Zoom Tutorial for Students

Created by CWU Multimodal Education Center

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Zoom is an online video conferencing application that allows for users to host video chats that act as classroom sessions, office hours, tutoring, and more.

Use https://CWU.zoom.us and log in with your CWU email address and password to access your profile. If you do not remember your credentials or are having issues logging in, please contact CWU Information Services' Service Desk for assistance.

You can access Zoom meetings directly by clicking on an invite link provided by your instructor and/or the host of the meeting.

Once you have the link, the meeting can be joined using the computer application or internet browse or a mobile device using the Zoom application. Note: Zoom recommends using the application, since the internet browser has less functionality.

Installing Zoom

1. Click the link provided by your instructor to join the meeting.
2. A new webpage will appear and Zoom will ask you to install the Zoom application. Click "**download & run Zoom**" to download the application and follow your computer's instructions for installation.
   Note: you will only have to do this once. If you are unable to download Zoom, select "**join from your browser**" instead.
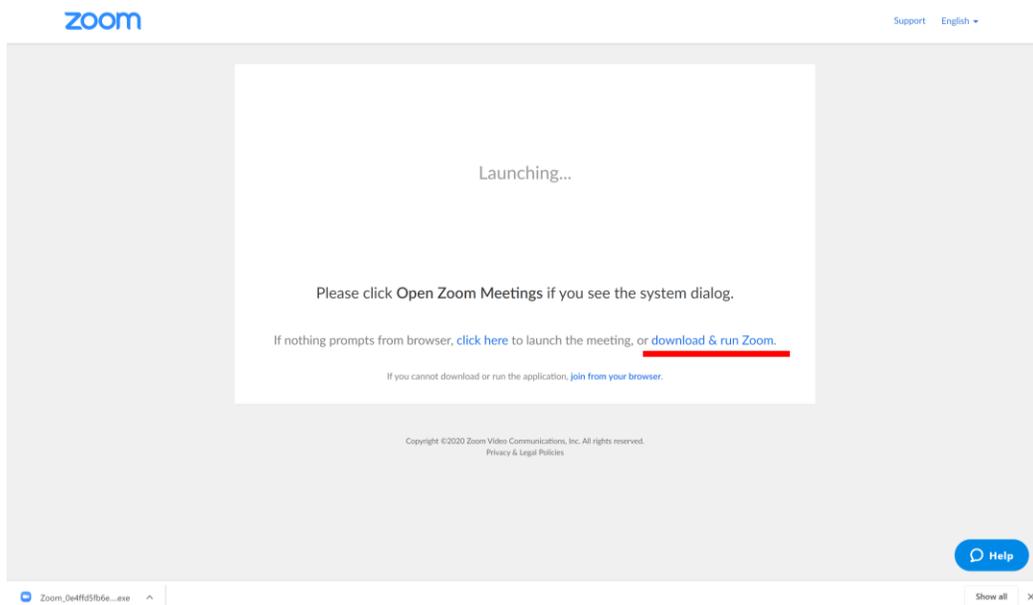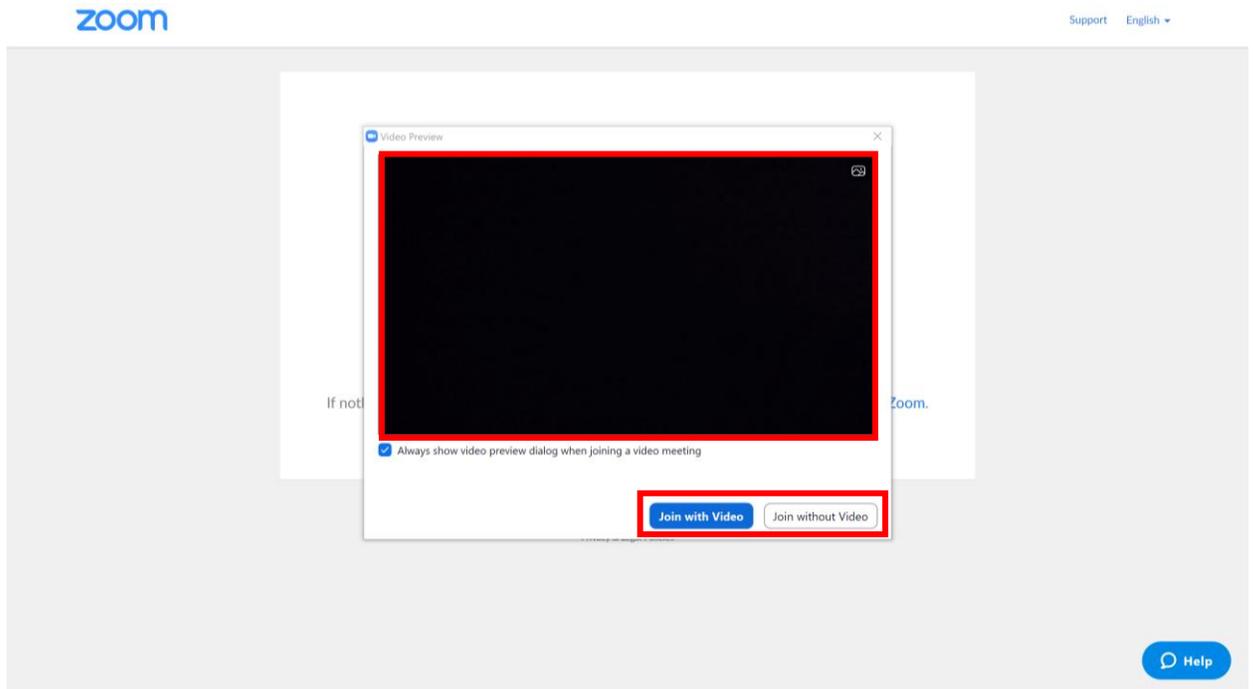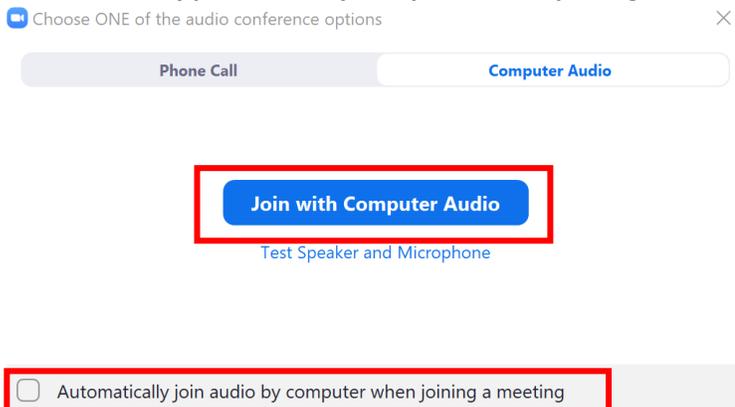

Joining a Zoom Meeting

1. Once Zoom is installed, you will not have to install it again. Select "**Open Zoom**" to join the meeting.
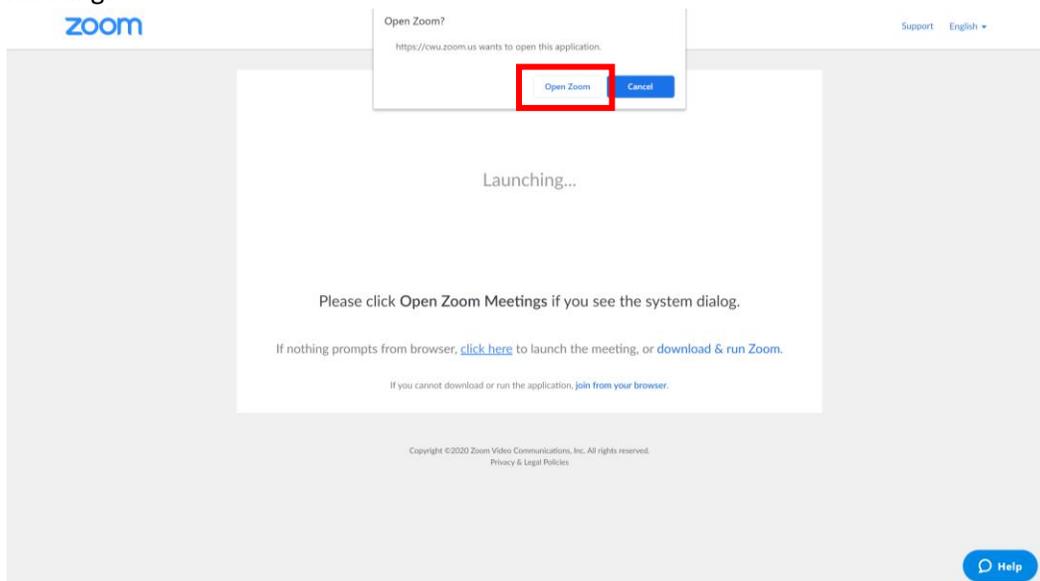
2. Use the video preview window to ensure you have your desired camera view and select whether you would like to "**Join with Video**" or "**Join without Video**".

3. Select "**Join with Computer Audio**". You also have option to "**Test Speaker and Microphone**" before joining. If you would like to automatically join with audio, check the checkbox "**Automatically join audio by computer when joining a meeting**".

4. You have successfully joined a Zoom meeting!
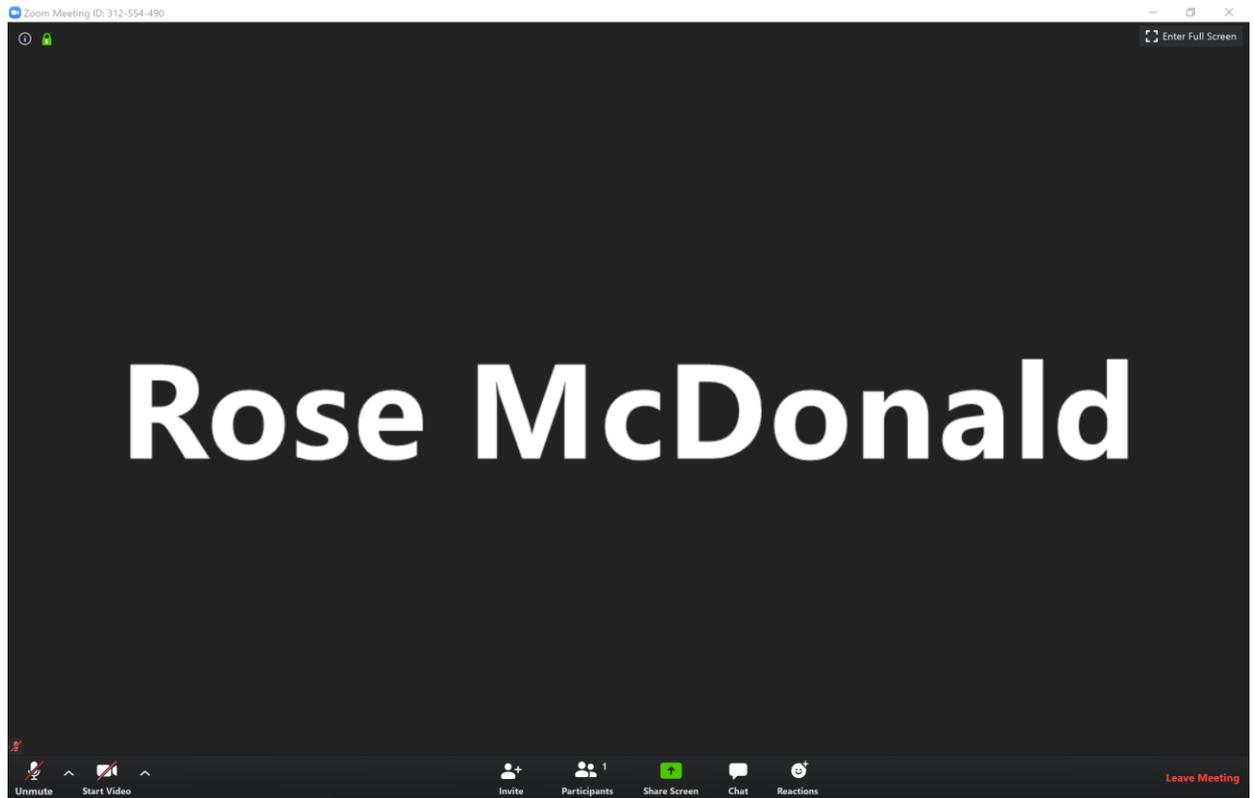
Zoom Controls

While using Zoom, you have a few things you can control during the meeting. Not all options will be available, since they are selected by your instructor. Some control options include the following:

- **Mute/Unmute Audio**: Turn your microphone and other sounds on or off. There are additional settings under the "**^**" button directly to the right.
- **Start/Stop Video**: Turn your camera on or off. There are additional settings under the "**^**" button directly to the right.
- **Invite**: Invite people to the Zoom meeting.
- **Participants**: See the list of people in the meeting.
- **Share Screen**: Share your screen during a meeting.
- **Chat**: Participate in the meeting by sending messages and asking questions to the instructor or other participants.
- **Record**: This option is only available if your instructor allows recordings. It may be helpful to remind the instructor to record the meeting if this option is unavailable for you.
- **Reactions**: Use reactions like a thumbs up or thumbs down to participate in the meeting.
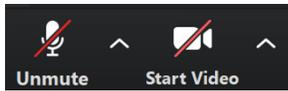
1: Audio and Video controls are located to the left of the Zoom meeting window. If there is a red line through the icon, the control is turned off.
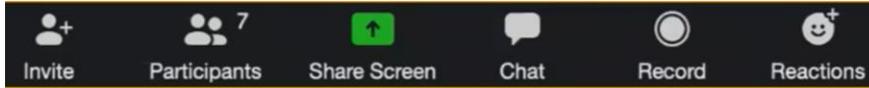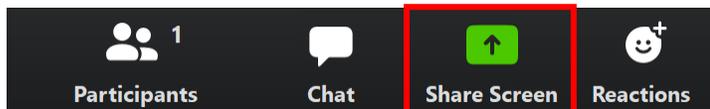

*2: Other controls are located at the bottom-middle of the Zoom meeting window.*

Sharing Your Screen

Sharing your screen can be useful for presentations or tutoring sessions where you may have questions.

1. Click the "**Share Screen**" button.

2. Select the application screen you would like to share. You can also select "**Screen**" to have participants view everything on your computer screen. *Be mindful of what applications you have open when sharing your screen*. You can select "**Share computer sound**" to share all audio coming through your computer.

3. Once you have selected what you would like to share, click "**Share**" to start sharing you screen.
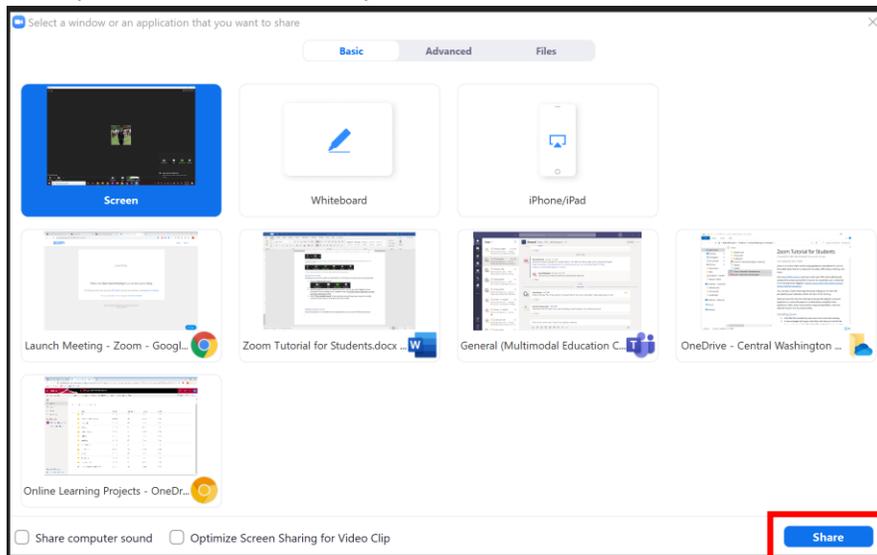
4. Once you begin sharing your screen, a menu will appear at the top of your screen.
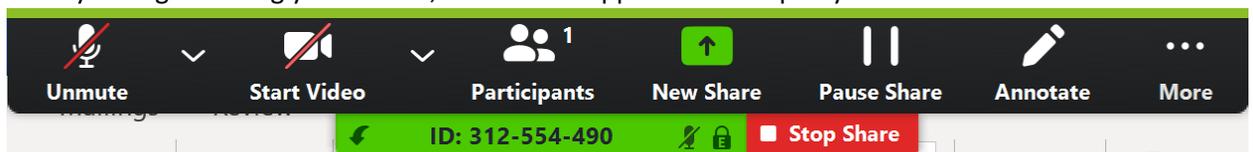
5. When you are done sharing your screen, select the red "**Stop Share**" button.

There are many useful options while sharing your screen:

- **New Share**: Change which application you are sharing
- **Pause Share:** Temporarily pause your screen
- **Annotate**: Allow yourself or participants to draw on the screen
- **More**: Access more options, like opening the meeting chat or changing annotation settings.

Additional Resources

If you have questions or need additional help using OneDrive, you can use the following resources:

- [Joining a Zoom Meeting](#) (Video Tutorial)
- [Introduction to Zoom, Zoom EDU: Zoom for Students](#) (Video Tutorial)
- [Zoom Support Articles and Video Tutorials](#)
- [Talk to a MEC Employee Live on Blackboard Ultra](#), Monday through Friday, 8 AM to 6 PM

For more information on Online Learning resources for students, visit [CWU Online Learning Basics for Students](#).

For more information on faculty resources, visit [CWU Multimodal Learning](#).