Student's guide to Using Zoom Video Conference

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Zoom is available at

Https://Zoom.us

Joining a meeting

The SSF will send you an e-mail. Note that a Zoom account is not needed in order to participate in a Zoom meeting.

It may be necessary to install a Zoom module the first time you use Zoom. If so, please see section First Meeting below for more details.

This e-mail will contain three key items of information.

1) A link to the Zoom meeting.

    a) Click on this link to go to the Zoom meeting. If it does not work, then cut-n-paste this link into your browser.

2) The meeting ID

    a) If asked, enter this information into the meeting ID field. Cut-n-paste is an easy way to ensure no typos.

3) The meeting Password

a) If asked, enter this information into the password field. Cut-n-paste is an easy way to ensure no typos.

You should now be in the meeting.

See *Troubleshooting* below if it does not work.

See *Joining by audio call to a Zoom video conference* below if you do not have a computer or data plan available and need to connect by phone only.

<u>First meeting</u>**.**

As noted above the first usage of Zoom on any computer will require a small module to be installed.

The module will be automatically downloaded. Your computer will ask "What do you want to do with Zoom_xxxxxxx where xxxxxx is a series of letters and numbers that may change. Choose the option for "Run".

Your next option will be to "Join meeting".

It will ask if you wish to join with video. If you choose this option, then please ensure that

a) Your camera is turned on in settings.

b) Your camera is not blocked – i.e. via tape or some laptops have a slide switch that blocks the camera

c) The camera is aimed well towards you. i.e. not cutting off the top of your head or is looking only at your forehead. You will be able to judge this using a small video on the screen showing what your camera sees.

<u>Ending a Meeting.</u>

In the bottom right of the window, you will see in red font "Leave Meeting"

<u>Joining by audio call to a Zoom video conference</u>

Joining a Zoom video conference by audio only is very easy.

In invitation you receive from the meeting organizer you will see "Dial by your location"…(text continues after picture)

Join Zoom Meeting

https://zoom.us/j/XXXXXXXXXXX?pwd=XXXXXXXXXXXXXX

Meeting ID: 999 999 999
Password: 99999

One tap mobile
+16473744685,,9999999# Canada
+16475580588,,9999999# Canada

Dial by your location
        +1 647 374 4685 Canada
        +1 647 558 0588 Canada
        +1 778 907 2071 Canada
        +1 438 809 7799 Canada
        +1 587 328 1099 Canada
        +1 253 215 8782 US
        +1 301 715 8592 US
        +1 312 626 6799 US (Chicago)
        +1 346 248 7799 US (Houston)
        +1 646 558 8656 US (New York)
        +1 669 900 9128 US (San Jose)
Meeting ID: 999 999 999
Find your local number: https://zoom.us/u/ads5Y94YlI

The phone numbers 647 374 4685 and 647 558 0588, are both Toronto numbers. The others are Montreal, Vancouver or Edmonton.

Dialing either of the Toronto numbers (or any Canada number if You are located in those areas) will allow you to connect to the video conference by phone (audio only).

You will be prompted to enter the Meeting ID: This information is available at the bottom of the list of phone numbers.
It will also ask for a participant ID. This information is optional. You may simply press the "#" (Pound sign) to bypass this.

Important note. The phone number is not a toll-free number, therefore if your phone package does not include free long distance then long distance charges may apply.

Troubleshooting.

Cannot access zoom website

1) Ensure that you have access to the internet

      a) Go to a news site such as www.cbc.ca to see if you are getting the most recent news.

      b) If you cannot, then you have an issue connecting to the internet.

      c) If You are getting the most recent news, then we can confirm that you have access to the internet o.k.

            i) Confirm that you have the correct address for Zoom – as listed above

            or

            ii) Use Google, Duckduckgo, or Bing to search the web for "Zoom Videoconferencing".

Creating an Icon for Your Zoom Video Conference Delivered Training

Note that there are very slight differences in the process for windows 10 or Apple.

Please see appropriate area.

Your instructor or SSF may choose to use the same link for every session. If they advise you that they are doing so, you can create an icon on Your desktop for easy access to the training.

Using windows.

Our goal is for you to be able to simply click one icon in order to join a meeting.

The steps below may look long, but fortunately, we need to do the following steps only ever once per link (per computer that you may use).

i) The SSF will send you an e-mail with a link. It will look something like this….

    https://zoom.us/j/3163791660?pwd=S2tQT29rcF..
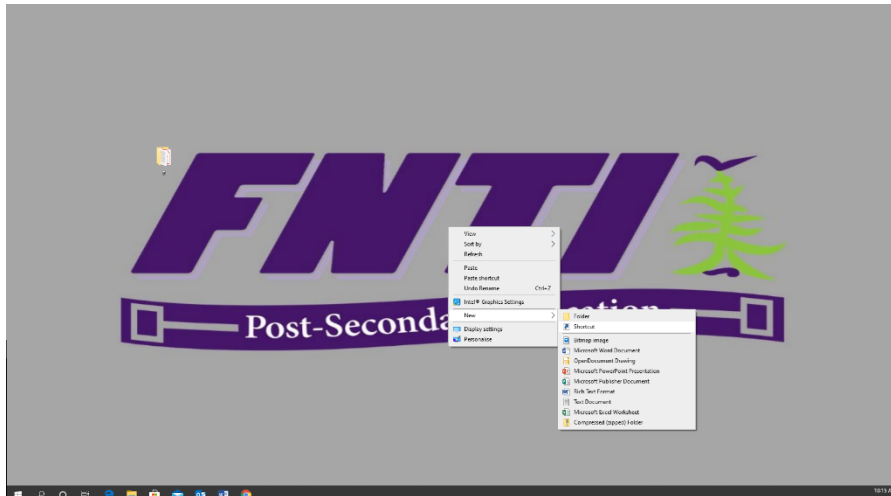
II) This is the key information. Copy this information to the clipboard.

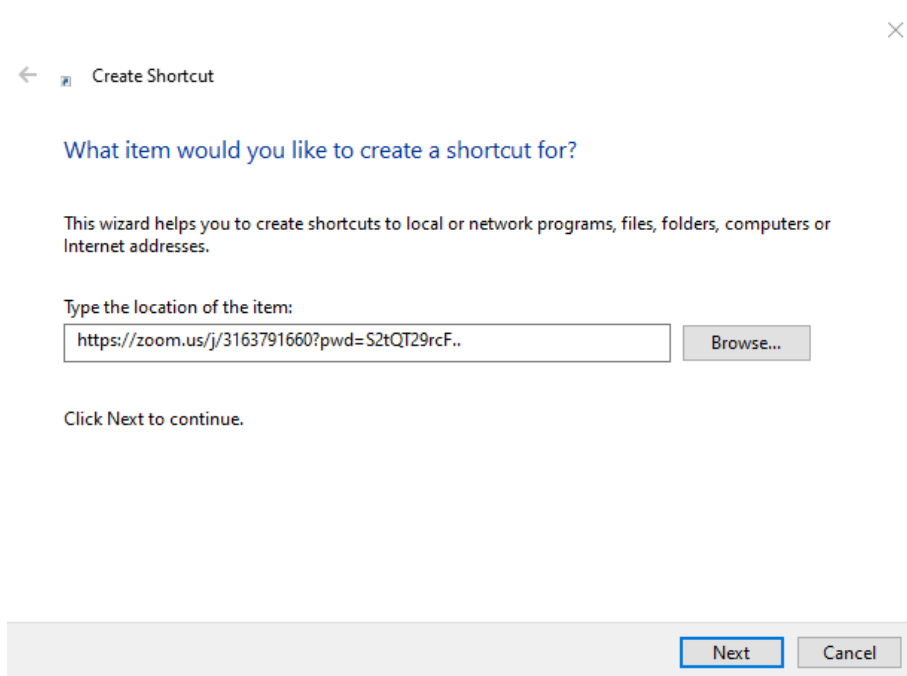VII) You may now minimize, exit, or close your e-mail.

VIII) On Your desktop, right-click anywhere *except* where an icon already exists.

IX) You should see a menu like this..

X) Select "New", then "Shortcut".

XI) Paste the link that We copied earlier into the field "Type the location of the item:"

XII) click "Next"

XIII) In the "What would you like to name the shortcut" field enter your preferred name for Zoom. We would recommend "Join *Course* Training", where "Course" is the name of the course You are attending. E.G. "Join ECE Training" or "Join SSW Training"

XIV) Lastly click "Finish".

From this point on, anytime you are using that computer, you should be able to simply double click on that icon to join your class.

Using Apple

Our goal is for you to be able to simply click one icon in order to join a meeting.

The steps below may look long, but fortunately, you need to do the following steps only ever once per link (per computer that you may use).

i) The SSF will send you an e-mail with a link, it will look something like this….

   https://zoom.us/j/3163791660?pwd=S2tQT29rcF..

II) Click on this link to take you to the Zoom page.

III) Once the webpage has loaded, then as demonstrated in the picture below simply drag and drop the icon from the address bar to the desktop. (please see picture below)

From this point on, anytime you are using that computer, you should be able to simply click on that icon to start your meeting.

Optionally, and recommended is you may wish to rename the shortcut to incorporate the course name. We would recommend "Join *Course* Training", where "Course" is the name of the course You are attending. E.G. "Join ECE Training" or "Join SSW Training"

To rename the icon

i) click on the name of the icon (Once)

ii) Wait a second

iii) click on the name of the icon a second time.

iv) it will now allow you to change the name of the icon.

Note, if you click too quickly, it will open the link in lieu of allowing you to edit the name.