

Cumbria Community Learning & Skills

# Using Zoom for Learners

## About Zoom

**Zoom** is a video conferencing platform that can be used on a computer, tablet or smartphone.

**We recommend that you use Zoom on a computer or laptop for access to all the features and for the best sound settings, however, you can access the courses using a tablet or phone.**

Your teacher will send you a Meeting Invitation email, which has a secure link for your video lesson

You don't need a Zoom account to join a lesson, **but you do need to download the app** to launch the video.

## How to use Zoom

Zoom uses an app, which you need to download to your laptop, tablet or smart phone from Google Play, App Store, or follow the link.

<https://zoom.us/download>

### 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.

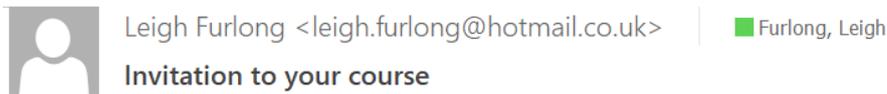
Download

Version 4.6.12 (20613.0421)

## Invitation to your lesson

Your teacher will send an email with a link for your first lesson.

Click the link to launch Zoom and enter your video meeting (with password embedded).



Leigh Furlong is inviting you to a scheduled Zoom meeting.

Topic: Leigh Furlong's Zoom Meeting

Time: Apr 26, 2020 02:00 PM London

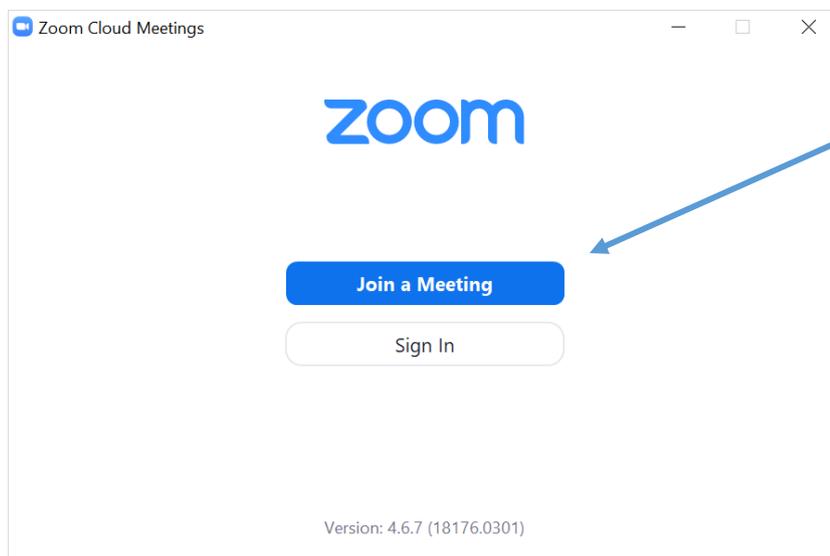
Join Zoom Meeting

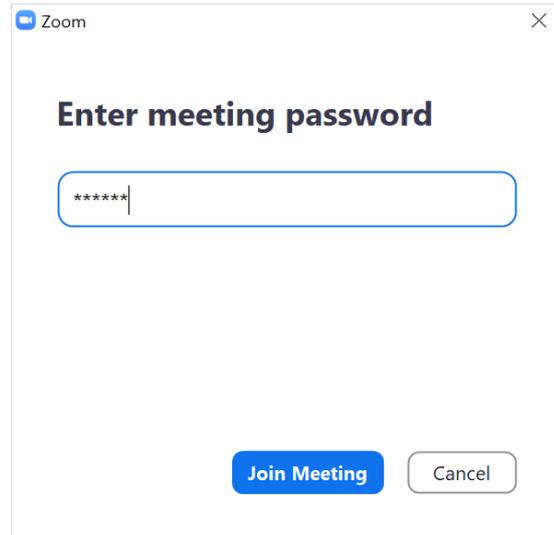
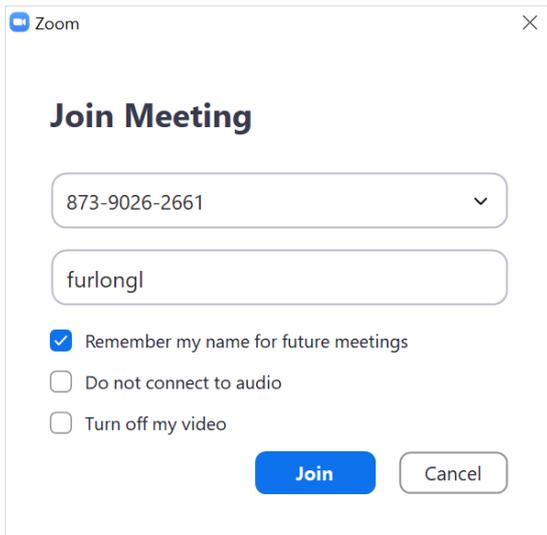
<https://us02web.zoom.us/j/87390262661?pwd=bXJWZGNGdjFT1A1a0RNU25ja2FXUT09>

Meeting ID: 873 9026 2661

Password: 3MsWzk

Or launch the Zoom App, click on **Join a Meeting** and then copy your meeting link into the box. Or enter the 9-digit meeting ID and password manually.





This link can be used every week for your regular lesson.

Select **Join with Video**.

Wait for your teacher to let you in.

Move your mouse over the screen to show options at the bottom.



Click  and then the text **Join with Computer Audio**, tick to automatically join audio for future Zoom sessions.

Check that your Audio is unmuted and video has started.

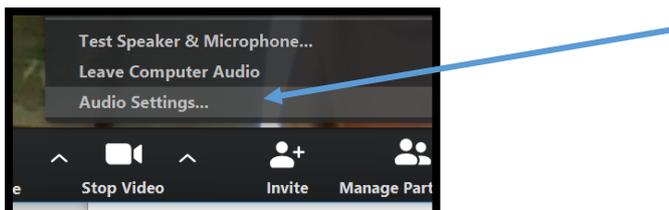


You may need to click to Unmute and start video.

## Optimise your Audio Settings...

You can make a big difference to the lesson by making some changes to your audio settings.

Click the arrow next to the microphone icon and select **Audio Settings**.



Untick **Automatically adjust volume** and set volume to  $\frac{3}{4}$ .

**Speaker** Test Speaker Speakers (Conexant ISST Audio) ▼

Output Level:

Volume:

**Microphone** Test Mic Internal Microphone (Conexant IS... ▼

Input Level:

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

Set **Automatically join audio**.

Then open **Advanced**.

These settings will stop your audio playback cutting out and help your teacher to hear you.

Show in-meeting option to "Enable Original Sound" from microphone

**Audio Processing**

[Restore Defaults](#)

Suppress Persistent Background Noise ?

Suppress Intermittent Background Noise ?

Echo cancellation

On your Zoom video screen you can now **Turn on Original Sound** to stop automatic audio compression (top left of screen).

Zoom Meeting ID: 373-740-1083



Turn on Original Sound ▼

Turn off Original Sound ▼

## Changing Views

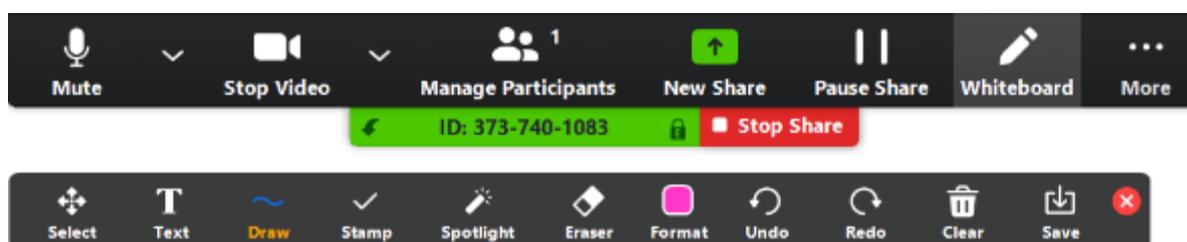
Choose between **Speaker** and **Gallery View** at the top of your screen

Right click your video to **hide self** for a more distraction-free lesson.

## Screensharing and Whiteboard

Your teacher may choose to Screen Share during your lesson, eg worksheets, audio files, or the Zoom interactive whiteboard.

When Screen Share is active your settings will appear if you move your mouse to the top of the screen.



## Joining a lesson Using a Phone or Tablet

Select **Join with Video**.

Wait for your teacher to let you in.

Tap the screen to show options at the bottom.



Tap  and then the text **Join by device audio**. You will get a message confirming that you are using device audio

If your Audio and Video icons show red, tap to activate.



## Changing Views

Swipe across to change between views.

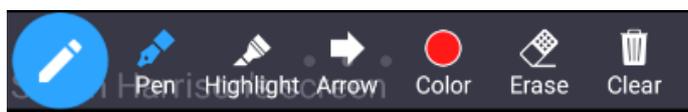
Active Speaker or Gallery View.

On the Mobile App you can only view up to 4 participants.

## Screensharing and Whiteboard

Your teacher may choose to Screen Share during your lesson, eg worksheets, audio files, or the Zoom interactive whiteboard.

If your teacher has given you permission to annotate on a shared whiteboard, you can turn the tools on by clicking the pen icon to display the Annotation tools.



**Phones and tablets offer limited options for the whiteboard.**

Your teacher will end the lesson for all participants.

Each student can also choose to leave the meeting from their own screen by selecting **End lesson**.

**We hope you enjoy your online sessions.**