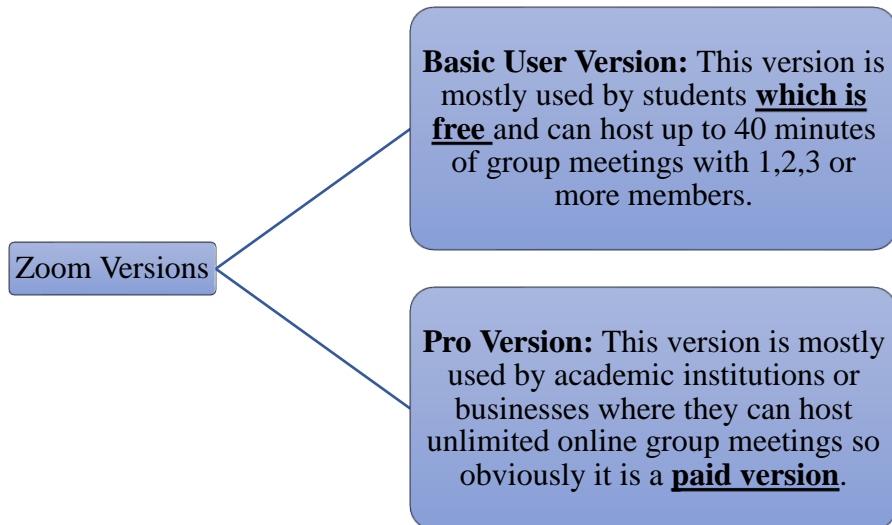## How to Attend a Zoom Class?

Let's assume you don't have Zoom software in your PC, what will you do now?

It is simple!!! Download the Zoom software from the internet for free.

There are two versions of Zoom software on the internet.

Zoom Versions

Basic User Version: This version is mostly used by students **which is free** and can host up to 40 minutes of group meetings with 1,2,3 or more members.

Pro Version: This version is mostly used by academic institutions or businesses where they can host unlimited online group meetings so obviously it is a **paid version**.

POINT: As a student you simply need to download the Zoom for free and you don't have to use a PRO version as your academic institution has already made the arrangements and the host is responsible for paying for the Pro version of Zoom. YOU JUST NEED TO ATTEND IT, THAT SIMPLE!!!

How to Attend an online Zoom class?

1. Before the class you will receive a link through any social media accounts which is already registered with your host.
2. Simply click on the link and it will take you to the Zoom online (Online version which you can use it directly on web) or you can open your zoom which you already have installed on your PC.
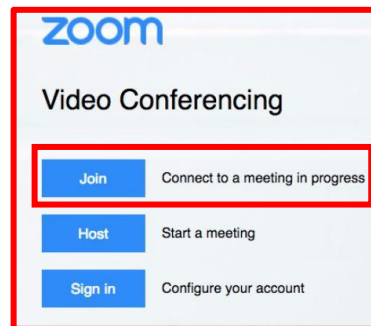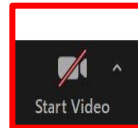

3. Wait for the host to let you in and join the Zoom with your PC audio and start the class.

4. Now you should be able to see options such as Video, Mute, Chat…. The most important tabs are the mentioned ones.
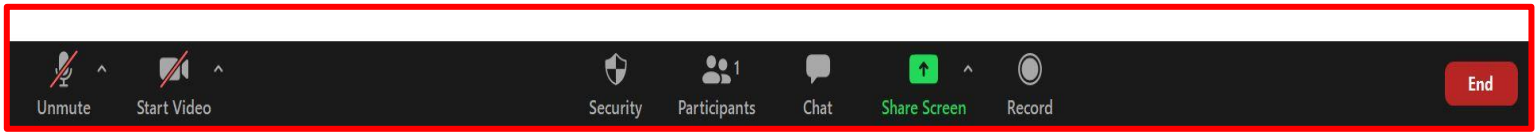

a) Now you can start your PC camera (bottom left corner) so that the host and other members can see you, you can turn on and off just by simply clicking on it.

b) You can also mute and un-mute yourself (bottom left corner) during the class **[1]**, please be aware that the host can control your audio and they can mute or un-mute you anytime they want **[2]**. If you want to mute immediately after speaking, you can hold the space bar button on your keyboard while speaking, this will un-mute you and after releasing the botton you will be automatically muted right away.
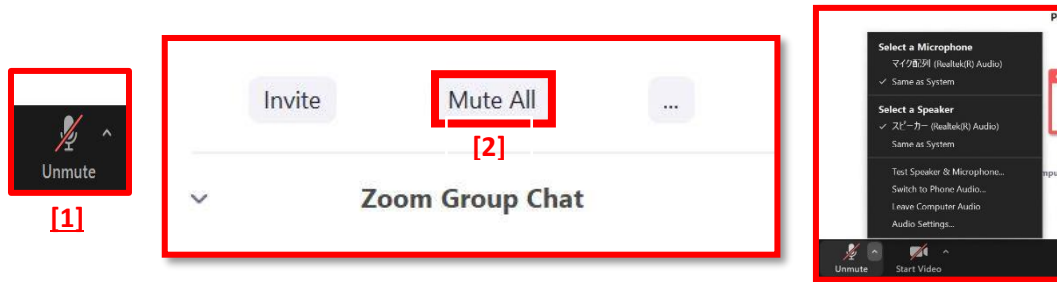

c) If you want to change your background, you can go to the **Video tab** (Bottom Left of your screen) and change it **[1]** and select "Choose Virtual Background" option to change your background**[2]**. Usually the backgrounds should be downloaded, and it might take few minutes. However, sometimes the background for you can cause some problems with your hearing or video quality which could be related to your internet speed and can create some problems.
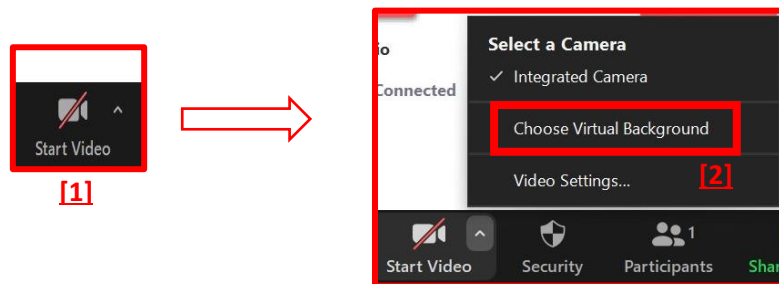
5. During the class your host might send you documents or some texts or maybe a group member might like to share a thought, in this case they will use the CHAT option (bottom center of the screen) **[1]**. You can also use your chat option to send a text or document **[2]** to all members or either to one person, in case if you want to send a text do not forget to select

PRIVATE from the option in the chat which will avoid sending it to all the group members [3]. Be aware that your chat can be saved automatically as a script of meeting even if it has been sent privately, this can only happen when the host want to save the chats manually or automatically, so technically after closing the Zoom class you no more have access to the chats in case if you want to save them better do it before leaving the Zoom.
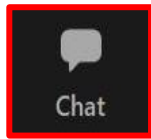
[1]

6. After the class you can simply click (LEAVE MEETING) written in a red box and end the class. BE CAREFUL!!! If you mistakenly leave the meeting or close the Zoom tab, you will be out of the meeting and joining again will take the same procedure.
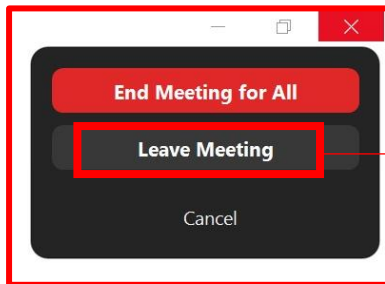
Only This option will be available for the participants.

If you have more questions regarding how to attend a zoom class don't hesitate to contact the Learning Support Desk Students of Library at any time!!!