

## Zoom

### Joining a meeting

The teacher will give you the link or ID to his/her Zoom online meeting. The Zoom link can also be in Moodle

- For example: <https://lut.zoom.us/j/437678218>
- Or you can open the Zoom client and join with ID (for example 437-67-8218)

Download the Zoom client on <https://zoom.us/download> or 'download and run Zoom' when you open the meeting link.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

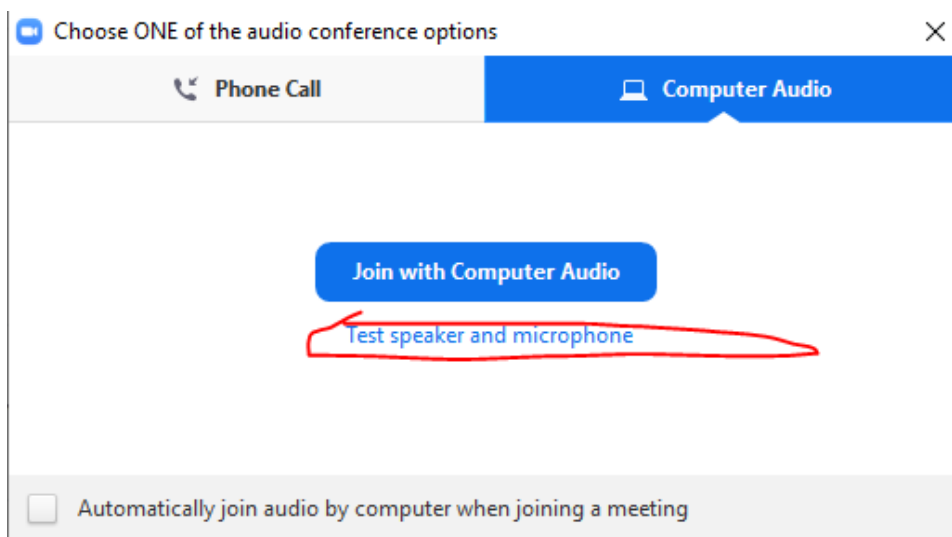
If the Zoom client doesn't start automatically, find it in Downloads folder and start it.

When joining meetings, open the Zoom client when prompted to do so.

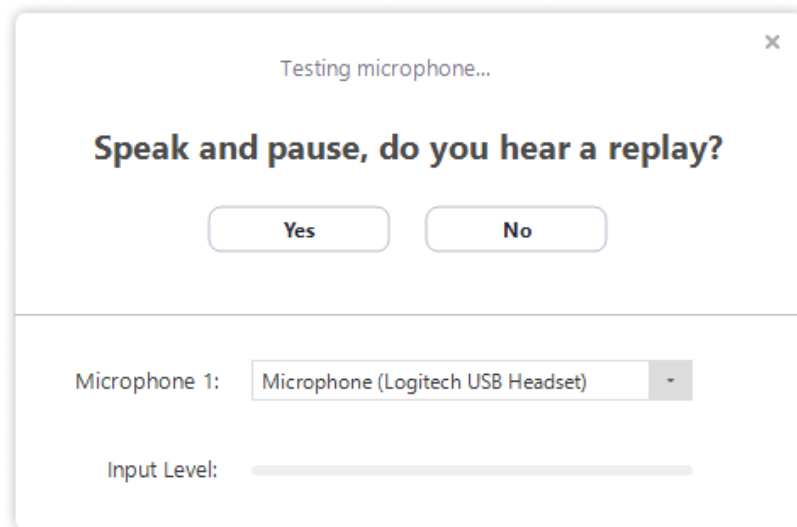
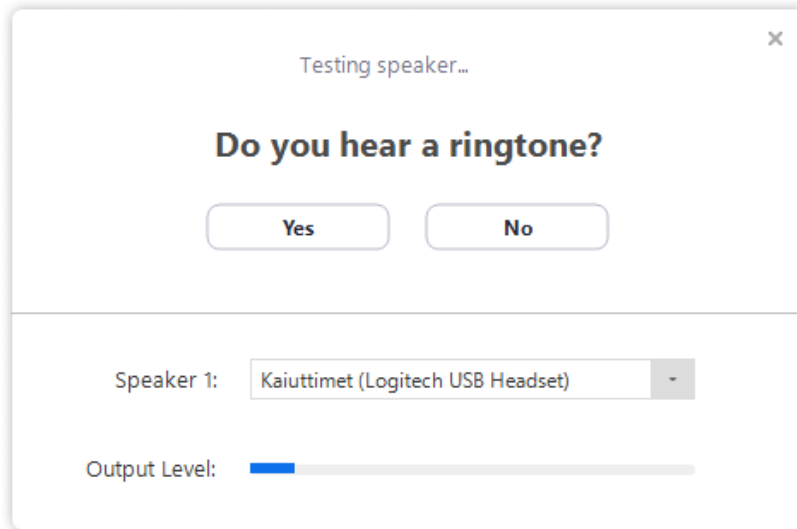
Downloading and using the Zoom client is important since the web browser version has limited functions!

### Test speaker and microphone

Once you have downloaded the Zoom client and open the meeting link with it, Join with computer audio and test your speaker and microphone.



Select the correct speaker and microphone and test them.



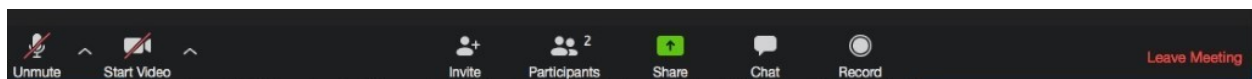
Once you have tested the speaker and microphone, Join the meeting with computer audio.

More instructions: Zoom support: <https://support.zoom.us/hc/en-us>

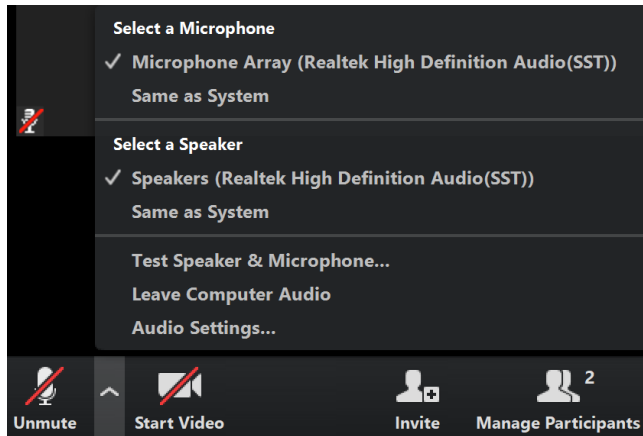
## Meeting tools

You have the possibility to use a microphone and video camera. The teacher can mute all participants. Do not turn the microphone on until asked to do so.

You can see the tool bar by hovering your mouse at the edge of the Zoom client window. You can leave the meeting by clicking *Leave Meeting*.



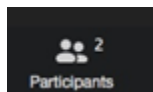
## Microphone:



Mute/Unmute microphone by clicking the microphone icon.

Start /Stop video by clicking the video camera icon.

## Participants

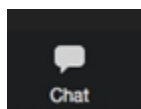


You can see all participants by clicking *Participants*. You can rename yourself (if the rename function has not been disabled) and mute/unmute your microphone.

In the participants window you can also Raise hand, vote (Yes/No) etc.

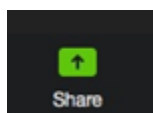


## Chat



You can chat with the other participants. You can also chat privately with someone (if private chat has been allowed by the meeting host).

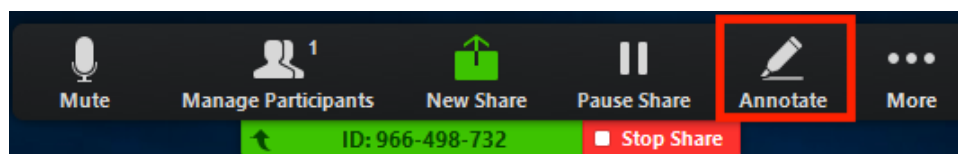
## Share



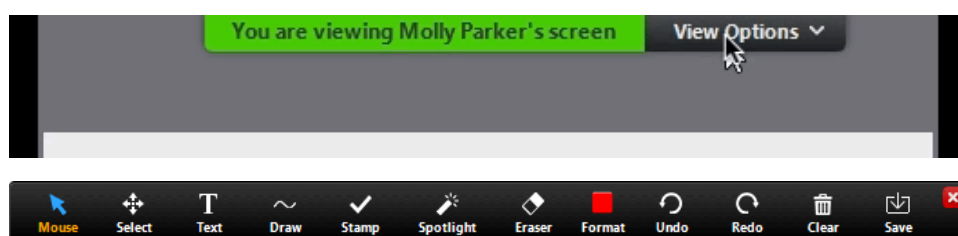
If the teacher/host isn't sharing anything, the participants can share their screen.

## Annotate

Meeting participants can annotate on a shared screen as a viewer or the one that started sharing your screen. You can also use annotation tools when sharing or viewing a whiteboard. (The meeting host can disable attendee annotation)



While viewing a shared screen or shared whiteboard, click View Options > Annotate at the top.



- Text: Insert text
- Draw: Insert lines, arrows, and shapes.
- Stamp: Insert predefined icons like a check mark or star.
- Spotlight / Arrow: Turn your cursor into a spotlight or arrow
- Eraser: Click and drag to erase parts of your annotation.
- Format: Change the formatting options of annotations tools like color, line width, and font.
- Undo: Undo your latest annotation.
- Redo: Redo your latest annotation that you undid.
- Clear: Delete all annotations.
- Save (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location, you can navigate to the right folder by clicking *Show in folder* which displays briefly when you save annotations.

[More instructions on using annotation tools](#)

Zoom support: <https://support.zoom.us/hc/en-us>