

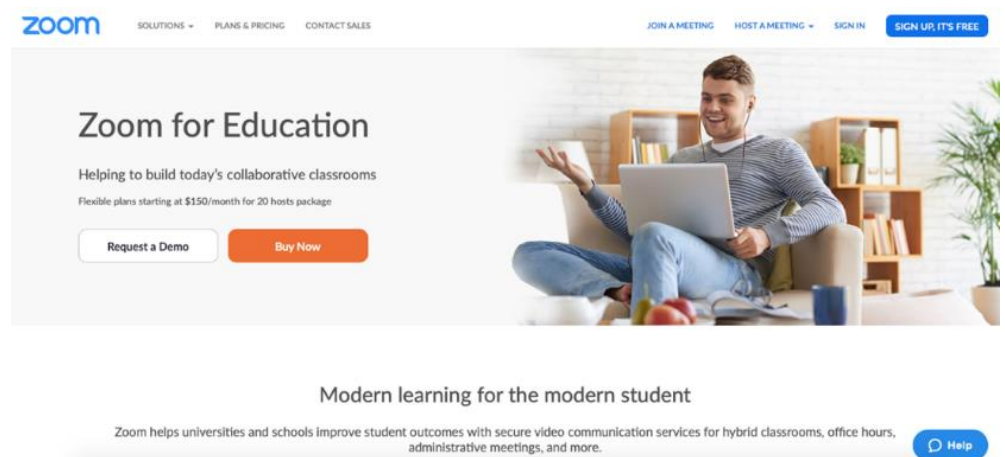
Students' Guide on Downloading Zoom and Accessing a Zoom Meeting

**'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 for video conferencing.



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





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.

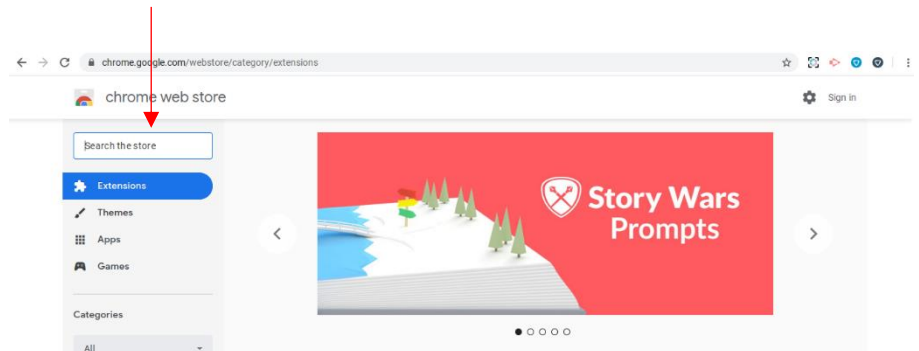


1. For **Apple or Android devices**, scan the QR codes below to download the application.

For iPhones and iPads	 App Store		https://go.gov.sg/zoomhblapple
For Android phones and tablets	 Google Play		https://go.gov.sg/zoomhblandroid

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.



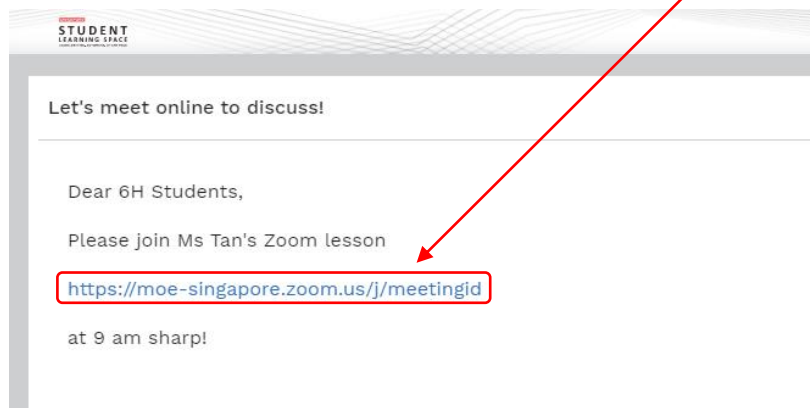
If your teacher has provided a link as part of your SLS lesson, click the link and follow the instructions.

For Computers

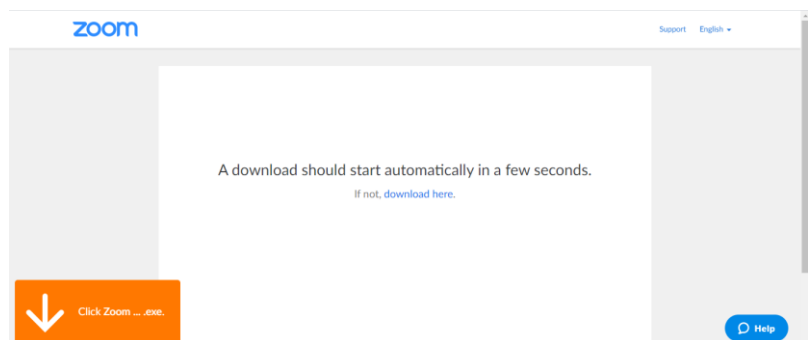
You can access Zoom meetings on your personal laptops and desktops by following the steps below.

[IMPORTANT] Do not share the Zoom meeting details given by your teacher to anyone not from your class.

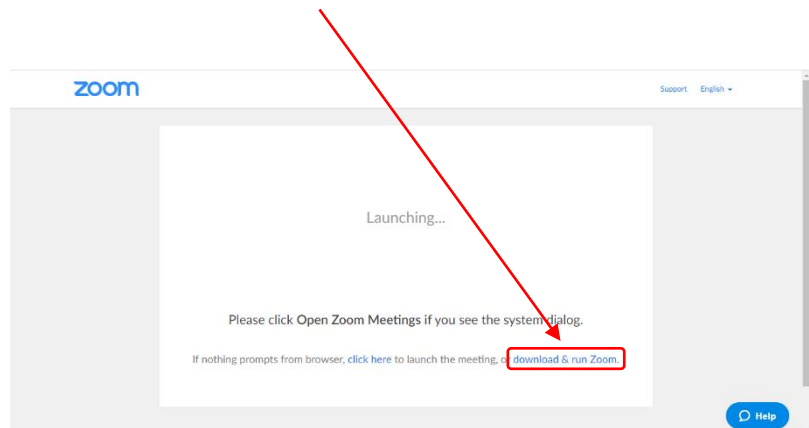
1. Using your Chrome browser, click on the **meeting link** given by your teacher.



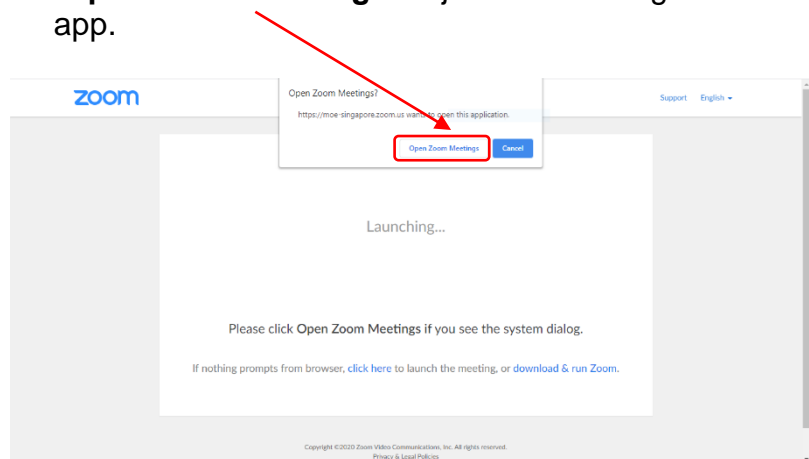
2. If you do not have the Zoom application on your computer, a download may automatically begin. You should run the program to install the Zoom application.



3. If you do not have the Zoom application on your computer, and a download does not automatically begin, click **'download & run Zoom'** to install the Zoom application.

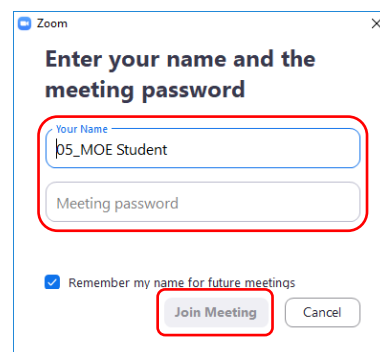


4. If you have installed the Zoom application previously, a popup may appear, and if this happens, click **'Open Zoom Meetings'** to join the meeting in the Zoom app.

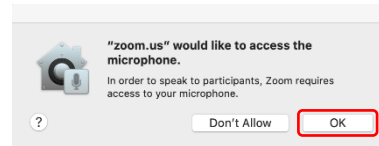


It is important to key in your name in the format: Index No_Full Name because your teacher will only admit you into the meeting room if he/she is able to identify you.

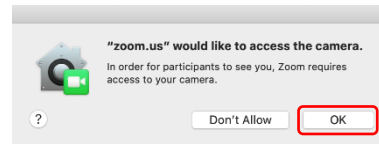
5. a) Key in your name in the format of: **Index Number_Full Name**, e.g. 05_MOE Student.
b) If Zoom asks for the meeting password, key in the password provided by your teacher. Click **'Join Meeting'**.



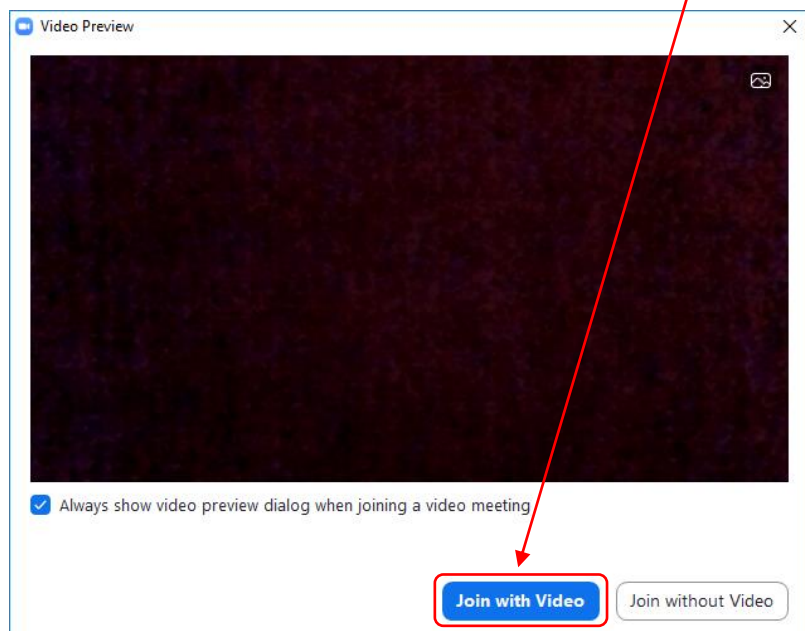
6. If Zoom asks for access to your microphone, click **'OK'**.



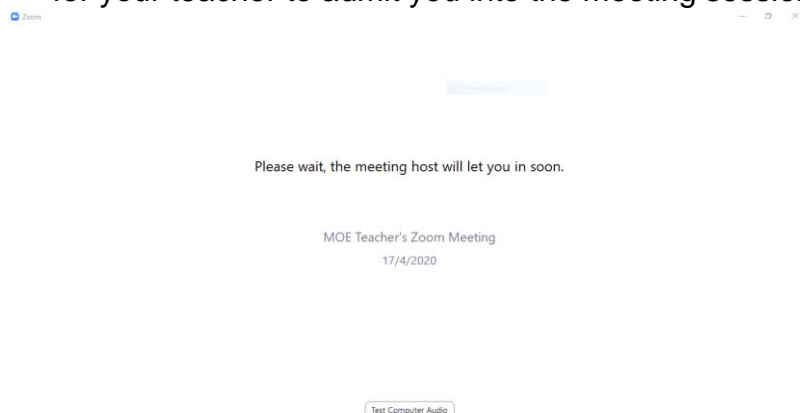
7. If Zoom asks for access to your camera, click **'OK'**.



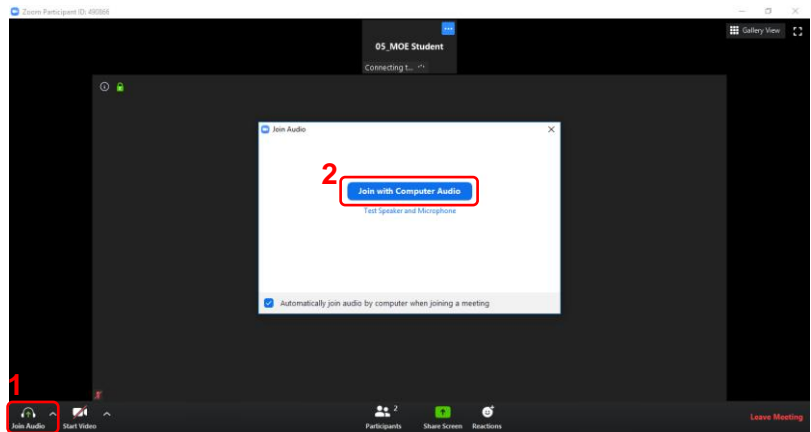
8. If Zoom shows a video preview, click **'Join with Video'**.



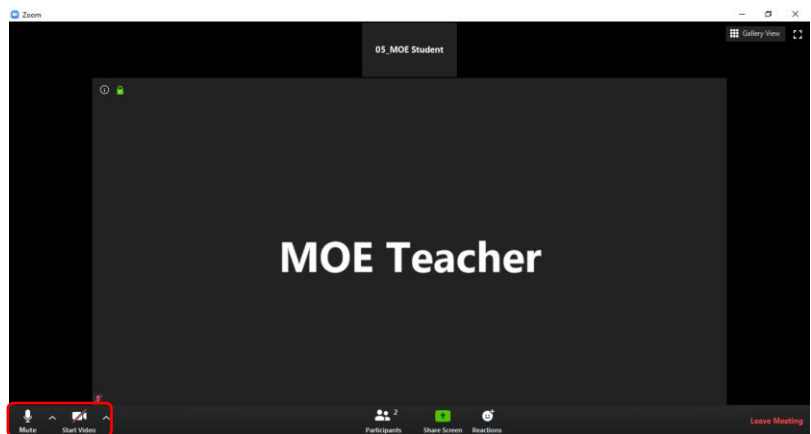
9. When you encounter a page like the one below, please wait for your teacher to admit you into the meeting session.



10. Click **'Join Audio'** then **'Join With Computer Audio'** to hear the meeting.



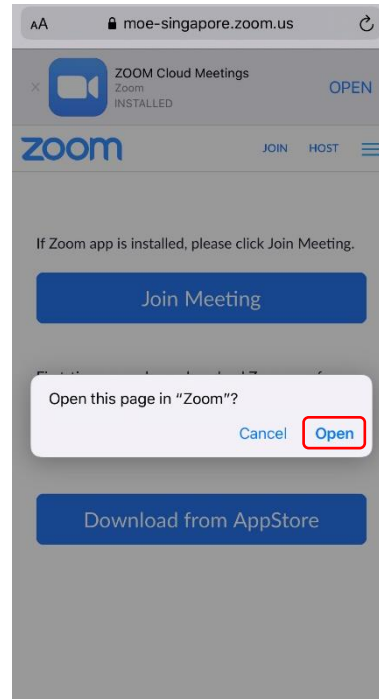
11. Click **'Mute'** to silence the audio upon joining the meeting, and **'Start video'** to share your video with your teacher. Upon joining the meeting, wait for your teacher's instructions.



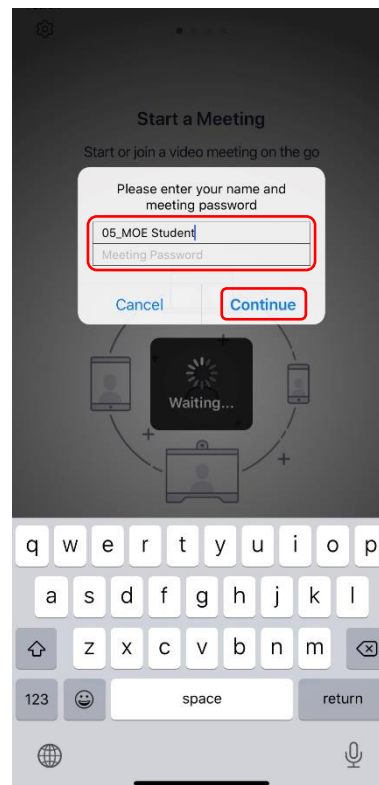
For other devices

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

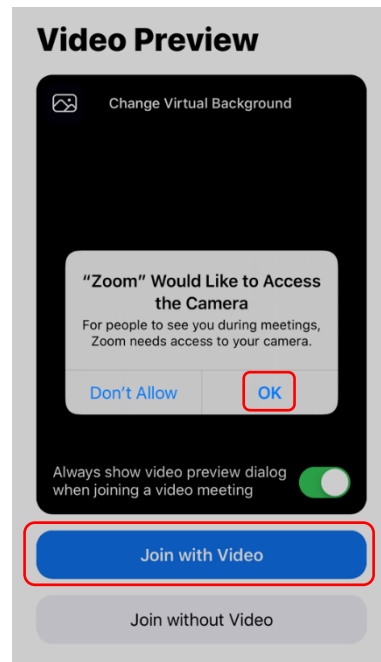
1. Click on the Zoom link given by your teacher, then click **'Open'**.



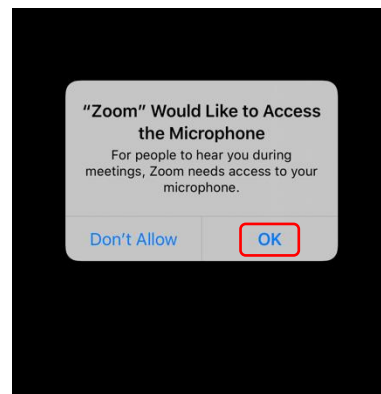
2. a) Key in your name in the format of: **Index Number_Full Name**, e.g. 05_MOE Student.
b) If Zoom asks for the meeting password, key in the password provided by your teacher. Click **'Continue'**.



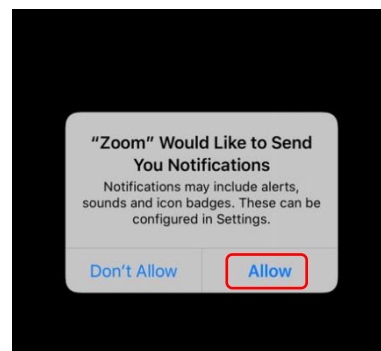
3. Click **'OK'** to allow Zoom to access the camera, and then click **'Join with Video'**.



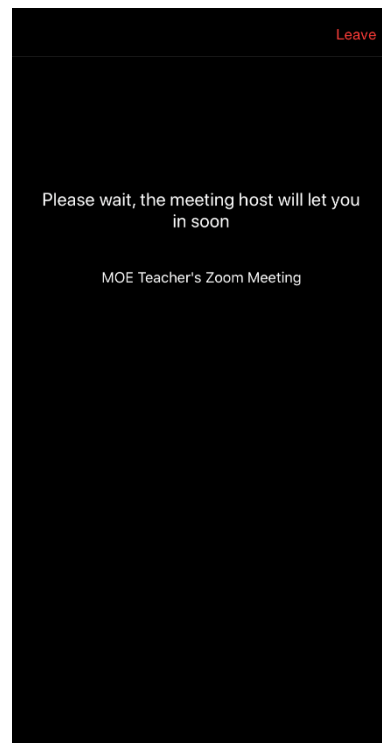
4. Click **'OK'** to allow Zoom to access the microphone.



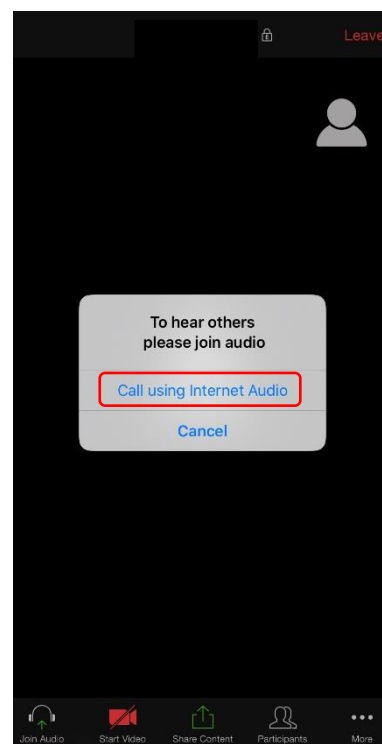
5. Click **'Allow'** to allow Zoom to send you notifications.



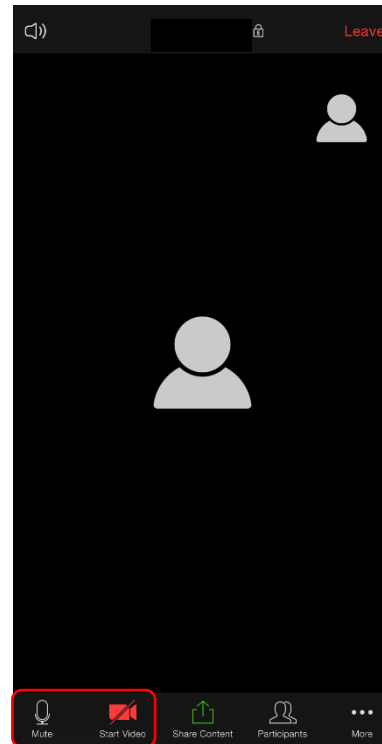
6. If you encounter a page like the one below, please wait for your teacher to admit you into the meeting session.



7. Click '**Call using Internet Audio**' to hear the meeting.



8. 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



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

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. Do not share the Zoom meeting details (given by your teacher) with anyone not from your class.
2. Join the Zoom meeting from a more public space, e.g. living room, instead of a private space, e.g. bedroom.
3. Be punctual.
4. Be appropriately dressed.
5. Follow class rules for HBL:
 - a. Mute your microphone when you join the meeting
 - b. Switch on your camera to allow your teacher to verify you
 - c. Observe cyber wellness, e.g. respect others by using appropriate language and not sending inappropriate content to your peers
 - d. Key in your name in a standard format for easy identification, e.g. Index Number_Full Name
 - e. Students who wish to speak should indicate by virtually raising hands 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) Video / Audio
- b) Raise Hand / Lower Hand



a) Video / Audio

Your teacher might require you to:

- verbally raise a question, respond to a question or to share your views
- switch on/off your video during the meeting

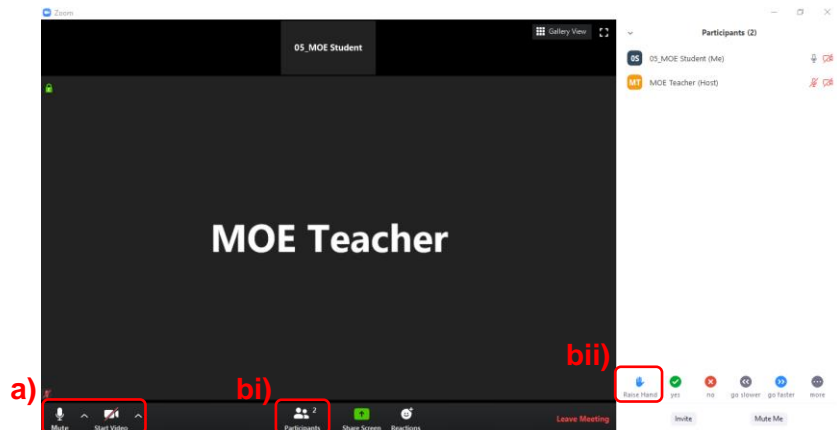
The audio and video functions can be found at the bottom left-hand corner of the window.

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

b) 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.

- i. Click **'Participants'**
- ii. Click **'Raise Hand'**



Leaving a Zoom Meeting

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

