Zoom Resources for Students

Zoom is an online video meeting for collaborating with others online. Your instructor may be using Zoom to hold classes online. You can also use Zoom to meet with your classmates for group projects or study groups. This guide has information to help you get started with Zoom. It also has links to a few resources to help you if you want more information.

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Technical Requirements for Zoom

These are the following technical specs and recommendations for successfully using Zoom:

Computer and Internet Recommendations

- You should have either a laptop or desktop computer with (at least) 2GB of memory and a 1Ghz processor (any computer bought in the last five years should be fine).
- Use either a built-in or external camera with a headset or earbuds to reduce ambient noise.
- If you are joining using your mobile device, you'll need one with 4G LTE (best) or 3G (minimum connection)

Internet Connection Speed

- Ideal: 5 Mbps upstream, using an ethernet cable instead of wifi.
- Minimum requirements: 1.5 Mbps upstream and 1.5 Mbps downstream.
- To check bandwidth use, https://speedtest.net/

Creating a Zoom Account

While you can join a Zoom meeting without an account, your instructor may require you to have an account in order to join in class activities. Students can sign up for a free Zoom account as follows:

1. Navigate to https://zoom.us/

2. In the top right-hand corner of the screen, you'll see an orange button with the text "SIGN UP, IT'S FREE". Click on this button.

3. Zoom will ask for your date of birth and your work email address to sign up. You can use your Carleton email. When you have entered these pieces of information, Zoom will send you a confirmation link to the email entered.

4. Once you have confirmed your email, you will be able to log into Zoom online anytime at https://zoom.us/signin

You can read more about how to sign up for a Zoom account here.

Accessing your Zoom Account - Online, Computer, Mobile Phone

You can access your Zoom account (and Zoom meetings hosted by others) through three platforms:

- Online at https://zoom.us/signin
- Via the Zoom computer desktop app
- Via the Zoom mobile app

Download Zoom for Computer Desktop

1. To download Zoom for your computer, click this link: https://zoom.us/support/download. Zoom should automatically download a "ZoomInstaller.exe" file.
2. Open and run the Zoom installation by clicking on the ZoomInstaller.exe file
3. Follow these links and instructions to set up the Zoom computer desktop app:
    - Zoom for Mac https://support.zoom.us/hc/en-us/articles/201362033
    - Zoom for Windows https://support.zoom.us/hc/en-us/articles/201362033
    - Zoom for ChromeOS https://support.zoom.us/hc/en-us/articles/213298746
    - Zoom for Linux https://support.zoom.us/hc/en-us/articles/204206269

Download Zoom for Mobile

Follow these links and instructions to download the Zoom mobile app:

- Apple/Mac iOS:
    - Download Zoom app: https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307
    - Setup on Apple/Mac iOS: https://support.zoom.us/hc/en-us/articles/201362993
- Android:
    - Download Zoom app: https://play.google.com/store/apps/details?id=us.zoom.videomeetings
    - Setup on Android: https://support.zoom.us/hc/en-us/articles/200942759

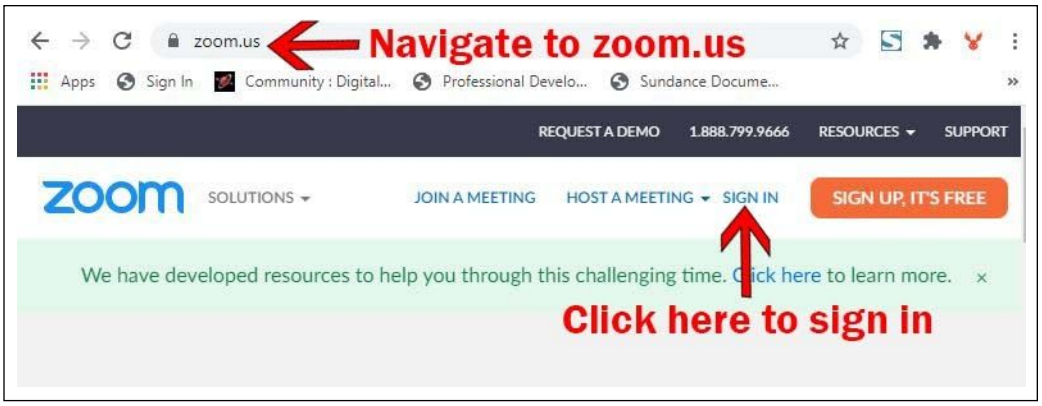
You can read more about how to download the Zoom apps here

Signing into Zoom

Once you have a Zoom account, you can sign in at any time using your login credentials.

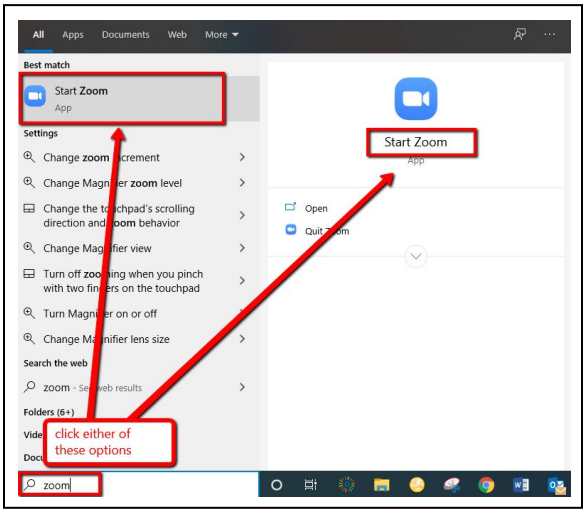
To sign in online

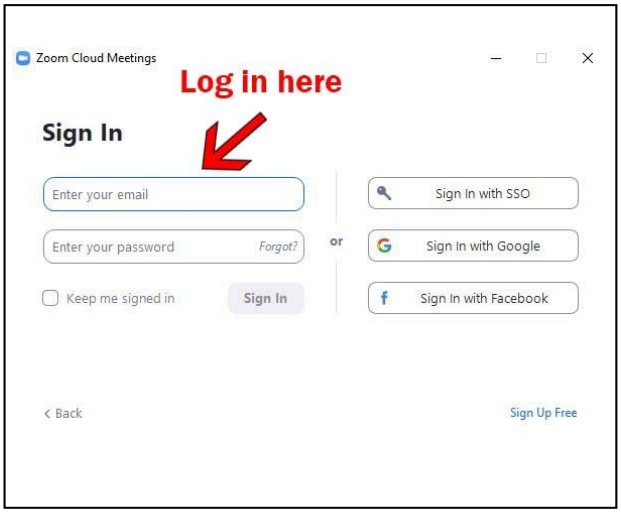
1. Navigate to https://zoom.us/signin
2. Fill in your login credentials
3. Click on the large blue “Sign in” button.



To sign in on your desktop app

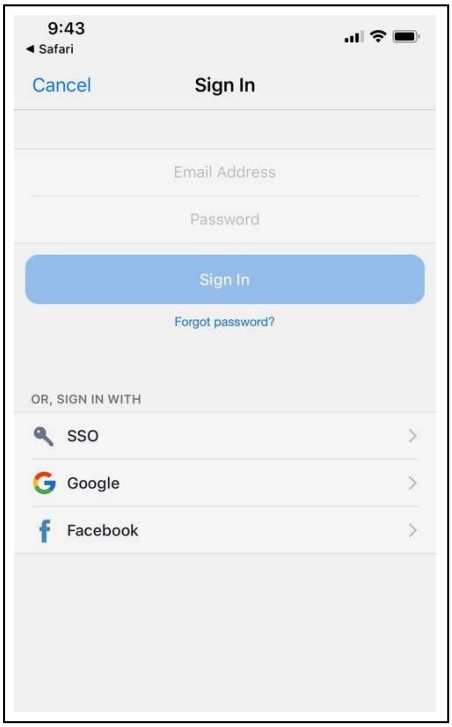
1. Find the Zoom icon on your desktop or via “Finder” or “Cortana” and click on it (double click for desktop icon)
2. A Zoom window will open and you will have 2 options: “Join a Meeting” or “Sign in”
3. Select “Sign in”
4. Fill in your login credentials.
5. Click on the blue “Sign in” button.





To sign in on your mobile device

1. Find the Zoom icon on your phone and tap on it to open it.
2. A Zoom window will open and you will have three options: “Join a Meeting”, “Sign Up” and “Sign In”.
3. Select “Sign In”.
4. Fill in your login credentials.
5. Click on the blue “Sign in” button.

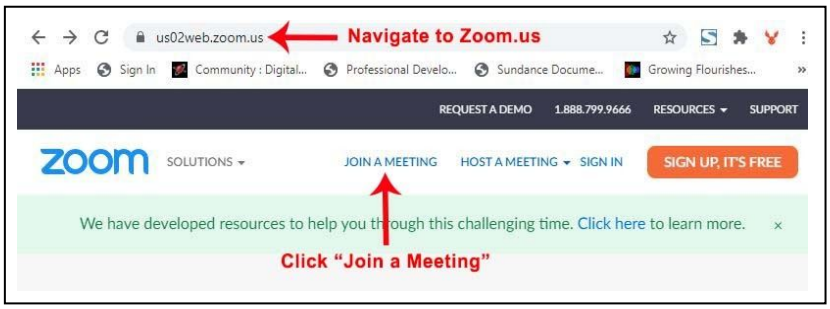


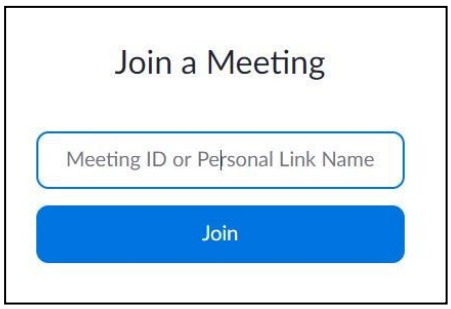
Joining a Zoom Meeting - Web Browser, Computer, Mobile Phone

If your class is being hosted through Zoom, your instructor should provide the Zoom Meeting ID in order for you to join the online session. If they have also set a password for your online meeting, they will provide you with the password too. They may send this information to you via email, or they may upload the information to your course information in cuLearn. Make sure you have the ID, and if needed, the password before proceeding.

To join a Zoom Meeting via Web Browser

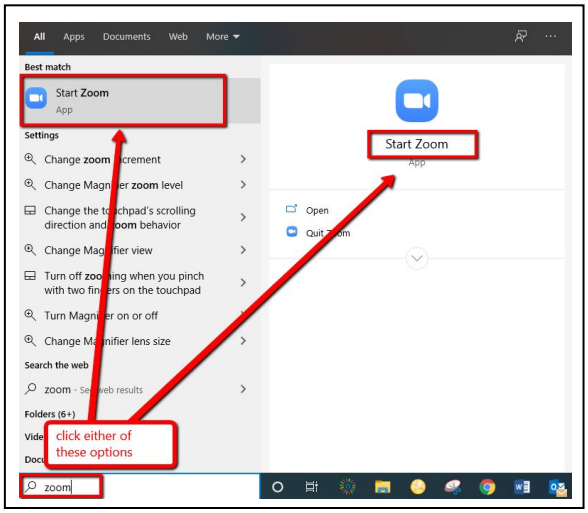
1. Navigate to https://zoom.us/
2. Click on “Join a Meeting”.
3. Enter the meeting ID provided to you by your instructor.
4. Enter the passcode provided when prompted.
5. After these steps you *may* find yourself in a waiting room. Do not worry. Your instructor will let people into the Zoom classroom when they are ready.





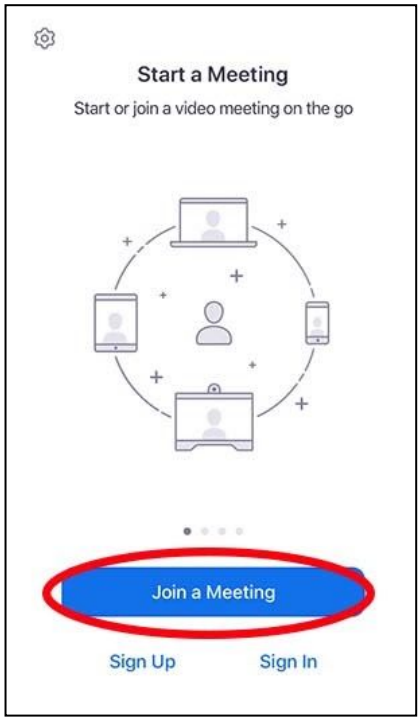
To join a Zoom Meeting via Desktop App

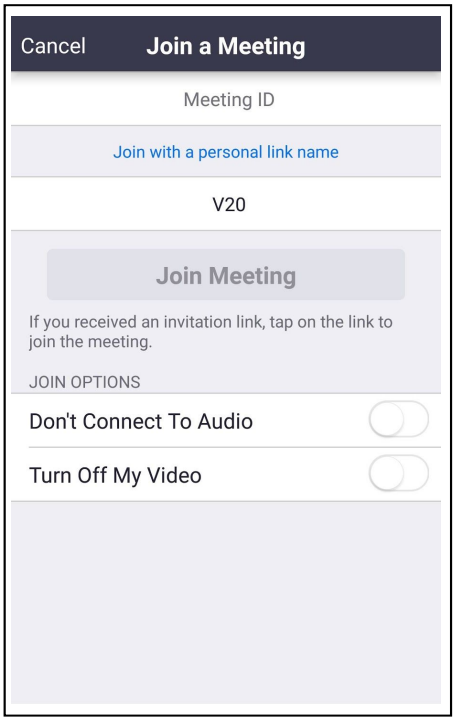
1. Find the Zoom icon on your desktop or via “Finder” or “Cortana” and click on it (double click for desktop icon)
2. A Zoom window will open and you will have 2 options: “Join a Meeting” or “Sign in”
3. Select “Join a Meeting”
4. Enter the meeting ID, and below that, enter your first and last name.
5. Click on the blue “Join” button.
6. After these steps you *may* find yourself in a waiting room. Do not worry. Your instructor will let people into the Zoom classroom when they are ready.



To join a meeting on your mobile device

1. Find the Zoom icon on your phone and tap on it to open it.
2. A Zoom window will open and you will have three options: “Join a Meeting”, “Sign Up” and “Sign In”.
3. Select “Join a Meeting”.
4. Fill in the Zoom ID number.
5. Click on the blue “Sign in” button.



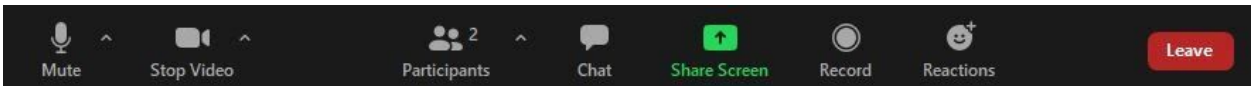


You can watch a video or read more about joining a Zoom meeting here.

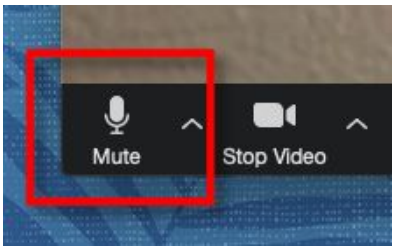
Zoom In-Meeting Tools

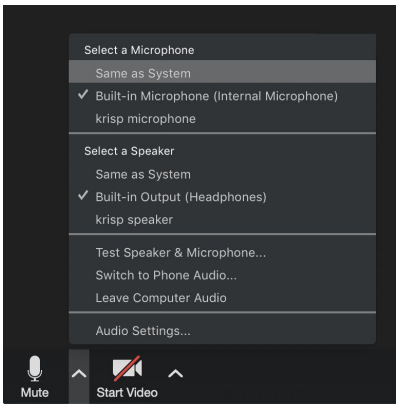
When you enter a Zoom meeting, you will have the ability to interact with others in the meeting using a variety of different tools.

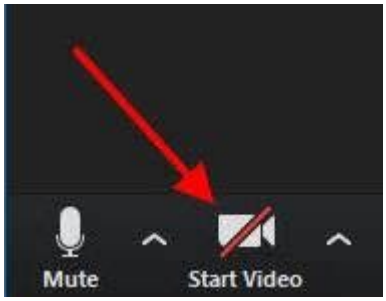
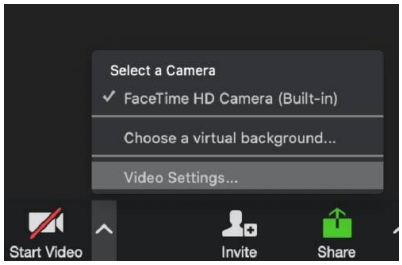
This is what your toolbar will likely look like:

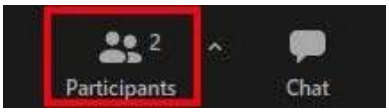


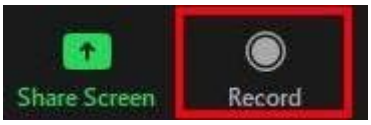
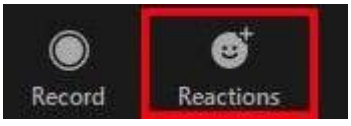
Below, we walk through the tools in the toolbar (left to right), in addition to some other features you might be asked to use during your online classes. You can read more about the various Zoom tools here.

Button	Image	How to use it
Mute		The mute icon allows you to **mute and unmute** your microphone. Large lecture-style classes may automatically mute your mic and prevent you from unmuting it. Smaller-style tutorials, breakout rooms, and classes will likely allow you to mute/unmute yourself. ***Best practice: keep yourself MUTED unless you need to speak.*** When your mic is muted, the mute icon will appear with a RED line across the mic image.

Button	Image	How to use it
Mic Setup Menu		By clicking on the triangle beside the mute icon, you will be able to access different setup options for your microphone and speakers (from top to bottom): ● Select a Microphone: Under this menu header, a list of the available microphones will appear. Select the mic you want to use. ● Select a Speaker: Under this menu header, a list of speaker options will appear. Select the speakers you want to use. ● Test Speaker & Microphone: Use this feature to make sure your mic and speakers are working properly. ● Switch to Phone Audio: Use this option to CALL into the meeting instead of connecting over internet. ● Leave Computer Audio: This option will disconnect your computer's connection to the Zoom meeting audio. The mute button will change to an icon that reads "Join computer audio" link. Simply click this button to re-connect to the meeting audio. ● Audio Settings…: This menu header allows you to go into Zoom's more advanced audio settings. More information on configuring your audio settings can be found here.

Button	Image	How to use it
Video		The video icon allows you to **turn your video on and off**. Large lecture-style classes may automatically prevent you from turning your webcam on. Smaller-style tutorials, breakout rooms, and classes will likely allow you to control whether or not your camera is on. ***Best practice: UNLESS your instructor has specifically requested that students keep their cameras off, have your video camera ON so the instructor can see you (provided you are comfortable doing so).*** When your video is off, the video icon will appear with a RED line across the image. You can learn more about testing your video before a meeting here.
Video Setup Menu		By clicking on the triangle beside the mute icon, you will be able to access different setup options for your web camera (from top to bottom): • Select a Camera: Under this menu header a list of your available web cameras will appear. Select the one you want to use. • Choose Virtual Background: If your computer has the right technical specs, you might have the option to choose virtual background. You can read more about virtual backgrounds here. ***Best practice: Use a simple (non distracting) virtual background to prevent other participants from seeing your background.*** • Video Settings...: This menu header allows you to go into Zoom's more advanced audio settings More information on configuring your video settings can be found here.

Button	Image	How to use it
Participants		The participants button allows you to see all the attendees participating in the session. If you click on the participants button when your Zoom view is in FULL SCREEN mode, the participants list will become a pop up window separate from the main Zoom window that you can move around and resize as desired. If you click on the participants button when your Zoom view is NOT in full screen mode, the participants list will appear to the right of the main Zoom window.
Chat	 *Chatting with everyone:* *Save the chat* 	The chat button allows you to participate in the conversation via text. If you click on the chat button when your Zoom view is in FULL SCREEN mode, the chat box will become a pop up window separate from the main Zoom window that you can move around and resize as desired. If you click on the chat button when your Zoom view is NOT in full screen mode, the chat box will appear to the right of the main Zoom window. NOTE: Your instructor may disable your ability to chat privately with other classmates. If they do disable this feature, all your messages will be shared with the instructor AND the class. Also note that chat conversations CAN be saved for future use. You may or may not have the ability to save the chat. If this feature is enabled, it will appear as three small dots in the corner beside where you enter text into the chat box. Click on those dots, and select “Save chat”.

Button	Image	How to use it
Share Screen		Normally, the share screen button will be disabled by your instructor. This means that if you are asked to share your screen, you will need to request permission from the “Host” of the meeting. If you have permission to share your screen, click on this button, and a pop up window will appear, which allows you to choose to share your entire computer screen, or a selected computer application that is open. NOTE: The computer application MUST be open in order for it to appear in the share screen pop up window. ***Best Practice: To maintain privacy, always choose to share a computer application, not your Desktop.*** You can find more information on sharing your screen here. You can also find more information on how to adjust your screen layout when sharing, here.
Record		The record button will likely be disabled by your instructor. However, if your instructor is recording the class, you will see this button light up with a red dot.
Reactions		During the class, you can click on this button to access a small handful of emojis. When you click on an emoji, the image will appear on the screen of your video for all to see. Your instructor may ask you to use this feature to show you understand what they are teaching.
Leave Meeting		Exactly as it is labelled, clicking on this button will allow you to leave the Zoom session.

Additional Features

You may have access to additional features when participating in your online class. The host of the meeting has full control of what features you will have access to during the class.

Screen Views

If your instructor has given you control over the view settings, you can adjust the way that videos are arranged in the Zoom display. Here is information on how you can switch between different screen views.

Breakout Rooms

You may be asked to participate in Breakout Rooms. These will be smaller groups of students, sometimes joined by the instructor.

Whiteboard

Zoom has a digital whiteboard feature. Your instructor may use this for brainstorming and annotating during class.

Polling

Zoom has a Polling feature. The instructor may use this to poll a class with questions.

Zoom FAQs for Students

Do I need a Zoom account?

It's not necessary to join a meeting, but you may need a Zoom account if the instructor requires it for classroom activities. We suggest using your Carleton email address.

Is the account free?

Yes, you can sign up for a free account at https://zoom.us/

What are the limitations of the free account?

You can have one-on-one meetings of unlimited length between two people. For larger groups, the meetings are limited to 40 minutes and the maximum capacity is 100.

Can I get a paid account?

You don't need a paid account to join a Zoom meeting hosted by your instructor.

What do I do to test my camera and microphone?

You can go to zoom.us/test to join a test meeting. We suggest you do this before your class starts! There is more information here on how to set up your video and audio.

Do I need to turn my camera on?

It's not necessary to turn your camera on - your name (or an avatar if you upload one) will be displayed instead.

Do I need a microphone?

In order to be heard speaking, you will need a microphone - phones and many computers will have one. If you don't have microphone access, there is a text chat function in Zoom.

I don't have a computer available - can I use my phone?

Yes! If you have a Smartphone, please see instructions for downloading using Mobile apps above. You can also phone in (voice only).

If you wish to dial in VIA telephone you can use these Ontario numbers below.
+1 647 374 4685 (Ont)
+1 647 558 0588 (Ont)
Or you can find other numbers around the world from this link: https://zoom.us/u/acKFv2t3c

Once you dial the number you will have to input the Meeting ID followed by the pound key to enter the Zoom meeting.

Are there video tutorials on how to use Zoom?

Yes! You can check out Zoom's excellent collection of resources at https://support.zoom.us/

What is a waiting room and why am I in it?

The waiting room is a virtual lobby - when the instructor is ready to start the class you'll be allowed into the meeting room.

What is a meeting ID?

You may be given a link to a meeting ID as part of an email or calendar invitation, or posted in cuLearn - this meeting ID is your access to the Zoom class.

What is a passcode?

You may be given a passcode - if so you will need this passcode to enter the meeting, in addition to the meeting ID.

How do I get into a meeting?

The instructor should provide you with a meeting ID or link (and a passcode if required) via email, calendar invite or posting in cuLearn. Please sign into Zoom and click “Join”. Enter the meeting ID (and passcode if required).

Can I use Zoom for other meetings besides classes?

You can host meetings with your free account, whether for two people (unlimited) or many (40 minutes per session). To learn more about hosting, check out Zoom’s excellent collection of resources at https://support.zoom.us/

I need to give a presentation in my Zoom class - what do I do?

If you want to speak to the class you will need your microphone turned on, and your webcam turned on if you want to be seen. You can test your settings at zoom.us/test.

If you are presenting a slideshow or video, please let the instructor know and ensure they allow you to share your screen. If you’re sharing something with audio, ensure “Share Computer Sound” is on. For video files and streaming video, also click “Optimize video for full screen”.

Make sure your presentation is open in the application and ready to present before sharing your screen. When sharing your screen, you can choose which file to share - select the appropriate file. We suggest avoiding sharing screens such as your desktop that may have personal information or content on them.

Sharing Screens at a Glance:

- You can share a specific screen that is open (eg a Powerpoint presentation or video file) - you don’t need to share the entire Desktop (in fact, we suggest not sharing your Desktop for privacy reasons)
- Have the presentation ready to go and open before you start sharing
- The instructor will need to allow you to share your screen
- When sharing files containing audio, ensure “Share Computer Sound” is on
- When sharing video files, also click “Optimize video for full screen”
- You can find more information on sharing your screen here.

Is there a video server I can put my video recordings on?

Yes! As a Carleton student you have access to a video server at https://mediaspace.carleton.ca. You can use this site to upload videos you create for your course.