



Student Academic Enrichment Center

Preparing for your Zoom Session

Thank you for signing up for a tutoring session with the SAEC! We are so looking forward to helping you! Before you enter your Zoom session, here are some tips to help ensure your session runs smoothly.

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[Getting Started](#)

Before your session, you should [download Zoom](#) on your personal computer. Here are the basic system requirements for a Zoom call:

Computer

Webcam (most laptops have webcams and microphones built-in)

Stable internet connection

Headphones (necessary for screen share and optimal audio)

[Join a Meeting](#)

Join a meeting by clicking on a Zoom link provided by the meeting host. If Zoom is already downloaded, it should begin running on your computer! Enter the Meeting ID and Passcode if prompted, then click to join the meeting.

[Audio and Video Setup](#)

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room's audio. Click "Join Audio by Computer." Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. When you're in the meeting, you may click on the "Start Video" button to start your video.



Video Layout

At the upper right-hand corner of the Zoom window, you can switch between “Active Speaker View” and “Gallery View.” At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc on your keyboard.

Mute Yourself/Stop Webcam

To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam (video) on and off. Background noise can be minimized if you mute yourself when you’re listening.

Share Screen

We encourage you to share any work you have through the “Share Screen” option, which allows you to show your browser tab, document, etc. to your tutor. In addition, please share documents like Google Docs so that tutors can offer comments, suggestions, and highlights while chatting with you.

Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click “Exit Full Screen” in the top-right corner or press the Esc key on your keyboard.

If you have any questions leading up to your session, do not hesitate to reach out to your tutor or to the SAEC at saec@sfc.edu. We look forward to working with you soon!

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