



Zoom – An Introductory Guide

What is Zoom?

Zoom is an online video and web conferencing platform where you can meet virtually with others using video, audio or both. Zoom meetings can also be recorded and stored to view later. You may already have used Zoom to meet with friends or family, but Zoom can also be used as a powerful tool for online learning and collaboration.

How is Zoom used within the University of Bolton?

With the transition to online teaching, Zoom gives tutors the ability to host online lectures, tutorials and support sessions for their students. In addition, face-to-face lectures can be live streamed via Zoom to allow remote participants to join in with the rest of the class.

The University uses a special educational Zoom account that offers more advanced features than the standard 'free' Zoom account that you may be familiar with.

What are the main features of Zoom?

- Online meetings, lectures & events – Allow collaboration with up to 300 participants!
- One-on-one sessions – Host a meeting with a single participant
- Screen sharing – Presenters can share their whole desktop or a single application
- Recording – Meetings can be recorded to Zoom cloud for viewing again after the session
- Breakout Rooms – Allows you to break your meeting participants into smaller groups (this is often used as a way of doing group work online)
- In-meeting chat - in-meeting chat allows you to send chat messages to other users within a meeting
- Mobile Access – Zoom sessions can be accessed on any mobile device (iOS or Android) using the Zoom Desktop app

How do I join my Zoom sessions?

There are a number of ways you may be instructed to join a Zoom session by your lecturer:

- **Moodle**
Zoom's Moodle integration allows you join a scheduled meeting from within a Moodle course page
- **Microsoft Teams**
Zoom's Microsoft Teams integration allows you to join a meeting within a Teams channel
- **Zoom Email Invite**
Your lecturer may distribute a Zoom invite via email.
The invite contains a link you can use to join via your web browser and a Meeting ID that you can use to join via the Zoom app.

Whichever of the above methods your lecturer chooses to use you will be required to enter the meeting passcode before being allowed to join the meeting.

How do I sign into my University Zoom account?

Before joining a Zoom meeting you'll need to sign into your University Zoom account. You can do this by visiting <https://bolton.zoom.us> in a web browser and selecting the 'Sign In' button or via the Zoom app by selecting the 'Single Sign On' (SSO) button.

Login using your University email address and password.

Can I use the University Zoom account to host meetings?

Yes, but your University Zoom account should only be used for University-related content. As a student you can login to your University Zoom account and schedule meetings with your peers for example.

How do I access the Zoom recording of my lecture?

After attending a Zoom session your lecturer may provide you with access to watch a recording of the session. Zoom recording links are normally distributed either via Moodle, Teams or by email. Check with your module tutor!

Be aware, that a Zoom recording link is different to the meeting link and will include a passcode that you will need to enter to gain access to the recording. This will be provided by your module tutor.

When you click on a Zoom recording link you will be prompted to sign in (if you are not already signed in) and enter the meeting passcode. Remember to sign in using the

Single Sign On (SSO) method using your University email address and password. Occasionally you may be asked to enter the Zoom domain which is 'bolton'

Is Zoom secure?

Yes! Zoom sessions are secured by a meeting passcode and can be accessed only by logging in with your University username and password.

Some tutors may also enable a meeting waiting room where they can manage when a participant joins the meeting.

Do I have to have my camera and mic switched on during a lecture or meeting?

When you join a Zoom session your camera and mic may be turned off, but you could be asked to participate either via video, audio or both during the meeting.

It's recommended that you mute your sound during lecture sessions when the lecture is being delivered so background noise isn't picked up (which can affect the quality of the recording) for those who are listening. Your tutor or lecturer will ask you to unmute yourself to join in any conversations and make it clear at the start of the session how to engage.

What equipment do you need to use Zoom?

Here are some recommendations.

To use Zoom on a laptop or desktop computer (Mac or Windows) you will need:

- Speakers (built-in or external speakers)
- Camera (built-in or external web cam)
- Microphone (built-in or external mic)
- You may want to consider using a headset (combined mic and headphones). These usually give better sound quality than using built-in mic and speakers.

See 'Related Content' section of this LEAP Online page for Zoom system requirements.

To use Zoom on a mobile device (Phone or tablet)

We would recommend downloading the free Zoom app (see 'Related Content' section of this LEAP Online page).

Your lecturer will be able to help and advise you with Zoom queries including how to join a meeting and accessing session recordings.

Access LEAP Online at: www.bolton.ac.uk/leaponline