

Zoom info sheet for students

Dear Students,

Some of your classes may include online meetings via *zoom*. Below, you can find some information on how to install *zoom*, join a meeting and the different options once you are in the meeting room. Please note that you will only be able to join *zoom* meetings at the University of Cologne with version 5.0 and later.

Installing zoom:

- A) You will receive an invitation to join a meeting in the form of a link (and a meeting ID + password).
- Click the link and download the software (*zoom* client) indicated in your browser (for free).
 - Install the software.
 - You do not have to register/create an account in order to join a meeting. After installing, just close the client.
 - Apps for mobile phones or tablets are also available in the respective app stores (no registration necessary either).
- B) You can also find the required *zoom* client here: <https://zoom.us/download>

Join a meeting (2 ways):

(A) Using the meeting link	(B) Using the meeting ID
Click the link again.	Start the client and select "Join" on the home screen.
Allow your browser to open "zoom.us.app" or your phone/tablet to open the app.	Enter the meeting ID (and your name). Tap "join meeting".
Enter your full name.	Enter the meeting password.
Depending on the settings the host has chosen, you will be asked	
<ul style="list-style-type: none"> ○ whether you would like to participate with computer audio → choose yes. ○ whether you would like to join the meeting with your video (you can participate with your video turned off). ○ it may be possible that audio and video can/have to be activated later when you are already in the meeting room. 	
Wait for the host to admit you to the meeting.	

Meeting controls (desktop client for macOS, Windows, or Linux):

- The participant controls can be found at the bottom of the screen and look like this:



Figure 1: control panel during a *zoom* meeting

- If you do not see the control panel, just hover your mouse over the bottom of your meeting window and it should appear.

- If you do not see the microphone on the left, but a headset, click the icon and join with “computer audio”; click on the arrow (^) next to the microphone to choose/change your microphone and loudspeakers.
- In most cases, the host will have muted all participants. To interact with the group and to raise your hand in the meeting, follow these steps:
 - CLIENT VERSION 5.4.7 and later: Click the “reactions”-button (bottom right of your screen).
 - Here you can find a number of icons for non-verbal communication (including a virtual hand that you can raise).
 - Click one of these icons (e.g. the hand icon to raise your hand) to activate it. Other members in the meeting as well as your teacher can see this icon next to your name now.
 - Wait for the teacher to give you permission to speak.
 - Unmute your audio in the controls panel (don’t forget to mute it again after your contribution) or hold down the spacebar (“Leertaste”) while talking.
 - Don’t forget to deactivate the (hand) icon by clicking on it once again.
 - OLDER CLIENT VERSIONS: Click “participants”; a window opens on the right in which you find yourself, the host, and all other participants (it is recommended to leave this window open). Here you can find all the icons for non-verbal communication. Follow the steps described above.
- other buttons in the control panel:
 - Stop/start video.
 - Participants: see who’s currently in the meeting & use non-verbal feedback.
 - Share: if you would like to share your screen, you can click this button and choose either a screen or a separate window; please note that the host has to grant you permission to share a screen.
 - Chat: opens another window in which you can type your questions either to the host, to some or to all participants incl. the host.
 - Record: there is a function in *zoom* that you can record meetings; this is only available to hosts. Your host will only record the meeting when he/she has informed you accordingly and asked your permission. *Zoom* will also inform you when the recording has started.
 - (not displayed in the picture above): some may have a further button with “reactions” in which you can either choose a thumbs up or a clapping hands emoji as instant reactions in your video window.

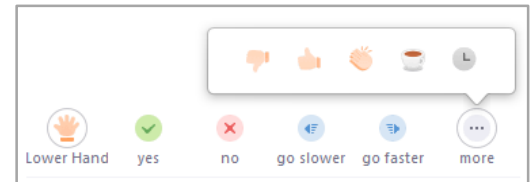


Figure 2: non-verbal communication in zoom

Meeting Layout:

- Apart from the meeting controls at the bottom of the screen, you can also find two buttons in the top right corner.
 - Full screen: in order to deactivate full screen, click ESC.
 - Switch between speaker view, which is the default setting (see the current speaker in the large window, all others in small above) and gallery view (see all participants in a grid).

Virtual Backgrounds

- During a meeting, you can choose between a number of different virtual backgrounds by clicking the arrow next to your camera icon. 'Choose Virtual Background...' gives you a lot of options, for example a *blurred background* (version 5.5.0 or later).

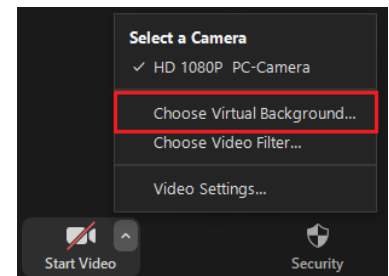


Figure 3: Virtual Backgrounds

Breakout rooms:

- Your teacher may break up the meeting into smaller groups.
- You will receive a notification "the host is inviting you to join the breakout room XY"; join the breakout room.
- The newer versions of *zoom* allow your teacher to create so-called "self-select breakout rooms" (version 5.3.0 or later required both for hosts and participants). If this feature is used in class, you have to click the "breakout rooms" option (controls at the bottom of the screen) once the breakout sessions have started. By clicking "join" next to the different breakout rooms you can enter the room of your choice. If your teacher wants you to be able to switch rooms anytime during the breakout sessions, you'll be able to click the "breakout rooms" option again and "choose a breakout room" to move to another room.
- During the breakout sessions, you can ask the host to join your room by clicking "ask for help".
- The host is able to switch between the different rooms.
- You will be notified and asked to return to the main room either immediately or in a given timeframe.

Switch Languages:

- It is possible to change the language on Zoom (client).
 - *Windows*: Click the arrow icon in the Windows task bar. Right click the zoom icon. Select 'Switch languages'.
 - *Mac*: Right click the zoom icon in your dock. Select 'Switch languages'.

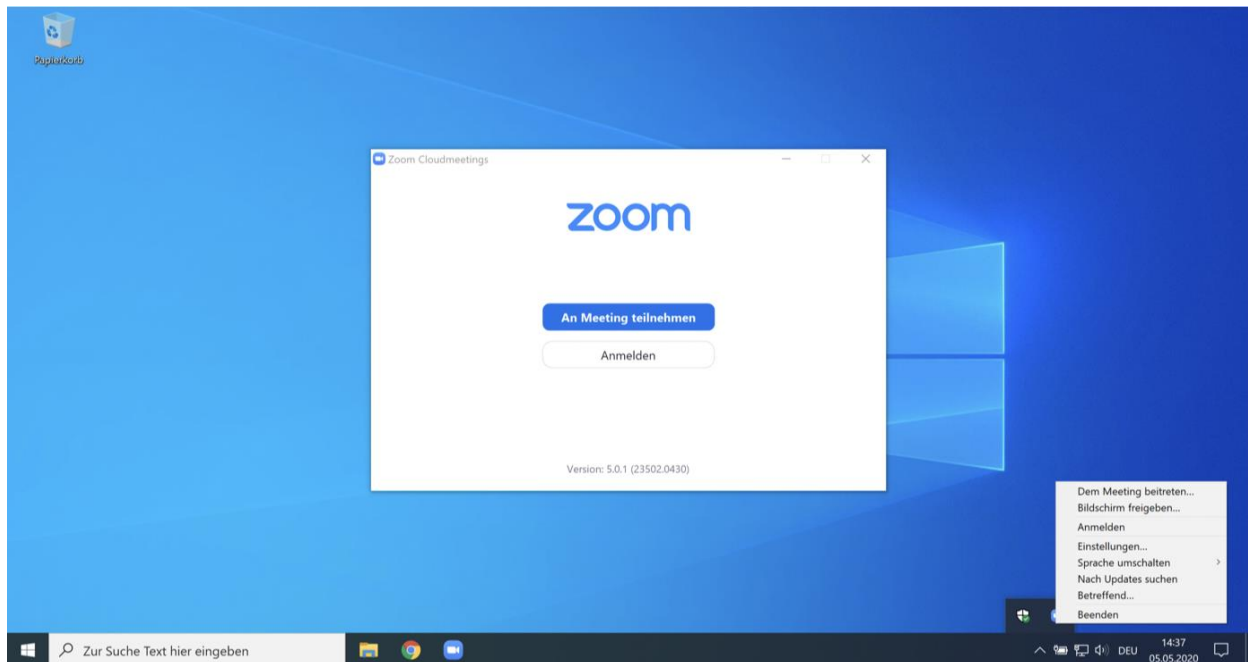
Zoom links:

- support (English): <https://support.zoom.us/hc/en-us>
- support (German): <https://support.zoom.us/hc/de>
- participant controls in a meeting: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>
- breakout rooms, participant info: <https://support.zoom.us/hc/en-us/articles/115005769646>
- zoom keyboard shortcuts: <https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboards-Shortcuts-for-Zoom>

Please make sure to update the *zoom desktop client* as well as the mobile apps for tablets and smartphones on a regular basis – some features (e.g. “self-select breakout rooms”) are only available in the newest updates. In order to do so, use the “check for updates”-function of your *zoom desktop client* (see below).

Windows:

1. Open the zoom desktop client in your start menu (blue icon with white camera).
2. Search for the small *zoom* symbol in the taskbar down by the time and date in the bottom right of your desktop. If you do not see the icon, click the up arrow.
3. Right click the small symbol.
4. Choose “check for updates” / “nach updates suchen”.
5. Update if possible.



macOS:

1. Open the finder and open the *zoom* desktop client (*zoom.us.app*) in the programs folder.
2. Click “zoom.us” next to the apple in the top left of your desktop.
3. Choose “Auf Aktualisierung überprüfen” / “check for updates”.
4. Update if possible.

