

## Program of Advanced Studies on Human Rights and Humanitarian Law 2020

### Zoom Guideline

### Student Guideline

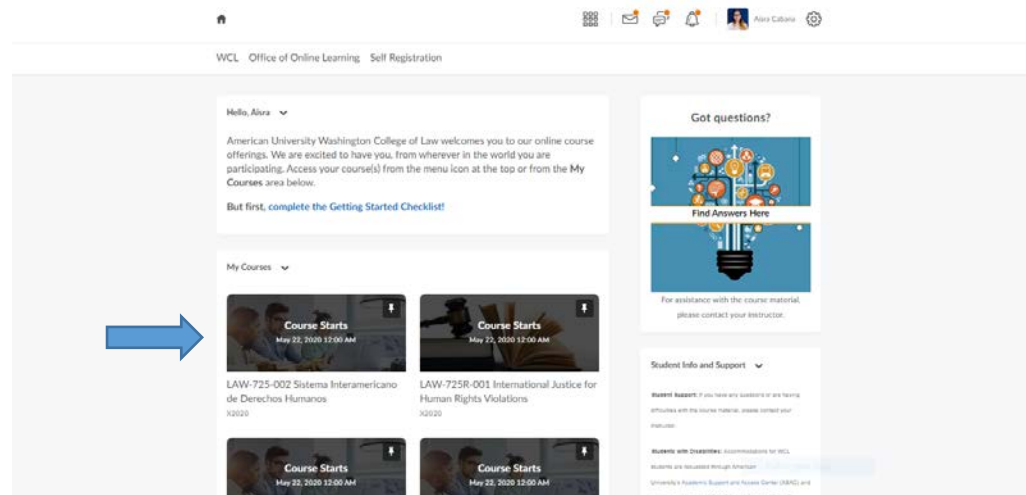
#### Interactive session

At the bottom left of your screen, you will find different options. You will participate in the meeting as a “Meeting Participant.” Each class will be hosted by the Program Assistants and will be able to manage interactive polls, breakout rooms, slides, and provide support if needed.

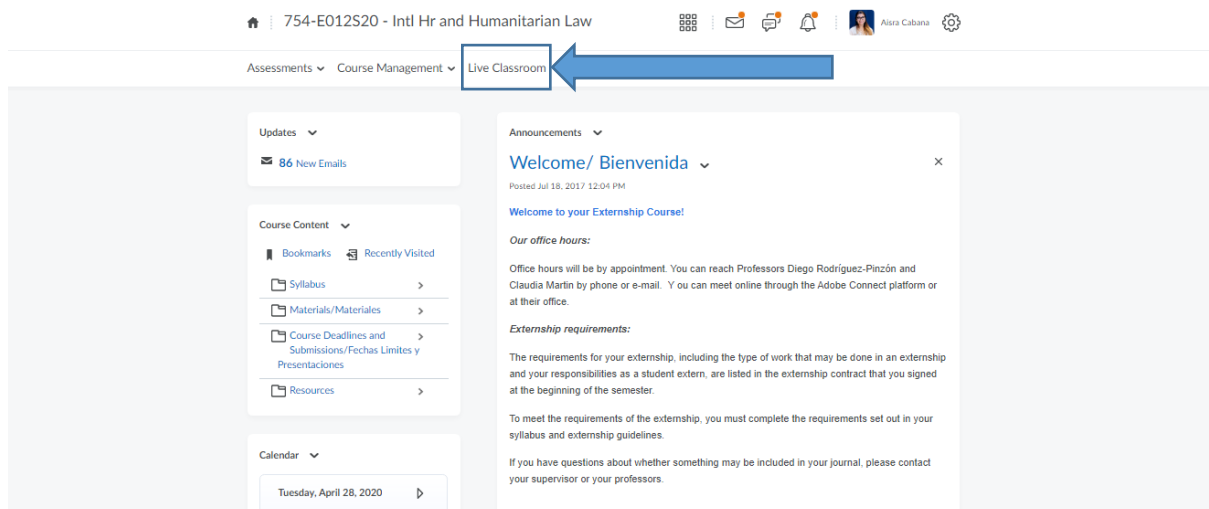
#### Join a meeting

You may access the meeting using the Zoom Link assigned for your class, or through D2L.

- Login to D2L with your credentials.
- Click on the button for your course.

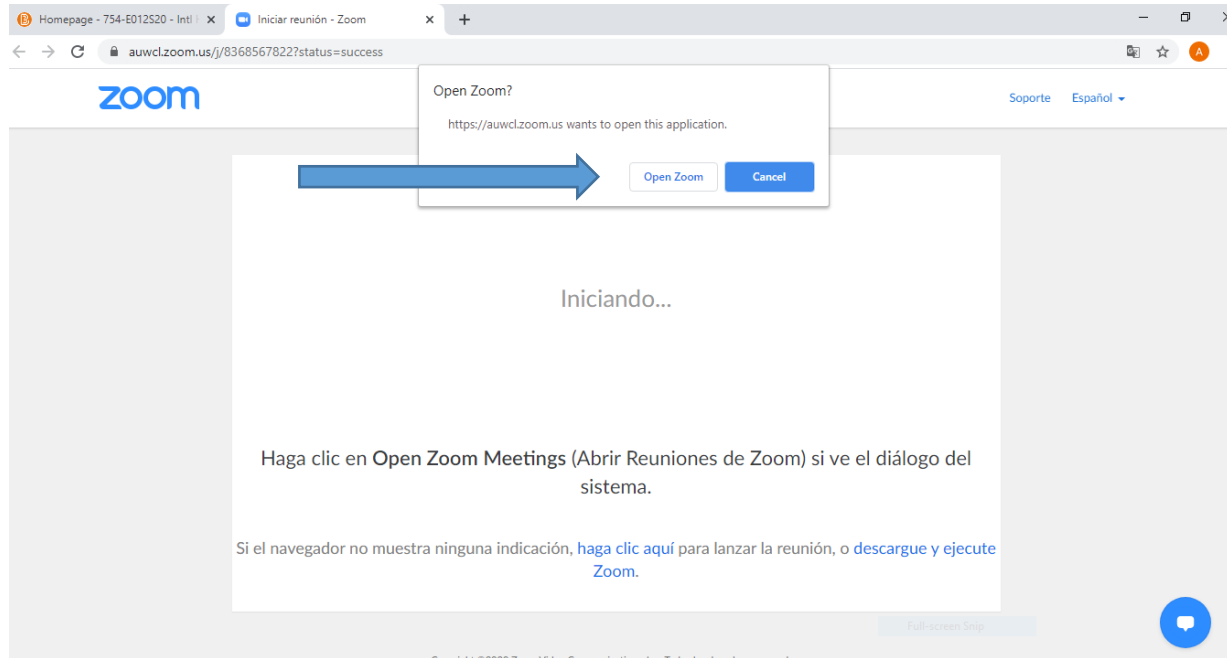


- Click on “Live Classroom”

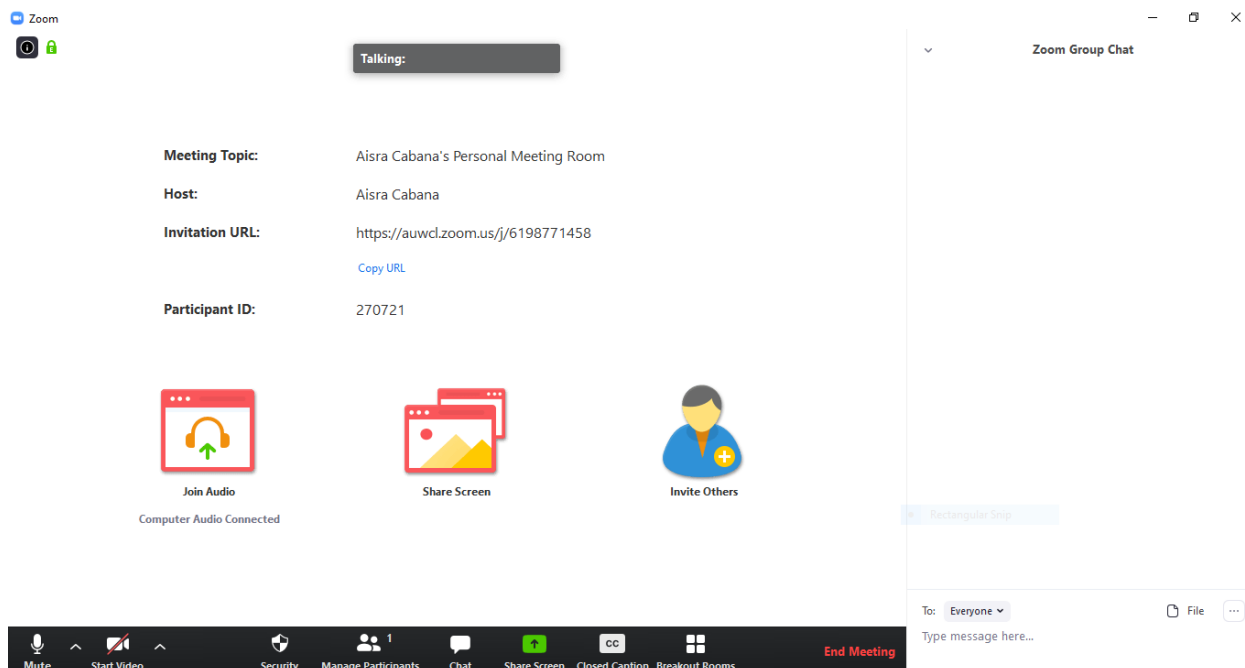


## Program of Advanced Studies on Human Rights and Humanitarian Law 2020 Zoom Guideline

Once you click on the "Live Classroom," you will be redirected to the Zoom page. Select "Open Zoom."



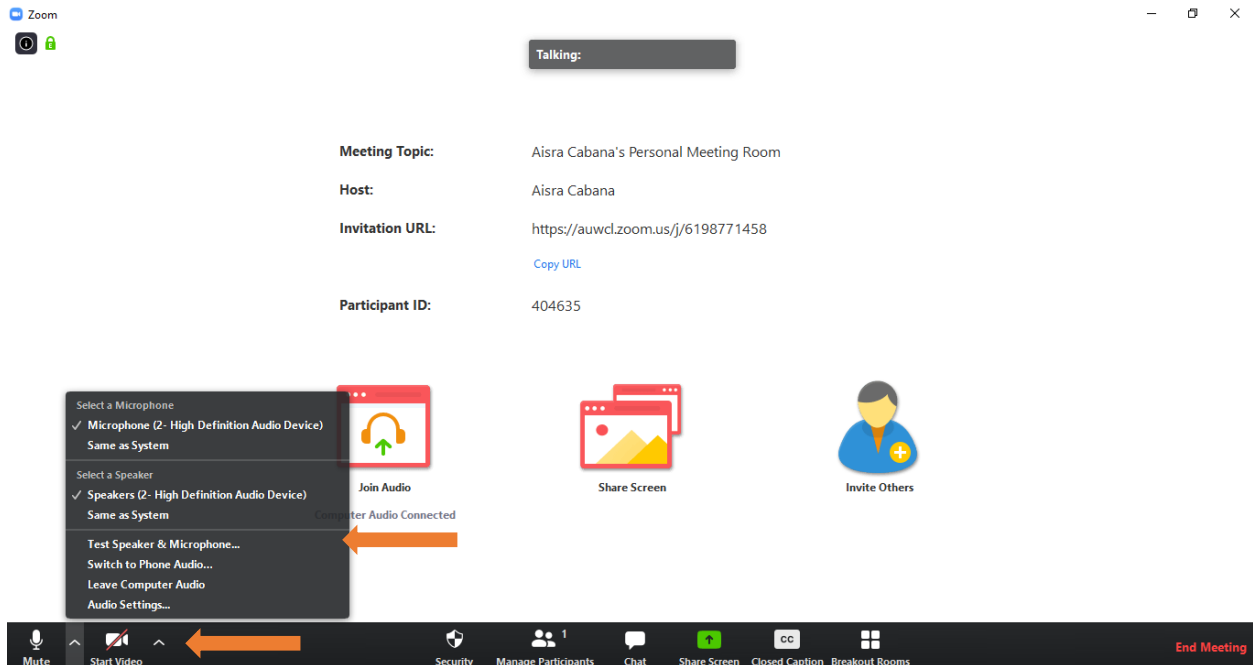
You will have access to the Zoom meeting.



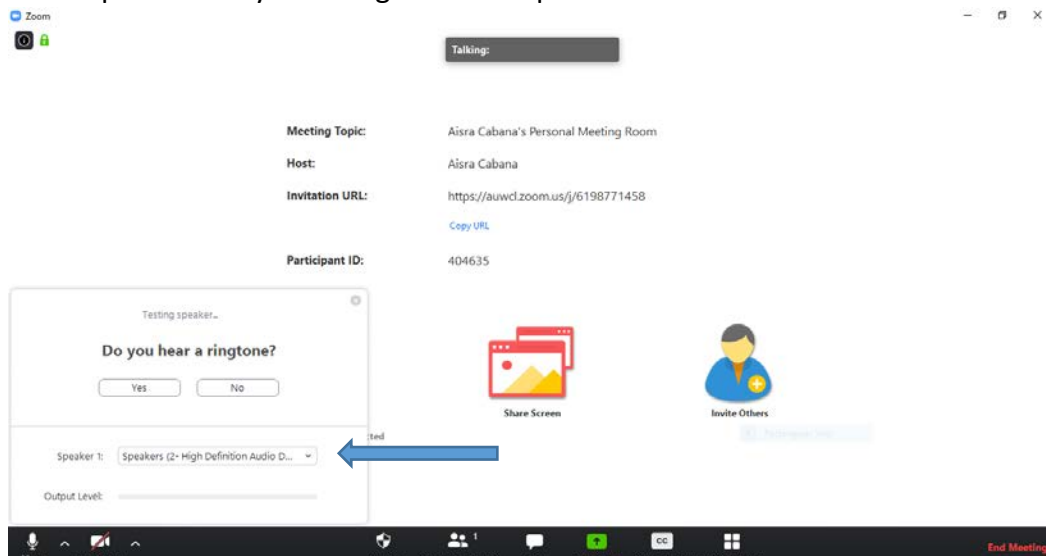
## Program of Advanced Studies on Human Rights and Humanitarian Law 2020 Zoom Guideline

### Activate Audio

At the bottom left, you will find a microphone icon that allows you to activate your audio. The arrow on the right of the microphone icon will allow you to test your microphone and speakers for sound. We recommend using an external microphone if possible.

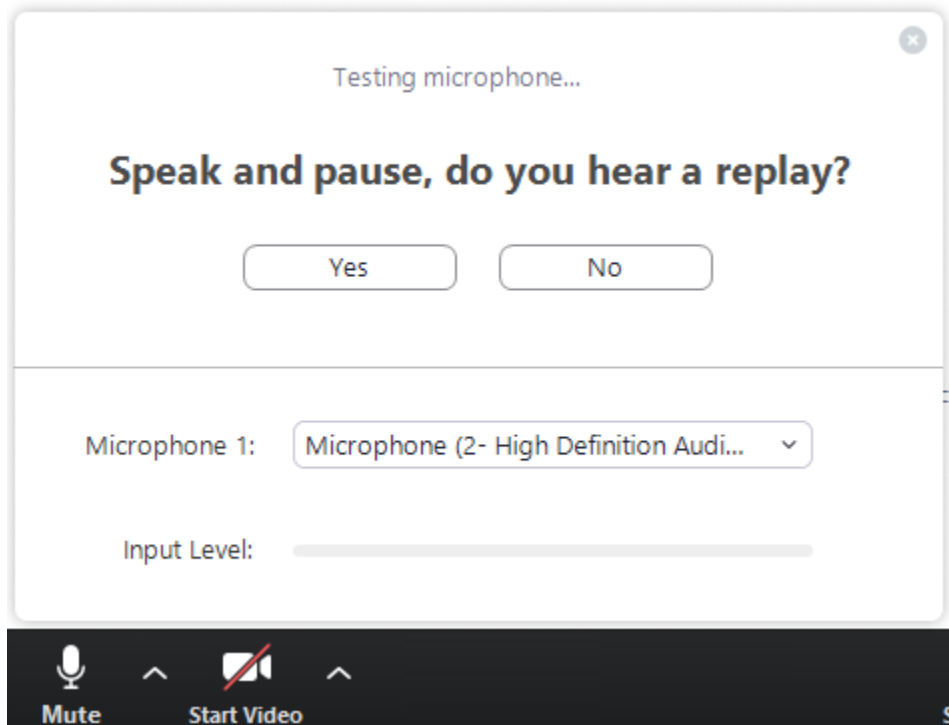


When running the test, you should hear a tone. You must confirm if you hear it. If so, select "Yes" or "No" if you do not hear the tone. If you do not hear the Zoom tone, it will guide you to correct the problem. Try selecting another "Speaker."



## Program of Advanced Studies on Human Rights and Humanitarian Law 2020 Zoom Guideline

To finish the test, check the sound quality of your microphone. Say a few words. Zoom will repeat your voice automatically to check the sound quality. Select if you hear your voice.



### Enable Video

To enable your Video, click on the "Camera" icon that appears on the right side of the microphone. To deactivate it, click on the camera icon.



### Virtual background

Once in the meeting, you can select a virtual background by clicking the cursor up to the right of the Start Video icon. For more information, visit: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

### Chat function

- Meeting participants can ask questions during a Zoom meeting through the meeting chat. Start by clicking the "Chat" Icon at the bottom right of the screen.

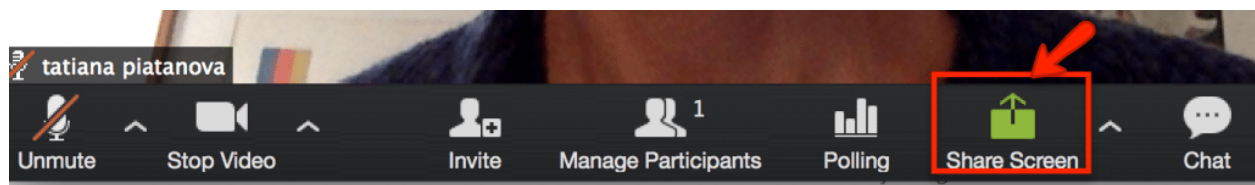
## Program of Advanced Studies on Human Rights and Humanitarian Law 2020 Zoom Guideline

- Once the chat panel opens on the right, you can view and reply to all public chats.
- Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately.

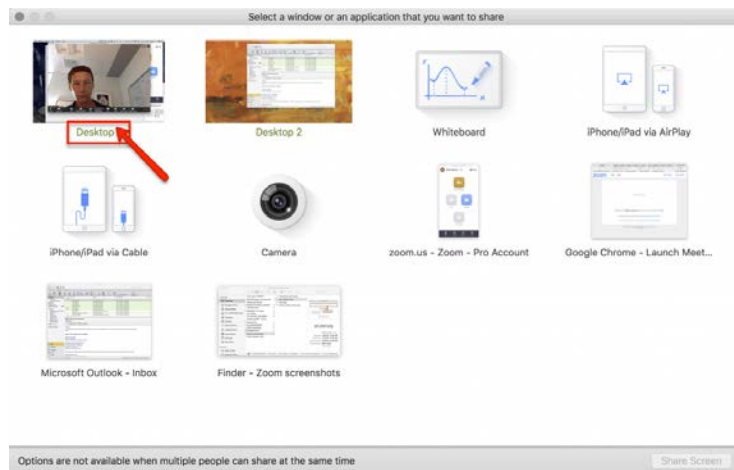
Note: Private chats will not be visible to the host. To control and disable chat in the meeting.

### Share screen (this option will be available only upon the Professor's request)

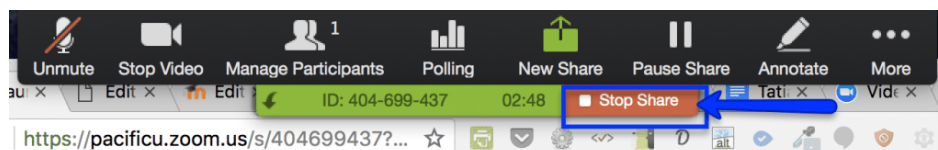
You may share your screen by clicking the "Share Screen" icon located on the bottom of your screen.



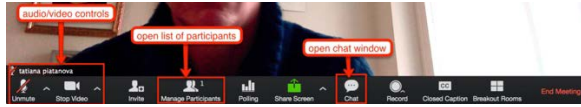
Zoom will open a popup window where you can select what you want to share. Click on Desktop and click on the "Share Screen" button in the lower right corner:



To stop sharing your screen after finishing your presentation, click the "Stop Sharing" button at the top of your computer screen:

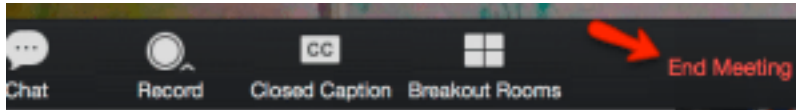


## Program of Advanced Studies on Human Rights and Humanitarian Law 2020 Zoom Guideline



### End the meeting

To end the meeting, click "End meeting" in the lower right corner:



For more tutorials visit <https://zoom.us>.