



User Guide Zoom

Zoom: Basics

- Zoom (<https://zoom.us/>) is a professional online service for video group meetings. The department of philosophy will use Zoom for their “interactive real-time teaching”, or in other words online group meetings. Using Zoom is super easy and doesn’t require any IT expertise.
- As a participant in a group meeting or discussion you do not need to register for Zoom. A Zoom account is not required. No personal data will be requested. You will simply receive an invitation by email from the meeting’s host to participate in the meeting.

Watch out! The department will only send the invitation to your uni-bielefeld email address. Make sure that the organizer of the meeting knows your uni-bielefeld email address.

- You need a desktop computer, laptop, tablet, or smartphone with a webcam and microphone.
- One request: As soon as you have installed the Zoom app, please enter a photo of yourself to your profile. In case your video turns off during a discussion, this picture will be visible to the other participants, instead of just a black box.

Zoom: Technical details

- For the meeting you need the Zoom program or app. You can download and install it: <https://zoom.us/download>
- You will receive the invitation in the form of a link. If you’ve already downloaded and installed the zoom program/app, the link will open directly in the zoom program/app. Otherwise you will be redirected to an automatic download of the program.
- In order to participate in the meeting, you can (1) click on the link sent to you by email, or (2) in the Zoom program/app select “Participate in meeting” [**check in app**] and paste in the link sent by email, or (3) in the Zoom program/app select “Participate in meeting” [**check in app**] and enter the meeting code and password code sent by email.
- Select “participate with video” [**check in app**]
- In the next step, confirm “computer audio” [**check in app**]
- A few quick tips: (1) If you click on “test audio and video” when you open the program/app, you have to make sure you end the test. Otherwise your audio will not work. (2) In case something doesn’t work, try leaving the meeting and joining again.

Zoom: Important controls for participants in a zoom meeting

- Mute or unmute my microphone: ON/OFF (also using Alt + A)
- Briefly remove muting (hold the space bar)
- Raise your hand electronically: ON/OFF (also using Alt + Y). Only the meeting host sees this.