



STUDENT USER GUIDE

TABLE OF CONTENTS

Introduction	3
Create Your Account	3
Download and Install the App	4
Home Page	5
Join a Meeting	5
Start a New Meeting	6
The Zoom Website	7
Profile	7
Meeting Settings	7
Schedule a Meeting	7
The Zoom Client	8
Home	8
Chats	9
Meetings	10
Contacts	10
Navigating a Zoom Meeting	11
The Meeting Window	11
Participant Panel	12
<i>Awesome Zoom Tip!</i>	12
Chat Panel	13
Share Your Screen	14
Breakout Rooms	16
Mobile App	17
Troubleshooting	18
Remote Control	18

INTRODUCTION

Zoom is a video conferencing product that is reliable and easy to use for audio and video conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

Mayville State has its own Zoom account with a limited number of Pro licenses and an unlimited number of Basic licenses. Some of our faculty employ Zoom as an educational tool to help break down the barriers of technology and distance.

It is strongly recommended that you use a headset with Zoom to help reduce the potential for audio issues (but It is not a requirement unless otherwise stated in a syllabus). Also, please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start another meeting, you will be kicked out of your current meeting.

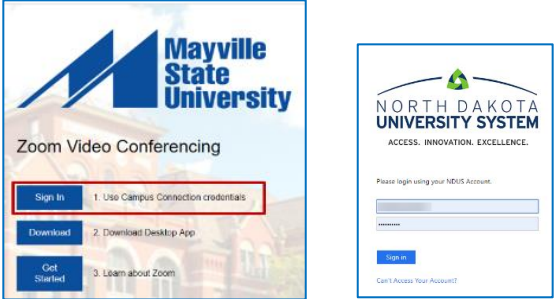
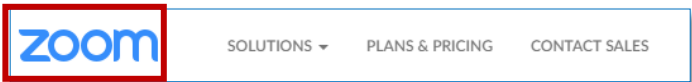
Please contact [Chris Gonnella](#) with any questions about Zoom or the equipment you need to use it.

Before You Start




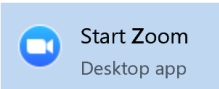
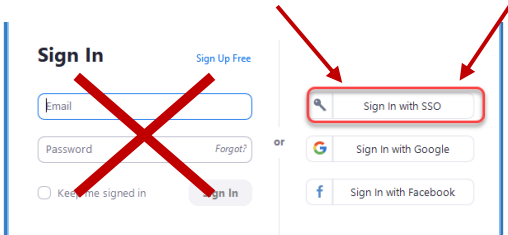
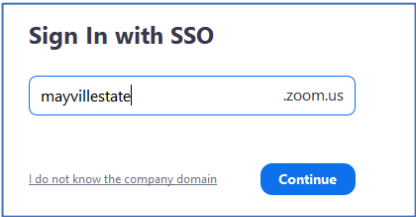



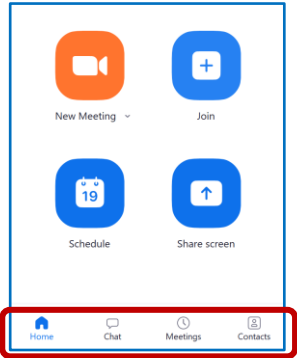
Before you host a meeting with Zoom, you need to create a Mayville State Zoom account and download and install the Zoom Desktop Client on your computer or device.

CREATE YOUR ACCOUNT

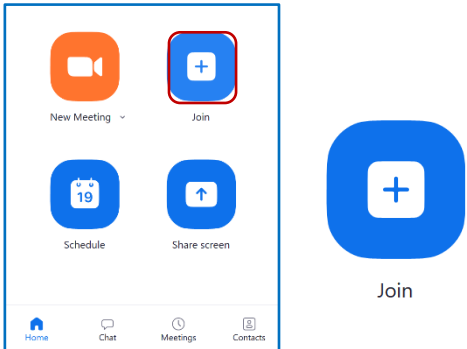
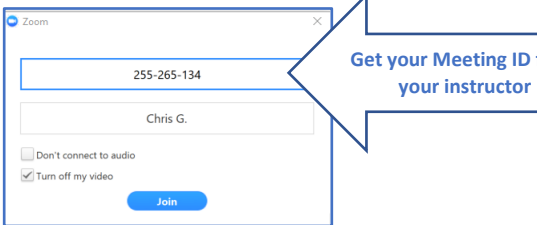
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to get back to the Mayville State Zoom page.</p>	

DOWNLOAD AND INSTALL THE APP

<p>Go to mayvillestate.zoom.us</p> <p>Click Download</p>	
<p>Click the Download button and follow the prompts to install.</p>	<p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> 
<p>To open the Zoom client, tap the Windows key on the keyboard and type "Z".</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>Click Sign In with SSO</p> <p>Do NOT use the Sign In section on the left.</p> <p>(SSO means Single Sign-On. It allows you to use the same credentials as you use for Mayville State.)</p>	
<p>Enter mayvillestate in the domain (in the future, this will automatically populate when using the same computer)</p> <p>Click Continue</p>	


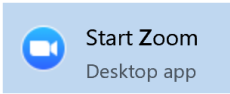
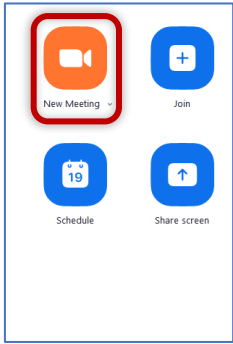
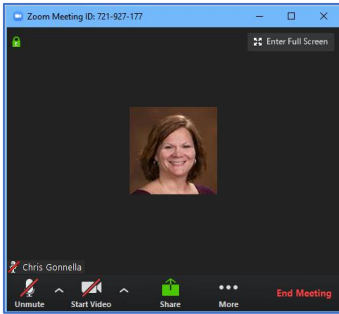
<p>Enter your MSU Username (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your Campus Connection password.</p> <p>Click Sign in</p>	
<p>Home Page</p> <p>The Zoom app will open and display the Home Page for the app. Use the icons on the bottom of the screen to navigate the app.</p>	

JOIN A MEETING

<p>Open the app</p> <p>These icons indicate your various options.</p> <p>As a student using a free account, the most frequent use is the Join button.</p>	
<p>A window opens where you can type in the meeting number for your class meeting. This information should have been sent to you by your instructor. If not, please reach out to him or her or contact Chris Gonnella.</p> <p>Click Join. The meeting will open.</p>	

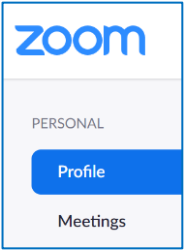
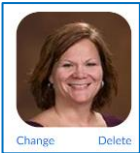
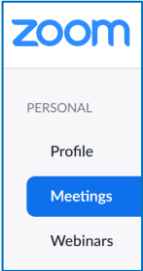
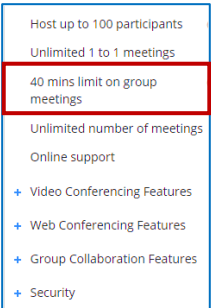
START A NEW MEETING

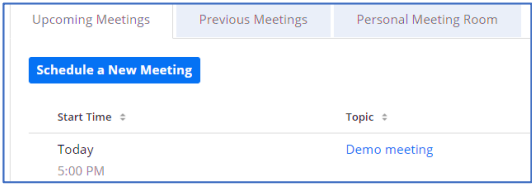
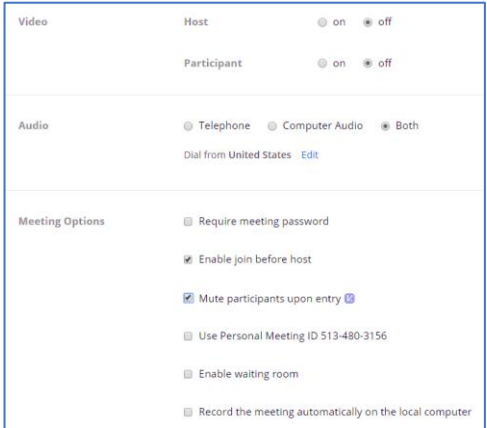
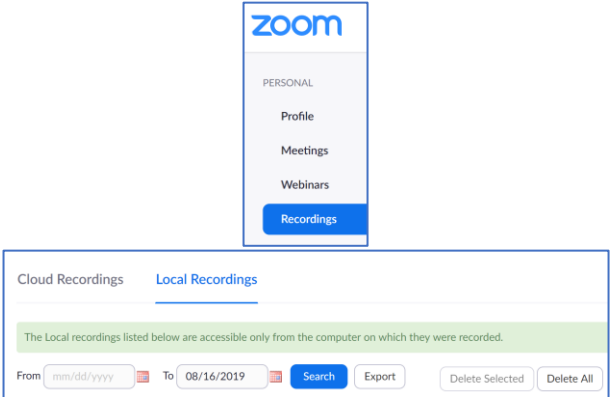
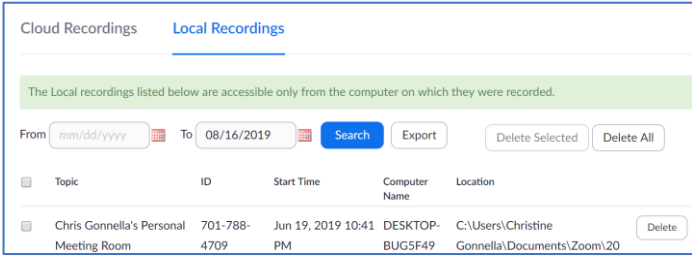
As an MSU student, you have [access to your own Zoom account](#). It is a free, basic account, which means the meetings you host can go no longer than 40 minutes. If your meeting needs to go longer, simply start a new meeting! This is a great way to collaborate with your fellow students.

<p>Open the Zoom client: Tap the Windows key on the keyboard and type “Z”.</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>Click New Meeting to start a new meeting.</p>	
<p>The Zoom meeting opens.</p>	


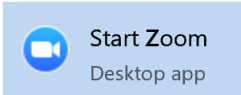
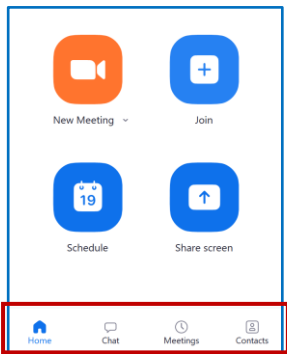
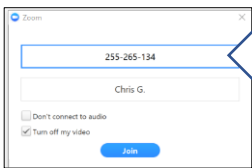
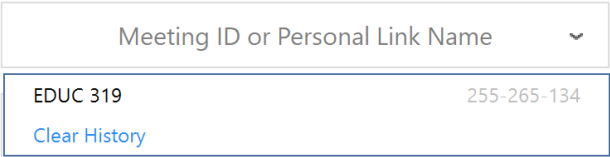
THE ZOOM WEBSITE

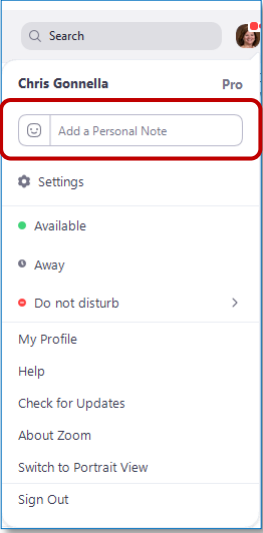
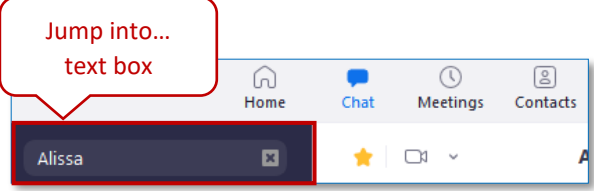
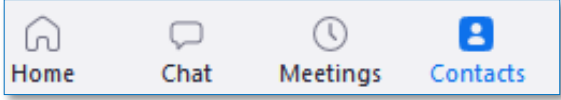
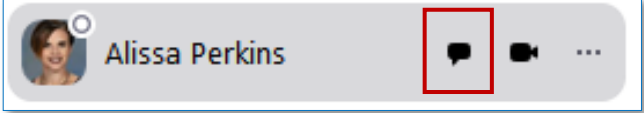
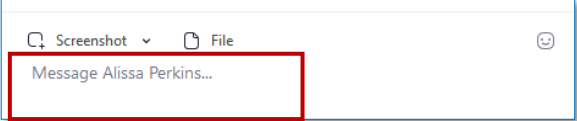
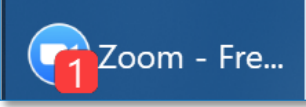
The most important aspects of your account are introduced in this section. For more details, see the Zoom Help Center at support.zoom.us or contact Chris Gonnella at christine.gonnella@mayvillestate.edu.

<p>Profile</p> <p>Go to zoom.us and sign in. Click on the Profile section.</p>	
<p>Please consider adding your photo to your Zoom account. As a student working with others remotely, this will help personalize your experience.</p>	<p>Click the Change link under the placeholder image and follow the prompts to upload your photo.</p> 
<p>Meeting Settings</p> <p>This section pertains to meetings you schedule (not your instructor).</p> <p>Settings for meetings you attend are chosen by the host of those meetings (usually your instructor).</p>	
<p>Student Accounts</p> <p>As students with basic accounts, you still have a lot of options for scheduling meetings. The biggest restriction is that any meeting you schedule is limited to 40 minutes.</p>	<p>Check out the specs for the Basic plan at Zoom's Pricing page (zoom.us/pricing):</p> 

<h2>Schedule a Meeting</h2> <p>To schedule your own meeting, click the blue Schedule a New Meeting button in the Upcoming Meetings tab.</p>	
<p>When you do schedule a meeting, the settings shown in the image are recommended:</p> <p>Video – Host and Participant: Off Audio: Both Meeting Options: Enable join before host (this allows others to enter your meeting whether you are there or not) Mute participants upon entry (this is a good practice so that others are not heard until they want to be heard)</p>	
<h2>Recordings</h2> <p>If you record a meeting you are hosting, the recording will show up under Local Recordings tab (Cloud Recording is only available to Pro users).</p>	
<p>Check the Location column for the pathname of the recording on your hard drive. You can move the recording from your hard drive to YuJa to save hard drive space.</p> <p>Check MSU's Instructional Technology page for instructions.</p>	

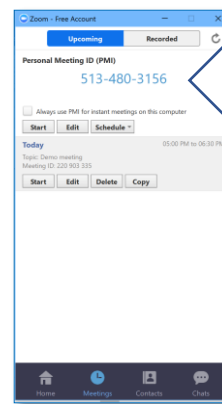
THE ZOOM APP

<p>To open the Zoom app, tap the Windows key on the keyboard and type “z”.</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>As you can see on the bottom of the app window, there are four areas for you to use with Zoom.</p> <p>Home</p> <p>These icons indicate your various options.</p> <p>(As a student using a free account, the most frequent use is the Join button.)</p>	
<p>A window opens where you can type in the meeting number for your class meeting. This information should have been sent separately.</p>	 <div data-bbox="1166 1100 1479 1262" style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>Get your Meeting ID from your instructor</p> </div>
<p>The next time you click on Join in the client, this meeting will be in your history until you decide to clear it.</p>	

<p>Home – continued</p> <p>Also, on the home page, you can change your status by clicking on your profile pic.</p> <p>To customize your status, use the Add a Personal Note text box.</p> <p>Others will see your status when they look in the Contacts section.</p>	
<p>Chats</p> <p>The Zoom Chat feature allows you to chat outside of a Zoom meeting with anyone else in Zoom.</p> <p>How to Start a New Chat</p> <p>In the Chat section, click into the Jump into... text box and type the person's name.</p> <p style="text-align: center;">Or</p> <p>Go to Contacts and locate the person with whom you want to chat.</p>	 <p style="text-align: center;">Or</p> 
<p>Hover over the name.</p> <p>Click on the Chat icon.</p>	
<p>Type your message into the text box.</p> <p>Press enter to send the message.</p>	
<p>Chat Notifications</p> <p>You will be notified in the taskbar if you receive a Chat when Zoom is not the focus on your screen.</p>	

Meetings

In the Meetings section of the app, you will see a list of all meetings you have created. This is one place where you can start, edit, schedule, delete and copy meetings.



Your Personal Meeting ID will be different

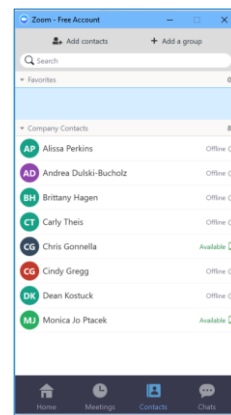
Contacts

In the Contacts section, you will see a list of all the individuals in the Mayville State Zoom account.

The indicators on the right side of the screen show whether a contact is available. If they are using a mobile app to connect to Zoom, you will see a phone icon.

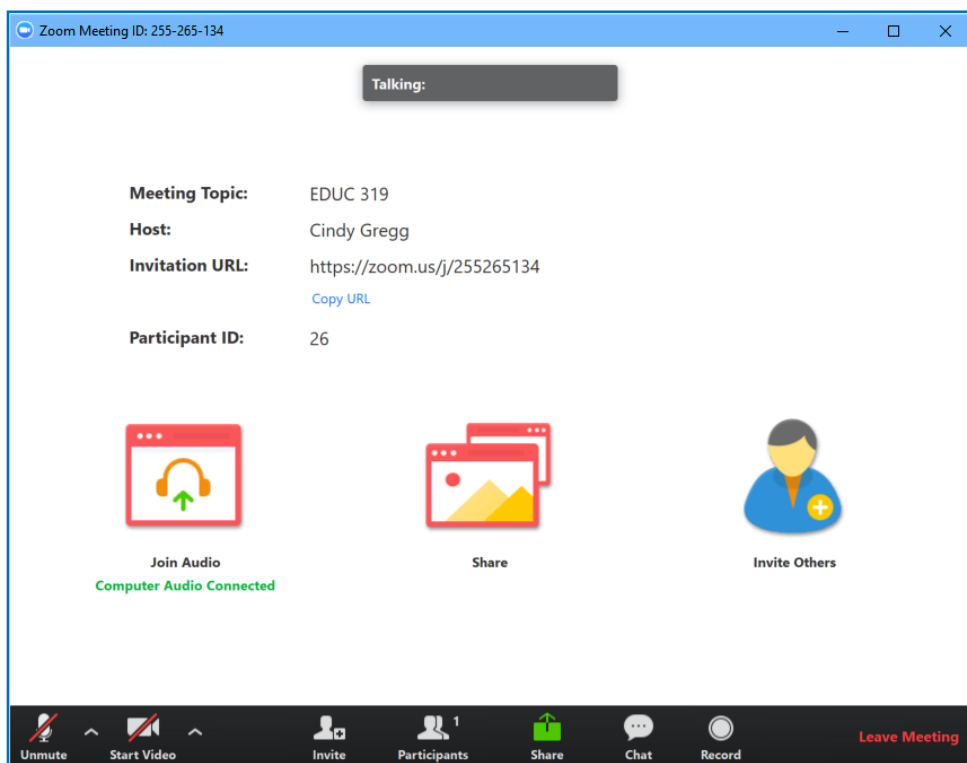
Available 

Recommendation: Download the Zoom app from your phone's app store. Most of the features are the same and it can prove to be a handy back up if something goes wrong with your computer.



NAVIGATING A ZOOM MEETING

The Meeting Window

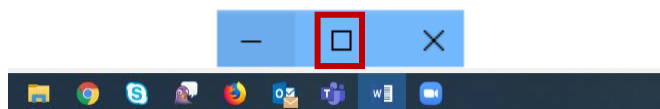
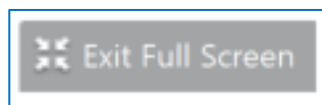


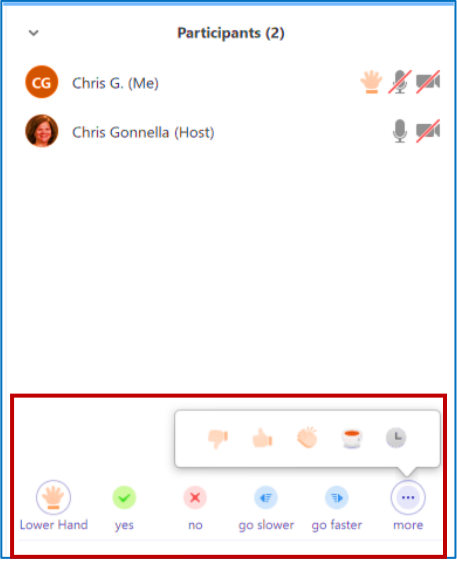

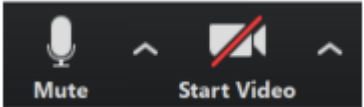


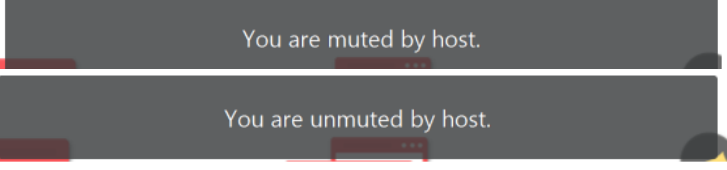
The first thing you should do when joining a Zoom meeting is to click the **Exit Full Screen** mode button.

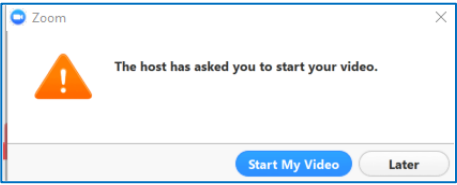
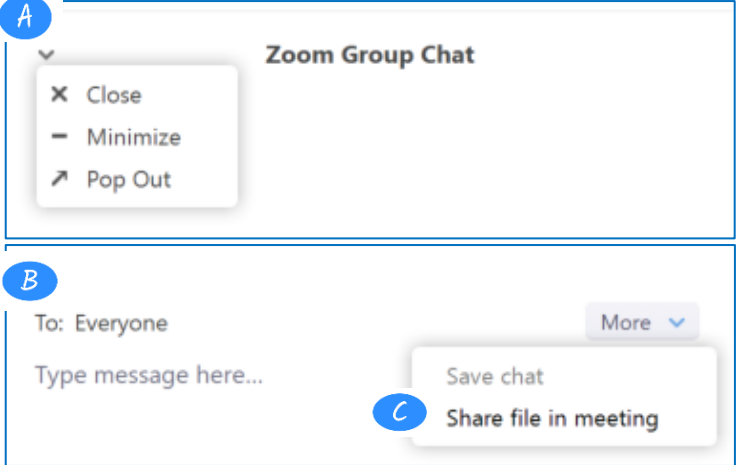
When you are in Full Screen, you cannot see your taskbar and it is easy to get confused about where to find everything.

Next, click the **Restore** button to enlarge the Zoom meeting window. This allows you to access the taskbar at the bottom of the screen.

Recommended Practice: With the Zoom meeting screen open in the Restore position (as described above), click on the **Participants** and **Chat** panels to open them.


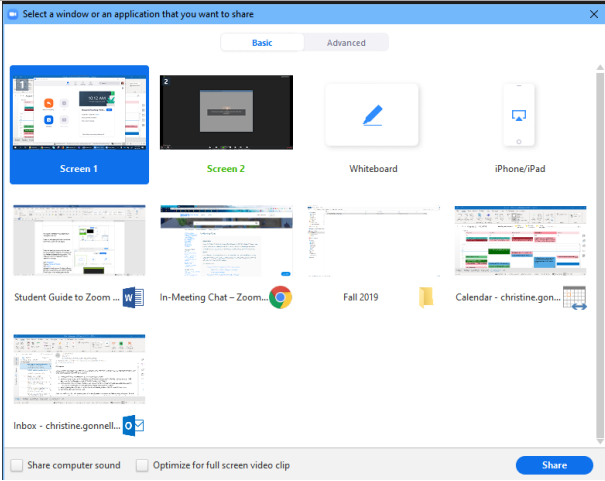
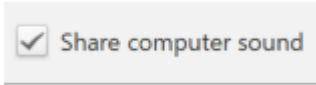





<p>Participant Panel</p> <p>Shows whether you are muted and if your camera is on or off.</p> <p>Shows all other participants and their mic and camera status</p> <p>Allows you to raise your hand or use other icons to indicate your status.</p> <p>You may be asked to use these features to get feedback from you how things are going in the class.</p> <p>Hosts and co-hosts can lower your hand and clear other responses.</p>	
<p>Most meeting hosts will set the meeting so that attendee mics are muted, and cameras are off. This allows the attendee to control when they are heard and seen.</p>	
<p>To mute/unmute your mic, click the mic icon or use Alt + A</p>	
<p>To start/stop your camera, click the mic icon or use Alt + V</p>	
<p>Awesome Zoom Tip!</p> <p>To temporarily unmute yourself, press and hold the spacebar.</p> <p>Release to re-mute.</p> <p>This is very handy when you need to stay muted most of the time but need to say something briefly in the meeting.</p>	
<p>Hosts can mute and unmute one or all participants. Either way, you will be notified as shown here</p>	

<p>Hosts can also request that you start your video.... but you must give permission.</p>	
<p>In-Meeting Chat</p> <p>Chat allows you to have a text-based conversation with anyone else in the meeting.</p> <p>Please note: In-Meeting Chat is a separate feature from the Chat function on the home page of the app.</p> <p>A You can close, minimize or pop the chat window away from the meeting if you prefer to separate the two.</p> <p>B Some meetings allow attendees to chat with others privately (this one does not).</p> <p>C This meeting is set up to allow you to upload and download files via the chat window.</p>	

For more details on how to use in-meeting chat, including how to save it, go to [In Meeting Chat](#).

SHARE YOUR SCREEN

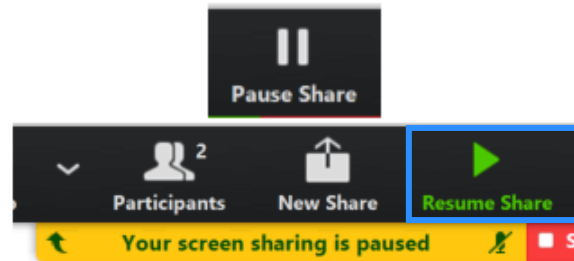
<p>To share your screen, click the Share button.</p>	
<p>The Select a window or an application dialog box pops up.</p> <p>Select Screen, then click Share.</p> <p>Please Note: If you are planning to move between apps while sharing, choose a Screen rather than a specific app.</p>	
<p>Sharing Sound from a Video</p> <p>If you are sharing a video and want the attendees to hear the sound, be sure to also check Share computer sound.</p>	
<p>Important Hint</p> <p>Note that when you are sharing your screen, your meeting controls move to the top of the screen. This is the best way for you to know when you are sharing.</p>	<p>This bar can be moved around the screen as needed</p> 
<p>To share a different screen</p> <p>If you choose the share an app window rather than the Screen option, you will need to do a new share to move to a different window. Click New Share to bring up the Screen Share window and choose a different screen.</p>	<p>This is quicker than Stop Share.</p> 
<p>When all else fails...</p> <p>Click Stop Share and start over!</p>	

To Pause the Share

When you are sharing your screen and you need to go check your email or find that darned YouTube video again, click [Pause Share](#). This will temporarily stop the screen share.

You are notified that the sharing is paused by a yellow bar.

When you are ready to share again, click [Resume Share](#)



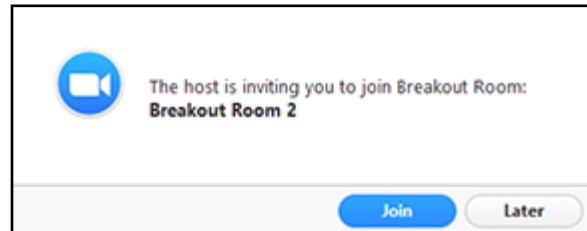
BREAKOUT ROOMS

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow attendees to meet in smaller groups.

To Join a Breakout Room

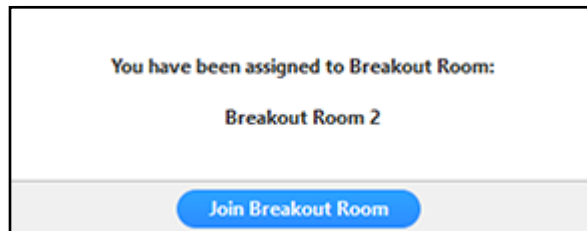
The host will need to invite you to the Breakout Room.

Click [Join](#).



If you choose [Later](#), you can join by clicking the Breakout Rooms option in your meeting controls.

Then choose [Join Breakout Room](#)

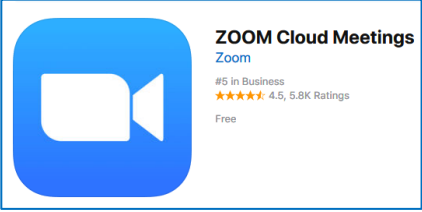
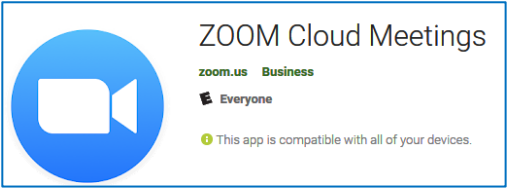


To Participate in the Breakout Room

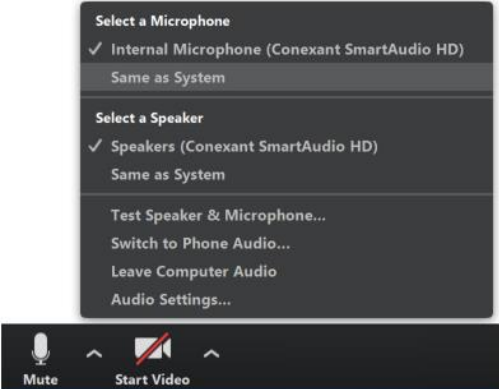
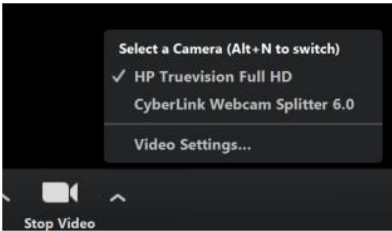
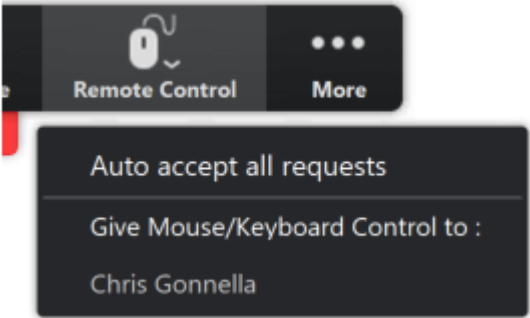
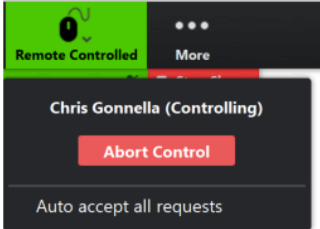
Once you have joined the breakout room, you will have most of the same controls and permissions as you do in the main meeting room. You cannot record in a breakout room.

- Mute/Unmute (Alt + A)
- Start/Stop Video (Alt + V)
- View the Participants List
- Share your screen
- Chat
- Record
- Ask for help

MOBILE APP

<p>To download the iOS mobile app, go to the Apple store and search for Zoom Cloud Meetings</p>	
<p>To download the Android app, go to Google Play and search for Zoom Cloud meetings</p>	

TROUBLESHOOTING

<p>To troubleshoot audio, click the up arrow next to the mic icon.</p> <ol style="list-style-type: none"> 1. Check the correct mic is being used. 2. Click on Audio Settings... to explore other options. 	 <p>The screenshot shows the Zoom audio settings menu. It has two sections: 'Select a Microphone' and 'Select a Speaker'. Both sections have 'Internal Microphone (Conexant SmartAudio HD)' and 'Speakers (Conexant SmartAudio HD)' selected with checkmarks. Below these are options for 'Same as System', 'Test Speaker & Microphone...', 'Switch to Phone Audio...', 'Leave Computer Audio', and 'Audio Settings...'. At the bottom of the screen, the 'Mute' and 'Start Video' buttons are visible.</p>
<p>To troubleshoot video, click the up arrow next to the camera icon.</p> <ol style="list-style-type: none"> 1. Check the correct camera is being used. 2. Click on Video Settings... to explore other options. 	 <p>The screenshot shows the Zoom video settings menu. It has a section 'Select a Camera (Alt+N to switch)' with 'HP Truevision Full HD' selected with a checkmark. Other options include 'CyberLink Webcam Splitter 6.0' and 'Video Settings...'. At the bottom of the screen, the 'Stop Video' button is visible.</p>
<p>Remote Control</p> <p>Zoom has a remote-control feature that allows you to get or give access to the mouse and keyboard of someone sharing their screen with you.</p> <p>In an active Zoom meeting with the person who is going to examine your computer, share your screen and choose a window to share.</p> <p>Click Remote Control and choose Give Mouse/Keyboard Control to: Chris Gonnella</p>	 <p>The screenshot shows the Zoom Remote Control menu. It has a 'Remote Control' button with a mouse icon and a 'More' button with three dots. Below these is a list of options: 'Auto accept all requests', 'Give Mouse/Keyboard Control to :', and 'Chris Gonnella'.</p>
<p>To end the remote-control, click Abort Control.</p>	 <p>The screenshot shows the Zoom Remote Control menu. It has a 'Remote Controlled' button with a green background and a mouse icon, and a 'More' button with three dots. Below these is a list of options: 'Chris Gonnella (Controlling)', 'Abort Control' (in a red button), and 'Auto accept all requests'.</p>