

QUICK REFERENCE GUIDE

Getting started in ZOOM for students

Versions: there is a 'professional' version of ZOOM. You do not need this as a student to connect to a University of Auckland Zoom session.

Connectivity: be mindful that connecting to a Zoom session via your device's data plan can use up significant amounts of data: connect to your home or work network if at all possible.

Recording: assume every Zoom session is being recorded.

Device

Computers

Connecting via a computer is the most reliable method. In particular, using a laptop is often easiest: Zoom will find the internal camera automatically. You can use a desktop machine with a webcam too.

Tablets and mobile phones

There are Android and iOS Zoom apps for participating in sessions: search in your device's app store. These are OK for participating as a student in a Zoom session: these apps don't work well for running a session.

Although Zoom will run on a mobile phone, FMHS will not provide support for mobile phone issues as the screen is too small to meaningfully participate in a session.

Audio

Using a wired headset with its own microphone produces better sound quality and is often easier to set up. In particular, mobile phone headsets often work well—even when plugged into your computer!

We do not recommend using wireless headphones, as they could run out during a lecture or tutorial.

We also strongly discourage using the microphone or speakers built into your device. Doing so causes painful audio distortions for everyone else in the session.

Joining a meeting

It is best to connect via your device's browser via the complete meeting URL send to you. If the meeting requires logging in with your university credentials or with a session password, the browser is where this authentication needs to be done. The first time you connect to Zoom on your computer it will need to install some software—that is OK, let it do so.

If using a tablet app, enter the meeting ID only (not the complete URL). For example, for this URL: <https://auckland.zoom.us/j/765634873> the meeting ID is 765634873.

Meeting etiquette

Each time you connect to Zoom you might be asked to check your audio. Do the check, since it only takes a minute or so. Please mute your audio to start.

If there are 10 or fewer participants scheduled for your session, leave your video on. Otherwise start with it off and follow your host's instructions about camera use.