

# Meeting and learning online through Zoom

A student's guide



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## Support for Zoom

Students at Uppsala University can ask for support for Zoom by calling 018–471 44 00, or by sending mail to [servicedesk@uu.se](mailto:servicedesk@uu.se)

Welcome to Zoom!



Zoom is a tool for online, real-time meetings, widely used on many courses for Uppsala University (UU). Teachers may require you to join a Zoom meeting in order to attend lectures, or take part in seminar discussions. You could also be invited to online workshops, where your class is divided into smaller groups, each working in a room of its own, until you all re-join in the main meeting room for a round of presentations. As a student at UU, you may also start meetings of your own in Zoom and, e.g., use it for group meetings.

If your teachers make use of Zoom, you will be provided with a link to the meeting room, in the Student Portal, or by mail. If your course runs in Studium, there may be a link in the course menu.

## Before you start using Zoom

Here is how to prepare for your first Zoom meeting:

### Make sure you have a headset with microphone!

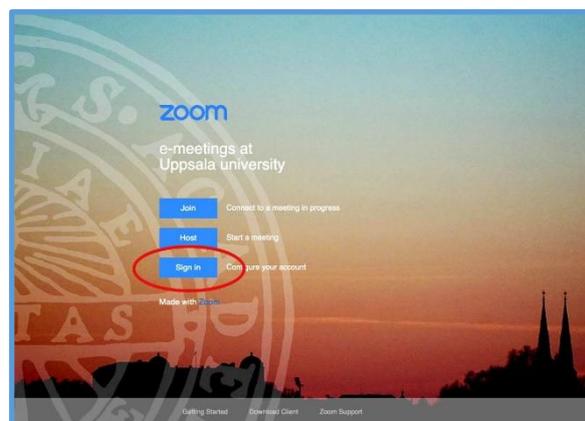
You should *always* use a headset with microphone when participating in a Zoom meeting. Never trust your computer's inbuilt speakers and microphone: they are likely to produce acoustic feedback, ruining the meeting quality for all participants! You don't need an expensive headset; a simple one, like the one you use with your mobile phone may work very well.

### Activate Zoom<sup>1</sup>

Log in to UU Zoom to activate your own account there. This will allow you to part in future meetings, and it also provides you with the option to start your own meetings that you can invite others to join.

1. Go to <https://uu-se.zoom.us>
2. Choose *Sign-in*

You will be taken to the UU log-in page for Zoom (the first time, you may need to select UU from a drop-down menu, and confirm your choice), where you sign in with your UU user name and password (the same as for the Student



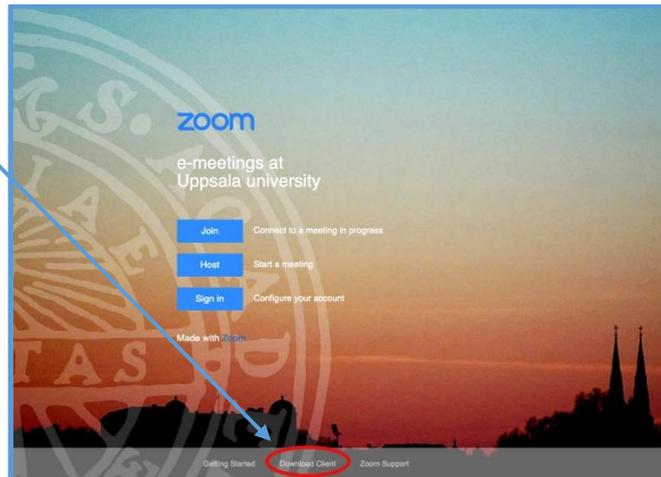
<sup>1</sup> If you have a previous account with Zoom, for which you have signed up with your UU mail, you need to move to your Uppsala account. For this procedure, follow the guide, found in Medarbetarportalen at <https://mp.uu.se/c/perm/link?p=335275386>

Portal and Studium). Now, your account has been activated!

## Install the desktop client

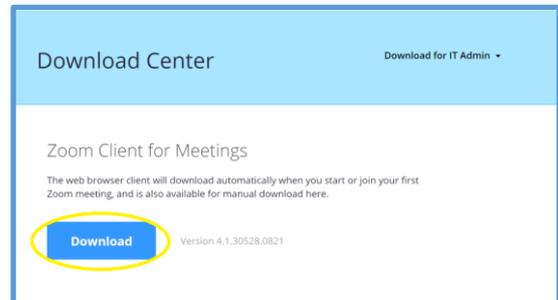
You are also recommended to download the Zoom desktop client application and install it on your computer. This will allow you to start and join meetings more easily, and is a prerequisite for joining so-called break-out rooms during a meeting.

1. Go to the same page as previously, <http://uu-se.zoom.us> and select *Download Client* at the bottom of the page.



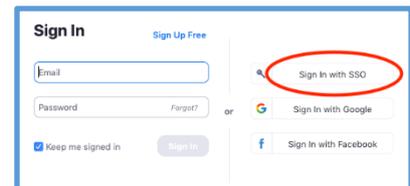
2. Click on *Download* (the version number may be a different one than the one shown here)

The software will be saved to your default folder for downloaded files (depends on your browser settings).



3. Find the folder, and start *Zoominstaller*. Accept the installation, if you are asked to do that. Answer any questions about cookie policy etc. The client software, *Start Zoom*, will be installed. The icon looks like this: 

4. Start the client (if it does not start automatically) and select *Sign in with SSO* (Single Sign-On)



5. Fill in **uu-se** and click on *Continue*



6. You will be taken to a UU log-in page. Once you have entered your user name and password A, you will come to your personal home page in Zoom, where you can find information about all your meetings, handle your account preferences etc.

### Download the app to your mobile or tablet (optional)

It is possible to take part in Zoom meetings through your mobile, or from a tablet. If you wish to do that, download the free app for Zoom (available for iOS and Android). You can join a meeting directly by entering the nine-digit meeting code (included in the meeting room link). You may also sign in to your Zoom account (Choose *Sign In*; then, *SSO*; write *uu-se*; and sign in).

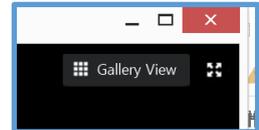


### Joining a Zoom meeting as a student/participant

Click on the link, provided by your teacher. The client should start automatically, and take you to the meeting (you can also start the client manually, choose *Join*, and fill in the nine-digit meeting code, which is included in the link). If you have not installed the client yet, you can select *Join by browser* in the window which opens as you click the link.

Before you join the room, you may be asked to reply to questions about the use of your webcam, and about options for audio. Select *Join with video*, and *Join with Computer Audio*.

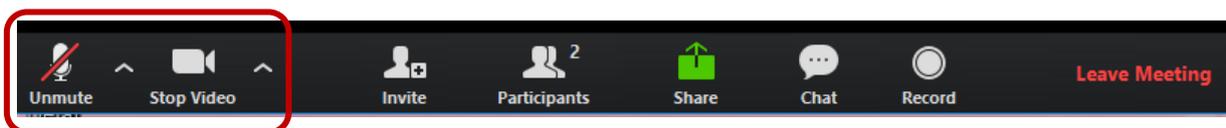
Initially, the meeting room window may simply show up as a black area. If other participants turn on their webcams, they will appear, too. You may change the layout of the meeting room, and make the meeting room window smaller or bigger, without your actions affecting other participants' views of the meeting. By toggling between Gallery View and Speaker View in the top right-hand corner, you can choose how to display the camera windows!



At the bottom of the meeting window, a row of icons are displayed (if you can't see them, bring your cursor downwards, towards the edge of the window, to make them appear). **Note: Depending on the settings for the room, icons described here may not be visible to you.**

### Audio and video

The first thing to do is to check that your audio and video work properly! For this, there are two icons at the bottom left-hand corner. In this example, your webcam is already turned on (so your image should be on display, and visible to others), but the microphone is turned off. Click once on the microphone icon, and the caption will change to *Mute*, and the red line will disappear. Now, you can make yourself heard!

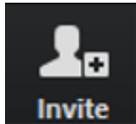


If your audio does not work (you can't hear what other people are saying, and/or nobody can hear you), click on the arrow ^ to the right of the microphone icon. Check that your headphones are selected as microphone and speakers, and run *Test Speaker and Microphone* – just follow the instructions!

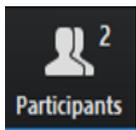
If you still experience audio problems, please check a) that your computer's audio is turned on, and b) that you haven't activated your headset's *Mute* button.

You can turn off your webcam by clicking on the camera icon (the *Stop Video* caption will change to *Start video*). Clicking on the arrow to the right of this icon will allow you to choose which camera to use, if you have several connected to your computer.

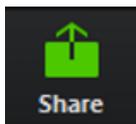
## Other icons



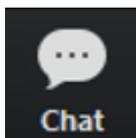
The *Invite* icon allows you to send invitations, with the meeting room link included, to other people that you wish to join.



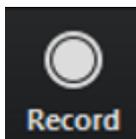
The digit by *Participants* indicate the number of people that have joined. Click on the icon to bring up a small window with a list of their names. In the same window, you will find a feature that allows you to signal to your teacher that you wish to say something: an icon in the shape of a raised hand. Click on it to get your teacher's attention! There are also a number of other features, e.g., one to indicate that you have to step away briefly from the meeting.



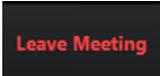
The *Share* icon allows you to share your screen with other participants. The first step is to open the application that you wish to share, e.g., a Word document. Then, click on *Share*, select the Word document in the window that opens, and click on the *Share* button. Your screen will switch to Word. Its window will have a green frame, indicating that this is the window that you are currently sharing. To other participants, the document will simply appear inside the Zoom meeting window. The icon controls will now show up at the top of the window, and when you are done, just click on the red *Stop Share* button there.



By clicking on *Chat*, a new window will open, where you can write/read messages to/from all other participants. Depending on the room's settings, you may also be able to write private messages to any other participant, selected from a drop-down menu. If you have hidden the chat window, the chat icon will flash and turn an orange colour whenever something is written in the chat: just click the icon to bring up the chat window again.



Depending on the settings for the room, you may ask for permission to record the meeting. If allowed (and other participants should agree to being recorded!), click the *Record* icon. A notification will be displayed to all participants that the meeting is being recorded. As soon as the meeting ends, the recording will automatically start downloading to your computer, to a folder called Zoom. Please keep in mind that recordings tend to result in huge files! It may be more convenient to ask your teacher to record meetings, and make them available online, instead.

When the meeting ends, click on  in the lower, right-hand corner.

If you host a meeting in one of your own rooms, more features are available to you. Read more about acting as a host at <https://mp.uu.se/c/perm/link?p=391823733>