



***Instructions for 'Zoom' Installation  
&  
Use of Zoom in Online Classes***

Due to COVID-19 pandemic situation, the classes of **Summer 2020 Trimester** will begin online from **July 01, 2020** (Wednesday). It is very important for all students to follow the instructions provided below in order to successfully connect to the online classes. Soplease read carefully and proceed accordingly.

**1. DOWNLOAD AND INSTALL ZOOM**

Simply search zoom in Google play store (for android mobile) /app store (for iPhone or similar apple products)/ website (for laptop/PC) or use the following link to install Zoom in your devices.

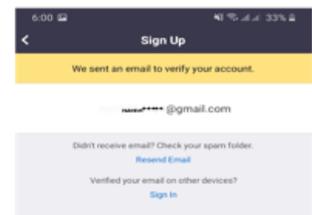
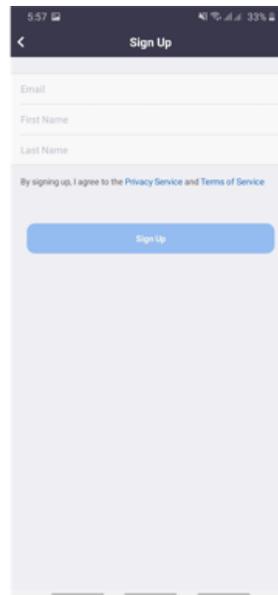
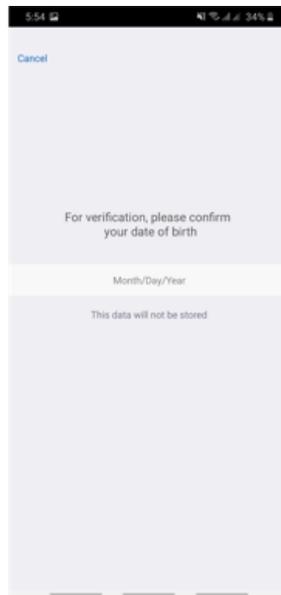
Google Play Store: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

App Store: <https://apps.apple.com/us/app/id546505307>

PC/Laptop: <https://zoom.us/support/download>

**2. CREATE A ZOOM ACCOUNT:**

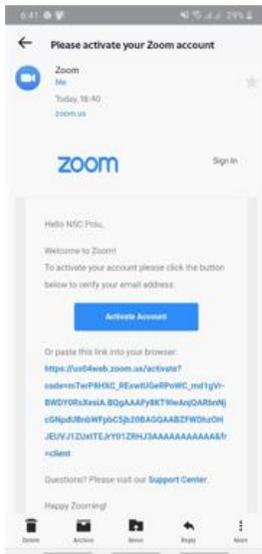
- You must have an email account.
- Open zoom and click 'Sign up' [Fig. 1].
- Provide 'date of birth' [Fig. 2].
- Give Email, First Name, Last Name & Click 'Sign Up' button [Fig. 3].
- An email will be sent to your email address. [Fig. 4].



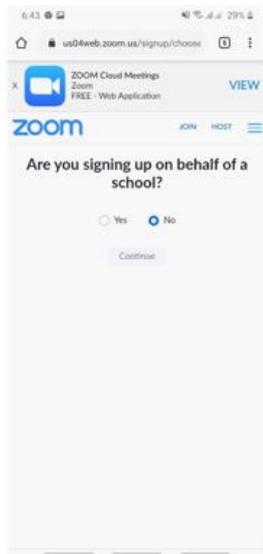


3. ZOOM ACCOUNT ACTIVATION:

- Open/check your email. Click 'Activate Account' [Fig. 5]
- Select 'No' as shown in Fig. 6.
- Set your name & password in 'Account info' shown in Fig. 7. [Save password to open zoom from other devices]
- Select 'skip this step' and your Zoom account has been created successfully.



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4. HOW TO JOIN A MEETING?

- To join a class click on the zoom link in the class schedule/routine.

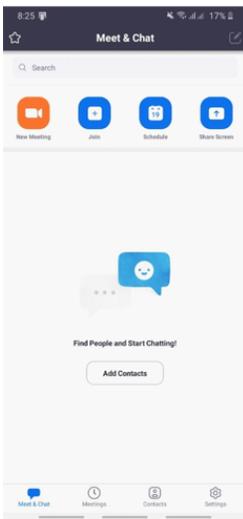
[<http://portcity.edu.bd/HomePage/DepatmentDetails/166/C/class-schedule-summer-2020>]

For example, in the routine **zoom link** is available in the right column. Click and join!

Saturday	Course Code	Course Title	Teacher's Name	Zoom Link
9 am-10.30 am	TEX 482	Wet Processing Engineering -III, TEX-12 WPE	MRK	<a href="https://bdren.zoom.us/j/66206673250?pwd=TkhENWR3bjFaSno1NDJ3dElodnpyUT09">https://bdren.zoom.us/j/66206673250?pwd=TkhENWR3bjFaSno1NDJ3dElodnpyUT09</a>
	TEX 317	Fabric Structure & Design, TEX-15B	MSS	<a href="https://bdren.zoom.us/j/63125119074?pwd=SDEweUjQTVV0cWtkY3ZlNytNRHVwUT09">https://bdren.zoom.us/j/63125119074?pwd=SDEweUjQTVV0cWtkY3ZlNytNRHVwUT09</a>
	ECO 200	Macroeconomics( BBA-18-D)	MSAr	<a href="https://bdren.zoom.us/j/7238253959?pwd=N2QxMW92YUZseWtQdWdiV1NLM3grdz09">https://bdren.zoom.us/j/7238253959?pwd=N2QxMW92YUZseWtQdWdiV1NLM3grdz09</a>
	EEE 241	Electrical Machines I (EEE 19A)	MRS3	<a href="https://bdren.zoom.us/j/66257941336">https://bdren.zoom.us/j/66257941336</a>
	EEE 121	Electrical Circuit II(EEE 21A)	AHK	<a href="https://bdren.zoom.us/j/64675284348">https://bdren.zoom.us/j/64675284348</a>
	BPJ 316,	Editorial Writing, JRN-12	AAD	<a href="https://bdren.zoom.us/j/64345934052">https://bdren.zoom.us/j/64345934052</a>
	ECO 200	Macroeconomics( BBA-18-D)	MSAr	<a href="https://bdren.zoom.us/j/7238253959?pwd=N2QxMW92YUZseWtQdWdiV1NLM3grdz09">https://bdren.zoom.us/j/7238253959?pwd=N2QxMW92YUZseWtQdWdiV1NLM3grdz09</a>

- Or Open Zoom [From mobile or PC/Laptop]. Click 'Join' and provide a meeting Id and password.

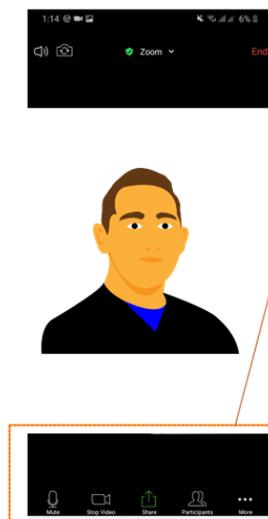
[Figs. 9,10]



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5. TIPS FOR OPERATING ZOOM DURING THE ONLINE CLASSES.

After joining a class you will see some control menu in the below of Zoom window/screen [Fig. 11]. Select 'Join Audio' and click 'Call via Device Audio' [Figs. 12,13]. Always mute (Red color) your sound when you are listening to the lecture. Unmute to say anything important by pressing the **audio icon** icon. On your **video icon** during class. To see other **participants** click icon. From more options (as shown by the circle in Fig. 14) you will see some menu to take attention of your teacher. Raise hand and others will be necessary.

*Thanks, Everyone! Enjoy your online classes.*

*Stay Home Stay Safe*

*Be with Port City International University*