Zoom guide for students

Zoom is a high-quality video and audio online conferencing tool for desktops, tablets and smartphones. Zoom Meetings 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 have the Zoom Meeting Client set up.

Follow the instructions on the UTS systems help page to set up and log in to Zoom on your laptop or mobile device.
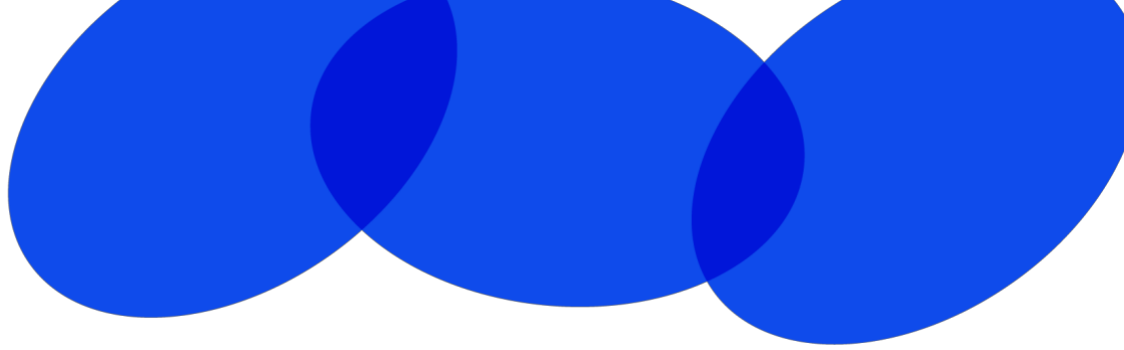
How to join a Zoom meeting

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.

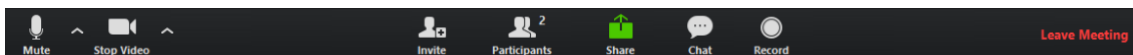Follow the instructions on the Zoom guide to joining a meeting.

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 at the bottom of the screen to manage your camera and microphone settings, and for non-verbal chat and screen share options.

It's best to mute your microphone when you are not talking to minimise audio disturbance for other participants.

Follow the instructions for contributing during meetings in the following Zoom guides:

- How to use attendee controls in a Zoom meeting.

- How to use the Zoom meeting chat.

- How to provide non-verbal feedback during Zoom meetings.

- How to share your screen during a Zoom meeting.

Privacy information

When using Zoom and participating in a Zoom meeting, you must accept the privacy notice and terms and conditions.

Note that meetings may be recorded by the host, and hosts have access to meeting chat records.

Be aware when screen sharing that meeting participants will be able to see any information displayed on your computer or device screen. Close any windows containing sensitive or private information before sharing your screen.

See the UTS systems help site for details about:

- Zoom privacy notice

- Zoom terms and conditions