

Zoom



Alliance Française
Sydney

- *How do I set it up?*
- *What are its functions?*
- *How is it different from Google Meet?*

INTRODUCTION

So as to improve your online learning experience, the Alliance Française will now be using Zoom for your virtual classes. Zoom will replace Google Meet, and will be used to complement your Apolearn portal.

We believe Zoom offers a better learning environment – Zoom allows your teacher to divide the class into small groups to work on tasks or discuss something, you will be able to better manage turn-taking in conversation with the “raise your hand” function, and Zoom’s chat function allows you to communicate with the whole class or a selection of people.

Zoom works in very much the same way as Google Meet; rest assured you do not need to start from scratch with this move to a better platform.

We thank you for your patience while we have been setting up online courses, and hope you will now be better able to see and connect with your teacher and classmates.

BEFORE YOUR CLASS

- **COMPUTER USERS:** You will need to download and run the Zoom software as a once-off action (you will not have to do this every time). <https://zoom.us/support/download>
- Follow the prompts to install Zoom on your computer.

zoom.us/support/download

REQUEST A DEMO AUS: 1.800.768.027 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

We have developed resources to help you through this challenging time. [Click here to learn more.](#)

We're now downloading Zoom ...

Your download should automatically start within seconds.
If it doesn't, [restart the download.](#)

Zoom is available on Mobile and Tablet.

Download in App Store Download in Google Play

Click to install Zoom

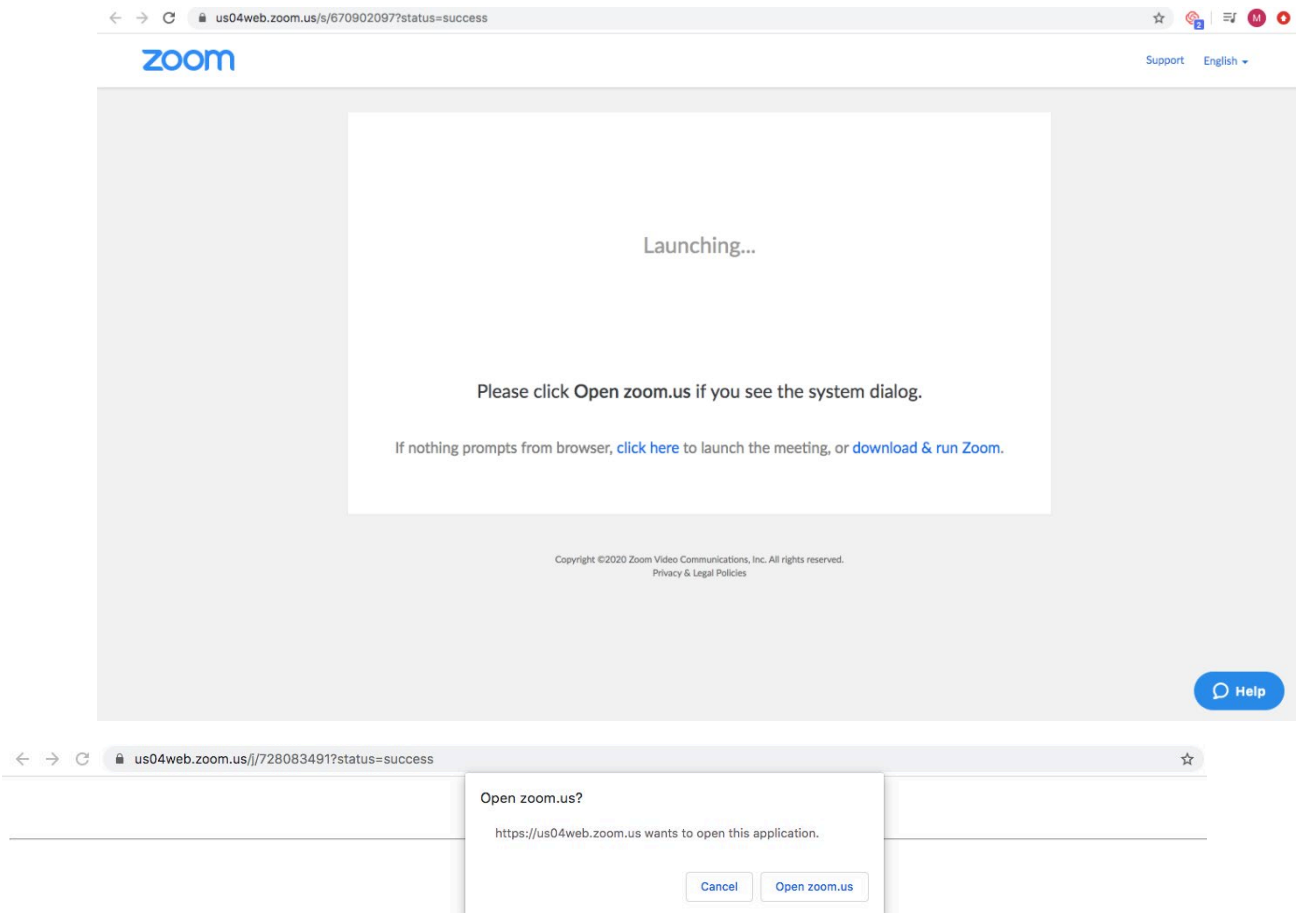
Zoom (2).pkg

Show All

- **TABLET/IPAD/PHONE USERS:** Download the free Zoom app from the App Store or Google Play store.

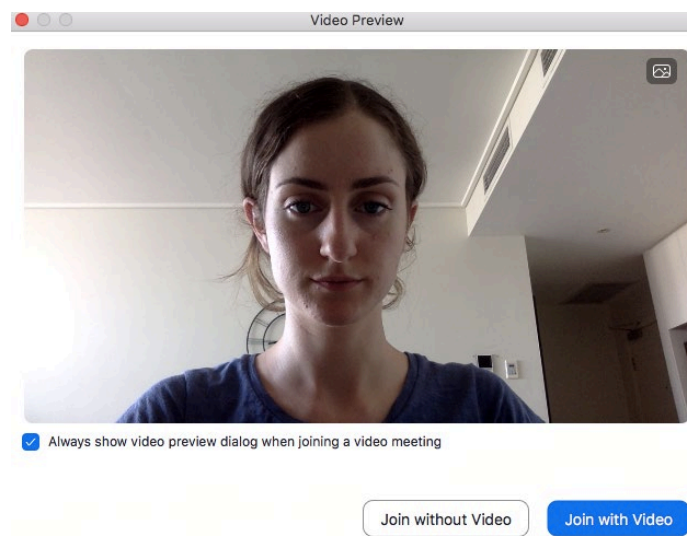
STEP 1

- Your teacher will continue to share the link for your virtual class as normal.
- Click on the link to open.
- COMPUTER USERS: You may see the following screen and pop-up. Click “Open in Zoom.US”. You will be redirected.

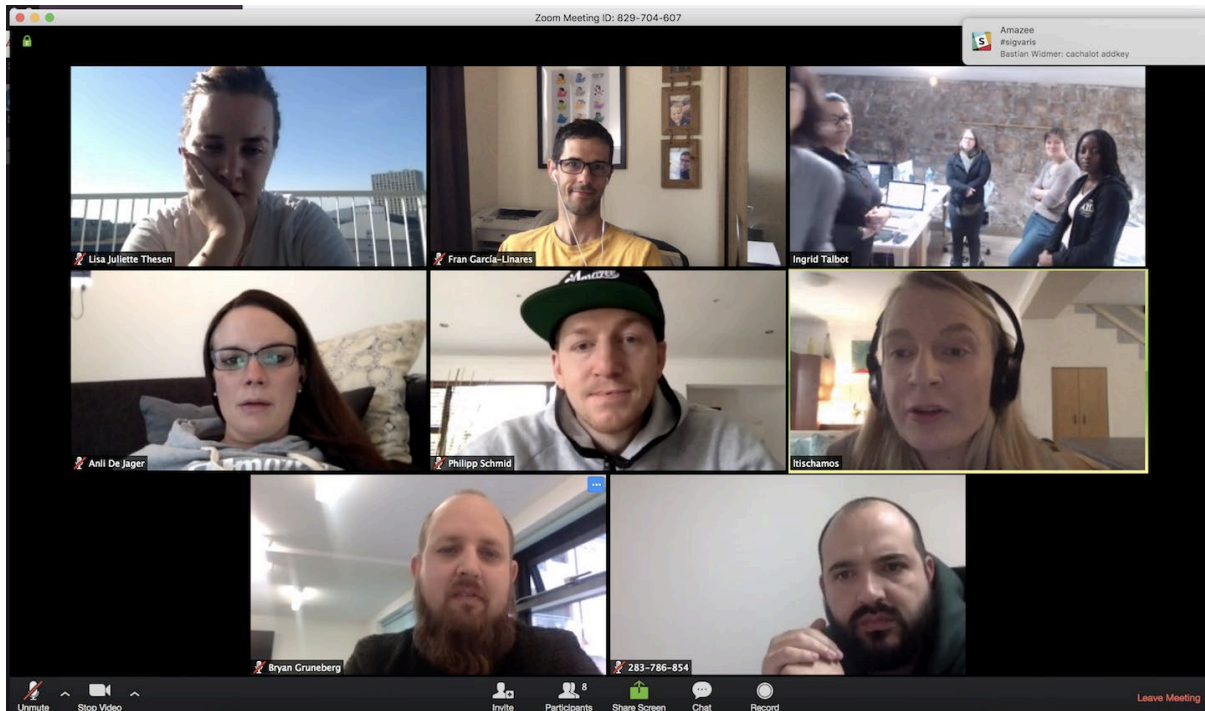


STEP 2

- Zoom will offer a preview of your video camera. Click the blue button “Join with Video”

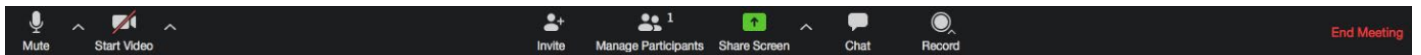


- You will now be a part of the virtual class.



FUNCTIONS IN ZOOM

- Along the bottom of your screen, you will have your controls and functions for your virtual class.



Mute/Unmute Microphone

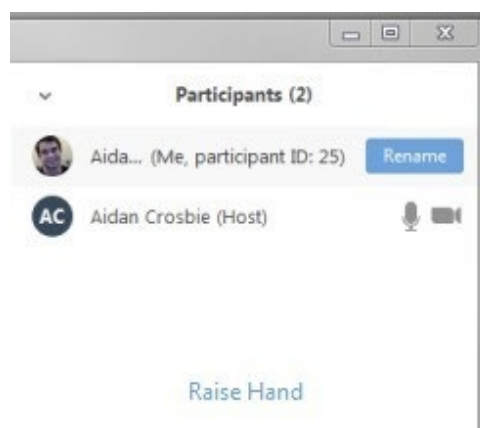
- Click on the microphone icon in the bottom left-hand corner to mute or unmute your microphone.

Camera On/Off

- To enable or disable your camera, click on the camera icon in the bottom left-hand corner.

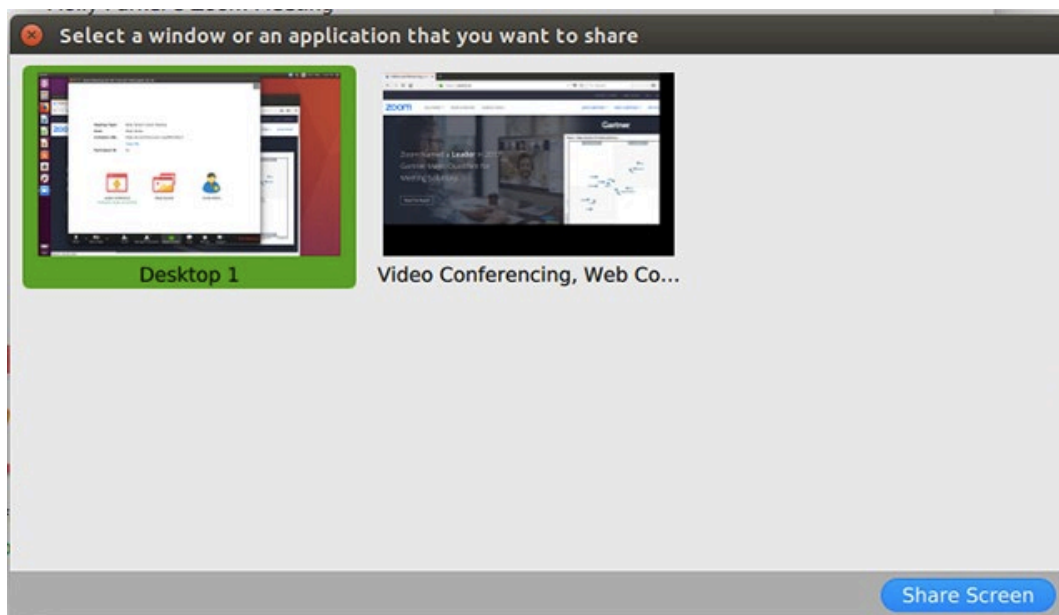
Raise Your Hand

- Where you have a question or comment to share, click on "Participants". Then, select "Raise Hand". Your teacher will call on you to speak in turn.



Share Screen

- Where you need to give a presentation to the class, click “Share Screen”. Click on the leftmost image, which will be your whole screen/desktop. Click the “Share Screen” button to begin sharing.



Chat

- You are able to communicate with everyone, a selection of people, or an individual using the chat function. Simply select who your message is directed to, type and hit “enter” to send.

Leave Meeting

- At the end of your virtual class, click “Leave Meeting” in the bottom right-hand corner.

For any further questions or enquiries, please contact us:

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