Instructions to participate in the meeting using Zoom

ZOOM

Content

Introduction

You can participate in the session via Zoom without having your own Zoom account. You can connect via Zoom client, browser, and traditional video conferencing systems using H323 and SIP. You get the best functionality if you install a small software, a so-called client, on your computer, mobile or tablet. Using Zoom in a browser can result in poorer functionality. You cannot participate in breakout-rooms if you use Zoom via browser.

Zoom in browser

For using zoom in browser, you can use the following programs and versions:

- **Windows:** Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+
- **macOS:** Safari 7+, Firefox 27+, Chrome 30+
- **Linux:** Firefox 27+, Chrome 30+

Zoom Client

The Zoom client is available for computers running Windows, MacOS, Linux and to mobile phones and tablets with iOS and Android. This document shows the client installed on Windows. The appearance may differ slightly in other operating systems.

To join a meeting, click the link in the invitation. The link to connect looks something like this: https://uu-se.zoom.us/j/4185050522. If the meeting is password protected, there is also a password in the invitation that is needed to connect to the meeting room. The first time you join a Zoom

meeting, you will be prompted to install the Zoom client. It is advisable to do this in advance, see instruction here. There are also apps for mobile phone and tablet, see more here.

Test Zoom

If you want to try out Zoom before the meeting, or test your audio and camera settings, you can enter a test room at https://zoom.us/test.

Join a Zoom meeting

Click the link you received in the meeting invitation. If you are asked if you are meeting host and want to start the meeting, choose "Join Meeting as an Attendee" instead. The zoom client will automatically start and take you to the meeting room. If you get a pop-up with the question: "Open Zoom.us", "External Protocol Request" or similar, click *Open* or *Launch Application.*
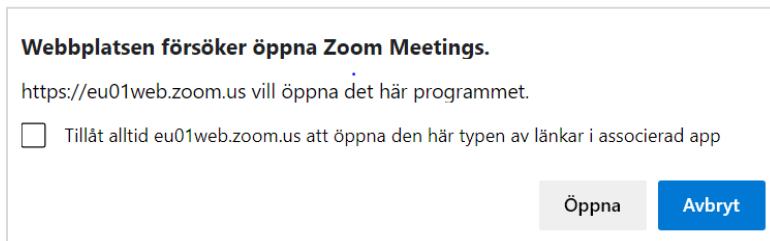
If the meeting is protected by a password, you must fill in the meeting password to proceed.

Join a meeting in your web browser

If you have not installed the client, click *Join from Your Browser*.

Meeting settings

Before entering the room, you may be asked about using your webcam, *Join with Video* or Join *without Video,* and about the audio. Choose *Join with Computer Audio.* By default, the host may have chosen not to turn on the participants' camera when joining the meeting. In that case, you will not be asked to connect with video. Once inside the meeting room, you can then choose whether your webcam should be on or off, see below.
The meeting room is usually displayed as a black surface at the beginning of the meeting. If others have the cameras active, you will see them too.

If you want, you can change your view *without affecting the other participant's view of the room*. You can make the meeting room window larger or smaller, and in the upper-right corner you can decide how you want to view the other participants: if you select *Gallery View,* all the participants images appear the same size, while *Speaker View* makes the currently speaking participant bigger than the others.
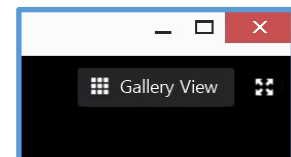
At the bottom of the window, a series of buttons appear (if they are not visible, drag the mouse arrow towards the bottom of the window and they will reappear). Depending on the settings the host has made for the room, not all buttons will be visible.

Settings for sound and camera

The most important thing at the beginning of the meeting is to review your audio and web camera settings, which is done using the two buttons in the lower left corner. In this example, your webcam is up and running, but the crossed-out microphone indicates that your microphone is off. If you need to turn on your microphone to say something, click the icon once; the text will then change to *Mute,* and the red line will disappear. Now all the participants will hear you.
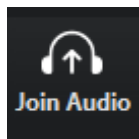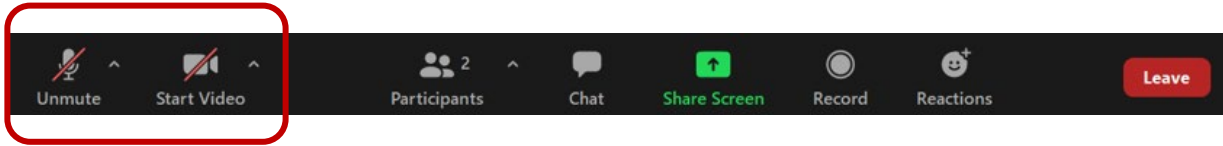
If the leftmost symbol looks like a headset instead of a microphone, you are not connected to the meeting by audio, and you will not hear anything. Click the icon and select *Join with Computer Audio* to connect to the meeting audio.

If your sound still does not work (i.e., you cannot hear anyone, and/or no one else can hear you), click the arrow to the right of the microphone. There you can choose which microphone and speaker to use, and you can also test your sound by running *Test Speaker and Microphone* – just follow the instructions.

If your sound is still malfunctioning, check a) that the sound is not muted on the computer itself, b) that the sound is not muted with an on/off-button on your headset.

You can turn off the webcam by clicking *Stop Video* (text changes to *Start video*). By clicking the arrow to the right of the camera icon, you can choose which camera to use, if you have multiple connected.

Other features
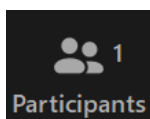
The number next to *Participants* indicates how many people are in the meeting. If you click the icon, you will get a window with the participants names. During the meeting, you can invite new participants by sending them a link to the meeting. To do this, click the arrow to the right of the symbol to bring up the *Invite* option. If you connect with your **web browser,** this is also where you will find the function to *raise hand*.
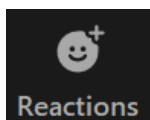
Under *Reactions,* you will find a function to signal that you want the word. Click the hand icon (*Raise Hand*) to let the meeting host know you want to speak.
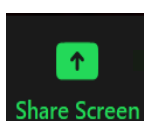
Share Screen allows you to share material from your computer. Be sure to first open the material that you want to share with everyone else in the meeting, such as a document in Word. Then click *Share Screen* and select the Word document, then click *Share* in the lower-right corner of the small window that appears. Your screen immediately displays the Word window itself, surrounded by a green frame, which indicates that this is what Zoom shares. Others in the meeting will see your document

inside the meeting room window. The button bar now moves to the top of the window. If you want to stop sharing, click the *Stop Share* button located there.
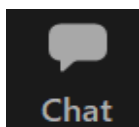
Clicking *Chat*, opens a window where you can type in a general chat, which everyone can see. It is also possible to write messages to a single person in the room. If the chat window is hidden, you can still see that someone typed something by the chat button flashing and becoming orange. Click on the icon to open the chat window.
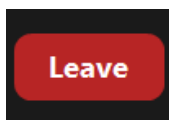
When you leave the meeting, click *Leave* in the lower-right corner.

Tips for the best meeting possible

- To avoid disturbing noises, it is good to **use a headset.** The headset microphone will also make it easier for others to hear you. If you do not have a headset, your phone's headphones usually work.

- It is more reliable to use an **ethernet cable** instead of WIFI, and it reduces the risk of sound and video disturbances.

- **If you have slow network** and internet lags, try turning off your video to save bandwidth.

- **Avoid disturbing background noise.** Turn off the microphone (*Mute*) when others are giving presentations – you can do this by clicking on the microphone symbol in the lower-left corner of the slide.

- Preferably use a different **computer for each participant** and preferably do not sit in the same room as others during the lecture.

- **Check what is visible in your background**, especially if you are working from home.

Install the Zoom client on your computer

To install the client on your computer:

1. Go to http://uu-se.zoom.us and select the *Download Client* option at the bottom of the page.

2. Then, on the page that opens, click *Download.* The program is downloaded and placed where downloaded files are stored on your computer. Where it is depends on the browser you are using.

3. Go to the download folder and start *ZoomInstaller*. Accept that the program may be installed if such a question comes up. Answer some necessary questions about policy, cookies, etc. The *Start Zoom* program is installed on your computer. The icon looks like this:

Download the Zoom app in mobile/tablet

You can also join Zoom meetings from mobile or tablet. If so, download the free *Zoom Cloud Meetings* app (available for both Android and iOS). To join a meeting, click the link in the invitation. You can also enter the meeting directly via the meeting ID, which is the code after the last backslash in the meeting invitation (for example, https://uu-se.zoom.us/j/4185050522).