ZOOM Education Guide

1. **How to sign up for the first time**
   1. Start by going to zoom.us or clicking on https://zoom.us/ .
   2. On the top right corner, click on the blue "Sign Up, It's Free" button (see Image 1).
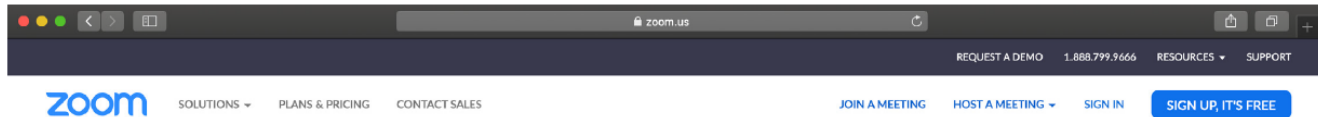

Image 1

3. Enter your university email address ending in "@beykent.edu.tr" and click "Sign Up" (see Image 2). You can find your university e-mail on your student ID.

Image 2

4. You will receive an e-mail from Zoom to activate. Go to your e-mail and click 'Activate Account' (see Image 3).
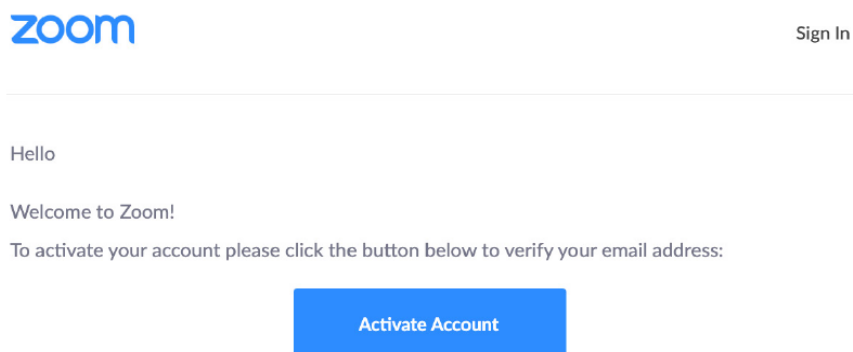

Image 3

5. You will be redirected to fill in your first name, last name, and create a password (see Image 4). Then click "Continue" to go to the next step.

Image 4

6. You will see the screen on Image 5. Select "Skip this step" to continue at the right bottom.
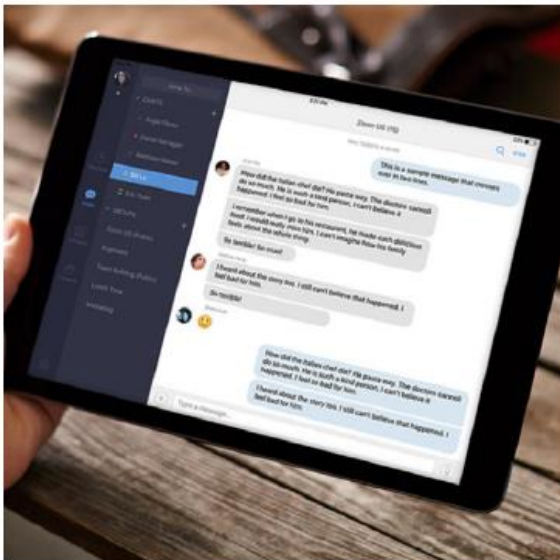
Image 5

7. Following all the previous steps, you have successfully created a Zoom account. You can sign in by using the e-mail address and the password you registered with.

2. How to download the application

1. Start by going to https://zoom.us/download.
2. Click the blue "Download" button under Zoom Client for Meetings to access the installer (as shown in Image 6).
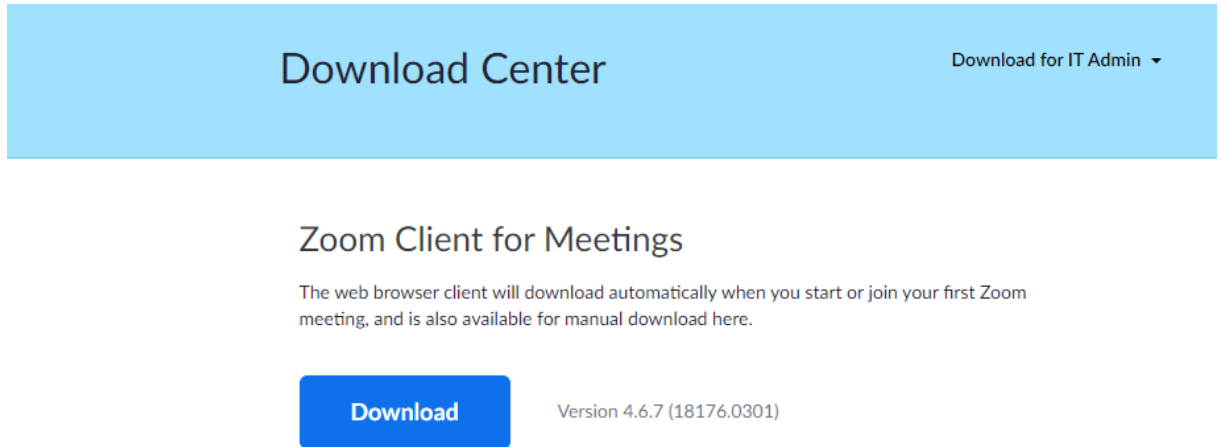

Image 6

3. Open the Zoom installer from your Downloads folder and follow the on-screen steps to complete the installation.

3. How to join a class

1. Find your name and class name in the file uploaded on the Announcements page of the university's website. Also, find class schedule for your class. On the right column of those lists you can find the name of your instructors and their course codes. Your daily schedule will be the same, meaning the class hours of your instructors will be the same on every weekday. You need to sign in with the first code assigned to your class for the first two hours and with the second code for the last two hours of your lessons. You need to copy the codes of your lessons from those lists (for example, if you are a student in Step 1-01 class, you need to copy the code framed red for the first three hours, see image 7).

CLASS / ADVISOR	PERIOD	MONDAY	TUESDAY	V
		ÇEVRİMİÇİ / ONLINE	YÜZ YÜZE/ ON CAMPUS	YÜ
	08:30-09:15	BERFU DUYGUN	D-402	
	09:25-10:10	ZOOM CODE	D-402	
STEP1-01	10:20:11:05	482-849-2461	D-402	
BERFU DUYGUN	11:20-12:05	M. UMUT CEYLAN ZOOM CODE	D-402	
	12:15-13:00	720-910-5822	D-402	
		ÇEVRİMİÇİ / ONLINE	ÇEVRİMİÇİ / ONLINE	YÜ
	08:30-09:15	LISA PICKREN	LISA PICKREN	
	09:25-10:10	ZOOM CODE	ZOOM CODE	
STEP1-02	10:20:11:05	546 644 4874 / passcode 6jPBqJ	546 644 4874 / passcode 6jPBqJ	
FATMA SANNAV	11:20-12:05	FATMA SANNAV ZOOM CODE	FATMA SANNAV ZOOM CODE	
	12:15-13:00	733-510-3661 / passcode 1234	733-510-3661 / passcode 1234	
		ÇEVRİMİÇİ / ONLINE	YÜZ YÜZE/ ON CAMPUS	YÜ
	08:30-09:15	M. UMUT CEYLAN ZOOM CODE	D-404	
	09:25-10:10		D-404	
STEP1-03	10:20:11:05	720-910-5822	D-404	
M. UMUT CEYLAN	11:20-12:05	BERFU DUYGUN ZOOM CODE	D-404	
	12:15-13:00	482-849-2461	D-404	

Image 7

2. Click the "Join" tab on the home page of the application (see Image 8); this way you will be directed to the page where you can write the code you copied. On that page, paste the code in the box labelled "Enter meeting ID or personal link name" and click "Join" button (see Image 9). Then you will be directed to your class.
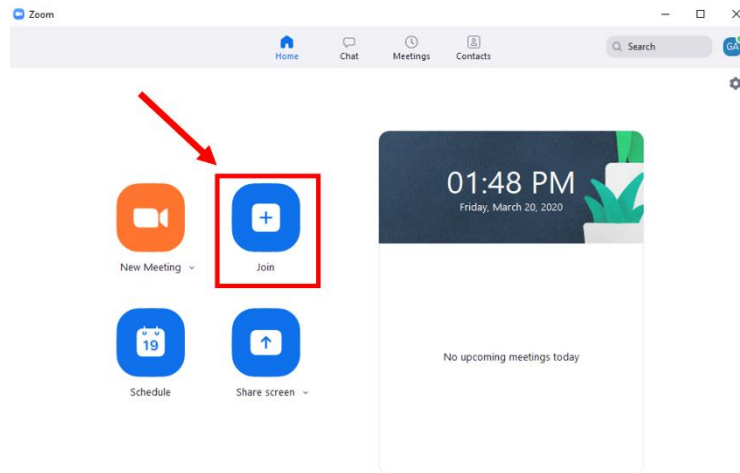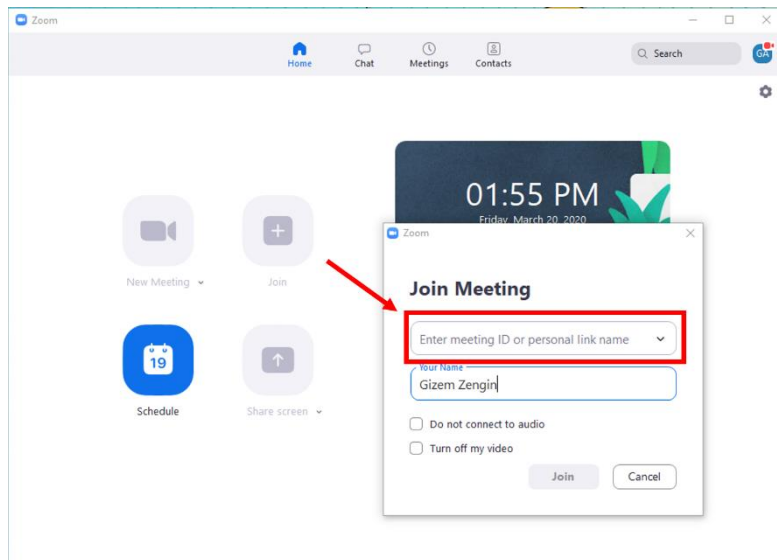

Image 8

Image 9

3. You need to use computer audio or phone audio to participate in your lessons.