Participant Guide to Using Zoom

CDAC Online Tuition Programme

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1. Installing Zoom

To Install Zoom:

- Go to https://zoom.us/support/download
- Use your preferred app store: iOS or Android (for handphone and tablet)
- You can use Zoom on your desktop or your mobile devices (Phone or Tablet).
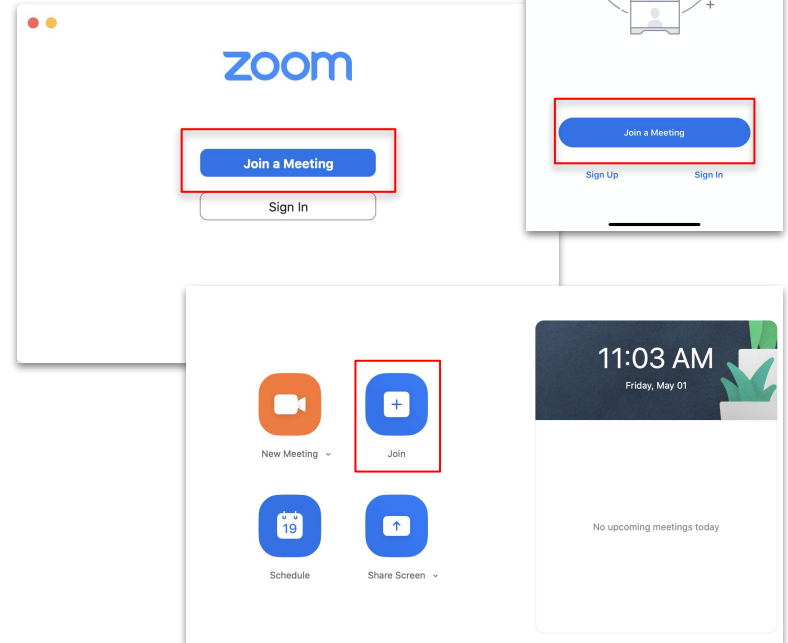
2. Joining a Meeting   (1/4)

Meeting ID and Password will be sent to your email before commencement of online tuition. Please join the Zoom Meeting only on the scheduled day and time of your tuition class.
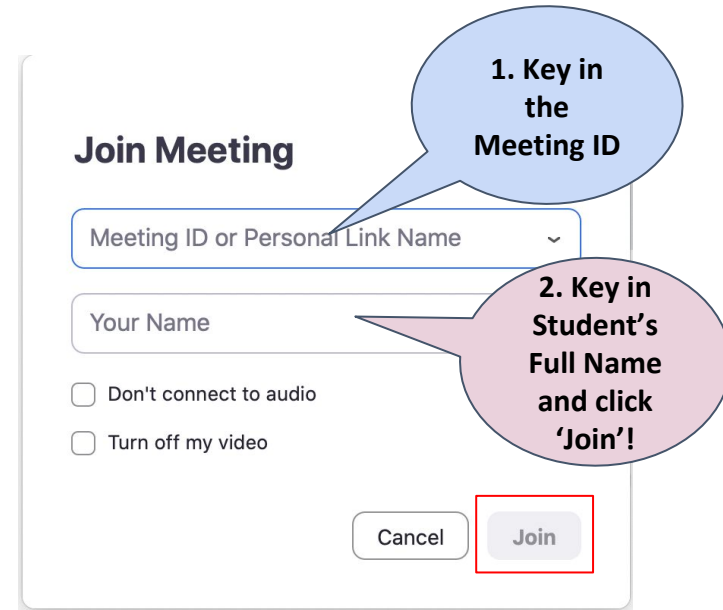
10 minutes before class:

1. Launch the application either on your desktop or phone. The icon looks like or

2. Click '**Join a Meeting**' if you do not have an account.

3. Click **'Join'** if you have an existing account after signing in.

2. Joining a Meeting   (2/4)

1. After clicking 'Join' or 'Join Meeting', you will be asked to key in the **Meeting ID.**

2. The **Meeting ID** is found in the email and is made up of 9 to 11 digits.

3. Please ensure that both audio and video are turned on.

4. Key in the participating student's **FULL NAME** (according to NRIC) and click 'Join'.

2. Joining a Meeting   (3/4)

5. You will be prompted to key in the **Meeting Password** found in your email. After keying in, click 'Join'
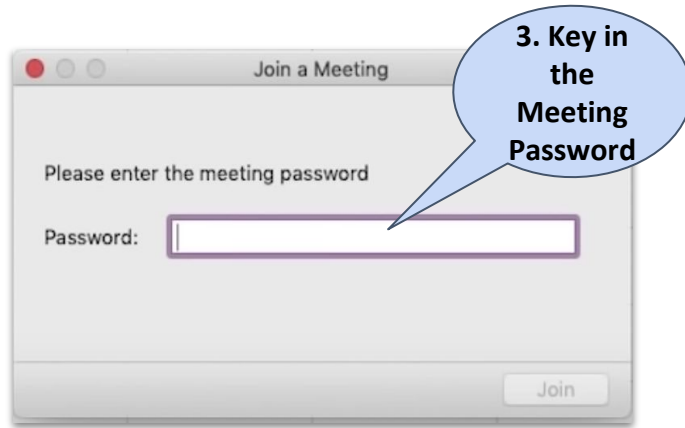
6. If you are too early and the tutor has not started the meeting, you will see this. Please double check the timing that your class is scheduled and wait patiently. You may test your video and audio while waiting.
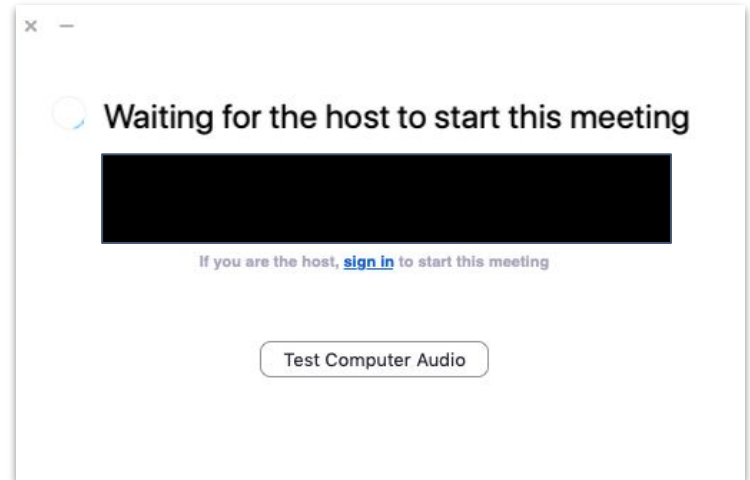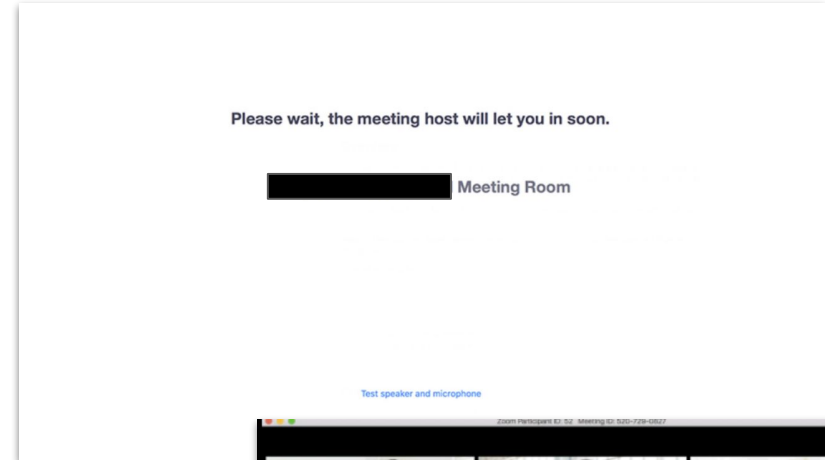
2. Joining a Meeting   (4/4)

7. Once you enter the meeting, you will be put in the **Waiting Room** first. We will verify your display name against attendance list.

   * Reminder to key in FULL name of student who is participating when joining

8. Once verified, you will be able to join the meeting. Please listen to instructions from the tutor.

3. Rules for Conducive Learning

- Join the class early so that you can work through any technical difficulties if they arise.
  - For first time users of Zoom, please test the technology and audio quality in advance and get help if you need.
- Since this is a video call, choose a suitable venue that is quiet and a background that you are comfortable for others to view. This will really prevent distractions during the entire lesson!
- **Mute** your microphone when you join. Wait for instructions from the tutor who will walk you through how the lesson will be conducted. Speak only when you are called to or granted permission.
- You must keep your **Video On** for the full lesson duration. Students who wish to go to the restroom, please seek permission from the tutor.

Additional Resources

- If you need more help, please refer to **Zoom Video Tutorials:**

  https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.40861476.701698746.1585100050-1660726899.1584494306