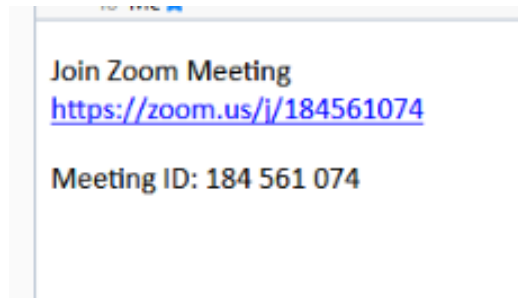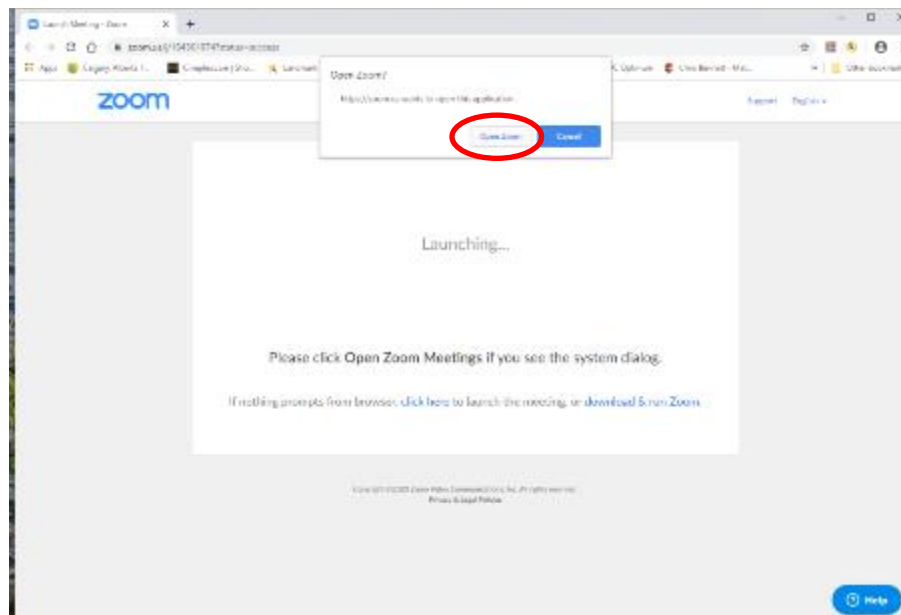# Zoom – Student Guide using a computer
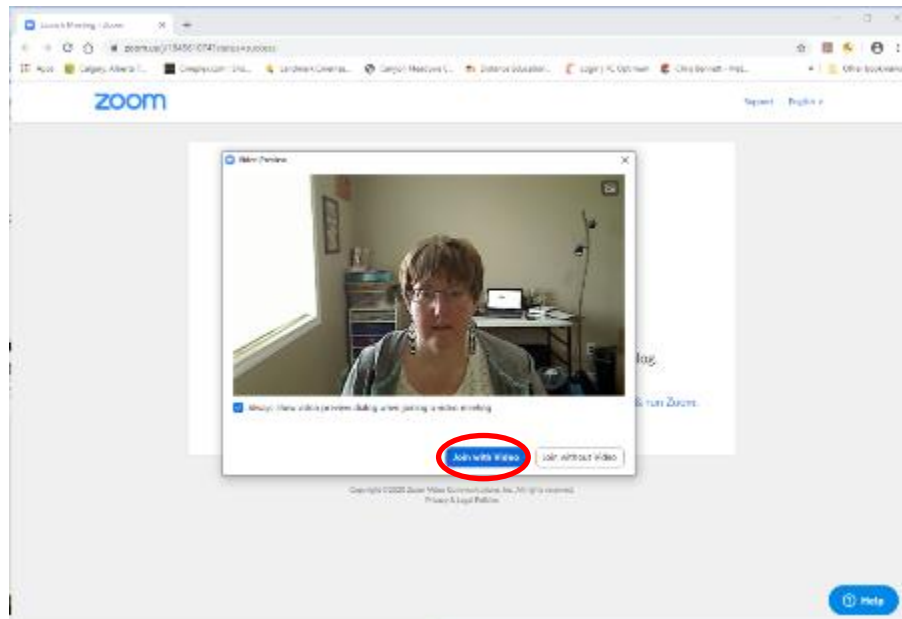
How to Join a Meeting

1. Click on the link that was emailed to you. You may also choose to "Install the Zoom App", if you don't already have it. If you are a student, you may want to obtain parental permission first.
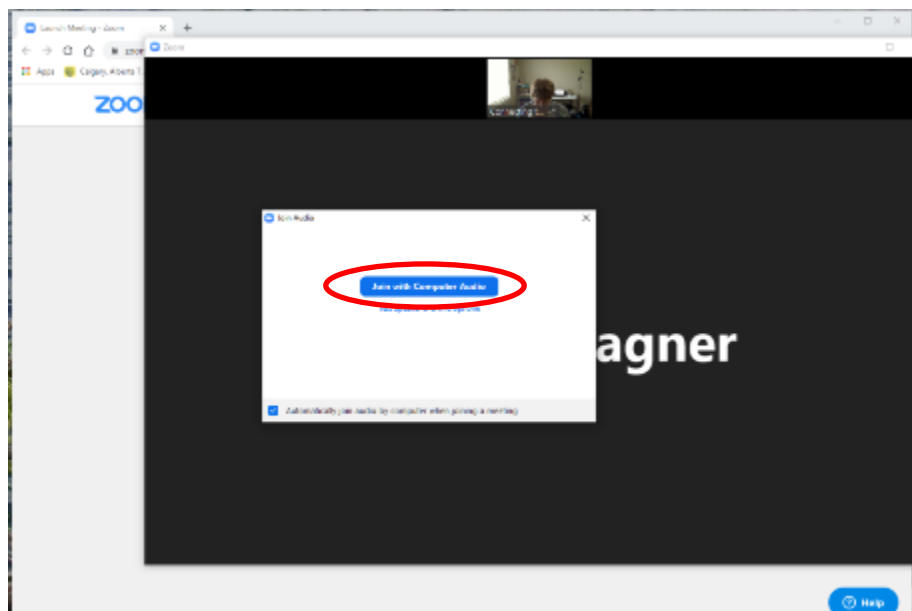

2. If you are on the computer, you will see something like this. Click on Open Zoom.

3. Join the conference by clicking "Join with Video."

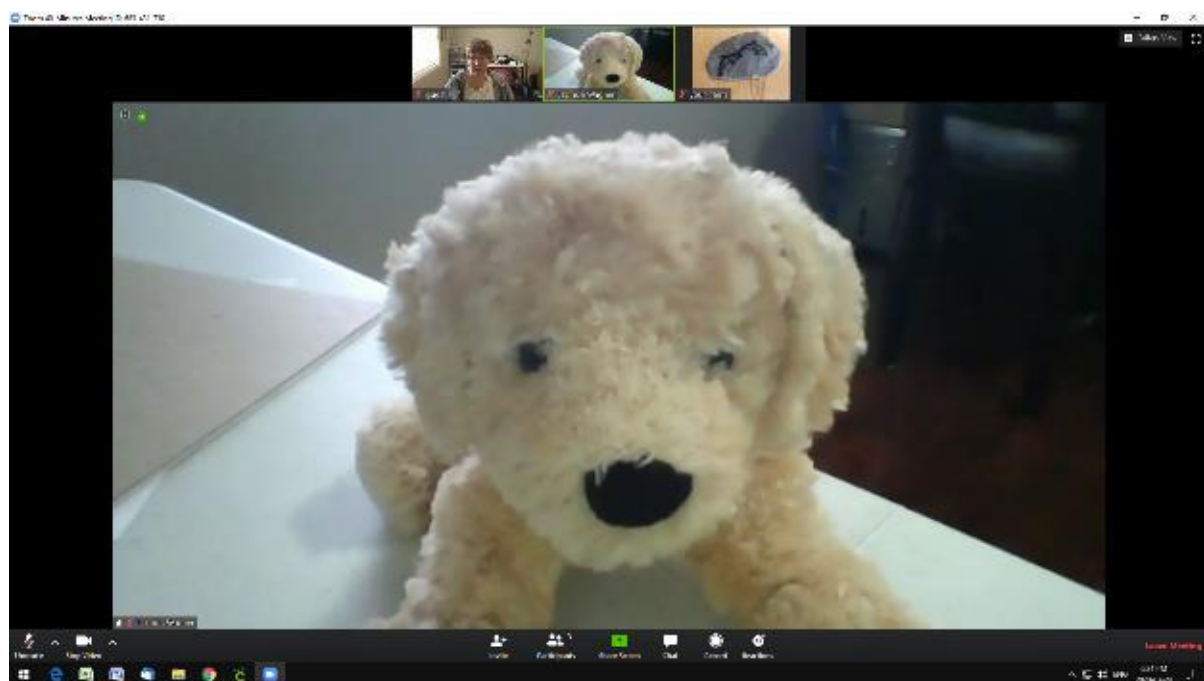4. You will also want to "Join with Computer Audio."

Meeting Settings

1. When the host is on, you will be the small picture and the host will be the big picture. To double check that your mic and speaker work, click on the arrow next to the mic button on the bottom left corner, and "Test Speaker & Microphone..."
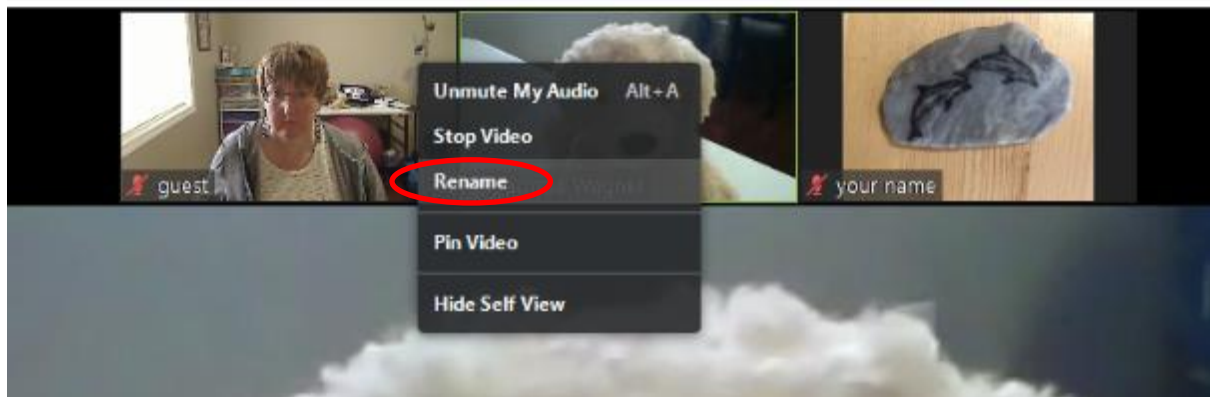

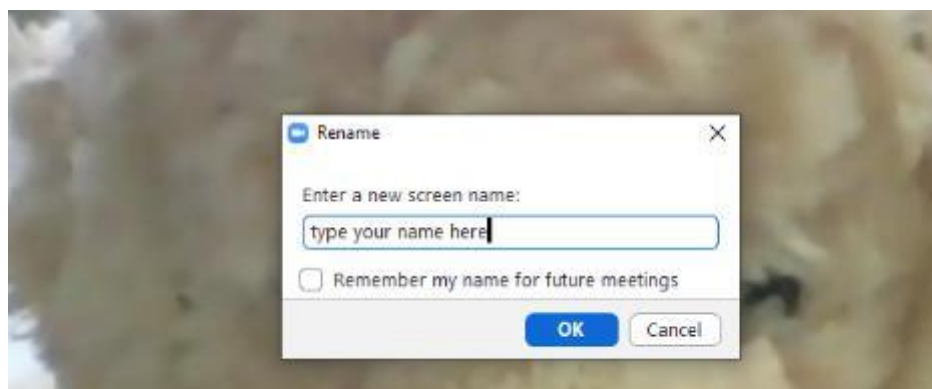2. Once you know your mic works, you will see this in your meeting.

3. If you realize your name is not showing correctly, put your mouse over your picture until you see three dots, and click on the three dots.
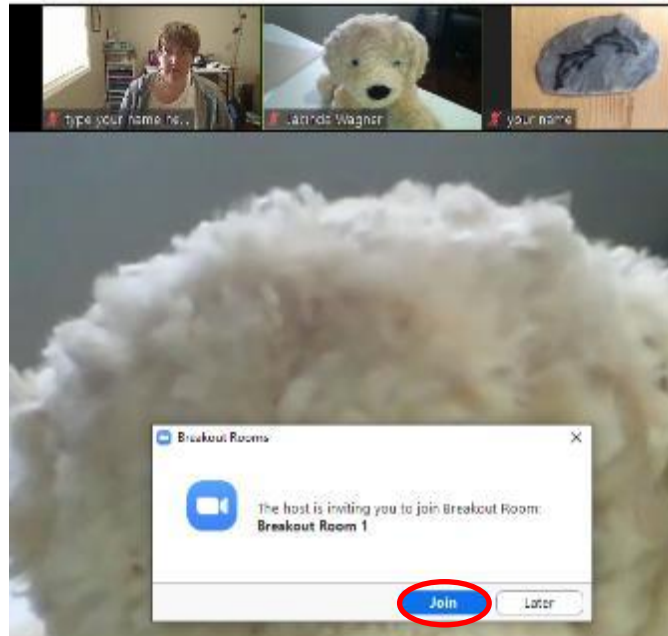

4. Then click "Rename."

5. Then type in your name in the box and click OK.

Breakout Rooms

The Instructor might decide to put you in a breakout room to be able to give you individual hints. If that is the case, you will see this message pop up on your screen. Make sure you click "Join"


It will open a new window with only certain people in the breakout room.

1. If you are in a breakout room and you want to ask for help, when you move your mouse to the bottom of the screen you will see a button "Ask for Help." By clicking this, the Instructor will be informed that you want help.
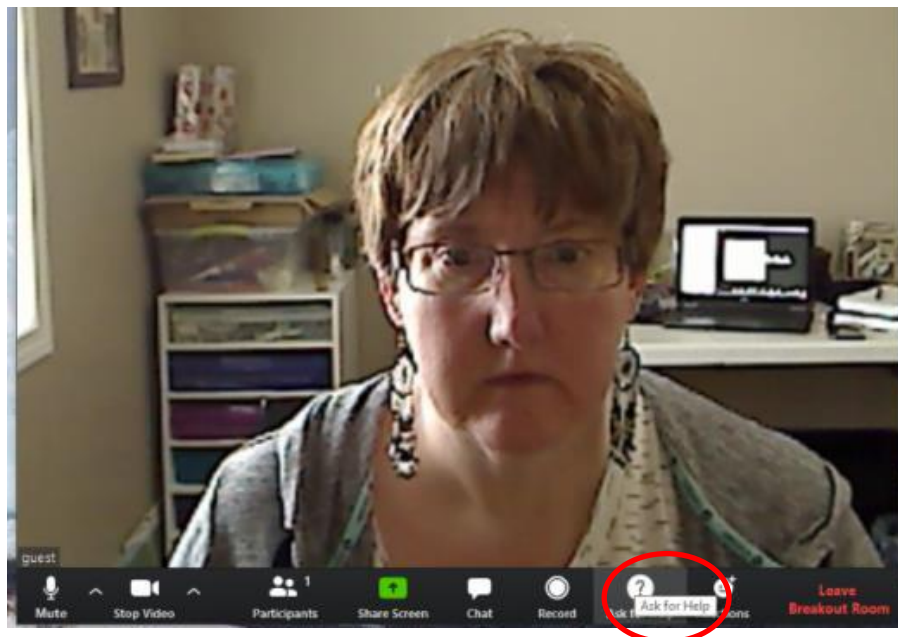
2. Once you click the button, a window will pop up to make sure you wanted to invite the host. Click "Invite Host."
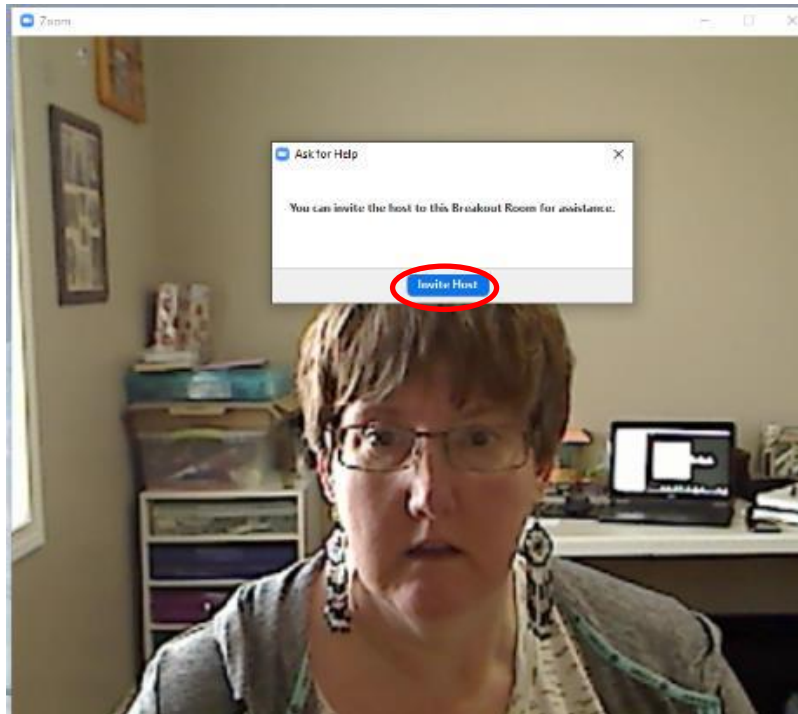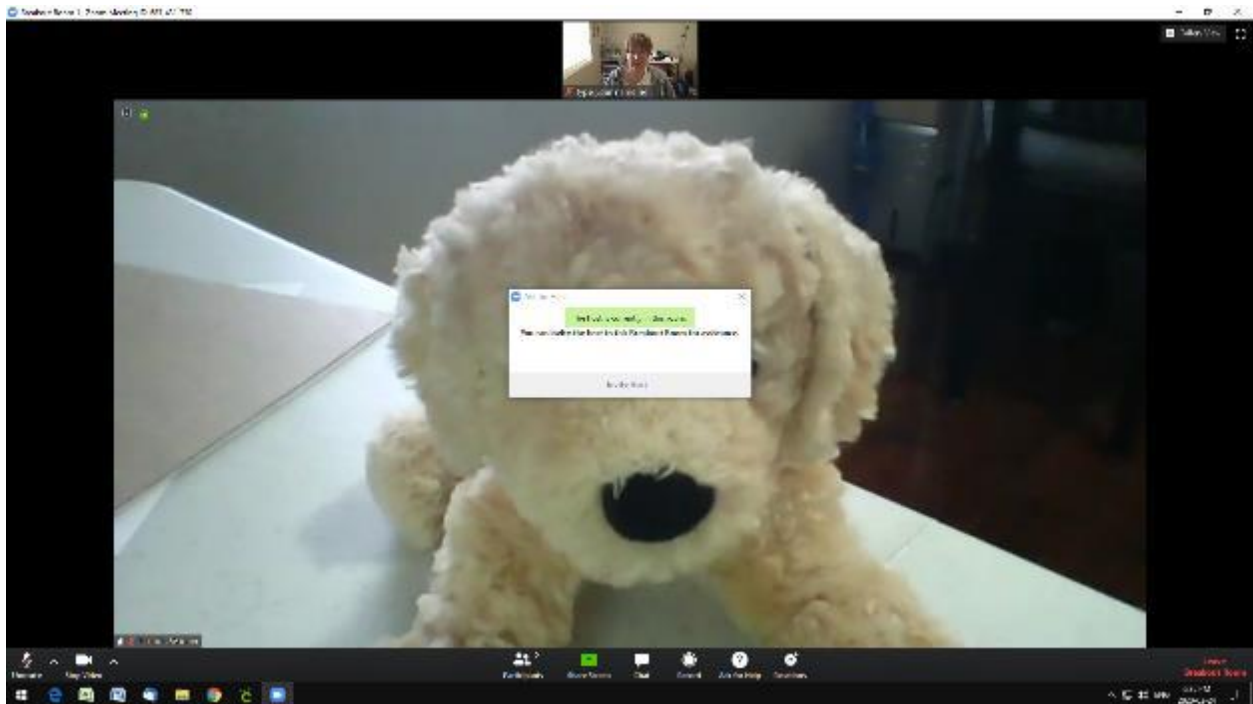

3. Once you invite the host, you will see the message "The host has been invited."
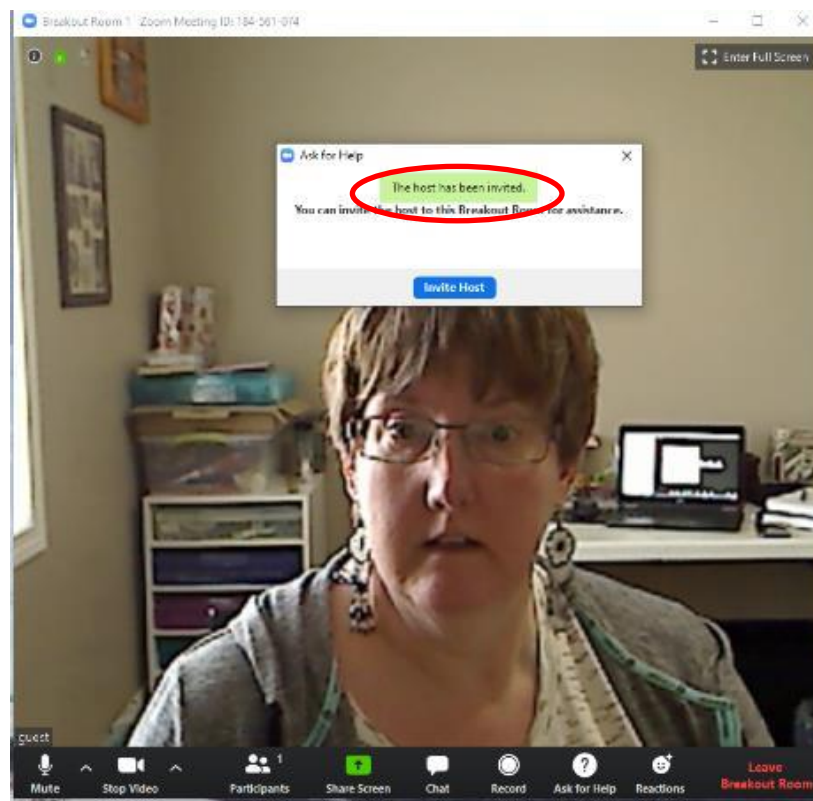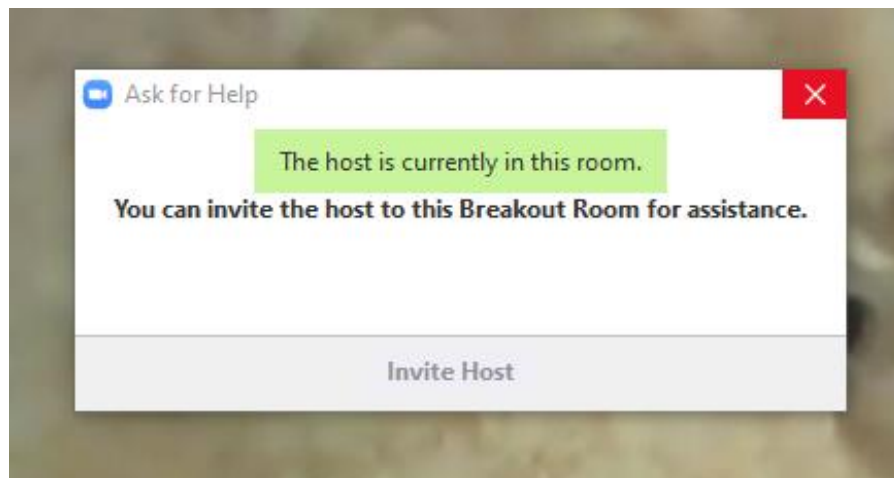
When the host enters the room, that will be the bigger picture.

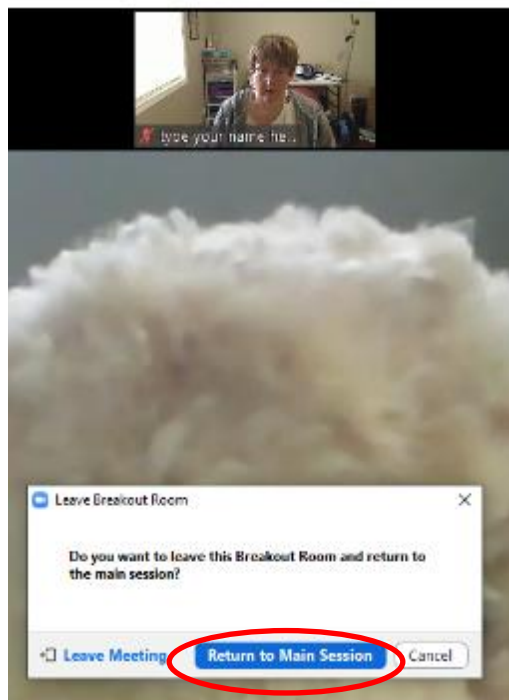4. Put your cursor on the box covering the picture.

5. The "X" in the upper right corner will turn red and you can click on that to remove the box.

6. To leave breakout room, click on the "Leave Breakout Room" on the bottom right corner.
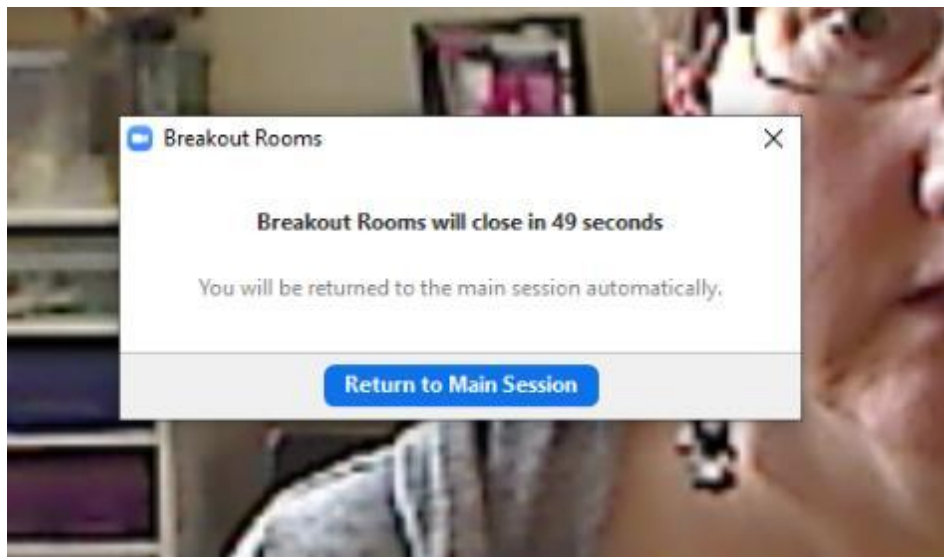

7. You will then get a pop-up box. You can now "Return to the Main Session."

Ending Breakout Rooms or Main Sessions

Breakout room - If the host ends the session, you will see this message.

Main session - Click "Leave Meeting" in the bottom right corner. When the box pops up, click "Leave Meeting."