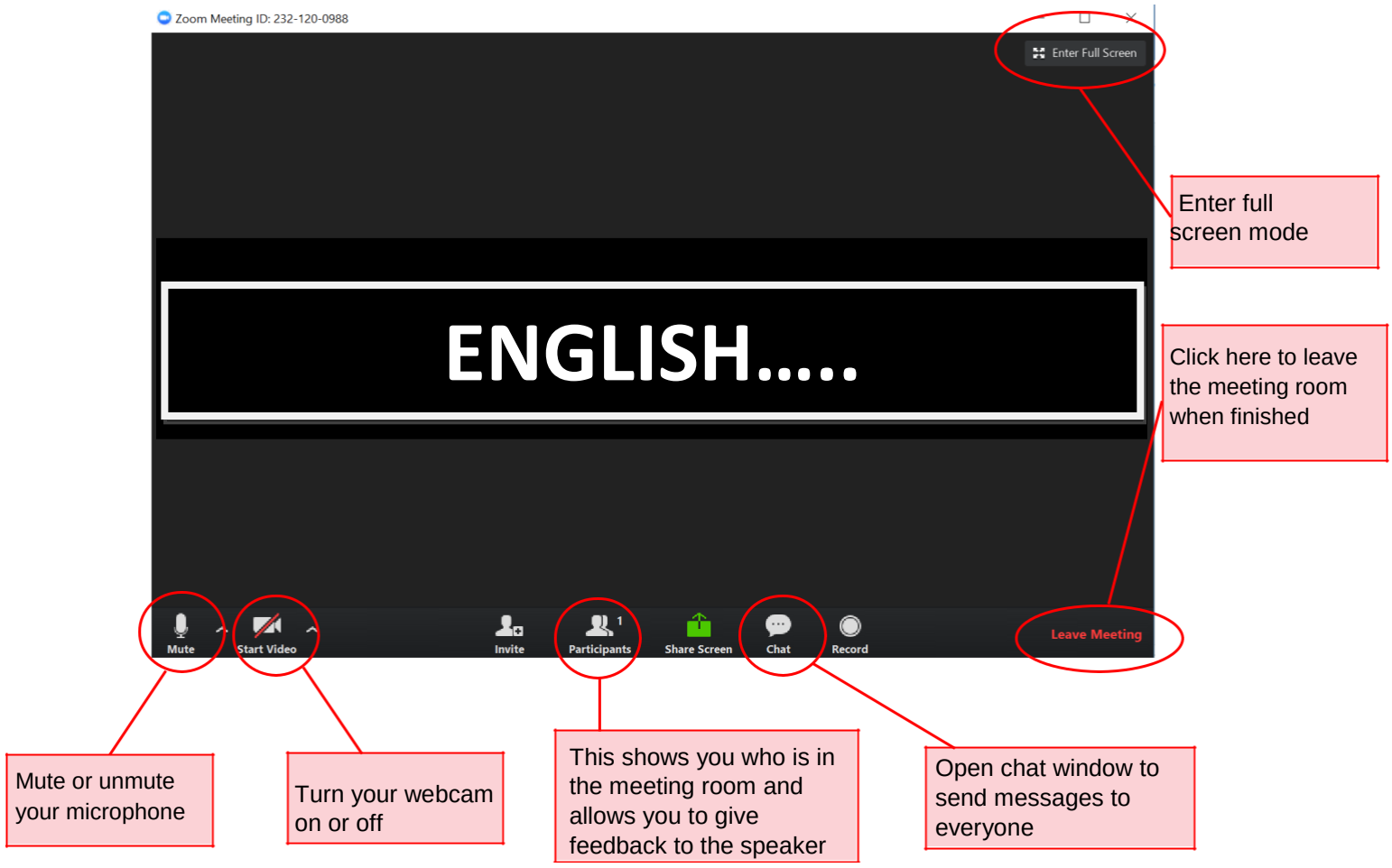


☞ Type in the 9-digit lesson ID number at the end of the Zoom meeting room url link. For example, if your meeting room link is https://unimelb.zoom.us/j/123456789, then your 9 digit meeting ID is 123-456-789



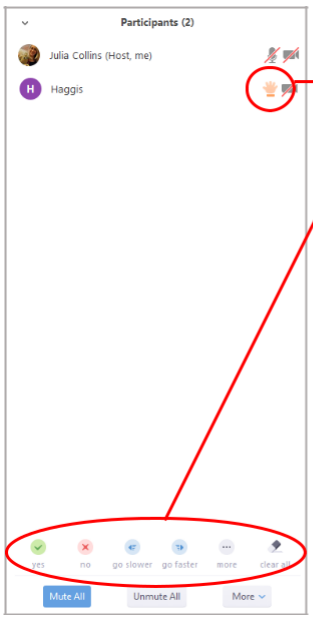
BASIC FEATURES

Once you have joined the Zoom meeting room, you can mute your microphone, turn your video on or off, enter full screen mode and leave the meeting at any time.



We recommend that microphones and webcams are **disabled** by default, though you may like to use them during discussions if you and the hosts of the session are happy with that.

PARTICIPANTS AND FEEDBACK



A participant can raise their hand, say yes or no, and give other feedback.

By clicking the **Participants** button at the bottom of your screen you can see who is in the session, whether they are muted, and what feedback they are giving to the speaker.

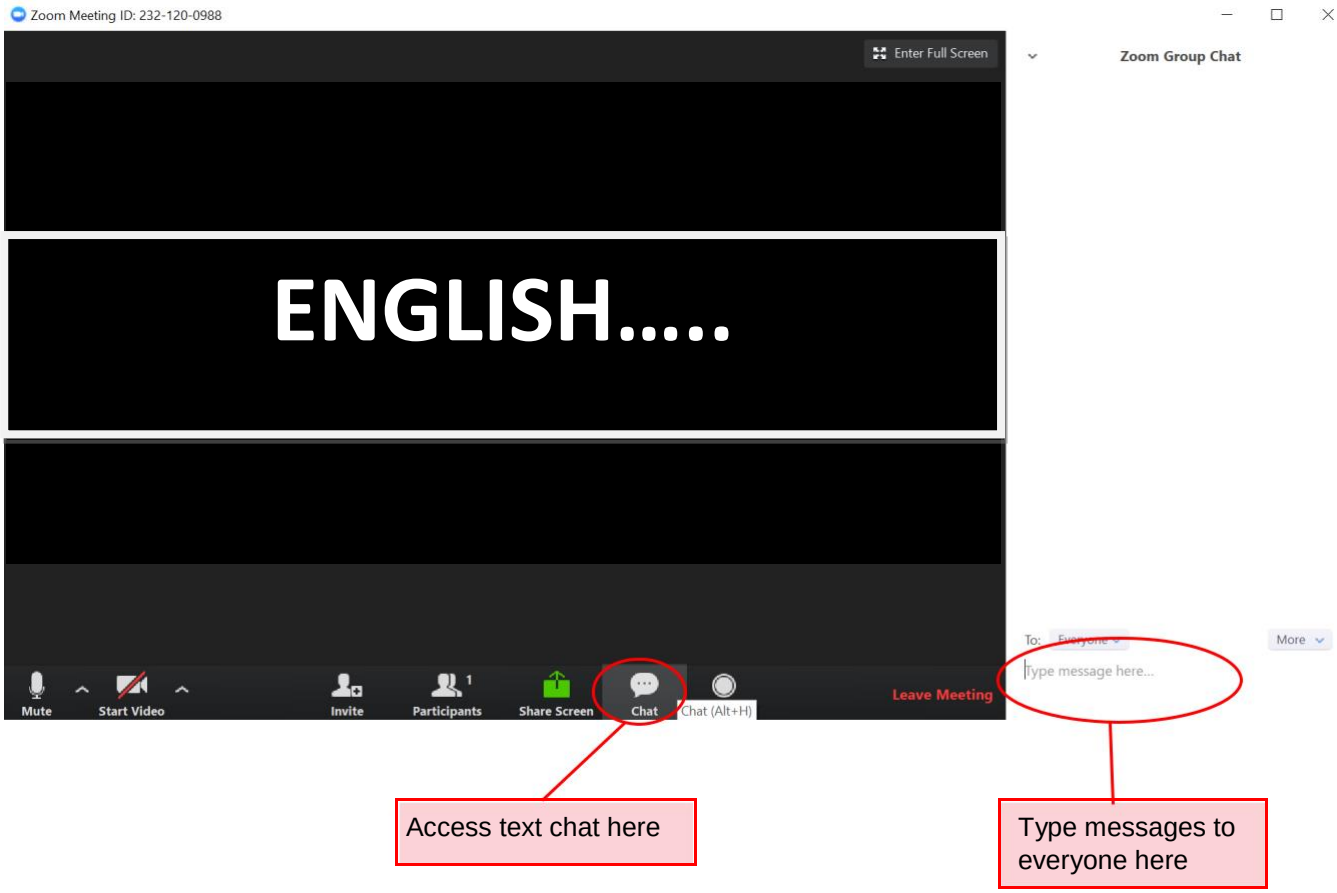
You can use this box to interact with your class during the lesson, putting your hand up if you would like to ask a question, giving a thumbs up if you agree with what they're saying, or saying 'yes' and 'no' if they ask questions.

TEXT CHAT

You may want to talk to the others in your lesson via the chat feature. This can be a good way to ask the speaker questions or give your thoughts on a discussion topic.

☞

Click on **Chat** and a panel will open on the right hand side. Type messages in here that you would like everyone to see.



By default Zoom will allow its members to chat with everyone, but the host of the session can restrict this to only allow people to chat with the host. You can send private messages to the host at any time.

If anybody is sending disruptive or off-topic messages in the chat window, then the chat option will be disabled for everybody. Please remain respectful of everybody in the conversation at all times, as if they were in the room with you.

IF YOU NEED HELP

If you are having any problems accessing or using Zoom, talk to your teacher, email Therese.Musolino521@schools.sa.edu.au or send me a daymap message.

You can also look up Zoom's help website at https://support.zoom.us/hc/en-us which provides advice on getting started with Zoom, joining meetings, and more.