



Mastering Zoom - Your Essential Guide

Did you know Zoom isn't just for family catch-ups? It's a powerful educational tool transforming online learning at the University of Greater Manchester. Let's explore how it can become your new best friend in education.

With Zoom, you can:

- Attend lectures,
- Participate in tutorials, and even
- Join support sessions remotely, and much more

Your University Zoom account

The University's special Zoom account offers advanced features, enhancing your learning experience beyond the standard free version.

Joining a Zoom session is easy! You can access it through Moodle, Teams, or an email invite. Remember, signing in with your University account is crucial for a seamless experience.

Use Single Sign-On (SSO) for secure access and enter the meeting password from the invite. These steps ensure you're ready to dive into your first Zoom session without a hitch.

Zoom features

Let's explore some of the main features of Zoom:

- You can engage in online meetings with up to 300 participants, or in one-to-one sessions
- Zoom's screen sharing feature is perfect for presentations and collaborative work, making group projects a breeze
- Meetings can be recorded to Zoom cloud for viewing again after the session. Your tutor will share the recording link with you after the lecture

- Breakout rooms allow for effective group discussions, while in-meeting chat keeps communication flowing.
- Plus, mobile access ensures you can join sessions from anywhere, anytime

Hosting Zoom meetings

You can host meetings using your University Zoom account! Just ensure it's for university-related content. Schedule meetings with peers for group projects and collaborate effectively.

Follow the University IT guidelines for using your Zoom account responsibly. Hosting your own meetings empowers you to take charge of your learning and connect with classmates effortlessly.

Zoom recordings

Access lecture recordings via Moodle, Teams, or email. Remember, a recording link is different from a meeting link and requires a password for access. 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 recording password. Remember to sign in using the Single Sign On (SSO) method.

Zoom security

Zoom sessions are secured by a meeting password 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.

Zoom tips

Here are some handy tips to make the most of your Zoom sessions:

- Be punctual. Arrive a few minutes early to ensure your technology is working and you're ready to participate
- Mute your mic during lectures to avoid background noise
- Use your camera and mic when participating actively. Your tutor will ask you to unmute yourself to join in any conversations and make it clear at the start of the session how to engage

- Ensure your Zoom display name is your actual name for easy identification
- Use the "raise hand" feature to indicate you want to speak, and avoid interrupting others
- A good equipment setup enhances your Zoom experience. Consider using a headset for better sound quality

By following these tips, you'll ensure a smooth and professional Zoom session every time. Using Zoom can improve your communication and teamwork.

Your tutor can assist with Zoom questions like joining a meeting or accessing recordings. For more help, check the IT Support web pages

Start your Zoom experience today!

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