

University of  
Lethbridge



# ZOOM USER GUIDE (STUDENT GUIDE)

# What is ZOOM?



Zoom is a cloud-based video conferencing product that allows users to connect from computers or mobile devices. It is highly used for both meetings and academic classes.



# How will I use Zoom?

As a student you may be asked to use Zoom to attend a class online. This guide will help you understand how this will work, and what you need to know.

To use Zoom as a participant, you just need to be invited to the meeting by the meeting organizer. If you going to connect from a computer or mobile device, you will be sent a web link or Meeting ID that look like this;

<https://uleth.zoom.us/j/112917531>

OR

Meeting ID 112-917-531

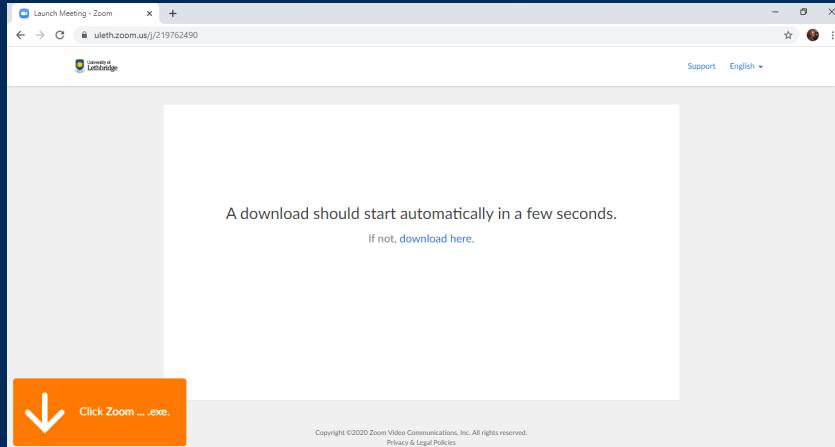
You do not need admin rights for the app to be loaded on your computer, but you may need the Zoom software pre-downloaded on a mobile device.

University of  
Lethbridge



# How do I access Zoom? (weblink)

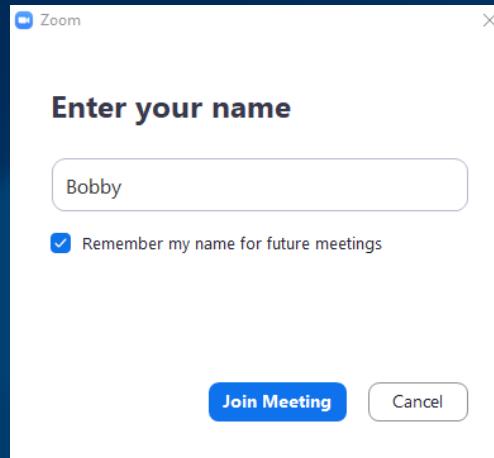
If your instructor sends you a weblink to connect with, simply click on the link and the software should quickly download.  
If it doesn't automatically start, run the downloaded file.



# How do I access Zoom? (weblink) cont.

Once the program loads it will ask you to enter your name.

You can tell the software to remember your name for future classes. (this can be changed later)



Then click JOIN MEETING to begin.



# How do I access Zoom? (meeting ID)

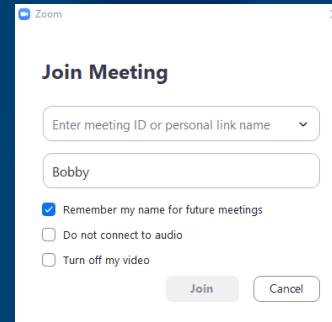
If your instructor sends you a meeting ID;

- If you already have Zoom installed, launch the application.  
OR
- If you do not have it installed visit <https://uleth.zoom.us> and click the Download Client link at the bottom of the page.

Once the app is launched, select JOIN A MEETING.  
Enter your meeting ID number and your name

Then click JOIN to begin

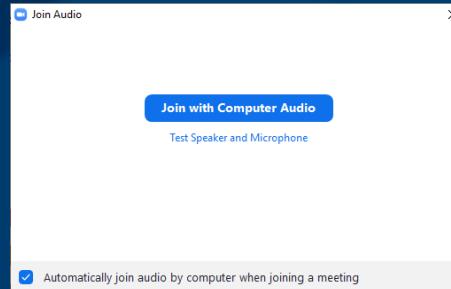
You may be required to enter a password



# Join with Computer Audio

When Zoom launches you will be asked to Join with Computer Audio. This means you will need to setup\test your microphone and speakers.

It is recommended that you use earphones\earbuds to be able to hear better as well reduce audio echo or audio feedback and utilize the computer's built-in microphone. (a headset mic will work if present)



Click on the button "Join with Computer Audio" to begin the class.



# Zoom App Interface

The image shows the Zoom application interface with several callout boxes highlighting specific features:

- Microphone Selection:** A callout box points to the "Select a Microphone" dropdown menu, which lists "Microphone (HD Webcam C270)" (checked), "Headset (LIBERATE XLBT Hands-Free AG Audio)", and "Same as System".
- Speaker Selection:** A callout box points to the "Select a Speaker" dropdown menu, which lists "27MP65 (NVIDIA High Definition Audio)", "Speakers (Realtek High Definition Audio)", "Headset (LIBERATE XLBT Hands-Free AG Audio)" (checked), "Headphones (2- LIBERATE XLBT Stereo)", and "LG ULTRAWIDE (NVIDIA High Definition Audio)".
- Test Speaker & Microphone:** A callout box points to the "Test Speaker & Microphone..." button.
- Leave Computer Audio:** A callout box points to the "Leave Computer Audio" button.
- Audio Settings:** A callout box points to the "Audio Settings..." button.
- Unmute:** A callout box points to the "Unmute" button.
- Stop Video:** A callout box points to the "Stop Video" button.
- Participants:** A callout box points to the "Participants" button, which shows a count of 2.
- Chat:** A callout box points to the "Chat" button.
- Share Screen:** A callout box points to the "Share Screen" button, which is highlighted in green.
- Record:** A callout box points to the "Record" button.
- Reactions:** A callout box points to the "Reactions" button.
- Leave:** A callout box points to the "Leave" button.
- Mute/Unmute your microphone:** A callout box points to the microphone icon in the toolbar.
- Activate/Deactivate Webcam:** A callout box points to the camera icon in the toolbar.
- Select a Camera:** A callout box points to the "Select a Camera" dropdown menu, which lists "Logitech HD Webcam C270" (checked).
- Choose Virtual Background:** A callout box points to the "Choose Virtual Background" button.
- Video Settings...** A callout box points to the "Video Settings..." button.
- View meeting attendees:** A callout box points to the "View meeting attendees" button.
- Share your entire desktop, an application, or a window:** A callout box points to the "Share Screen" button.
- Open the chat window:** A callout box points to the "Chat" button.
- Record to the cloud (recommended) or to your computer. Cloud recordings can be trimmed, linked, and shared easily.** A callout box points to the "Record" button.
- Record on this Computer:** A callout box points to the "Record on this Computer" button, with a keyboard shortcut of ⌘R.
- Record to the Cloud:** A callout box points to the "Record to the Cloud" button, with a keyboard shortcut of ⌘C.

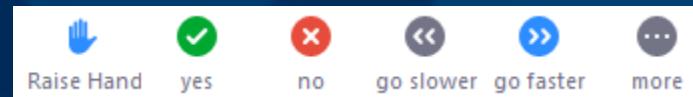
# Non-verbal responses

During a class lecture, your instructor may keep the microphones and video off. During this time the instructor may ask quick questions such as “did everyone understand that?”



If you click on the participants button in the Zoom interface it will show you all the attendees. It will also allow you to give non-verbal feedback such as YES or NO

You will also have the option to RAISE HAND in which the instructor could unmute your mic and allow you to ask your question.



# Tips & Tricks

When attending web-based sessions;

- o Wear a headset\earbuds so that you can hear clearly and be heard clearly. This will also cut out echo effects, or audio feedback problems
- o Ensure that you are in a quiet location and won't be disturbed.
- o Connect your device to a "wired" network connection for faster speeds and better results.
- o If using wireless be aware of issues such as wireless interference (microwaves) or crowded public hot-spots that may reduce your connection speed.
- o If people freeze up, please just wait a moment for the connection to resume. Typically these are intermittent problems and it will fix itself.

University of  
Lethbridge

