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# Zoom



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# Zoom

- A conferencing system
- It runs on iOS, Android, MacOS, Windows, and Linux, and on Chromebooks
- You can download a client from `https://zoom.us/download#client\_4meeting` or just click on the Zoom URL you've received
- I've used it for classes, meetings, and to take classes
- It works pretty well, but there are a few things to know. . .

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## Features

**Name** Please enter your full name, so that I can see whom I'm calling on

**Microphone** *Keep it muted* unless you're asking or answering a question

**Camera** You can enable it (and I'd like you to), but you don't have to

**Share screen** *DO NOT USE!*. That's for me to use for my slides!

**Chat** Send messages to everyone or to one person in particular

**Raise Hand** Shows a flag in the "Participants" page

**Record** Do not use—the class recordings will all be available via Courseworks

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## Asking Questions

- Use the “Raise Hand” function—I *should* notice that
- Use the “Chat” function. Send to “Everyone”, not just me—I’ll be on on two screens, and may not notice a chat sent to the screen I’m using for slides

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## Answering Questions

- As you know, I tend to ask questions of the class
- If you wish to answer, unmute your mic—I'll see that on the “Participants” panel and call on you
- When you're done answering, mute your mic again

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## Low Bandwidth Environments

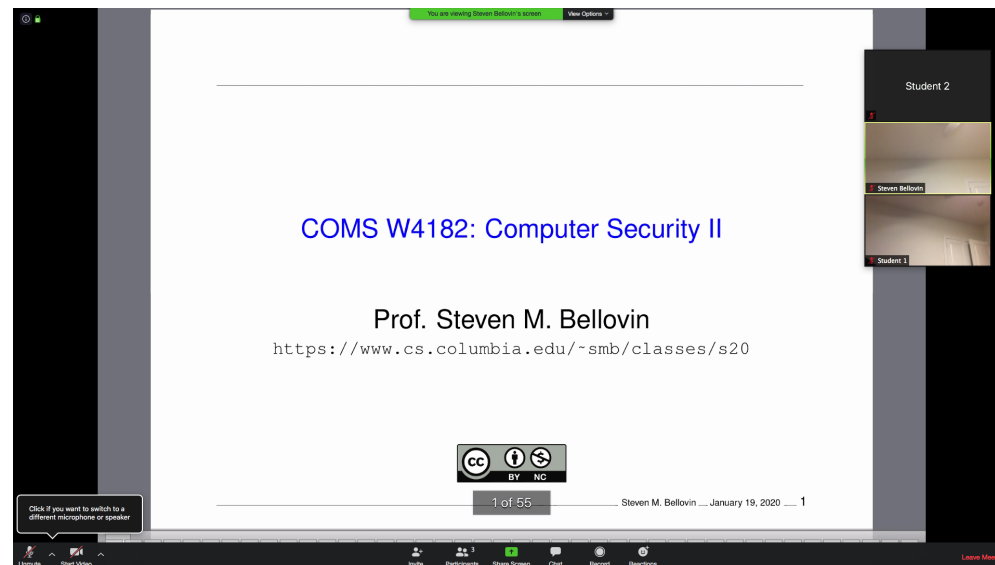
- If your bandwidth isn't good, try turning off video
- If that doesn't help enough, download my slides and dial in instead

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# User Interfaces

- Different platforms (of course) have different user interfaces
- In fact, features differ

# MacOS



To raise your hand, click on “Participants”. There’s a “Chat” button, too.



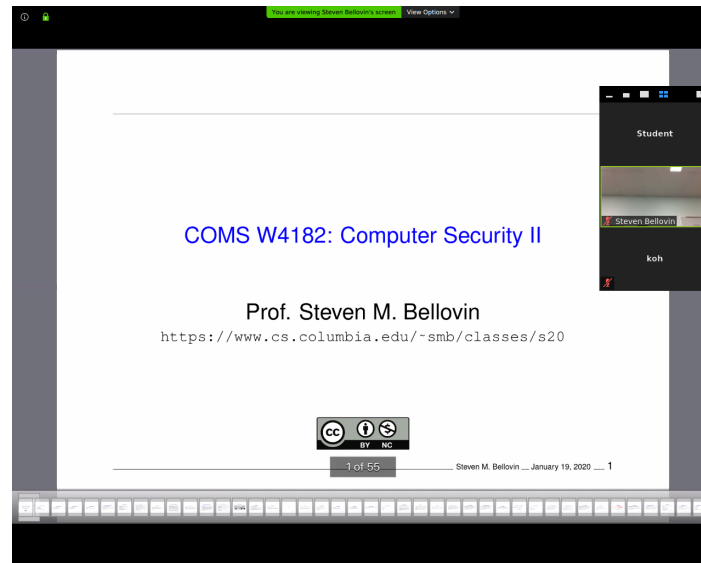
# Windows



Similar to MacOS. To raise your hand, click on “Participants”. There’s a “Chat” button, too.

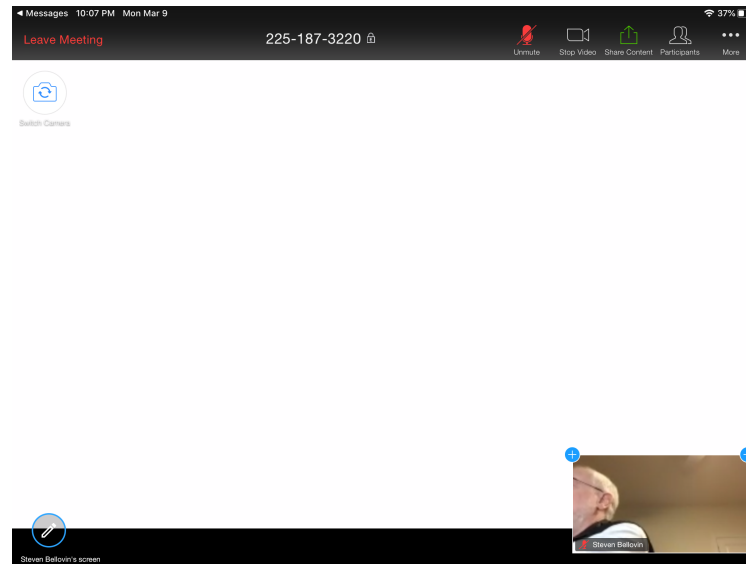
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# Ubuntu



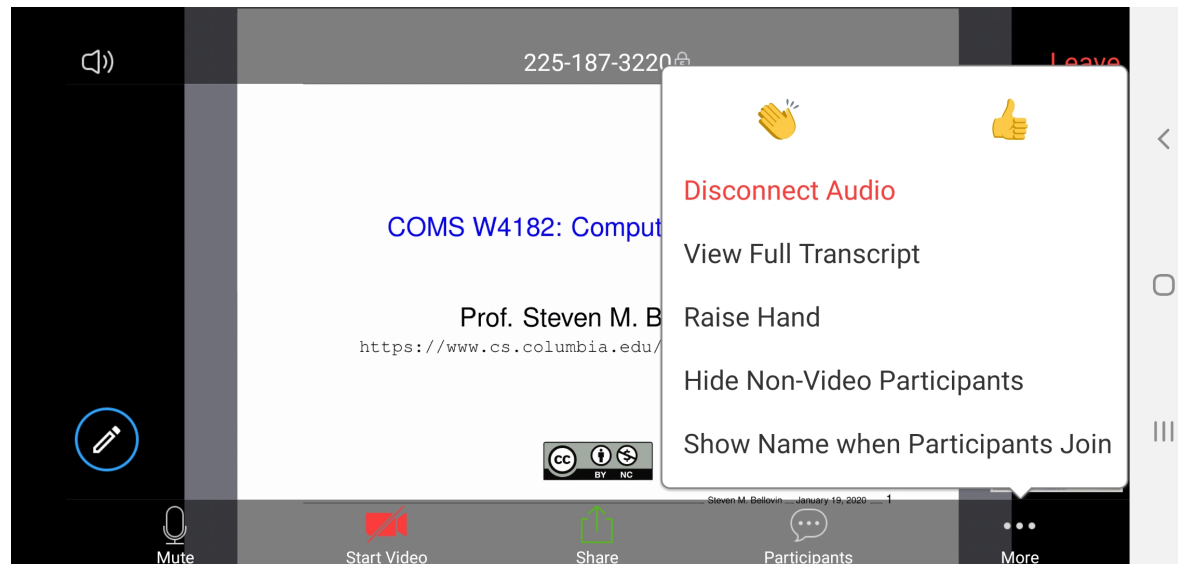
Also similar to MacOS. To raise your hand, click on “Participants”. There’s a “Chat” button, too.

# iOS



To see menu items, tap the screen. You can use “Meeting Settings” to have that the menu items permanently present. The “ $\ominus$ ” can be used to turn off video of the speaker.

# Android



Similar to iOS—tap the screen for menu items; use “More” for “Raise hand”. Use “Participants” to get to the “Chat” menu

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## Scribbling on the Screen

- At times, you may see a pencil icon in the lower left
- That will let you draw on the screen
- *Please do not do that* unless I ask you to!
- (I may ask if I'm asking the class a question, or if you need to point to something)
- (I'll try to keep that disabled unless it's needed. . .

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## Hints

- Join the class Zoom session a few minutes early, so that you can play with your settings
- *Always* mute your mic when not using it
- I find that using the mic works better if you use earphones/earbuds
- When you're done asking or answering a question, mute your mic again
- If you're on video, remember that, and don't do things you'd be embarrassed to do publicly. (Once, someone changed her top during class.)
- Feel free to use chat