Zoom for Furman Students

**Date:** March 19, 2020   **Primary Contributor:** Susan Dunnavant

Getting Ready

1) You will most likely join a Zoom class meeting with a computer. However, you may also join successfully with a tablet or smartphone. Be sure your computer operating system is up to date if you use a computer. Before your Zoom classes commence, test your camera and audio by visiting http://zoom.us/test

2) Your instructor will send you a URL to join your class meeting. You do NOT need a Zoom license to participate in a Zoom meeting. The first time you join a meeting a very brief download will set up Zoom on your system. This will usually take no more than 5-10 seconds. You will need access to the internet. Broadband is preferred but your cell phone can join a Zoom meeting via cell signal.

3) **Familiarize yourself with accessing your computer's sound settings to be sure the correct devices are selected if you are using external headphones, speakers or microphone.** You may use internet audio or dial-in for sound. When you join a meeting there will be a dialog box for you to choose whether you want to join using computer audio or telephone. If you choose telephone, a number to dial will be provided at that time.

In a Meeting
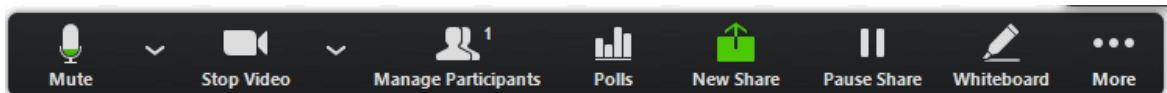
Once you join a class meeting you can hover your mouse (or stylus, or finger, depending on your device) near the bottom of the meeting screen to see a menu bar similar to the one above. Here you may click to mute or unmute you microphone, or start or stop video (if your instructor has authorized video in the meeting setup.) This menu also provides the opportunity to share your screen if your instructor asks you to do so. The screen share can display any open application on your computer for the class.

Clicking on the ellipsis at "More" will offer other features your instructor may have enabled such as chat or viewing the participant list.

Your instructor may also control your setting within the meeting.

Breakout Rooms

If your instructor assigns you to a Breakout room the meeting will continue to operate as normal, except that audio, video and sharing will only apply to your specific group. Your instructor may manually control the opening and closing of breakout rooms, and who is assigned to each one.

Views

There are 3 video layouts when no one in the meeting is screen sharing: **Active Speaker**, **Gallery**, and **Mini.** When someone is screen sharing, you can use **Side-by-Side Mode** or view the screen share with **Active Speaker** or **Gallery View**. You can also **Hide Non-Video Participants**. Any of these layouts can be used in Full Screen or Windowed mode, with the exception of Mini Window.

See the top right of the meeting screen for controls for these options once a meeting is in progress.
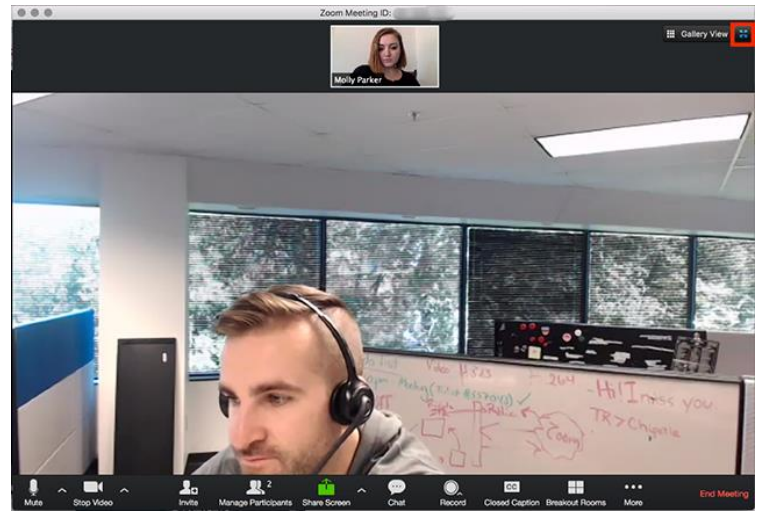
For all participants of Zoom meetings:

1) Test your connection in advance by visiting http://zoom.us/test
2) **MUTE your microphone** unless you are talking. Open mikes create distracting feedback for everyone.
3) If you expect to be called upon to present information from your device through Screen Sharing, open the appropriate content in advance to save time in the meeting.
4) If you use video be sure there is light **in front of you**, not necessarily behind you. Light behind you will darken your image and make you more difficult to see.
5) Call the Service Center at 864.294.3277 or email at service.center@furman.edu if you need help accessing a Zoom meeting.