



Zoom Cheat Sheet



TLS Tutoring Solutions
Dream, Believe, Achieve

If you've never used ZOOM before, here are a few easy steps to get you started.



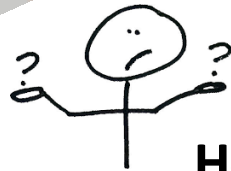
If you don't have a hyperlink:

1. Open up your web browser and log into Zoom.com
2. Click on join a meeting
3. Type in the meeting ID and click join
4. You may need to click on [open.zoom.us], especially the first time
5. Click join with computer audio



If you were given a hyperlink:

1. Click on the link and it should take you directly to the meeting.
2. Follow steps 4 & 5 as stated above.



Helpful Tips:

1. Your microphone and video controls are in the bottom left corner.
2. If you are accessing Zoom from a tablet or a mobile phone, you will need to download the Zoom app first.
3. At the top of the page, you will see other participants.
4. Please be respectful of others speaking and wait your turn if you are working in a group.
5. Breakout rooms may be used during group sessions to support activities or discussions and to give individual feedback. You will be supported with this, you just accept the instruction sent by the Tutor.
6. Chat is usually available to communicate within a group to share feedback.
7. Some activities will enable you to work directly on your screen by using annotations. You will be supported with this, you just accept the instruction sent by the Tutor.
8. If you are requested to amend any settings, you will be prompted by the meeting host (Tutor).
9. Zoom invitation links will be sent by email.
10. HAVE FUN! ... Even if you find the technology tricky, focus on your learning in the session 😊.