Multimedia & Materials

Using Zoom

For Windows PC or Mac, you can find a download here: https://zoom.us/support/download

1 Accessing a Meeting </>

- Click on link to the Zoom in Announcements in the Multimedia and Materials section of HUFS e-class.
- You will be prompted to open your the Zoom app on your computer. You will then be prompted to enter the password - given with the Zoom invitation in Announcements.
- You can check your microphone and audio is working correctly before you join the meeting
- The tutor will see you have arrived at the meeting, and let you join.

2 Breakout Rooms

- The tutor will create breakout rooms, and you will receive an invitation to join. Click 'Join'.
- You can leave the breakout room by clicking on 'Leave the Breakout Room'.
- The host tutor may close the breakout rooms, in which case you will be sent a warning that the room closes in 60 seconds, at the end of which the room closes automatically.

3 Audio & Video

- Click on the microphone icon to 'mute' your microphone. Click it again to unmute.
- Click on the video icon to start the video, click on it again to stop the video.

4 Sharing your Screen

- To share your screen, in the menu, click on 'Share Screen'. A menu will open. Highlight what you wish to share and click 'Share'.
- To stop sharing, click 'Stop Share' (a red button).

5 Chat Function

- To use the text chat facility, write your message in the space 'Type message here'. Choose to send it to 'Everyone' or choose a specific person in the drop down menu.
- To share a file, click on 'Chat' in the menu, and in the 'Chat' space that appears, you will see a button 'File'. Click on this, then choose from the menu where your file is (example 'Your computer'), find the file you want to upload, highlight it and click 'Open'.

* Remember...

Light

Make sure your face is clearly lit, and that you don't have a bright light source, such as window, directly behind you.

Internet

Have a secure internet connection so that your participation in a class is not interrupted

Technical Help

If you have a technical problem during a class you can text or call the teacher on the number given.