**How to use Zoom**

1. **Preparing for a Zoom Meeting**

**The day before meeting**

* Download and install the Zoom launcher (PC/Mac) in advance, as it can take several minutes to complete. Use login and password codes
* Review Zoom instructions here at Zoom's [Getting Started](https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started) page.
* Join a Zoom Test Meeting (found by clicking [here](https://zoom.us/test)) to confirm your computer or device's capabilities.
* In your test meeting, practice using the Zoom features listed below under "Views to Choose From" and "The Zoom Menu."
1. **Minutes before meeting**
* You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester [Speedtest](http://beta.speedtest.net/).
* Test your headphones, microphone, and camera to make sure the class can hear and see you (and vice versa)
1. **Zoom Etiquette and Tips**
* **Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.**
* To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixellated, and can move and speak without noticeable delays. Click [here](https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-) for more video testing tips.
* *Remember! You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If it is not, use your computer settings.*
* **Prepare your working space:**
* Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen. Do you really want your professor to know how many cat videos you actually watch?
* Don’t make distructions and organize your background space. Choose a calm and simple place. You may also use background settings.
* Wait for the invitation latter for entering a meeting. Use password
1. **During a Zoom meeting**
* Click **Start Video** to begin broadcasting from your webcam.
* If you have any questions during the lesson “raise a hand” button and wait for a professor’s reply. Also you may click the **Chat bubble** to ask questions via text, share links to websites, and keep up with the class's back-channel discussion. You can chat to everyone in the meeting, just the professor, or a specific person.
* Be prepared to share your screen with the class. *They can see the tabs you have open.* (Italicized for emphasis, fam.). At the end of the class, click **Leave Meeting**.

10 Golden Zoom Rules:

1. Show up on time. Enter the “virtual classroom” with you microphone off. Turn on your camera (if the Internet connection allows).
2. Change your screen view setting to your full name.
3. Turn on the Speaker view in Zoom: See a big view of the speaker and smaller pictures of your classmates either horizontally or vertically across the screen depending on your settings. 
4. Keep your microphone muted when not speaking.
5. Dress appropriately, at least from the waist up. Be fashionable
6. Respect the rules of class interaction: Wait your turn or wait to be called on.
7. If you want to ask a question or contribute use the hand raising icon on the bottom of the page or post in the chat. Before asking a question wait for a cue from the presenter. Don’t forget to unmute the microphone.
8. Ask questions concisely. Pleeeease
9. Don't use the chat as your personal one.
10. If you are experiencing any problems ( i.e. dropped out), contact us in Telegram. We are available 24/7 (No)
11. Have fun!