

Zoom videoconferencing instructions for students.

Step 1: Download and install the UW Zoom Client for Meetings: <https://washington.zoom.us/>

Step 2: Make sure you have a reliable, strong internet connection.

Step 3: Paste the link of the Zoom meeting that your instructor shared with you for that day into your web browser.

You will then be able to join the meeting.

Although Zoom can be used with just the audio feature on a phone, most classes will expect students to use video because instructors will be sharing other materials such as Powerpoint slides.

The lower tab of your Zoom screen includes a number of options, such as the **mute button** on the far left. To reduce background noise please select mute until you are ready to say something. Similarly, please turn off your video feed if it may be distracting to other participants.

Can't hear audio? The fix is usually easy: At the bottom left of the Zoom client interface, click the small “^” to the right of the Mute button. You will see an option to “Select a Speaker.” Try changing to a different speaker to see if that restores audio. (Common options are “Same as System” and “Built-in Output (Internal Speakers).”

No one can hear you? Your microphone may be muted. Just click the mute button in the bottom left corner. Note that it's a good idea to keep your mic muted until you have something to say; otherwise, the meeting will be filled with background noise.

Bad connection? Try turning off your own video to save bandwidth. This can be done using the “Stop Video” button at the lower left. If Zoom freezes, then you may have lost your internet connection altogether - disconnect and reconnect.

Hearing feedback? The sound from two laptops in the same room can cause an echo. Mute all but one. Headphones with microphones can also solve this problem.

Still having trouble? There is a “Chat” button in the lower middle of the screen that allows you to type a message to the meeting organizer (the instructor) asking for help.

How to adjust your settings

On the Zoomdesktop application, click on the profile or headshot on the upper right

Select settings