

Zoom Notes for a Student

The Start...

1. **You do not have to download the Zoom software** - it works without you doing that. It also works on a smart phone or tablet but may feel a bit cramped.
2. Someone has to **host** the meeting - that will be the **Tutor**.
3. On the day of the meeting the Tutor will send an invitation email to signed-up students.
 - Click the **link in the email**.
 - Enter the supplied **meeting code** and **password**.
 - Your face comes up on screen to join the Tutor and any others.
4. You may have to wait for a few moments if everyone turns up at once.

*If you don't get an email you expect to receive, check your **spam folder**.*

The Screen...

5. Angle your laptop screen/desktop monitor so your face is upper central in its window. Not too close to your screen or it distorts the image.
6. If possible try to avoid having a bright light behind you as it puts you into silhouette.
7. The screen divides into panels matching the number of attendees.
8. There may be one main picture with a row of smaller ones at the top.
9. To get the best picture size, toggle the grid  at the RH end of the top row of faces. It makes all panels the same size. Each panel has its occupant's name at the bottom. As a person speaks, their picture panel gets a pale green border around it so everyone knows who is speaking.

Etiquette ...

10. Everyone will have to be quite disciplined and not over talk each other. If you wish to speak raise a hand to attract the Tutor.

- **Potential problem - the sound.** At the bottom left of the Zoom screen is a microphone icon. Toggle it on or off. To the right of it is an arrow. Click on that and you get a menu of choices. Try them and see what happens.

You can also check in **Windows 10**. Go to the Windows icon at very bottom left of the screen. Click Settings/System/Sound. Go to "test your microphone" to ensure it is working. *This can be done beforehand.*