



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 or through the email lists in eKVV. Make sure that the organizer of the meeting knows your email address.

- You need a desktop computer, laptop, tablet, or smartphone with a webcam and microphone.
- One request: If you decide to get a Zoom account—which you don’t have to—please add a photo 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. It would be best to have a picture of yourself, but you can also use another kind of picture.

Zoom: Technical details

- For the meeting you need the Zoom program or app. We recommend downloading it directly from the Zoom Video Conferencing company’s website. You can find the right app for your device here: <https://zoom.us/download>
- For each meeting, a meeting code and password will be sent to you by email from the meeting’s host.
- In order to participate in the meeting, start the Zoom program/app

(1) select “Join Meeting” (from the home screen)

(2) enter the meeting code (9-10 numbers)

(3) enter your name (if it’s not already automatically entered) and click “join”

(4) enter the password (a six-digit number or a code with up to 10 characters).

[Note: It is also possible to be invited to a zoom meeting with a link. Clicking on this link directs you to a page where you can download the zoom app or automatically redirects you to the app, if you’ve already installed it. This procedure is practical, but it can also lead to problems because accidentally clicking on the wrong link is very easy. The department of philosophy has therefore decided not to send links, in the interest of your safety. We will only send meeting codes and passwords.]

- Select “join with video”
- In the next step, confirm “computer audio”



- 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

- Tip: select “gallery view” and not “speaker view” – this lets you see all participants in the meeting at once. The button is in the top right hand corner of the window.
- 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).