

# A simple how-to Zoom guide for students

Hopefully a helpful guide

Produced by Erika

# Where to start

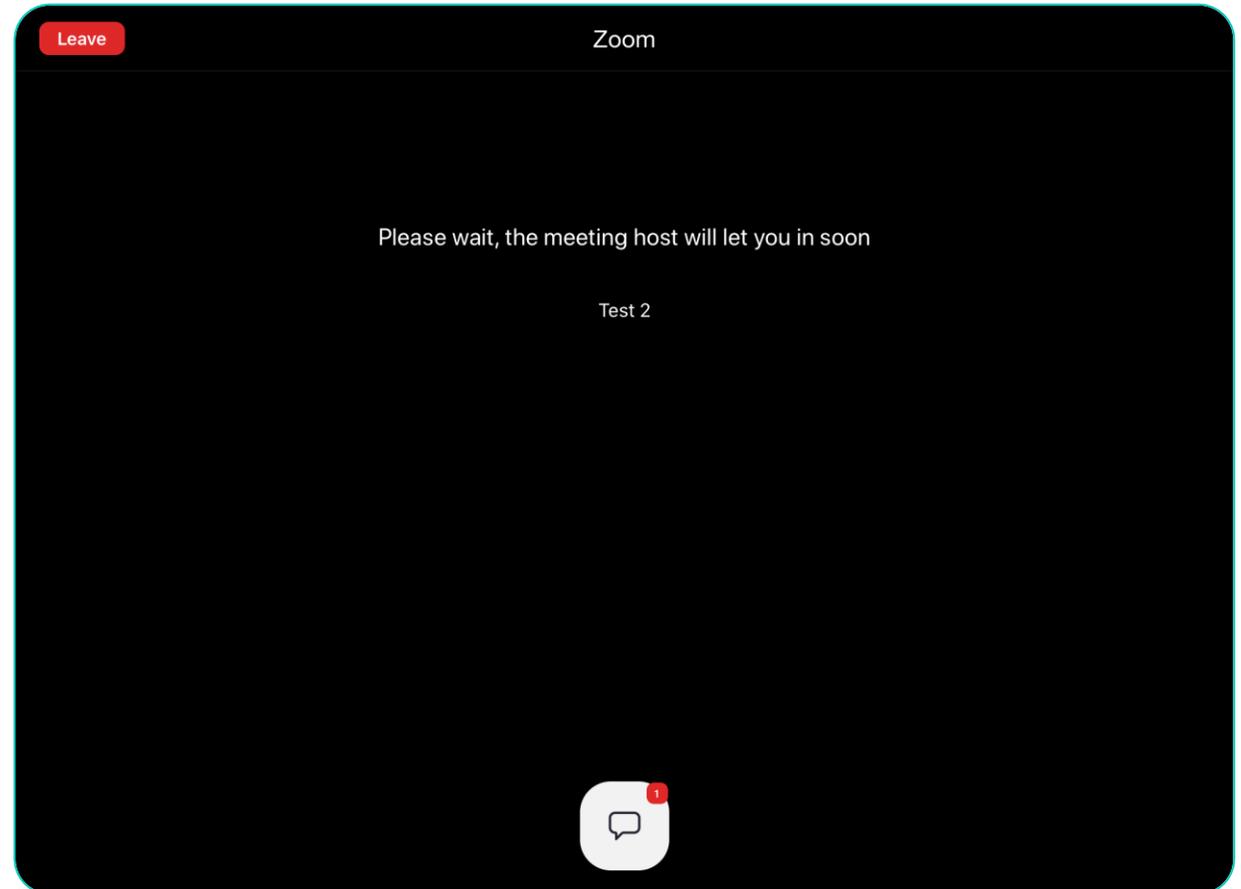
- You probably have all the skills you need already. However, navigating some of the key features isn't always obvious. Your teacher should have posted the Zoom session time on Go4Schools a few days before the meeting, showing the link.
- The password may not be sent until shortly before it is due to start.
- You shouldn't need any additional equipment because, if you can access this, you have a device with internet (and probably a microphone) which is all you need.

# Getting in

- Before entering the meeting, check that your video is turned off. You will then enter a waiting room, provided that the lesson has started. Your teacher will then ask who everybody is and set up the lesson.
- You may not be able to change your name due to the settings the teacher has used to stop any misuse, so if you need to change the name from a default name (like HUAWEI 11 or something) to yours, you'll need to ask the teacher
- You may be automatically muted. To unmute, click the 'unmute' button at the bottom left corner. On a PC, the shortcut to unmuting is by pressing the spacebar.

# Waiting room

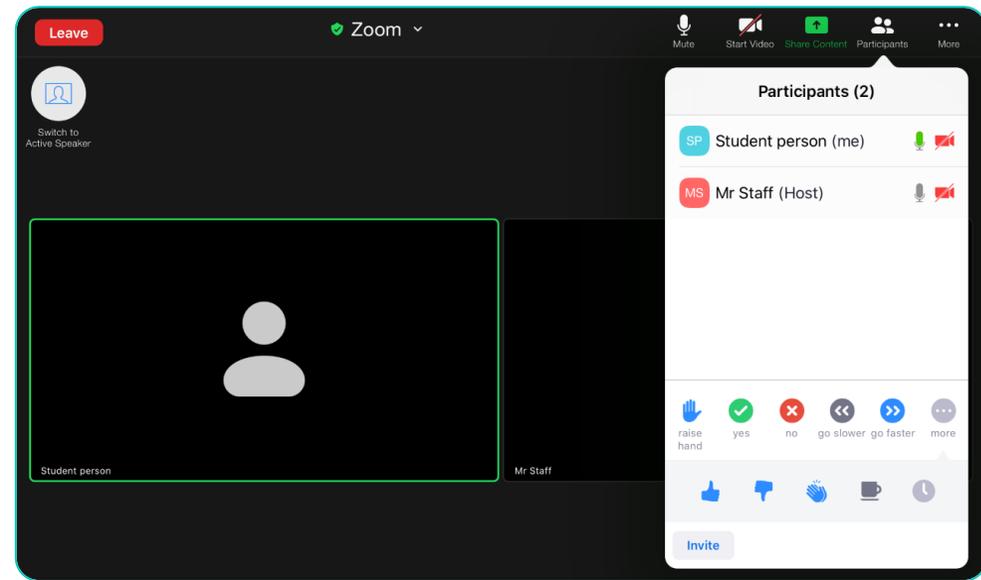
- Whilst you're waiting, the screen may look like this
- If your teacher sends a message you can read it...
- ...but you may not be able to reply!



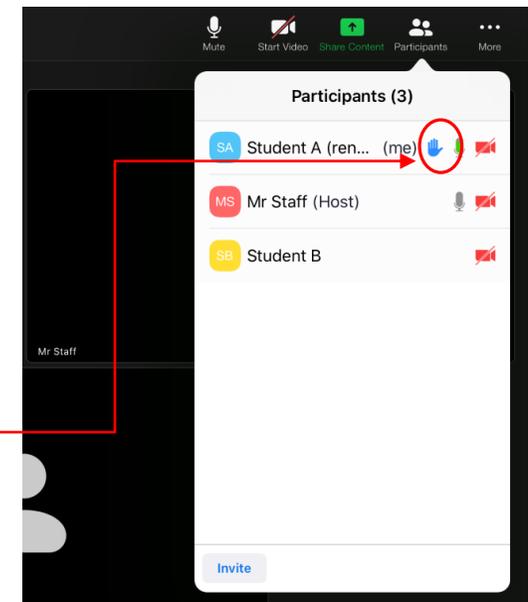
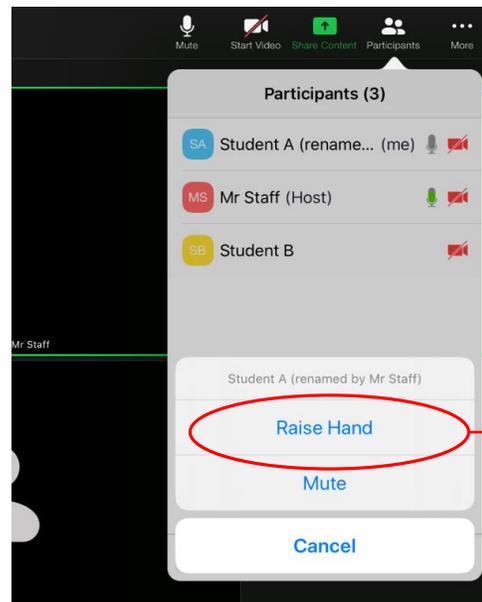
# Fun (ish) functions

- There are about ten different functions that can be used. They can be accessed by clicking on the participants list. Options include things like yes, no, go faster and they can help you communicate in the lesson
- Not every teacher will have set this up
- Next to the participants list, there is a 'Chat' button. This is where you can message people, either everyone or just the teacher. Your teacher may have it set up so you can't chat to anyone other than themselves to stop any silliness!

# Fun (ish) functions pt. 2



- Top shows the full list of functions if enabled
- Bottom two show the raise hand feature - the basic setting



# That's all for now, folks

- If you think of any other useful features that have been missed, email:  
[eslingsby@soham-college.org.uk](mailto:eslingsby@soham-college.org.uk)
- Also, remember that this is still school, not some free for all chat that just happens to include your teacher, so be reasonable, please.