

A GUIDE TO ZOOM USE IN LECTURES

INTRODUCTION

Zoom is a remote lecture and conferencing application chosen by Centria. Zoom includes videocalls and chat functionality. Zoom can be used without a desktop application through a browser. The host of a meeting is recommended to use the Zoom desktop application.

TECHNICAL PREPARATION

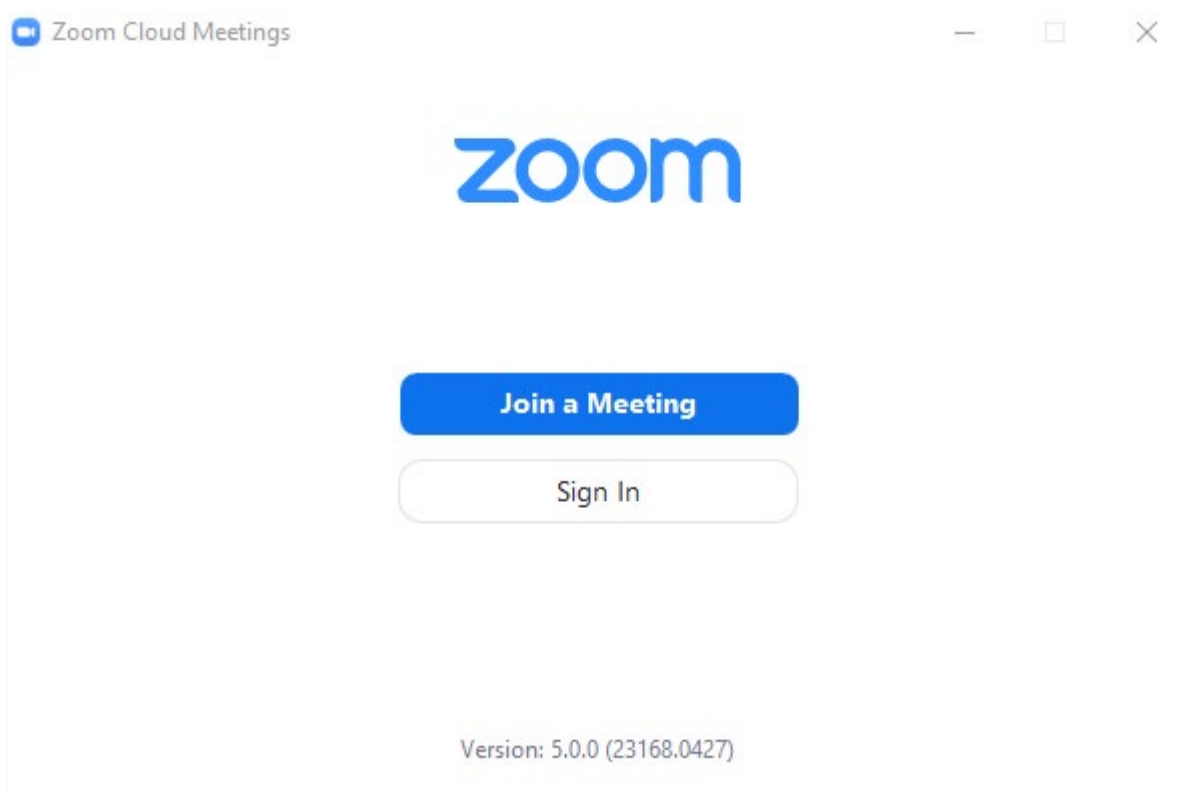
You can download the application for free from the following link:

<https://zoom.us/download>

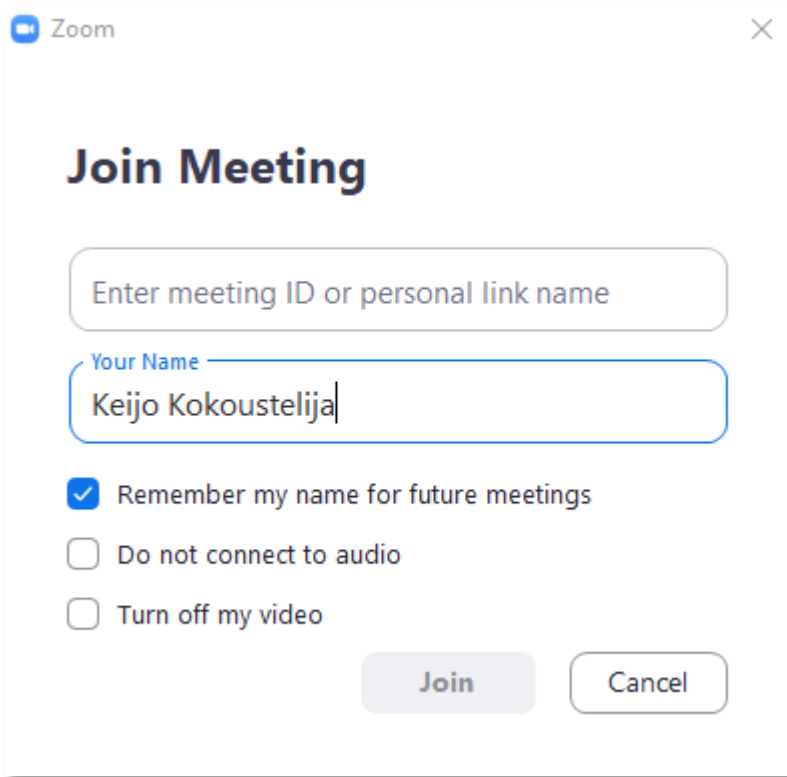
Select **Zoom Client for Meetings**

Zoom is also available for mobile devices through the App Store or Google Play

From the Zoom start screen you can sign in or join a meeting as a guest.

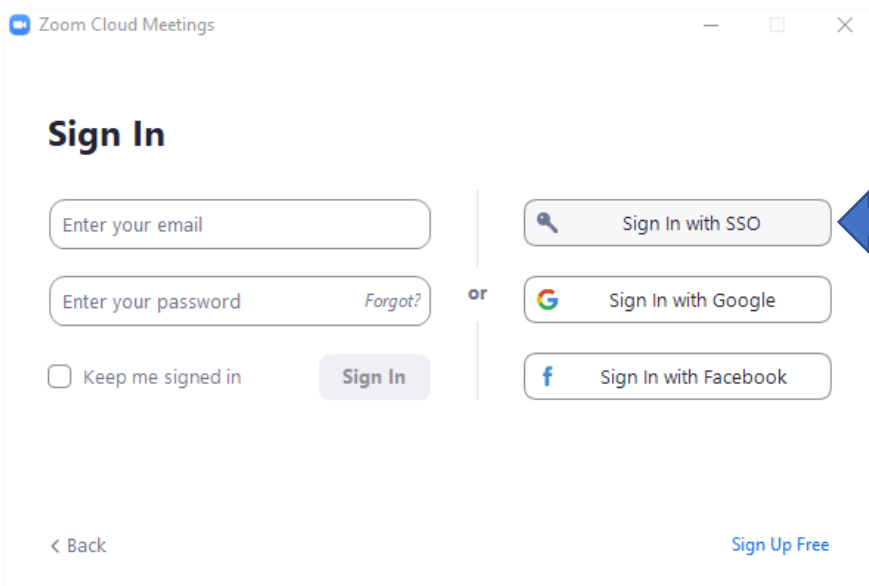


If you wish to join a meeting as a guest, you will need the Meeting ID as provided by the host of the meeting. Enter the Meeting ID in to the upper field. The lower field is for the name you wish to be seen as in the meeting. Finally, hit **Join**. If the meeting requires a password, you will now be prompted for it.



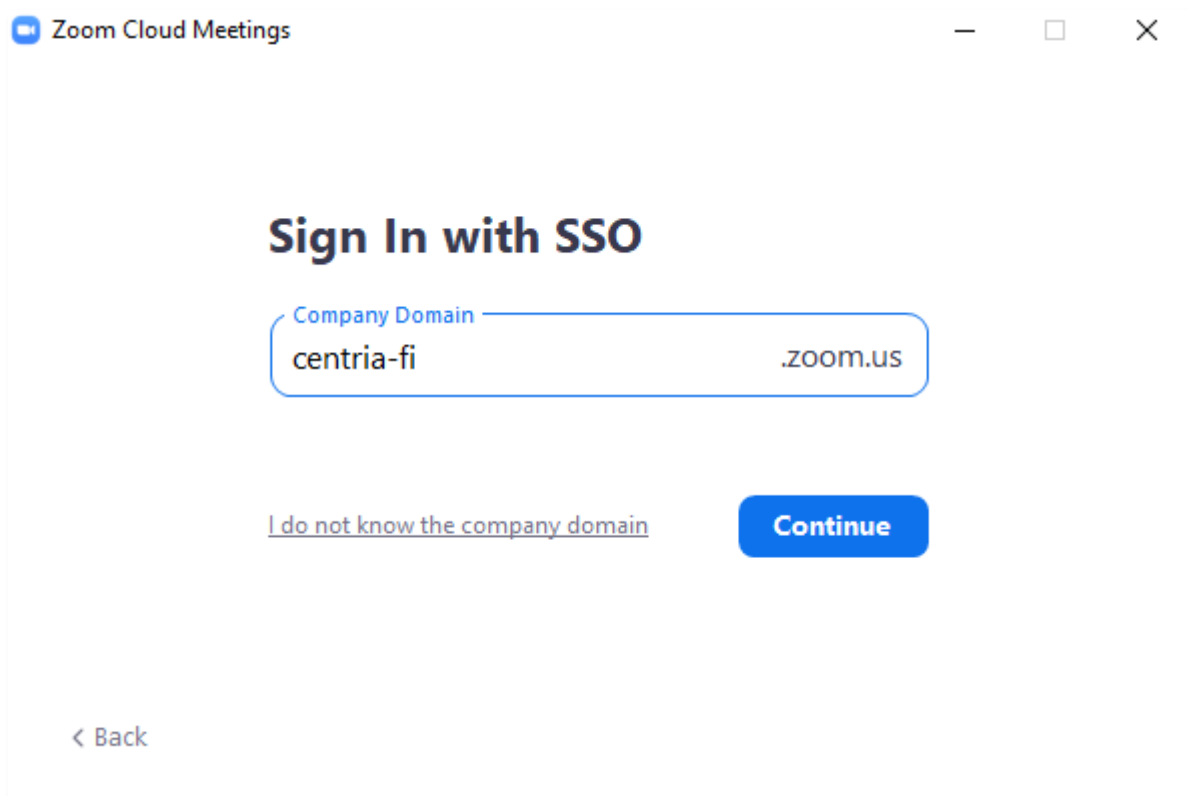
The image shows a Zoom 'Join Meeting' dialog box. At the top left is the Zoom logo and a close button (X). The title 'Join Meeting' is centered. Below it is a text input field with the placeholder 'Enter meeting ID or personal link name'. Underneath is another text input field labeled 'Your Name' containing the text 'Keijo Kokoustelija'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are two buttons: 'Join' and 'Cancel'.

For sign in we use SSO. Do not input your credentials in this screen. Select **Sign In with SSO**.

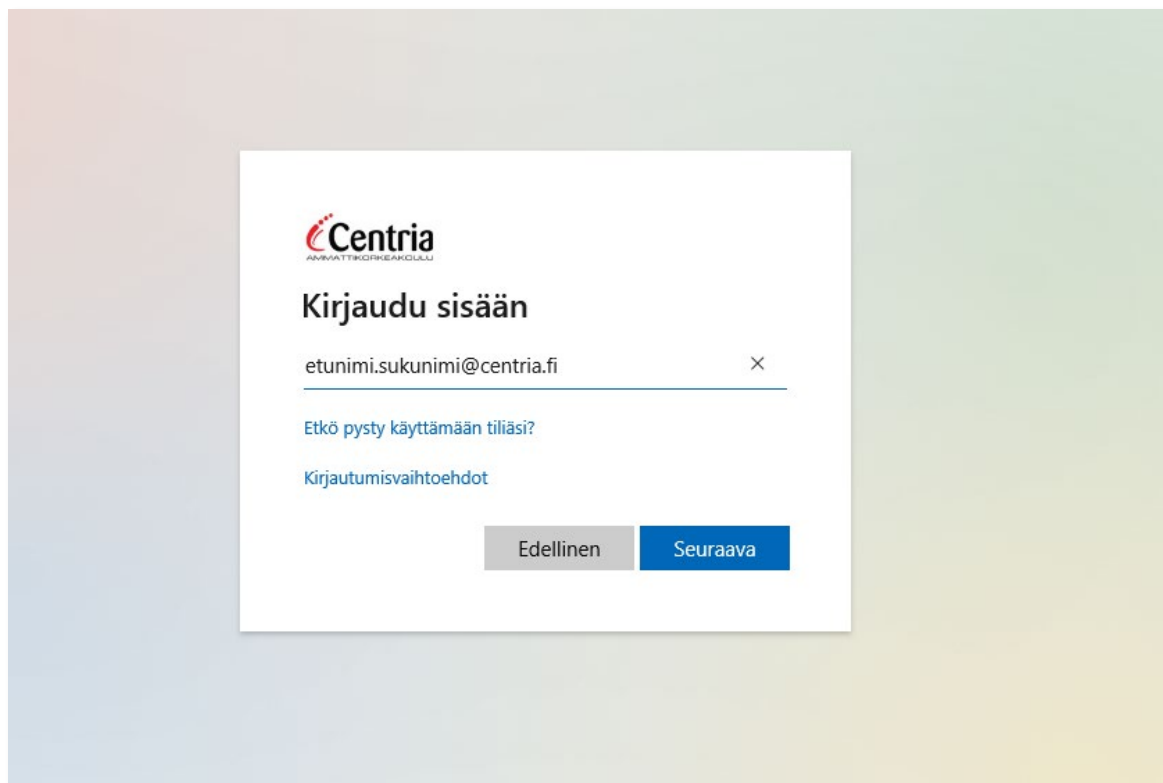


The image shows the Zoom Cloud Meetings 'Sign In' screen. It features a 'Sign In' title. On the left, there are two input fields: 'Enter your email' and 'Enter your password' (with a 'Forgot?' link). Below these is a 'Keep me signed in' checkbox and a 'Sign In' button. In the center, there is an 'or' separator. On the right, there are three buttons: 'Sign In with SSO' (highlighted with a blue arrow), 'Sign In with Google', and 'Sign In with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

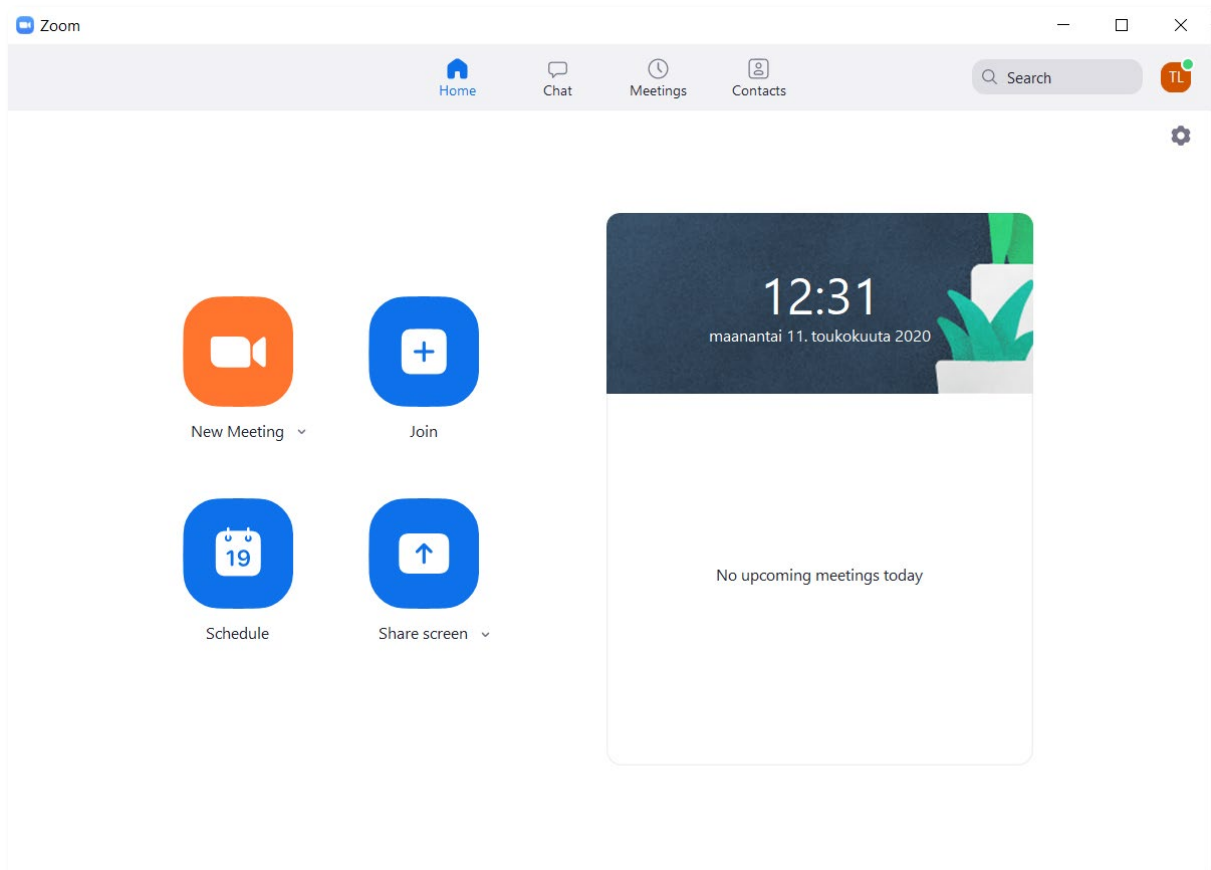
Zoom will now ask for the company domain. For Centria this is **centria-fi**. Note the dash instead of a dot.



Zoom will now open a browser for you to enter your credentials.

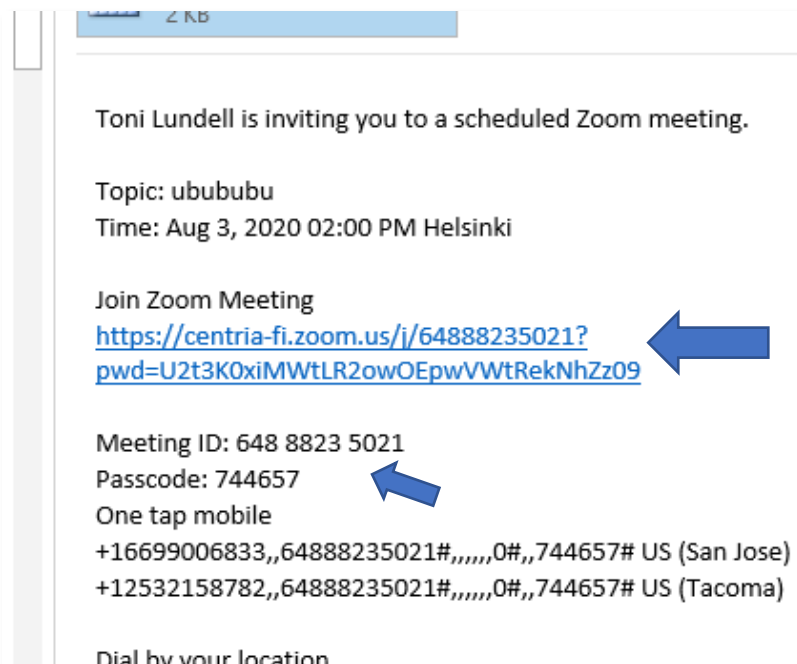


Afterwards Zoom will open in **Home** view.



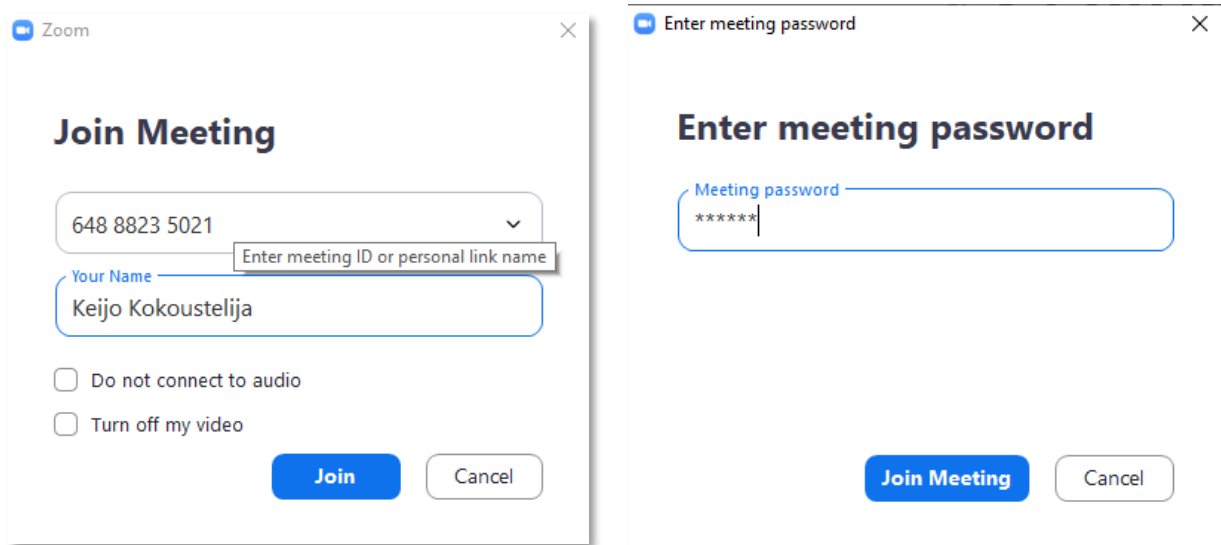
JOINING A LECTURE

In most cases you will receive an email invitation to the Zoom lecture. Click the link at **Join Zoom Meeting**.



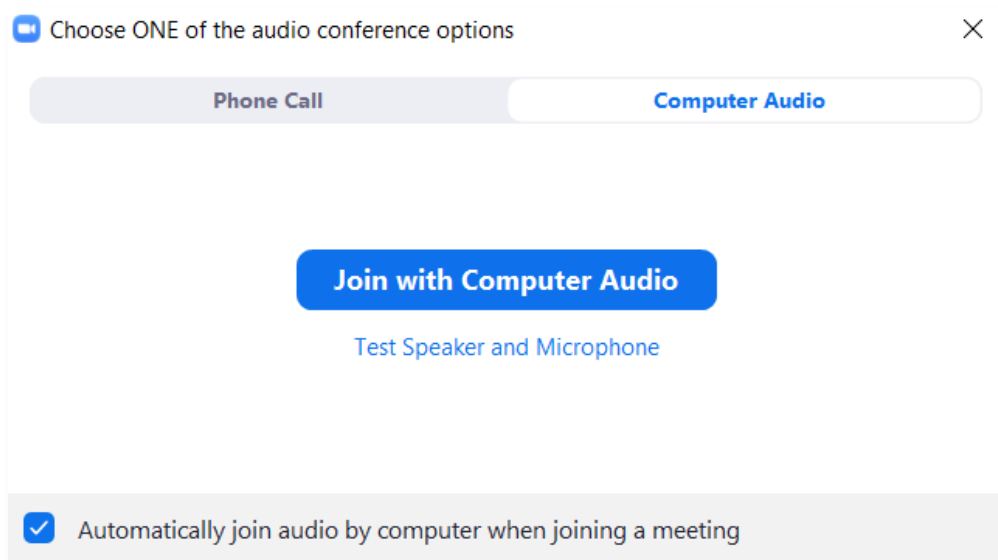
Centria Tietohallinto
4/2020
helpdesk@centria.fi
tel. 040 808 5133

If for whatever reason the link does not work, select Join from the Zoom **Home**-view and join the meeting with the code in the email under **Meeting ID**. In most cases you will also need the **passcode**.

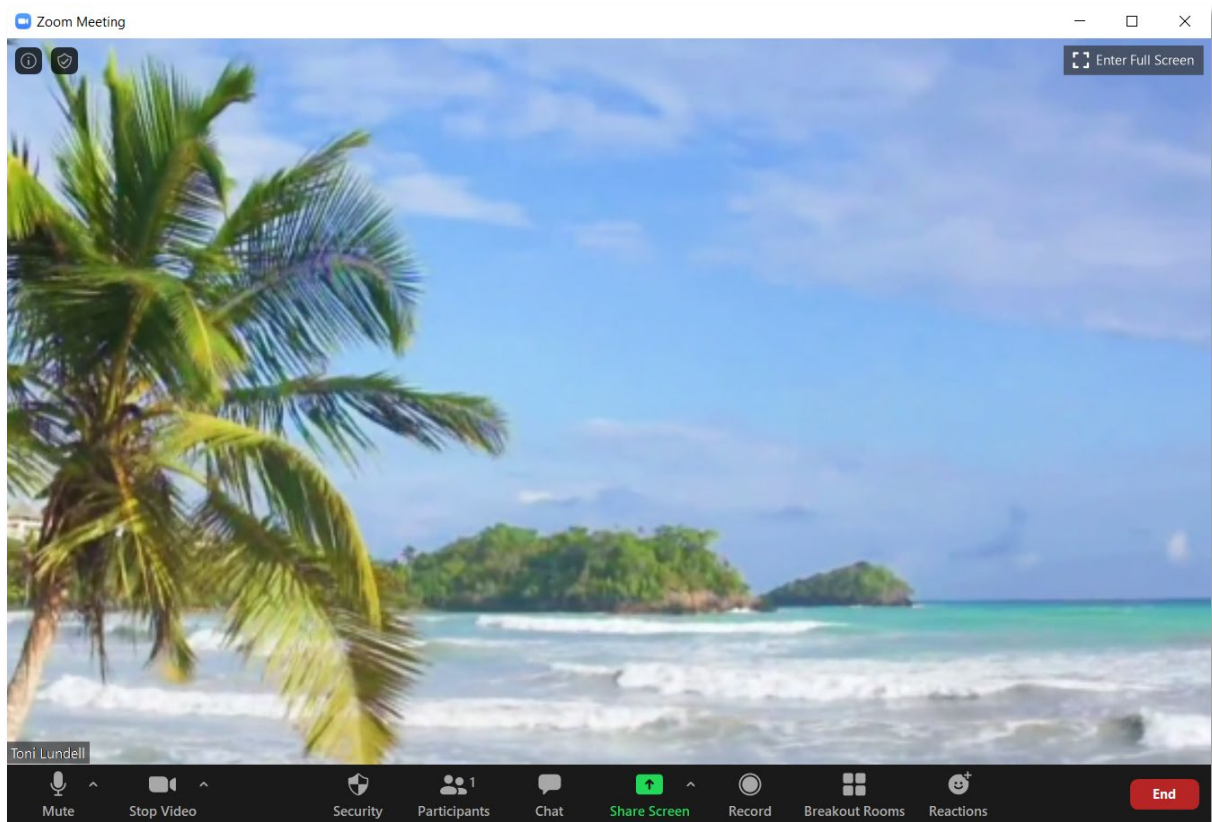


Often you will be directed into a lobby. The lecturer will let you in soon, so please be patient.

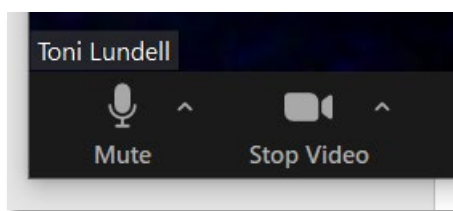
Zoom will ask for your desired sound settings. Select **Join with Computer Audio**. It is recommended to also check the box for **Automatically join audio by computer when joining a meeting** at the bottom of the popup-window so Zoom won't ask you every time. If you have concerns about your sounds working, you can check them by selecting **Test Speaker and Microphone** and following the on-screen instructions.




The controls for the meeting view can be accessed by bringing the cursor to the bottom of the meeting screen.

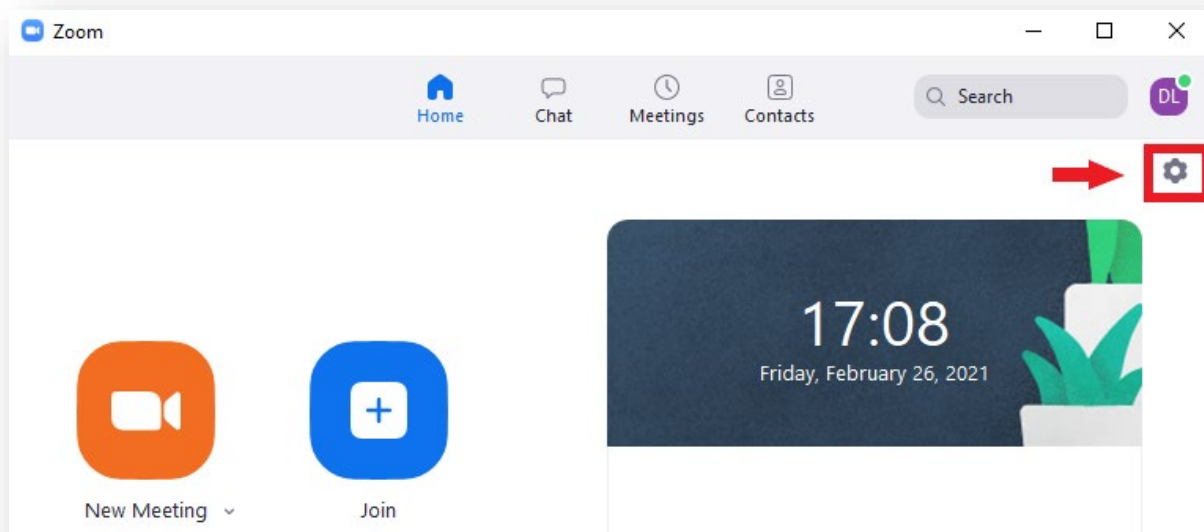


You can turn off and on your microphone or camera with the buttons on the lower left. If your camera still isn't working, check if the lens cover is on above your computer screen.

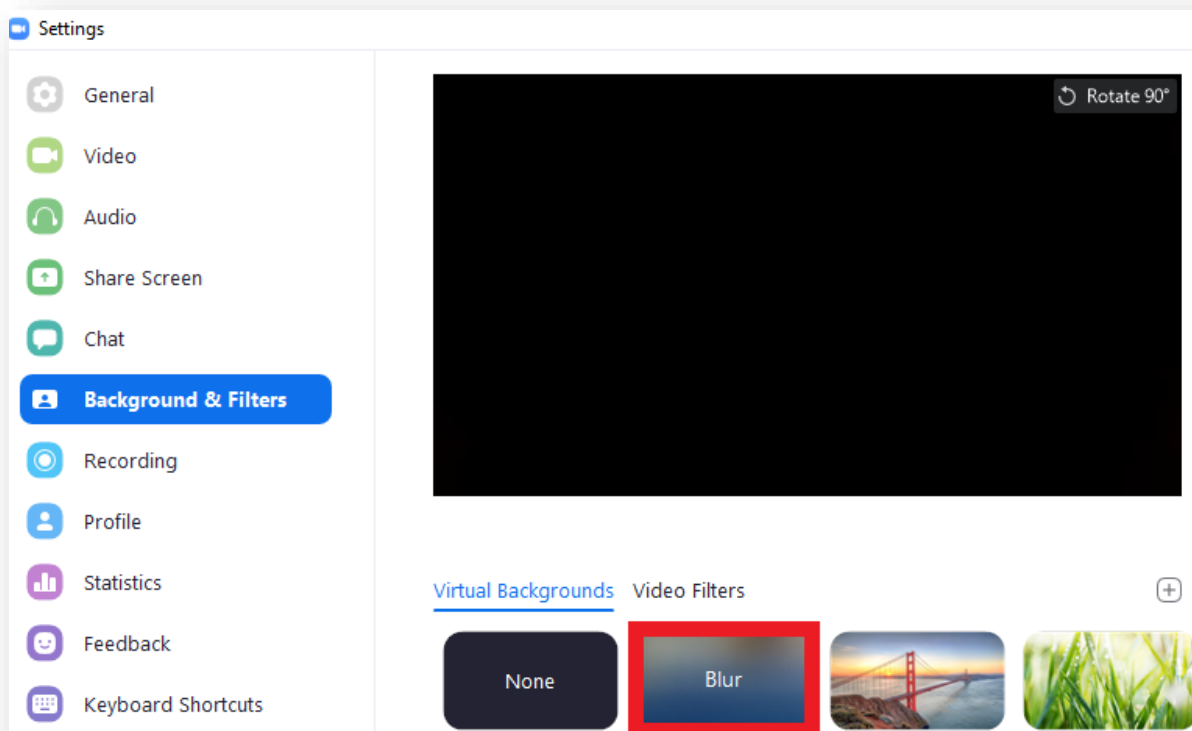


CHANGING CAMERA BACKGROUND SETTINGS BEFORE ZOOM MEETING

From the Zoom Home view, click Settings  .




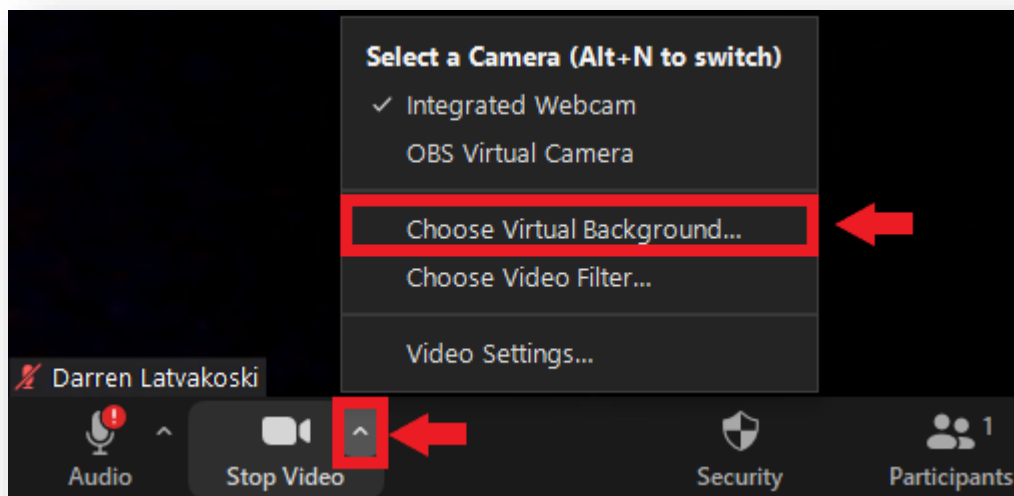
This will display Zoom **Settings**.



Select **Background & Filters**. The Virtual backgrounds are displayed on the right side. You can try and preview different backgrounds. The recommendation is to use the Virtual Background **Blur**.

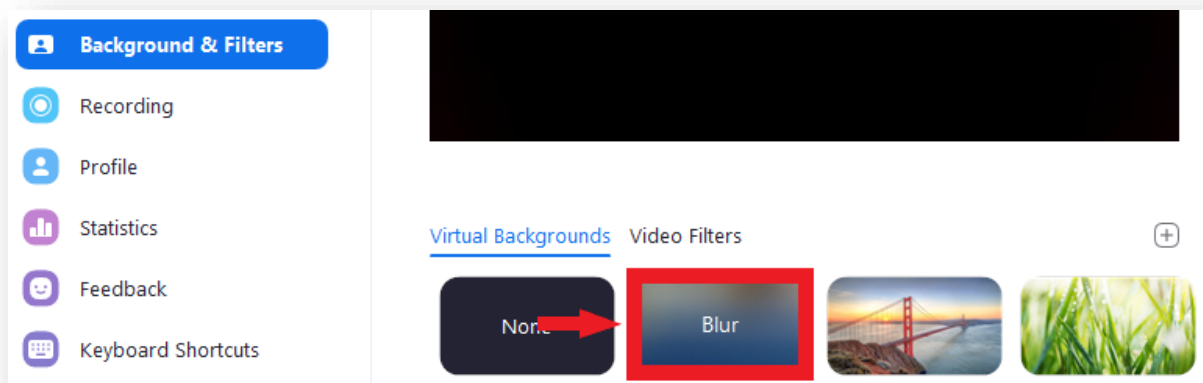
CHANGING CAMERA BACKGROUND SETTINGS DURING ZOOM MEETING

You can enable blur the background of your camera by applying background effects. Click on the More actions -icon. Select **Choose Virtual Background**.



This will display different the Background & Filters setting page. The Virtual backgrounds are displayed on the right side. You can try and preview different backgrounds.

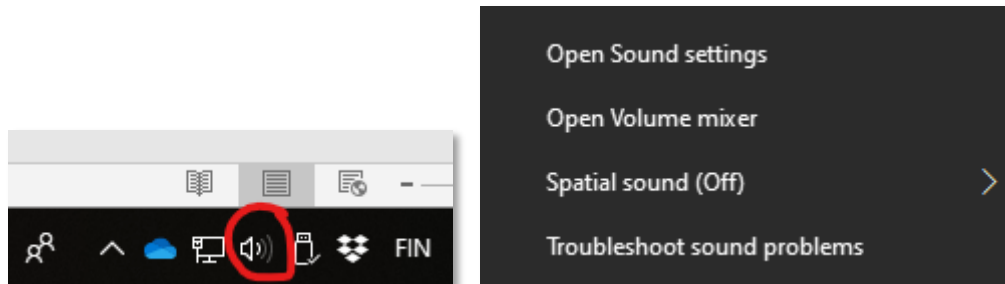
The recommendation is to use the effect **Blur**.



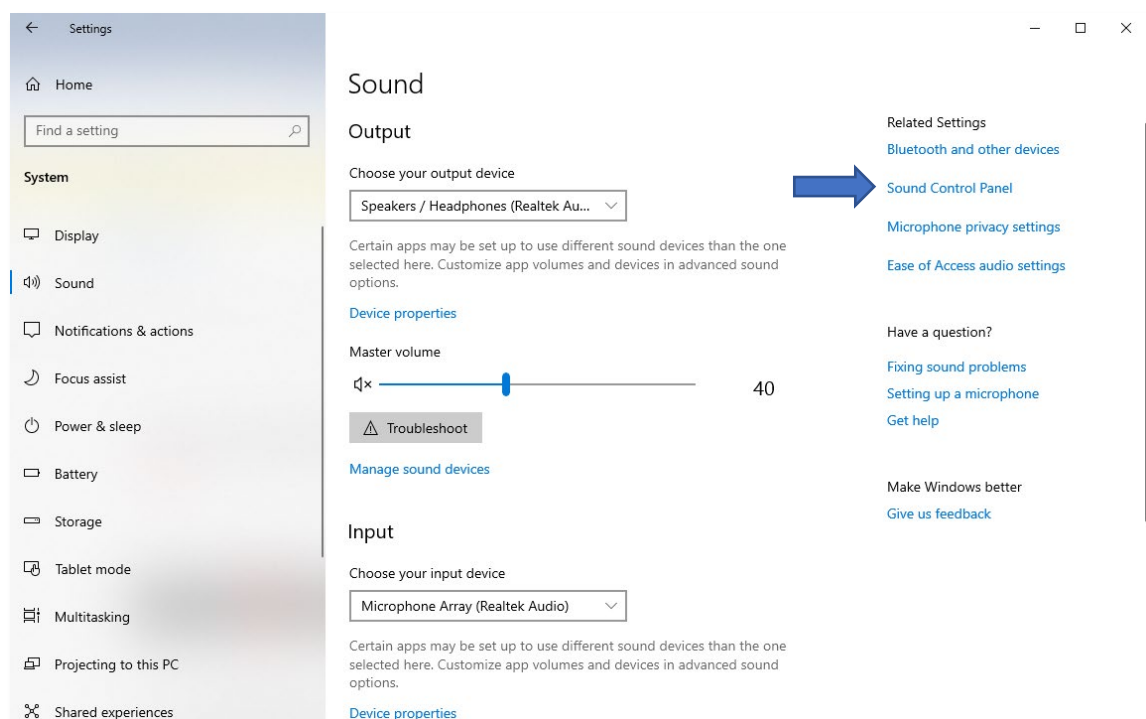
PREPARING FOR A LECTURE

Before the meeting prepare the physical space early. During this time, you must ensure that your device and sounds are working.

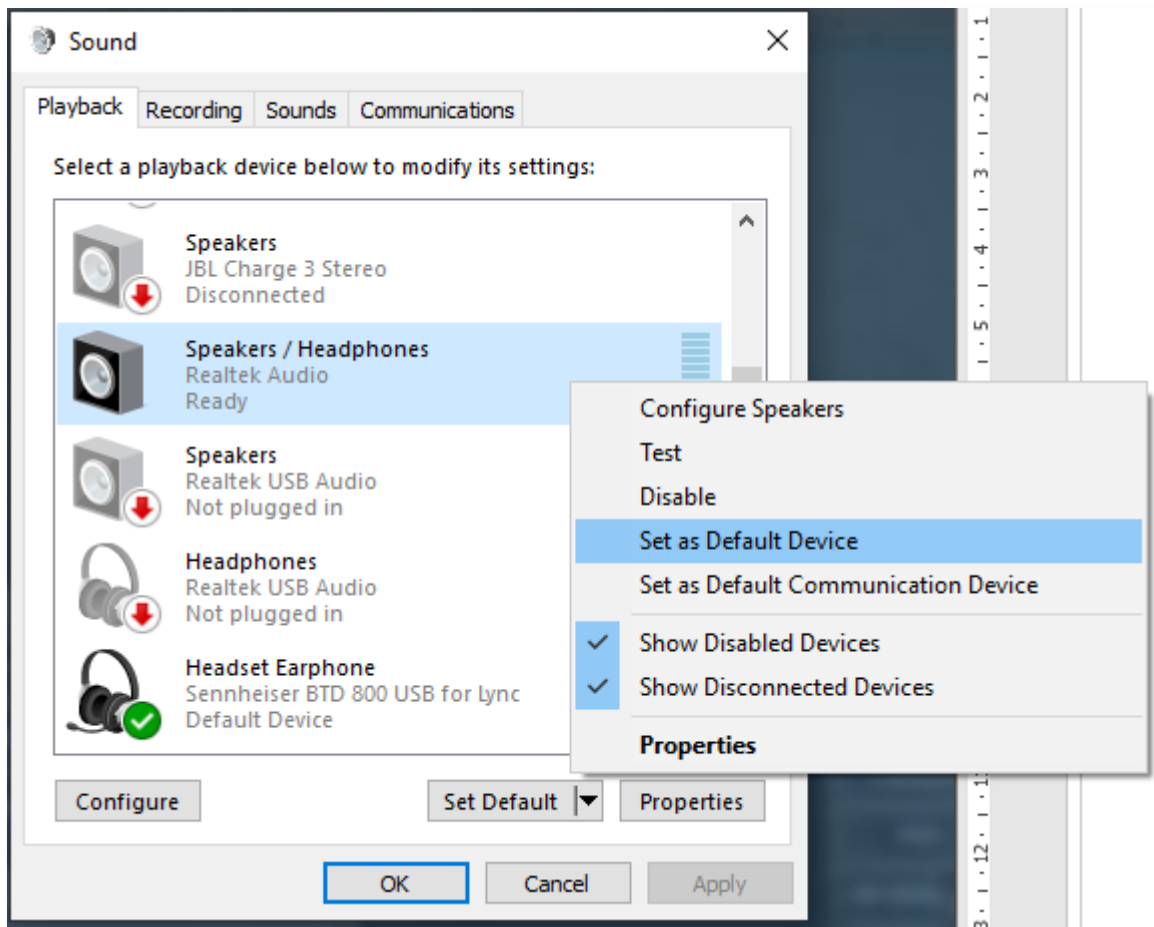
- Connect audio and camera devices to your computer **BEFORE** you start Zoom.
- Ensure your device can properly detect the sound devices. In Windows you can do this from the right side of the toolbar by right clicking the speaker button. This will open a menu, select **Open Sound settings**.



- In the upper right of the new window select **Sound Control Panel**.



- Check Playback for speakers and Recording for microphones.

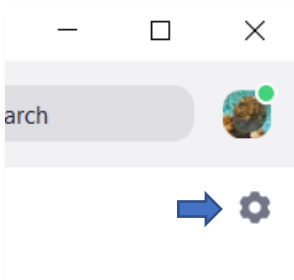


- Set your desired devices as default and if needed default for communication. This setting will attempt to identify communications applications and direct the sounds from these applications to the specified devices.

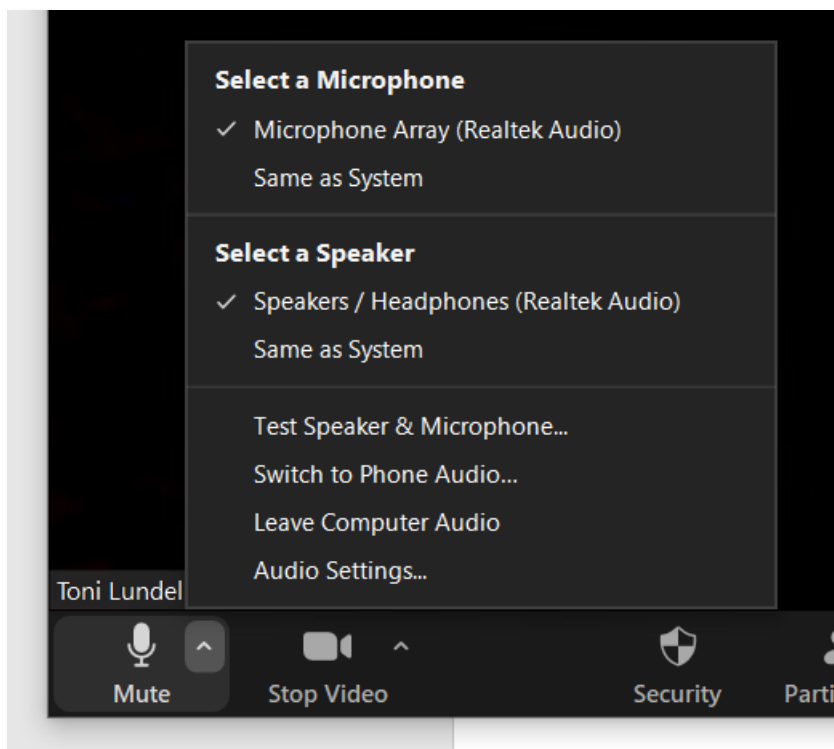
Windows will now be able to identify and handle the devices you have connected. By default, Zoom will identify your sound device settings and observe them.


You can also check and change settings within Zoom.

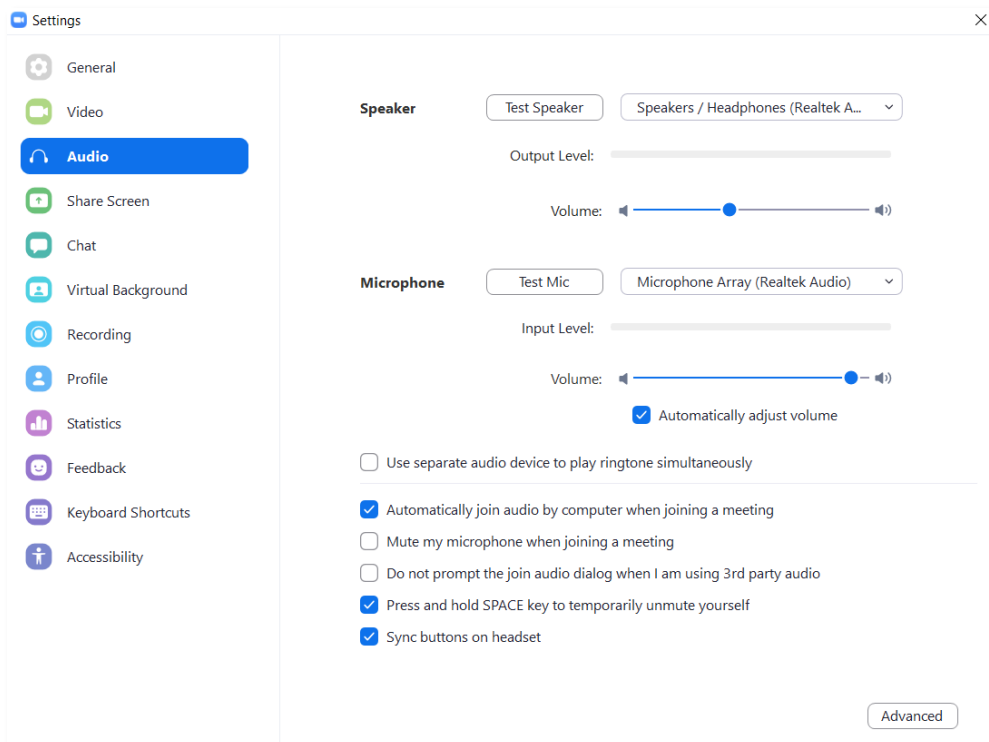
1. In the **Home** view, the cogwheel button  in the upper right below your profile picture.



2. Within a meeting.

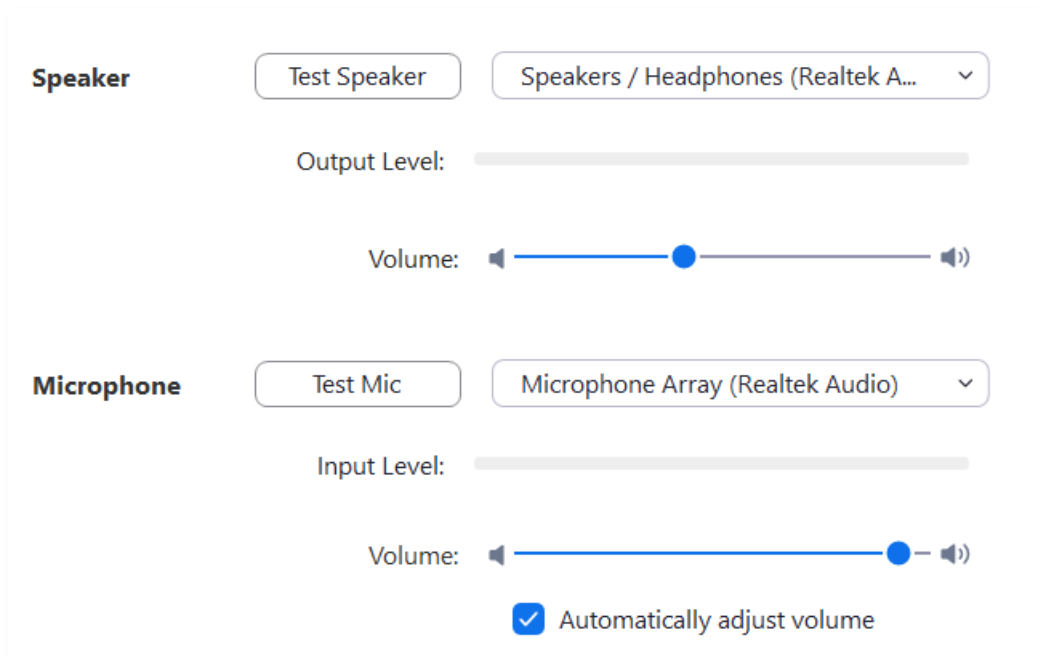


Clicking the cogwheel button  will open the **Settings** window. If you open the **Audio** tab, you can select and test the devices you want. If you cannot see the device you want, close Zoom, check the connections between your audio devices and the computer, and restart Zoom.



TESTING YOUR SOUND YOURSELF BEFORE A MEETING

The **Test Speaker** button will play a sound. If you can hear the sound, your sound device works perfectly. The **Test Mic** button will begin a test recording and will change to say **Recording**. Pushing the button again will end the recording and play it back to you. If you can hear the recording, your microphone works.



You can also test your sound and microphone at any time during a meeting. Select **Test Speaker & Microphone** and follow the on-screen instructions.

