The Dartmouth Zoom Quick Guide for students is designed to be a useful step-by-step pictorial reference to assist students participating in remote learning to have a successful and integrative remote learning experience.

In this document, you will learn about:

How to access the Zoom Web Portal and setup your Profile

Simple steps for verifying technical readiness before each meeting

How to download and Install the Zoom Desktop Client

How to Join a Class or Meeting

Using Zoom's participant list and chat to facilitate discussion

Sharing your content

Additional Self Study Resources:

Connecting a tablet: https://support.zoom.us/hc/en-us/articles/201379235-Screen-Share-iPhone-iPad-Apps

See also **Remote Learning Tips for Students Spring Term 2020** for best practices for Zoom class meetings: https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=103491

To setup your Profile begin by using the **Zoom Web Portal**. Zoom recommends Google Chrome as a preferred browser.

Go to **https://dartmouth.zoom.us**   You will view the Dartmouth Zoom home page:
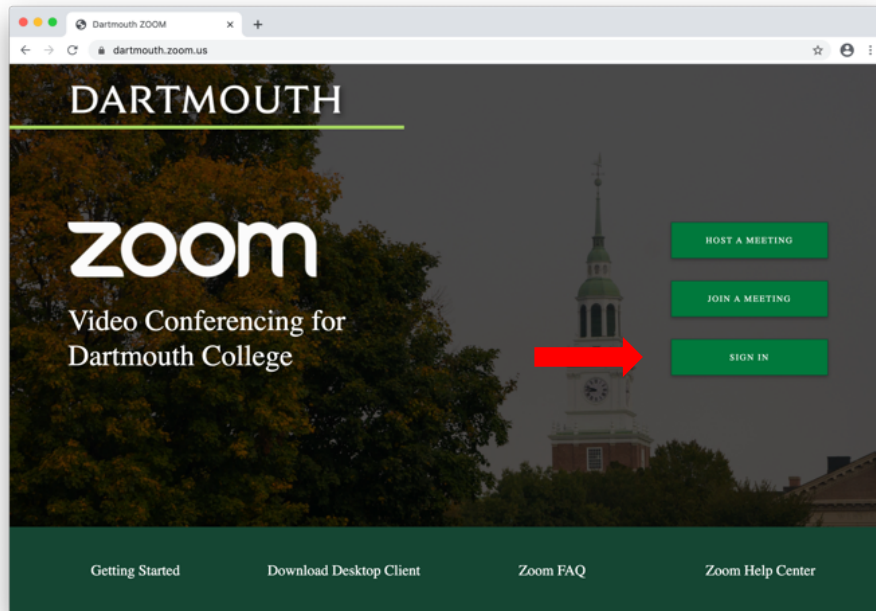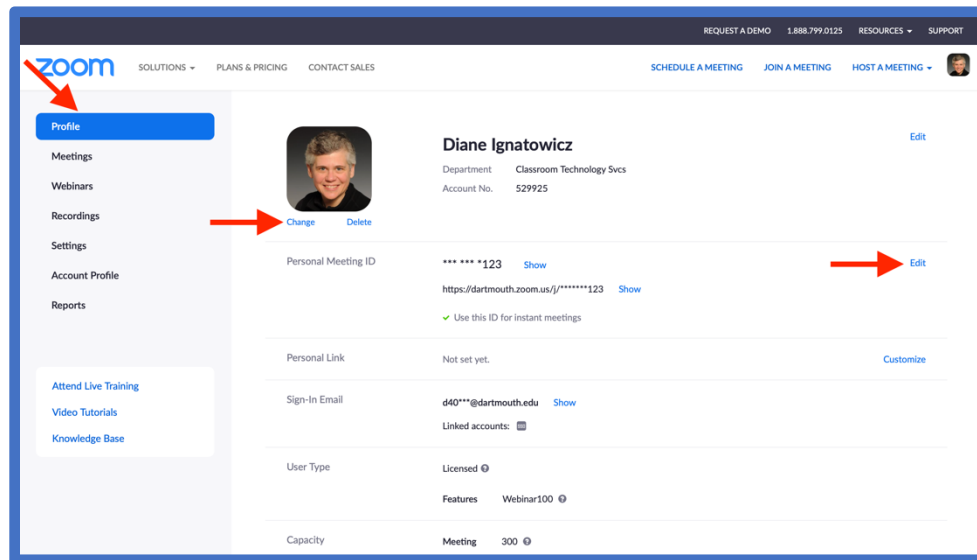

Select **SIGN IN**

If you do not have a Zoom account, you will be guided through a sign-up process. If you already have an account, you will be prompted to enter your Net ID and Password, then authenticate with Duo.

After authentication, the Zoom Web Portal will load.

In the Zoom Web Portal, open **Profile**

Enhance your **Profile:**

Personalize your account by including an image
This image will be available for everyone to see. It should be an image of yourself so your professor will get to know who you are.

1. Next to the image frame by your name, click **Change**.
2. Click **Upload**.
3. Select a jpg, gif, or png image file.
4. Crop to fit in the image frame.
5. **Save**.

Create a Personal Meeting ID – (Optional)

1. Next to **Personal Meeting ID**, click **Edit**.
2. Enter a 10-digital ID that is easy for you to remember.
3. Check the box next to **Use Personal Meeting ID for instant meetings**.
   Note: This meeting ID is perfect for 1-1 or group discussions outside of class hours
4. **Save Changes**.

This Section will inform how to:

> **Visit the Zoom Test site** to test internet connectivity, audio and video settings
> **Install the Zoom Desktop Client** *(also known as Zoom Client for Meetings)*
> **Join a Scheduled Class or Meeting** using the Zoom Desktop Client
> **Use Basic Zoom Features** to participate in discussion and share content

This Section starts with the assumption that you have already set up a Dartmouth Zoom Account. If you have not completed these steps, please follow the instructions on pages 2-3.

Visit the Zoom Test site

Before proceeding to attend a Class or Meeting, it is recommended you take a moment to visit **Zoom.us/test** to test that your internet, video, and audio are functioning properly.
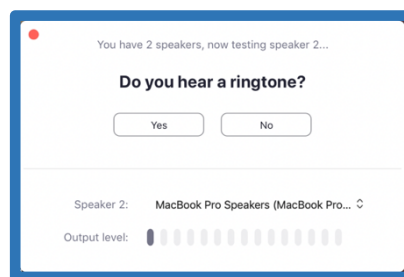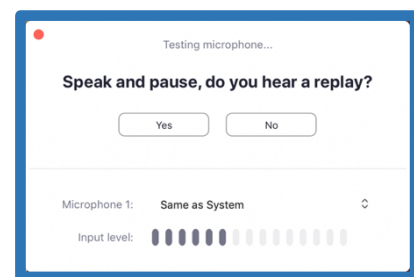
Click **Join**
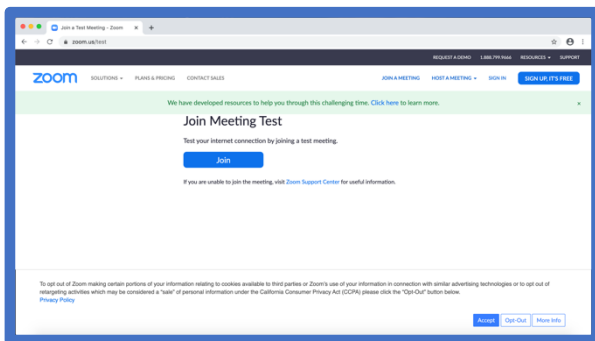
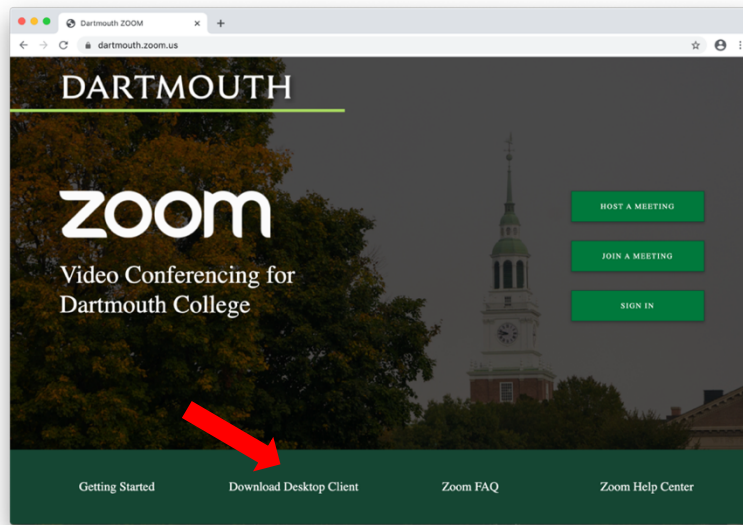Click **Open zoom.us**
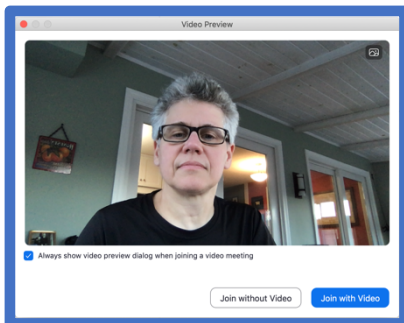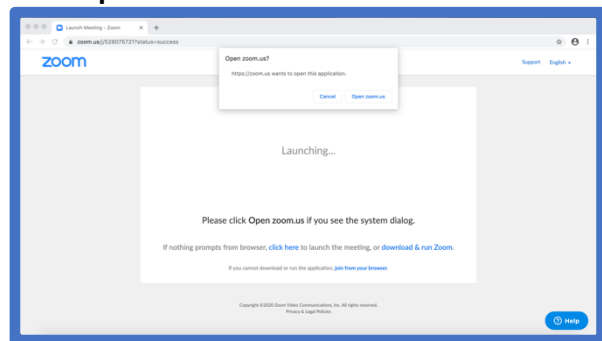
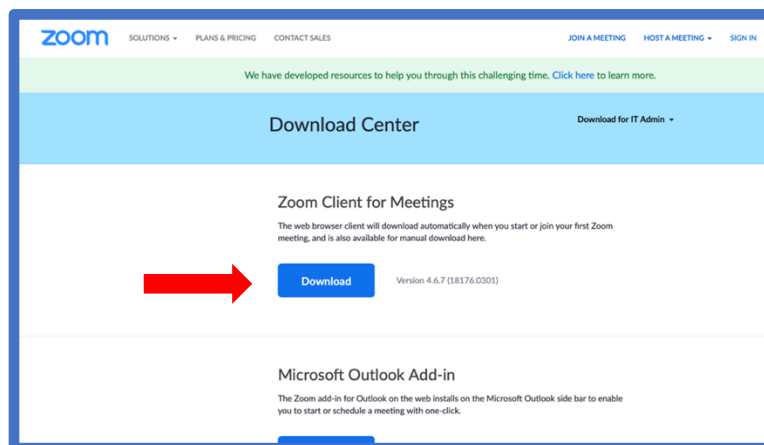

Click **Join with Video**

Test speaker

Test Microphone

Testing in advance will allow time to correct any issues prior to the start of a Class or Meeting.

Install the Zoom Desktop Client

Go to **https://dartmouth.zoom.us**   You will view the Dartmouth Zoom home page:
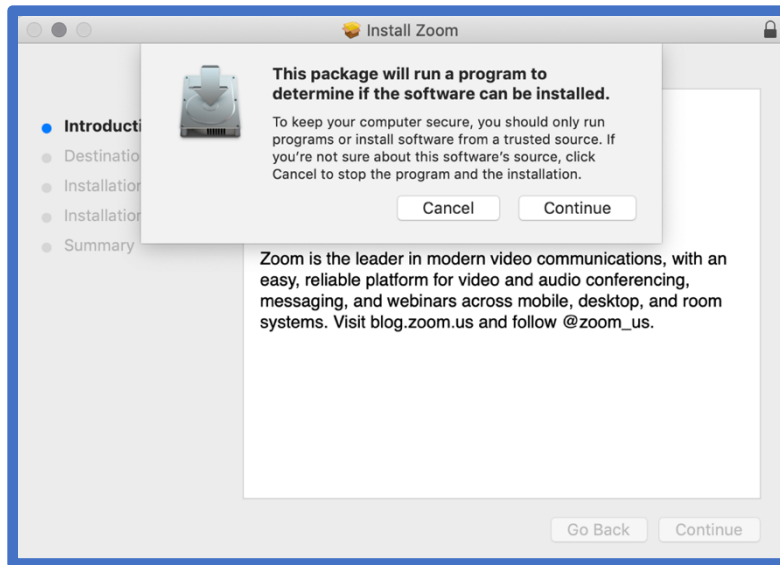

Select **Download Desktop Client,** and at the Download Center window select **Download**
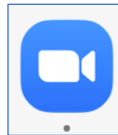

Click on the **Zoom.pkg** file (**Zoom.exe** in Windows) in **Downloads folder**

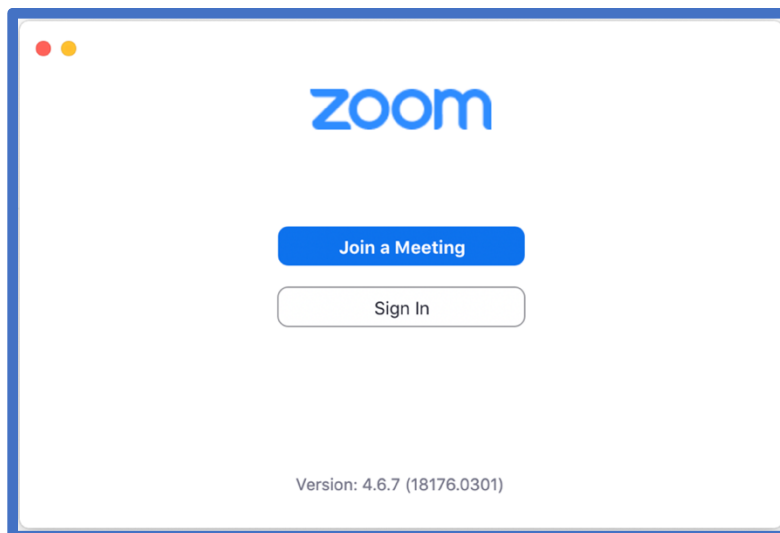At this window, Select **Continue** and follow instructions for install

The installation will go quickly. Once installation is completed, the Main window for the **Zoom Desktop Client** will appear and the Zoom icon will open in the Dock.
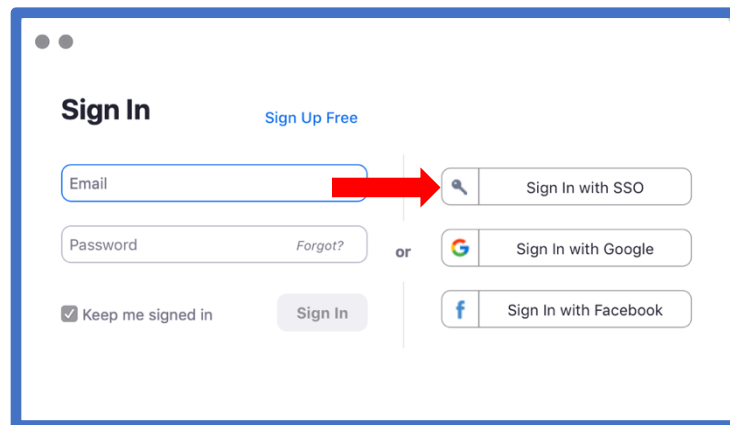

Note: To keep the icon for Zoom in your Dock, Control-click on the open Zoom icon as it appears in the Dock and from the menu Select Options > Keep in Dock)

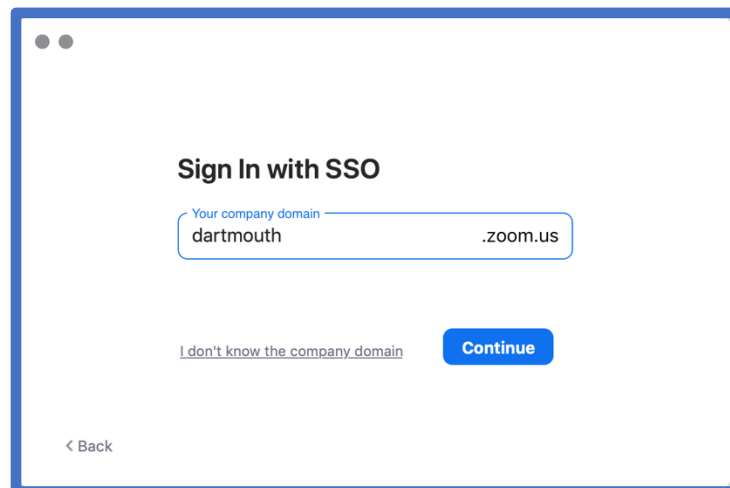At the Main window, select **Sign In**
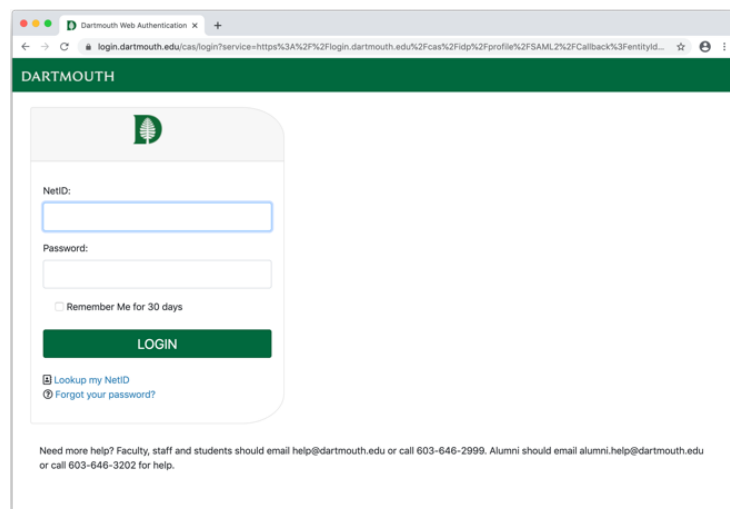
At the **Sign In** window, select **Sign In with SSO**

Enter the company domain **dartmouth** and click **Continue**

You will be prompted to sign in with you NetID and authenticate with Duo

A window will appear: **Do you want to allow this page to open "zoom.us"?** select **Allow**

The Zoom Desktop Client Home Page will open

NOTE: The Zoom Desktop Client requires updating frequently. Verify that you are using the current version by selecting **Check for updates…** and following the update instructions.

To Join a Class or Meeting

To join a class meeting, select the **Join** icon
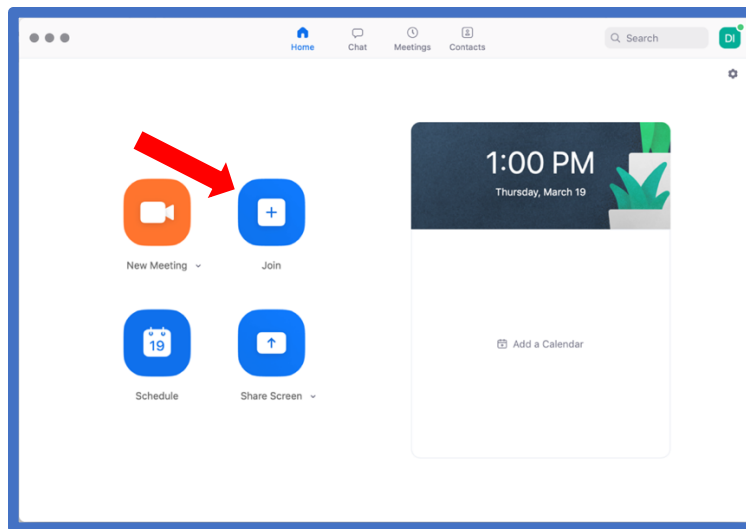
You will be prompted to enter the Class or Meeting ID number which should be posted on the Canvas home page for your class. Once you have entered the ID, click **Join**

Your camera image or your profile photo will be activated, with a window in the foreground prompting to **Join with Computer Audio**. If you are ready, make that selection and you will be joined into the class or meeting. (*Optional*) You can also choose to **Test Speaker and Microphone** as described earlier before you enter just to be sure.
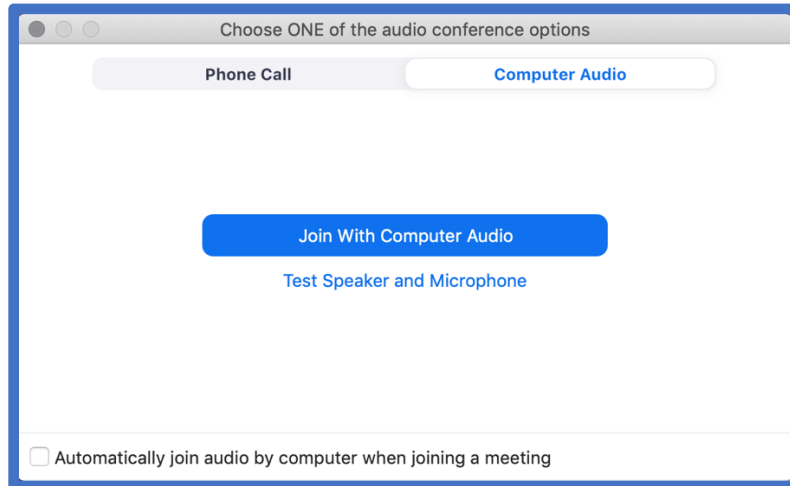
Where to find the Meeting ID for your Class:
The Meeting ID numbers for your classes will not appear in your Zoom web portal or the Desktop Application. You will need to get the Meeting ID from your professor. Ask your professor to post a link on your Canvas homepage if they haven't already.

Customize your view

Camera activated – Zoom Meeting from attendee perspective – Speaker View shown

Note: the option to toggle between Speaker View and Gallery View is in the upper righthand corner.
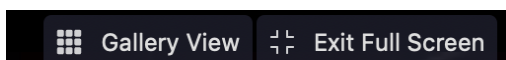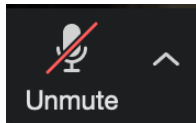
SUMMARY OF THE ZOOM DOCK – Basic icons

Microphone icon
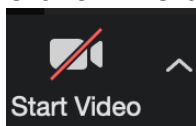Click on the icon to Mute or Unmute your microphone (A red slash on the icon indicates mic is muted)
Click on **^** next to icon for Microphone/Speaker options and Audio settings

Video icon
Click on the icon to Stop or Start your video (A red slash on the icon indicates video is muted)
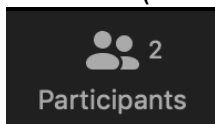Click on **^** next to icon for Video camera options and Video settings
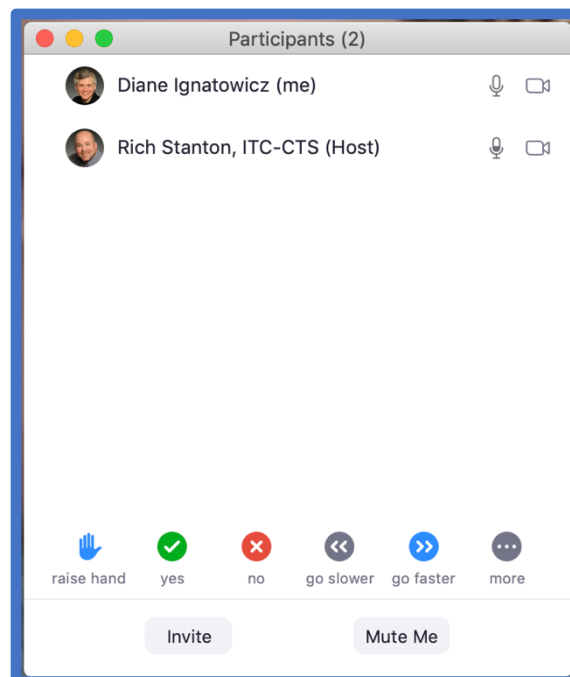

Participants icon
Click on the icon to open a side menu list of all participants
Participants may select quick response icons to the host: **raise/lower hand, yes/no, go slower/faster,** and **more** (under **more…** additional icons: **clap, thumbs up/down, coffee (break), away**).
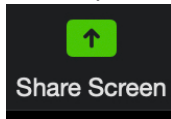
   (EXAMPLE below)

Participants list

Share Screen icon

By default, students will not be able to share their screen in class. If you click the Share Screen icon a message will display that you must request access to this feature.

Once the host/professor of the class allows students access to use the Share Screen feature, click on icon to share content with the class. Basic views include Desktop, Open Apps, Whiteboard, and iPhone/iPad content sources.

     (EXAMPLE below)

Select content to share *(In this example, a Microsoft PowerPoint file – now highlighted in blue – is the selected content)* and Click **Share**
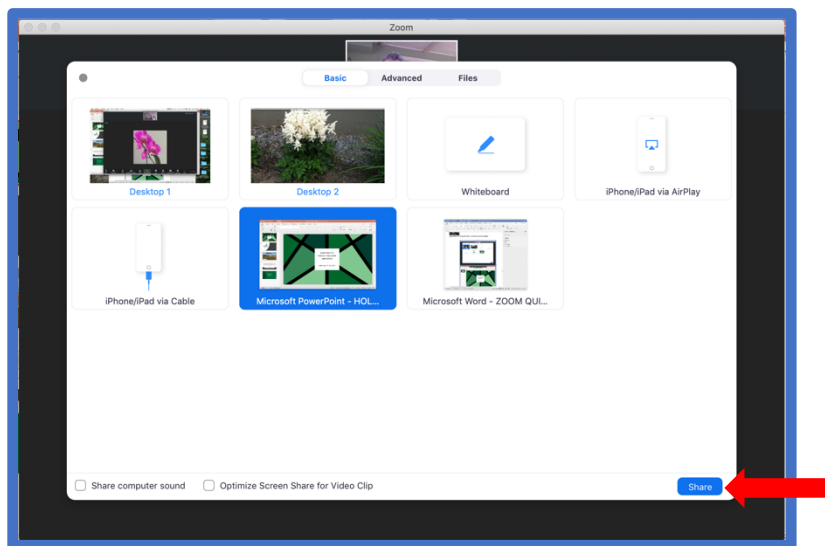

During Sharing, the Zoom Dock will change to a **Sharing Dock**. The Sharing Dock includes the same icons as the Zoom Dock plus additional icons: Annotate and Remote Control *(refer to separate documentation for more details)*
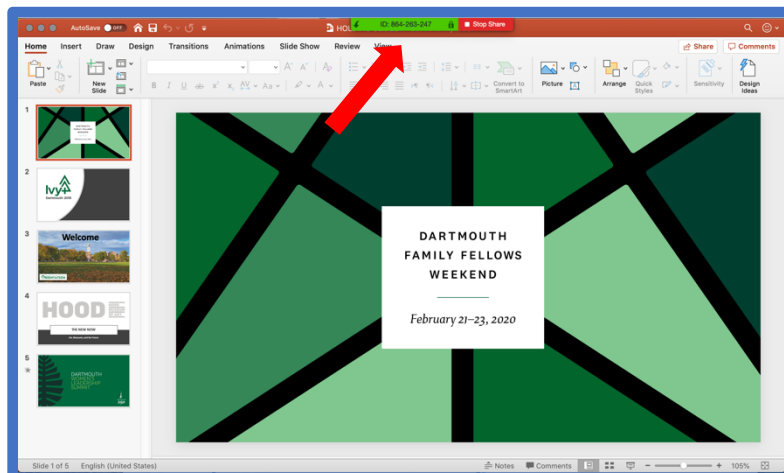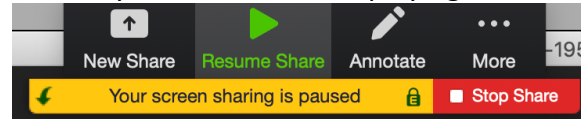

Sharing selected – Note: Sharing Dock shown in collapsed view at top of screen image

SHARING DOCK (Attendee view)

Active Sharing is indicated by a **GREEN** tab displaying: **You are screen sharing**
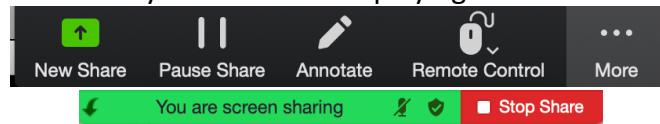
**Paused sharing** is indicated by an **AMBER** tab displaying: **Your screen sharing is paused**.

When the **Sharing Dock** is in collapsed view, you can expand the dock by hovering your cursor over the GREEN (or AMBER) tab.

The **Sharing Dock** can be repositioned on your screen – Click on the arrow on the left side of the GREEN (or AMBER) tab to toggle between a fixed dock position (**Dock to top** or **Move to bottom)**. Alternatively, you may reposition the **Sharing Dock** to any place on your screen by clicking and dragging it to your preferred screen position.

Chat icon
Click on icon to start a Chat with others in the class or meeting. Messages may be announcements directed to Everyone, or Private conversations with individual participants. By default, Private Chat will be turned off in Class sessions. *Note:* ***Chat*** *and* ***Participants*** *may be open at the same time and can stack or be unpinned windows depending upon the view you have selected.*
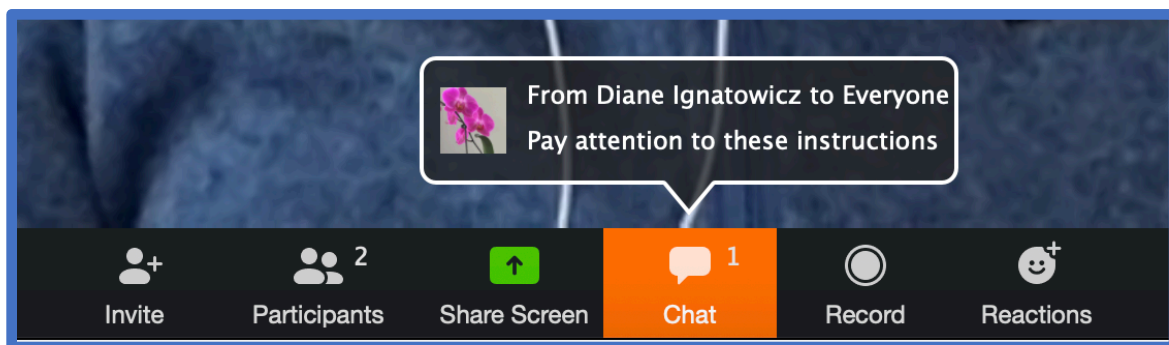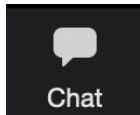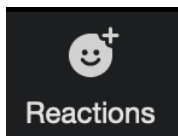

Highlighted ***Chat*** *icon indicating that there is an unread message waiting.*
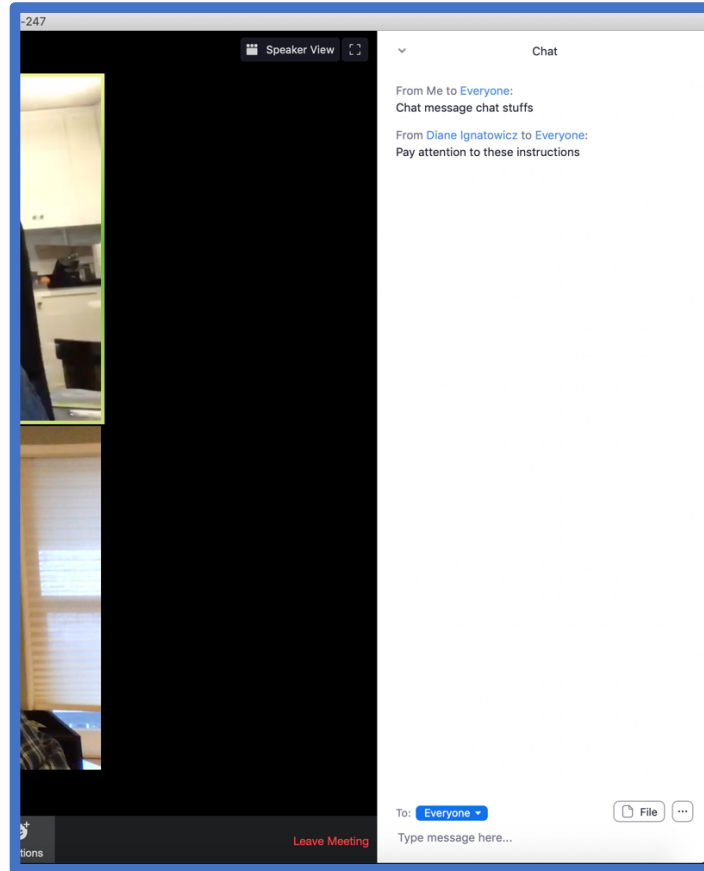
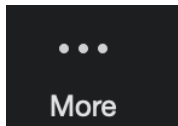*Example of the **Chat** window open in the Gallery View*

Reactions icon

Click on icon to display a clap or thumbs up emoji response.

More icon

This icon appears when not in Full Screen view. It will list Menu Options not visible as icons because of the reduced screen size.

Leave

Click on icon when you are ready to Leave the meeting.