

Zoom Guide for WesternU Students

Contents

Setting Up Zoom.....	1
Creating an Account/Signing In	1
Getting the Zoom App on Your Device	1
Join a Meeting & Set Up Audio/Video.....	2
Join a Meeting	2
Testing Audio	2
Testing Video	3
How to Share Your Screen.....	4
Netiquette for WesternU Students.....	5
Log in early and with your full name.....	5
Have your camera on.....	5
Have a professional background	5
Wear professional attire.....	5
Be attentive	5
Write questions & away alerts in the chat.....	5
Where to get help	5

Setting Up Zoom

(Do this before your first Zoom meeting on a device)

Creating an Account/Signing In

1. To create an account or log into your account, visit: westernu.zoom.us
2. Click sign in and enter your FULL WesternU email and password
3. You now have a WesternU Zoom account which **gives you access to the paid Zoom version**

Getting the Zoom App on Your Device

1. Whether on your phone or computer, you will need the zoom app. To download the app, go to: <https://zoom.us/support/download>
2. Do this for all devices that you use Zoom on

Join a Meeting & Set Up Audio/Video

(Join every meeting early and do this)

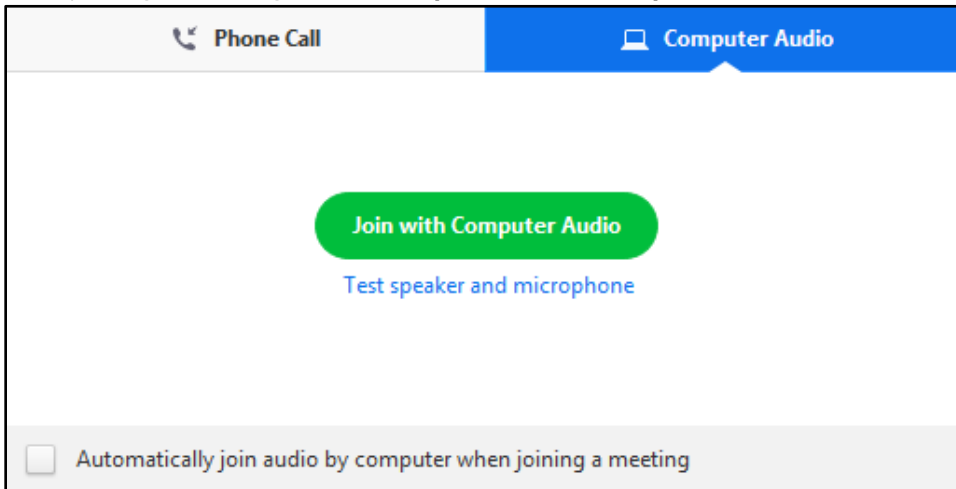
Video Tutorial for Testing Audio/Video: <https://youtu.be/HqncX7REOwM>

Join a Meeting

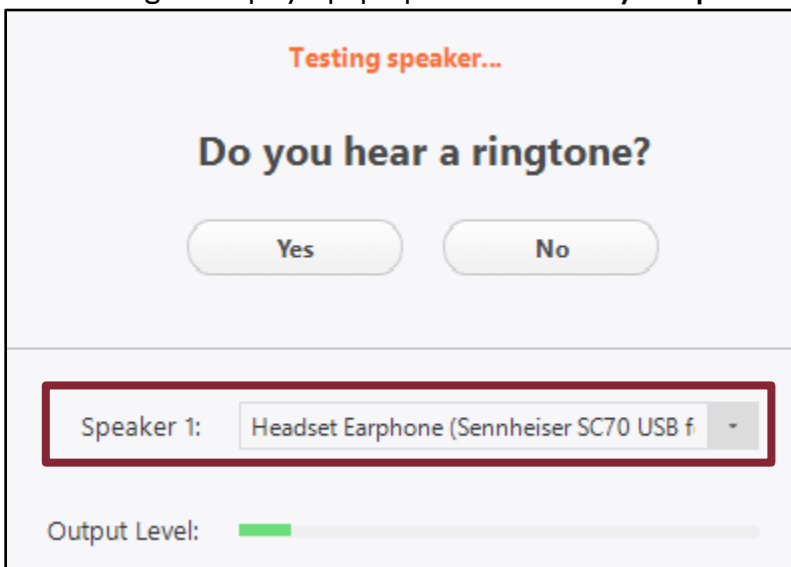
1. Click the link provided by your meeting host. It should look like the link below:
<https://westernu.zoom.us/j/847074191>

Testing Audio

1. After joining a meeting, click **Test Speaker and microphone**



2. The meeting will display a pop-up window to **test your speakers**.

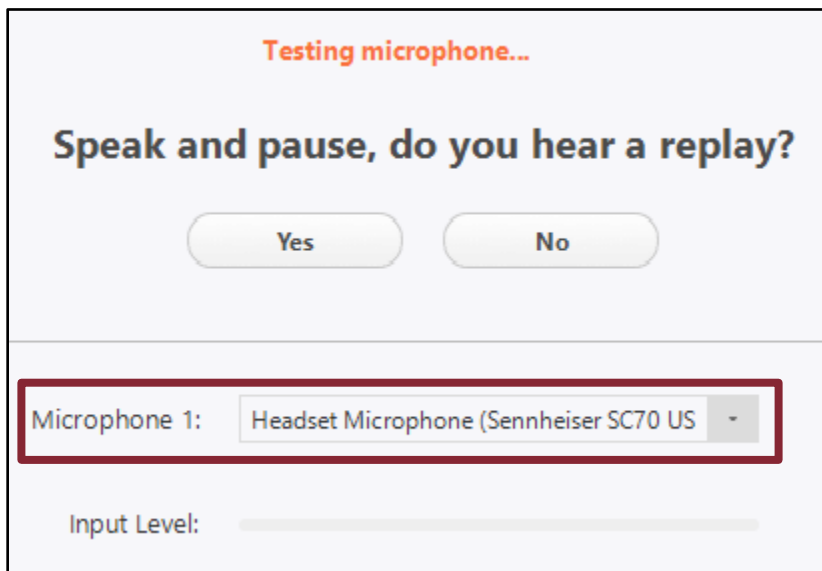


Yes, I hear the ringtone - Click yes and move on with the test

No, I don't hear anything – Use the dropdown menu that looks like the one in the red square above. Select different speakers available to you until you do hear something.

If you still don't hear anything, click **No** until you are prompted to Join **Audio by Phone** and dial the number provided by Zoom. Make sure to use the Meeting ID and **Participant ID** when prompted.

3. Next a pop up will appear to **test your microphone**.



Yes, I hear the replay of my voice – Click yes

No, I don't hear the replay of my voice – Use the dropdown menu that looks like the one in the red square above. Select different microphones until you do hear the replay of your voice.

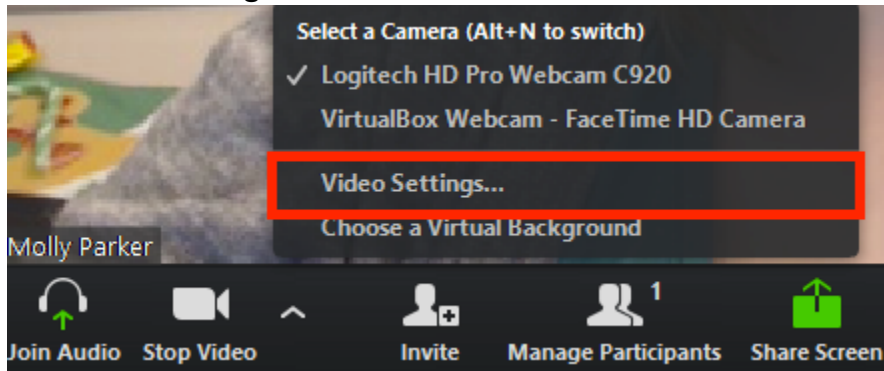
If you still don't hear anything, click **No** until you are prompted to Join **Audio by Phone** and dial the number provided by Zoom. Make sure to use the Meeting ID and **Participant ID** when prompted so your faculty member will know who you are.

Testing Video

1. If when joining your meeting, you can't see yourself click on the camera icon that should say "Start Video". If you still have issues, follow the steps below.
2. Click on the arrow next to the video icon.



3. Select Video Settings



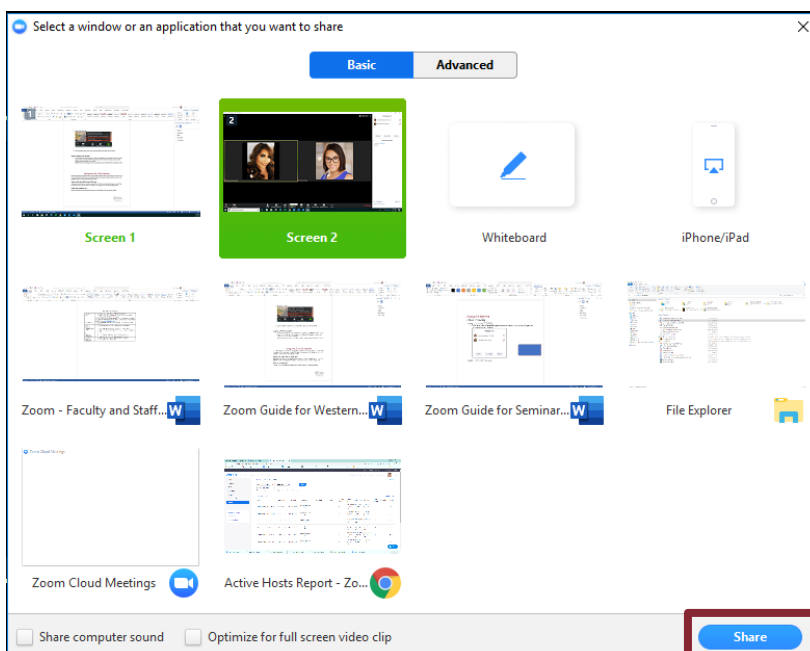
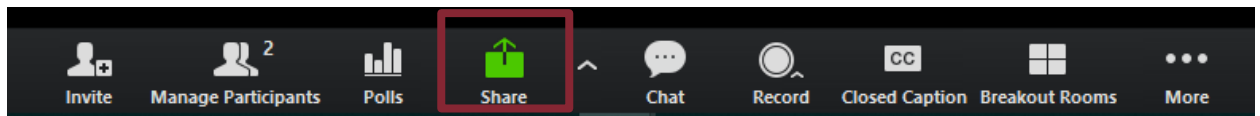
4. Click through the drop-down menu to select different cameras until one works.

How to Share Your Screen

Video Tutorial for Sharing your Screen: <https://youtu.be/9wsWpnqE6Hw>

1. In the toolbar click **Share**, then select the application you would like to share. If you are going to be sharing several different applications, then select the Desktop and you will be sharing whatever is visible on the screen. To finish the process, click **Share** at the bottom of the screen.

Note: Be sure that anything you don't want people to see is hidden before sharing the screen



Netiquette for WesternU Students

WesternU believes in professionalism in their students whether they are physically on campus or not. It is important that students are as respectful during Zoom sessions as they would be in person. The guidelines below are to be followed by all students.

Log in early and with your full name

Testing your device before a meeting is important so that time isn't wasted during your class. When prompted, be sure your full name is on display or you might not be counted as being present.

Have your camera on

Have your camera on and be sure that you are in a well-lit area so you can be seen clearly.

Have a professional background

Make sure that your surroundings are conducive to learning and won't distract you or others who can see the room you are in. Other people, pets, and clutter should not be visible during Zoom sessions.

Wear professional attire

Wear class appropriate attire and avoid things like pajamas or workout clothes.

Be attentive

Pay close attention to the lecture and take notes. Since you can be seen, it is obvious when conversations are happening off screen or there are distractions in the room with you. Remember that the host can unmute you at any time and it is your responsibility to be present in the meeting whether your microphone is on or not.

Write questions & away alerts in the chat

Several students may have questions at once so write all questions in the chat and your professor will pause throughout the lecture to answer. If you need to leave your device to use the restroom be sure to notify the professor in the chat by typing "away".

Where to get help

For assistance contact WesternU IT, they are available Monday through Friday during regular business hours.

Call: 909.469.5432

Submit a ticket: support.westernu.edu