



## Missouri State University Zoom Class Participant Guide

Authors: Dr. Kim Finch, Dr. Jon Turner, Dr. Nathaniel Quinn

Zoom, a cloud-based technology, allows faculty, staff, and students to have high-quality interaction in real-time from their computers and mobile devices. The following information will assist meeting participants with becoming familiar with what to expect during an online meeting and the tools available in an online meeting.



A Zoom meeting may include several online meeting elements, including:

- Audio and webcam content
- Online text chat
- Content items displayed via *Share Screen*
- Annotation tools available during a screen share to highlight content
- Breakout Rooms for small group work

The meeting leader controls access to many of the online meeting tools. The leader may share access to audio, video (webcams), and the *Share Screen* tool at the start of the meeting or during the meeting at a specific time.

### **Pre Zoom Meeting Check List: Review the Following System Requirements**

The information below includes general meeting recommendations, including internet connectivity and processor recommendations, as well as information on supported operating systems, browsers, and mobile devices. In general, nearly all devices will work with Zoom; however, devices that are more than 5 years old or that have very minimal configurations may have trouble.

### **General Meeting Recommendations:**

- An internet connection - broadband wired or wireless (any connection above “dial-up” will probably work fine)
- Speakers and a microphone - built-in or USB plug-in or wireless Bluetooth
- Any 1 Ghz single core processor or better
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

**Supported Operating Systems include:**

- Mac OS X with MacOS 10.6.8 (Snow Leopard) or later
- Windows 7, Windows 8 or 8.1, Windows 10

**Supported Browsers include:**

- Mac - Safari 5+, Firefox, Chrome
- Windows - Internet Explorer 7+, Firefox, Chrome, Safari 5+, Opera 12+

**Supported Mobile Devices include:**

- iOS and Android devices
- Blackberry devices
- Surface PRO 2 running Win 8.1
- Surface PRO 3 running Win 10

**Joining a Zoom Meeting**

There are primarily two ways to join a Zoom meeting:

- By using a web link (URL) provided, or
- By using a meeting ID provided

This URL or ID information will be provided by your instructor prior to the class meeting. Typically the URL or meeting ID does not change for an instructor, the instructors meeting URL and ID will remain the same for all class sessions. If you use the URL link or meeting ID provided by the instructor, you typically will not be asked for a password to join the meeting.

Information from the instructor will often be provided by an email that looks something like this:

Please join Zoom meeting in progress

Please join Zoom meeting in progress

From: Nathaniel Quinn  
To: Turner, Jon S, Finch, Kim K  
6/1/16, 1:39 PM  
jonsturner@missouristate.edu - Inbox

You are invited to a Zoom meeting now.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/403293811> ← **Web URL Link**

Or iPhone one-tap: 16465588656,403293811# or 14086380968,403293811#

Or Telephone: ← **Dial in phone number (optional)**

Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)

Meeting ID: 403 293 811 ← **Meeting ID**

International numbers available: <https://zoom.us/join?j=403293811> ← **Meeting ID**

Or a H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Meeting ID: 403 293 811 ← **Meeting ID**

Typically will be the same for all class sessions

To join by URL simply click on the link included in the email or retype it in a browser (Explorer, Firefox, Safari, Opera).

To join by Meeting ID go to this website [www.zoom.us](http://www.zoom.us) Enter the appropriate Meeting ID on the link titled "JOIN A MEETING" on the top banner of the website. While not required, it is strongly suggested that you create a free Zoom account by clicking the "SIGN IN" link the first time you join a class. By creating a free Zoom account, it will speed the sign in process when you join classes in the future. Creating a Zoom account is NOT required to join a session.

zoom 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING SIGN IN

#1 Video Conferencing and Web Conferencing Service

Your work email address

Zoom Earns Top Scores in Gartner Critical Capabilities Report

Web and Video Conferencing

Enterprise H.323/SIP Room Connector

Zoom Rooms

Mobile Screen Sharing

Business IM and Presence

Video Webinars

Enter Meeting ID here

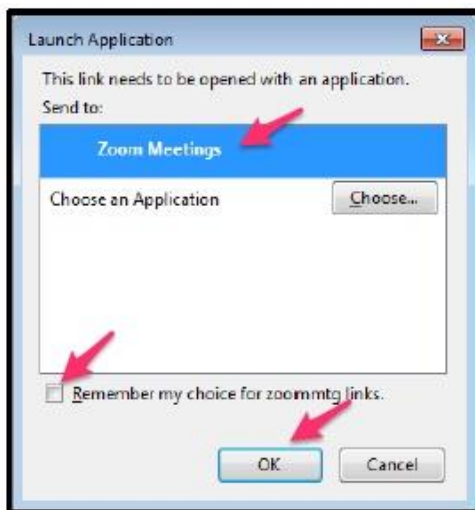
Create Free Zoom Account Here

For additional support on using Zoom visit <https://support.zoom.us>

## Entering A MEETING ID (by clicking JOIN A MEETING)



The first time you join a Zoom meeting from a device, you will be required to install a software package that may take a few additional minutes. This installation will connect your account to your electronic device camera and speaker. This installation will only happen the first time on a device. A notice similar to the one below may be seen-----select "ZOOM MEETING" and the "REMEMBER my choice for zoom mtg links" check box and then click "OK". (For a video demonstration of this process click here <https://youtu.be/rJc-Af5i7hU> )



### Additional Information:

- Depending on your electronic device set up, you may be asked to select a video and audio input for your Zoom meetings. For example, some computers and monitors have built-in video and microphones. You may choose to use other video and audio devices other than the others that are "built in" to your computer. You will be given the option to "Join Audio by Computer"---which is what most students will do. This option will allow you to listen and talk during class using your Internet

For additional support on using Zoom visit <https://support.zoom.us>

connection. An exception is that in locations where Internet bandwidth is low, you may choose to use the phone dial in number for audio (this phone number is provided in the invitation email). You will also be given the option when you first set up an electronic device to “Test Computer Audio”, which is strongly recommended to check to see if it is working prior to class.

- In noisy environments, it is strongly suggested that you purchase earphones to listen to the class discussion. Many also purchase headsets that include both earphones and microphones to use for classes.

### Using Zoom on Smart Phones and Tablets

Zoom is also available as an app on iOS, Android, or Linux and can be downloaded from the Zoom website. Once the application is open, follow the same steps as found above in ‘Using Zoom subsequent times’ to get started. Mobile devices must also have a camera and microphone to use during classes. To download optional web browser plug-ins, apps, or browser extensions visit this website <https://zoom.us/download>

### Once you join a meeting, icons on the Participant’s toolbar:

A toolbar located on the bottom of the meeting interface contains icons for the tools and features of the meeting.



- **Microphone** - This feature may be enabled and active for you once you join the meeting. Click to mute audio.
- **Video (webcam)** - Click to activate or stop the webcam broadcast.
- **Invite** - Invite additional attendees at any time.
- **Participants** - Click to view a list of participants currently attending the meeting. Participants may also use the **Raise Hand** icon on this pop-out screen to raise a virtual hand in the meeting. Raising a hand is helpful when the meeting leader has muted participants and a participant would like to comment or ask a question. Only the meeting leader is able to see the raised hand.
- **Share Screen** - A participant may begin a Share Screen activity and share content from the desktop. This might include Power Point type presentations, videos, or photos. Only one share may occur at a time in the meeting. Other participants are also able to annotate a slide or presentation of others. The meeting leader can give “host” capabilities to any attendee.

For additional support on using Zoom visit <https://support.zoom.us>

- **Chat-** A participant may have written discussion with specific members of the meeting group or with the group as a whole. Chats may also be sent directly to the instructor. You may also share a file with other members of the group using this feature.
- **Record-** Participants can request access to record the current meeting. The recording will save locally for each participant who has access to record it.
- **Leave Meeting (Not Shown Above)-** Use this option to leave a class.

#### Additional Information:

- If any of the icons appear RED, leaders have disabled this feature. For example, if your microphone appears RED, your audio has been muted.
- To exit the meeting, select the LEAVE MEETING icon on the far right of the participant's toolbar.

#### Breakout Rooms

Zoom gives instructors the ability to break up classes in to small Zoom rooms. This type of activity may be helpful to work in small groups. While students are in a breakout room they may ask for assistance from the instructor by clicking on the “Ask A Question” button, which will send a message to the instructor, who will then join your breakout room to answer your question.

#### General Zoom Etiquette & Tips

- Missouri State University is using Zoom, in part, to enhance instruction and increase access to high quality education for our students. This can only happen if Zoom is used in a professional or controlled setting. While participating in a Zoom class----please remember it is a class. You need to hold high expectations for learning by maintaining a strong focus on the discussions and presentations being made.
- If you're in a setting where you're distracted by other people or events, Zoom is not likely to be a successful learning environment for you. Many will find it best to find another location other than their home to join a Zoom class so that they can better control distractions. Remember that your distractions can also be distractions to others attending the Zoom class. While you can “mute” audio distractions for others, remember others will be able to see you during the Zoom class. If you're often

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getting up, answering questions of family members, talking on the phone, etc.----it will be a distraction to the rest of the class. So, in general, please expect to act in the same manner in a Zoom class as if you were sitting in a traditional classroom at the university.

- Attending classes using Zoom is an option, in most cases if you find Zoom classes are not effective for you, you may attend the same class in a traditional manner in a classroom setting and not use Zoom.
- One of the best way to learn how to use Zoom is to just try it! Prior to your first class using Zoom, sign up for a free account and hold a conference with a friend to “learn the ropes”.
- Install Zoom software before your class meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.
- **Mute your microphone to avoid feedback** when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar. In addition, using ear phones for class can also greatly reduce audio issues when using Zoom.
- **Having poor audio or having a problem during class?** You can join a meeting with a regular phone using the teleconference number given in the meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants. Although not required, we have found that earphones do improve the audio experience rather than just relying on the speakers built in to your computer/tablet/smartphone.
- **Testing your internet connection speed-** While Zoom is very good at adjusting the quality of your video and audio to match your internet connection speed, there is no doubt that a slow connection speed will negatively impact the quality of your Zoom experience. When connecting to class using Zoom with slower internet connection speeds Zoom will degrade your video feed first, protecting your audio connection. If the internet speed is very slow, both video and audio feeds will be negatively impacted. Try testing your internet connection speed prior to joining class using tools at websites like <http://www.speedtest.net/> . A connection of less than 5 Mbps will result in less than optimal performance from Zoom. If you plan on using Zoom regularly and have a slower internet connect speed, you may want to think about contacting your internet service provider to see if a faster connection is possible.

- **Needing more information about how to use Zoom?** The Zoom website has a wealth of additional information about how to use Zoom in their “Help Center”. A full collection of video tutorials on how to use Zoom are available at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
  - A few examples of Zoom Videos Available include:
    - Video “Signing Up for Zoom” <https://youtu.be/g3VS-49Vg6M>
    - Video “Joining a Zoom Meeting” <https://youtu.be/TAGiPCJNd3A>
    - Video “How to Access Video and Audio Settings” (Setting up your computer the first time) <https://youtu.be/rJc-Af5i7hU>
    - Video “Join or start a Zoom Meeting” <https://youtu.be/Rzk4vdTli0c>

