



William Carey International University

Zoom User Guide for Students

Rev. 04.15.2020

What is Zoom?

Zoom is an important aspect of our educational experience at WCIU. Zoom is a web-based video conferencing tool for online meetings, discussions, and content sharing.

How is Zoom used at WCIU?

Students use Zoom to meet with faculty and interact with classmates regarding assignments, assigned readings, lectures, student presentations, reflection questions, etc.

How to Join a Zoom Meeting?

- Go to the Syllabus page of your course in Populi.
- Under “Links” select “Join ZOOM Session” (see below).

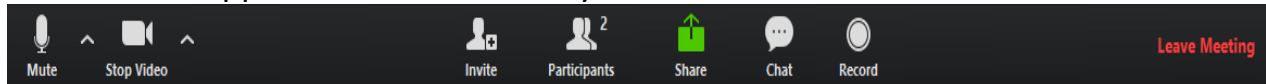
Example course Syllabus page in Populi:

IntlDev 610: Foundations of Biblical Faith	
Info	Add meeting times
Course Number	IntlDev 610
Term	2019-20 2a Jan 3-Months
Dates	Jan 13, 2020 - Apr 11, 2020
Units	Credits: 3.00 Hours: 0.00
	Links
	<ul style="list-style-type: none">◦ Guides and Templates◦ Join ZOOM session◦ Turabian Citation Maker◦ Turabian Reference Guide

- Follow the prompts to Open Zoom Meetings.
- If you have not already installed Zoom select “download & run Zoom”.
 - Follow the on-screen prompts to download.
 - Install the package under “Zoom Client for Meetings”
 - If you want to make sure you have the latest version of Zoom installed on your mac or PC go to <https://zoom.us/download>

How to Use Zoom during a Meeting?

The controls appear at the bottom of your screen.



- **Mute/Unmute:** Mute and unmute your microphone.
- **Start Video/Stop Video:** Turns your camera on or off.
- **Invite:** Invite others to join your meeting.
- **Participants:** See who's currently in the meeting.
- **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Zoom Support

Zoom Support has numerous helpful resources and videos if you encounter any problems or need more information such as FAQs, troubleshooting, and configuring your audio & video. Please visit: <https://support.zoom.us/hc/en-us>