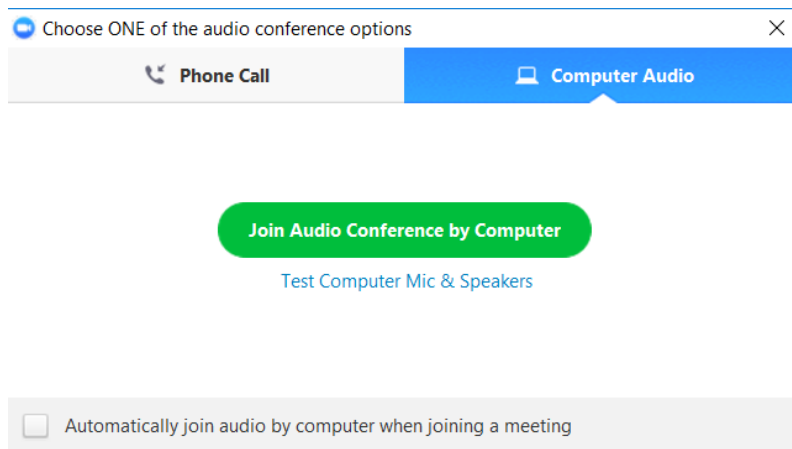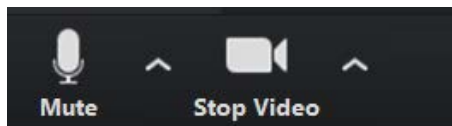# Zoom – Video Conferencing

Before you start

- **VIDEO** – make sure you have a **webcam**. You can use the webcam built into your laptop or a separate camera. Whatever you decide to use, make sure it is positioned so that your face is in the shot.
- **AUDIO** – you can join the audio conference through your computer or by phone. Either way, make sure you have some kind of **headphones or headset** to reduce ambient noise and feedback. *DO NOT use speakerphone!*

Joining the Meeting

- Click on the link provided to you in an email or go to www.zoom.us/join and type in the Meeting ID, also in the email.
- Once Zoom starts, **your webcam will turn on**. You will also be shown options for joining the **audio conference**:

- Once connected to audio, be sure to **mute yourself**. Audio and video controls can be found in the lower left-hand side of the Zoom window:
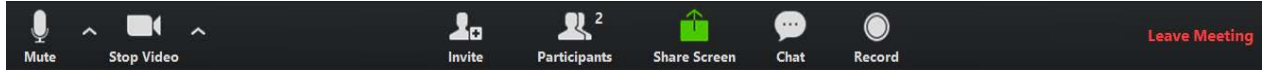

Clicking the icons will toggle the mute/unmute & video on/off modes.
  - To change what webcam or headset you are using, click on the arrows next to the icons to view your options.
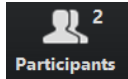
In the Meeting

There are various ways to interact with your course mates and your professor

The Zoom toolbar will generally stay on the bottom portion of your screen.

Depending on your screen setup, the toolbar may shift to the top of your screen if content is shared.

Tools You Will Use

 Participants — Click the Participants icon to open the Participants panel to see a list of participants and also access the feedback icons, including **Raise Hand**.

 Raise Hand — Found in the Participants panel, click this icon to alert the professor that you have a question or comment.
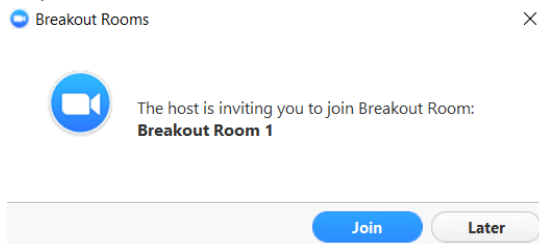
 Chat — Click this icon to open the **Chat** window. You can chat with **Everyone** or select an individual to send a private message

There are additional icons you may see – feel free to use them!

Breakout Rooms

- When the professor opens the breakout rooms, you will see a window on your screen. Click **Join** to proceed:

- Inside the breakout room, you will have the same tools you did in the main room. However, you will see a new icon – **Ask for Help**. This will open a dialogue that will allow you to invite the professor to your room.
- When you are done with your discussion, you may click **Leave Breakout Room** in the lower right-hand side of your toolbar to return to the Main Room. However, the professor may also end the breakout sessions, which will automatically return you to the main room within 60 seconds.