

## Zoom User Guide

### Zoom: General information

- Zoom (<https://fau.zoom.us/>) is a professional online service for video group meetings. The *Philosophische Fakultät und Fachbereich Theologie* uses Zoom for real-time remote teaching in seminars and lectures. Using Zoom is easy and does not require any expert knowledge in computing.
- In order to use Zoom you will need a PC, laptop or tablet with a webcam and microphone. Using a smartphone is also possible, but its usefulness is limited by its small screen size.
- For installation, login and use of Zoom please consult the instruction pages of the FAU [Rechenzentrum](#) and [schnell digital!](#)
- Invitations to a Zoom meeting may contain a meeting ID and/or an internet link. If you use the link, please make sure that it is authentic and not part of a fraudulent mail. Joining by meeting ID is more secure.
- When joining a meeting please give your first and last name, so teachers know who you are. It is also possible to use a [pseudonym](#) when you log into Zoom with your IDM credentials. In that case please let your teachers know about your pseudonym.
- During a meeting please switch off your video unless instructed otherwise by your teachers. This saves valuable bandwidth. If you have uploaded a picture to your Zoom profile, this will appear instead of the video picture.

### During a Zoom meeting: display options and functional shortcuts for users

- You can select between gallery and speaker view. You can find the icon for this at the top of your window to the right. Gallery view allows you to see up to 49 participants of a meeting. Speaker view will give you a larger picture of the speaker and fewer participants.
- Use Alt + A to **mute** or **unmute** your microphone.
- Keep the spacebar pressed to **unmute** your microphone **temporarily**.
- Use Alt + Y to **raise your hand**. Moderators will see that in their participant lists.

This user guide is based on the German information sheet developed by the philosophy department at Bielefeld University (<https://www.uni-bielefeld.de/philosophie/>). We would like to thank our colleagues there for the permission to reuse parts of their text.