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In-Cult



Teaching Materials
Joining a Zoom Meeting
Technical support
ILEU e.V., Germany

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All screenshots were taken from the websites of the corresponding software tools.

Joining a Zoom Meeting

1. Introducing Zoom

1.1 Zoom

Zoom Zoom is a software program which allows participants to share a video teleconference. There is a host who sets up the meeting and invites the other participants.

operating system Zoom can be used with Windows 10, macOS 10.9 or later, Linux etc. (see <https://zoom.us> for further information on operating systems)

1.2 Roles

host Hosts can set up a meeting, invite participants, put incoming participants in the waiting room and admit them later, share the screen, initiate breakout sessions and assign participants to the groups, moderate the plenary sessions, use polls to find out what participants think, set up a whiteboard to collect ideas etc.

Hosting rights are assigned automatically to the person hosting the meeting (who starts it from a licensed account). Hosts have all permissions in a meeting.

participants Participants join a meeting, invited by the host. They can only change their own settings, such as naming and renaming themselves.

2. Taking Part in a Meeting

2.1 Ways of Joining

2.1.1 Your First Zoom Session

Zoom client Before you can join any meeting, you need to install the Zoom client. The web browser client will download automatically when you start or join your first Zoom meeting.

It is also available for manual download at <https://zoom.us/support/download>.

installing As with any other software, download Zoom and start the installation.

2.1.2 Joining a Session

hosts invite participants

When hosts schedule a meeting, a link **Copy the Invitation** will appear they can copy and send to the participants.

invitation

The host will then invite you to take part in a meeting by sending you a Join link.



Join

You can also click **Join** in your Zoom client and enter the meeting ID. You may also be prompted for a meeting passcode, so keep the meeting invite information available.



Click the Zoom icon to start Zoom.



Click the button to join the meeting.



To have your camera image displayed during the meeting, click this button.

You will be prompted to enter the meeting ID provided to you by the host, followed by #.

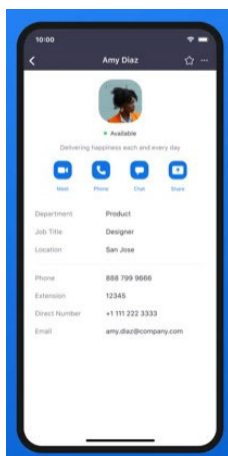
2.1.3 Joining by Mobile

download the Zoom app

On your phone, access your app store (Play Store or App Store). Locate the Zoom app and download it to your phone.

↪ *Please note*

If you are using Zoom for the **first** time, you will need to confirm the access permissions and agree to the terms of use.



Now you can log in or register in the app.

Alternatively, you can join a meeting directly without registering. However, as a registered user you have more options available to you.



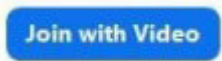
To join a meeting, select "Join meeting" and enter the meeting ID and your name at the top. Then confirm with the "Join meeting" button. If the host has not yet started the meeting, you must wait. If they have, the meeting will start immediately.



Click the Zoom icon to start Zoom.



Click the button to join the meeting.



To have your camera image displayed during the meeting, click this button.

You will be prompted to enter the meeting ID provided to you by the host, followed by #.

2.1.4 Example

Example: Enter the meeting ID and the meeting ID code one after the other, either from the Vives website schedule or directly from the Vives newsletter:

Access data for Zoom:

<https://us02web.zoom.us/j/89808956168?pwd=TmVEZXJmQnoycTNVVERuL00xRUJ4UT09>

Meeting ID: Identifier89808956168

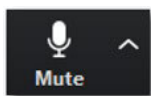
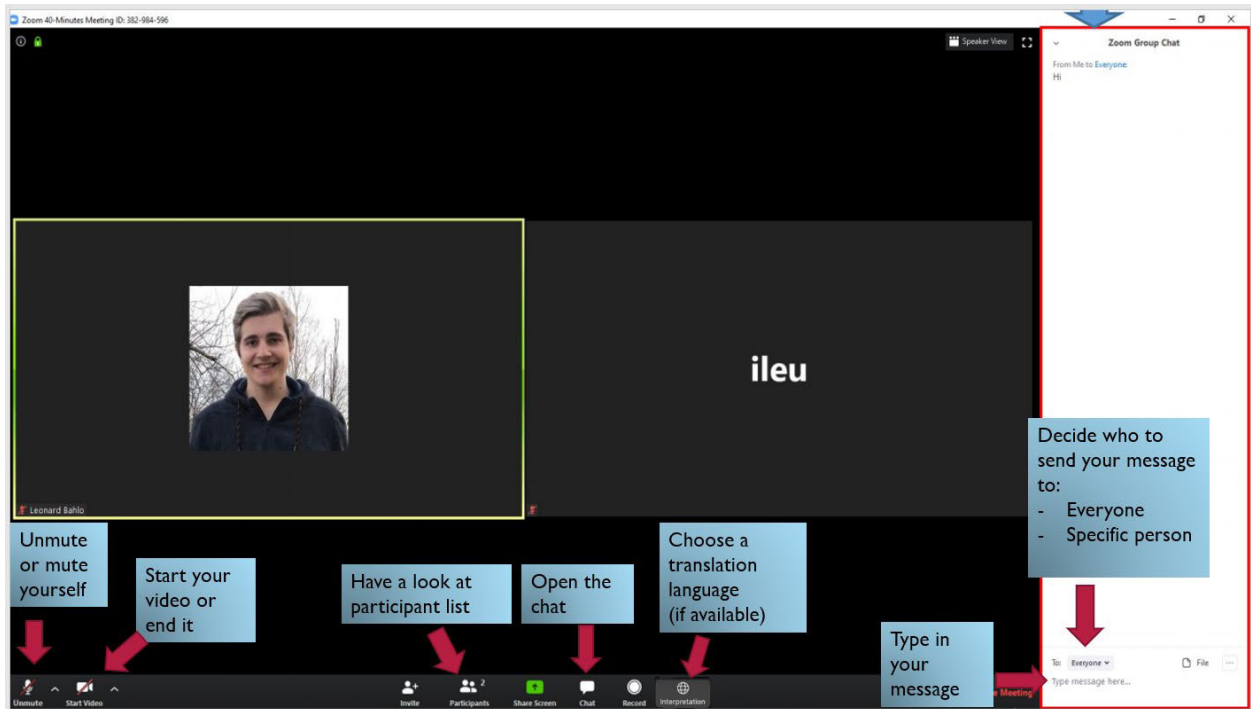
Code: 050888


Or: click the link directly and open it if the app already exists on your phone.

2.2 In a Meeting

2.2.1 The Zoom Dashboard

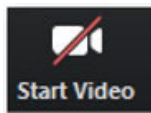
↪ *Please note* Some of the options you can see depend on your account settings and the options set up by the host, and may vary from those shown here.



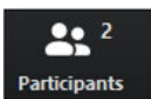
Unmute or mute yourself by toggling the icon. You can also access the audio menu by clicking the ellipsis  button to expand the menu.

↳ *Please note*

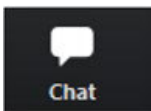
To just unmute yourself temporarily because you only want to comment on something, press the spacebar on your keyboard while you are talking.



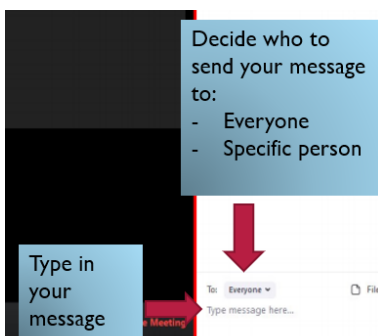
Show or hide your own camera video by toggling the icon



Number and list of participants



Open/end the chat function (shown at the right of the screen) by toggling the icon



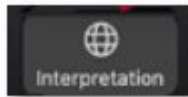
Group chat:

To decide who you want to send your message to: a specific participant or all participants;

Type message here... enter your message

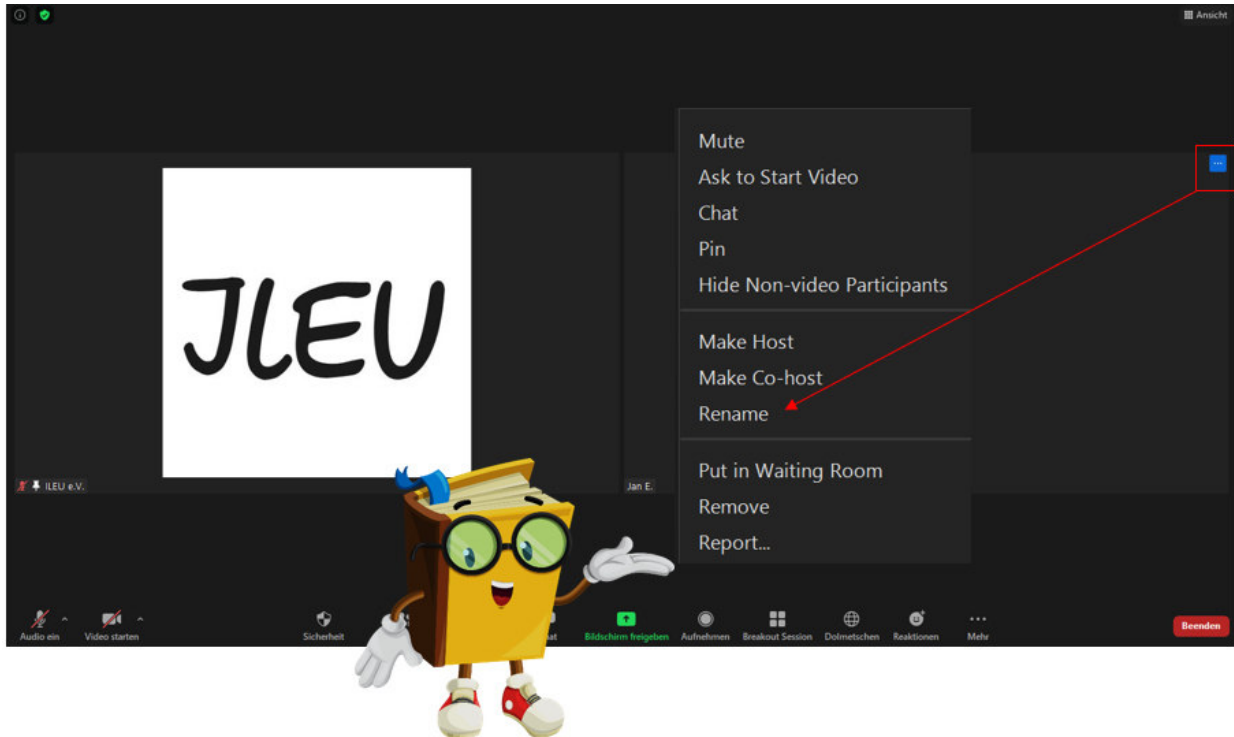
send the message by pressing the **Enter** key

To end the chat function, click the icon again.



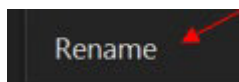
If available: choose the language you want the meeting translated to by an interpreter. Click the button to view the languages and select the one you want.


2.2.2 Renaming Yourself



your name The name you have entered in your profile will be shown below your tile in the video.

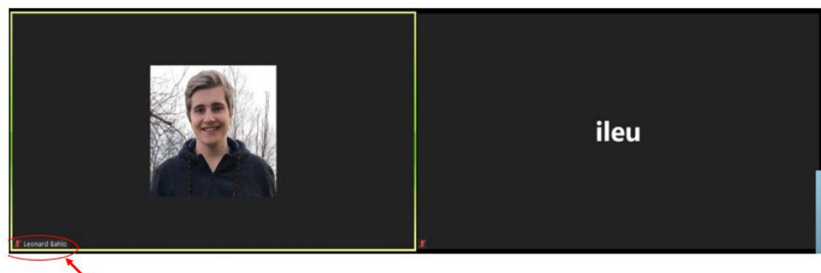
participants rename themselves In a meeting, it is useful if all participants have the same naming, e.g. including first and last names, and indicating where they come from.



If necessary, you can rename yourself by clicking on the ellipsis icon  to expand the menu, choosing **Rename** and entering your new name.

2.2.3 Speaker and Gallery View

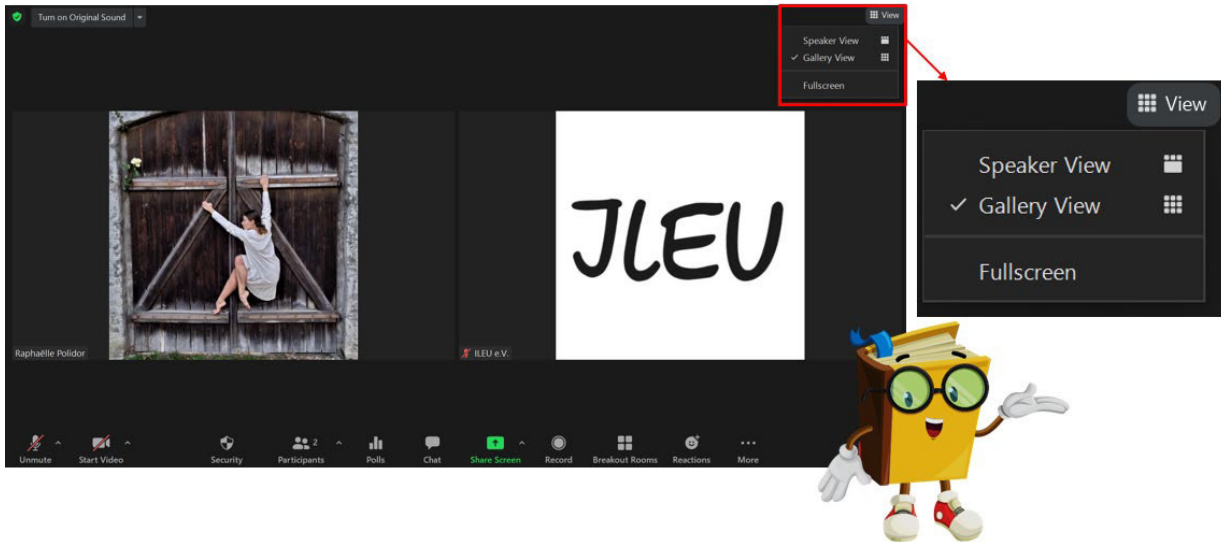
your view as participant



In the view, images of yourself and the other participants are shown in tiles. If everybody's video is turned on, you can see their camera

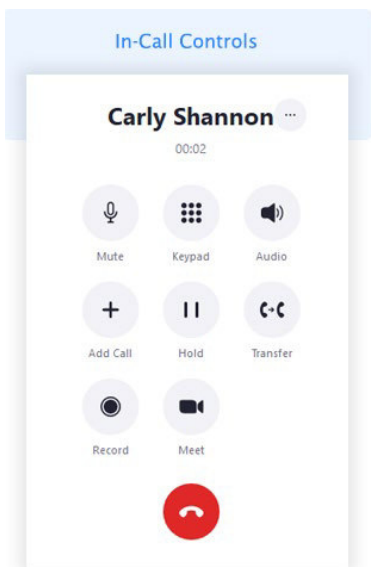
image. If they have turned it off, the tile will be black, only showing their names.

The name of participants appears in the lower left-hand corner, as well as this particular muted or unmuted icon: a microphone that is crossed out (muted) or not (active).



speaker and gallery view At the top right-hand side, you can arrange the view to show the speaker or gallery view and switch to Fullscreen mode.

2.2.4 In-Call Controls While Joining by Phone

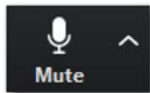
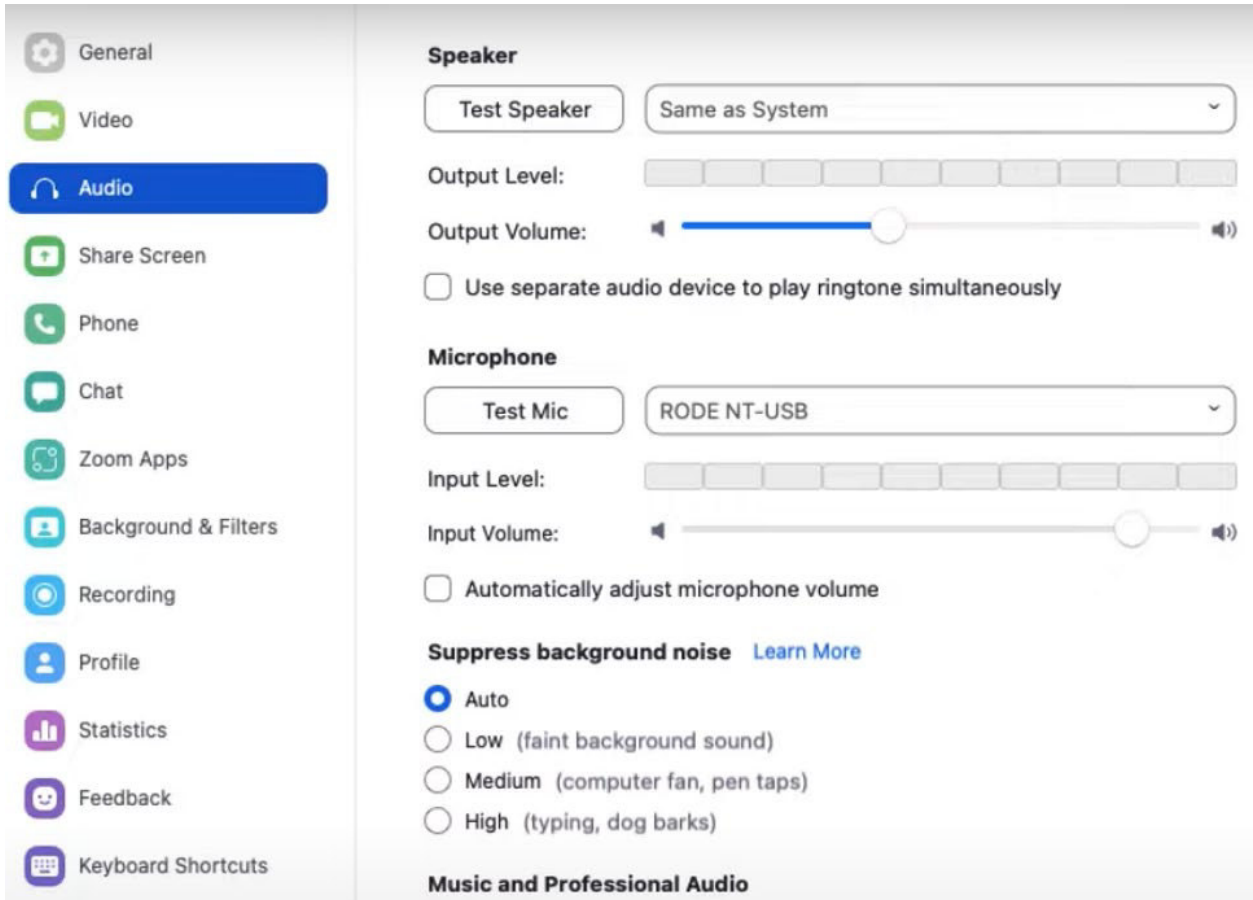


While in a call, you can access the in-call controls to

- mute or unmute
- access the keypad
- access the audio settings
- add a call
- hold your call
- transfer to another phone
- record the meeting
- meet

2.3 Settings

2.3.1 Audio Settings



To mute or unmute your microphone, you can click on the icon in your Zoom toolbar, and/or click again.

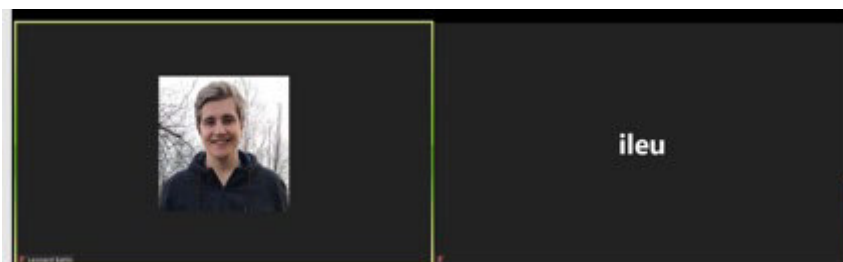
menu

To view and/or alter your microphone settings, expand the microphone settings menu by clicking on the ellipsis icon.



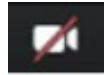
Using the menu, you can test and adjust the microphone features.

2.3.2 Video Settings





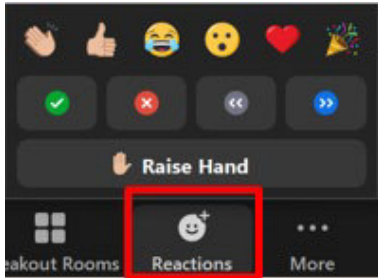
Click this icon to show your camera image in your tile.



If you end the video, your tile will be black, showing your name only.

2.4 Reactions

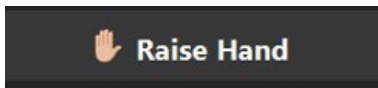
2.4.1 Reacting



Click the Reactions icon in your toolbar to comment on the meeting. There are several emojis available to express your feelings.


You can also ask the speaker to slow down or speak faster.

2.4.2 Raising Your Hand



To indicate that you would like to comment on the moderator's speech, you can Raise Your Hand.



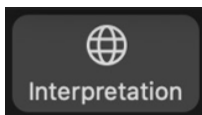
The  will be added to your tile so that the moderator knows you want to comment.

↳ *Please note*

The hand will not be lowered automatically. You will have to click here again to remove it from your tile.

2.5 Interpretation

2.5.1 Interpretation Feature

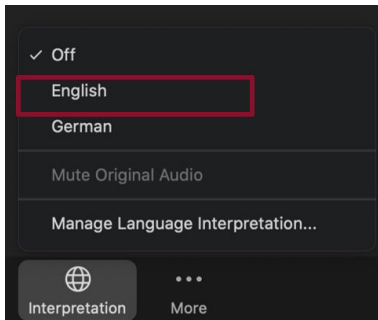


Before the meeting, the host must enable the interpretation feature. If it is active, this icon will be shown in the meeting's toolbar.

To select your language, click the button.

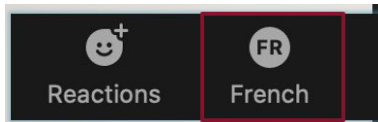
To end interpretation, click the button again.

2.5.2 Selecting Your Language



The languages set by the host before the meeting are listed in the menu.

Click the language you want to hear.



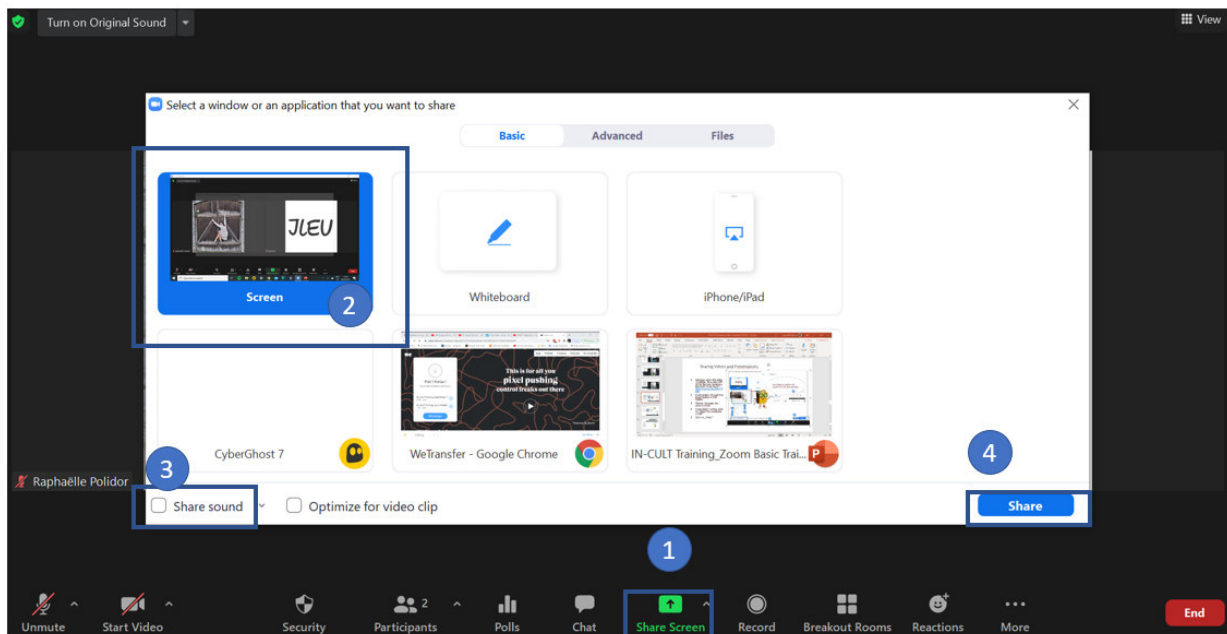
The language you have selected will then be indicated in the toolbar.

2.6 Screen Sharing

2.6.1 Sharing a Screen or Video

sharing You can make your screen or video visible to all attendees by sharing it.

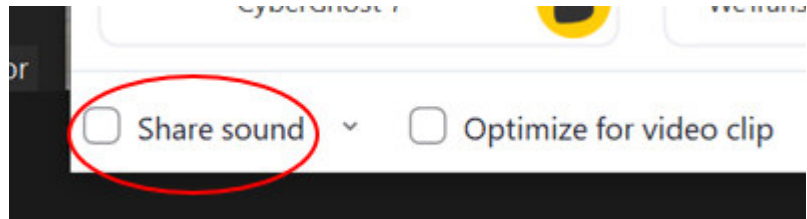
↳ *Please note* As backup, you should always have at least two people who also have the content to be shared in case of emergencies.



- 1 In your toolbar, click **Share Screen**
- 2 Select the screen you want to share
- 3 To share the sound also, click **Share sound**
- 4 To begin sharing click **Share**

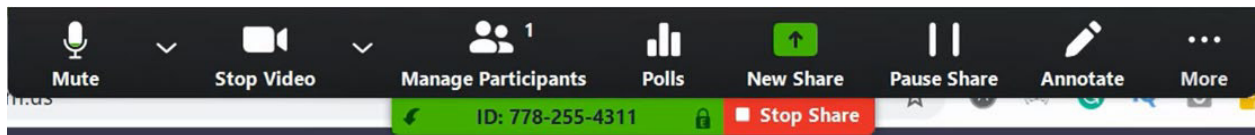
↪ *Please note* If you select the screen highlighted (number 2 above), all attendees will be able to see your every move. To avoid that, share another screen. And be sure to minimize or close any content you would not want to show or be displayed beforehand.

share sound



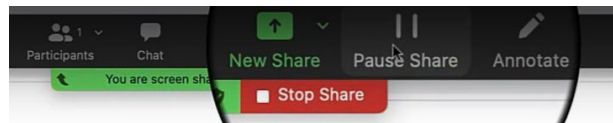
Also, don't forget to click Share sound **before** you share a video.

2.6.2 While Sharing



while sharing As soon as you have begun to share your content, the sharing toolbar will appear at the top of your screen.

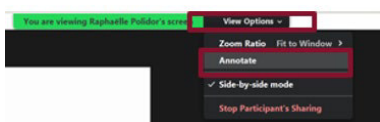
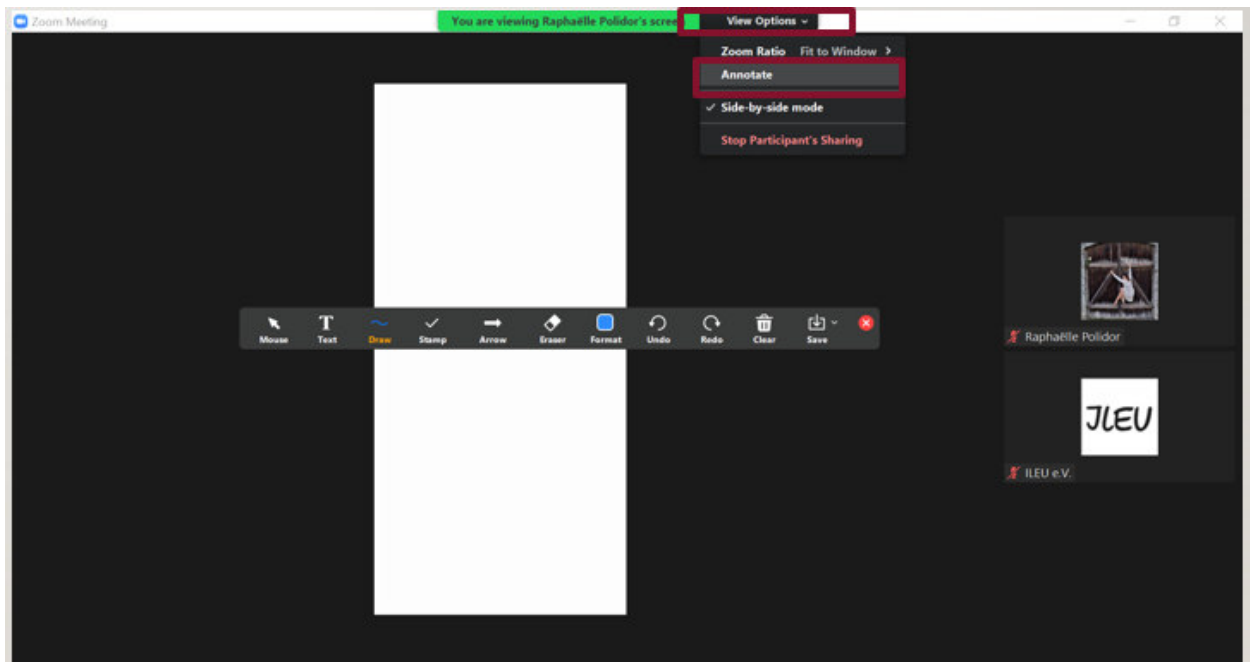
options



Here you can e.g. manage your microphone and video as well as the participants, choose to stop your share, pause and resume it, show new content by clicking on New Share, or do some annotations.

stop To stop sharing, click on Stop Share.

2.6.3 Whiteboard



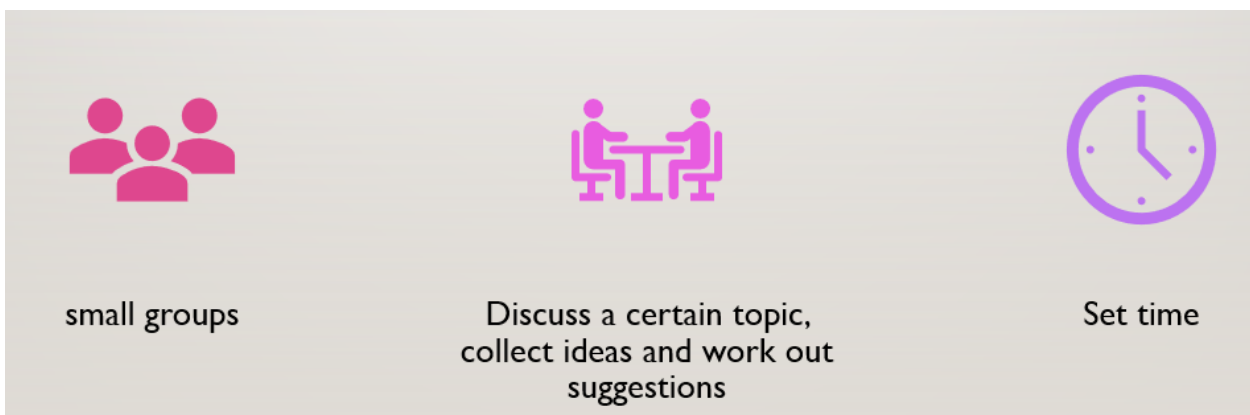
A special feature of sharing the screen is the whiteboard annotation tool: participants can insert text, draw or put a stamp onto the whiteboard they are sharing.

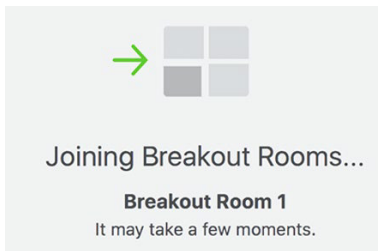


In the annotation toolbar, you can select your mouse, insert text, draw a figure, put a stamp etc.

Whatever a participant does is shown on the whiteboard that attendees are sharing.

2.7 Breakout Rooms





The host can set up breakout rooms to divide participants into smaller groups. Here they can see and talk to each other to discuss a topic, collect ideas and work out suggestions.

time When setting up breakout rooms, the host sets a time limit for participating in the rooms. Shortly before that time is up, participants will be notified. They then return back to the plenary session.

2.8 Wording

Zoom terms There are some special terms that Zoom uses. If you are looking for a function, you need to know what it is called to find it:

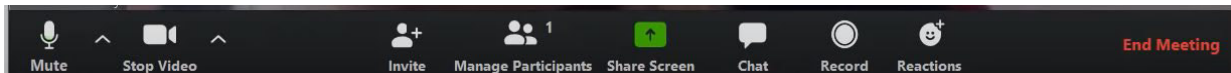
ellipsis icon These are the three dots ... appearing when additional functions can be accessed here. You can expand menus here by clicking the icon.



schedule a meeting Setting up a meeting, entering date and time.

toggle Switching between options by clicking an icon and clicking it again.

videos of participants In the view, the videos of participants are shown in tiles. If they have switched their cameras off, the tiles will be black.



Zoom toolbar At the bottom of your Zoom screen you can find the toolbar containing buttons to click if you want to call a specific function. The functions shown depend on your settings.