

## **Zoom Tips:**

### **How to send out your Zoom link to students:**

1. Go to [elms.zoom.us](https://elms.zoom.us) or zoom.us and click on Sign In and login with your Google Elms email and password (If you don't have an account request one [here](#) and you will get an email with a link to set up your account).
2. Click on Meetings/Personal Meeting Room and click on Copy the Invitation and email the link and the first one-tap mobile phone number to your students. Your Personal Meeting Room link is always yours and will never change. You can also put it in a calendar invite.

The screenshot displays the Zoom interface for a Personal Meeting Room. On the left, a sidebar lists navigation options: Profile, Meetings (highlighted in blue), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Personal Meeting Room' and shows details for 'Beryl Hoffman's Personal Meeting Room'. It includes a 'Start Meeting' button in the top right corner. Below the title, there are sections for 'Add to' (with buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar), 'Meeting ID' (521-039-0460), 'Meeting Password' (Require meeting password), and 'Join URL' (https://elms.zoom.us/j/5210390460). A 'Copy the invitation' link is located at the bottom right of the page.

**Recording:** Click on Record at the bottom of the Zoom screen after starting your meeting and choose Save in Cloud. When you end the meeting, Zoom will email you the link of the recording when it is ready and you can forward it to your students.

**Screen-sharing:** Click on the green Share Screen icon at the bottom of the Zoom meeting and click on the blue share button to accept sharing your screen. (Another option is the whiteboard which you can write on.) Bring up any document on your screen and your students will be able to see it. There are pen tools at the top that you can use or the cursor to highlight where you are. Point to the top to see and click on end screen sharing. Click on ... at the top to open the chat window to see any questions there while you present.

### **Troubleshooting Tips:**

- **If your microphone or a student's microphone is not working**, when you start Zoom and it asks how to connect to audio, choose phone and call in so that you can use your phone as the microphone and audio source and your computer's screen for the video at the same time. Students can also connect by phone to your Zoom link with the free Zoom app or call in with the phone number to connect by audio only.
- **If your Internet connection is slow or lagging**, consider temporarily turning off your video stream. Plug into your router directly with an Ethernet cable (wired is 10 times faster than wifi). Tell everyone else in the house to stop using the internet, especially if they are streaming video or playing online games with video.

- **If you have earbuds or a headphone set, wear them** to reduce the amount of noise that your computer will pick up.
- **Advise students to mute their microphones if they are not speaking and unmute the microphones when they wish to speak.**
- **Check the “chat” space for student questions and contributions.** Some students may not have working microphones and may be unable to contribute via voice. Ask a student to tell you if there are questions in chat while presenting.
- **Checking [attendance in Zoom](#).**
- **More resources at the [Zoom Help Center](#)**