

ZOOM INSTRUCTIONS FOR STUDENTS

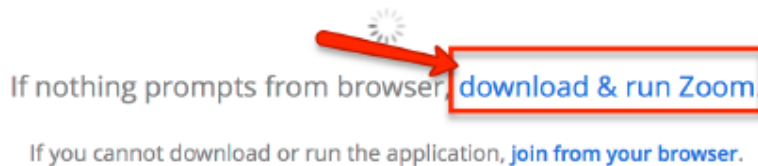
Zoom is a live Web conferencing tool that allows give presentations virtually and hold meetings with many people synchronously from any physical location. It is used to conduct online class sessions and meetings.

Your instructor will send you a URL for the meeting. You may also see a link to the meeting on the Canvas Calendar, in a Canvas Inbox message, on the course homepage, in a Canvas Announcement, or by selecting the Canvas course and clicking the Zoom menu item.

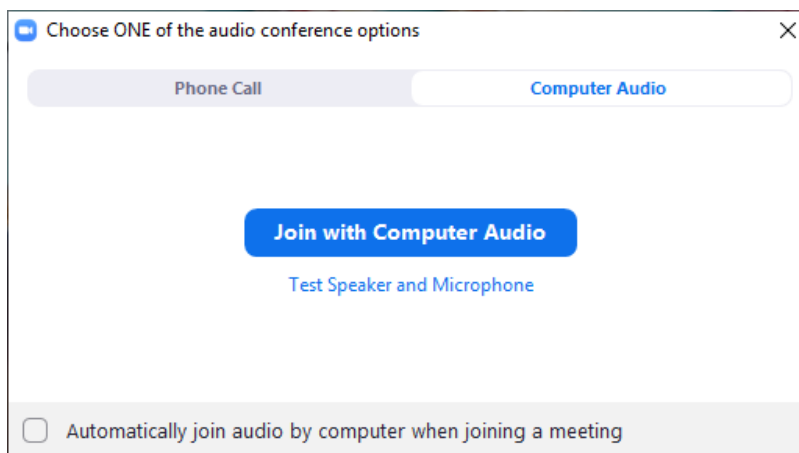
How to join a virtual meeting using Zoom using your laptop or desktop computer

The first time you click the URL link, Zoom will ask you if you would like to download Zoom application or joining the meeting using your web browser. Chrome is Zoom's preferred browser.

IMPORTANT: click on "Download and Run Zoom" and follow the prompts on your computer to install and run the app:



At the audio conference prompt, choose whether you want to join with a phone call or Computer Audio. Follow the on-screen instructions to dial in or test your computer speaker and microphone.



TIP: If joining with computer audio, always click the link to test your speaker and microphone. This will allow you adjust and change your speaker and microphone settings prior to joining the call.



How to join a meeting using a mobile device

Download the free “Zoom Cloud Meetings” app to your phone or tablet.

Click the URL link from your professor. The system will ask “Open this page in Zoom?” Click **Yes**.

At the audio prompt, select **Internet Audio** (to use Zoom VOIP) or **Dial In** to call using your phone minutes.

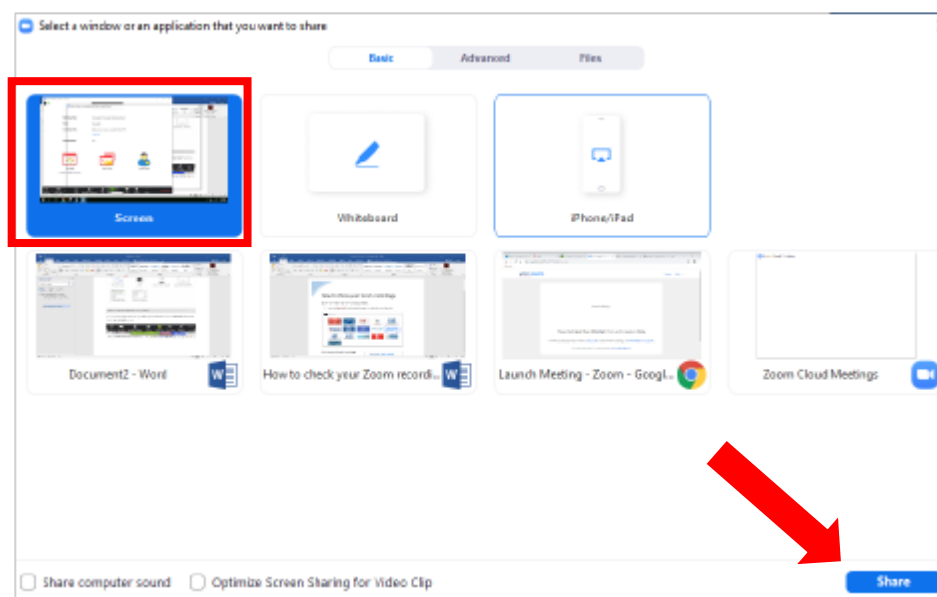


How to use Zoom features

From the Zoom toolbar at the bottom of the screen, you can **Mute/Unmute** audio, **Start/Stop Video** (Webcam), view the **Participants** list, open the **Chat** box. Use the small arrow icon next to the audio and video icons to test your speaker, microphone and video settings. Use the chat box to type your questions.



Your instructors may require you to present in the virtual classroom. If it’s only for speech, click **Start Video**. To present your work on the computer, click **Share Screen**. Zoom will open up a pop-up window where you can select what you wish to share. Click on **Screen** and click the “Share” button on the lower right.

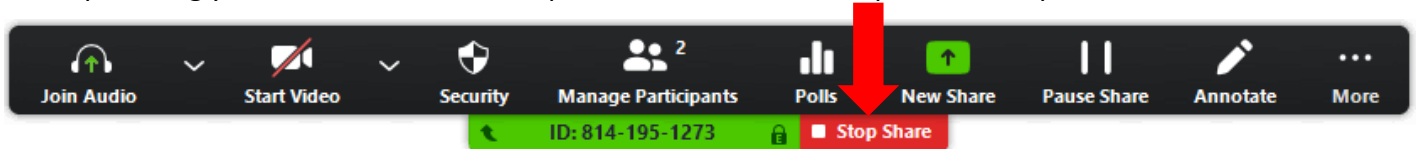




The Zoom toolbar will minimize to a small, green bar at the top of your screen.

Hover over the green bar to reveal the Zoom controls.

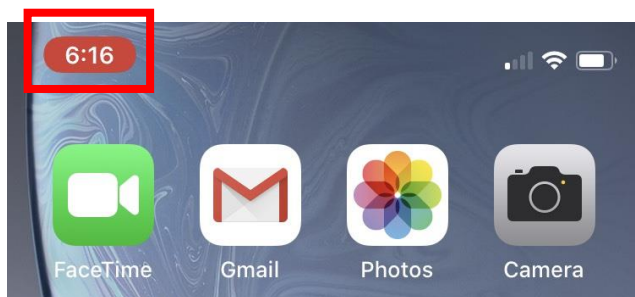
To stop sharing your screen, click the “Stop Share” button at the top of the computer screen:



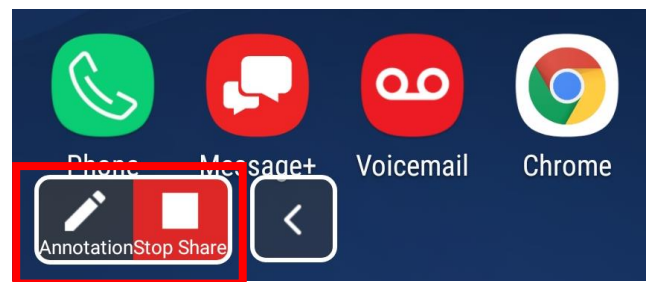
The same options are available using your mobile device. Tap the screen to reveal the **Mute/Unmute**, **Start/Stop Video**, **Share Content**, and **Participants** icons. Tap **More** to open **Chat**.

To share your screen on a mobile device, click **Share Content**, select **Screen**, then click **Start Broadcast**. Minimize the Zoom application and open the content you want to share. When you are done, click the small red time icon on the screen to stop sharing.

iPhone



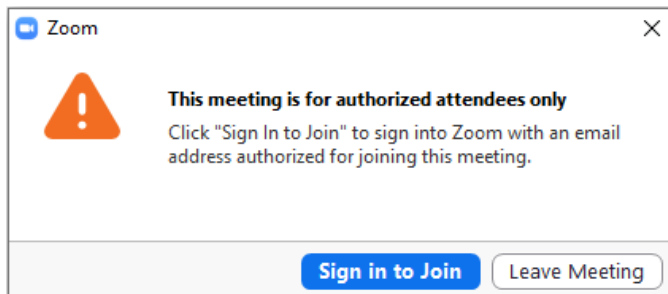
Android



“Authorized attendees only”

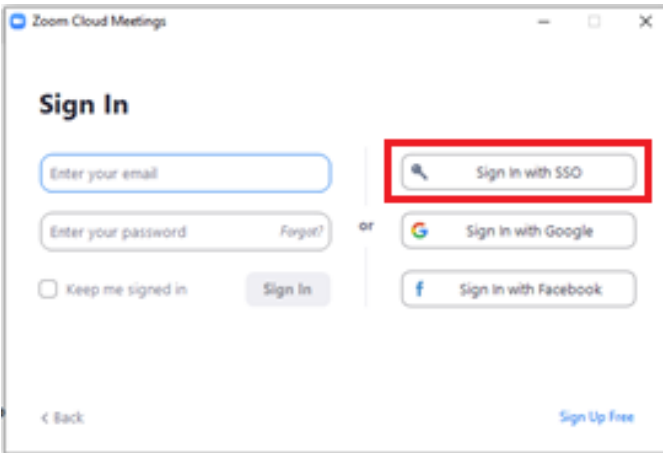
For added security, some meetings are set to require you to login using your myNOVA username and password.

At the prompt, click **Sign in to Join**.

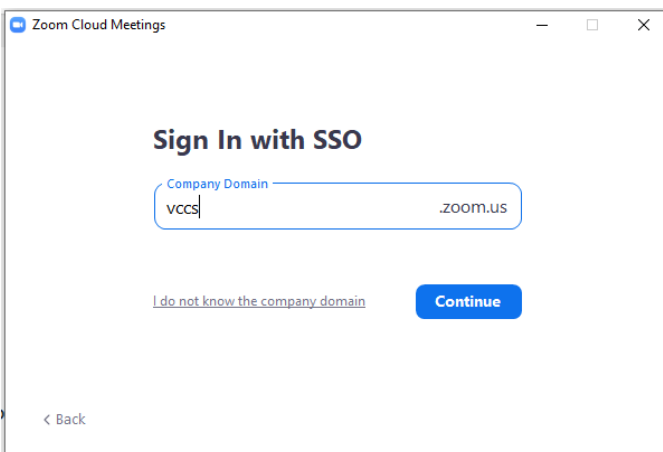




Click **Sign in with SSO**.



In the SSO field, type “vccs” (not case-sensitive). Click **Continue**.



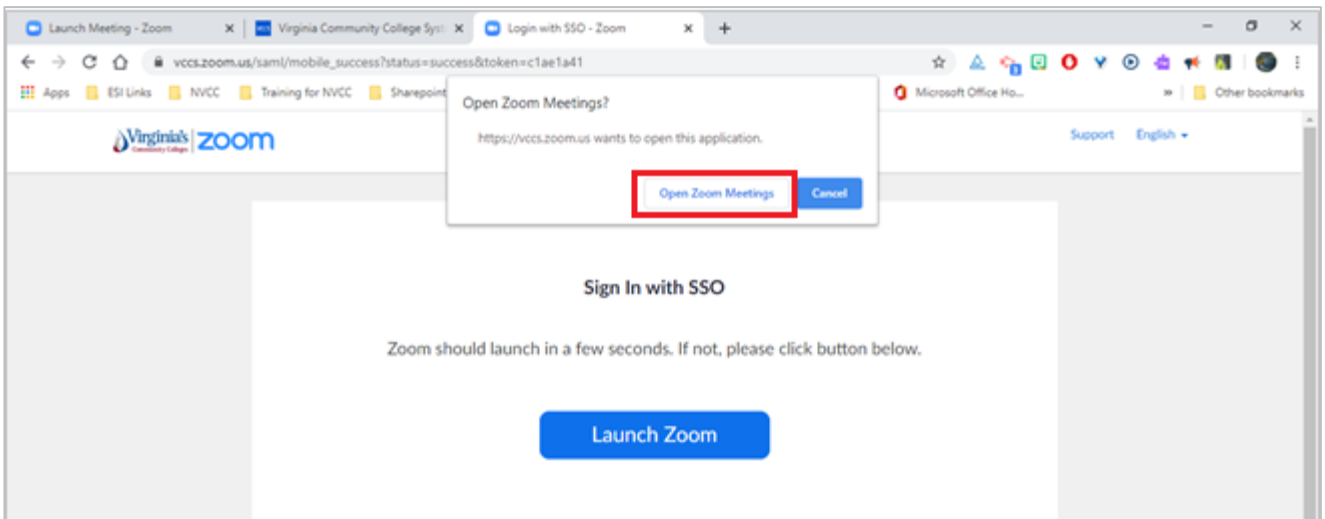
The Virginia’s Community College screen will open. Log in with your myNOVA username and password. (The same username and password you use for your VCCS Gmail account and Canvas.)





Wait a few seconds.

The “Open Zoom Meetings?” pop-up will appear. Click **Open Zoom Meetings**.



Follow the same instructions to log in using a mobile device.