

How to use Zoom

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Introduction

This guide will help you to zoom effectivelyV to communicate online with your language school and participate in teaching sessions.

Installation and access to Zoom

2.1 Download and installation

Download the Zoom app from the official website <https://zoom.us/download> or from your App Store and follow the installation instructions.

2.2 System requirements

Make sure your device has a stable internet connection and a current version of the Zoom app.

Login to Zoom

3.1 Create or log in to an account

Log in with your existing Zoom account or create a new account at <https://zoom.us/signup>.

3.2 Registration process

Enter your email addressSe and the password and click on 'Login'.

3.3 Reset password

If you have forgotten your password, click on 'Forgot your password?' And follow the password reset instructions.

VerEstablish a bond with the language school

4.1 Use meeting link

Your language school will send you a link to join a Zoom meeting. Click the link or enter the meeting ID directly in the Zoom app.

4.2 Confirmation

Click 'Join' to join the meeting. Make sure the camera and microphone are turned on, if necessary.

Participation in online lessons

5.1 Meeting Overview

After theYou can see all participants in the main window and can see and hear your teacher and classmates.

5.2 Meeting functions

Use the microphone and camera icon to mute yourself or turn the camera on/off. VeUse the chat icon to send messages and the screen sharing icon to share content.



5.3 Reactions and hand raising

Use the reaction functions to give non-verbal feedback or raise your hand if you have a question.

Communication and cooperation

6.1 Chat Messages

Use the chat to send messages to the participants without interrupting the ongoing conversation.

6.2 Share files

Send links to DaChat or use the screen sharing feature to share content for class.

Adjust settings

7.1 Audio and video settings

Adjust your settings for camera, microphone and sound in the settings menu, which is available through the three-point menu.

7.2 Customize Layout

Adjust the layout of the participant view by switching between 'gallery view' and 'speaker view'.

Support and help

8.1 Help within Zoom

Use the help menu within the app for tips and frequently asked questions.

8.2 Contact with the language school

In case of technical problems, please contact the support of your language school directly.