

Zoom guide for students

Zoom is an online video and audio-conferencing tool for desktops, tablets and smartphones. Zoom can be used for online classes, meetings, collaboration, and distance learning.

This guide sets out the basics of setting up Zoom, and participating in online meetings.

How to set up Zoom

Before taking part in a Zoom meeting or session, you need to login to your UTS Zoom account. You may not be able to access the meeting if you are not signed in correctly.

Follow the instructions on the UTS systems guide to [getting started with Zoom](#) on your laptop or mobile device.

How to join a Zoom meeting

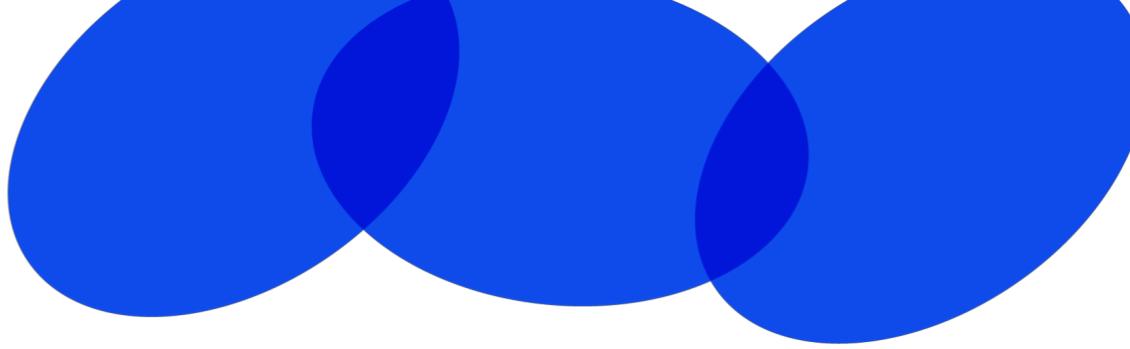
When you are invited to a Zoom meeting, you will receive a link or meeting ID from the meeting host. This may appear in the calendar event for the meeting.

Follow the instructions on the UTS systems guide to [connecting to Zoom](#).

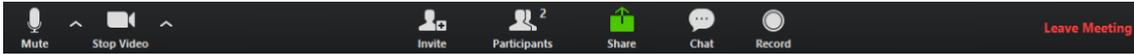
How to interact in a Zoom meeting

Once you have joined a Zoom meeting, you can interact with the host and other participants using your camera and microphone. You can also use non-verbal feedback options, including chat messaging and feedback icons, to interact without disrupting the meeting.

Use the meeting controls menu at the bottom of the screen to manage your camera and microphone settings, and for non-verbal



chat options. Note that your chat messages will be visible to the host and other participants.



The screen share feature is only available to participants if enabled by the host.

Follow the host's instructions during meetings, and try to mute your microphone when you are not talking to minimise audio disturbance. Learn about contributing to meetings in the following Zoom guides:

- How to use [Zoom attendee controls](#).
- How to use the [Zoom meeting chat](#).
- How to [provide non-verbal feedback](#).
- How to [share your screen](#).

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When using Zoom and participating in Zoom meetings, you must follow the UTS [Acceptable Use of Information Technology](#) policy. You must also accept the Zoom privacy notice and terms and conditions.

Note that meetings may be recorded by the host, and the host will have a record of the chat.

See the UTS systems help site for details about:

- [Zoom privacy notice](#)
- [Zoom terms and conditions](#)