Zoom and Office365 Skype
Quick Guide and Reference for Students

Due to the current Covid-19 pandemic, all WETCC courses will be moved online beginning Monday, March 30th. We realize that there may be some questions and concerns regarding how to access and participate fully online.

There will be two different modes of audio/video communication. Instructors will be using Zoom for their online lectures and activities or continuing as previously done online. Please refer directly to your instructor or Canvas course for further instruction.

Skype is a second communication tool that will be utilized as well. This is available in your Office365 package.

Additional information about each of these tools are posted below.

Using Zoom:

You, as a student, will receive an invitation to a Zoom meeting from your instructor. This invitation may come in an email or be posted in your Canvas course. Your instructor may share just the link to the Zoom meeting and it will look similar to the link as shown here:

Join Zoom Meeting

https://umn.zoom.us/j/944127866

Your instructor may also choose to share the full invitation as shown below:

Test Course Zoom Meeting
Carlene Hisgun

All Sections

Below is the Zoom meeting information. We will meet at the same link or meeting ID each class period.

Carlene Hisgun is inviting you to a scheduled Zoom meeting.

Topic: Test Course Zoom Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
https://umn.zoom.us/j/944127866 ⤢   **1**

Meeting ID: 944 127 866

One tap mobile
+13462487799,,944127866# US (Houston)
+16699006833,,944127866# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)   **2**
+1 651 372 8299 US
+1 253 215 8782 US
+1 301 715 8592 US

This is a Test Zoom Meeting invitation that was posted in a Canvas announcement:

1. Shows the Zoom meeting link. Note: this may or may not be hyperlinked. **Meeting ID** is connected to the link but is needed if calling in.

2. **Dial in number.** Use one of these numbers to call in by phone. You will need to note the **Meeting ID** number when using this option. Enter it in at the phone prompt.

Your instructor may also email a link or full invitation to your @wetcc.edu email or through your Canvas inbox. Again, please note, that each instructor will have their own way of getting this information to you. For any questions, contact your specific instructor.

Next Steps:

Select the link or type it into your web browser. You will need to create a **FREE Zoom account**. This will allow you access into the class that your instructor has invited you to. Once you have created your account and you have selected the link you will be entered into the meeting.

If you opt to use the call-in feature: You will dial one of the numbers provided in the invitation or ask your instructor for the number if they only provide the link. You will enter the meeting ID at the prompt to get into the appropriate meeting or classroom. **Please Note:** You will only hear the audio of the meeting. Any presentations, screen sharing, white board drawings or videos will only share audio. You CAN watch the recorded session later if your instructor chooses to record and share.

Once in Zoom:

Your instructor will have full control of the meeting. It is suggested that you mute your device while the instructor is presenting so you do not get feedback or other distractions.

There are several options available to communicate using the audio/video option.
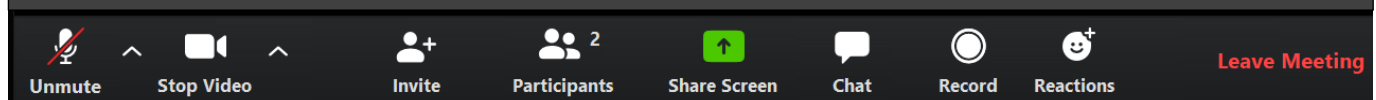
From left to right:

- Mute and unmute your audio/video
- Stop or resume your video feed
- Invite: You can invite another person to join the meeting here
- Manage Participants: For instructors
- Share Screen: You have the option of sharing your screen with the class by selecting this button.
- Chat: By selecting this, a separate chat box will display on the screen. Here you can ask questions without interrupting the instructor, ask them to speed up, slow down, repeat something, etc. An example is shown here.
- Record: For instructors use
- Reactions: Options to give emoji's.

The graphics to the right show what the participants and chat screens look like.
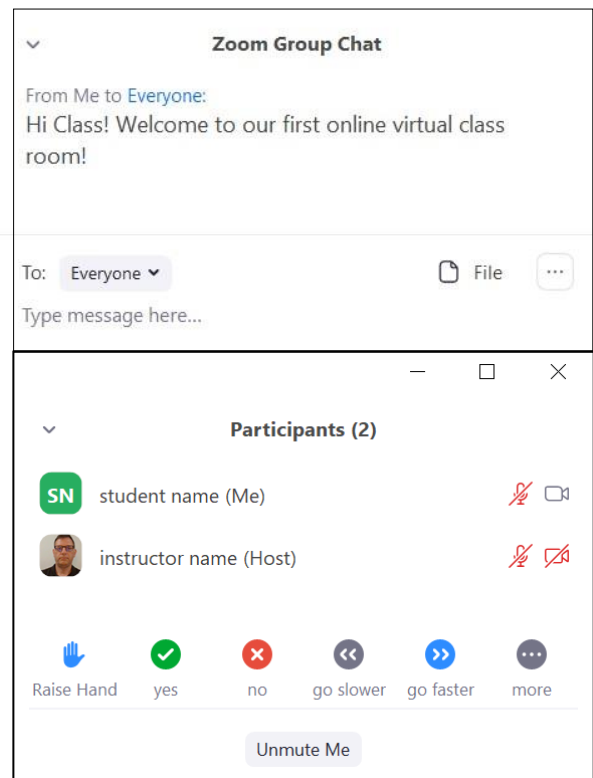
Using Skype:

You, as a student, have access to Skype through your Microsoft Office365 email account.

Skype maybe used to communicate outside of email directly with your instructor, tutoring, or to chat or work with other students.

First steps after receiving an invitation:

You will receive an invitation that looks like the one posted below.

If you RSVP, it will add the meeting to your Office365 calendar and send you a reminder before the meeting. The reminder will show in the upper right-hand corner of your Outlook email in Office365.
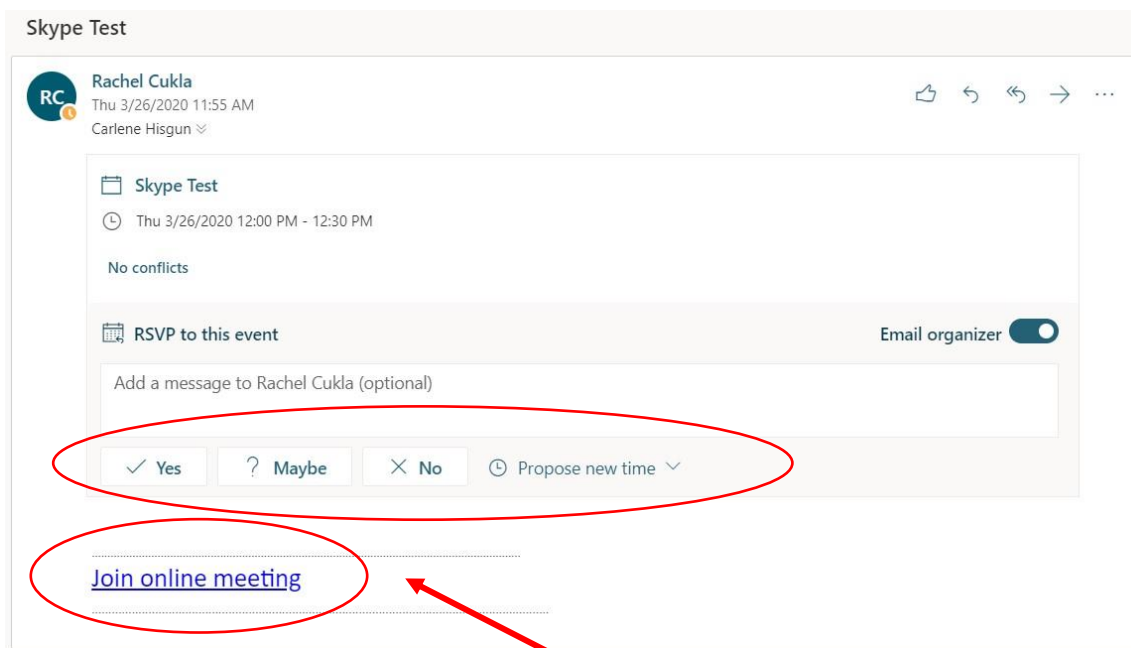
You can also click on the **Join online meeting** to go straight to the meeting. You will see a screen like this in your web browser.

Click on the reminder to see this.
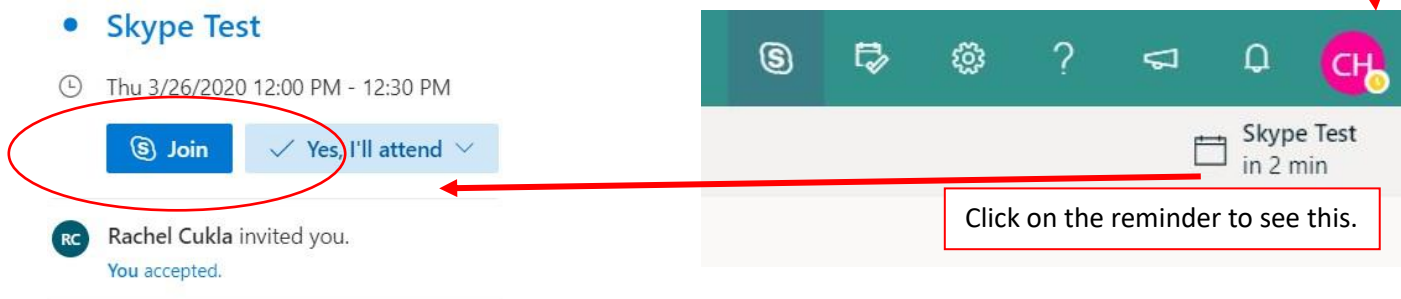
The first time you use Skype you will see a screen like this in your web browser.

Select **Open Skype for Business**. At this point you may have to download or allow the software to "Run" on your computer. This is all FREE and connected to your WETCC email account.
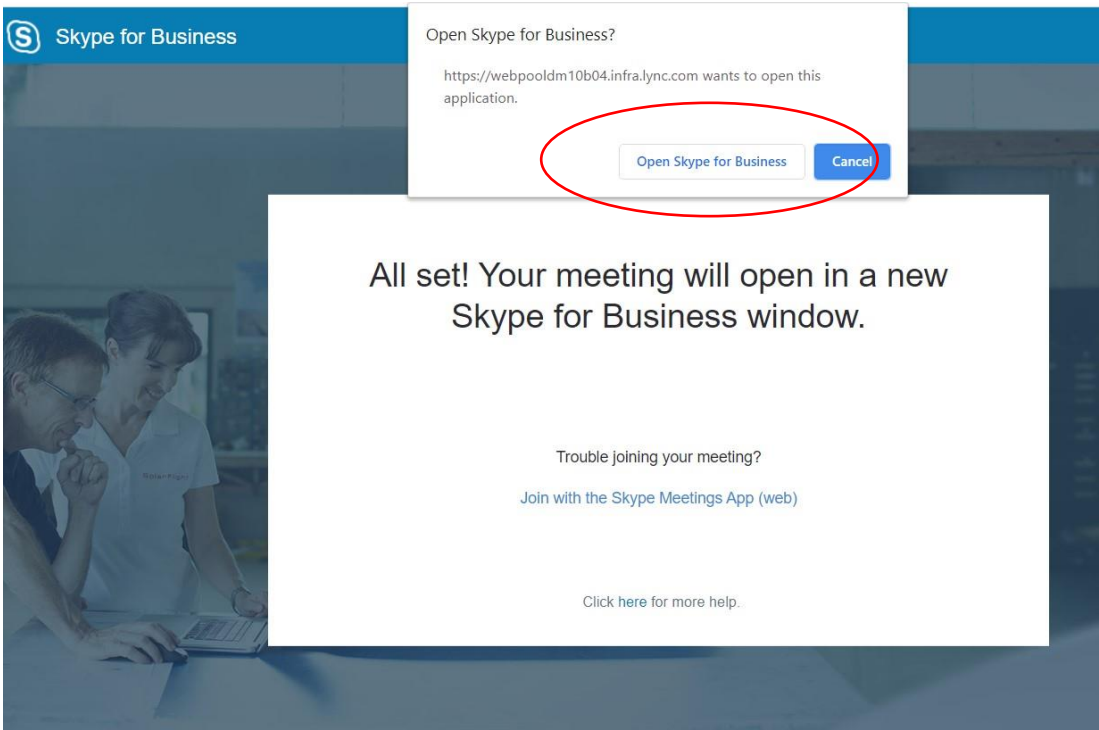
Using Skype after the initial setup you will see a screen like this in your web browser. You can use the app on the web browser by clicking on the top link. If you would like to use the desktop version on your computer select the bottom link.
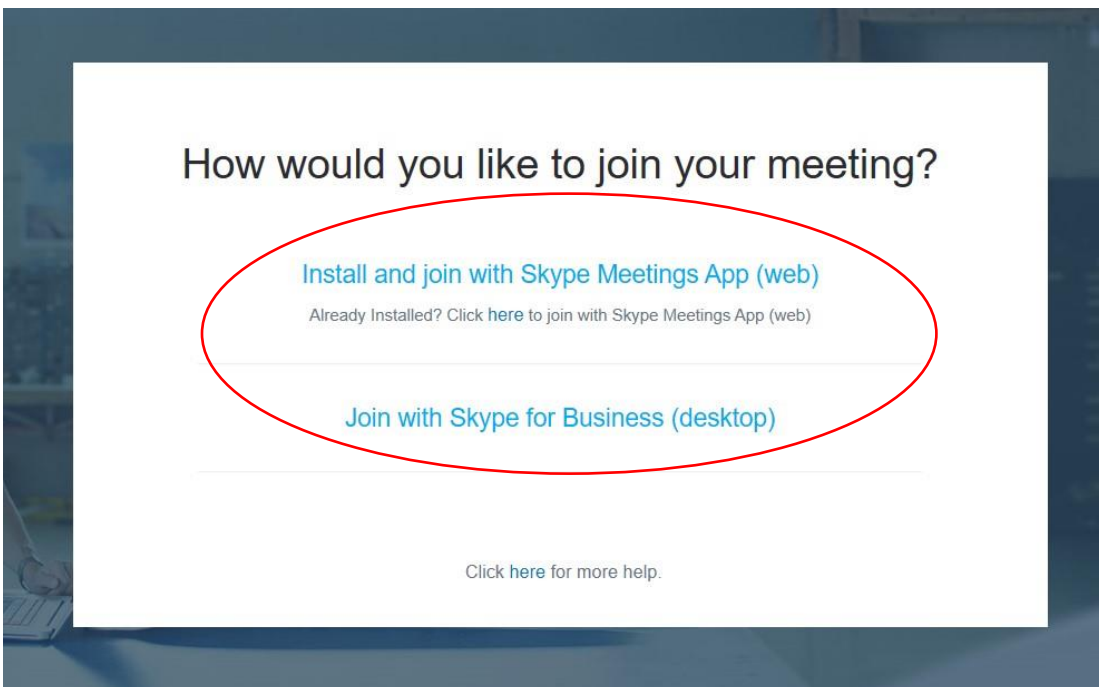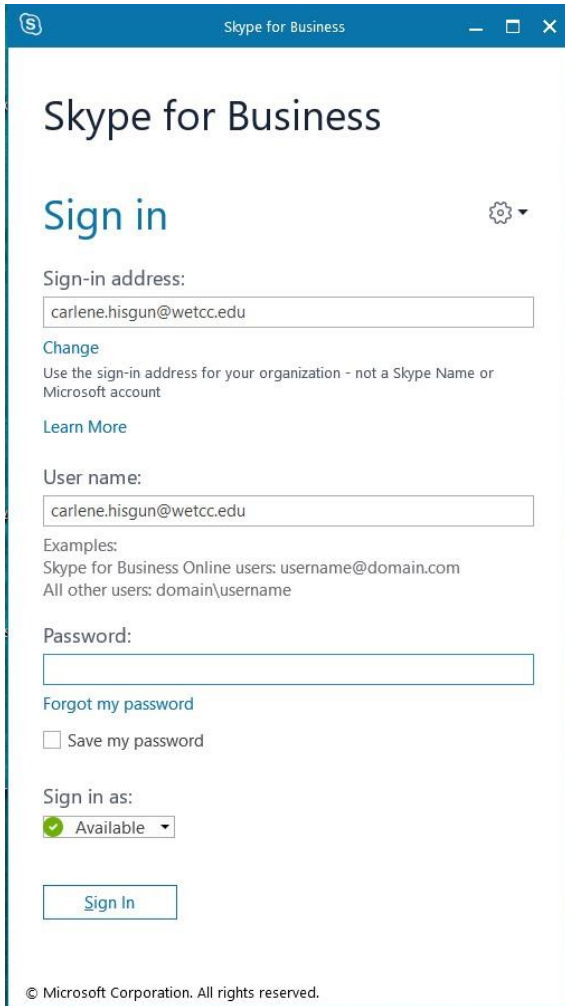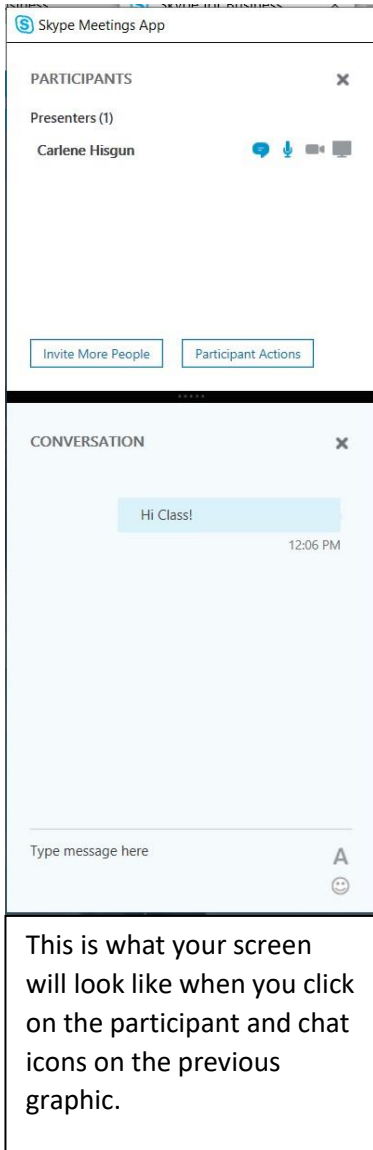
Once the Skype app is installed on your computer you will be brought to this login screen from the previous link. You **Must** sign in with your WETCC email address and password. That allows you the full benefits of the Skype for Business.

Once you have logged into Skype you will see a screen like the one below. There will be multiple participants showing in this screen.

- A. Shows the list of participants.
- B. Maximize or minimize the screen size.
- C. Click here to chat with participants.
- D. The three blue circles are for turning on/off video, turning on/off your microphone, minimizing and maximizing the full size screen, and hanging up on the call in the red circle.
- E. Click here to see these options.

This is what your screen will look like when you click on the participant and chat icons on the previous graphic.

This graphic shows your dashboard when you open the software on your desktop.
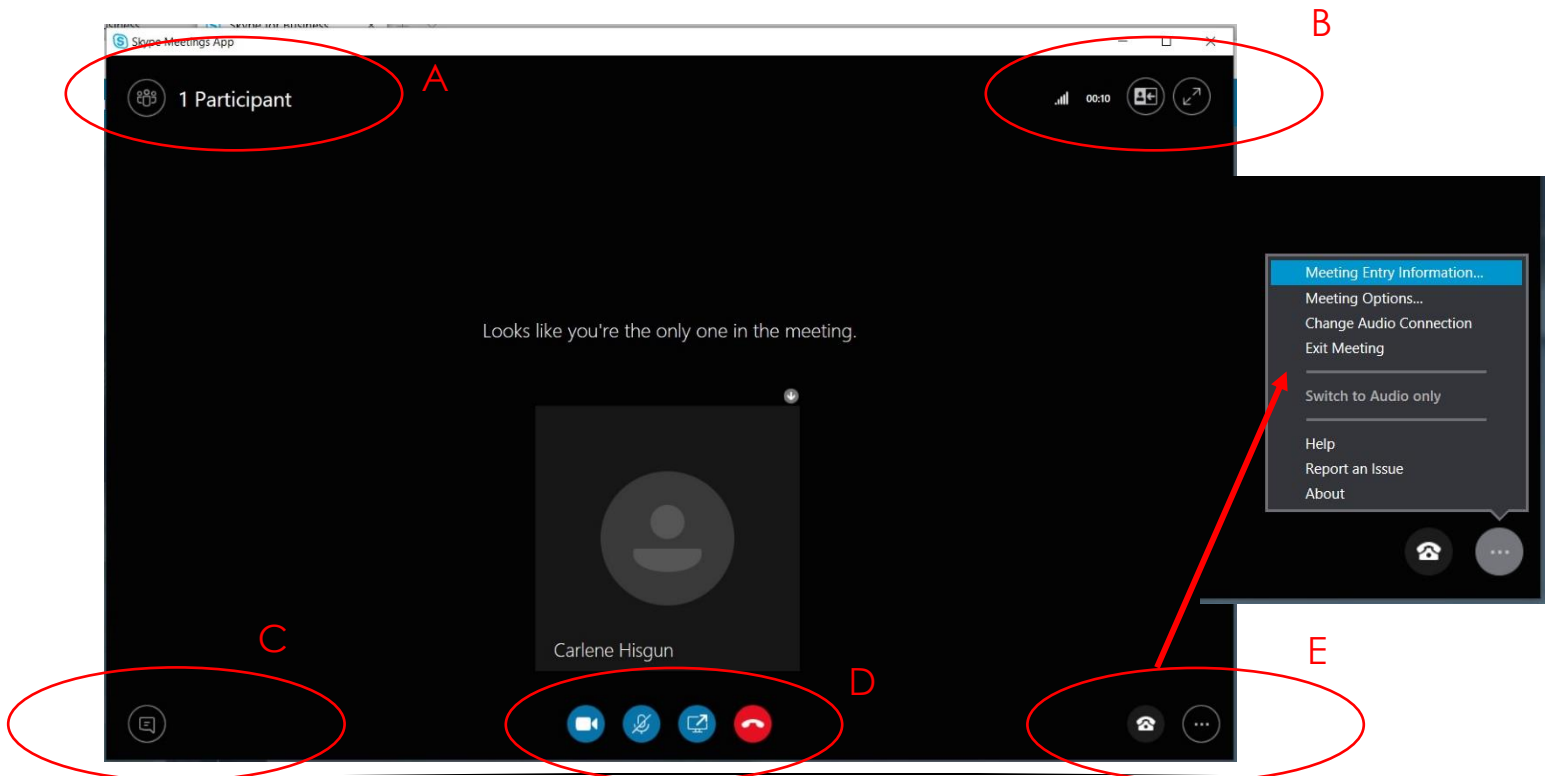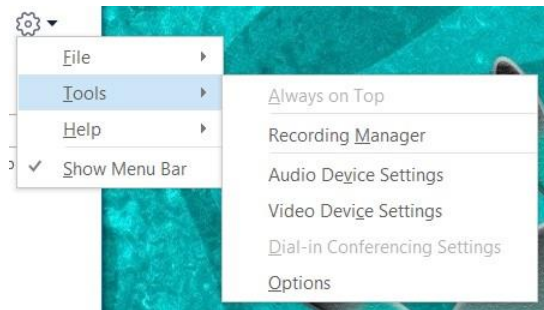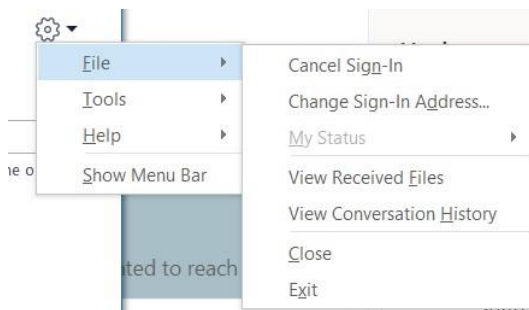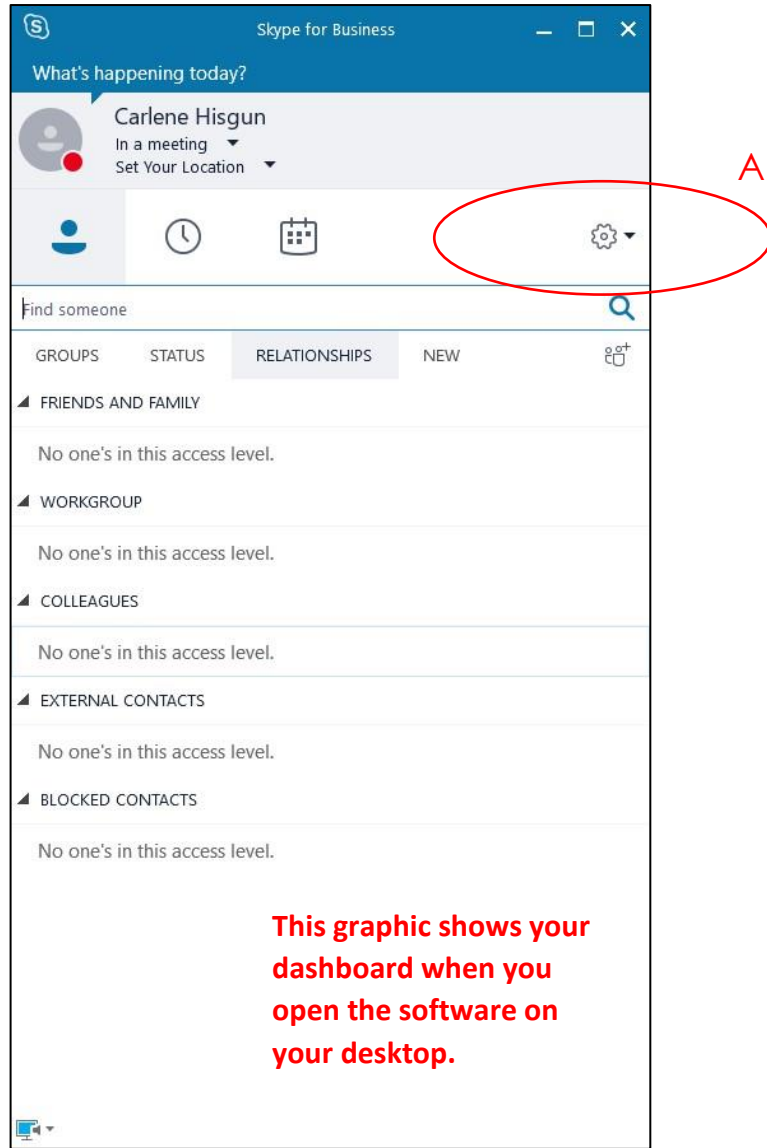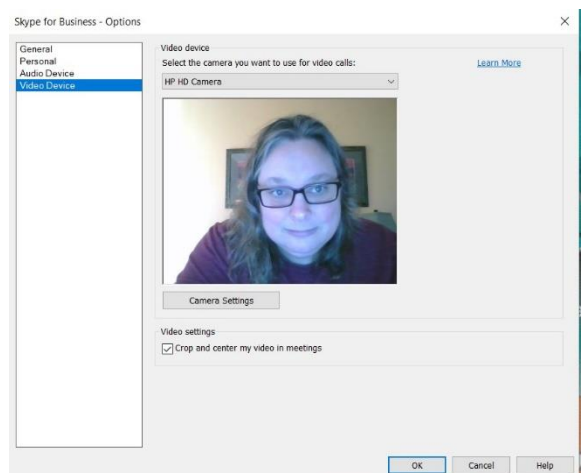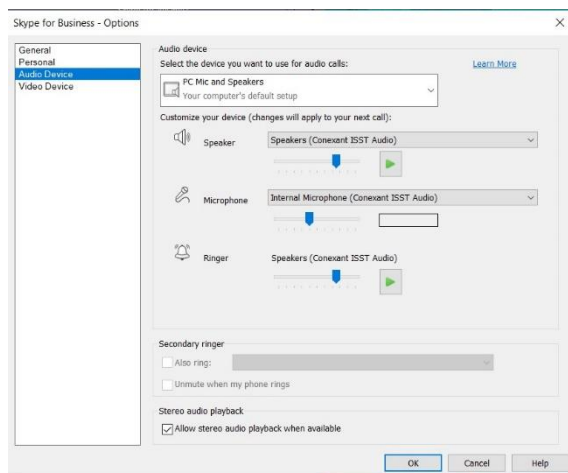

A. Click the arrow next to the setting icon. The first graphic shows different ways that you can sign-in or view information. The second graphic shows the different tools that you can utilize in Skype.
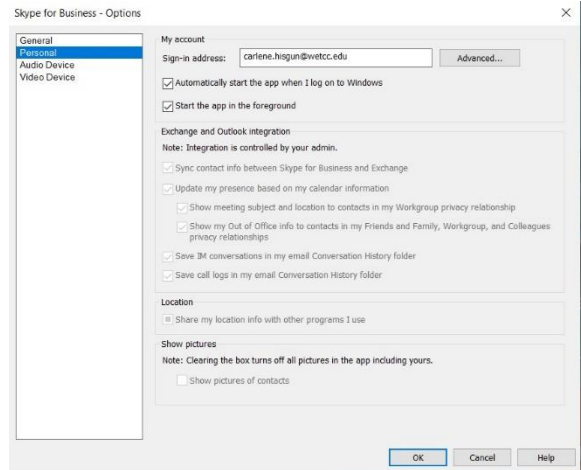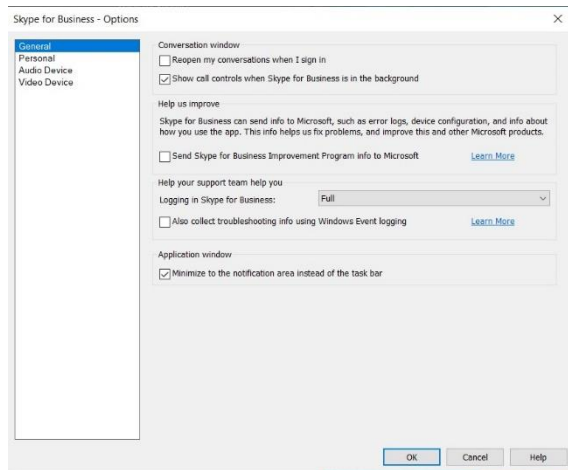
The first graphic shows the general features available.
The second graphic shows your personal login information

The third graphic allows you to control your audio on the device you are using.
The fourth graphic allows you to control your video on the device you are using.

How Do You Invite Someone to Skype with You?

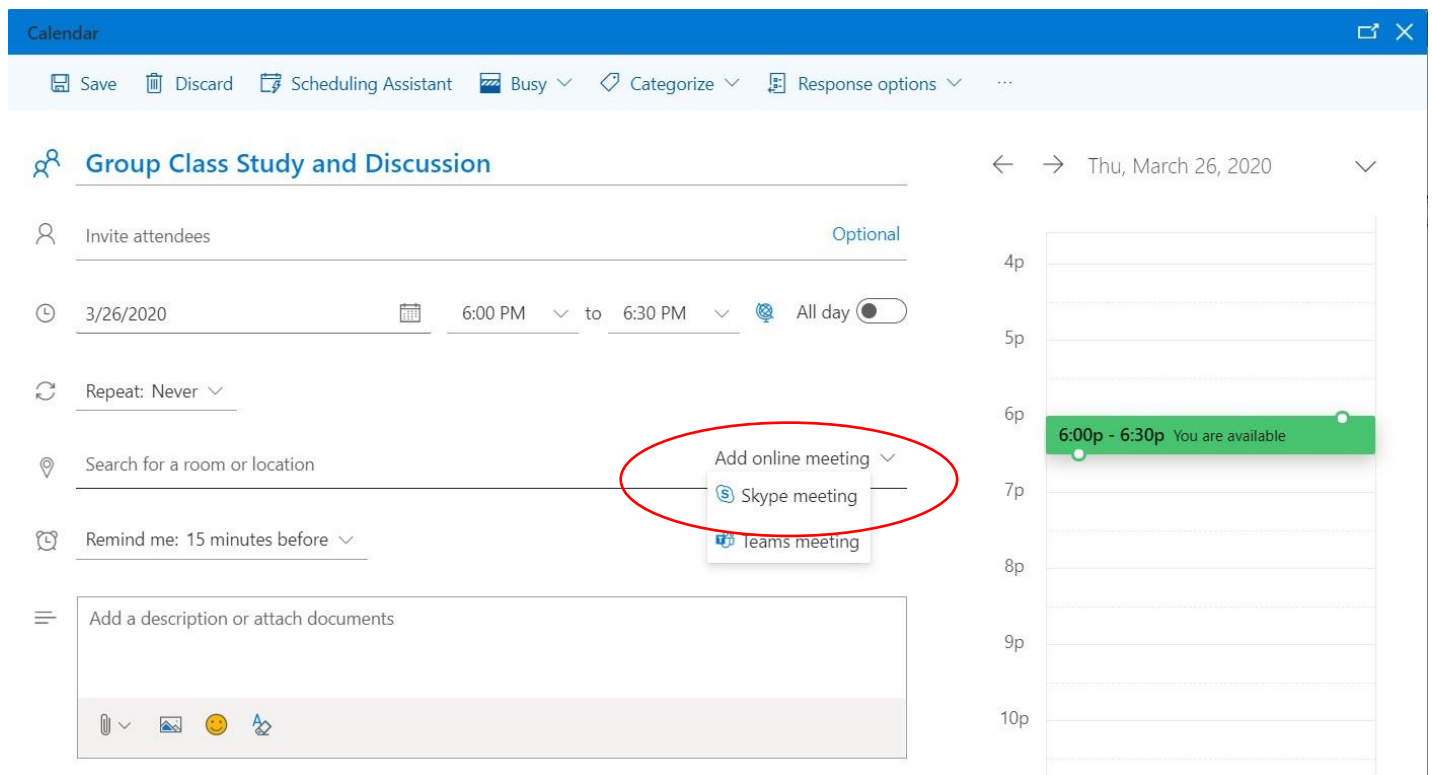There actually two different ways that you can invite someone to Skype with you.

First – Open your Skype software on your desktop or laptop
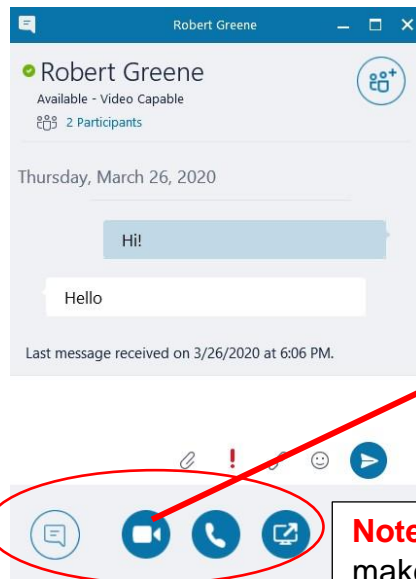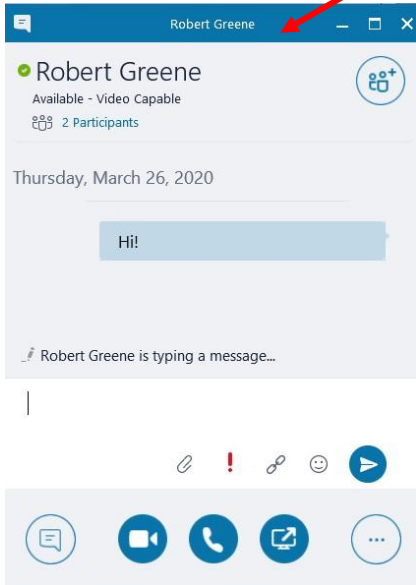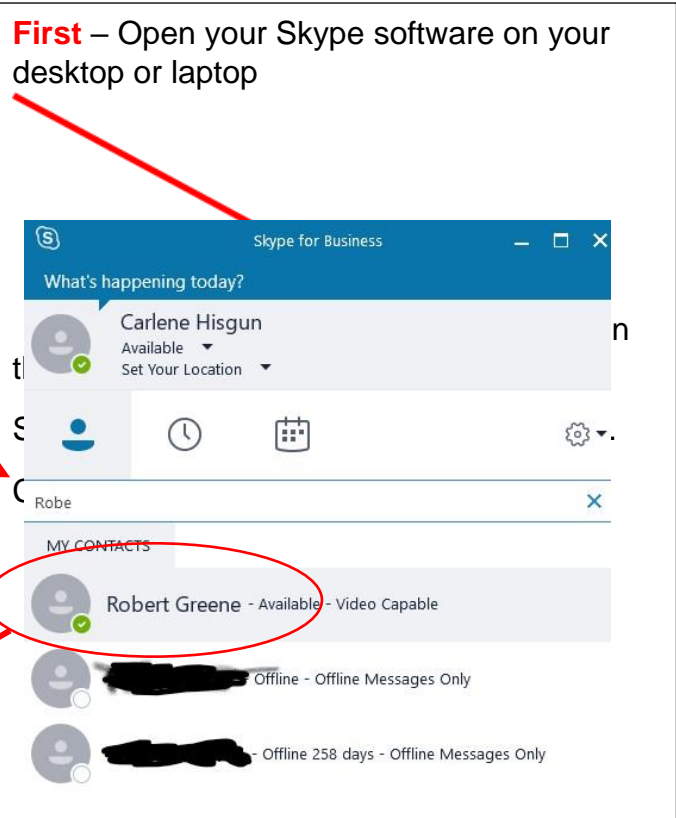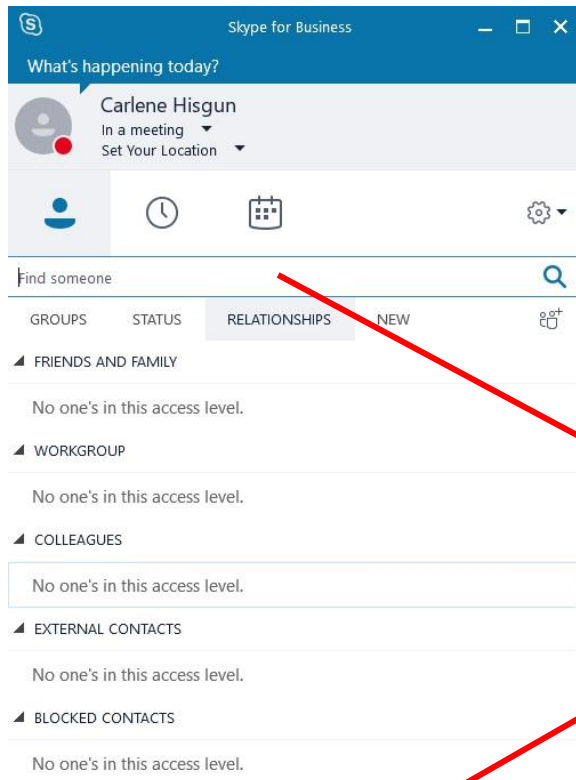
Note: You can also select the phone icon to make a phone call instead of a video call.

Second Option to Invite Someone to Skype:

Click on the calendar icon in your Office365 email. Then select the New event button on the left side of the calendar page.
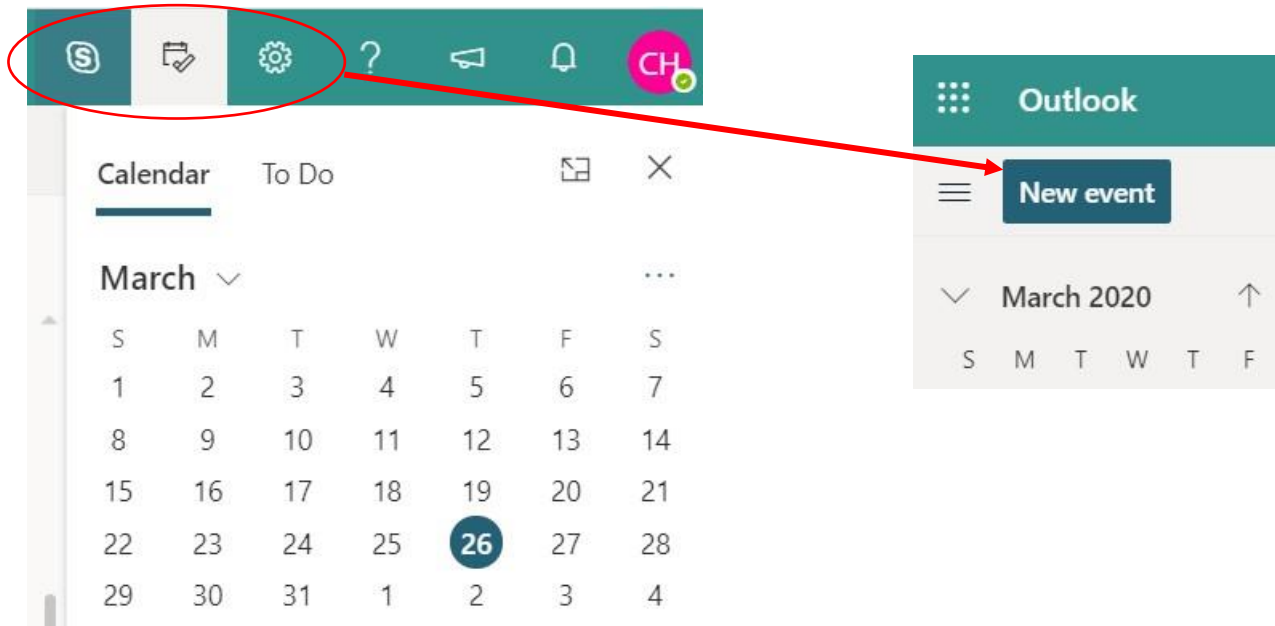
Here you will fill out the information for a new event. This would be best to use if you were planning a study group or chat with multiple people. Fill out all of the necessary information. Before entering a location, click on the arrow at the end of the line and click on Skype meeting. Then hit Send to those you invited.

Have fun chatting!