User guide on Zoom for students
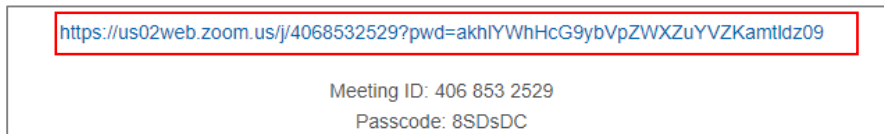
Download and Install

1. Go to the Zoom Download Center (https://zoom.us/download) to download the Zoom desktop client.

   Zoom Client for Meetings

   The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

   Download   Version 5.2.1 (44052.0816)
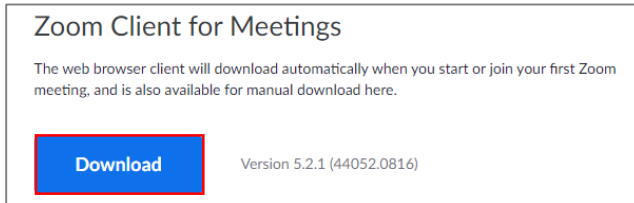
Join Meeting

2.1 To join with a Zoom meeting link, open the link.

   https://us02web.zoom.us/j/4068532529?pwd=akhIYWhHcG9ybVpZWXZuYVZKamtIdz09

   Meeting ID: 406 853 2529
   Passcode: 8SDsDC

2.2 Your browser will pop up this window. Click **Open Zoom Meetings**.

   Open Zoom Meetings?

   https://yccece.zoom.us wants to open this application.

   ☐ Always allow yccece.zoom.us to open links of this type in the associated app

   Open Zoom Meetings   **Cancel**
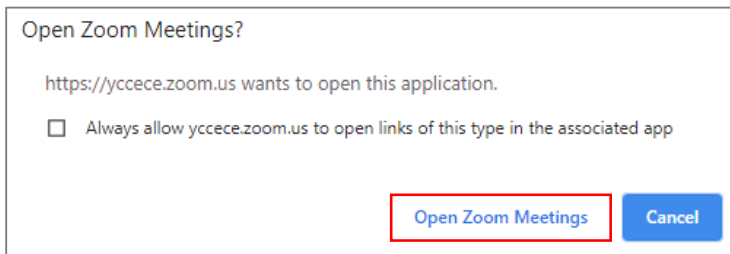
3.1 Alternatively, you may join with a Meeting ID. Open the Zoom desktop client and click **Join a Meeting**.

   zoom

   Join a Meeting

   Sign In
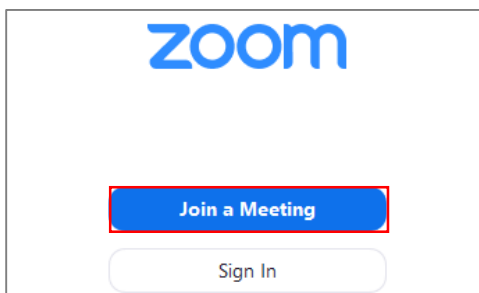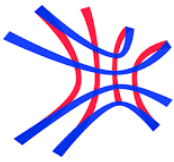
3.2 Enter the meeting ID number and your display name.

Join a Meeting

Meeting ID or Personal Link Name ⌄

Grant MacLaren

◯ Do not connect to audio
◯ Turn off my video

Join   Cancel

3.3 Select if you would like to **connect audio and/or video** and click **Join**.

Test the Computer Audio

4. If you join the meeting before the host has started the session, you will see this screen. Please wait patiently. You may test the Computer Audio in the meantime by clicking **Test Computer Audio**.

◯ **Please wait for the host to start this meeting.**

This is a recurring meeting

Library YCCECE's Personal Meeting Room

Test Computer Audio

If you are the host, please login to start this meeting.

5. Click **Test Speaker** and **Test Mic** to test the Computer Audio.

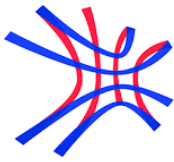| Speaker	Test Speaker	Speakers / Headphones (Realtek ... ⌄
	Output Level:	
	Volume:	◀ ─●──────── ◀))
Microphone	Test Mic	Microphone Array (Realtek Audio) ⌄
	Input Level:	
	Volume:	◀ ──────────● ◀))
	☑ Automatically adjust volume	

Turn on video camera in the meeting

6. After entering a meeting, you can use your video camera during the session. Click **Start Video** on the toolbar, and you will be able to see yourself in the small window.
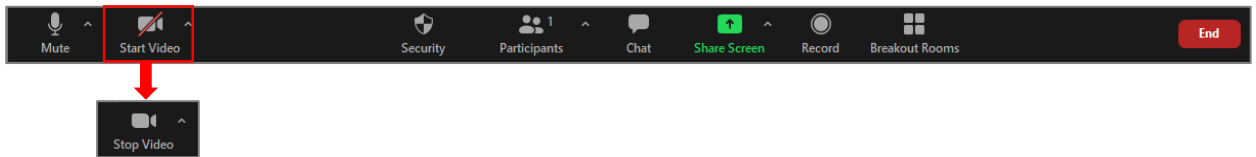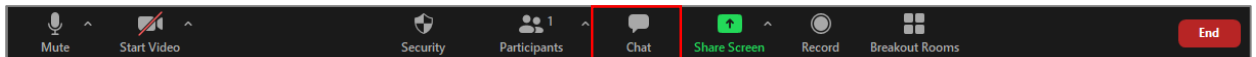

Mute and unmute your microphone in the meeting

7. Keep your microphone muted to avoid extra noise by clicking **Mute** on the toolbar. **Unmute** yourself before you respond to the teacher.
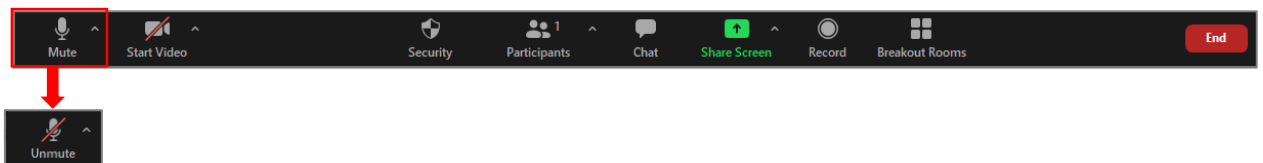
Chat (Instant messaging)

8. You may use Chat for asking questions to the teacher. Click **Chat** on the toolbar.
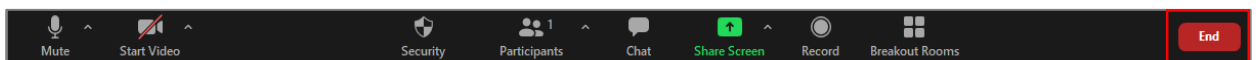

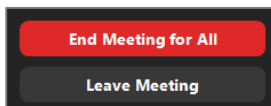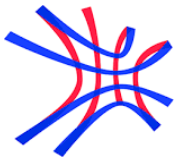9. Type your message and press enter to send.

Leave meeting

10. When the session is ended, click **End** on the toolbar.

11. Click **Leave meeting**. You can stay after others leave to talk privately with the teacher.

Zoom etiquette

- Be on time to the online class and stay for the entire session as attendance is taken

- Pay attention to teacher's shared screens (100% focus)

- Respond to teacher verbally during class

- Use your video camera during the session (professional like you are in class)

- Keep microphone muted to avoid extra noise

- Chat can be used for questions to the teacher

- Can stay after others leave to talk privately with the teacher or contact the teacher during their

  consultation hours

For more information

- Please refer to the Zoom Help Center: https://support.zoom.us/hc/en-us.
- Please contact the Library for help if necessary
  - Phone: (+852) 3977-9880
  - Email: library@yccece.edu.hk
  - WhatsApp: (+852) 5576-4404