

# Students' Guide on Downloading Zoom and Accessing a Zoom Meeting

**'Live' Lessons  
Anytime Anywhere!**

**Continue to learn from  
your teacher and with  
your friends out of the  
classroom.**

## What is zoom ?

Zoom is a software that allows people to have video conferencing and chat.



Features on the free version of Zoom are sufficient for your home-based learning. It is not necessary to pay for the additional features.

## How do I get the Zoom app on my device?

### Downloading Zoom

#### For Computers Running Windows and Mac OS

**[Update: 5 Apr]** Students accessing the Zoom meeting using Windows or Apple desktop/laptop computers should download the Zoom application from <https://zoom.us/download> prior to accessing Zoom for the first time.

#### For iPads/iPhones, Android phones/tablets, Chromebooks

Students accessing the Zoom meeting using iPads and iPhones, or Android phones and tablets, or Chromebooks should download the Zoom application/extension prior to accessing Zoom for the first time.



*You will only need to  
download the Zoom  
application/extension the  
first time you access such  
lessons.*

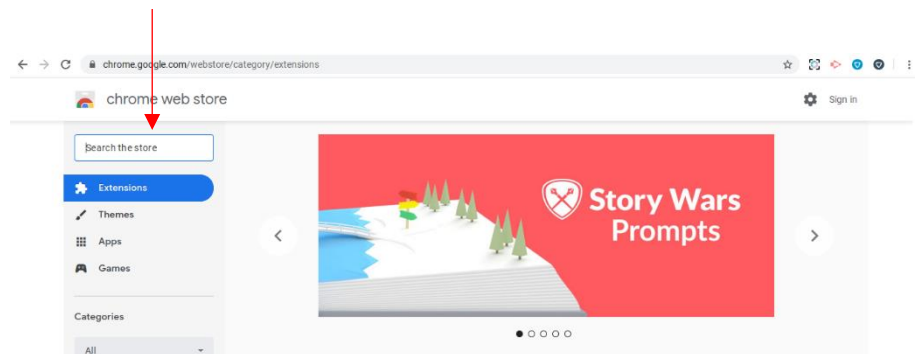


1. For **Apple or Android devices**, scan the QR codes below to download the application.



**For Chromebooks**

2. For **Chromebook**, go to the Chrome Web Store: <https://chrome.google.com/webstore/> and search for the 'Zoom' extension. Click '**Add to Chrome**'.



# Accessing Zoom

Lessons with Zoom allow you to actively participate in a lesson without meeting the teacher in person. User experiences will differ based on the devices used. Refer to the relevant section below for a step-by-step guide that is specific to your device.

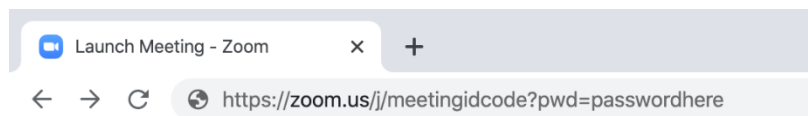


If your teacher has provided a link as part of your SLS lesson, click the link and follow the instructions.

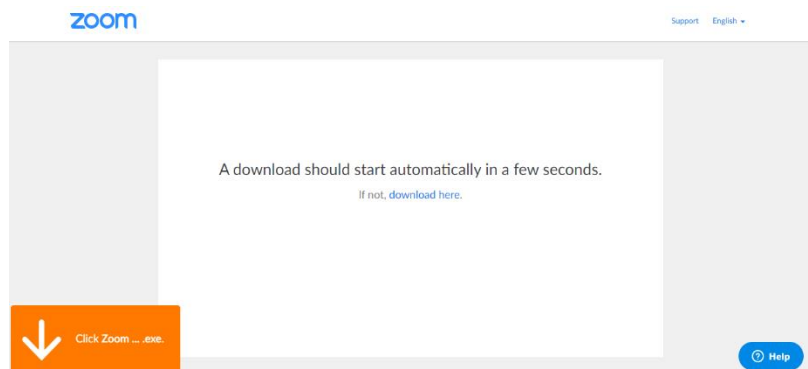
## For computers

You can access Zoom meetings on your personal laptops and desktops by following the steps below.

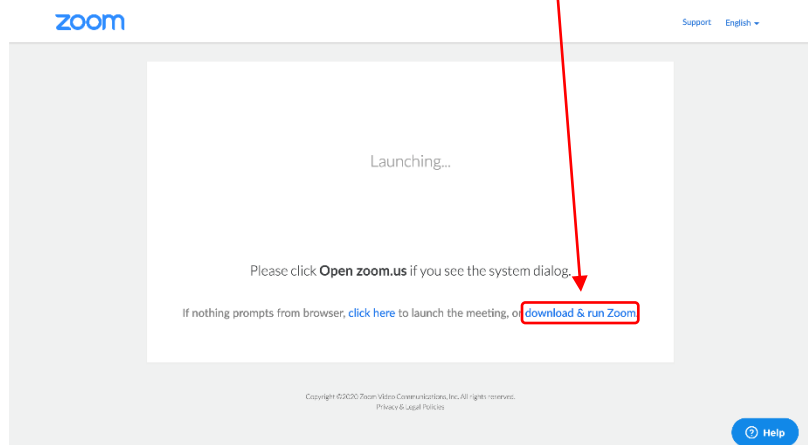
1. Using your Chrome browser, click on the Zoom link given by your teacher.



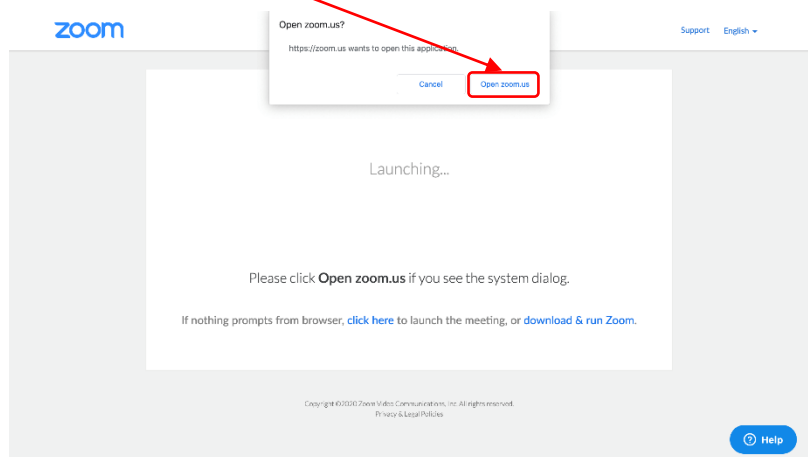
2. *[Update: 5 Apr]* If you do not have the Zoom application on your computer, a download may automatically begin. You should run the program to install the Zoom application.



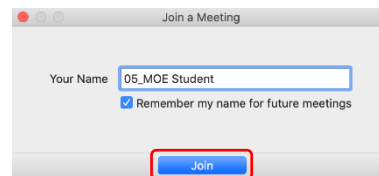
3. *[Update: 5 Apr]* If you do not have the Zoom application on your computer, but a download does not automatically begin, you should click '**download & run Zoom**' to install the Zoom application.



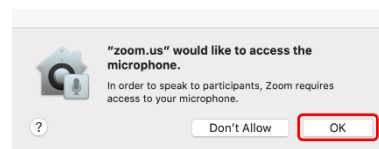
4. *[Update: 5 Apr]* If you have installed the Zoom application previously, a popup may appear, and if this happens, click **'Open zoom.us'**.



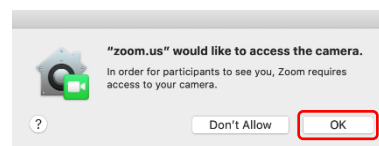
5. *[Update: 5 Apr]* Key in your name in the format of: **Index Number\_Full Name**, e.g. 05\_MOE Student. Click **'Join'**.



6. *[Update: 5 Apr]* If Zoom asks for access to your microphone, click **'OK'**.



7. *[Update: 5 Apr]* If Zoom asks for access to your camera, click **'OK'**.



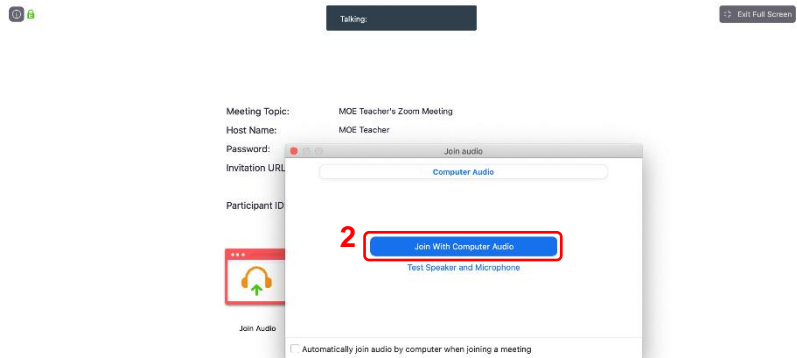
8. *[Update: 5 Apr]* If you encounter a page like the one below, please wait for your teacher to admit you into the meeting session.

Please wait, the meeting host will let you in soon.

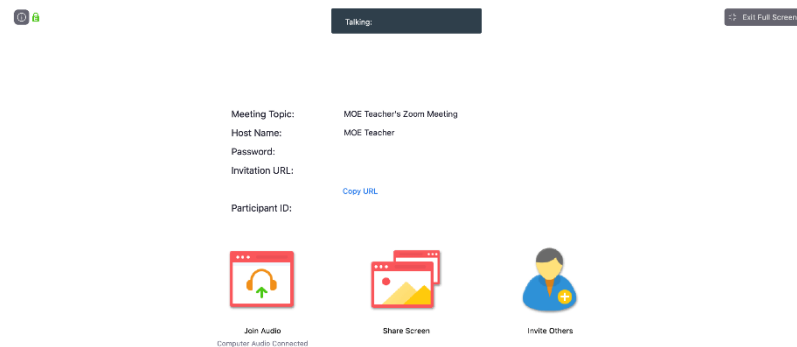
MOE Teacher's Zoom Meeting

Test Speaker and Microphone

9. *[Update: 5 Apr]* Click **'Join Audio'** then **'Join With Computer Audio'** to hear the meeting.



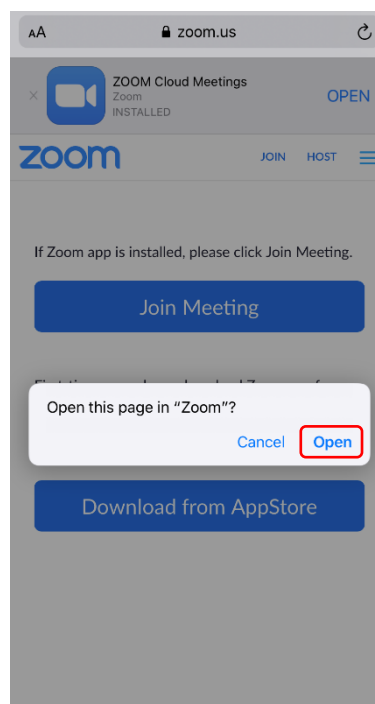
10. *[Update: 5 Apr]* Click **'Mute'** to silence the audio upon joining the meeting, and **'Start video'** to share your video with your teacher. Upon joining the meeting, wait for your teacher's instructions.



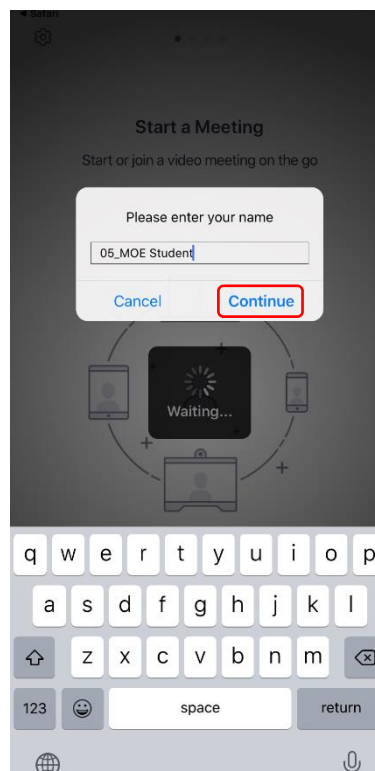
## For other devices

These devices include iPhones and iPads, or Android phones and tablets, and Chromebooks.

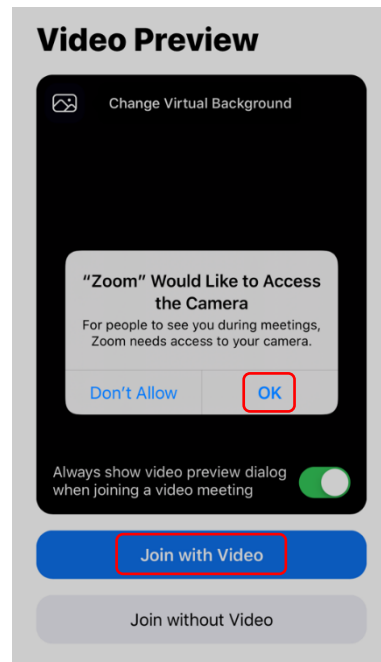
1. Click on the Zoom link given by your teacher.



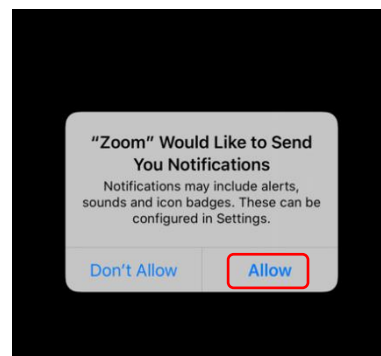
2. Key in your name in the format of: **Index Number\_Full Name**, e.g. 05\_MOE Student.



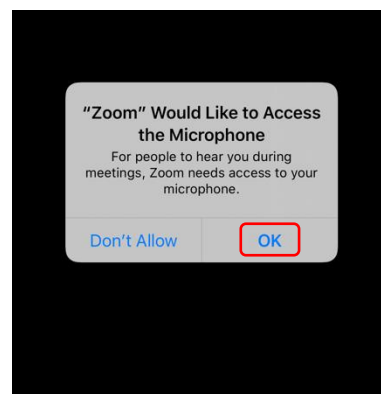
3. Click **'OK'** to allow Zoom to access the camera, and then click **'Join with Video'**.



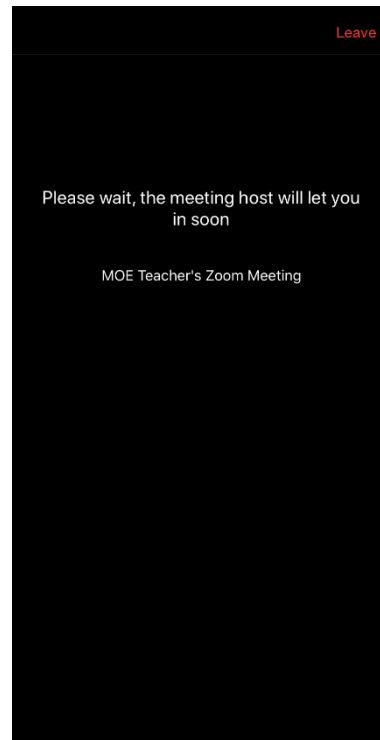
4. Click **'Allow'** to allow Zoom to send you notifications.



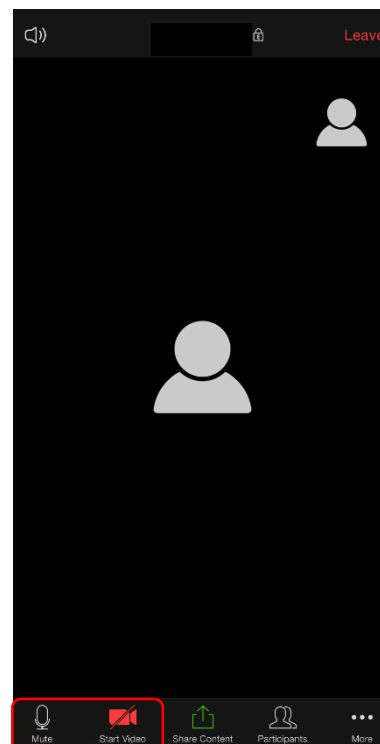
5. Click **'OK'** to allow Zoom to access the microphone.



6. *[Update: 5 Apr]* If you encounter a page like the one below, please wait for your teacher to admit you into the meeting session.



7. Click '**Mute**' to silence the audio upon joining the meeting, and '**Start video**' to share your video with your teacher. Upon joining the meeting, wait for your teacher's instructions.





# Students' Guide on Navigating a Zoom Meeting



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*It is important to follow the instructions given by your teacher, as this will enable everyone to effectively learn together.*

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## What should I take note of when participating in a Zoom Meeting?

Before participating in a Zoom meeting, here is what you should take note of:

1. Join the Zoom meeting from a more public space, e.g. living room, instead of a private space, e.g. bedroom.
2. Be appropriately dressed.
3. Follow class rules for HBL:
  - a. Mute your microphones when you join the meeting
  - b. Do not send inappropriate content to your peers
  - c. Key in your names in a standard format for easy identification, e.g. Index Number \_Full Name
  - d. Students who wish to speak should indicate by virtually raising hands or indicating in the chat room and waiting for further instructions before speaking

## How do I actively participate in a Zoom lesson?

Just like a lesson conducted in the classroom, your active participation is important for you to learn effectively. Zoom has several functions that you can use to ask questions, communicate with your teachers and peers, and seek feedback from your teacher.

These functions include:

- a) Chat
- b) Screen Sharing
- c) Video / Audio
- d) Raise Hand / Lower Hand



## a) Chat

You can use the chat function to ask questions, suggest ideas and responses, while the lesson is taking place.

## b) Screen Sharing

With screen sharing, you can share your screen with your teacher or other participants who are Live in the lesson. To share your screen, click '**Share Screen**' at the bottom of the window.

Choose the application that you would like to share with the teacher and click '**Share**'.

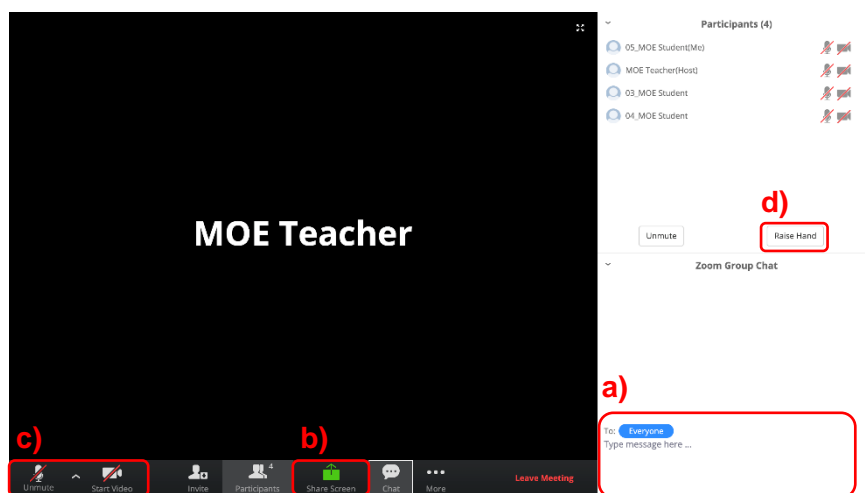
## c) Video / Audio

Your teacher might ask you to give a video or audio response during the lesson. The audio and video functions can be found at the bottom left-hand corner of the window.

- If you wish to mute/unmute your audio, click the microphone icon.
- If you wish to start/stop video, click the video camera icon.

## d) Raise Hand / Lower Hand

You can use the '**Raise Hand / Lower Hand**' function to get your teacher's attention if you have any questions during the lesson.



## Leaving a Zoom Meeting

To leave a Zoom meeting, click 'Leave Meeting'.

