



# Attending a Web Conference Using Zoom

## A Step-by-Step Guide for Students

### At a Glance

This guide will outline the steps to join and manage a web conference session in Zoom.

### Before You Begin

Please verify the following before you begin:

1. Your computer meets FHU's minimal computing requirements as posted in your syllabus.
2. You have access to high-speed Internet service.
3. You have acquired a USB headset with microphone to be used during web conference sessions. **(Note: A headset with microphone will prevent your computer's microphone and speakers causing audio feedback and disrupting the Zoom session.)**

### Joining a Web Conference Session

Web conference sessions at FHU are hosted through Zoom. Your instructor will post the link to the meeting in your Canvas course. The following steps will guide you through the process of joining a session.

1. Open your course in Canvas and click on *Zoom* within the course navigation menu. Click the *Join* button beside the appropriate meeting. Contact your instructor if you need assistance locating the session link.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, Studio, and Help. The main content area displays the 'Zoom' section, which includes a table of upcoming meetings. A red arrow points to the 'Zoom' link in the sidebar with the text 'Click Zoom to access your class meeting link(s)'. Another red arrow points to the 'Join' button in the meeting table with the text 'Click Join to be connected to the live class meeting'.

Start Time	Topic	Meeting ID	Join	Invitation
Today 10:00 AM	Zoom Training 1010	921 5427 5519	Join	Invitation

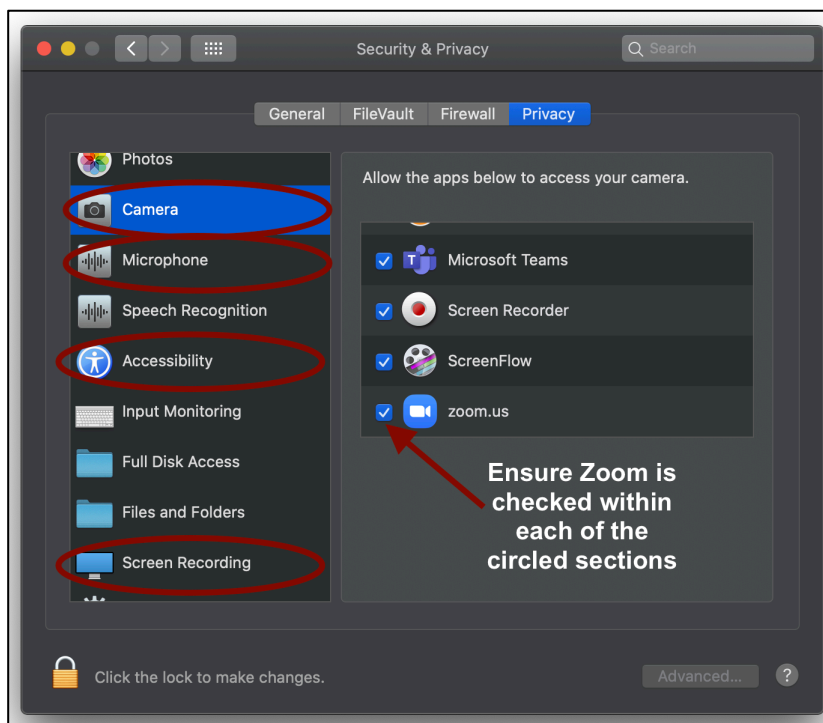


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2. If this is the first time you have accessed Zoom on your computer, you will be prompted to install the Zoom client. Follow the instructions on the screen to complete the installation. Once installed, you will be connected to the session.

Note: When using a Mac computer, you will need to update your *Privacy* settings to allow Zoom to access your *Camera*, *Microphone*, *Accessibility*, and *Screen Recording* (if applicable). To access these settings, go to *System Preferences*, *Security & Privacy*, and then select the *Privacy* tab. Ensure Zoom is checked within each area.



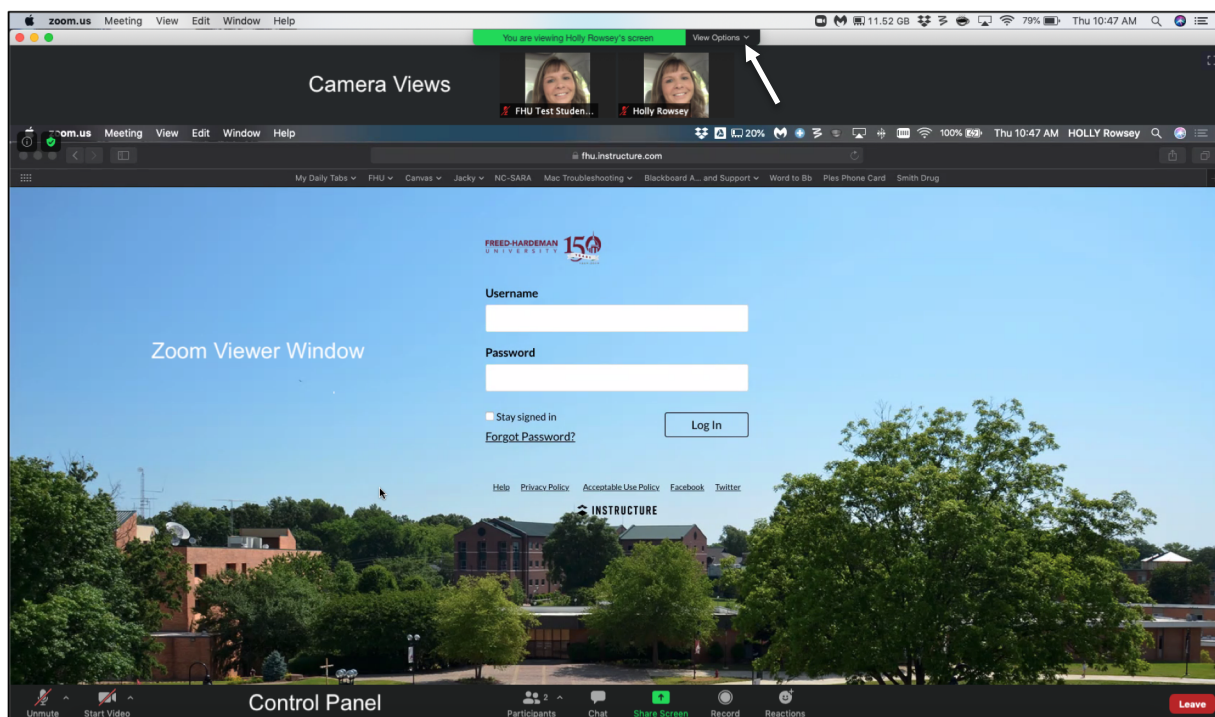


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### Managing a Web Conference Session

A web conference session in Zoom is presented through the viewer window and managed through the control panel window. The *Zoom Viewer* window will display the presenter's desktop along with any webcams that are active during the session. The *Zoom Control Panel* will allow each participant to control certain aspects of their session, including his or her microphone, speakers, and webcam. It will also present a list of active participants, and it enables text-based chat between those participants.



Content in the *Zoom Viewer* is controlled by the presenter. For example, the presenter will control the advancement of slides in a presentation. However, you may resize your viewer window by clicking *View Options* at the top of the screen and selecting the desired size.

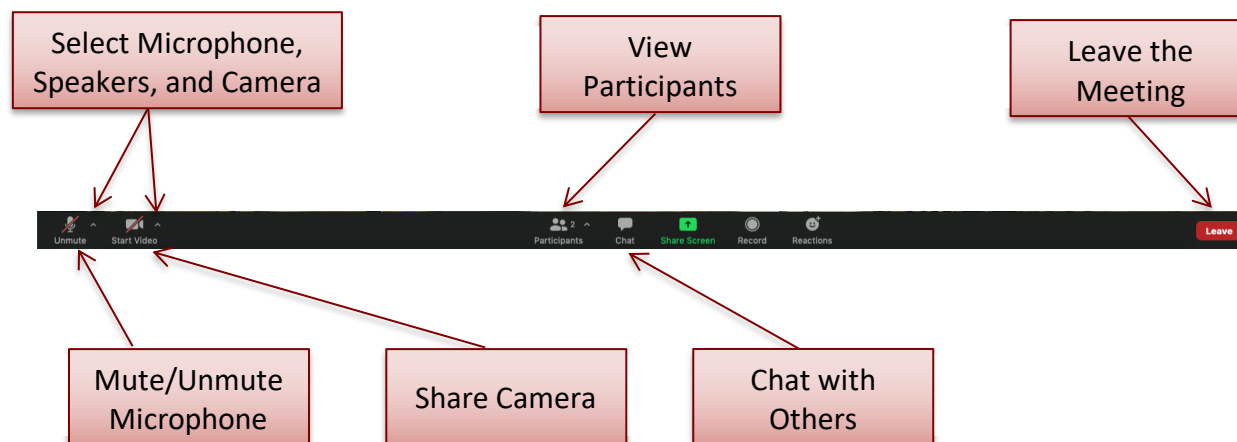
The *Zoom Control Panel* will allow you to control your session. The control panel contains seven buttons that will allow you to:

- Mute/Unmute your microphone
- Enable/disable your webcam
- View other participants
- Chat with the presenter and other participants
- Respond to Poll questions
- React to the presentation
- Leave the meeting



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You can manage your microphone and speakers by clicking on the microphone button on the control panel. Use the up arrow beside the microphone icon to change or select the appropriate microphone and speakers on your computer.

In the *Video* section, you can turn on or off your video camera by clicking the camera icon. Use the up arrow beside the camera icon to select a different camera on your computer.

The *Attendee List* will identify all active participants in the session.

You may chat with other participants in the *Chat* section by typing in the *To:* box and pressing enter/return on your keyboard. Please note that you may chat with the entire audience or individual participants.

Finally, you may exit the session by clicking the *Leave* button.

### Additional Assistance

If you need additional assistance with Zoom, please contact the HelpDesk at <http://helpdesk.fhu.edu> or by phone at 731-989-6111.