

# A Students' Guide to Zoom\*

\*This guide was originally created by University of North Carolina and they agreed we could alter it for Lewis and Clark Students. . .

## FAQs

**What's zoom like?** If you've ever done a google hangout or met up with more than one person on any platform (Skype, FaceTime, etc.) then that's pretty much what it's like. It has some different functionality (like sharing your screen and annotation) but it's very similar to other conference call platforms. From time to time some of the menu options or windows are minimized so you may not see some settings you expect to see. Poke around -- you won't break it!

**What should I do to be on zoom?** Download the app to your laptop, phone, or whatever device you plan to use. It can be helpful to download it to a few devices. It has a web-based version; but there's more functionality in the app. Remember to sign in as your [yourname]@lclark.edu email not any alias.

**Set your name and add pronoun or pronunciation if you want.** In your Zoom settings you can go to your "profile" and change your name. Use the first and last name you prefer. If you have enough space, consider if you want to add a pronoun or phonetic pronunciation. For example "Meredith Grey (she)" or "Kale (Kay-lee) Smith"

**Prior to my scheduled meeting, what should I do?** Plan to arrive early so you can test your audio and video. You will be required to enter in a password to start the meeting. That password can be found under the Meeting ID on your invitation. Most providers have the default setting that you have to be admitted into the meeting. Once the provider is ready, you will gain admittance. Let your provider know if you are not wanting to share video either for privacy issues or due to internet bandwidth issues. We ask that you only access audio via your computer and do not call into the session as this is not best practice for supporting privacy on this platform.

**What does it look like if I don't share my video?** Others will see a black screen and name for the account. In general though, if you don't mind and are able to have the video on, it can feel a bit more approachable for all. (If you don't want to show your surroundings, choose a virtual background in settings.)

**How should I dress?** Join in whatever you feel like wearing. It's a pandemic. Just keep engaging!

**How do I leave?** You can use the "leave the meeting" prompt.

**What if my connection is glitchy?** It happens. You can leave and rejoin the meeting or try a different device. Sometimes turning off your video helps. It is helpful to have a plan with your provider at the beginning of the meeting on what you will do if you lose your connection, like switching to a phone call.