



ALG Zoom Student Installation and Configuration Guide

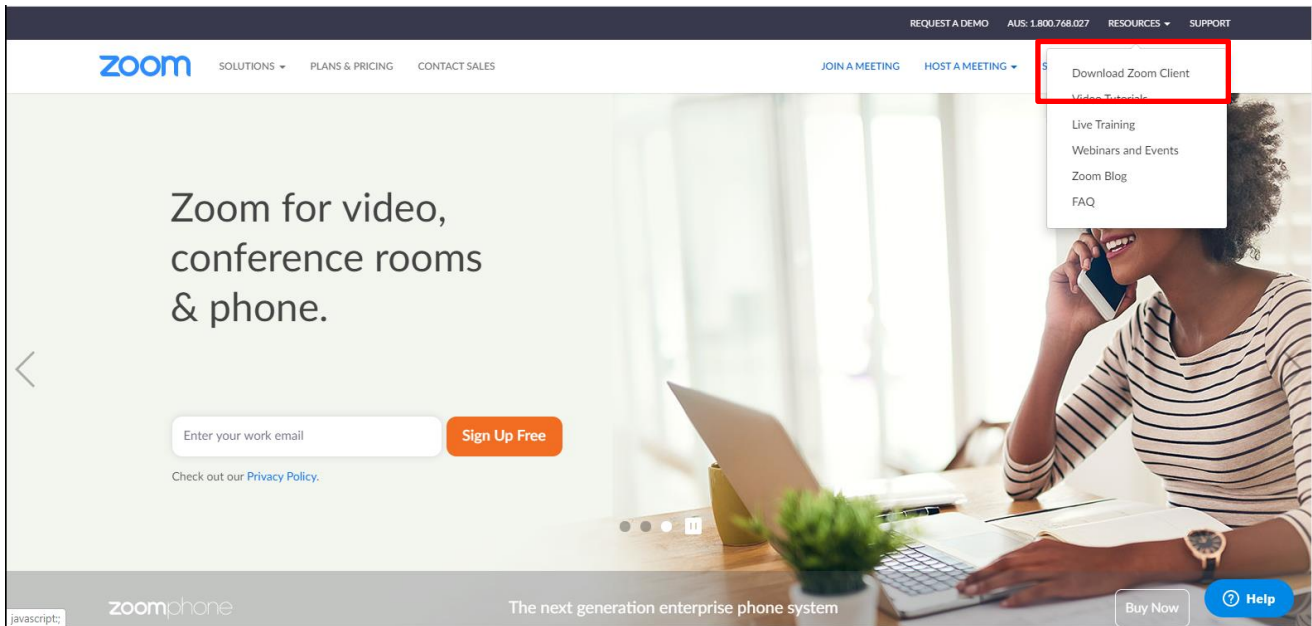
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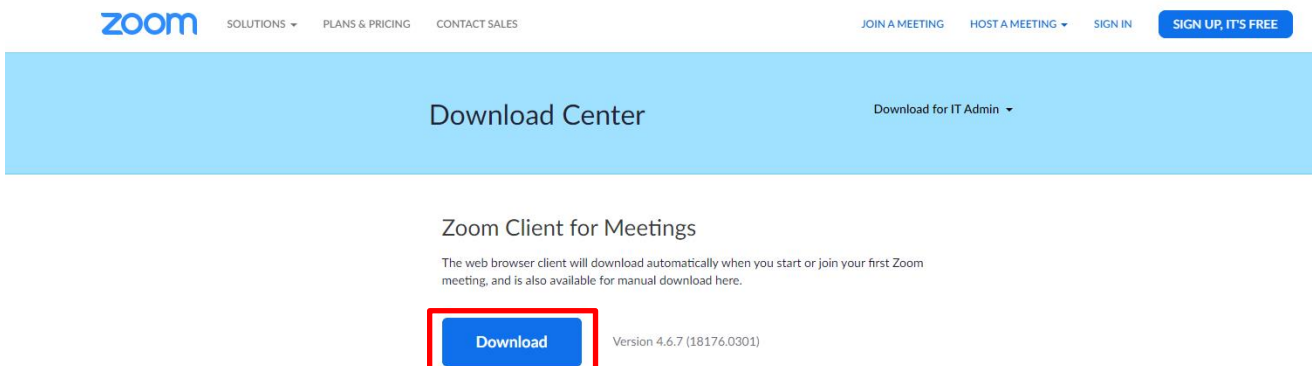
How to Download the Zoom Client

1. Open your Google Web browser, and Go to the zoom Website, then select **RESOURCES** → **DOWNLOAD ZOOM CLINET**

<https://zoom.us/>



2. Once selected, then click on download, to download Zoom Client for Meetings
Select **DOWNLOAD**



- The download of the installation file will begin, this should take a few seconds depending on your connection, once downloaded, you can go ahead and DoubleClick the installer file to install the zoom client on your computer. You must be an Administrator of your computer to be able to install software on it.

The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a SIGN UP, IT'S FREE button. Below this is a light blue header with the text "Download Center" and a link for "Download for IT Admin".

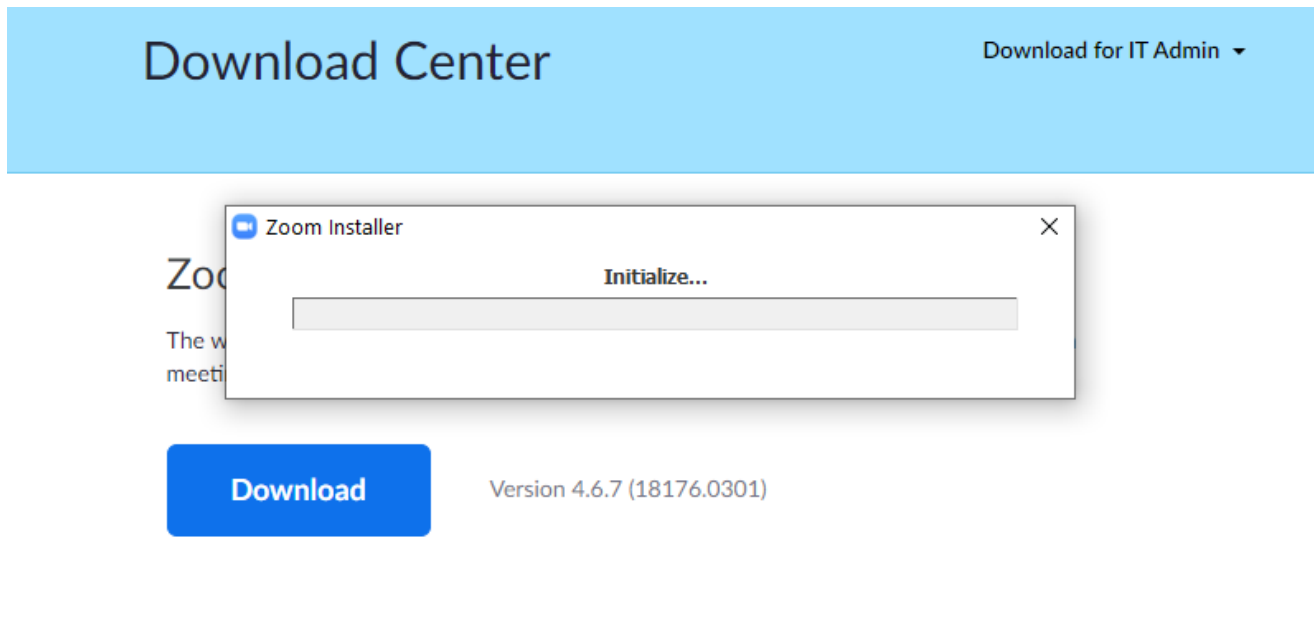
The main content area features two sections:

- Zoom Client for Meetings**: A section with a description: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this is a blue "Download" button and the text "Version 4.6.7 (18176.0301)".
- Zoom Plugin for Microsoft Outlook**: A section with a description: "The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click." To the right of this section is a blue "Help" button with a question mark icon.

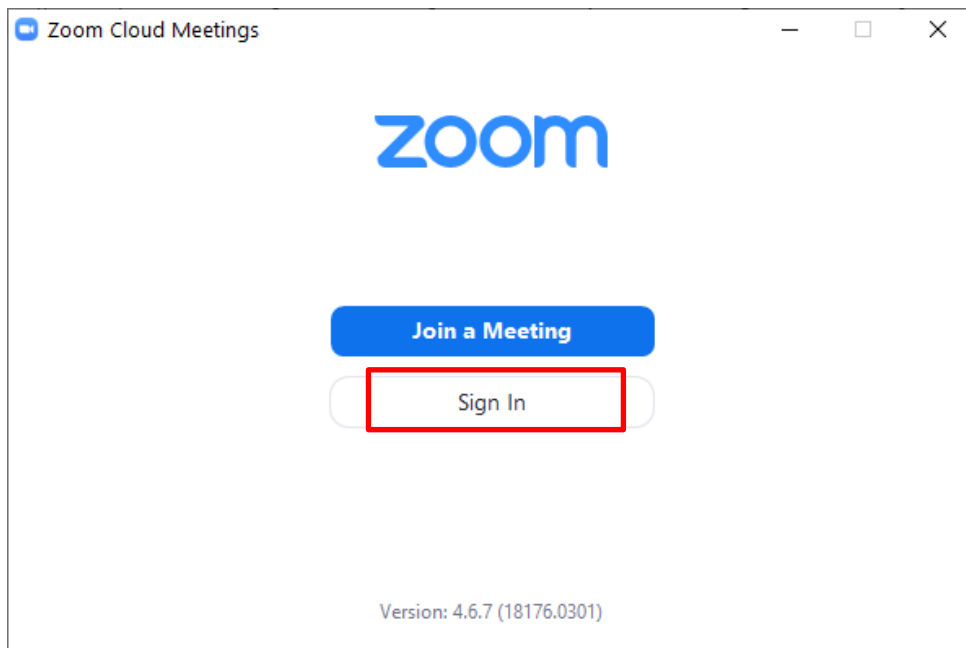
At the bottom of the screenshot, a file explorer window is open, showing a file named "ZoomInstaller.exe" which is highlighted with a red rectangular box. To the right of the file explorer, there is a "Show all" button.

How to Install Zoom Client

1. The zoom client will begin to install. Just allow it to install all the way.



2. If the installation was successful, you will immediately see the Zoom Client Login screen.



How to Sign into Zoom Client

1. Zoom is now ready for the Student to login and attend a Virtual class. You first need to sign into your account. At the sign in screen, you will need to sign in with your email login details. Each Student will have his/her own details.

Zoom Cloud Meetings

Sign In

info@ematechnology.com.au

Password ***** [Forgot?](#)

Keep me signed in [Sign In](#)

or

[Sign In with SSO](#)

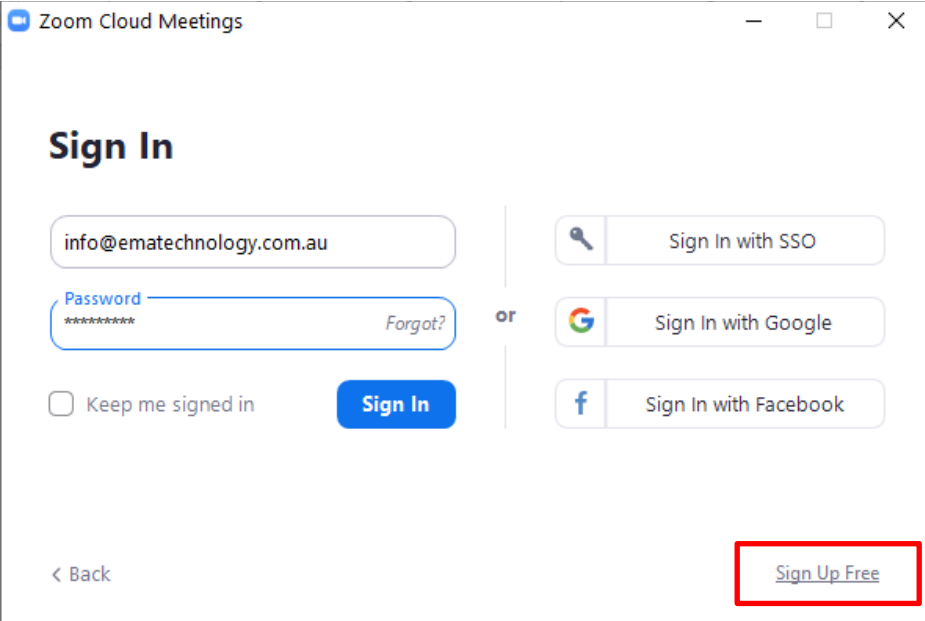
[Sign In with Google](#)

[Sign In with Facebook](#)

[< Back](#) [Sign Up Free](#)

How to Create a Zoom free Account

2. At the same sign in page, you can select *SIGN UP FREE*.



3. You will then need to enter your own email address and follow the prompts to create a **free** account.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

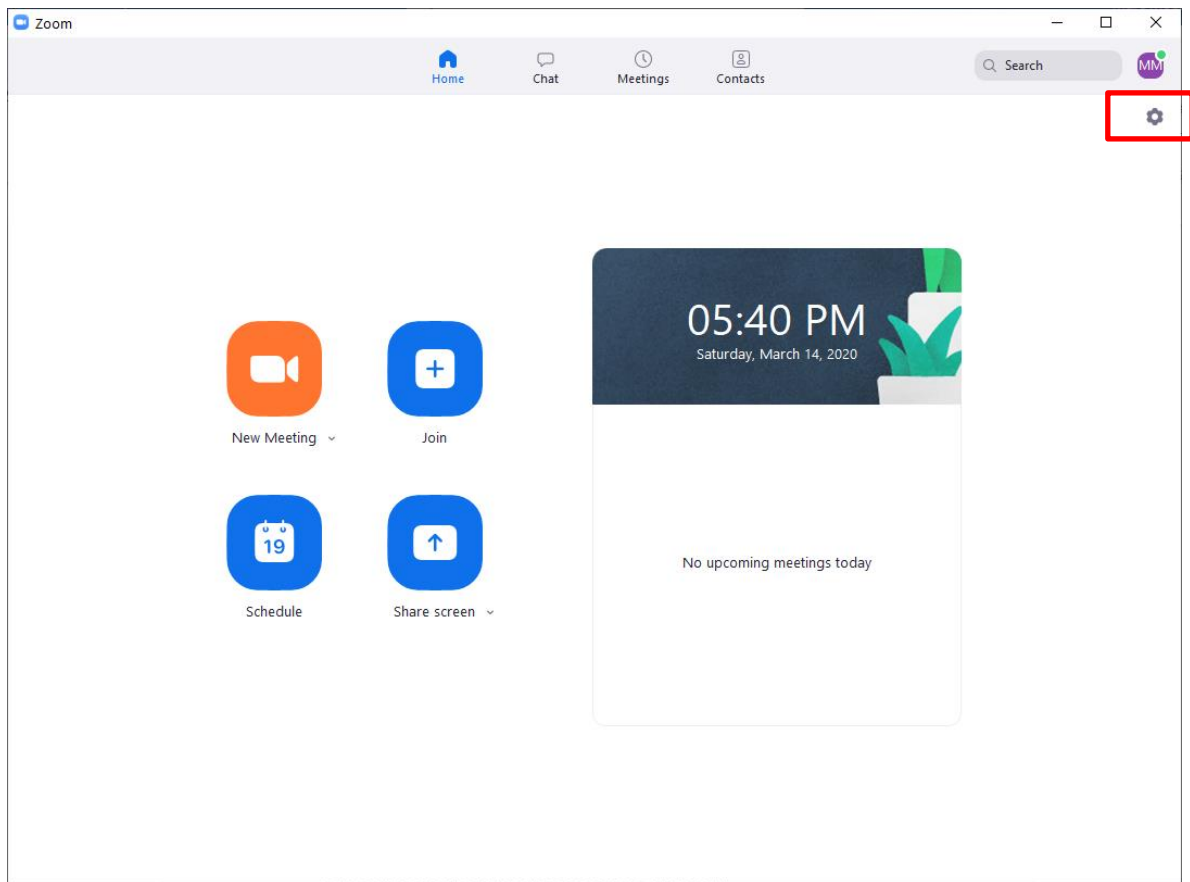
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

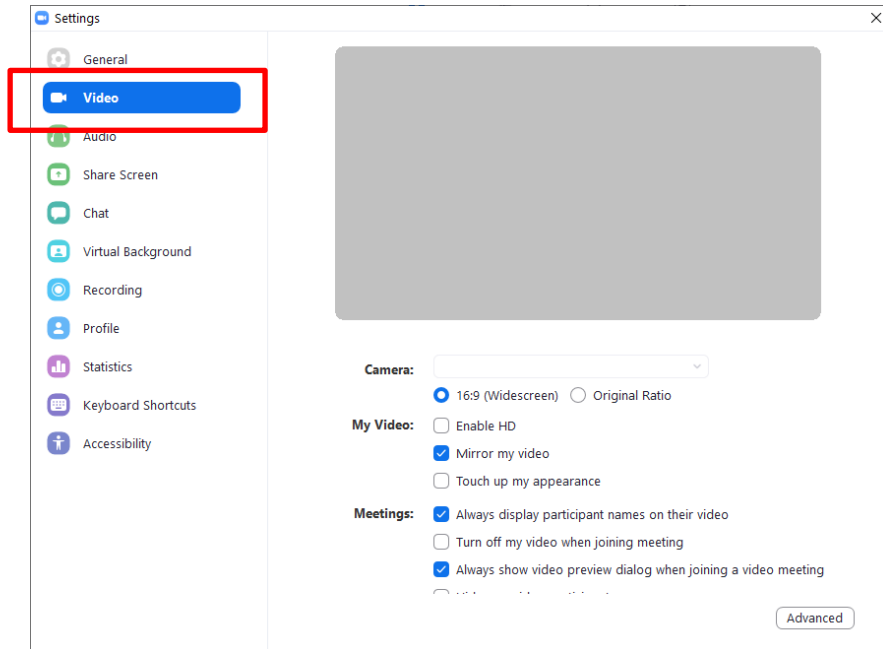
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How to Test Audio and Video Quality

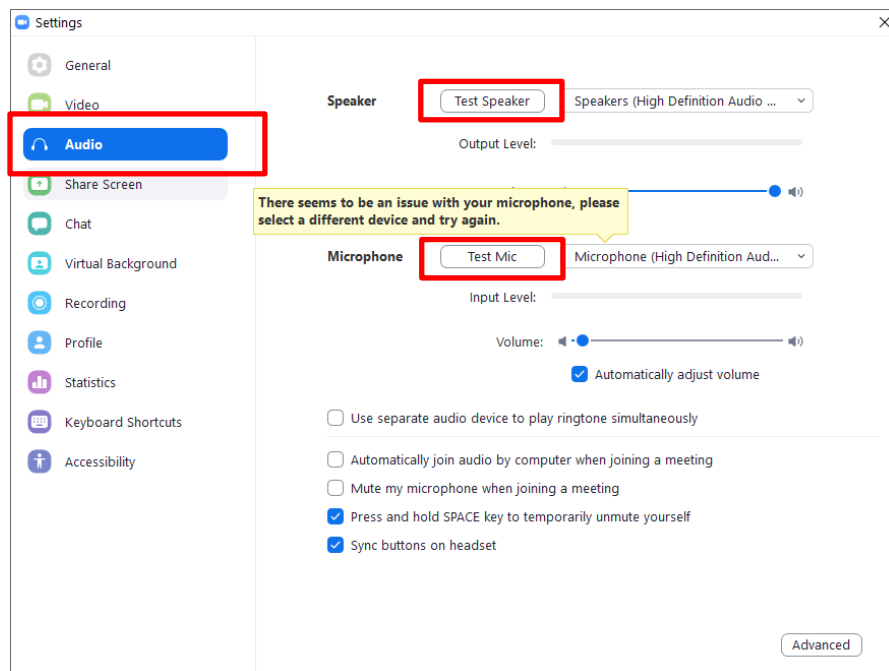
1. Once signed in, you are presented with the home screen, here we need to check the Audio and Video Settings are correct. To begin, make sure your Logitech webcam is plugged into your computer and your speakers are connected. You will need to select the *cog* Icon to open and view these settings.



2. The you can select *Video* from the left-hand menu and make sure you can see yourself on the screen. If you cannot, it means your webcam is not connected correctly. Try to plug it into a different USB port. To save bandwidth, it's a good idea to not enable HD for Video.

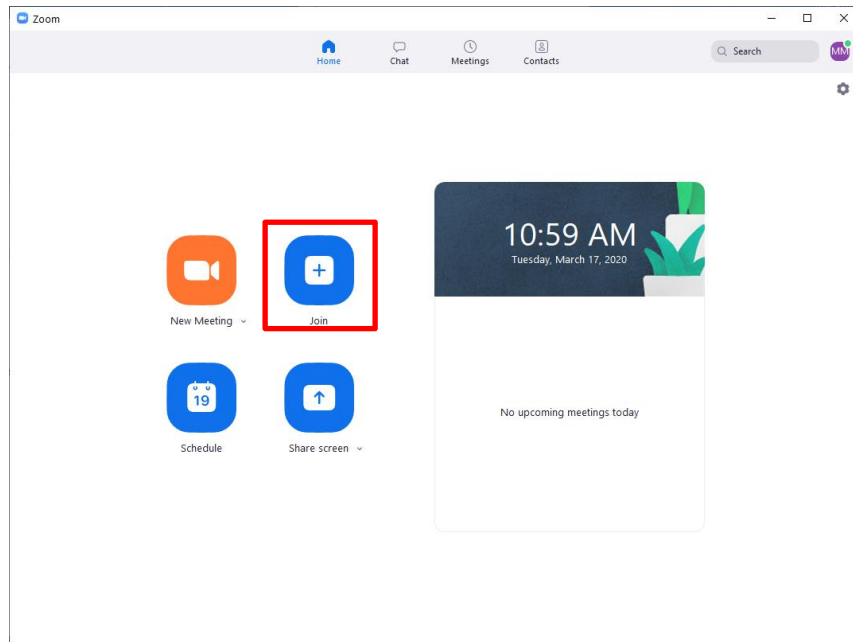


3. Next, you will need to confirm *Audio* is working for both speaking and listening. To do that, you can select Audio from the left-hand menu and run the two audio tests. *TEST SPEAKER* and *TEST MIC*. There should be a response in both instances.

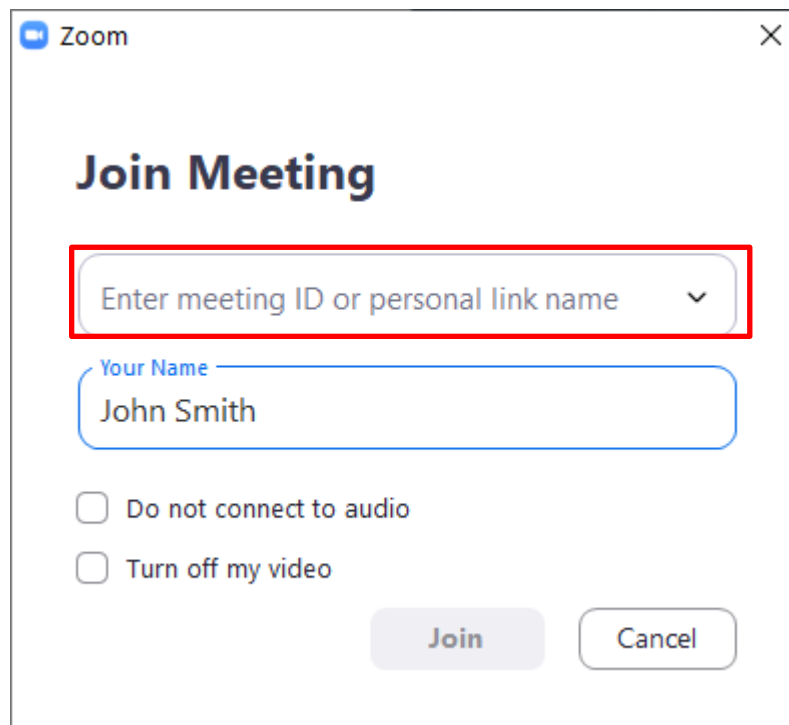


How to Join Your Class

1. On your home screen, select the Join Icon on the top right of the home screen.

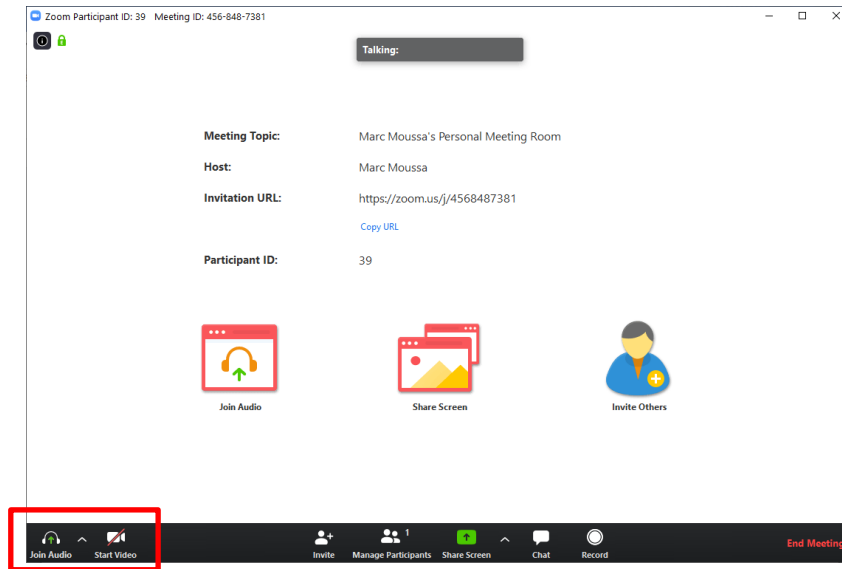


2. Then input your Meeting ID that was emailed to you or sent to you from your Trainer

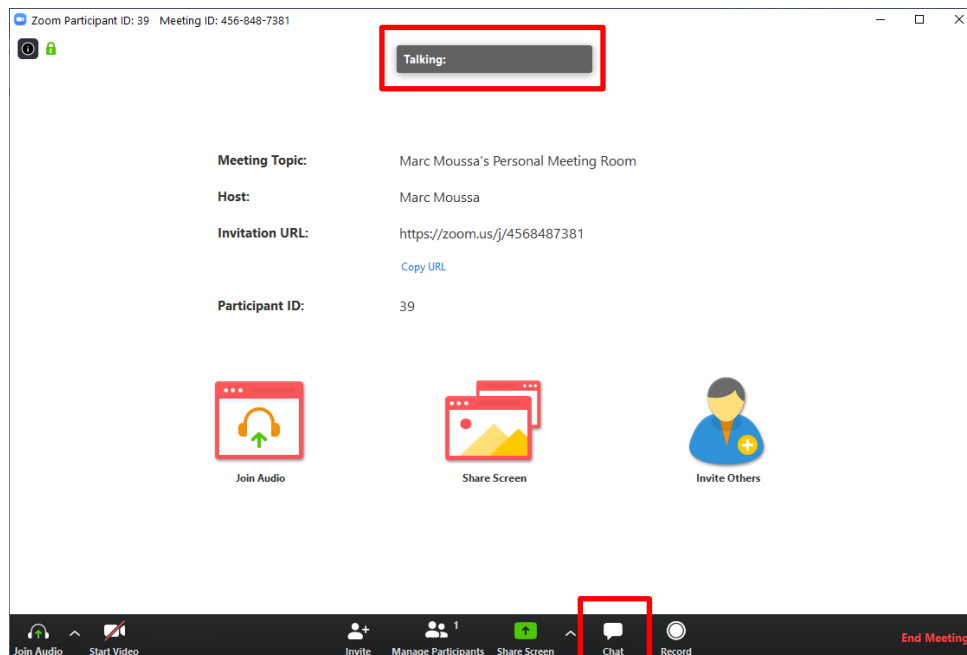


How to Start your Virtual Class session

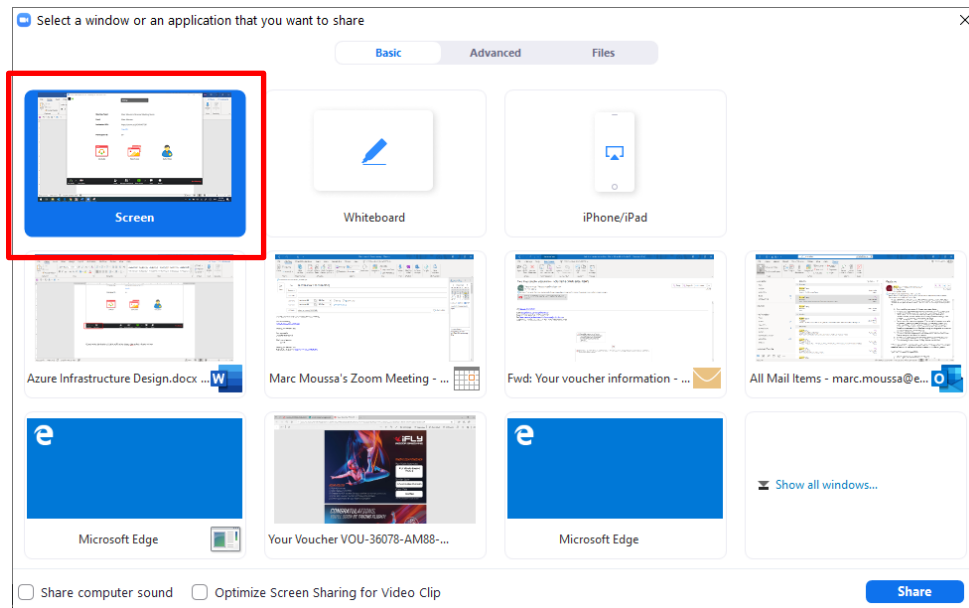
1. Once you have joined your meeting and the session has started, you can wait for others to join. In the meantime, you have the options to enable/disable your video and audio. If you disable your video no one can see you, if you disable your audio no one can see you and vice versa.



2. You can also make note of who is talking, with the talking icon, it will light up depending on who is consuming the audio. There is a chat dialog available to everyone.



3. You can also share your screen by selecting the share screen icon and selecting the screen you want to share. As students log in you will see them appear in your screen and you will see the participant numbers increase. They will be able to see the screen you have shared. Mostly the Trainer will be sharing the screen so you will not need to do this.



Virtual Classroom Etiquette

1. Be aware that once your web camera is on and streaming is enabled, everyone can see your surroundings and yourself.
2. It is polite not to talk over each other, if one person is speaking allow them to finish before commencing speaking
3. If you are not taking, it is a good idea to mute yourself and your video stream.
4. Make sure your technology is sorted well before the session start time. Your Web Camera works, and your speakers work.
5. If you have any other devices on your network that could be consuming bandwidth. Stop them for the duration of the class, as your class is being streamed online, so any other internet access will slow down the connections. It is a good idea to also stop the video stream if you are on a slow link. The Audio will work just fine even on a slower internet link.