

Guide for Lessons via Zoom

For participating in a Zoom-web-conference you need a PC/Laptop or a smartphone with internet connection and a connected and active audio device (headset).

IMPORTANT: Test-Meeting

Before joining a web-conference you should check your internet connection, as well as your video- and audio devices. Take enough time for that, in case you should encounter problems.

You can check these easily via the provider of Zoom here:

<https://zoom.us/test>

Click the Link. When the site opens, click on "Join" to join a test-meeting.

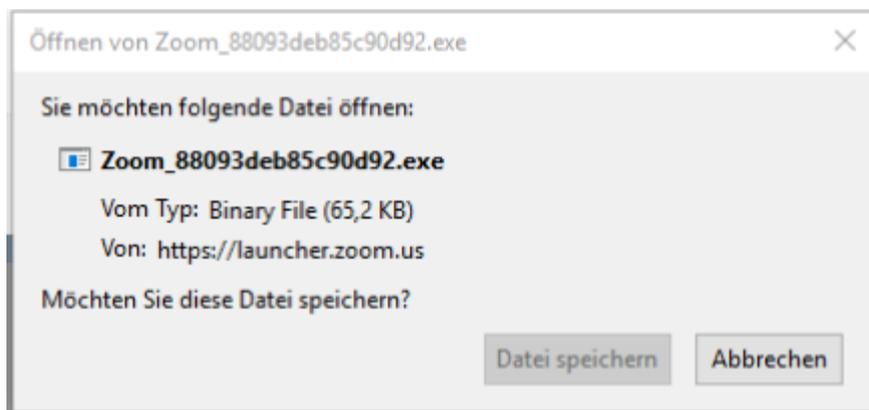
Here you can get used to the interface of Zoom and make yourself fit with the functions provided. Further you can check here if your audio and video devices work properly. Please follow this path (but you can jump over 1.)

Dial-in to a Zoom-web-conference with your PC

1. Please click the invitation link, which you have received from our office by e-mail. Usually the link looks like this, with a 9-digit-figure at the end of the meeting-ID:

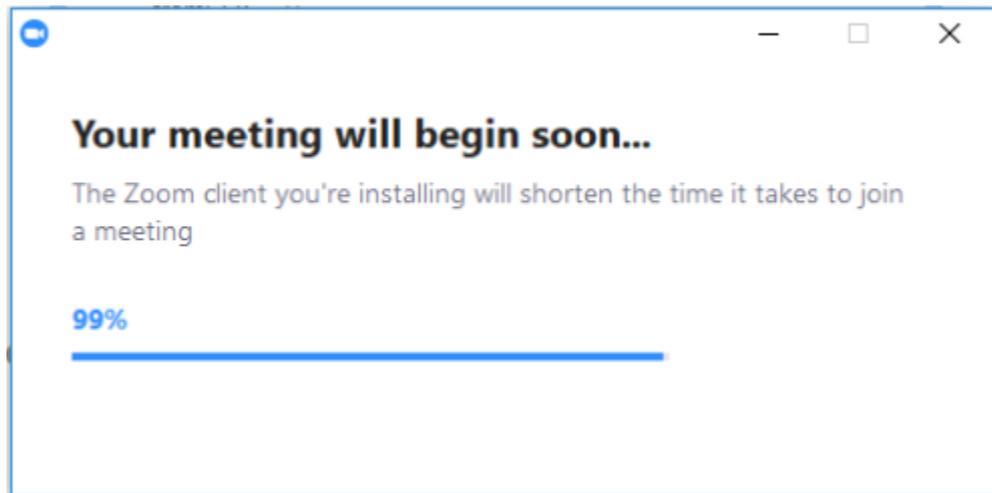
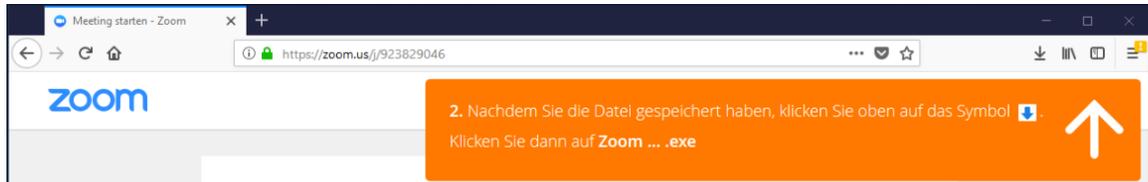
<https://zoom.us/j/XXXXXXXXXX>

2. The Zoom provider will open a window in your web – browser. Now you need to download the plug-in. Therefore download the file with *Save as*. No worries, you don't need to have to set up an account at Zoom!



(These pictures can vary depending on your browser!)

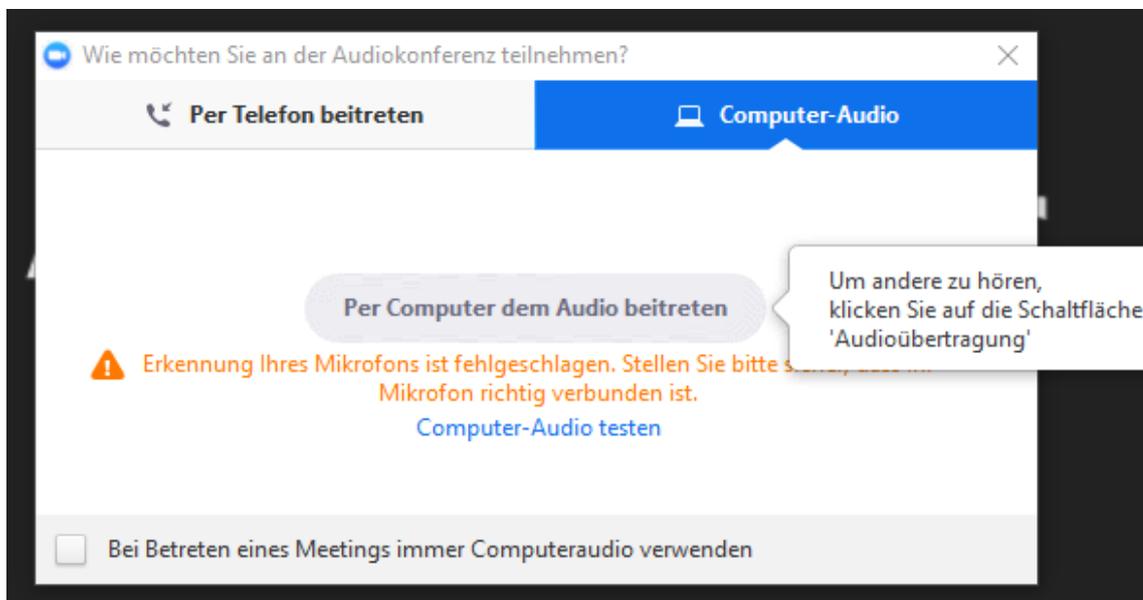
3. If the file doesn't start automatically, click your downloads (in most browsers in the right upper corner in the toolbar) and double-click the downloaded file. Now you get forwarded automatically into the meeting-room.



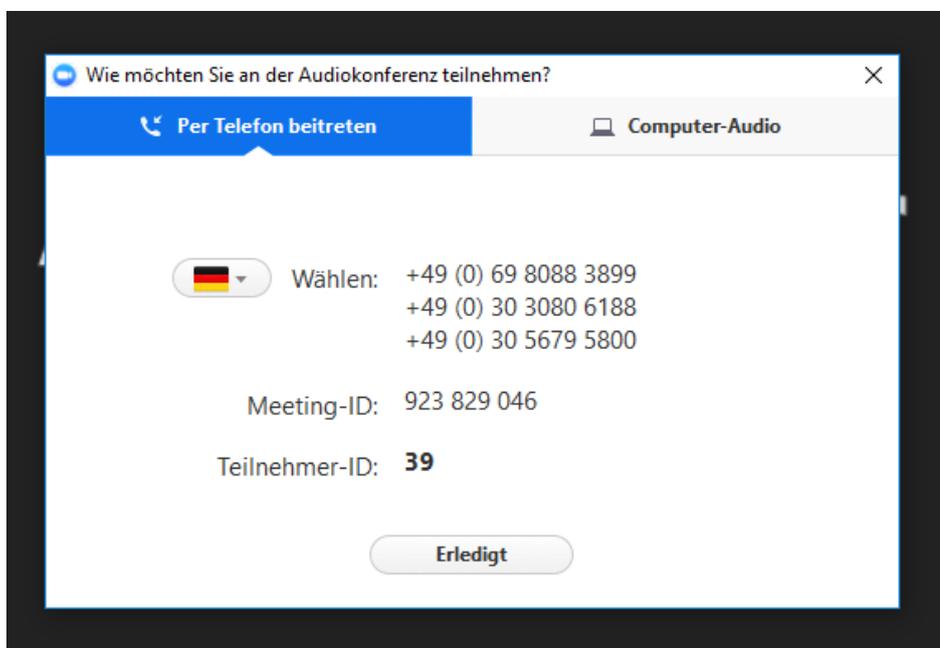
4. As soon as the host has joined the meeting you'll be asked to insert your name for a one-off use. All other participants will be found under this name. You can save your name for later if you want to do so.



- If you join the Zoom-meeting-room it asks you for your audio. You can either dial-in with your computer-audio, if you have a functioning speaker or a headset and a microphone. Thus click on join by computer-audio.



- (Optional / Not recommended)



- Now you can join the Zoom-meeting-room. You can set / adapt your audio and video sources or mute them in the toolbar at the bottom left. If you should face problems with your video or audio click here to check if the appropriate devices are connected.



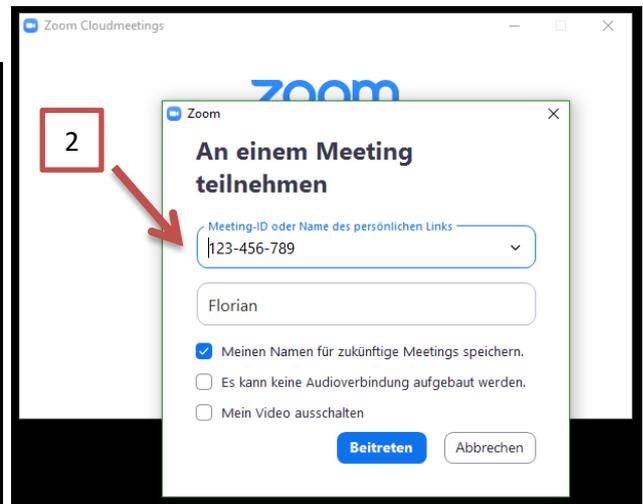
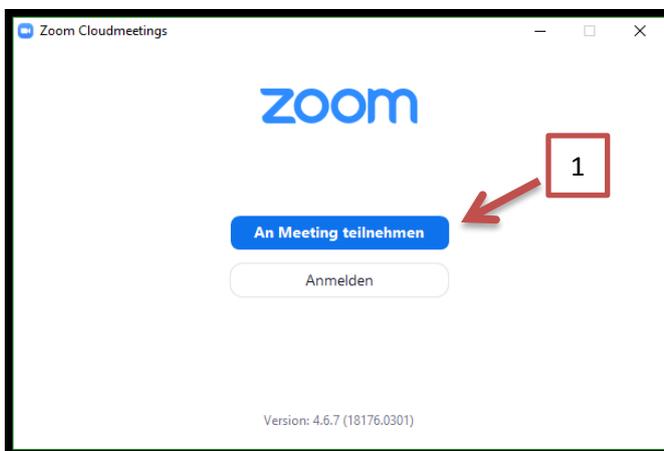
If you want to see a list of participants, click **participants**. If you want to open a chat and share news with all participants, click **chat**. You can write questions into the chat or if you want to communicate with the teacher in a written form.

Now your Zoom-Lesson can begin!
Enjoy!

Further Lessons:

For your next Zoom-session you only need to type the meeting-code from the link as you have already downloaded Zoom. :-)

<https://zoom.us/j/XXXXXXXX>



Just open Zoom, click on Join a Meeting and type in the meeting code and your name.