**A Step by Step Guide on using Zoom for Distance Learning**

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**Join a meeting:**

*Please note that you do not need a Zoom account to join meetings; however, I encourage you to sign up for a FREE account, so that you can meet with your peers for your group project.*

1. Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [here](https://zoom.us/download). Install the app on your computer or mobile device that you will use for your classes.
2. When you receive a meeting invite, click on the meeting link to join the meeting.
3. If you join the meeting before the start time, you will be prompted into a wait room that says “please wait for the host to start this meeting.” You may just wait online for few minutes.
4. When the host starts the meeting, you will be asked to select “join by computer” or “join by phone”. If you are using a computer, select “Join audio conference by computer”. If you are using a smart phone, it will automatically use your phone for audio.
5. Go to your lower left hand corner to unmute your microphone and turn on your camera. If you are using a smart phone, you can tap “settings” to view meeting and chat settings.
6. You can familiarize yourself and test your audio by clicking on this test link: <https://zoom.us/test>

**During class time**

1. Once you are in a Zoom meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls). You can use the “chat” function to send private message to the instructor or a group message to everyone.
2. You may mute your microphone when you are not speaking by clicking on the microphone button.
3. When presenting, you can share your slides/content by clicking on the green “Share” button.
4. When finished, click on “leave the meeting”.

**Schedule a meeting**

1. Login into your Zoom account and select “Schedule a meeting”
2. Type in meeting name, select meeting date and time, select “host video” and “participant video” as on.
3. Invite others by copying the invitation and paste into email manually OR send invites via calendars.

**Host a meeting**

1. Begin the meeting by clicking on the Zoom link that you sent.
2. Click on “Participants” to “admit” participants. You can mute or unmute participants in the meeting.
3. You can use the “chat” function to send private message to the instructor or a group message to everyone.
4. Share content by click on the “Share” button.
5. If you would like to facilitate small group discussion, you can use the “breakout room” function. You can randomly assign participants into groups or manually assign them into groups.
6. If you would like to record meeting, click on “record”. Once the meeting ends, it will convert the recording to a MP4 file.
7. When finished, click on “End meeting for all”.

**Video tutorials**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>