

Using Zoom as a Teacher with Virtual Field Trips

Downloading Zoom

- 1. Launch an Internet Browser and navigate to http://zoom.us/download
- 2. Click on the "Download" button to install the "Zoom Client for Meetings"
- 3. Open the Installer and click "Run" to install

"Pin" the icon to your taskbar

1. Right-click on the icon while the program is running and choose "Pin this program to the taskbar"

"Join" a meeting

1. Click on "Join" in the Zoom Application Launcher and enter the Meeting ID

"Join" the Audio Conference

Choose "Computer Audio"



1. Click "Test Mic & Speaker" to configure the audio settings

Virtual School Program Academic Innovation and Technology Greenville County Schools

Joining the "Audio Conference" by "Computer Audio," continued



- 2. Click "Test Speaker" and listen for the tones; choose another speaker option from the drop-down menu if tones cannot be heard
- 3. Click "Test Mic" and speak in a normal voice to test your microphone; choose another microphone option from the drop-down menu if you do not see that the microphone is picking up your speech in the volume bar
- 4. Click the "X" to close the dialogue window

Joining the "Audio Conference" by "Computer Audio," continued

•		Audio Confe	rence	×
D	ial In	6	Computer Audio	
		<u> </u>		
	Join Au	dio Conference vi	a Mic & Speaker	
		Test Mic & Sp	eaker	
Automatically jo	oin audio co	nference via Mic 8	Speaker when joining a meeting	

5. Click "Join Audio Conference via Mic & Speaker"

Video Settings



You should "see" yourself if you have a camera enabled device; choose another camera option from the drop-down menu if you cannot see yourself

General Settings

0		Settings	×			
🞧 Auc	dio	General				
🔳 Vid	leo	- Application	_			
o ^o Ger	neral	Start Zoom when I start Windows				
📮 Fee	dback	Minimize window to Notification Area				
🕨 Rec	cording	Automatically copy Invitation URL to Clipboard after meeting starts				
🔄 Pro	Account					
		Content Sharing Enter full screen mode automatically when starting video Enter full screen mode automatically when viewing the shared screen Fit to window automatically when viewing the shared screen Enable dual stream for dual monitor Instant Message Play sound when I receive a chat message Pop out the chat window when I receive a chat message				
2		Show offline contacts				

- 1. Check the box to "Fit to window automatically when viewing the shared screen"
- 2. Check the box to "Pop out the chat window when I receive a chat messaged"

Navigating the Zoom Window



- A. Mute/Unmute Audio
 - a. Toggle between mute or unmute to minimize background noise
- B. Stop/Start Video
 - a. Toggle between showing or not showing video from your camera
- C. Open Chat Window
 - a. Chat with ALL participants, the Host, or individual participants
- D. End Meeting
 - a. Disconnect from the meeting at the end