

# How to use Zoom for attending class (for Windows users)

Adapted from

Zoom Manual by Global Scientific and Information Computing Center,  
Tokyo Institute of Technology

and

Manual for Internal Zoom Training at Department of Transdisciplinary Science and  
Engineering, Tokyo Institute of Technology

# Overview

This file introduces the basic features of Zoom client application for attending classes.

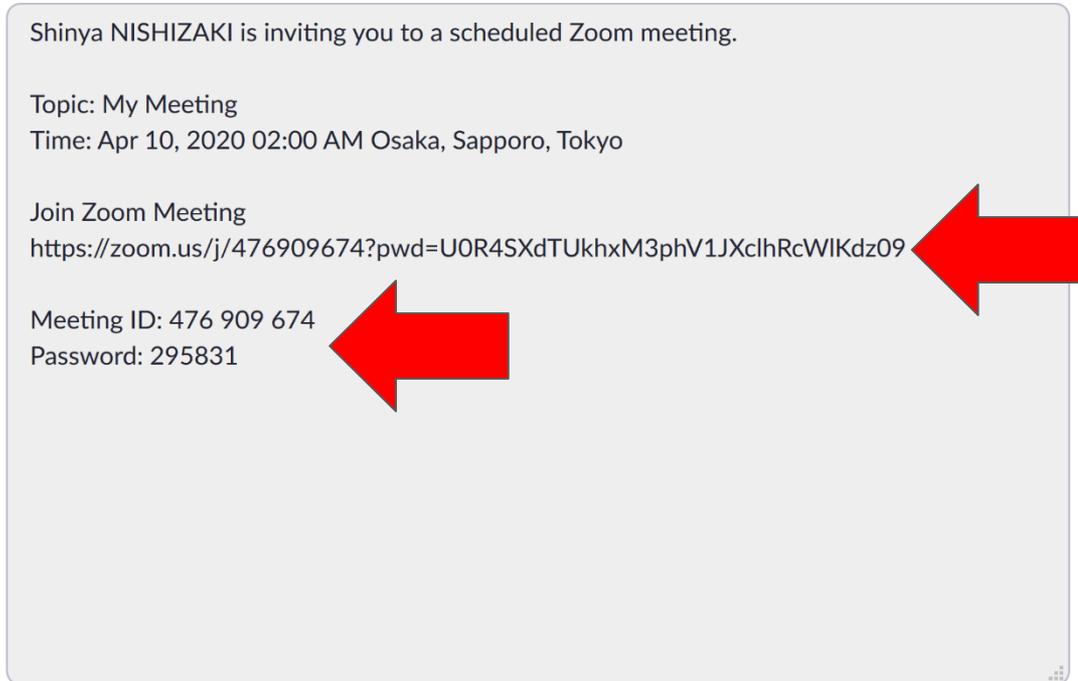
The main features introduced here are for participating in a meeting as participant (student) rather than a host (lecturer).

This document assumed that Zoom client application had already being installed in your computer. Installing the application is not compulsory, but it will minimize the possibility of technical problems if it is installed beforehand. Procedure to install Zoom client application can be found in another file by GSIC TITech.

The link to Zoom documentation by GSIC (in English):

<http://www.itpro.titech.ac.jp/video/#english>

# Checking email invitation



To join Zoom meeting (class), open the invitation email that the host (lecturer) has sent you.

To join a meeting, you can either click on the URL (web page address) below the "**Join Zoom Meeting**" line, or write down the **Meeting ID** and **Password** on a piece of paper and enter them into the app.

Here, we will do the former.

# Regarding email invitation

The host (lecturer) might send you one of the following two types of link.

## 1. URL with password (Currently the default)

- Example of URL:

<https://zoom.us/j/517168651?pwd=Ky9qWVVkTTg3QTlpZlhNeDRIZnFJZz09>

(Meeting ID: 517 168 651, password: 818941)

**For this kind of link, you only need to click on the link to join the meeting (class)**

## 2. URL with password and registration

- First, the host (lecturer) will send you the link to register for the meeting (class)

Example of URL:

[https://zoom.us/meeting/register/v5Qrc-urqjsunh5xHQ\\_LhLCK4GmzISmng](https://zoom.us/meeting/register/v5Qrc-urqjsunh5xHQ_LhLCK4GmzISmng)

- After registration, you will get an email with the URL to join the meeting (class).

Example of URL:

[https://zoom.us/j/206423404?tk=\\_As-tdK-](https://zoom.us/j/206423404?tk=_As-tdK-)

[YXywfcEHa25IFUBX8gHnGHDHQQ5eCy43Zng.DQEAAAAADE3FbBZmRmpFN3BY](https://zoom.us/j/206423404?tk=_As-tdK-YXywfcEHa25IFUBX8gHnGHDHQQ5eCy43Zng.DQEAAAAADE3FbBZmRmpFN3BY)

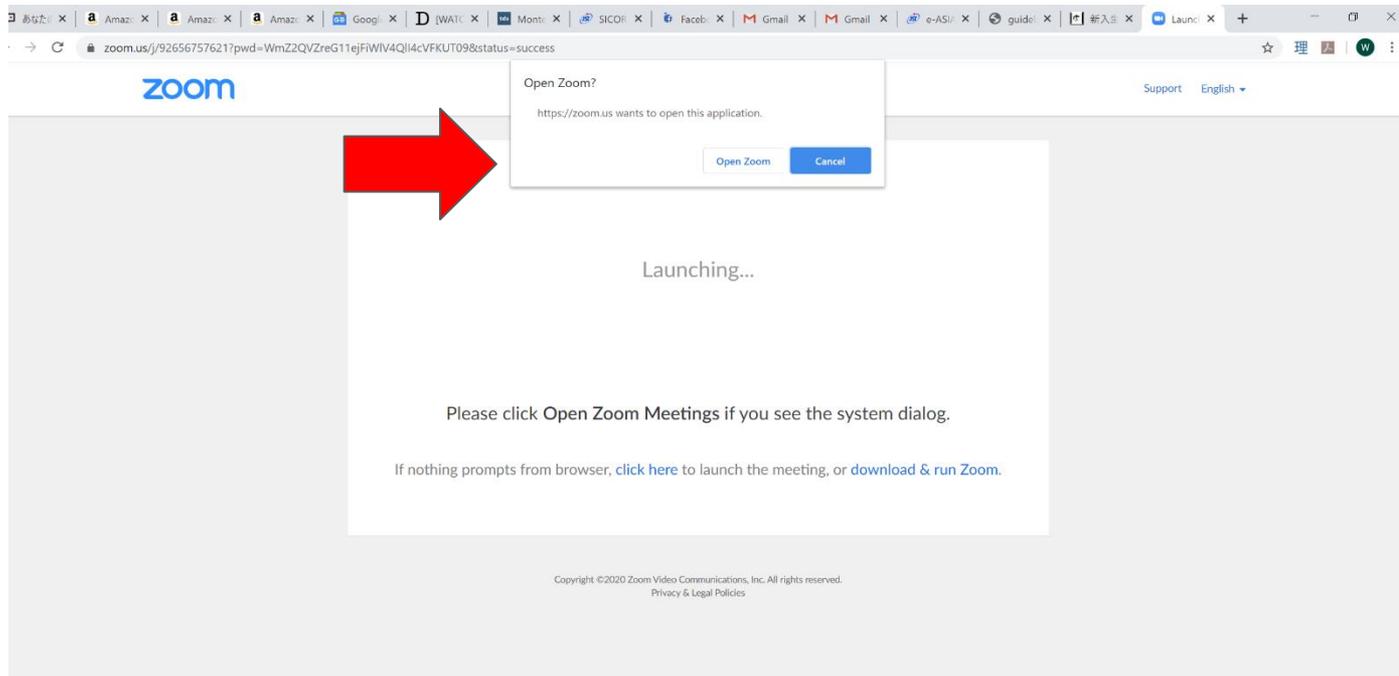
[c1REeWxJbVZNY21xWkxRAA&pwd=bk5KUnIVdjducG56Z0hEVXVhWnZHQT09](https://zoom.us/j/206423404?tk=_As-tdK-c1REeWxJbVZNY21xWkxRAA&pwd=bk5KUnIVdjducG56Z0hEVXVhWnZHQT09)

(Meeting ID: 206 423 404, password: 277077)

**For this kind of invitation, only registered students can join the class**

# Opening Zoom client application

After opening the URL, you will be asked if you want to open Zoom. Please answer "Open Zoom" and give your consent.

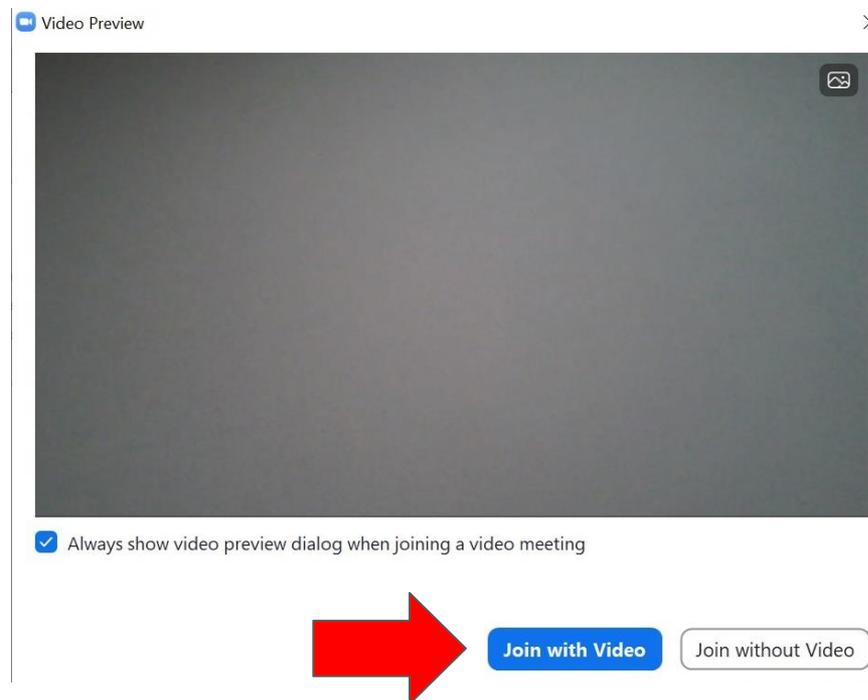


The dialog box shown in your computer might look different depending on the browser application that you use.

# “Video Preview” dialog box

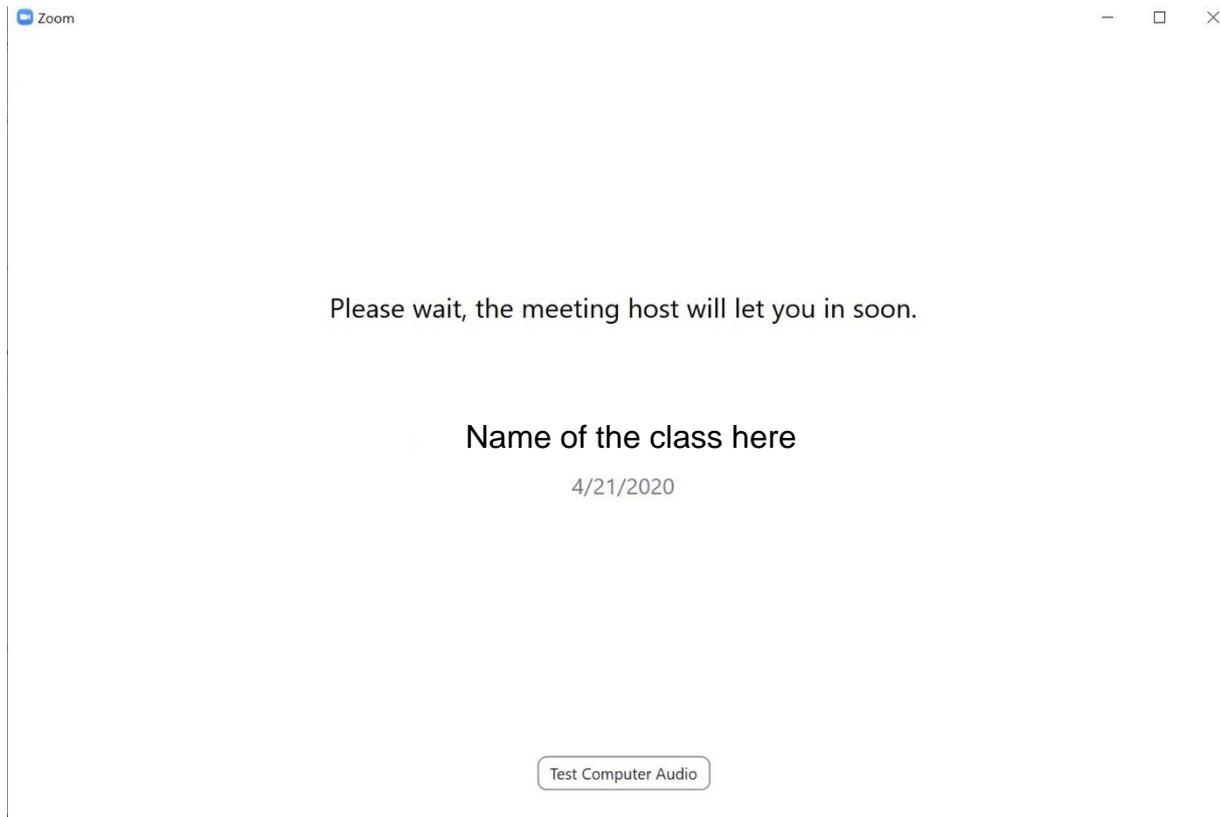
Zoom will ask you to choose between joining with or without video. It is a good practice to join with video at the beginning and turn it off after the class begins.

(Some lecturers might require you to turn on the video during class. Please consult your lecturer and follow their instruction regarding this matter.)



# Waiting for the meeting to begin

For most of the cases, you will need to wait for the host (lecturer) permission before you can join the meeting (class), and the window below will be shown.



# “Join Audio” dialog box

After the host gives you permission to join, Zoom will ask you to join with computer audio\*. Make sure that you select this option.

You can change the audio setting later by clicking the “^” button on the right hand side of “Mute”/“Unmute” icon.

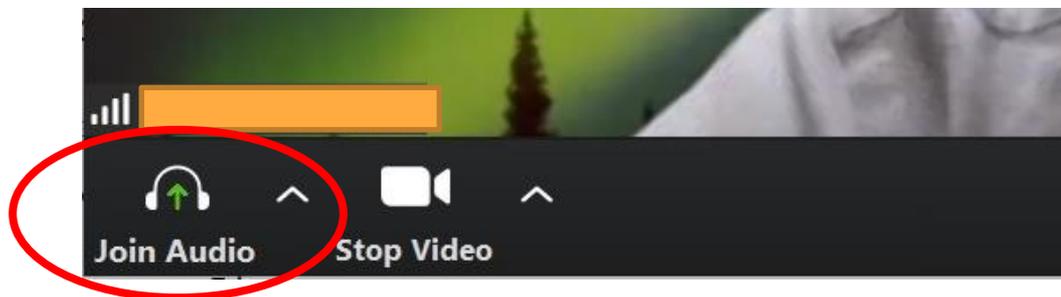
If you not join with audio, you will not able to hear the voices of other participants.



\* If you set your application to “automatically join audio by computer when joining a meeting”, you will not be asked by this dialog box anymore

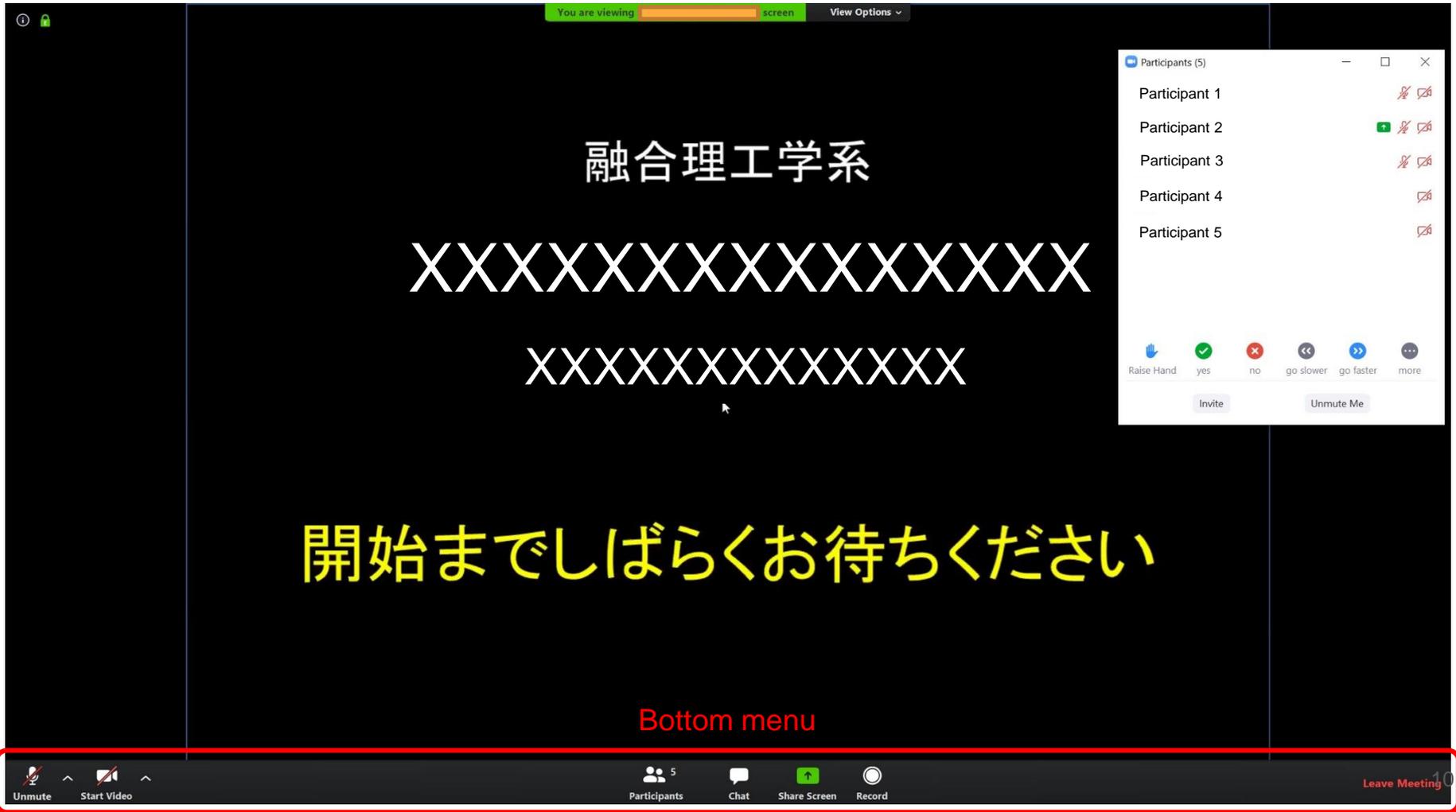
# How to join audio after entering the meeting

If for some reason you join the meeting without audio and want to join the audio, click “Join Audio” icon in the left hand side of bottom menu. This icon will change into “Mute”/”Unmute” icon after you join with audio.



# Meeting screen

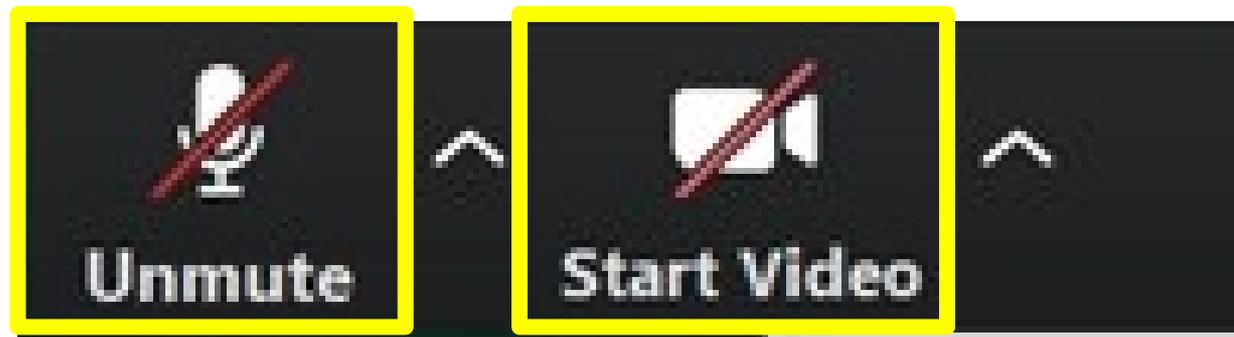
You will enter the meeting (class) and a screen similar to the screenshot below will be shown. You can control your participation using bottom menu.



# Microphone and camera icon

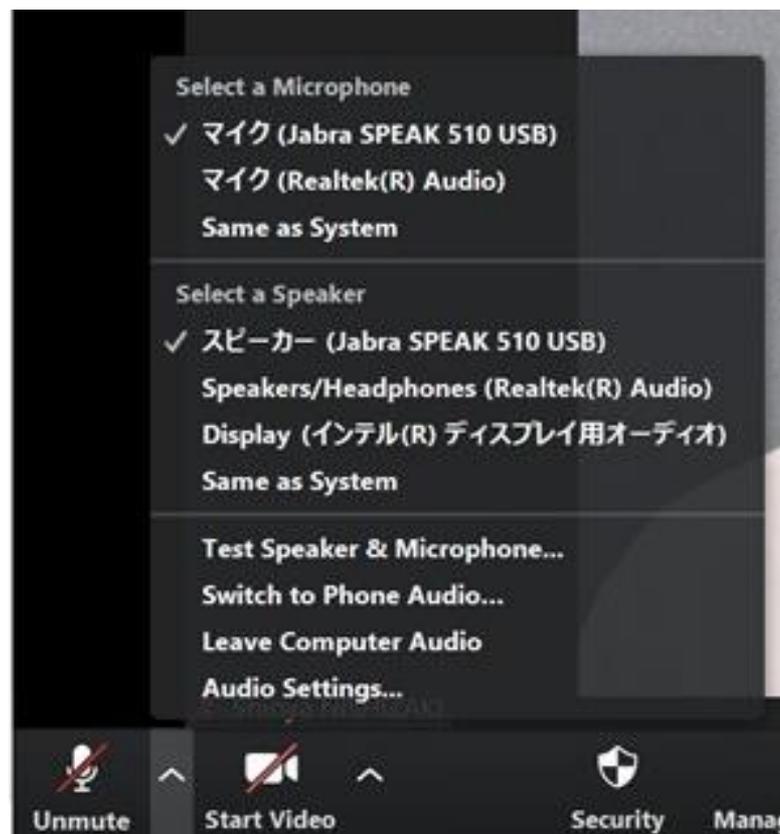
Clicking on the microphone icon at the left bottom, you can mute and unmute the microphone. If there is an red diagonal bar on the icon, the microphone is muted. The same goes for the camera icon next to microphone icon, if there is a diagonal line, the video is off.

It is a good practice to keep your microphone muted when you are not speaking.



# Microphone and speaker settings

Clicking “^” next to the microphone icon will bring up a menu of microphone and speaker settings.



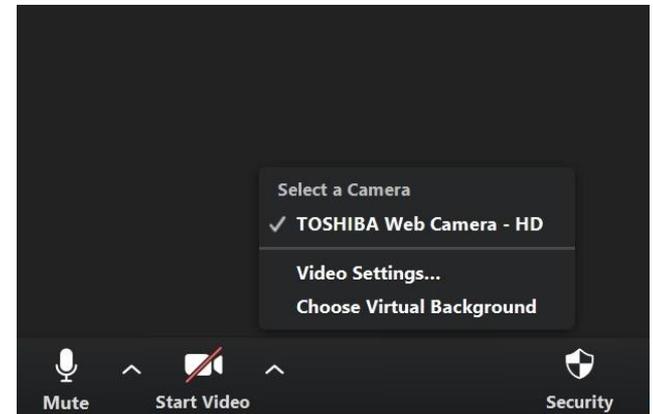
# Video Settings

Clicking “^” next to camera icon will bring up a menu of video settings.

When multiple cameras are connected to the PC, you can select the camera that you want to use.

By clicking [**Video Settings...**], you can set the aspect ratio of the camera image, mirroring/unmirroring of the image, and other settings related to the image sent by the camera.

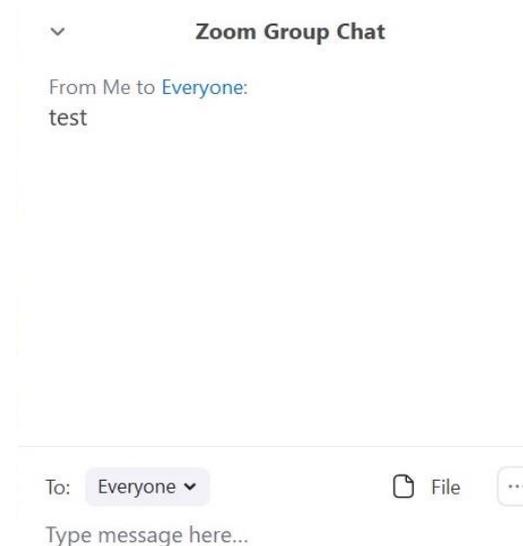
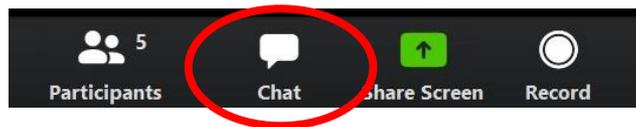
Click "**Choose Virtual Background**" to change the background image.



# Chat feature

When you click on the "Chat" icon, a list of participants will appear on the right side of the screen, allowing you to communicate with other participants via text, just like Twitter or LINE. You can also share files through this chat window.

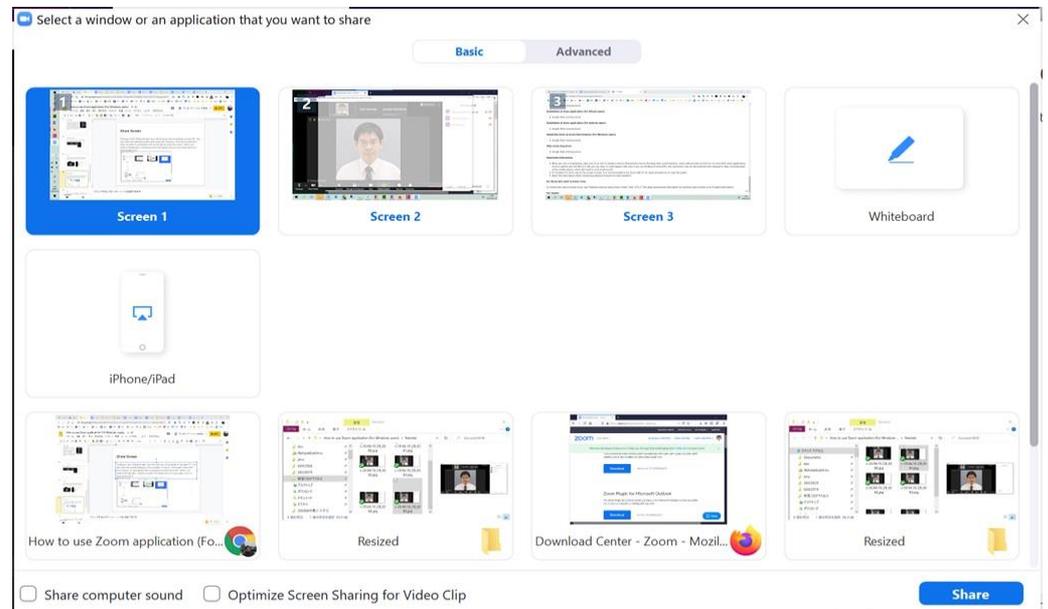
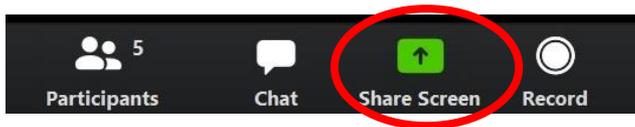
The host (lecturer) can disable the chat feature of the participants (students) if necessary.



# Sharing Screen

Clicking on the "**Share Screen**" icon will bring up a list of windows on your PC. You can share the selected window with everyone. When you select a **Whiteboard**, a drawing screen will appear and you can share what you have written on it.

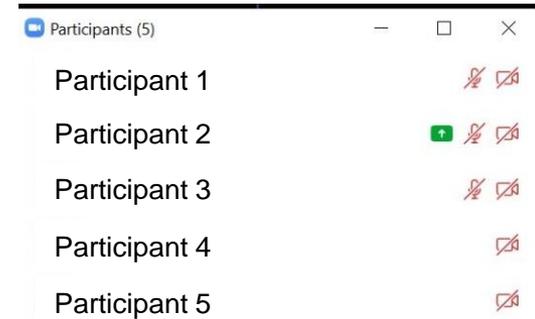
The host (lecturer) can disable this feature from the participants (students) if necessary.



# Raising hand and asking questions

To ask question during classes, it is better to be started by raising hand.

1. Open participant list by click on “Participants” icon in the bottom menu bar
2. Click “Raise Hand” icon in the lower part of “Participants” window
3. After being acknowledged by the lecturer, unmute your microphone and ask the question
4. Do not forget to mute your microphone again after finish asking



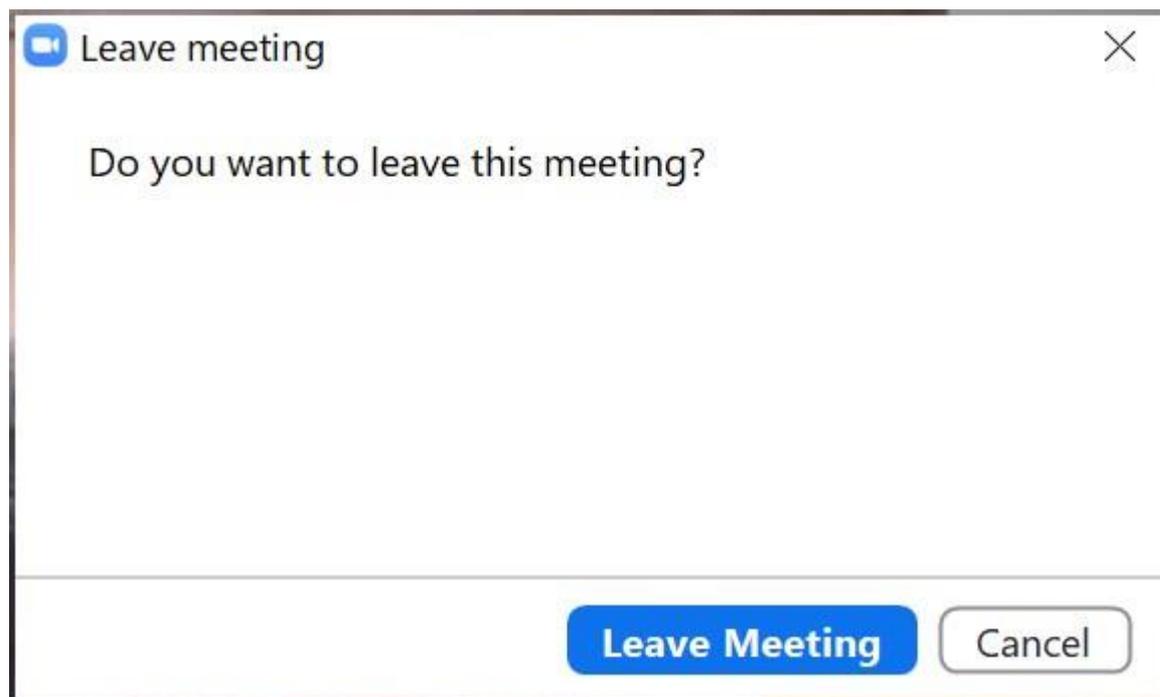
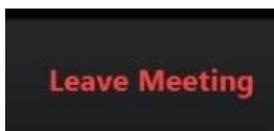
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# Leaving Meeting

To leave the meeting, click on the "**Leave Meeting**" button at the bottom right of the screen. And then, "**Do you want to leave this meeting?**" message will appear and you can click on the "**Leave Meeting**" button. If you are the host, you may choose to leave or end the meeting itself.



# Tips

- It is a good practice to keep your microphone muted when you are not speaking.
  - Feedback or echoing can occur, which will make the voice of the participants cannot be heard well.
- When you use Zoom with your smartphone, please make sure that you are communicating with WiFi. If you use data communication on a 4G line (mobile phone line), you will be charged a large amount of data communication charges. It is also better to turn off your camera during the class unless your lecturer requires you to do so, because it can reduce data bandwidth.
- Check the meeting (class) invitation beforehand. Some types of invitation requires you to register beforehand in order to be able to join the class (Refer to slide 4).

# Tips

- So far, the most frequent technical problem is problem with audio (the participant cannot hear the audio). The following three slides explain the most common causes and the solutions.

# If you cannot hear the audio...

**There is a possibility that you did not join the meeting with audio**

1. Check the leftmost icon in the lower menu
2. If it is showing “Join Audio” icon, then you need to join with audio by clicking on the icon

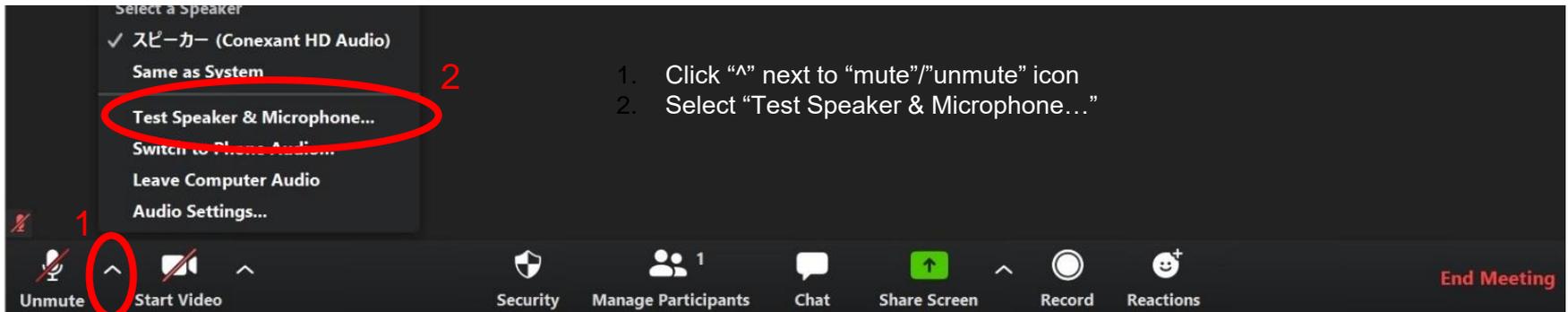


3. The icon will turn into “Mute”/”Unmute” icon, which means you have join with audio



# If you cannot hear the audio...

Test the speaker and microphone to check whether they work properly



3

Testing speaker...

Do you hear a ringtone?

Yes No

Speaker 1: スピーカー (Conexant HD Audio)

Output Level:

- If you can hear, click "Yes"
- If you cannot, change speaker output

4

Testing microphone...

Speak and pause, do you hear a replay?

Yes No

Microphone 1: マイク (Conexant HD Audio)

Input Level:

- If you can hear replay, click "Yes"
- If you cannot hear, change microphone input

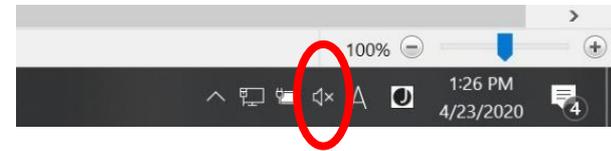
# If you cannot hear the audio...

Other possibility is that your speaker is muted in windows system

1. Check the windows system tray for speaker icon



“Speaker On” icon



“Speaker Off” icon

2. Turn on the speaker when necessary

For further questions, please contact:  
Winarto Kurniawan: [kurniawan.w.ab@m.titech.ac.jp](mailto:kurniawan.w.ab@m.titech.ac.jp)