



## Alliance Française *de la Riviera Californienne*

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### WHAT IS ZOOM?

Zoom is an easy to use, Skype-like program that students can use for free video conferencing. Zoom works from any computer that has a web browser and internet connection. It works seamlessly across all of your operating systems - PC, Mac, Linux, iOS, and Android (tablets and smartphones).

### WHY USE ZOOM?

Zoom is great for education; easy to use, high quality video, reliable and with good group features.

### WHAT DO I NEED?

Computer/mobile device and internet connection. • Webcam/built-in camera required to do video, but Zoom meetings can be audio only.

### DO I NEED SPECIAL SKILLS OR TRAINING?

You do not need any special training. Your instructor will give you more directions.

### DO I NEED TO MAKE AN ACCOUNT?

Students don't need to create an account. All you need to do is follow a link (URL address) that will be sent to you by email from your instructor.

### HOW TO JOIN A MEETING (YOUR VIRTUAL CLASS)?

Simply click the URL link sent by your instructor via email. This will open your browser. You will then be able to access the meeting.

### TIPS FOR SUCCESSFUL ZOOM MEETINGS

Using Zoom is easy but here are some tips to help make your meeting successful:

- Download the Zoom application to your system for best performance (as opposed to simply using the web site Zoom page).
- Class time is sacred. Please concentrate on the conversation exclusively, without allowing yourself to be distracted by other activities on your screen or beyond. You are in class!
- It is your responsibility to have a reliable internet connection. Do not attend class from a coffee shop or any public place.
- You will have a more stable connection if you use a wired connection instead of wi-fi.

- Sound quality is usually good without headphones, but you can use headphones to hear and be heard with greater clarity. "Earbud" style headphones are fine.
- Be Prepared to Attend Class. Ensure your technology is ready ahead of time so that you do not distract others logging in or troubleshooting.

### ETIQUETTE

- Do not talk over others. Raise your hand or wait until the other speaker is done as opposed to interrupting them.
- Present yourself well. You are attending a class, even if you might be at home. No pajamas and make sure your background is appropriate.
- Be on time! Same time as for your regular in-person class.

### PRIVACY

The classroom is a private space for all participants. If your instructor is recording the session for your later review, please do not post or share any part of that recording in any public forum. Your instructor will always inform you if any part of the class will be recorded.

### REFERENCE LINKS FOR ZOOM SOFTWARE

Zoom software (client for meetings) for PC or MAC:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

Zoom app for iOS (iPhone or iPad):

<https://itunes.apple.com/us/app/id546505307>

Zoom app for Android:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>