Zoom Tip Sheet for Students

Install and Download (you need to activate your Zoom account using a desktop)

Before you can use Zoom, you must install the Zoom software for your device. Go to **zoom.miami.edu** and sign in using your CaneID and password. Download the Zoom Client for Meetings

Log-in and Set up

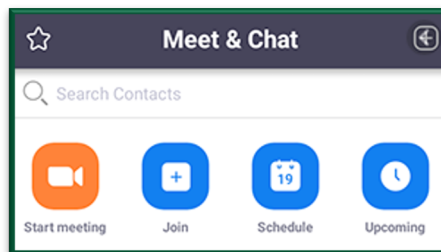### Using the Web Portal: zoom.miami.edu
- sign in using your CaneID and password

Using Zoom Client
- Once the Zoom Client for Meetings is installed, click the Sign In button.
- Sign in with your CaneID and password

Joining a Meeting

- To join a meeting using your desktop, click on the link sent to you by the meeting host.
- To join a meeting via a mobile device, download the Zoom app. You may join via email link, calendar invite, or by clicking Join and entering the meeting ID and password .

Meeting Controls

Audio
After joining or starting a meeting, you will be prompted to join audio by phone or by computer. Choose Join Audio by Computer to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the Test Computer Audio link.

Video
- Before or during a meeting, click Settings in the Zoom app menu.
- Click on the Video tab to preview your camera or click the drop-down arrow to choose a different camera.
- During a meeting, click Video in the meeting toolbar to start or stop your video.

Screen Sharing

After selecting Share Screen located in the meeting toolbar, you can choose to share your entire desktop, an individual application/window, a connected tablet, or start a whiteboard.

Tablet and mobile devices can be connected via AirPlay or Cable. All University of Miami have access to Microsoft OneNote for digital note-taking. The Notability App is also compatible with tablets connected to Zoom.

Chat

- Click **Chat** to instant message with other participants while in the meeting.
- In the **Chat** panel, click the dropdown to select if you want the message to go to everyone in the meeting, or to a single participant in a private chat.

For more about Zoom features, including Video Tutorials and live trainings, visit zoom.miami.edu