

## CCC Student's Guide to Zoom

### How to Join a Class/Meeting

#### Option 1: Join using the provided URL.

Click on the URL from your teacher's email or in your Brightspace Class. If you don't have this URL, e-mail your teacher.

#### Option 2: Join using Meeting ID.

1. Go to <http://cccedu.zoom.us>

2. Click **Join**



3. Type in the provided Meeting ID and your name. If you don't have the Meeting ID, e-mail your teacher.

4. Once you're in the meeting, connect audio in one of these ways:

- a. Using computer audio(recommended).
- b. Dialing into a conference bridge from your phone.
- c. Have Zoom call you by entering your phone number, and your meeting will call your phone.

### Best Practices while in a Class/Meeting

1. Turn your camera on and have your camera at eye level.
2. Check your Internet speed. If you're on free wifi, keep your webcam off to improve quality.
3. Stay muted unless you're talking to reduce background noise. Sit in a well-lit and quiet place.

4. Mute your microphone when not talking. Unmute when your teacher asks you to talk. Show your webcam and adjust the view on your screen/phone.

## Zoom Meeting Controls

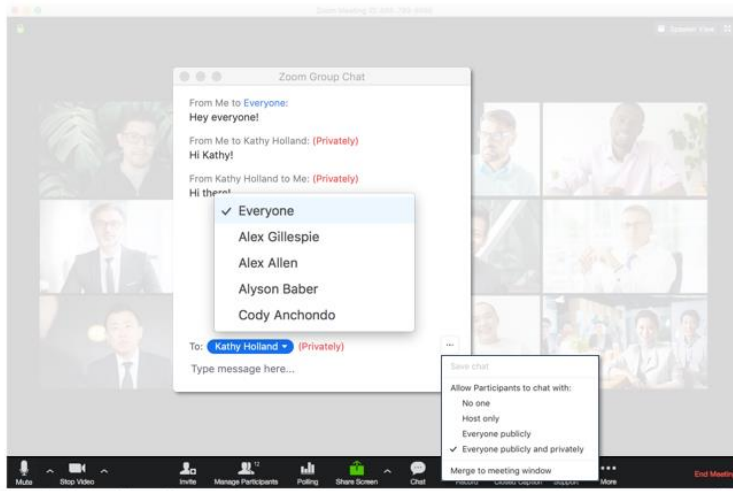


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5. Use the Chat to ask questions and communicate with everyone and privately.

## In-Meeting Chat



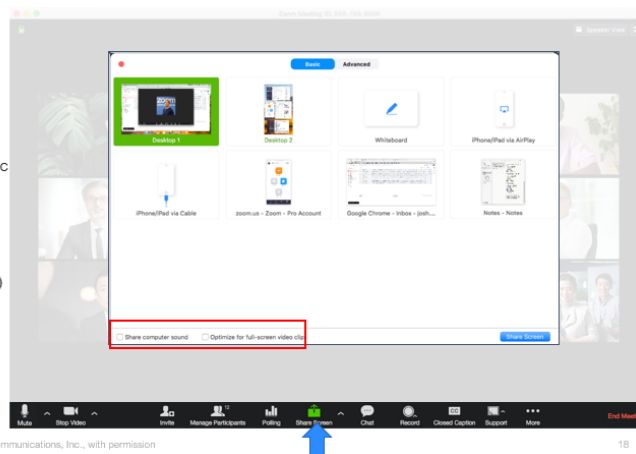
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6. Share your screen if your teacher asks you to.

## Share your screen and content

- Host and/or participants can share their desktop, a specific application or even a blank whiteboard
- Any participant can share content (including third parties)
- Hosts can stop a screen share for any participant



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