



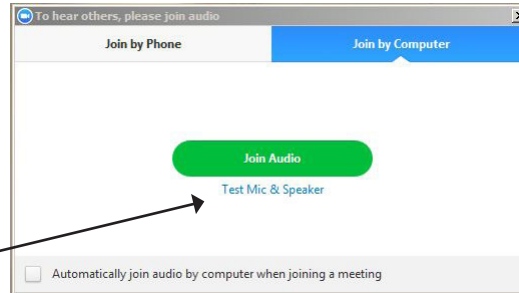
Attending Meetings in ZOOM

1

With your webcam connected, click on the link you've been provided to enter the video conference. The first time on a new computer, you will be prompted to download and run the Zoom application. *You do not need a Zoom account unless you are hosting/recording meetings.*

2

Enter your full name when prompted, then JOIN AUDIO by computer or by phone (using on-screen instructions).



Highly recommended: Test your audio and video before the conference begins.

Choose between "gallery" (everyone) or active "speaker" view.

3



Click to mute or unmute your mic. Please mute unless speaking. Click ^ to right to get to audio settings or test audio.

Start or Stop your video here.

Manage Participants lets you RAISE HAND or change your name.

Screen sharing may be available if host has enabled it for participants.

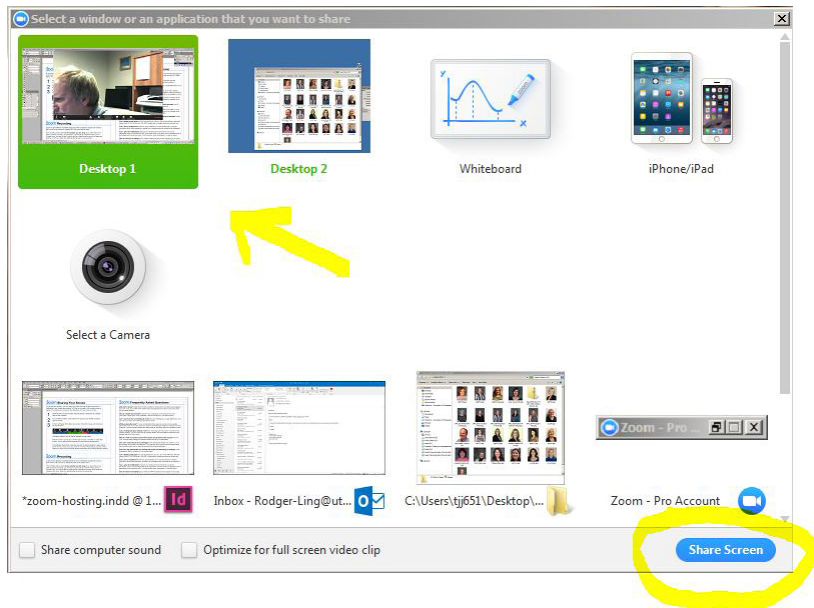
Chat is available for text communications. You must ask the host for permission before you can record.

zoom Sharing Your Screen

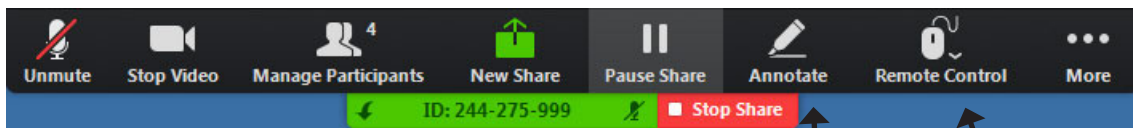
The host can enable screen sharing by participants. If you have two monitors, you can share your screen and still see the normal view of participants. With a single screen (a laptop, for example) you will see just four attendees once you share the screen.

1 Best Practice: Have the item you want to share (Word document, Powerpoint, etc.) already open on the computer.

2 Click SHARE SCREEN, select DESKTOP (you'll see two desktop options if you have more than one screen), and then click **SHARE SCREEN** at bottom right of window.



3 The menu will now appear at the top of your screen. Hover the mouse over the area to see the full menu. **Hint:** if the Zoom menu gets in the way of other items at the top you need to click, you can drag the Zoom to another location on your screen.



Click the red STOP SHARE at any time to stop sharing your screen.

To remote control, the first step is for the "controllee" to share their screen. You can then request permission to control their keyboard/mouse.

Annotation makes it easy to draw or highlight on your screen.

zoom Best Practices

- **Connect early and Test Your Audio** when you are prompted to join the audio.
- **Keep your Microphone muted when not speaking.**
- **Headphones or earbuds** can help avoid echo and feedback issues.
- **Be professional.** Stay focused on the meeting, not other things. Casual dress is fine but no pajamas.
- **Be an active participant.** Have your webcam on and take part in the discussion to receive full credit. See the rubric at <https://www.utc.edu/nursing/help/pdf/zoom-rubric.pdf>.

Mobile Devices

Search the APP STORE (Apple) or GOOGLE PLAY (Android) for “Zoom Videoconference” to install the Zoom mobile app. Conferencing from a computer is preferred but the mobile app can be useful.

Hosting Meetings

Students may set up a free Zoom account to schedule and host their own meetings for group projects (meetings of more than two people may be limited to 40 minutes). To get a free account, use the “create or edit account” option at <https://tennessee.zoom.us>.

zoom Troubleshooting

Audio Issues? Check that your speakers are turned on and the volume in the computer is turned up. Click the arrow next to the MIC button in lower menu bar and it will open to the AUDIO tab so you can test your speaker and microphone. If necessary, click the AUDIO button (lower left of the bottom menu bar) and try the JOIN BY PHONE option.

Echo or squeal? A “feedback loop” results when a microphone picks sounds from nearby speakers or another connected device in the room. Headphones or earbuds may help. Remember, *keep your microphone muted when not speaking if more than one other person is in the*

Webcam Not Working? No other applications should be using the webcam. Unplug the camera (if not built-in) and plug it back in to a different USB port. Exit the meeting, then rejoin. If that fails, restart the computer and try again.

Questions? E-mail Rodger-Ling@utc.edu. This (and other) handouts are available at www.utc.edu/nursing/

