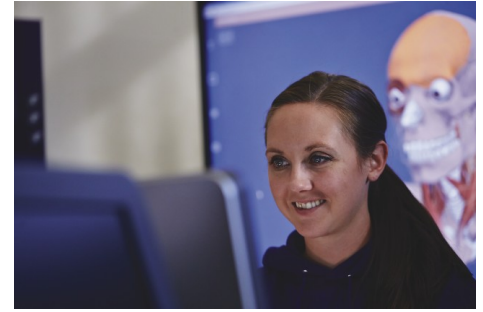


Zoom Instructions for Students

Minnesota State University, Mankato provides a video conferencing tool called Zoom. It is used to conduct online class sessions and meetings. Your instructor may use it for many other purposes as well, like a remote guest speaker in your class, class discussions, and your presentations.



Video conferencing can be used to do many things outside of a regular classroom. Imagine using Zoom to...

- Meet with group members for projects and assignments
- Work on homework with classmates
- Record a presentation
- Schedule online tutoring
- Host a meeting for a club/organization



What Devices Can I Use Zoom On?

- Laptop/computer (PC or Mac).
- Tablet (Apple iOS, Android)
- Smartphone (Apple iOS, Android)

Whatever device you choose should have a microphone and webcam. You may also choose to use a headset, earbuds, or Bluetooth headphones.

Preparing for a Zoom Meeting

Two-Three days Before the Meeting (or more if you have time earlier!)

- Using the computer you will use during the zoom session, open a browser (Firefox or Chrome recommended) and go to <https://minnstate.zoom.us>. (How to [access your Minnstate Zoom account](#).)
- Choose “**Sign In**” using your Star ID. Make sure to use the email address form of starid@go.minnstate.edu. It will send you an email to confirm your email address, so go to your email and do that. Note: it may take a few minutes.
- Then install the “Launcher”, click on Open. Video Tutorials: How to run Zoom by [downloading the software](#) or How to run Zoom [without downloading software](#)
- Watch a one-minute video to get an overview of [how to join a meeting](#):
- Join a Zoom [Test Meeting](#) to confirm your computer or device's capabilities. It will lead you to download the app (please do!). Then click “Join with Video”.
- Practice using the Zoom features by hovering at the bottom of the video clicking on “Chat”, and “Participants”.



- If you have a disability and need an accommodation, contact [MNSU Accessibility Resources](#). **Be sure to connect with them several days prior to your meeting to schedule the appropriate accommodations.**
- More information can also be found at Zoom's [Getting Started](#) page.

15 Minutes Before the Meeting

- Find a quiet space free of distractions with strong WiFi. If you are unsure, you can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, [Speedtest](#). System and bandwidth requirements for using zoom are [here](#).
- Open Zoom via the downloaded program, app, or through the Zoom link provided by your instructor. (Less frequent – here is a video tutorial: [Join a meeting using a meeting ID](#))
- Test your speakers, microphone, and camera to make sure the class can hear and see you (and vice versa). It should prompt you as you enter the online room.
- Or, manually.... To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting. More information on audio testing can be found [here](#).
- To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays. Click [here](#) for more video testing tips.
- You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.
- Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible and prevents potential embarrassing moments if you happen to share your screen. Do you really want everyone to know how many WWE videos you actually watch?

During the Zoom Meeting

- Click **Start Video** to begin broadcasting from your webcam.
 - If you have an unstable internet connection or you are getting choppy audio, you may want to keep your camera off unless your instructor requires it. Web cams take a lot of internet bandwidth and turning it off may help Zoom's performance.
- Make sure you are muted unless you are asking a question or in a group discussion.
- Hover over the bottom of the video screen. Click the **Chat** to ask questions via text, share info, and keep up with the class's back-channel discussion. You can chat to everyone in the meeting, just the professor, or a specific person.
 - The instructor can see all chat messages, even if you directed it privately to someone.



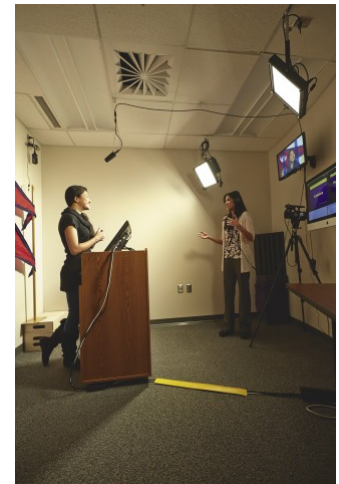
- Find out who else is in the meeting by clicking **Participants**.
 - This is also where you can "**raise your hand**" to ask a question, answer a question, or start an intense philosophical debate. What you do with this power is up to you.
- You can move the Chat and Participant boxes around to the size and place you want them.
 - Note** when anyone shares their screen it will move this configuration. --> press the ESC button on your computer to minimize the shared screen, so you can contribute to the chat and see the participants box in the configuration you like.
- If you are scheduled to share or present during the Zoom meeting, be prepared to share your screen with the class.
 - Remember, everyone will be able to see the tabs you have open.
- At the end of the class, click on **Leave Meeting**.

Fun Facts To Note

- You will only need to install Zoom App once, per device.
- Once you click Join, you will be asked to enter your name. The video and audio controls in Zoom are located on the bottom left and should connect to your computer's mic and camera automatically.

Zoom Etiquette and On-Camera Tips

Here are some tips to help you look (and feel) like quite the impressive Zoomer and increase your confidence with your online presence.



- Getting clear video is like taking a good selfie, it's all about contrast. Light your face more brightly than the background to make it easier to see you.
- Hold your head high in the picture frame. Be confident, you've got this!
- Keep your clothing PG and professional.
- Be yourself. Be normal. Move physically and make facial expressions.
- **Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.** Depending on the size of your class, your instructor may ask all to be muted during some portion of the class. Don't take it personally!
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc. are extremely disrespectful for the teacher and distracting for other students (and sometimes unflattering – *do not use the restroom while you are connected to a Zoom meeting*).
- If you can't use video, upload a nice profile image of your face to your Zoom Account. Give your classmates something to look at while you speak.
- No matter how many people are in a meeting, if your instructor is asking everyone to participate by video, always be professional. Doing something embarrassing or distracting, like flossing, eating, or using your camera to see if you have food in your teeth will probably be seen, no matter how quickly you do it. Don't be that person!



Need More Help?

No big deal. We have a number of resources out there to help you Zoom successfully.

- View Zoom Support Center's Getting Started Resources [here](#)

PC Available Keyboard Shortcuts

- **F6**: Navigate among Zoom popup windows.
- **Ctrl+Alt+Shift**: Move focus to Zoom's meeting controls
- **PageUp or PageDown**: View 25 video stream in gallery view
- **Alt**: Turn on/off the option **Always show meeting control toolbar** in Accessibility Settings
- **Alt+F1**: Switch to active speaker view in video meeting
- **Alt+F2**: Switch to gallery video view in video meeting
- **Alt+F4**: Close the current window
- **Alt+A**: Mute/unmute audio
- **Space**: Push/hold to unmute and talk
- **Alt+S**: Launch share screen window and stop screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+Shift+S**: Start/stop new screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+T**: Pause or resume screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+N**: Switch camera
- **Alt+F**: Enter or exit full screen
- **Alt+H**: Display/hide In-Meeting Chat panel
- **Alt+U**: Display/hide Participants panel
- **Alt+Y**: Raise/lower hand
- **Ctrl+Alt+Shift+H**: Show/Hide floating meeting controls
- **Alt+Shift+T**: Screenshot
- **Switch to Portrait/Landscape View**: Alt+L
- **Ctrl+Tab**: Move to the next tab (right)
- **Ctrl+Shift+Tab**: Move to the previous tab (left)

MAC Available Shortcuts

- **Command(⌘)+Control+S**: Screen Share via Direct Share
- **Command(⌘)+Shift+A**: Mute/unmute audio
- **Space**: Push to talk
- **Command(⌘)+Shift+V**: Start/stop video
- **Command(⌘)+Shift+N**: Switch camera
- **Command(⌘)+Shift+S**: Start/stop screen share
- **Command(⌘)+Shift+T**: Pause or resume screen share
- **Command(⌘)+Shift+W**: Switch to active speaker view or gallery view, depending on current view
- **Control+P**: View previous 25 participants in gallery view
- **Control+N**: View next 25 participants in gallery view
- **Command(⌘)+U**: Display/hide Participants panel
- **Command(⌘)+Shift+H**: Show/hide In-Meeting Chat Panel
- **Option+Y**: Raise hand/lower hand
- **Command(⌘)+Shift+F**: Enter or exit full screen
- **Command(⌘)+Shift+M**: Switch to minimal window
- **Ctrl+Option+Command+H**: Show/hide meeting controls
- **Ctrl+**: Toggle the "Always Show meeting controls" options in Settings/Accessibility
- **Command(⌘)+W**: Close the current window; Prompt to End or Leave Meeting
- **Command(⌘)+T**: Screenshot
- **Command(⌘)+L**: Switch to Portrait or Landscape View, depending on current view
- **Ctrl+T**: Switch from one tab to the next

iPad Available Shortcuts:

- **Command + Shift + A**: Mute/Unmute my audio
- **Command + Shift + V**: Start/Stop my video



- **Command + Shift + H:** Display/Hide Chat
- **Command + Shift + M:** Minimize meeting
- **Command + U:** Display/Hide participants
- **Command + W:** Close the front window, such as the participants or meeting settings window