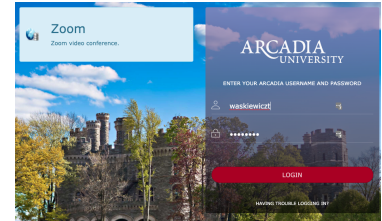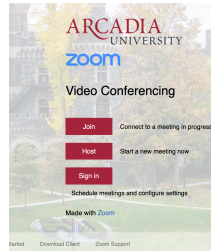# Arcadia Student Zoom User Guide

Zoom is the video conferencing tool you will use in this class to attend your discussion sections and office hours.

Create an Arcadia Zoom account

- Visit https://arcadia.zoom.us
    1. Click "Sign In"
    2. Then, enter your Arcadia username and password

Highlights of a Pro Zoom account

- Once you are logged in, you will be taken to your **Meetings** page.
    Highlights of this page are:
    - Schedule a meeting
    - Find your scheduled meetings
    - Find your meeting recordings
- Setup settings and configuring your profile in Meeting Settings
- Click here for more Zoom information Zoom Quick Start Guide

What You Need to Get Started:

- An internet connected computer, laptop, or device
- A headset or earbuds (if you're participating with a laptop)

Download and Launch the Zoom App:

- Click the link to the Zoom meeting posted in Canvas > Zoom.
- You will be prompted to download the Zoom application.
    - Download the Zoom application.
- Again, click the link for the Zoom meeting in Canvas.
- Login to the Zoom application using SSO (on your phone or computer)
    - Click "Sign In with SSO"
    - Enter "Arcadia" in the domain space provided (arcadia.zoom.us) and click Continue
    - If prompted, enter your Arcadia username and password on the Arcadia PortalGuard login screen

Download and Launch the Zoom Mobile App:

The Zoom mobile app is available for both iOS and Android devices.
- For iOS, search "Zoom" on Apple AppStore or open Safari, and enter zoom.us. It will direct you to http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307

- For Android, search "Zoom Meetings" on Google Play. It will direct you to https://play.google.com/store/apps/details?id=us.zoom.videomeetings

The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you do not see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)
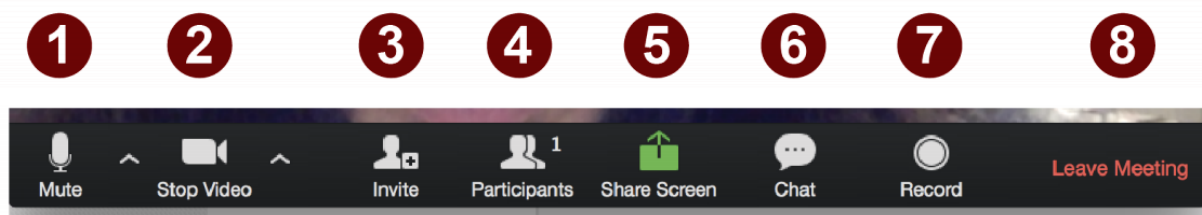

## With the Zoom Menu Bar you are able to do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

## Switching Between Views (Share Screen and Video):

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.
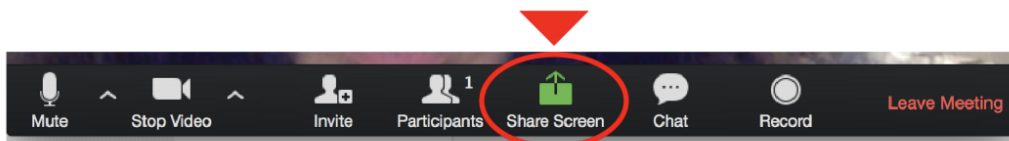
If you are in video mode, switch to screen share by clicking "Share Screen" in the menu bar as shown: A window showing all possible options to share displays like below. Click on the item you want to display, which will be highlighted in green, then click "OK":
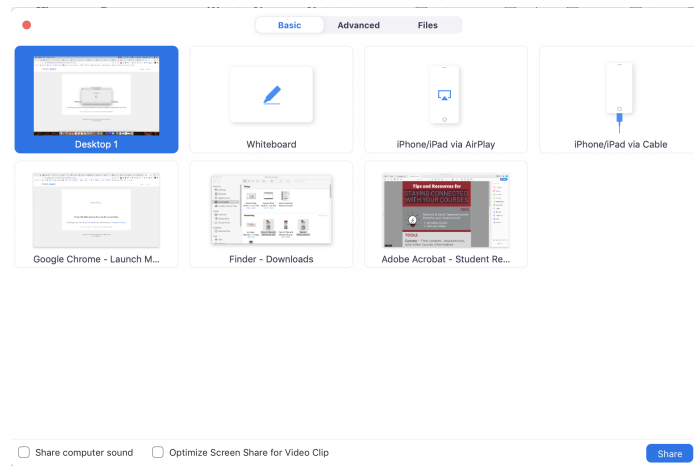
If you are displaying your screen, switch to video by clicking "Stop Share" from the menu at the top of the screen shown in the red box:
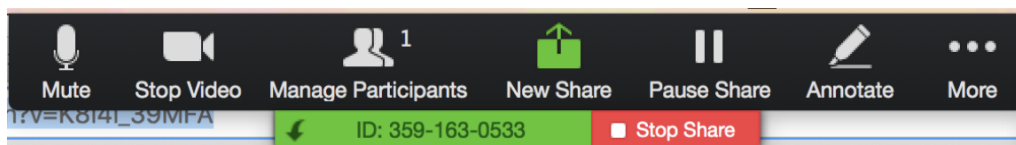
Helpful Hints:

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

- Find a quiet location to join your session, and make sure you have access to a fast internet connection or excellent Wi-Fi signal.
- **Test your audio and video connections at arcadia.zoom.us/test prior to joining your meeting**.
- Log in to every session using your full first and last name.
- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone can generate static for others.
- Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.
- When video is enabled, speak to the camera (and not to the screen).