Tips for Using Zoom

Intro

Following the guidelines below will help improve your online class experience, and that of your instructors and classmates. Some of these tips were copied from Zoom's [Student Tips for Participating in Online Learning](#).

Before class:

Install Zoom on your computer
[Install the Zoom client](#) on your PC or Mac, and/or add the Zoom app to your mobile device.

Set up your space

When attending an online class, you should work in a physical space that will allow you to focus on the class and participate without distracting your classmates and instructor(s).

- Work in a quiet room, with minimal background noise and distractions.
- Connect a webcam to your computer so you can share your camera if needed.
- Use a good microphone. A noise-cancelling headset is recommended.

Get familiar with Zoom

Join a practice session
Before class, join a [Zoom test session](#) to test your audio and webcam, and familiarize yourself with the chat and other controls. If your audio or video seems choppy, visit our [Improving your Zoom connection](#) guide for tips.

Learn about accessibility features

If you use a keyboard only, screen reader, or other assistive technology when navigating the web, learn about [Zoom's accessibility features and keyboard shortcuts](#) .

Check your time zone

If you will be accessing your online classes from a location in a different time zone than Eastern Time:

1. Access the Online Meetings tool in one of your course sites.
2. If the time zone is incorrect, select the **Edit** (**pencil**) icon to the right of Your current Time Zone.
3. In the window that pops up, select the correct **Time Zone**.
4. Select **Update**.
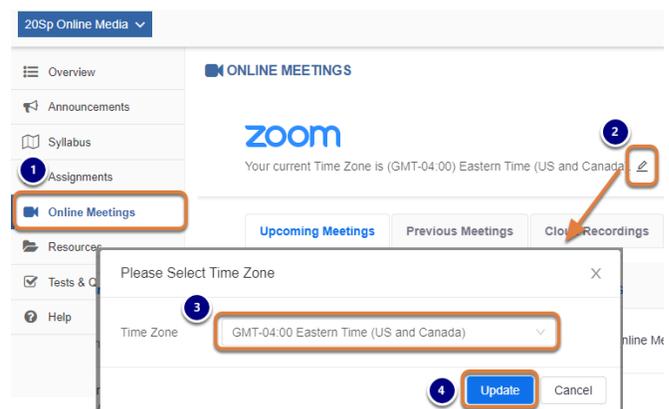
Come to class early

Be prepared to join class a few minutes before it starts so you can make sure audio/video are working.

During class:

Mute your mic

Whenever you're not talking, keep your microphone muted so as not to add background noise.
When you have been given permission to speak, select the **Unmute** button, type **Alt + A** on your keyboard to unmute, or use the Push to Talk option.

### Think before you write or speak

Although you may not see everyone's faces the entire time during an online class, keep in mind that you should show the same respect to your instructors and peers that you do in an in-person class. Chatspeak or other informal language that you might use when communicating online with friends may not be appropriate in a classroom context. Your instructor may provide additional guidelines for online class etiquette. Be sure to review and follow these guidelines.

Use reactions and chat to participate

Use reactions, including the **raise hand**, **yes**, **no**, **go slower**, and **go faster** buttons to engage with your class.

When you need to ask a question live, use the **raise hand** option and/or send a chat message to request permission to speak.

For steps to use these features, see the Zoom Help articles: Meeting reactions and In-Meeting Chat .
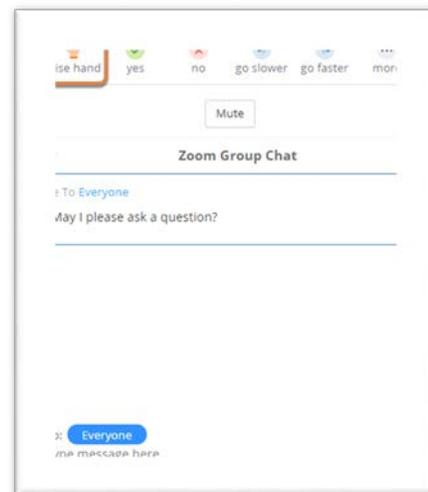
Attend Zoom meetings on your mobile phone

It's not necessary to have or use a computer to join or host a Zoom meeting – Zoom offers easy-to-use mobile phone applications! Simply download the "Zoom" app from the Apple or Android app store.
Additionally, Zoom provides step-by-step instructions for utilizing the mobile apps:
- Getting Started with iOS (Apple)
- Getting Started with Android
- Improving your Zoom experience on different internet speeds
- Zoom frequently asked questions

Source: