



Participating in online teaching via Zoom

Table of Contents

Welcome to teaching via Zoom!	3
Getting started	3
Use a headset with a microphone!.....	3
Install the Zoom desktop client and log in	3
Zoom via your smartphone? Download the app	4
Join a Zoom meeting as a student/participant	4
Audio and Camera	5
Other features	5
Support for Zoom	6

Welcome to teaching via Zoom!



Courses at Stockholm University (SU) use a special e-meeting tool in the teaching, Zoom. Via Zoom, you can do a wide variety of things: listen to lectures, participate in seminar discussions, collaborate in joint documents, and work in small groups. Zoom also has the capability to record the meetings.

If your instructors use Zoom for your course, you'll have links to the meeting room that is to be used, such as via the Athena learning platform or by e-mail.

Getting started

Before your first Zoom meeting, there are a few things to consider and the steps you need to go through:

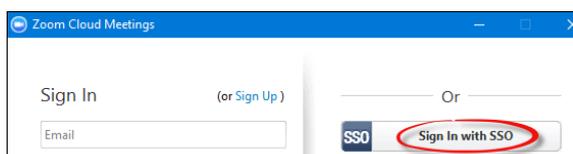
Use a headset with a microphone!

If you are going to participate in a Zoom meeting, always use a headset with a microphone – otherwise you'll risk feedback and noise that interferes with the meeting. The built-in microphone and speakers with your computer (or smartphone) will not be sufficient! It doesn't need to be expensive equipment; a simple headset or earbuds used with a smartphone will usually suffice.

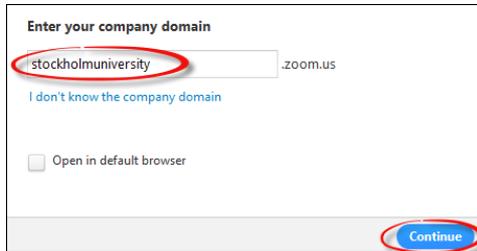
The best part is that at the same time as you load Zoom, you also install a small software program, called a client, on your computer. It allows you, for example, to share material on your computer with others in the meeting room, if necessary, and is also a condition for you to be able to be included in any group rooms that your instructor can set up during a Zoom meeting.

Install the Zoom desktop client and sign in

1. Download the *Zoom Client for Meetings* here: <https://zoom.us/download>
2. Start the client, click on "Sign In."
Select *Sign in with SSO*



- Under *Enter your company domain*, type "stockholmuniversitet" and click on **Continue**.



- In the window that opens, log in with your university account.



(A small window pops up with the Allow and Disallow option, select **Allow**)

Zoom via your smartphone? Download the app

If you want, you can also participate in Zoom meetings from your smartphone or tablet. In such case, download the free Zoom app (available for both Android and iOS) – and remember to use the headset/earbuds even when using a smartphone!).



Join a Zoom meeting as a student/participant

Click on the link you received from your teacher. The client starts automatically and you will be taken to the meeting room. If you haven't had time yet to install the client, you can instead click on Join by browser in the window that opens.

Before you enter the room, you may be asked about using your webcam, Join with video, and about the audio: in such case, choose *Join with Computer Audio*.

The meeting room itself is usually displayed as a black surface at the beginning of the meeting. If others have their cameras active, you will also see their camera images. If you want, you can move the camera images, and make the meeting room window larger or smaller, without affecting other attendees' view of the meeting room – something that's a good thing to know!

At the bottom of the window, you will see a series of buttons (if they're not visible,

drag the mouse arrow toward the bottom of the window and they'll appear again).
NOTE! Depending upon the settings the teacher has made for the room, not all the buttons need to be visible!

Audio and Camera

The most important thing at the beginning of the meeting is that you check to ensure that your sound and your webcam are on; you do this via the two buttons at the bottom left. In this particular example, your webcam is already running (and your picture should be visible in the meeting room), however the crossed-out microphone indicates that your sound is off. Click once on the icon to turn the sound on; the text changes to *Mute* and the red bar disappears. Now you can make yourself heard!

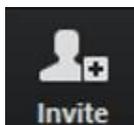


If your sound still doesn't work (you don't hear, and/or no one else hears you), click on the arrow on the right on the sound icon. You can choose there which microphone and speakers to use, and you can also test your sound by running *Test Speaker and Microphone* – simply follow the instructions.

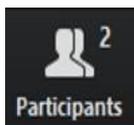
If your sound is still malfunctioning despite attempting to get it to work, check the following: a) make sure that the sound is not set to "mute" in the program, b) check to ensure that the sound is not muted with the on/off button on your headset (presuming your headset has one).

You can turn off the webcam by clicking *Stop Video* (the text changes to *Start Video*). If you click on the arrow to the right of the camera icon, you can, for example, choose which camera you want to use (if you have multiple cameras connected).

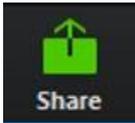
Other features



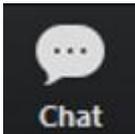
During the meeting you can invite new participants via sending them a link to the meeting via the *Invite* button.



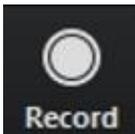
The number shown at *Participants* indicates how many people are in the meeting. Clicking on the icon will bring up a window with their names. In the same window, you will also find a feature to signal that you want to have the floor (want to speak). You simply click on an icon in the form of a hand, then the meeting host will see that you want to say something. You can also show your status, if for example if you need to temporarily leave the meeting.



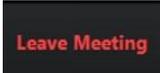
Using *Share* you can share content from your computer. Make sure to first open the material, such a document in Word format, that you want to show to everyone else in the meeting. Then click on *Share*, and then select the Word document, and then click on *Share* in the small window that appears. On your monitor, you'll immediately see the Word window itself, surrounded by a green frame, that marks that this is what Zoom is sharing. Others in the meeting, however, see your document inside the meeting room window. The bar of buttons now moves to the top of the window, and when you want to stop sharing, click on the *Stop Share* button.



Clicking on *Chat* opens a window where you can type in a public chat, which everyone can see. If your instructor has allowed it, there is also the option to send messages to individual people in the room. If the chat window is hidden, you can still see that someone typed something due to that the chat button is flashing and is highlighting in orange. Clicking on the icon opens the chat window.



If the teacher has permitted it, and if everyone in the room agrees, you can also record the meeting by clicking *Record*. That a recording is being made is shown to everyone in the meeting. After the end of the meeting, your computer will process the recording and then save it to a folder on your computer (usually among your documents, in a folder named Zoom). The files will become so large, so most often it is better that the teacher processes the recordings and makes them available.

When you leave the meeting,  click on the far right.

If you're not a participant, but rather you are hosting the meeting, and you've invited others to one of your rooms, you will have more buttons and features. Additional more information about how to manage all this is available in the following support article:

<https://serviceportalen.su.se/sv-se/article/1103512>

Support for Zoom

If you have questions about Zoom, contact either the Helpdesk via <https://serviceportalen.su.se> or the teacher for the course.

This support article has been written primarily by Mats Cullhed at Uppsala University. Thanks for letting us use it!