

How to Attend a Class Meeting with Zoom

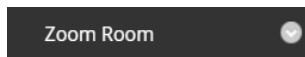
What is Zoom?

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.

Start Time	Topic	Meeting ID	
Today (Recurring) 2:10 PM	EdT 2019 Tom Jennings Sandbox	145-377-287	Join

- 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 designed 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.