

## Zoom Quick Guide

Zoom is an online meeting and conferencing platform that allows for audio, video, and screen sharing. It is an easy to use and high quality solution for those students who, due to distance and time constraints, are unable to physically meet with writing consultants. If you would like more information about Zoom, please visit their website: [www.zoom.us](http://www.zoom.us).

### Tech Requirements

1. Computer - desktop or laptop
2. Internet Connection (IE7+, Firefox, Chrome, Safari5+, Opera 12+)
3. Computer microphone (either built in or external)
4. Optional: Headset or ear buds (helps with sound quality and reduces echo effect)
5. Optional: Web cam (either built in or external)
6. Alternative Audio source: Phone – if unable to connect audio via computer

### Join a Meeting

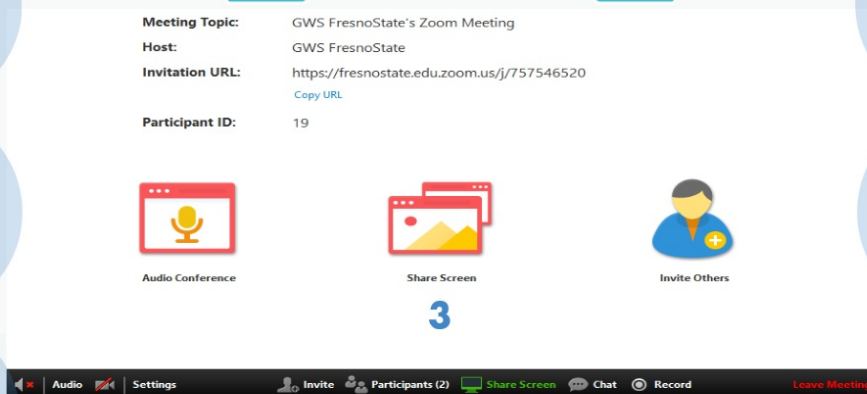
Shortly before your appointment, you will receive an email from the GWS writing consultant. This email will include a link to the Zoom meeting. Click on the link and follow directions to get to the meeting screen.

### Getting Started

**1**  
turn audio and video off and on

**2**  
access settings window/menu

**3**  
two options to allow you to share your screen

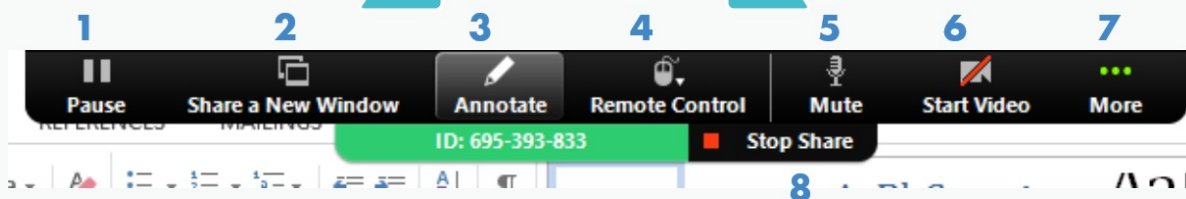


**4**  
open chat window

**5**  
if feature is activated, you are able to record your session

**6**  
clicking here will allow you to leave the meeting

### Screen Sharing



**1** Pause: this will pause your screen share, and the consultant will not be able to see any changes you make in the document.

**2** Share new window: allows you to switch to another window (e.g. a new document).

**3** Annotate: allows both you and the consultant to make notes on screen

**4** Remote Control: this will allow you to give control of your screen/document to the consultant.

**5** Mute: You can turn audio on/off here.

**6** Start Video: You can turn video on/off here.

**7** More: additional menu of choices. You are able to access chat here.

**8** Stop Share: this will end your screen sharing, and the consultant will no longer be able to see what is on your screen.