

How to use Zoom for online learning

Please download Zoom to your computer or on your smart device before your first distance learning session. You can download the program **free of charge**.

1. On a **computer**

- go to <https://zoom.us/download>
- Click on the blue “**Download**” button
- The Zoom app will then begin downloading. Click on the .exe file to begin the installation process.
- When the installation is completed, you can either join a meeting or sign in. You can also quit the program and join a meeting later.

2. On your **mobile phone** or a **tablet**

- First, you need to download the Zoom app. Go to Google Play Store or App Store on your smart device, then search and install ‘Zoom Cloud Meeting’.
- When the installation is completed, open the app and you are ready to join your online meeting.

How to join an online meeting on a **computer**?

The host of the meeting (the teacher) will send you an invitation. You can join the meeting by clicking the link (see 1) or by using the Meeting ID and Passcode (see 2) included in the invitation.

1. By clicking the link, Zoom will automatically open and ask you either to **sign up for free** or to **sign in** using i.e. your Facebook or Google account. You can also join the meeting without signing in by clicking the **Launch meeting** button. Next, you will be prompted to enter your name. This screen name will be visible for other participants.

2. If you want to use the Meeting ID and Passcode to join the meeting, go to <https://zoom.us/> and on the upper right corner of the page click on **Join meeting**. A box where you can type the Meeting ID will appear. After that, click on **Launch Meeting**. Next, type in the passcode and **Join Meeting**.

After joining the meeting, you will be redirected to a waiting room if the teacher has enabled it. The teacher will admit you to the meeting when the lesson starts. While waiting, you can test your audio device (microphone, speaker) by clicking the “**Test Computer Audio**” button. The other participants will not be able to hear you yet. When the teacher admits you to the meeting, join the meeting with computer audio. Now the other participants and the teacher will be able to hear you.

How to join an online meeting on your **mobile phone** or a **tablet**?

If the teacher has not yet started the meeting, you will be notified; you can wait for a moment and try again later. There are two ways you can enter your meeting:

1.
 - click on the link in your invitation
 - Enter your screen name
 - Agree to the The Terms of Service and Privacy Policy
 - Wait until the teacher admits you to the meeting
 - In the toolbar, click on “Call Over Internet”
 - Allow Zoom to record sound
2. Launch Zoom app and join with Meeting ID and Passcode included in the meeting invitation, otherwise follow the instructions above

During the meeting

If you notice that you have typed your name incorrectly or have not typed it at all and want to fix it, click the “More” button in the **Participants** icon and select Rename. Enter your new screen name.

If you are using a computer, you can see the Zoom main toolbar at the bottom of the window. These are your main controls for the meeting. On a smart device, you can access the toolbar by clicking on the screen. The toolbar can be located both at the bottom and at the top of the screen. The microphone (Tap to speak → Done speaking) and some of the other tools may not be visible all the time. Swipe horizontally to access them. The number of tools can vary depending on the meeting settings.

Tap the microphone icon to turn it on and off. **Mute the microphone when you are not speaking.** You can also test / change your audio device by tapping the little arrow next to the microphone icon. If instead of a microphone you see a headphone icon, it means that the computer audio is not connected. You will not be able to hear the participants in the meeting and they will not hear you. Try clicking the headphone icon “**Join Audio**” and wait for the connection.

By clicking the **camera** icon, you can turn your webcam on or off. If the connection is weak, it is best to keep the camera off.

By clicking the **chat** icon, a chat window will pop up. You can type messages to all participants or choose a participant you want to chat with.

During the meeting, you may be able to **share your screen** with other participants and/or **record** the meeting if the host has allowed it. Please do not record the meeting without permission.

When you want to leave the meeting, you can click the red **Leave** button.

- If you have not received an invitation to the meeting, check your spam folder

- If for some reason the connection fails, you can always try to join the meeting again
- Restarting devices can also help in the event of a malfunction

We hope you will enjoy distance learning with us!