

# USING ZOOM FOR VIRTUAL CLASSES

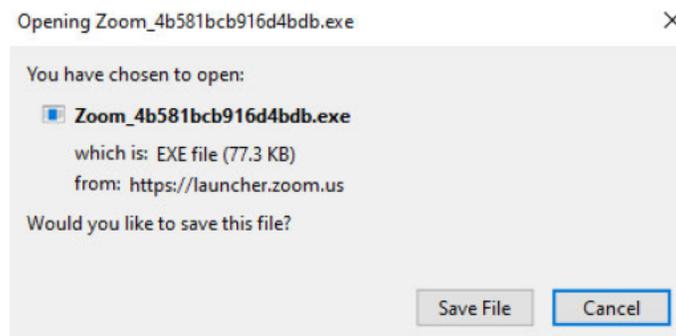
A guide for new users

# "I SIGNED UP FOR A VIRTUAL CLASS- WHAT'S NEXT?"

Several hours before your class is scheduled to start, make sure to check your email. You should see a message with weekly links for your virtual class included.

Click the link for the appropriate day and a web page will open if this is your first time using Zoom. Otherwise Zoom should automatically open.

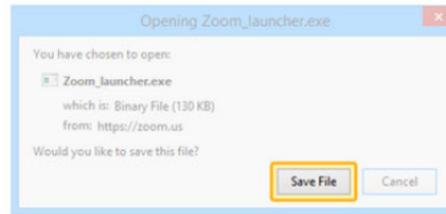
If you're new to Zoom, the web page will ask you to download Zoom before proceeding. A window should automatically pop up asking you to "Save" or "Cancel". In order for Zoom to work, you need to click "Save File".



Depending on your browser, you might be asked where you would like to save the file manually or your browser will choose for you. If you're given the choice and not sure where to save, the folder called "Downloads" is a good choice!



## 1. When prompted, select Save File.



A download should start automatically in a few seconds. If not, [download here](#).

The next step is opening the file you just saved. Zoom is very helpful and should even point to where the downloaded file would appear depending on your browser. In Mozilla Firefox, you'll need to click the blue arrow that points downward and select the most recent file to open it.

In Google Chrome, Microsoft Edge, and Internet Explorer, your download will appear at the bottom of your browser window. Simply click on the file name or "Run" to open the file.

Note: if you do not see a pop up asking you to save a file, you will need to click on the words "download here". Once the option to save the file appears, follow the process outlined above.

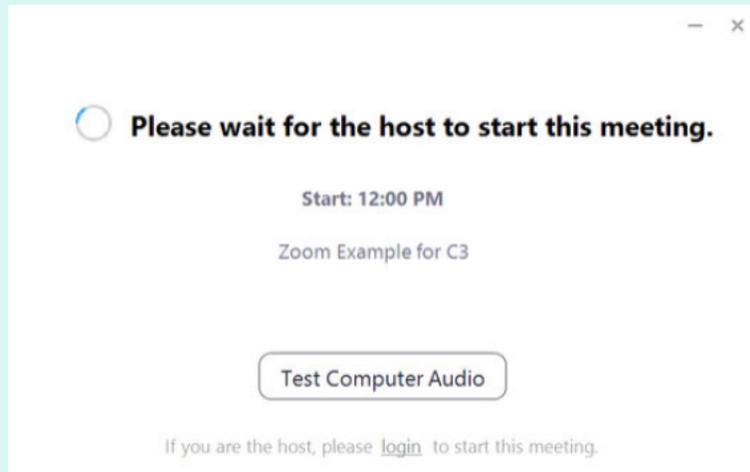
Please click Open Zoom M

If nothing prompts from browser, [click h](#)

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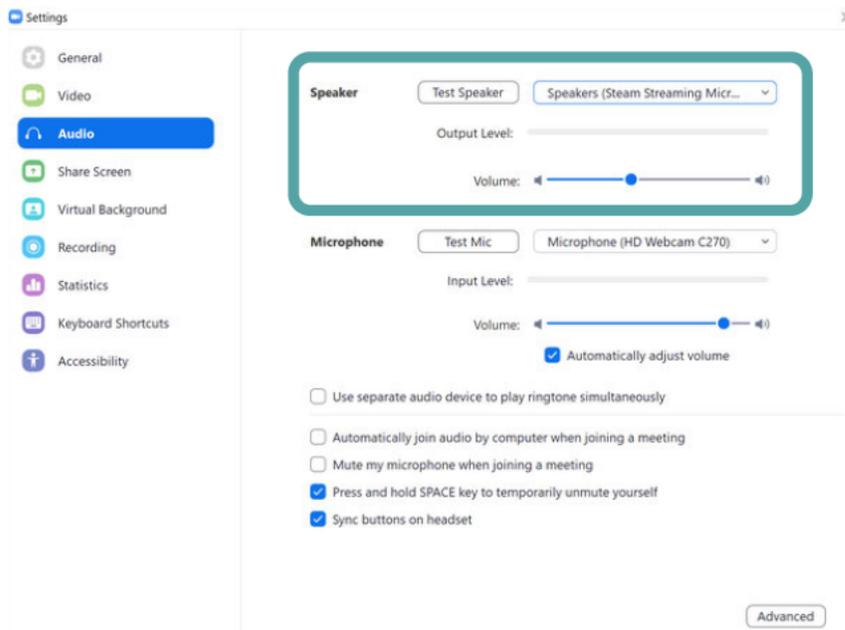
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# CONGRATS, YOU INSTALLED ZOOM!



If you have Zoom running before your class is scheduled to start, this is the waiting screen you'll see before the instructor starts the session.

Now is the perfect time to confirm your sound is working properly so you can hear your instructor once class starts! Simply click the button "Test Computer Audio" to begin.



Note: if none of these options work, check that your computer has working speakers. Try listening to music or playing a video. Make sure your headphones or external speakers are plugged in with the volume turned up.

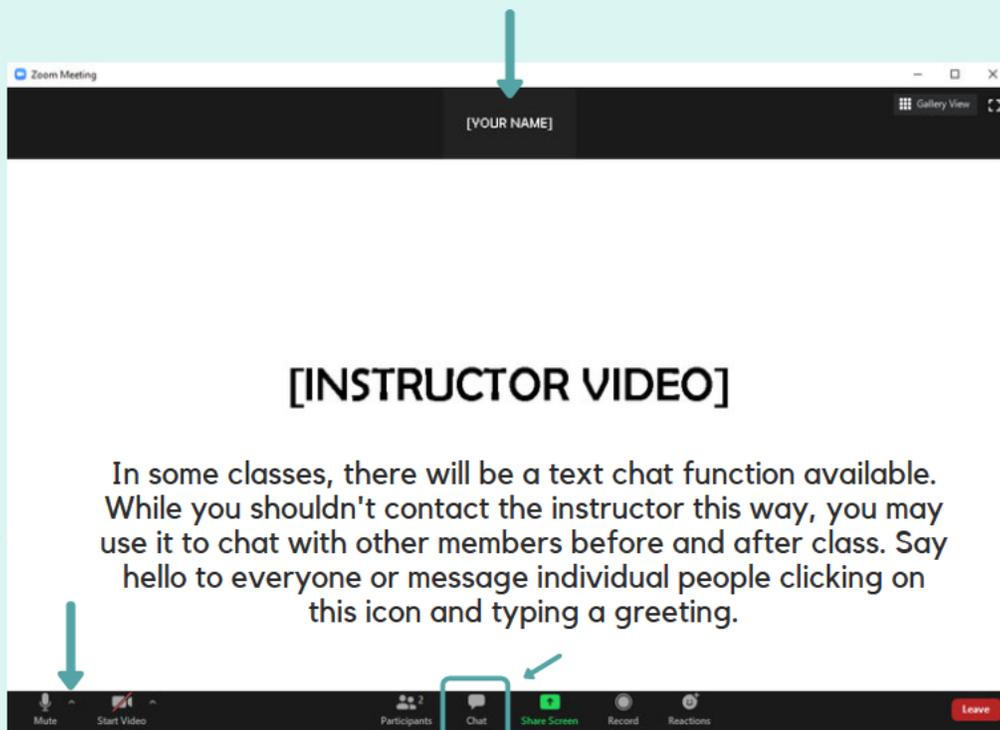
In the section titled "Speaker", click the "Test Speaker" button. If you hear sound play, you're good to go! If you don't hear anything, click the dropdown directly to the right of the "Test Speakers" button. You should see several options for different audio output devices. If you're not sure which one works, click the top choice and try the "Test Speaker" button again.

Continue this process until you choose the correct audio output device. When finished, close this window by clicking the x or red circle at the top of this window. All you have to do is wait now!

# HOW TO USE ZOOM DURING CLASS

By default, your microphone and camera are turned off/muted by the instructor. The instructor's video feed should fill the white portion of the screen shown in the image below. As long as you can hear and see the instructor, you're all set for a successful class! If you accidentally close this window or leave early and want to return, simply click the link in your email Zoom will reopen!

You will see your name and might see your own video here. Don't worry—unless you turn on your camera, no one else will be able to see you.

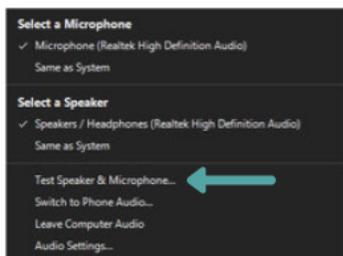


Click here to view your class in full screen mode. Click here again to return to windowed mode (or press the "esc" key on the top left of your keyboard).

If you need to leave class early, click here.

That red slash means video is disabled. If you don't see it, your video is visible.

[INSTRUCTOR VIDEO]



Select this option or "Audio Settings..." to return to the screen that allows you to change and test your audio sources.

