

# Student Guide for Zoom at UD

Zoom is the University of Delaware preferred video conferencing and collaboration tool. All staff, students, and faculty have access to a free Zoom Pro account when using your “udel.edu” email address. Students can use it to attend a live classroom, attend virtual office hours with your instructor or TA, or to meet with your peers for virtual study group sessions.

## Getting Started

You'll need a high speed internet connection and a laptop, desktop, or mobile device. Although not required, a web cam and a set of headphones, earbuds, or even better, a headset with built in microphone.

To use Zoom on your laptop or desktop, download and Install the Zoom App by visiting the [UDDeploy download page for Zoom](#).

To use Zoom on your mobile device, visit the [Apple AppStore](#) or [Android Google Play](#).

To provision your free Zoom Pro account at UD, visit the [UD Zoom Launch](#) page and sign in with your UD credentials.

## Starting Your First Meeting

Launch Zoom on your device. If prompted to login, choose the “SSO” option and enter “udel”. You should then be directed to the UD CAS Login Page. If using a shared device, make sure to sign out when you are done.

Click New Meeting. This will instantly start a new meeting with you as the host. Congratulations, you've started a new Zoom meeting!

## The Zoom Toolbar

After a meeting has been started, you'll see a Zoom window that has a series of icons at the bottom of the screen. If it is not showing, move your mouse over the window to make it appear again.

1. **Mute** allows you to mute your microphone so others can't hear you. You can also change audio settings here to use a different microphone or speakers (click the ^ next to the icon).
2. **Start/stop video** allows you to control your webcam from being visible to others. You can also change the camera that is being used (click the ^ next to the icon)

3. **Invite** allows you to invite others to your meeting.
4. **Participants** allows you to show and hide a side panel with other people in the meeting. You can also direct chat with people in this list.
5. **Share Screen** allows you to show all of your screen, a portion of it, or just certain windows so others in the meeting can see it. Only one person can share at a time. To stop sharing, click red “Stop Share” at the top of your screen.
6. **Chat** allows you to send text messages within the meeting to all participants or individuals.
7. **Record** allows you to record the meeting.
8. **Leave Meeting** will allow you to leave the meeting or end it if you are the host.

## Using Zoom For Your Course

If your instructor is using Zoom for your course, they will share with you with a Zoom meeting link and the appropriate date(s) and time(s) when your course will meet. Your instructor may post the link in Canvas or send via email. It's best to [test everything](#) (internet connection, microphone, camera) well ahead of time before your class meeting begins.

During a live class meeting, you can switch between **Speaker View** (shows a large video of who is currently speaking) or **Gallery View** (shows small thumbnails of participants). These buttons are in the upper right corner of the Zoom window.

## Tips For Students

- Set up a quiet, intentional space that is free of distractions where you'll attend class.
- Make sure to use your full name in Zoom as it helps your instructor know who you are.
- Make sure you're muted when not talking to prevent unwanted background noise from interrupting your class meeting.
- When on camera, speak to the camera to give the appearance of eye contact.
- Ask your instructor how they'd like to handle questions (text chat, raise your hand feature).
- Use reactions to engage with your class.
- [Schedule a Zoom meeting](#) with your peers to create study sessions to review.
- Attend virtual office hours if available.
- If your internet connection or WiFi is problematic during a live class meeting, you can:
  - Turn off your camera to lower bandwidth usage
  - Make sure your microphone is muted when not speaking to further lower bandwidth usage.
  - Use a phone to dial-in to the meeting with voice only instead of using VoIP (built in audio on your device).