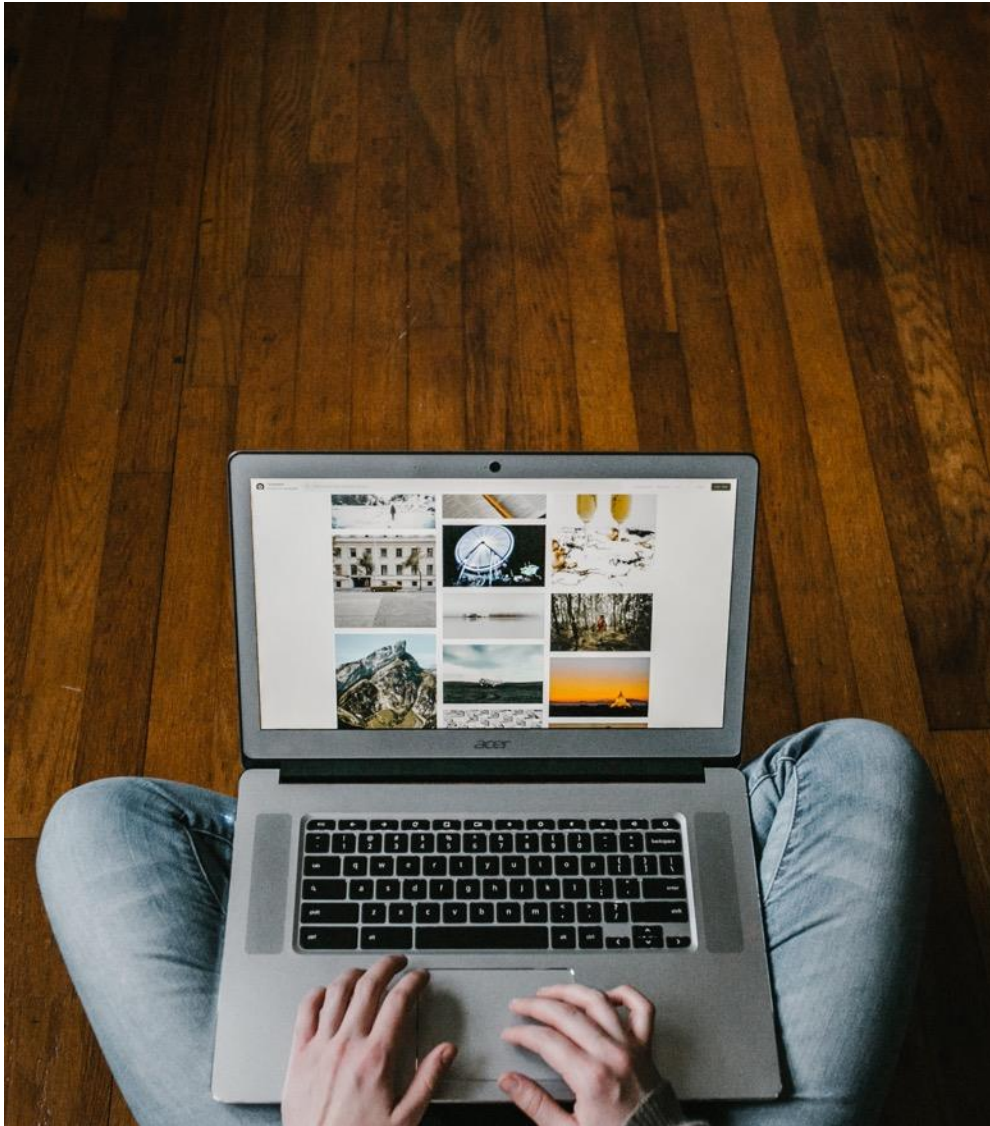




# Introduction to Live Video Meetings for Students



# Transition to Online

This is a new experience for all of us.  
Thanks for your patience as we transition to  
online learning. Let's get started!

## Objectives

- Expectations for video meetings/conferences.
- Installing the Zoom application.
- Participation in a Zoom meeting.



## Devices

- Charge your device prior to the meeting or set-up near an electrical outlet.
- Put your device on a flat surface and try to have the camera at eye level.

## Login

- Install the video conferencing application.
- Test the audio and video features before the meeting begins.
- Be on time for the start of the meeting.
- Check your email for the meeting access ID code.

# Appearance

- Dress for your meeting, just like you would for going to class on campus.
- Be mindful of what you are doing when your camera is on. Treat the video lecture like you are sitting in an actual classroom.



# Environment

- Try to go somewhere quiet. Use headphones if necessary.
- Sit near a light source to help your video look brighter.
- Limit things that could distract you such as phones, TVs, pets, food, etc.
- Be mindful of posters or items that contain explicit or offensive images.



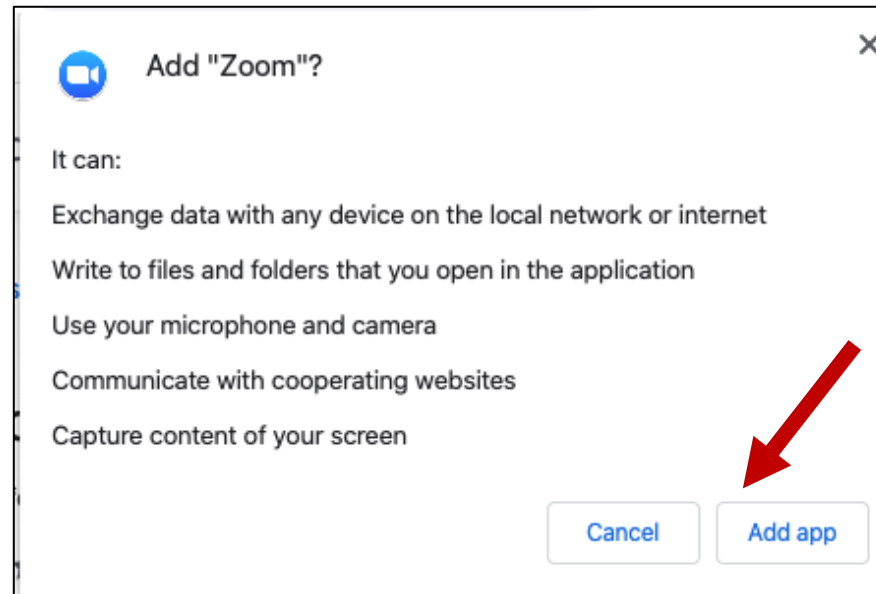
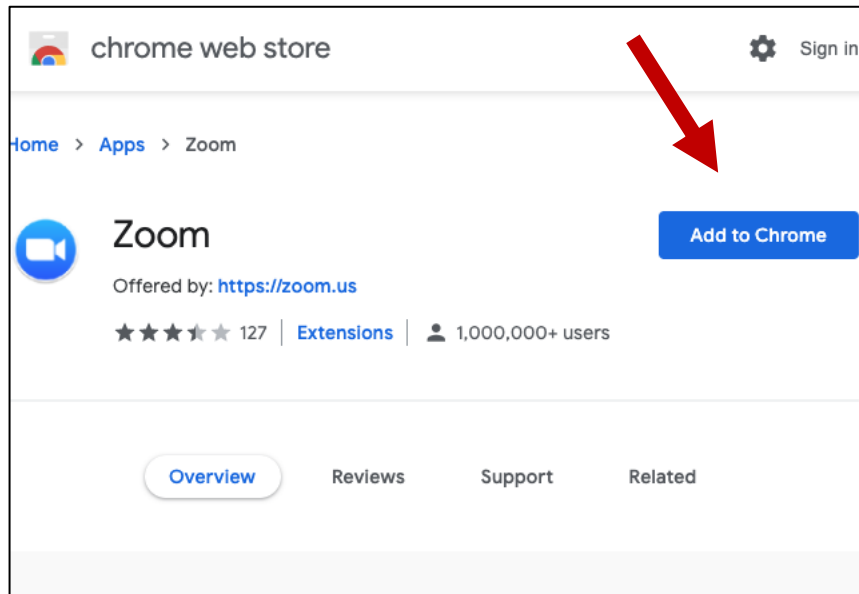


# Online Etiquette

- Treat your instructor and classmates with respect, just as you would in an on-campus classroom.
- Use clear and concise language. Profanity spoken or typed is not acceptable.
- Limit the use of emoji's and avoid using all capital letters, as it can be interpreted as yelling or aggression.
- Open any files you will need during the meeting. Be aware of items on your desktop that will be seen during a screen share, such as private emails or instant messages.

# Install the Zoom App on a Chromebook

- Open your Chrome Internet browser and go to this link for the [Chrome Web Store](#).
- Select *Add to Chrome*.
- A pop-up window will appear. Select *Add app*.



# Check Email for Meeting ID

- Log in to <https://login.microsoftonline.com/>. Use the same login and password for Moodle.
- Go to Outlook Email and find the Zoom invite from your instructor.
- Copy the Meeting ID code.

## Example of Zoom Email Meeting Invite

John Doe is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/411451147?pwd=bUxmK05NRDRIQkM0b0xBSFp5bW1aQT09>

Meeting ID: 411 451 147



One tap mobile

.,411451147# US Toll

Dial by your location

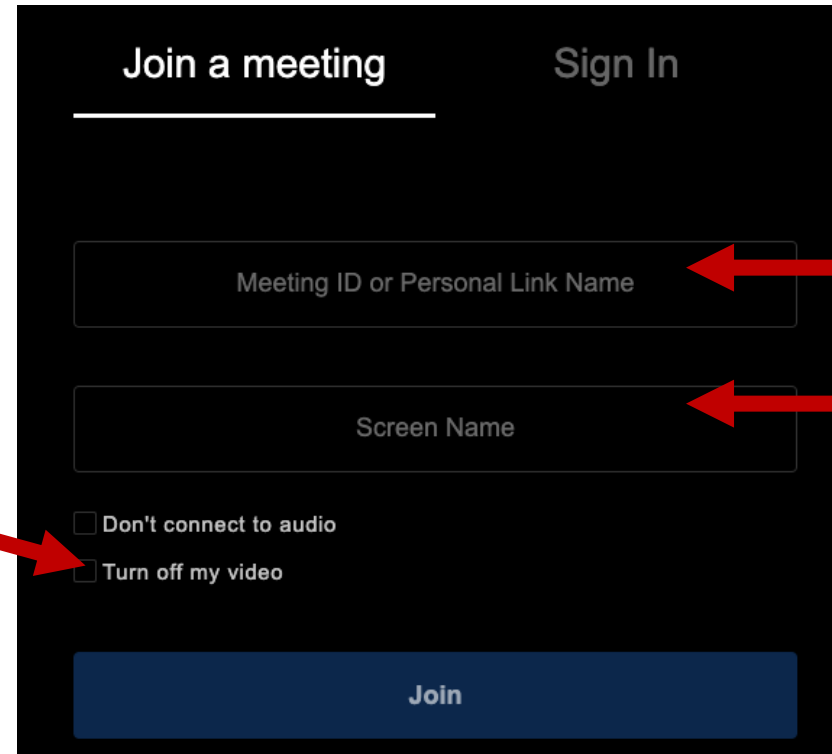
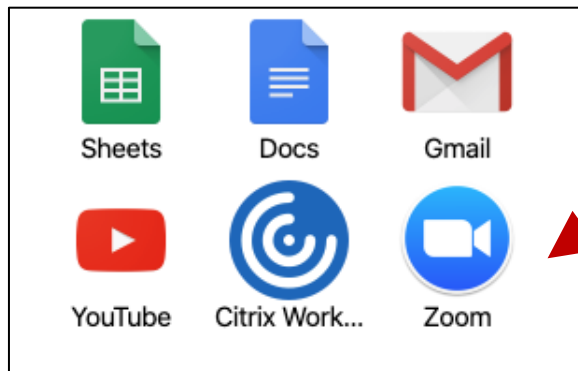
US Toll

Meeting ID: 411 451 147

Find your local number: <https://zoom.us/u/ac8jpmGJMA>

# Open the Zoom App

- Select the Zoom app icon or find the app in *All Apps*.
- Under *Join a Meeting*, enter the meeting ID from your email.
- Enter your full name under *Screen Name*. **This is important for attendance purposes.**
- You can choose to turn off video. Then select the *Join* button.



The screenshot shows the 'Join a meeting' screen with the following elements:

- Buttons for 'Join a meeting' and 'Sign In' at the top.
- An input field labeled 'Meeting ID or Personal Link Name' with a red arrow pointing to it from the text 'Meeting ID'.
- An input field labeled 'Screen Name' with a red arrow pointing to it from the text 'Screen Name'.
- Two checkboxes: 'Don't connect to audio' and 'Turn off my video'. A red arrow points to the 'Turn off my video' checkbox from the text 'Turn off my video'.
- A large blue 'Join' button at the bottom.

Meeting ID

Screen Name

Don't connect to audio

Turn off my video

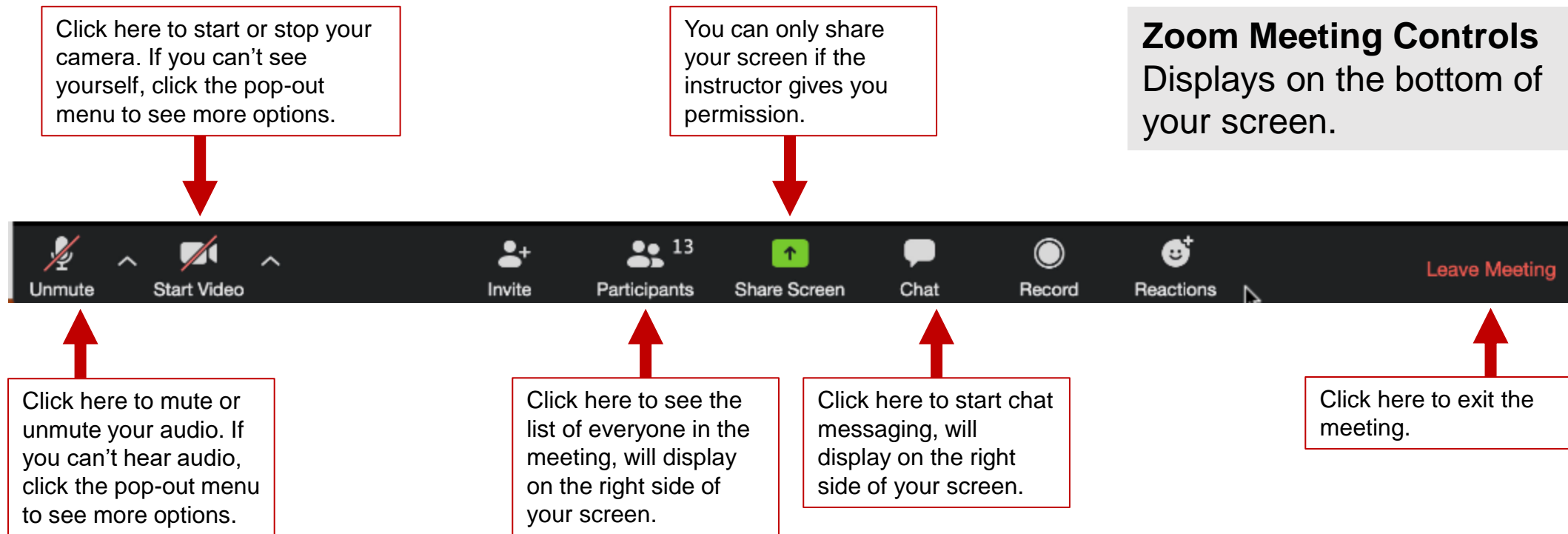
Join



# Participation

- When the meeting starts:
  - you will be on mute and
  - you will be able to send chat messages to your instructor only.
- You instructor will decide when to unmute everyone or open chat messaging.
- You will have scheduled breaks, just like in the classroom.

## Zoom Meeting Controls Displays on the bottom of your screen.



# Install the Zoom App on Mobile Device

- You can also download the Zoom app on your phone/tablet.
- <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
- <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>.

