

# Introduction to your Zoom Class

Updated March 13, 2020

## About the Guide

To support you in this transition, we have put together a guide and assembled Zoom Mentors to help you. This guide will cover some of the basics, including the following topics:

Installation Zoom

Testing Zoom

Launching Zoom

Logging In

Starting Your Class

Connecting Audio and Video

Zoom Mentors

## Installing Zoom

To download Zoom on your device, first [click here to visit the Zoom Download Center](#).

**If you have a Windows machine:** There is a [video guide on installing and launching zoom](#).

**If you have a Mac:** There is a [step-by step tutorial](#) on setting up your device's privacy settings and installing the app.

## Testing Zoom

Once you have Zoom installed, you can test your computer audio and video.

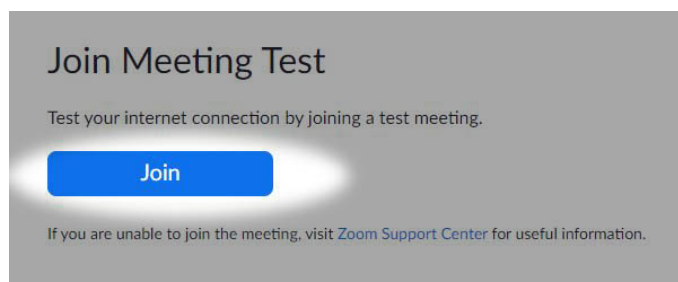
You will need a **microphone** and **web cam**. Most computers come with mics and cams built in.

Remember to check your volume control on your device, and check that your sound is turned on.

During the test follow these steps:

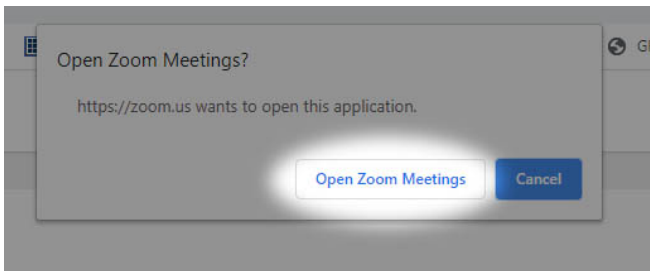
First, [Click here to visit the Zoom Test Page](#).

Second, click the **“Join”** button on the test meeting page

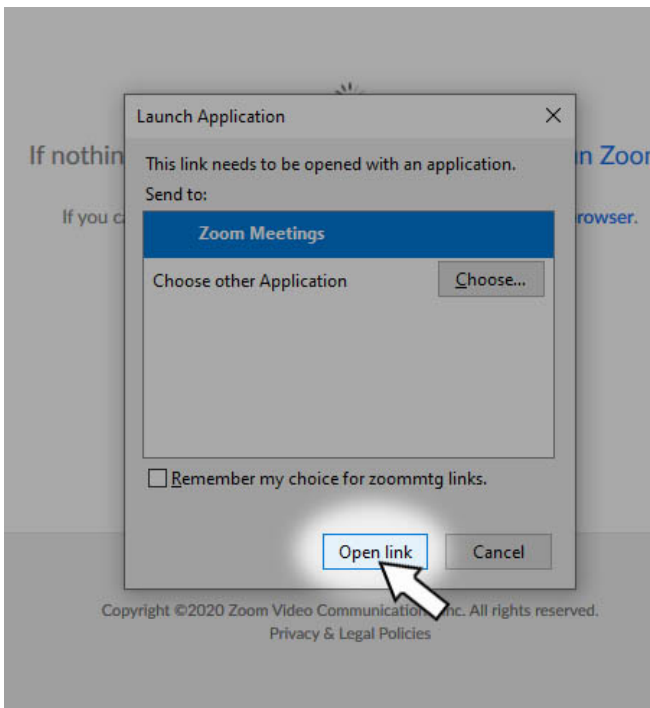


Next, you must give your browser permission to run Zoom. The next step will depend on what kind of browser you are currently using.

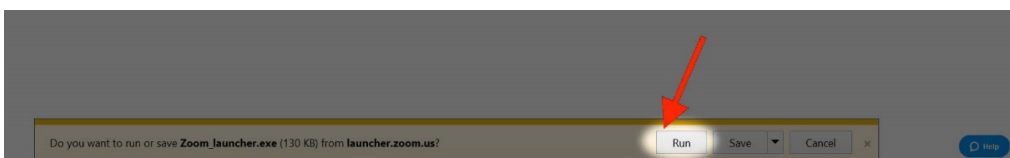
If you have **Chrome**, select the button that says “**Open Zoom Meetings**”



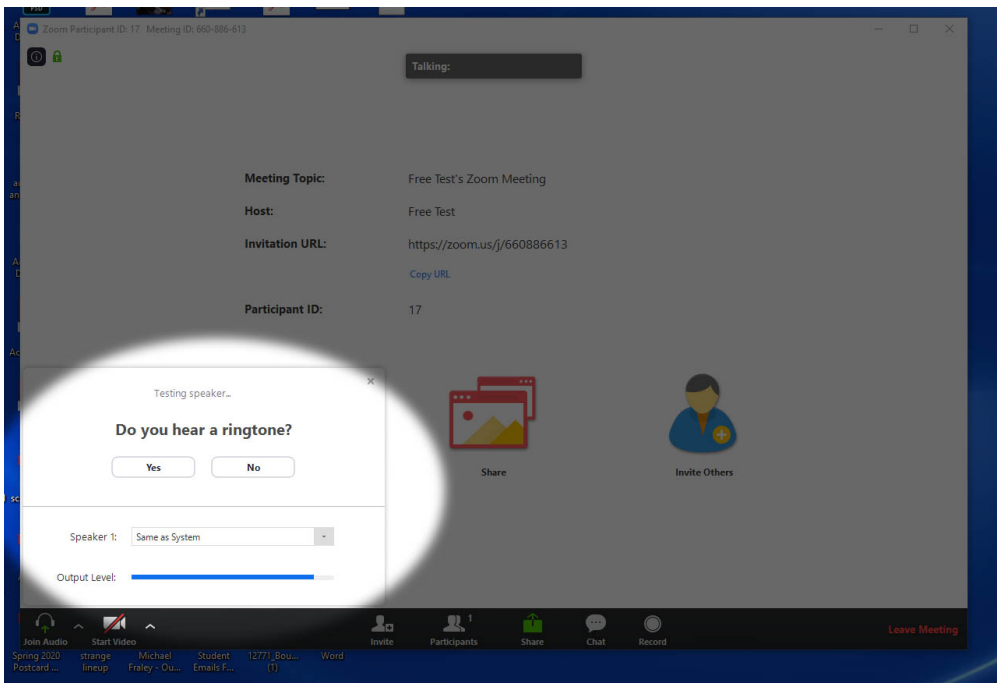
In **Mozilla Firefox**, Select the option to “**Open Link**”



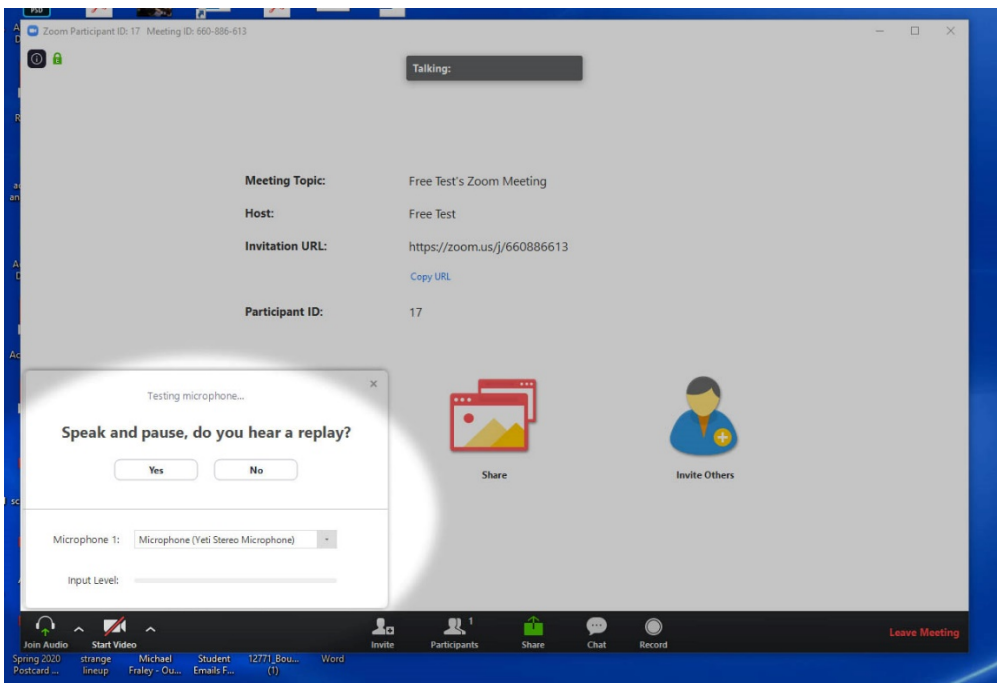
For **Internet Explorer**, select the “**Run**” button located at the bottom of your screen.



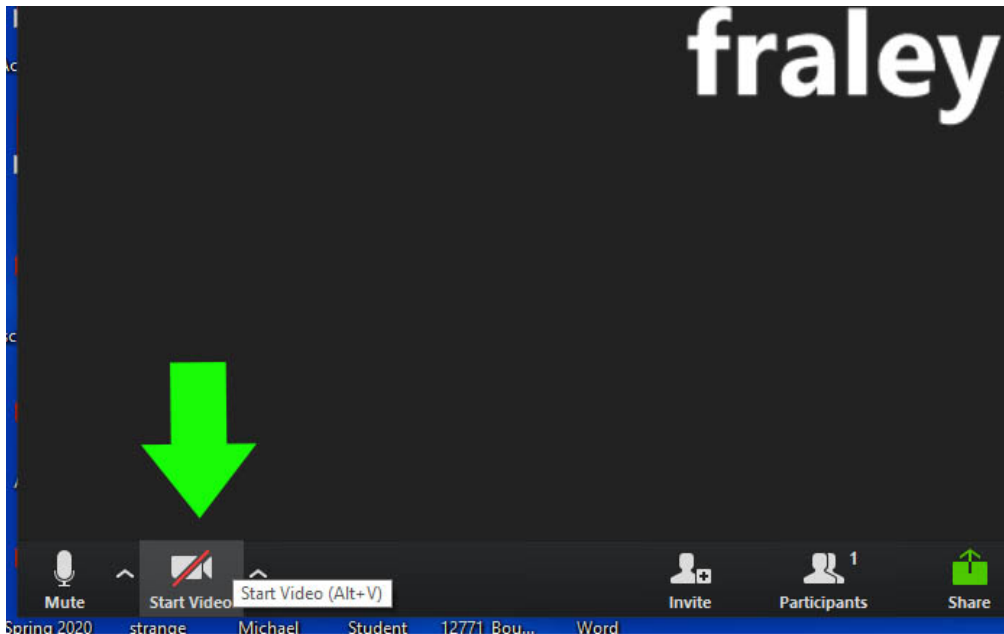
Then the app will open and your test will begin automatically. Zoom will begin chiming. If you hear the ringtone, click “Yes.” If you do not, please a) adjust your speaker volume, b) check your computer’s audio level, or c) check to see if you have headphones plugged in. If you still do not hear the tone click “No” and Zoom will see if you have any alternate audio devices.



Next, the app will test your microphone. Speak, then wait for a moment. If you hear your voice repeated back to you, then the test is successful. If you do not hear yourself, check to see if your mic has a mute button. Press it, speak again and see if you can hear yourself.



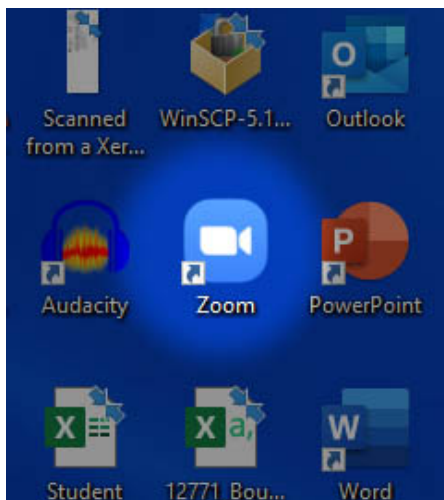
Lastly, start your video. Check on the lower left-hand corner of the screen. You will see a video camera with a red line through it. Click it to start your video. If you do not see the video option, hover your mouse over the lower left-hand side of the screen, and the option will appear.



Once you have successfully completed your test, you know your system is ready to host Zoom meetings. If you have trouble, reach out to your Zoom Mentor who can help you through the process.

## Launching Zoom

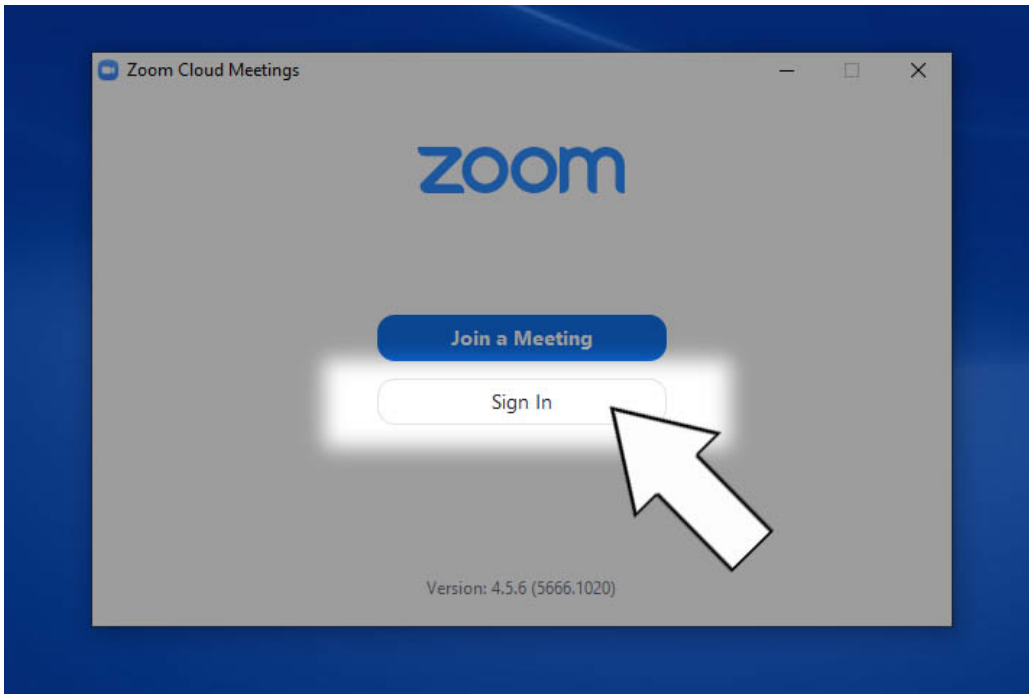
Locate the Zoom icon. The installation process should have placed an icon on your desktop. It looks like this:



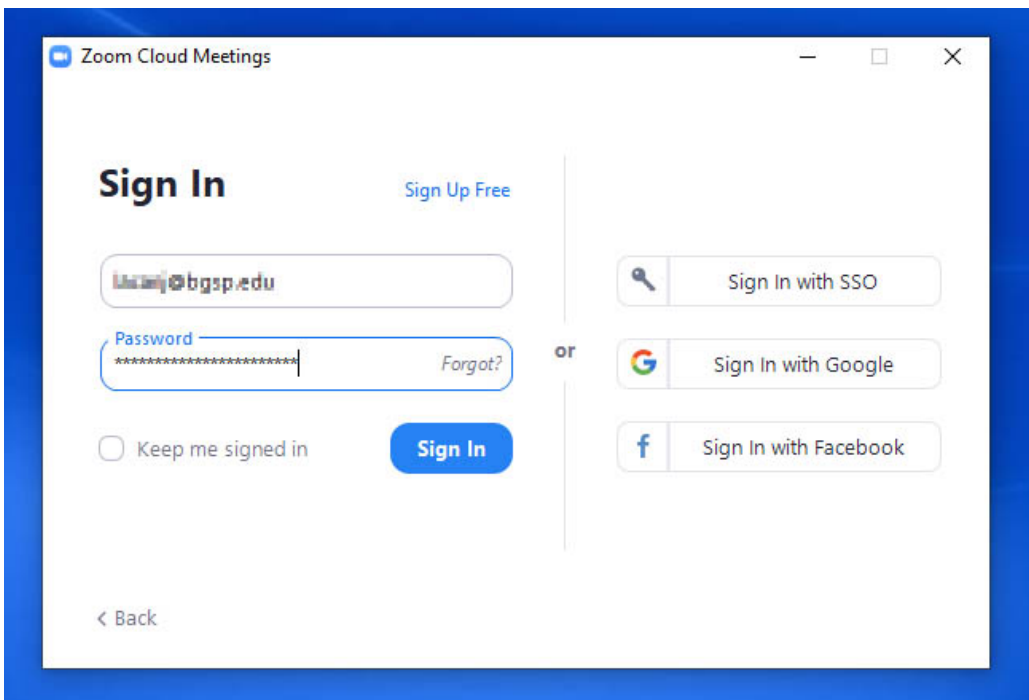
If you cannot find it on your desktop [click here are instructions](#) on how to locate and launch your zoom app. Please pay attention to whether you are reading the instructions for a **Mac**, **Windows PC**, or **Android** device.

## Logging in

Once you have launched zoom, you are presented with a choice to **Sign In** or Join a Meeting. You want to **Sign In**. Joining the meeting is for students, **Signing in** is for faculty who are leading the meeting.

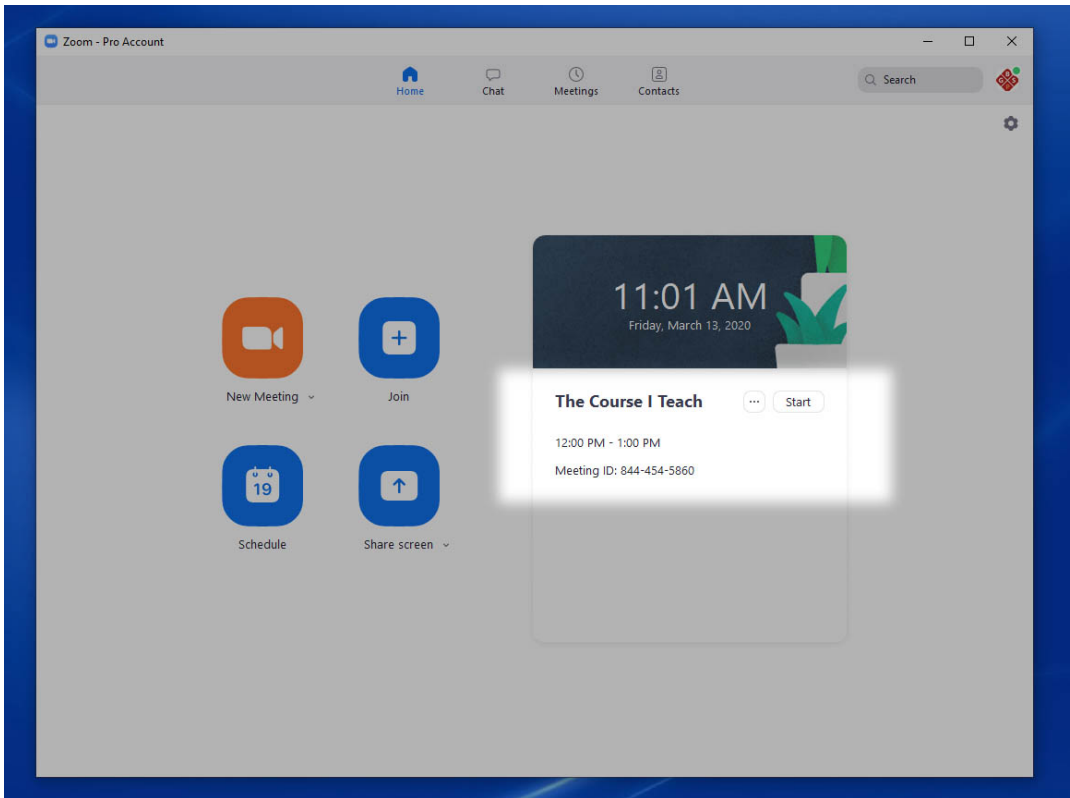


Dr. Carol Panetta has sent you an activation email. Enter the email address that received the activation request. Use the password that was given to you in the email.

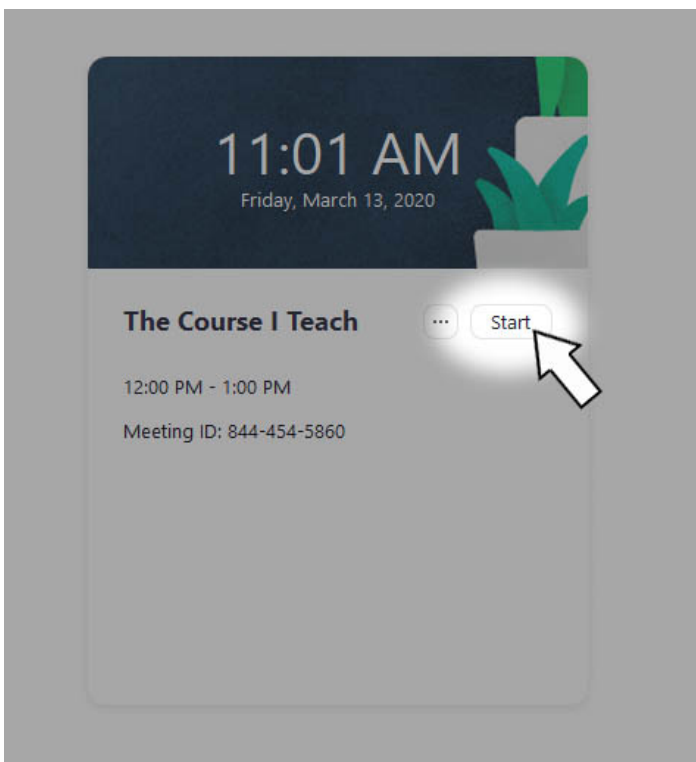


## Starting your class

Once you are logged in, the Zoom app will open. You have several choices, but you can just focus on your upcoming class. You should see a preview of all available meetings on the right. Look for your class. It will list the time your class is supposed to begin and end.



Once you have found your class. Press the **Start** button.



## Connecting your Audio and Video

Once you are in your class, you want to make sure your video and audio are on. You can do this just like you did for the **Testing** section of this tutorial. Here is a [video on configuring audio and video](#) that can help if you are still having trouble.