

# Zoom Meeting: Student Guide

## You will need:

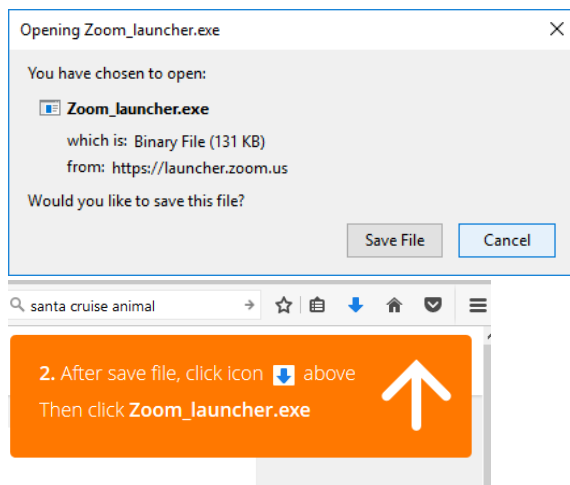
- Internet or cellular
- Audio or Headset/earbuds with microphone
- Webcam – built-in or USB plug-in (not required)
- For help email: [support@my.cuesta.edu](mailto:support@my.cuesta.edu) or stop by the Open Lab Desk in the library and we can help!

## Enter the Zoom Meeting

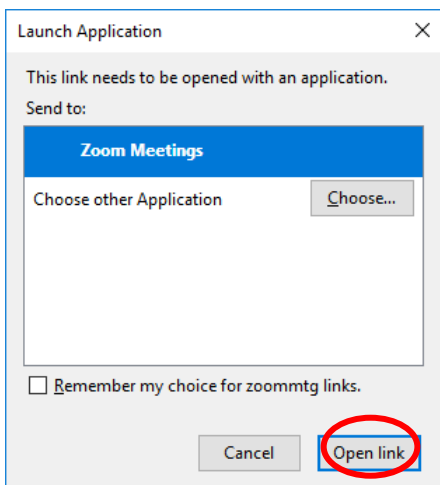
Your meeting host will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting.

## Download the Installer (if necessary)

Once you have launched Zoom, the first time you might be prompted to download an installer (usually the first time only); **click save file**. Then you might need to open you downloads to launch the file.

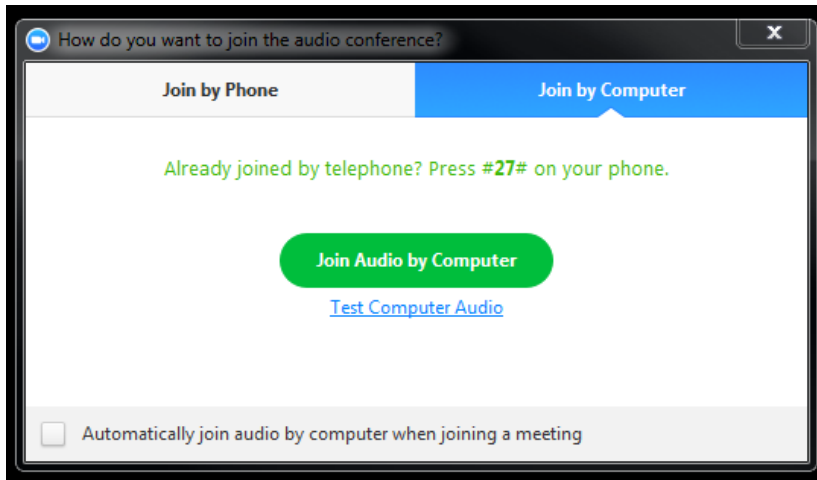


After you have downloaded the installer, future launches you will need to verify the application launch by click the open link in the dialog box.



## Audio and Video Setup

Audio participation through your computer's internal speakers, a headset, or a phone line.



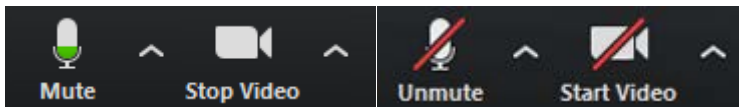
Arrow next to the microphone icon in the bottom-left hand corner, choose “Audio Options”, then “Test Computer Audio”

Built-in and peripheral webcams will turn on automatically when the meeting launches.

Change audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device.

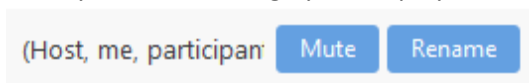
## Mute Yourself/Stop Webcam

To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.



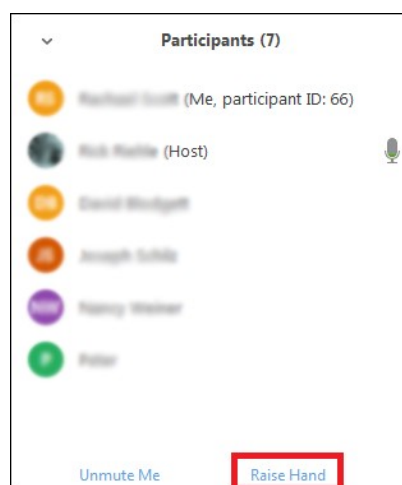
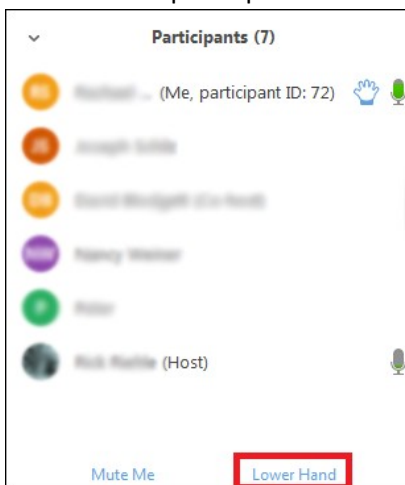
## Participants List

The participants list shows all the active members in the meeting. To open the participants list, click “Participants” in the bottom menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list



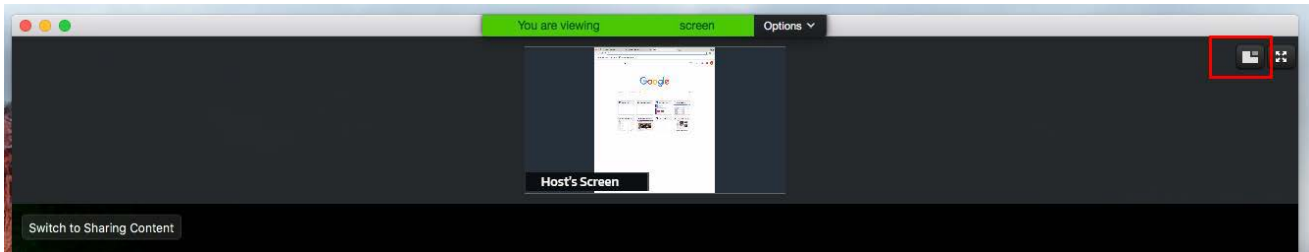
## Raise and Lower Hand

Let your instructor know you have a question by raising your hand. This will place a hand icon next to your name in the participant list until you choose to lower it.



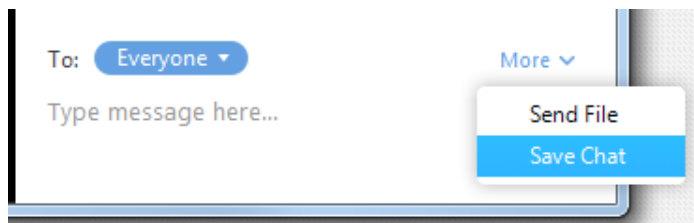
## Swap Screen

If you want to see the podium video (video of the meeting room) in a larger screen, you can click on the icon to the left of the full screen icon, which should be located to the right of the list of videos at the top.



## Chat

Chats may be sent either to all members of the meeting or privately to specific individuals. Choose the appropriate person for private chat using the dropdown menu next to the “To:” field.



NOTE: If you enter a Zoom room after the meeting has begun, the chats received prior to that time will NOT be available in the chat window.

To save the chat transcript, select the “More” menu and choose “Save Chat”. You may also send the transcript to your email by choosing “Send File”.

## Share Screen

Participants are able to share applications or documents using Share Screen.

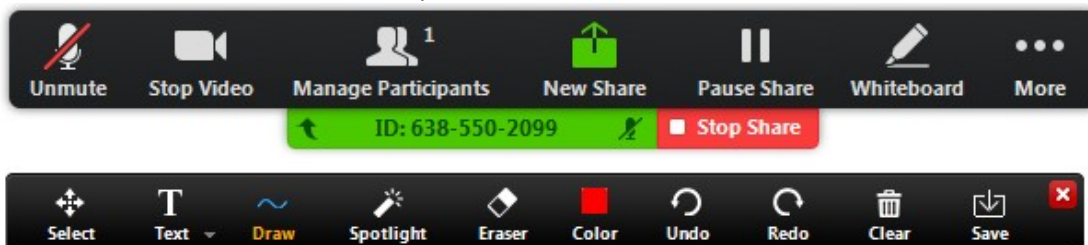
Select “Share Screen”

When the screen is shared, the bottom navigation menu will move to the top of the screen. To reposition the menu, simply click and drag.

NOTE: By default, screen share opens in full screen. If you have the participants list and chat windows open (they will display on the right-hand side of the meeting), the windows will be hidden in full screen. Either click “Exit Full Screen” in the upper right corner or re-enable the windows by clicking “Manage Participants” and “Chat”.

The annotation toolbar allows participants to draw and make comments on the shared screen. Your instructor may choose to disable this feature.

To end the screen share, choose “Stop Share”



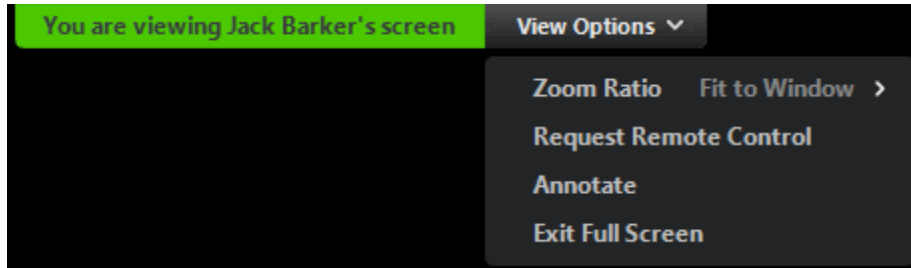
## Request or Give Remote Control

The remote control feature allows you to take control of another participant's screen in a meeting. You can either request remote control of another participant's screen or the other participant can give control to you.

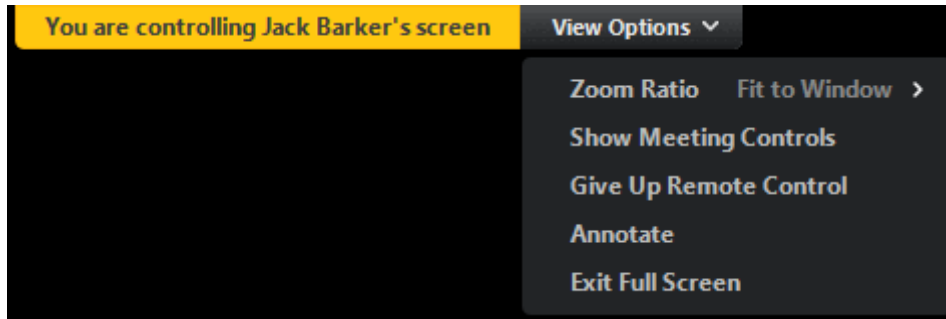
### Request remote control

You can request remote control from the host or participant who is sharing their screen.

1. While viewing another participant's screen share, click the **View Options** dropdown menu located at the top of your in-meeting window.



2. Select **Request Remote Control**, then click **Request** to confirm. The host or participant will get a notification asking if they want to allow you to control their screen.

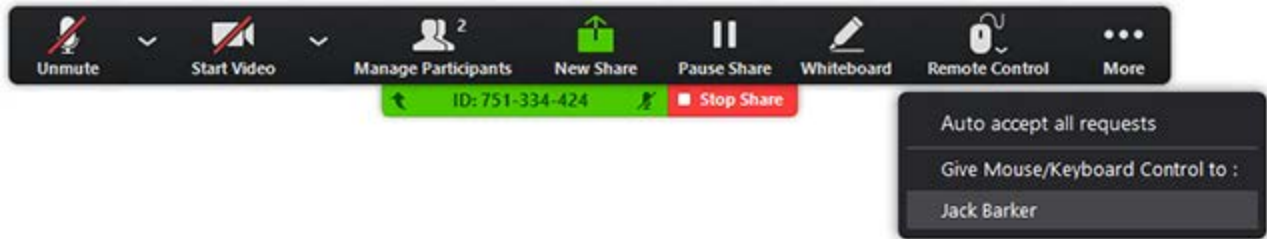


3. Click inside the screen share to start controlling the participant's screen.
4. To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control**.

## Give remote control

While screen sharing, you can give remote control to another participant who is in the meeting. If the participant is on iOS or Android, they can remote control your screen using their mobile device.

1. While screen sharing, click **Remote Control** and select the participant you want to give control to.






The participant can click anywhere on their screen to start control.

2. To regain control, click anywhere on your screen. The other user can still restart remote control by clicking on their screen.

**Tip:** You can also click **Stop Share** to regain control and not allow the other participant to start remote control again.

## Remote control using a mobile device

A participant who is screen sharing with the Zoom desktop client can give you remote control. If you joined a meeting on an iPad or Android device, you can't request remote control or give remote control.

1. After a participant gives you control, tap the remote icon  to start remote control.
2. Use these functions to control the participant's screen:
  - The mouse icon  shows where the mouse pointer is located. Tap and drag it to move the pointer.
  - Tap once to left-click the mouse.
  - Tap and hold to right-click the mouse.
  - Tap the keyboard icon  to enter text.
  - Pinch with two fingers to zoom in and out of the user's screen.

**Tip:** You can use your mobile device in landscape to get a better view of the participant's