

# HOW TO USE ZOOM

Zoom is an online virtual meeting and video conferencing tool that is supported and secured by our central technical support team. If your online course has any live synchronous sessions, they will take place over Zoom. Let's learn how to use it!

Visit the Zoom website at [zoom.us](https://zoom.us). You can use Zoom in your browser by entering the meeting ID provided by the session organizer or you can download the Zoom app to your desktop computer and create your own Zoom account. Registration is free using your UCalgary email address and account. Zoom is integrated into D2L at UCalgary, so be sure to check D2L to see if your instructor has set up Zoom sessions directly within your course.

Once you have joined a Zoom meeting, you have a variety of options and functions available to you.

On the bottom left-hand corner, you have the option of muting and unmuting yourself as well as turning on and off your camera.

The up arrows beside the microphone and camera icons can also provide you with more options if you need to make changes to your computer audio or video settings.

At the bottom of your screen, you will see a control bar. This bar includes functions such as participants, share screen, chat, record, and reactions.

Depending on the settings made by the host, all of these functions may not be available to you in all meetings. If you click on "Participants", you will see a complete list of people who are at your meeting.



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

## **DIGITAL SKILLS FOR LEARNING ONLINE**

### **MY TOOLS FOR ONLINE LEARNING**

This work is licensed under a  
Creative Commons Attribution-  
NonCommercial-ShareAlike 4.0  
International License.



# HOW TO USE ZOOM

If you click on “Share Screen”, you will be able to share your entire screen or a select window with the other participants in the meeting. If you are sharing a video, make sure to also share your computer sound. If you click on “Chat”, you will see a chat bar where you can send messages to everyone in the meeting or private messages to specific participants. You can also attach files and share those with other participants through the chat.

If you click on “Record”, the Zoom meeting will be recorded and saved to your computer as both audio and video files. Some instructors may utilize this to post their synchronous lessons as videos on D2L. If you click on “Reactions”, you will be able to select from a variety of different icons to depict a message. This may include raising your hand, clapping, or a thumbs up.

Finally, if you would like to leave the Zoom meeting, you can click on “End Meeting” in the bottom right-hand corner and select “Leave Meeting”. Zoom is an effective online tool for your instructor to host live synchronous lessons but is also a useful tool for you to collaborate with your team in real-time. If you register with your UCalgary account, you can schedule and host your own Zoom meetings. If you need additional assistance with this, refer to the Continuing Education website or contact your course instructor.

That concludes our short tutorial on how to use Zoom. We hope it was helpful! Best of luck in your online courses!



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

## DIGITAL SKILLS FOR LEARNING ONLINE

### MY TOOLS FOR ONLINE LEARNING

This work is licensed under a  
Creative Commons Attribution-  
NonCommercial-ShareAlike 4.0  
International License.

