How to Attend a Class Meeting with Zoom

What is Zoom?
Zoom is a videoconference tool that is integrated in Blackboard.

Note: You will need a webcam to broadcast video and a microphone to broadcast audio. Most laptops have them built in, but many desktop computers will need separate devices connected.

How to join a Zoom session
- Log in to Blackboard and navigate to your course.
- From the left menu, scroll to and click on the link titled Zoom Room.
- Next to the scheduled meeting, click Join to launch Zoom.
  - Note: You will only see this option if your instructor has scheduled a meeting within your course.
  - Follow the on-screen instructions to download and install the Zoom software if necessary. If prompted, click Join with Computer Audio.

Notes on joining meetings
- Meetings occur when the instructor/host has started the meeting session, typically at the designated time.
- If you join before the instructor/host, you will see a message that states “Please wait for the host to start this meeting.” You will enter automatically once the instructor enters.
- Alternatively, if your instructor/host has enabled ‘join before host,’ you will be able to join the room ahead of them.

How to navigate the Zoom session

1. Use the Microphone/Mute button to turn the microphone on/off and adjust settings.
   Use the Start Video buttons to turn the webcam on/off and adjust settings.
2. Click Share to open a screen share to show PowerPoints, websites, etc.
3. Click Chat to open up the text chat box.