

zoom Student Cheat Sheet

for Meetings, Group Work, or Office Hours

Download and Install

GET STARTED

Before you can use Zoom, you must install the Zoom software for your device. Start by going to illinois.zoom.us and click **Download Client** in the footer. Download the Zoom Client for Meetings.

Log In and Set Up

WEB PORTAL (ILLINOIS.ZOOM.US)

Go to illinois.zoom.us and log in with your Illinois NetID and password.

ZOOM CLIENT

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button.
2. Click **Sign In with SSO**.
3. Enter **illinois** when prompted for your company domain.
4. Enter your Illinois NetID and password on the University of Illinois login screen.

Where do I find my course meeting?

DETERMINE HOW THE MEETING INVITE WILL BE SHARED

Find out from your course staff how they will be sharing the meeting invitation or ID:

- **Moodle or Compass2g:** Find the Zoom link within the course page.
- **Meeting URL:** Click the meeting URL, and open in Zoom Desktop client when prompted.
- **Meeting ID:** Find the Meeting ID from the professor or shared course site. Open the Zoom Desktop application on your PC or mobile device. Click **Join**, and enter the Meeting ID.

How do I join the meeting?

ONLINE COURSE (COMPASS OR MOODLE)

1. Log in to your online course site.
2. Find the Zoom link within your course.
3. Click the **Upcoming Meeting** tab at the top.
4. Find the meeting for the day's session.
5. Click **Join**.
6. You will then be prompted to open the meeting in the Zoom Desktop application.
7. Click "Open in Zoom." The application will prompt to join your computer audio.
8. It is recommended to join using computer audio.

MEETING ID (ILLINOIS.ZOOM.US)

1. Open the Zoom desktop application.
2. Click **Join**.
3. Enter the Meeting ID in the Join Meeting window.
4. You will then be prompted to open the meeting in the Zoom Desktop application.
5. Click "Open in Zoom" and the application will prompt to join your computer audio.
6. It is recommended to join using computer audio.

MEETING URL (ILLINOIS.ZOOM.US)

1. You can simply click the meeting URL to join a Zoom meeting.
2. You will then be prompted to open the meeting in the Zoom Desktop application.

Click "Open in Zoom," and join by computer audio.

Meeting Controls

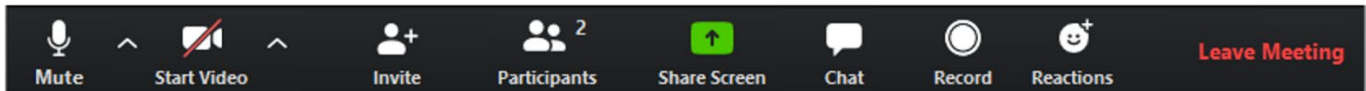
AUDIO

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

VIDEO

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

In-Meeting Control Bar

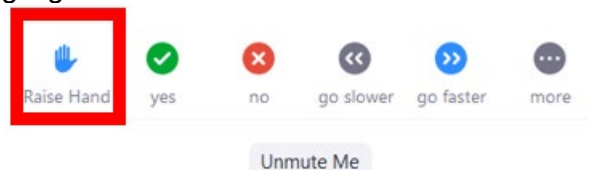


1 2 3 4 5 6 7 8 9

- 1) This button will allow you to mute and unmute your mic. When the mic is muted a red line will be drawn diagonally through it. My mic is currently NOT muted above. The ^ symbol to the right of Mute will allow you to control your audio settings within a meeting. You can set your audio to the device you're using or sync it to your system audio.
- 2) The video button will start and stop your camera. If you do not want your camera to display, this button should look the same as above.
- 3) If you have permissions to invite, you will be able to invite other users to your meeting here.
- 4) View the participants in the meeting if you have permission.
- 5) Share your desktop or an individual application.
- 6) The chat button will allow you to open the in-meeting chat. You can send messages to one participant or the entire class. Please speak with your course staff to find out more about how Q&A will be handled in your individual section.
- 7) If you have permission to record the meeting you can do so here.
- 8) Click here to leave or end the video meeting.

How do I raise my hand?

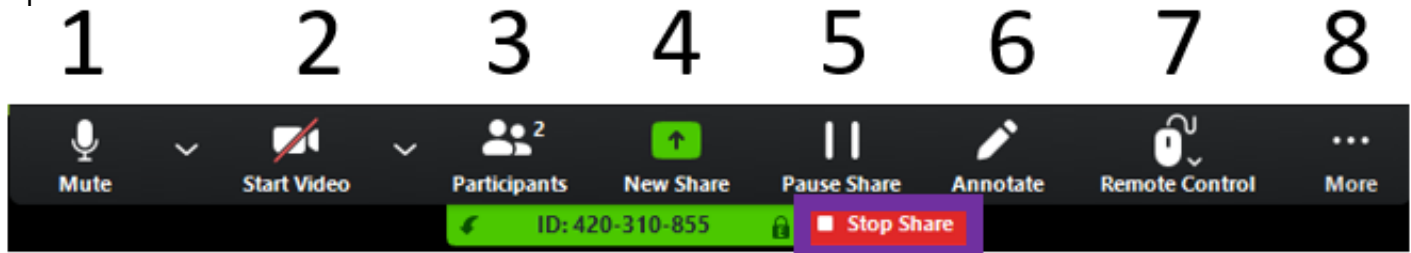
Raising your hand can be done by clicking "Participants" (button #4 above) in the in-meeting control bar and clicking the "Raise Hand" icon highlighted below:



After you have clicked the raise hand button, the hand icon will appear next to your name in the participants listing. Please wait patiently for your instructor to notice and call on you. Be ready to unmute yourself (button #1) and speak slowly and clearly.

Screensharing Controls

When you share your screen during a meeting by pressing Share Screen (#5) button in the in-meeting control bar, you will be asked to select what content you would like to share. After you have selected either a full desktop screen, specific application, mobile device or whiteboard, the in-meeting controls will change to what is pictured below:



- 1) This button will allow you to mute or unmute your mic.
- 2) You can still start or stop your video here.
- 3) Manage participants remains unchanged.
- 4) New Share will allow the user currently sharing the option of selecting a new desktop, application, or other device to share.
- 5) Pause share will allow you to pause the currently shared screen if you need a moment to do something private.
- 6) Annotate gives you access to tools that will allow you to highlight and draw on the shared screen.
- 7) The Remote Control feature allows you to take control of another participant's screen in a meeting.
- 8) More lists most other features you may want access to during a screen sharing session. Access to the meeting chat, breakout rooms and invite more guests can all be found in More.
- 9) When you are finished with sharing your screen, press the Stop Share button highlighted above in the purple rectangle.

IMPORTANT: This bar can be moved anywhere you prefer while you are sharing your screen. Simply click and drag the bar to a better location.

Helpful Hints

Video conferences are a great way to meet and stay connected with your classmates, instructor and TAs. To make sure you get the most out of every session, keep the following tips and tricks in mind:

- Log in to illinois.zoom.us to activate your license. Follow the [instructions here](#) to make sure you are logging in to Zoom correctly.
- Find a quiet location from which to join your session.
- Join a session a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app [downloaded](#).
- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone generate too much feedback for others.
- Mute your audio unless you are speaking (or in line to speak) to prevent unintentional background noise from disrupting the conversation.
- For general technical issues, visit support.zoom.us. Licensed users can use Zoom Support live chat by signing in to illinois.zoom.us and clicking the blue "Help" bubble in the lower-right corner.
- For issues logging in through SSO or general questions, [email Tech Services](mailto:consult@illinois.edu) at consult@illinois.edu.
- Search the campus [Knowledge Base for Zoom articles](#) on various topics.
- Read Zoom's [Student Tips for Participating in Online Learning](#) (PDF).

Where can I find training?

- Here is a few short videos for [How to Log into Zoom on the Web](#) and [How to Log into the Zoom Desktop Client](#).
- Zoom Video tutorials can be found here: <https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>
- As licensed Zoom users, you are eligible to sign up for free training sessions directly from Zoom. More information about Zoom training can be found at: <https://support.zoom.us/hc/en-us/articles/360029527911>
- Recorded training sessions can be found here: <https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>

Additional Resources And Support

Free support for Zoom is available 24x7: Dial-in **+1.888.799.9666, ext 2**.

For additional support, go to **support.zoom.us** and click **Submit a Request** at the top of the page OR use the Live chat option in the bottom right corner.

Visit <https://ops.citl.illinois.edu/for-students> for additional resources.

IMPORTANT: If you are having difficulties activating your Zoom license, downloading the Zoom Desktop Application, logging into Zoom or any other technical issues please contact the Technology Services Help Desk by emailing consult@illinois.edu or calling 217-244-7000

Deep thanks to Stanford University IT for building a great resource in trying times.