User’s Guide for Real-Time Online Lecture Software – ZOOM solution -

For Students
PC version 1.2
2020. 3. 13.
PART 1
Preparation
- Entering eTL
- Install ZOOM

PART 2
To Take the online lecture
- Major Functions of the ZOOM

FAQ
- Helpdesk
What is a ZOOM and how does it work?

- A software for the real-time Online Lecture
- Enter eTL to access the Online Lecture
- Students can join a lecture without log-in process by just putting their basic information like their names.
PART 1
Preparation
PART 1

Entering eTL (1/3)

1. Log In to MySNU Portal
   - https://my.snu.ac.kr
2. Click eTL
PART1

Entering eTL (2/3)

3. Click your Course
PART 1

Entering eTL (3/3)

Click Online Lecture link

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Course Home

Understanding Communication

Course Summary

2020 ZOOM Meeting Test Course
PART1 Install Zoom

After downloading program setting files, press the “F5” key once to refresh the page to join the class.

※ If downloading does not work, go to the URLs below. https://zoom.us/download
- Various materials such as PPT, web browsers can be used on the lecturer’s screen.
Major functions of ZOOM (2/7)

Profile Settings

- Display REAL name in the ZOOM lectures. Click the "Rename" button to change your display name.
- If you move the mouse, toolbar will appear on your screen.
- Several functions are available during the lecture by using the toolbar.
Mute and Unmute
- To use the mute function, click the “mute” button at the lower left corner.
- When you click it one more time, it will unmute.

Video On/ Off
- When you click the “Start Video” button, you will appear on the screen.
- When you click the button again, you do not appear on the screen.
**Participants**

- On the right side of the main screen, attendees’ list will appear.
Major functions of ZOOM (6/7)

Share Screen

- If you wish to share a class material with a lecturer and other students, click "Share Screen".
- Before sharing screen, you should ask for permission from a lecturer.
- Select a screen among all screens that are already open on your computer.
Chat Room

- You can chat with a lecturer and other students if the lecturer opens a chat room.
- 1 on 1 chatting is possible by selecting a person in “To:” field.
- Files can be shared by clicking “File”.

![Chat Room Interface](image)
Helpdesk
ZOOM Helpdesk

- SNU ZOOM website (http://zoom.snu.ac.kr)
  - Notice
  - QnA, FAQ
  - User’s guide
  - Other materials

- ZOOM official website (http://support.zoom.us)
  - User’s guide
  - Chat/Chatbot for Questions