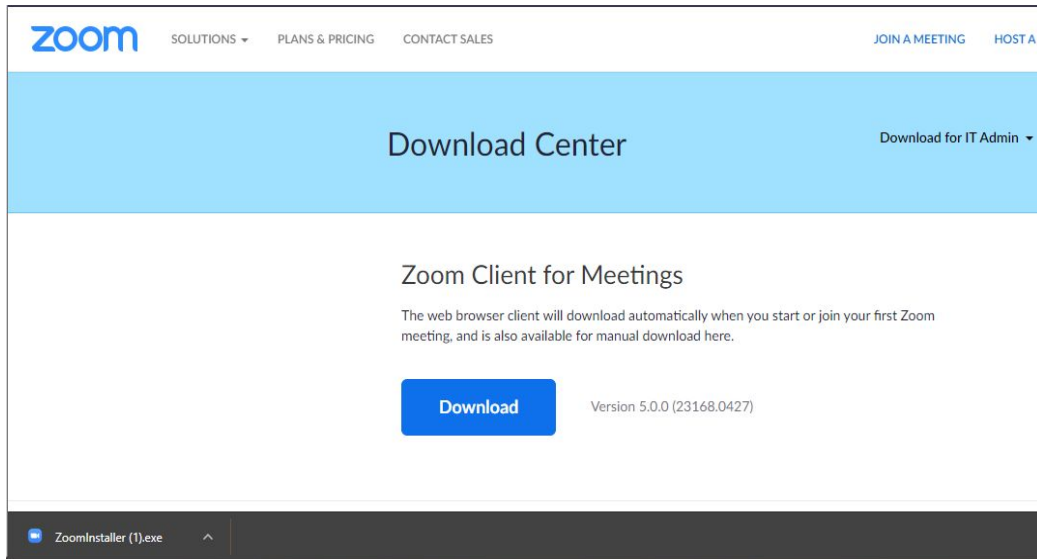# Zoom guide for students.

Overview

Please note that steps 1-4 should always be reviewed before you use Zoom for the first time, while steps 5-9 can be reviewed as needed.

1. Installing Zoom

If Zoom is not already installed on your computer, do the following steps:

1. Go to https://zoom.us/download
2. Here choose "Zoom Client for Meetings".

3. Next, click "Download". The the installation file will now be downloaded onto your computer.
4. Open the downloaded file by going to "Downloads".

NB: If you already have installed Zoom, make sure that it is updated to the latest version. On a Mac, open Zoom and click on the upper bar and choose "Check for updates" . You will need to restart Zoom before the update works.

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2. Sign In

You can log on to Zoom by opening the app directly on your computer or via the link aarhusuniversity.zoom.us. Make sure to log on with the correct information:

- If you are required to log with WAYF, use your AU-id and the related password.
- If you see the first window (see below), click on "Sign in with SSO". You will be directed to the second window, where you must fill out "aarhusuniversity" then click "Continue".
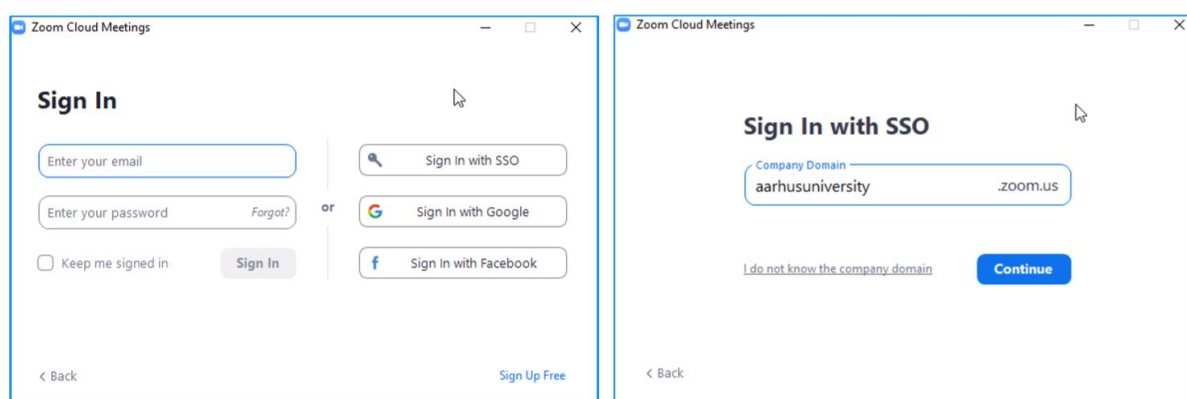
Next, you will be required to log in with WAYF, where you must use your AU-id and password as usual.

Once you have logged in correctly, you will see the message below and Zoom will launch automatically. If nothing happens click "Launch Zoom". You are now ready to use the program. Alternatively, you can log on to zoom: https://aarhusuniversity.zoom.us/
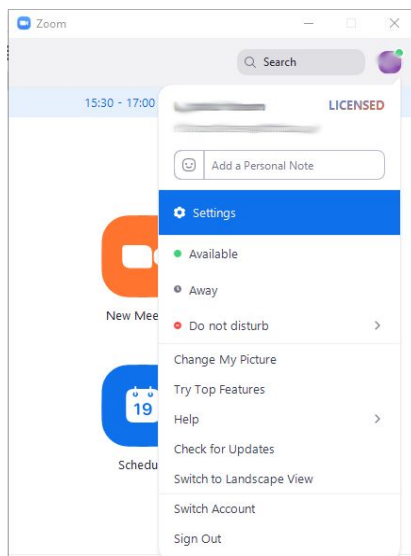

Gå til toppen

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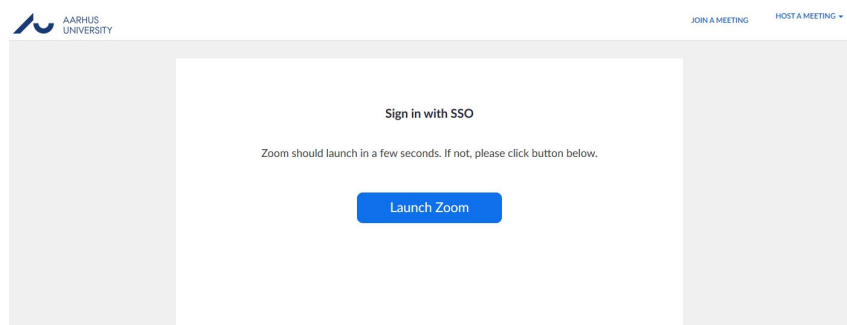
3. Configuring Audio and Video

To configure Zoom settings, open Zoom on your computer and click your initials in the upper-right corner. Find "Settings" in the drop down menu.
**NB:** If you do nothing, Zoom should automatically follow the standard settings on your computer for the camera and microphone, but it is advisable to ensure this.

3.1 Video settings

To configure the settings for your camera select "Video" in the settings menu located on the left side of the window. Your webcam should turn on now showing you a **Preview** of what your current settings will look like when you attend a meeting later.
You can choose **which camera to use** if you have an external webcam. You can also choose resolution and ratio, as well as other settings that may be relevant in some situations.
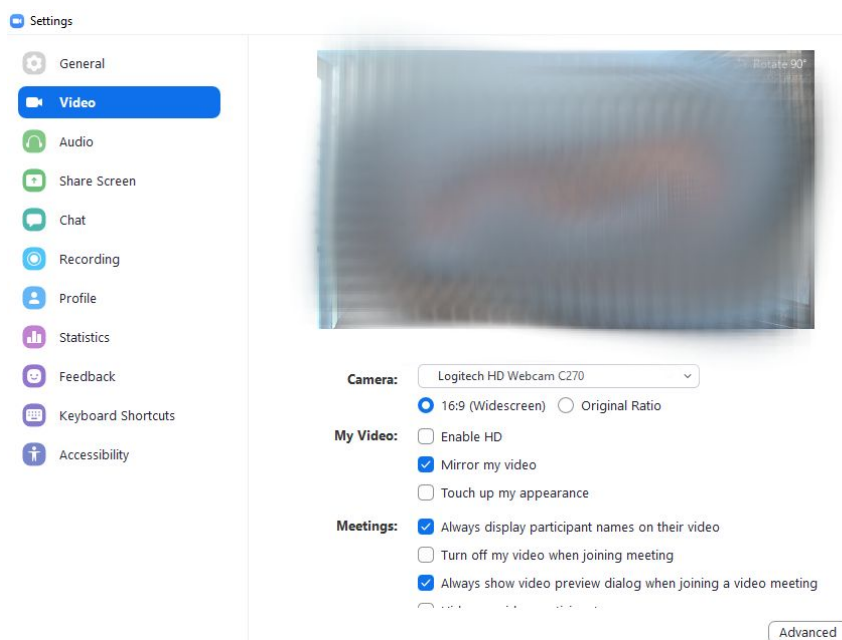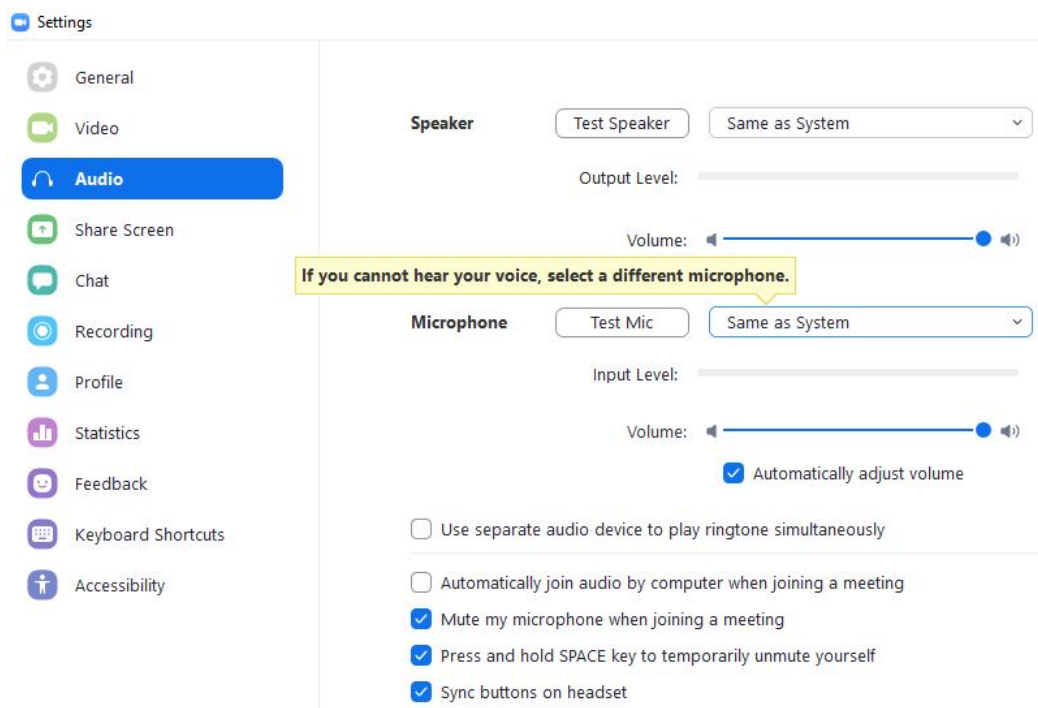
3.2 Audio settings.

To configure the settings for your microphone select "Audio" in the settings menu located on the left side of the window. Here you can choose which **output and input** to use, test speakers or earphones, your microphone, as well as configuring a number of other settings that may be relevant to you.

3.3 Mute Microphone and Stop Video During a Meeting.

During a meeting, you have the option to "Mute" your microphone and to "Stop video". To do this locate the two buttons in the lower left corner while the Zoom meeting is in progress.

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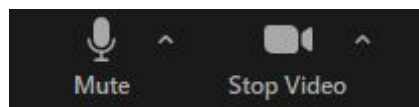
4. Accessing Meeting Rooms

There are several ways you can access a meeting room. You can either access via a link (most often used) or access through a "Meeting ID" from which you are directed into a "waiting room".

4.1 Access with a Link

If you have received a link to your Zoom meeting, **click on the link** to be redirected to the meeting. Be aware that errors may occur if you copy and paste the link into your web browser. A link to a Zoom meeting at AU will have this form (each link has its own number address): https://aarhusuniversity.zoom.us/j/635011202

**NB: Make sure to join the meeting well in advance.**

If the following message appears, **click "Open Zoom Meetings"**. This will open Zoom on your computer and direct you to the meeting.
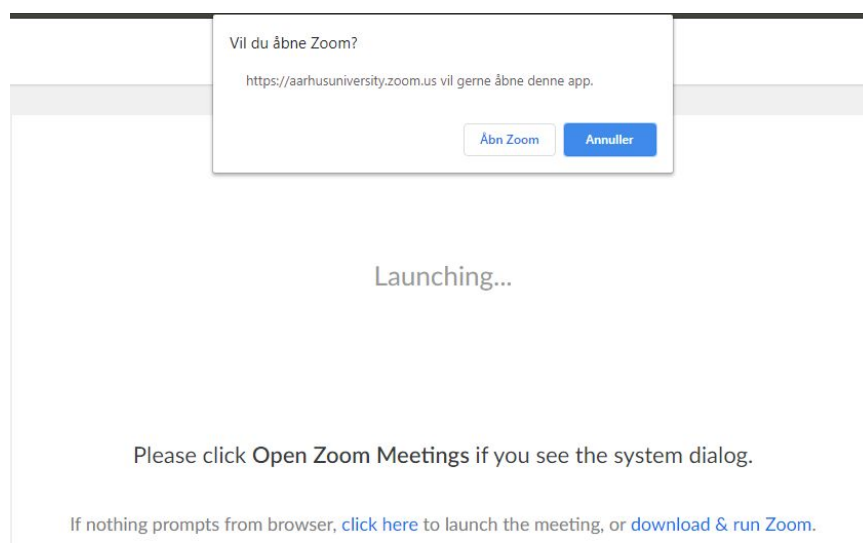

4.2 Access with "Meeting ID"

If you have been sent a "Meeting ID" instead of alink, you can access the meeting by following these steps:

1. Open Zoom on your computer.
2. Choose "Join" on the start menu in Zoom.
3. Next, you will see a pop up, where you are required to write the "Meeting ID" that you have received.
4. You should fill out your name and choose, whether to have your microphone and webcam on.
5. Click "Join" to enter the meeting.
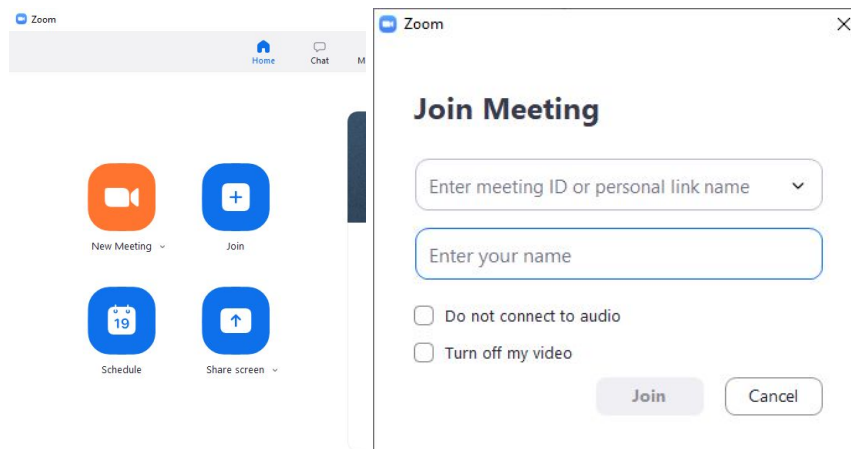
4.3 Waiting room (primarily relevant for exams)

For the exam you **start the meeting in a virtual "Waiting Room"**. The following window will pop up (Mac/PC)
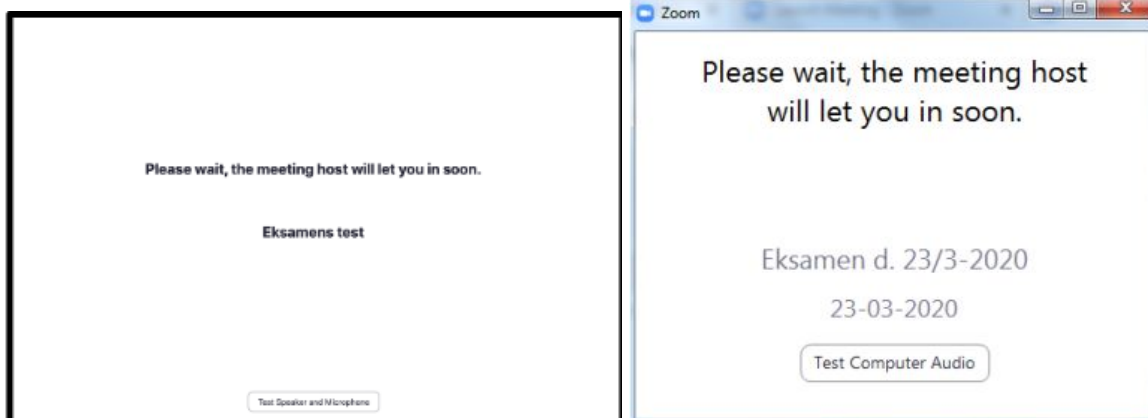
From here,the "host" will let you in to the actual meeting, which will be the "exam room" when it is time.
While you are in the "Waiting Room" you should test your audio in- and output.

NB:
While your teacher and co-examiner are evaluating your grades, you will be redirected to the "Waiting Room". **Do not shut off Zoom or stop the meeting**. You will be sent into the meeting room again, when it is time to receive your grade.

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5. Using Chat or Sharing Files

To access the Chat where you can send files and communicate in writing with the meetings participants, click on the chat icon located in the bottom of the meeting window.
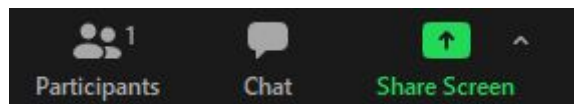

In the chat you can submit messages to **all participants**, or chose **private** to only write to one other participant.

If you need to **share a file** in the chat, click on "File" and find the location of the file on your computer.

OBS: If Zoom does not allow you to "Send File" in the chat, you will need to update the software.
MAC: click on zoom in the upper bar and select "Check for updates". Zoom needs to be restarted before the update works.
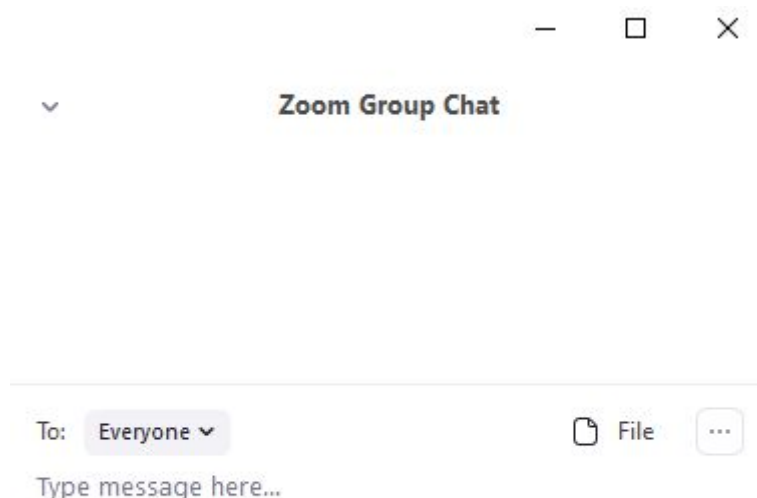
6. Sharing your screen and/or a PowerPoint

To **Share your screen** or a certain window from your computer such as a PowerPoint presentation, click "**Share Screen**" in the bottom of the window.
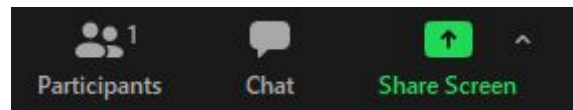
You now have the possibility to choose which of your "sources" you wish to share with the other participants.
- If you wish to share your entire screen activity, select "Screen"
- If you only want to share one window or program, e.g. PowerPoint, select that specific source. **NB**: make sure that the program is open before hand
- If you wish to share video or another source of audio, remember to uncheck the two boxes called "Share computer sound" and "Optimize Screen sharing for video clip"

Next, click "**Share**" to share the selected source with the meetings participants.
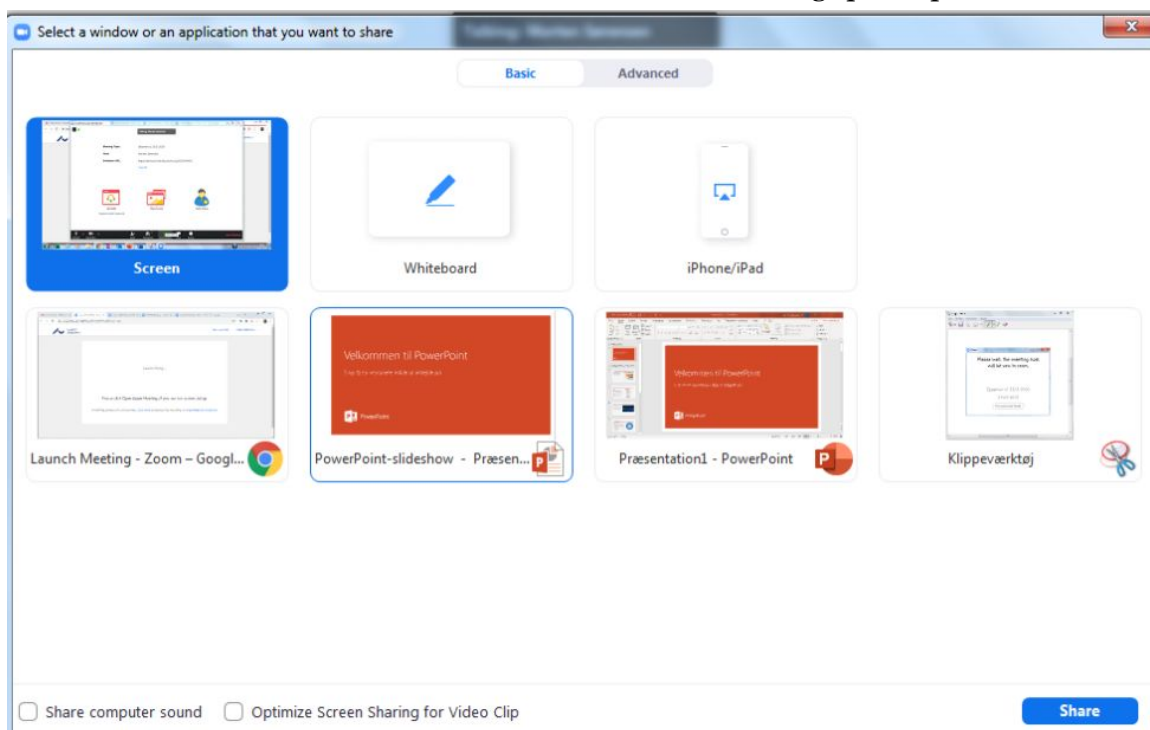
NB: At the exam, when you have clicked "**Share**", you should enquire whether the co-examiner or your teacher are seeing the window and if it is shared correctly. In this way can make sure that you all see the same thing.

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# 7. Sharing an External Media (Smartphone or Tablet)

If you need to **write and draw** on paper, a blackboard etc., you can do this by accessing the meeting room with a computer and a smartphone at the same time, you are thereby logged in with 2 devices. You use the computer for verbal communication with the other participants, as well as for showing any PowerPoint, while the **smartphone's camera** will present what are writing and drawing. For this you can also use a tablet.

1. Download the app "Zoom Cloud Meetings" for your IOS or Android device.


2. Make sure your phone is fully charged or connected to power source.
3. Set up with your mobile phone so it is stable and the camera captures the area you want to display..

Examples of smartphone setup:
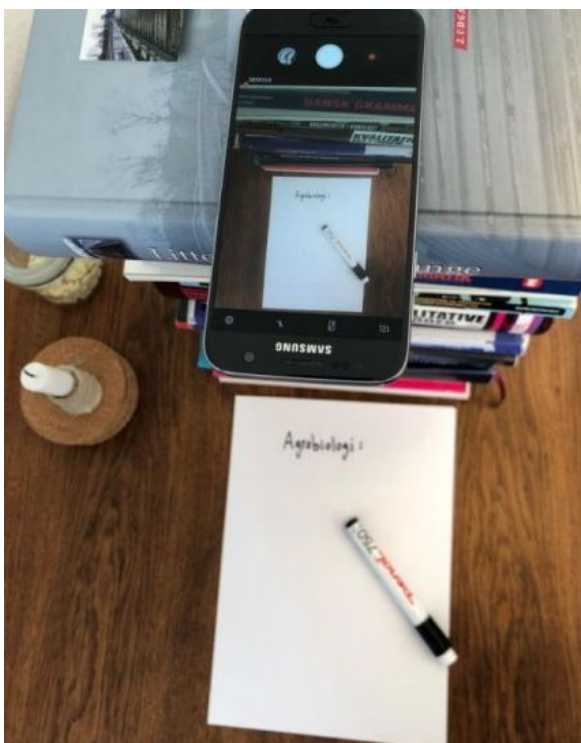
4. You can either access the meeting **with the app** (see below), or by clicking the link to the meeting room on your smartphone. Make sure you are using the phone's camera but NOT the phone's audio in- or outputs as it will resonate, when your audio is active on both your computer and smartphone at the same time. Enter your name + "(mobile)" in the appropriate box, using the same name that you originally signed in with.
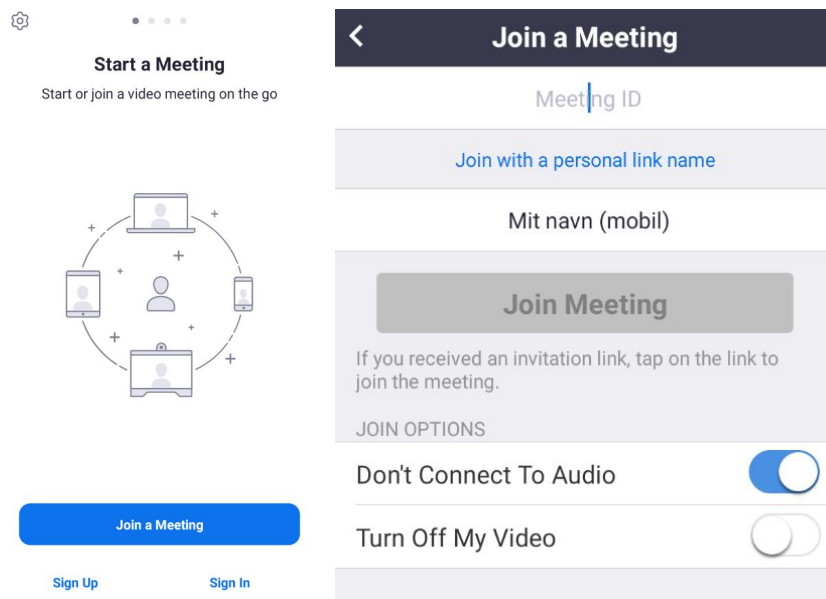
5. **NB:** At an exam, when you are ready to show something on paper or a blackboard, you should point out to the examiner that they should look at the image from your cell phone. They then have the option to double-click on that image or click on the 3 dots on the image and select Pin Video. Then it will be displayed in a large window on their screen.
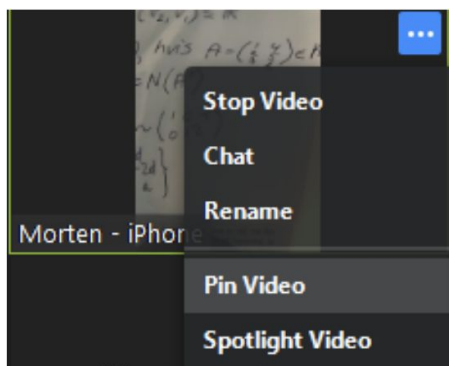
6. Also, give attention to when you have finished writing/drawing, when you want to make a presentation, etc., so that the teachers look at the right pictures at the right time.

Tips:
- Use a black marker instead of pencil or ballpoint pen, This will make it easier to discern what you are writing.
- Make sure that the subject is well lit either with natural light or a lamp.

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- If the image is upside down in Zoom, either turn auto-rotate on or of on your smartphone or rotate your phone 180 degrees.
- Make sure not to block what you are writing with your hand.

8. Sharing a whiteboard

You can use a whiteboard in Zoom. It works best either if you have a drawing pad that you can connect to your computer, or if you have a touch-sensitive screen, such as an iPad or other tablet, or a computer with a pen.

8.1 Using a whiteboard via your computer
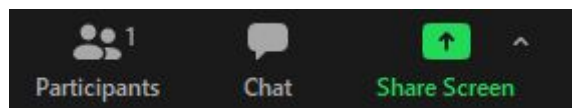
After you press share, you now have the option to choose which "source" you want to share with the meeting participants. Your options may look different.
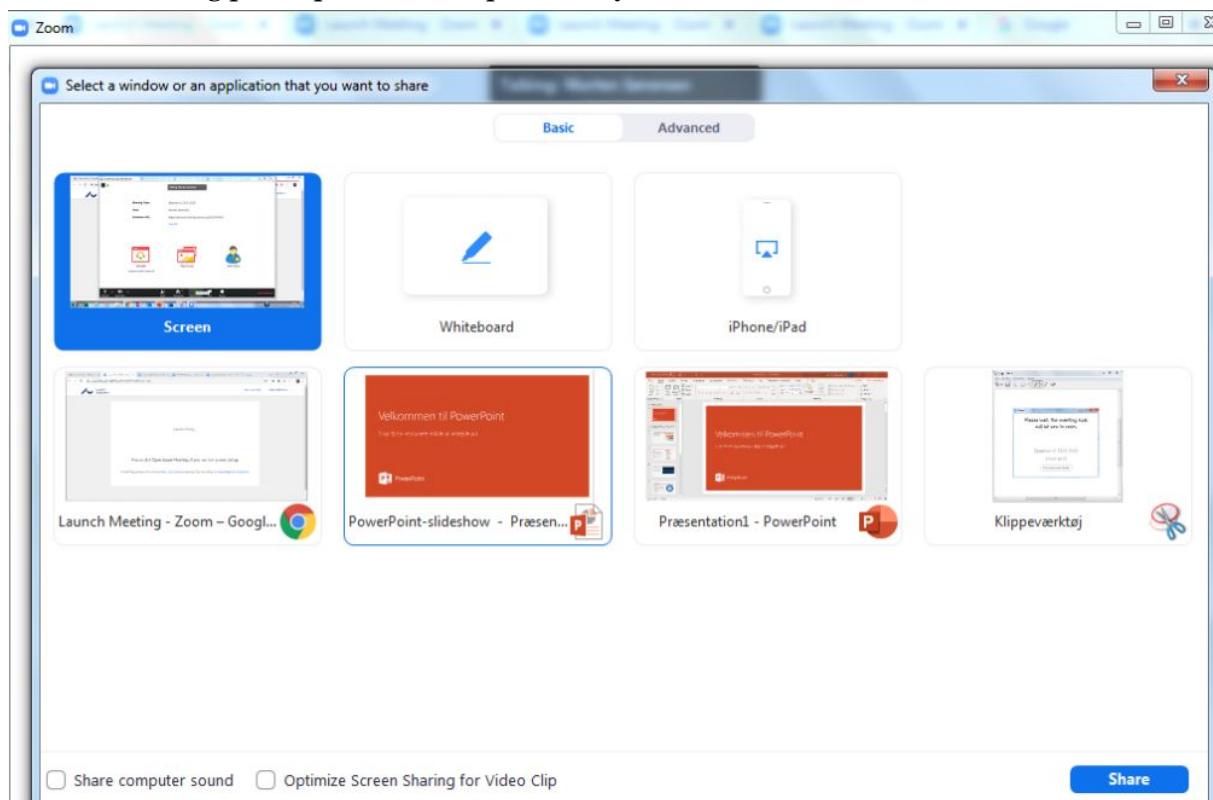
Here you simply select "Whiteboard" to share a completely blank whiteboard on which you can draw, point and much more.

NB: If you have a drawing pad connected to your computer, make sure it is installed and properly connected to your computer beforehand.
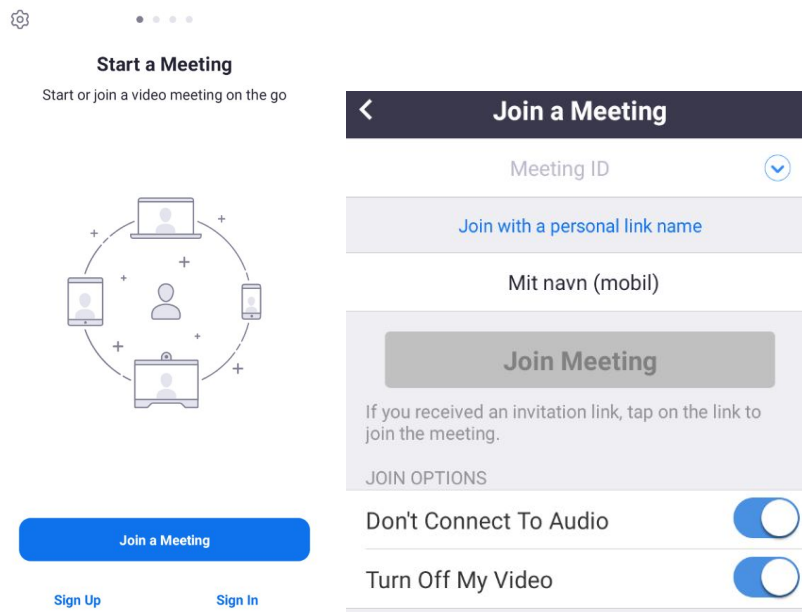
8.2 Using a tablet as a whiteboard

If you want to use a **tablet to write on**, then follow these steps. You can also use a smartphone with a large screen.

1. Download the app "Zoom Cloud Meetings" for your IOS or Android tablet.

2. Now, access the meeting on your tablet, either by clicking on the link to the meeting room from your tablet or by pressing "Join Meeting" and entering the meeting ID

3. Remember to join without video or audio, since you are only using your tablet as a whiteboard while still using the computer for audio and video.
4. To use the whiteboard, select "Share" in the bottom of the screen on your tablet and select "share Whiteboard"

9. Create a Meeting in Zoom

To get acquainted with using Zoom and using its features, create a meeting of your own and invite and invite for example your fellow students, so you can practice together.

1. Open the Zoom app on your computer, or go to https://aarhusuniversity.zoom.us/ in a browser.
2. Click "New Meeting" in the start menu or click "Host" if you are using your web browser.
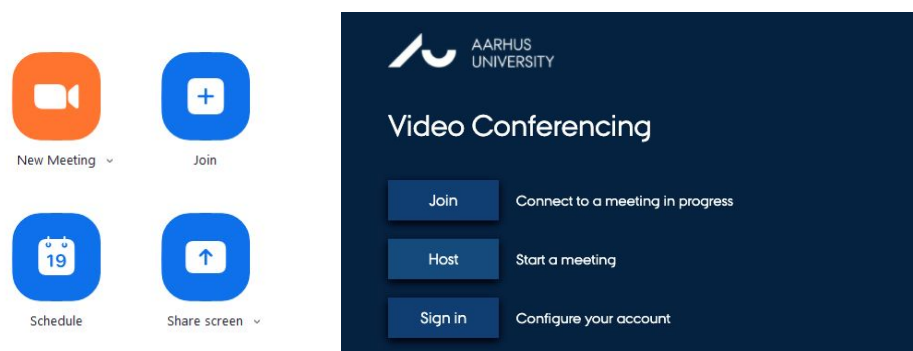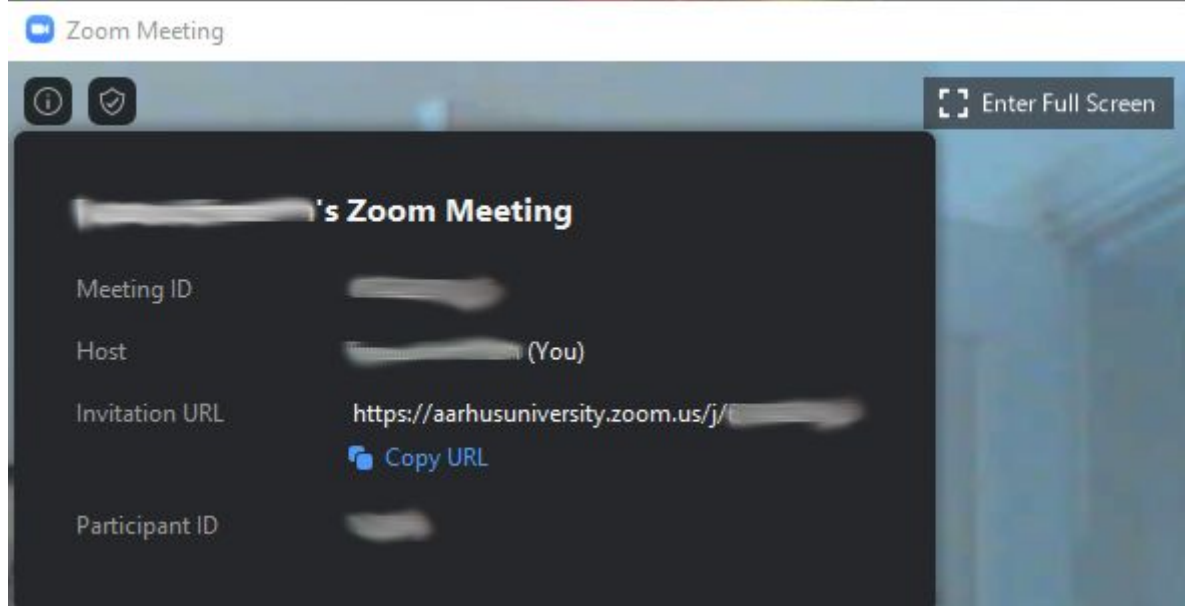

3. A window should pop up, showing that you are now in a video meeting with yourself.
4. If you want to invite someone to participate in the meeting along with you, click "**Participants**" and "**Invite**". Next, a window will pop up, where you can click "**Copy URL**". The link to the meeting is now copied to the clipboard and you can send it to anyone you want to attend the meeting.
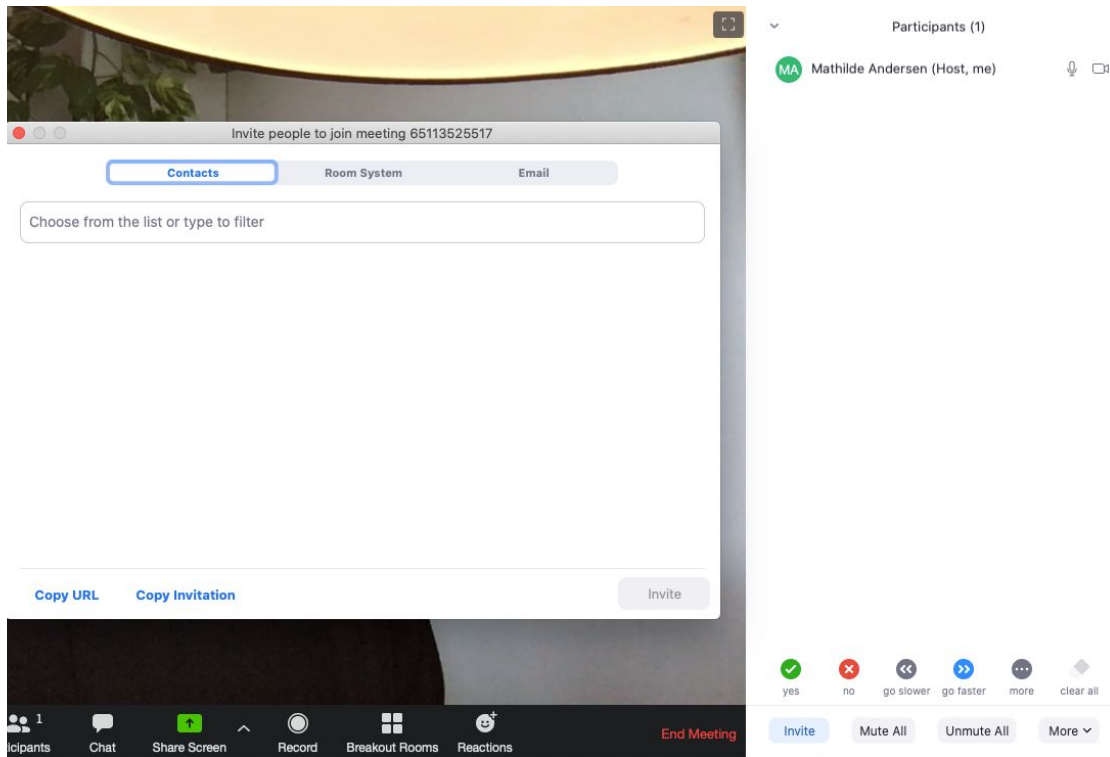
To make sure that you are logged in on the AU Zoom server, go to "Invitation URL" - Here you should see "aarhusuniversity.zoom" in the link. If the link does not include this, you are not covered by AU's security agreement with Zoom and you have limited functionality - for example, a meeting room can only be open for 40 minutes at a time.

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