Zoom for Students

Frequently Asked Questions About Zoom Meetings

How do I install Zoom?

There are a couple of ways that you can install Zoom, depending on your device and whether you have an invite.

From the Zoom meeting invite

If you have an invite for a Zoom meeting, there will be a link that lets you join the scheduled class. If you click on it, it will open your browser and start downloading the Zoom app automatically.

From the Zoom link in Blackboard

For some courses there will be a link in Blackboard that lets you join the class. If you click on it, it will open your browser and start downloading the Zoom app automatically.

From the Zoom webpage – without meeting ID

At the bottom of the Zoom webpage (https://vuw.zoom.us/), you'll see a section with download links. Choose the **Meetings Client** link. This will take you to a page with several download options. Choose **Zoom Client for Meetings**.

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On an Android or Apple device

A Zoom app, called **ZOOM Cloud Meetings**, is available for Android and Apple devices. This can be downloaded from either the App store (iOS) or Google Play (Android).

How do I join a meeting?

With a Zoom meeting link in an email

If you have an invite for a Zoom meeting, there will be a url link that lets you join the meeting. If you click on it, it will automatically open Zoom (if already installed) or start downloading the Zoom app.

## With a Zoom link in Blackboard

Your lecturer will inform you if you need to join class using Zoom. This link will generally be in Blackboard. If you click on it, it will automatically open Zoom (if already installed) or start downloading the Zoom app.

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How do I get my microphone connected to the meeting?

Firstly, you need to make sure that your computer has access to a microphone. Most laptop and Apple computers will already have an in-built microphone, as will mobile devices. For some Windows computers, you may need to use an external microphone, such as from a webcam or headset. If you're unsure, you can check for connected microphones under **Sounds and Audio Devices** in the **Control Panel**.

On a PC/Mac

Once you have joined a meeting, you will see a pop up window which is asking how you want to join the audio conference. In most cases, you should choose the **Join Audio by Computer** option.
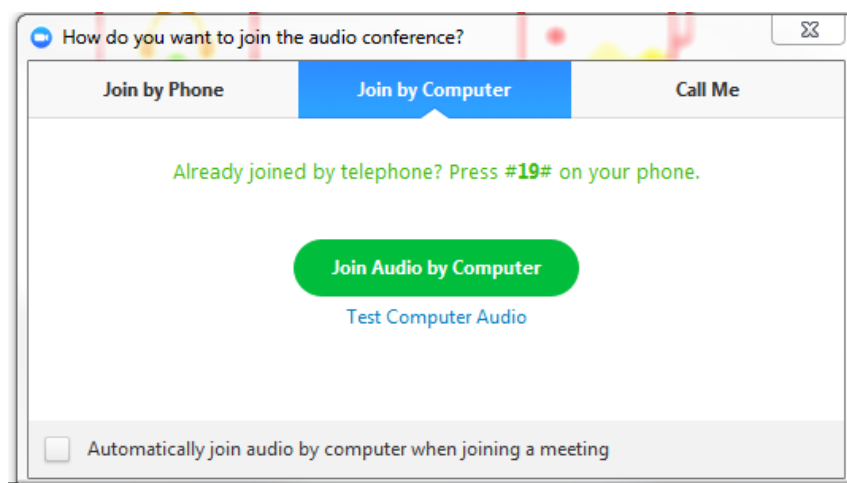
If you don't have a microphone, you can use a phone as your audio input. You can find out more on the Zoom webpage
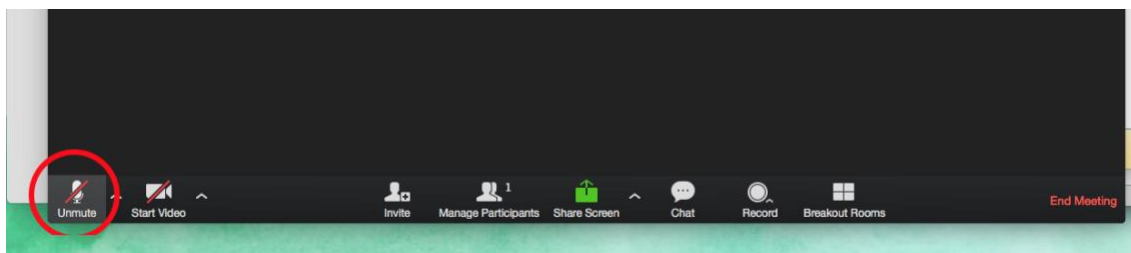
https://support.zoom.us/hc/en-us/articles/201362663-How-Do-I-Join-by-Telephone-

On Android/iOS

Your audio will automatically connect when using the Android/iOS app.
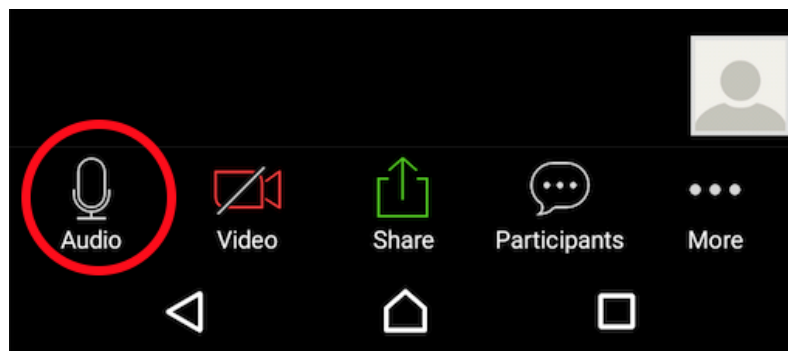
How do I turn my microphone off/on?

On PC/Mac

When you're in a meeting you can turn your microphone on and off using the button in the bottom left corner. When muted, there will be a red slash through the icon.
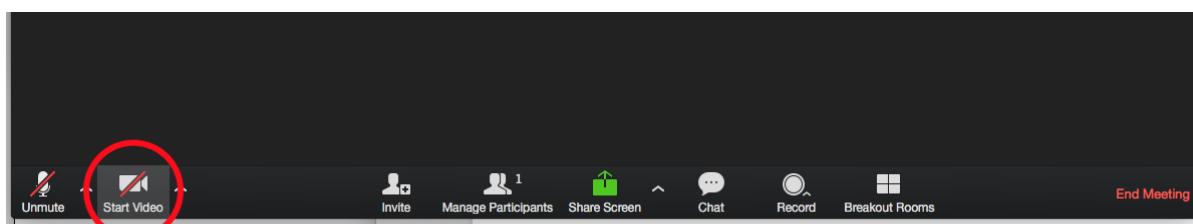

On Android/iOS

To mute your microphone during a meeting, tap the screen to get the options menu to appear. You can turn your microphone on and off using the **audio** button. When muted, there will be a red slash through the icon.

How do I turn my video on/off?

On PC/Mac

When you're in a meeting you can turn the video from your camera on and off using the button in the bottom left corner. When the video is off, there will be a slash through the icon.


On Android/iOS

To turn your video off during a meeting, tap the screen to get the options menu to appear. You can turn your microphone on and off using the **video** button. When the video is off, there will be a slash through the icon.
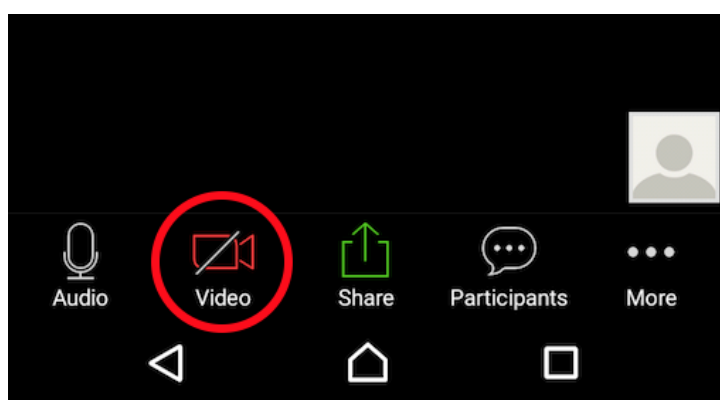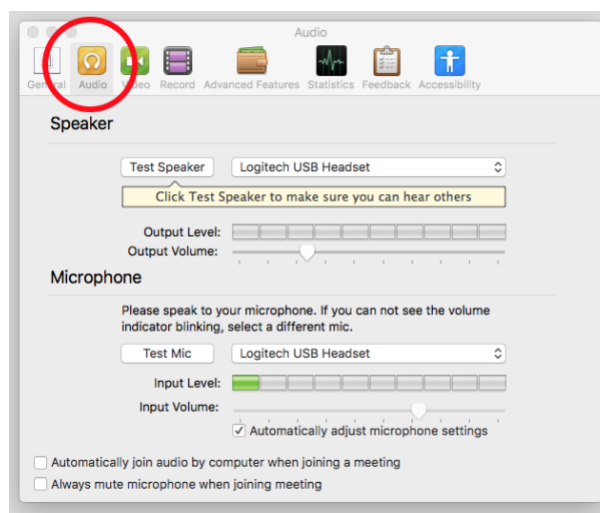
How do I control/test my audio or video settings?

Before joining a meeting on PC/Mac

When signed in to the Zoom app, you can control your settings by going to **Settings** at the top of the app. This will open up the settings menu, where you can set your audio and video options.
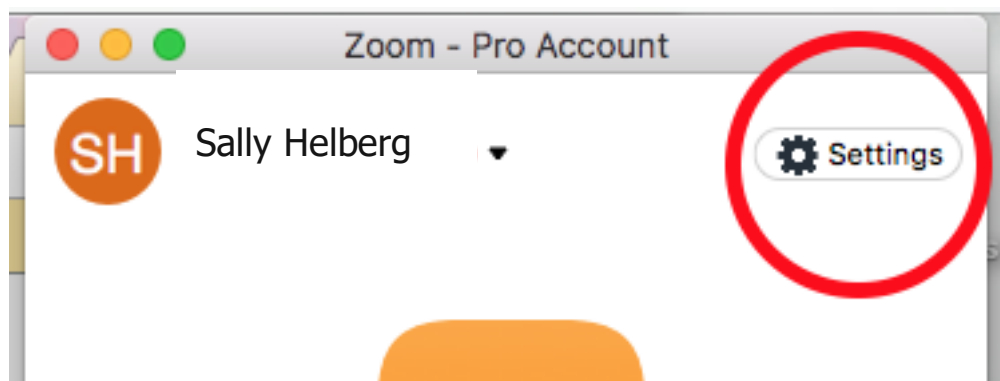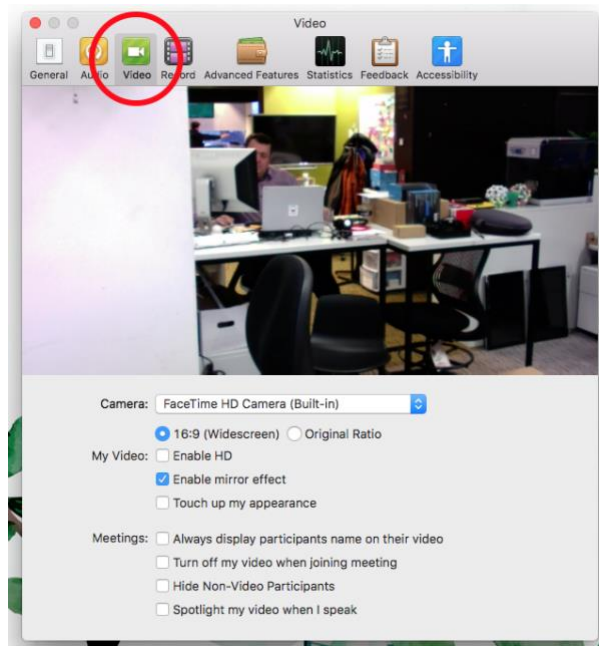

In the **Audio** tab, the **Test Speaker** button lets you check that your speakers are working. The **Test Mic** button lets you check that your microphone is working.
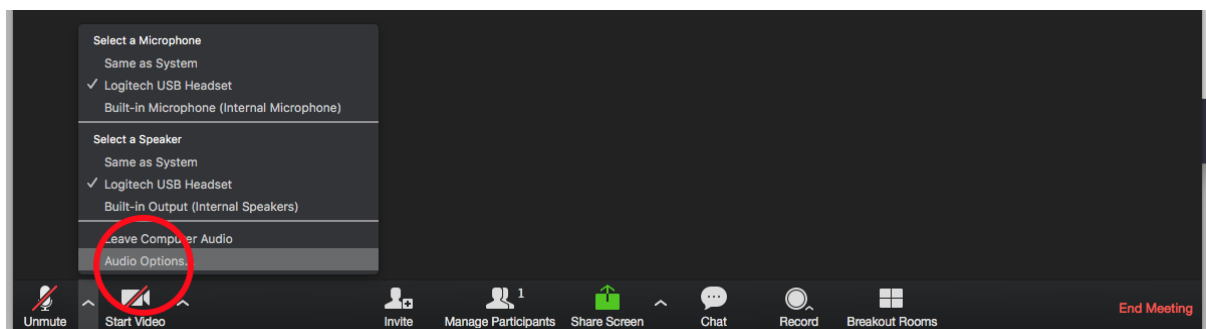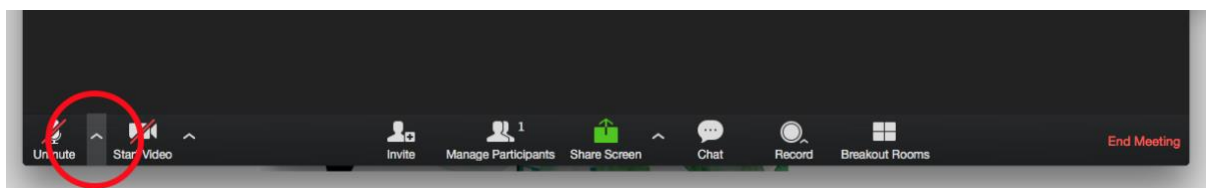
In the **Video** tab, you can see a preview of the video from your camera.

During a meeting on PC/Mac

During a meeting, you can control your audio or video settings by clicking on the arrow next to the audio or video icon, then choosing **Audio Options** or **Video Options**. This will take you to the same location as above, where you can control and test your video and audio as above.

On Android/iOS

When signed into the Zoom app, you can control your settings by going to **Settings** at the top of the app. This will open up the settings menu, where you can set a limited number of settings in the **Meeting** menu.
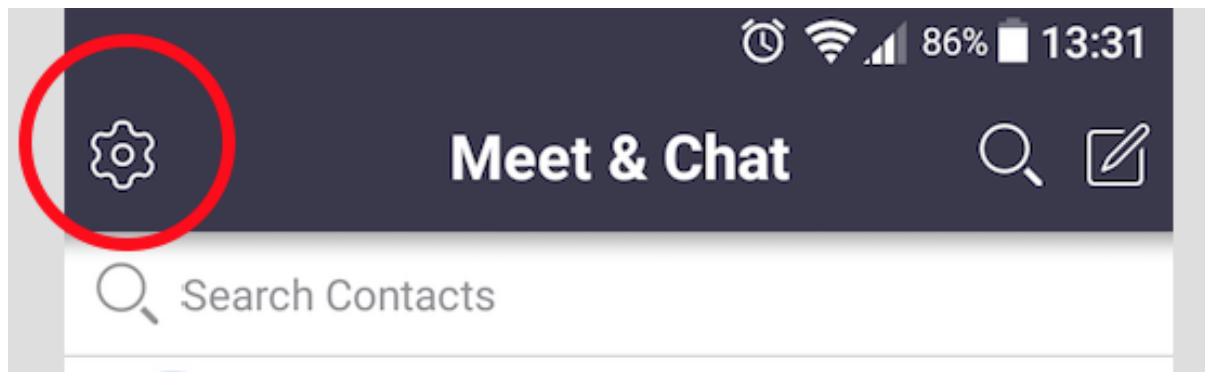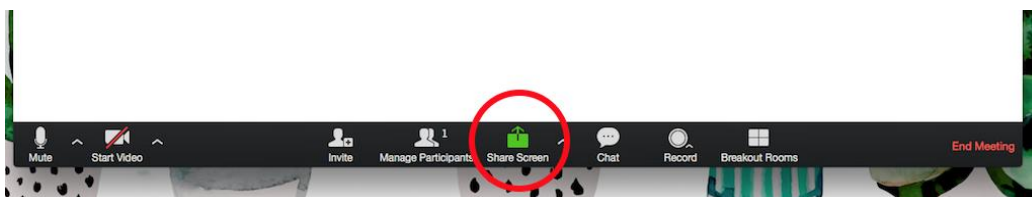

By default, the Zoom app will use your device's in-built microphone and camera. To switch between front and back cameras, tap the screen during a meeting, and choose the **Switch Camera** option.
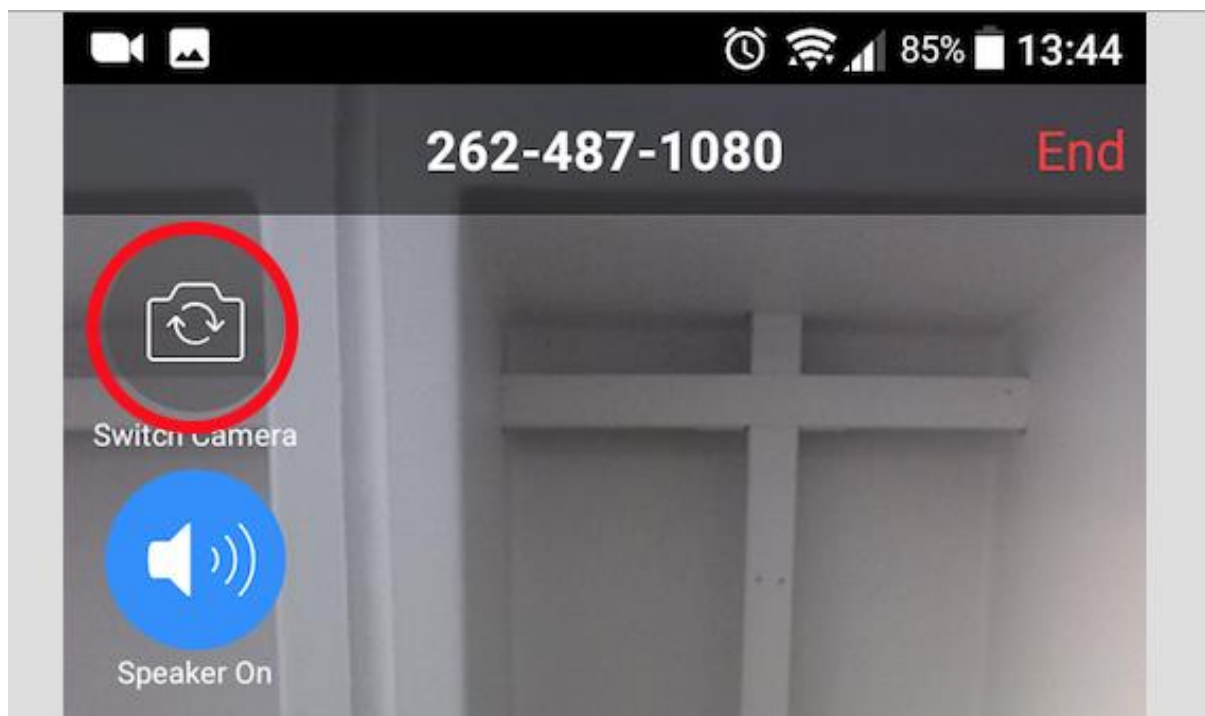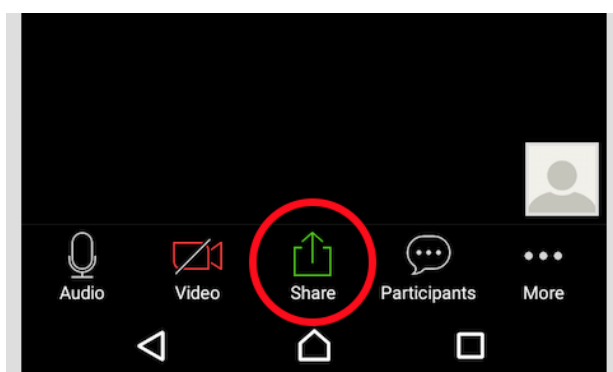
How do I share my screen?

On PC/Mac

To share your screen, select the green **Share Screen** option from the menu at bottom of the Zoom session.

You will be asked to select which screen you would like to share. You can share your desktop, which will display everything that happens on your screen. You can also share individual applications, which will only show what happens within those programmes. There is also the option to share a **whiteboard**. This will share a white screen which you can use as a whiteboard.

On Android/iOS

To share your screen, tap the device screen to pull up the meeting menu. Select the **Share** button. As with the desktop app, you can either share a particular application, or the whole screen.

How do I annotate my screen during sharing?

Zoom has in-built annotation tools which allow you to draw or write on the screen when you are sharing it. These annotations will be visible to other participants of your meeting, and will disappear once you stop sharing the screen.

On PC/Mac

Once you have shared your screen, you can access the annotation tools by clicking the **Annotate** button in the menu at the top of the screen. This menu will appear as you move your mouse close to it.
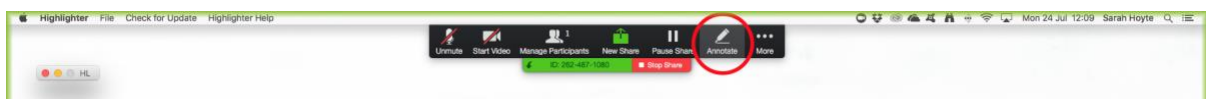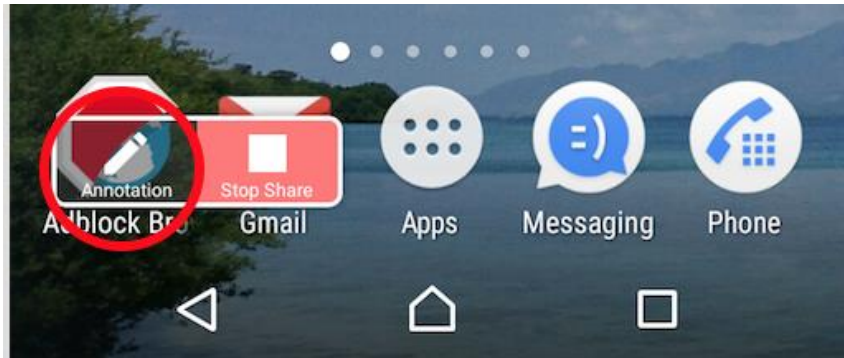

A menu with the annotation tools will appear. You can select the tool you want by clicking the buttons.
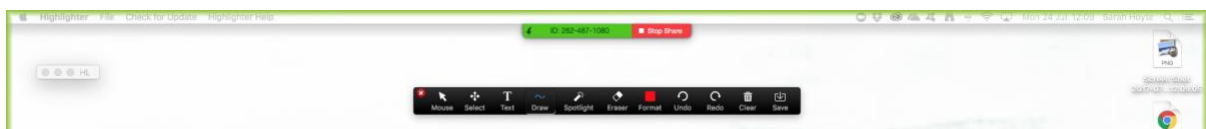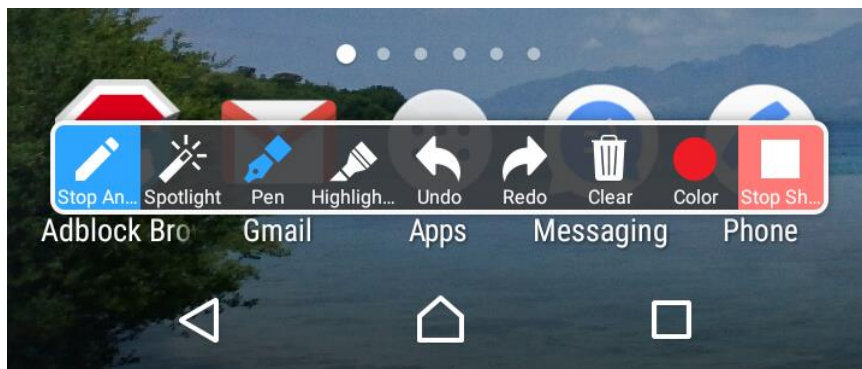

On Android/iOS

Once you have shared your screen, you can access the annotation tools by tapping the **Annotation** button in the menu at the bottom of the screen.
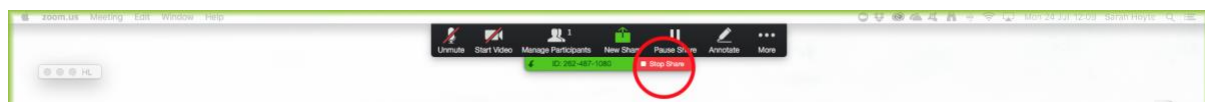
A menu with the annotation tools will appear. You can select the tool you want by tapping the buttons.
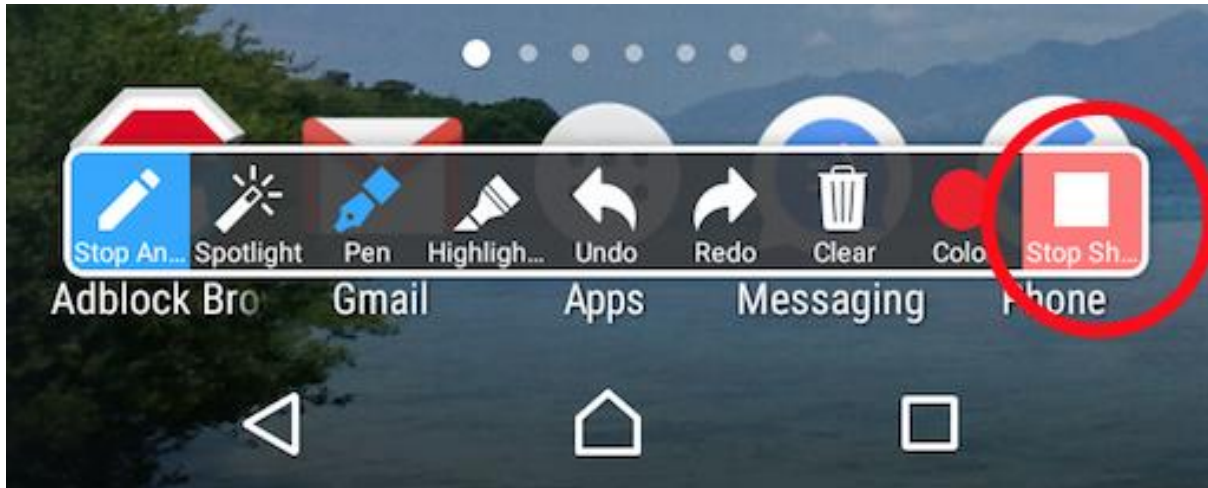

How do I stop sharing my screen?

On PC/Mac

To stop screen sharing, click the **Stop Share** button at the top of the screen.

On Android/iOS

To stop screen sharing, tap the **Stop Share** button at the bottom of the screen.

How do I end my meeting?

On PC/iOS

To end your meeting, select **End Meeting** from the menu at the bottom of your Zoom session. If you are the host of the meeting, you will be given two options. One is to **Leave Meeting**, which will leave the other participants connected to each other and transfer the host role to one of them. The other is the **End Meeting for All**, which will stop the meeting for everyone involved.
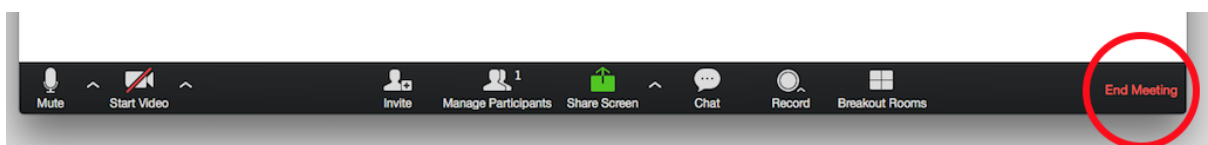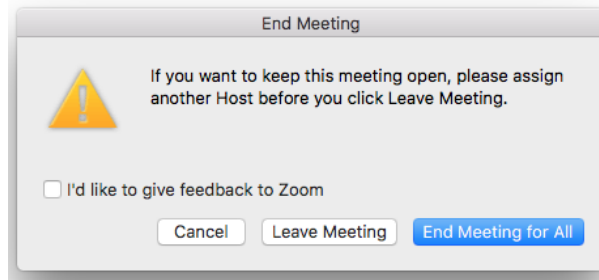
On Android/iOS

To end your meeting, tap the screen and select **End** at the top of the screen. You will be asked if you want to end the meeting for everyone, or leave and transfer the host role to one of the other participants

My question isn't answered here...

If you have a question that wasn't answered here, please visit the **Zoom Help Center** (https://support.zoom.us/)