

ZOOM USER GUIDE FOR AUDITORS

The following links provide instructions on how to use most features of Zoom. The essential features are what will likely be most important for use during class.

Please note that when you enter a meeting, you will first be put in a waiting room. Please wait for the host of the class to let you in.

When you enter, your mic will be muted and your video will be off. If you are asked to introduce yourself or otherwise participate, you must manually unmute yourself and turn on your video.

[VIDEO - Zoom Overview for Students](#)

[Joining Meeting & Testing Video/Audio - VIDEO](#)

- [VIDEO FOR MOBILE USERS](#)

[Mute Myself and Stop My Own Video](#)

[Change to Gallery View](#)

[Change to Active Speaker View](#)

[Hide Non-Video Participants](#)

[Pin Video](#)

ONLINE CODE OF CONDUCT / ETIQUETTE

- Please set up in a quiet room if possible.
- Please make sure that your lighting is adequate to make sure that everyone should be able to see your face clearly.
- Please test out your audio before class begins to make sure that everyone can hear you clearly, and vice versa.
- Please keep yourself muted until prompted to unmute.
- Confidentiality: What happens online stays between participants.
- No screen capturing of other peers.
- No personal recordings of the class (with phones or tablets).
- No recording of Zoom sessions allowed except for during On-Camera classes. During On-Camera classes, all recordings will be made by the host only and shared as needed.