

Quick Connect and Zoom Setup

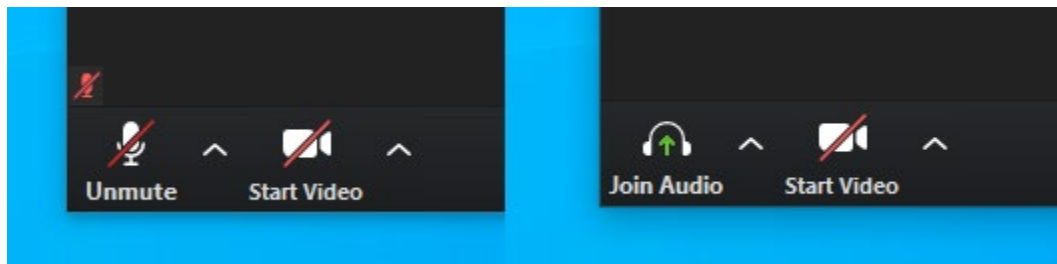
Connecting to the Zoom Meeting

- *Your instructor has sent you a Zoom Join URL or a Meeting ID*
- To connect via Join URL:
 - Click the join URL
 - Follow the browser download prompts and run Zoom
 - Enter a display name (your name)
- To connect via Meeting ID
 - Go to the Zoom website: www.zoom.us
 - Click **Join A Meeting** in the top-right of the website
 - Enter the 9-digit Meeting ID and hit **Join**
 - Follow the browser download prompts to run Zoom
 - Enter a display name (your name)

Inside the Zoom Meeting

- **Join Computer Audio**
 - When you enter the Zoom meeting, you will be asked to **Join with Computer Audio**
 - Click **Join with Computer Audio**

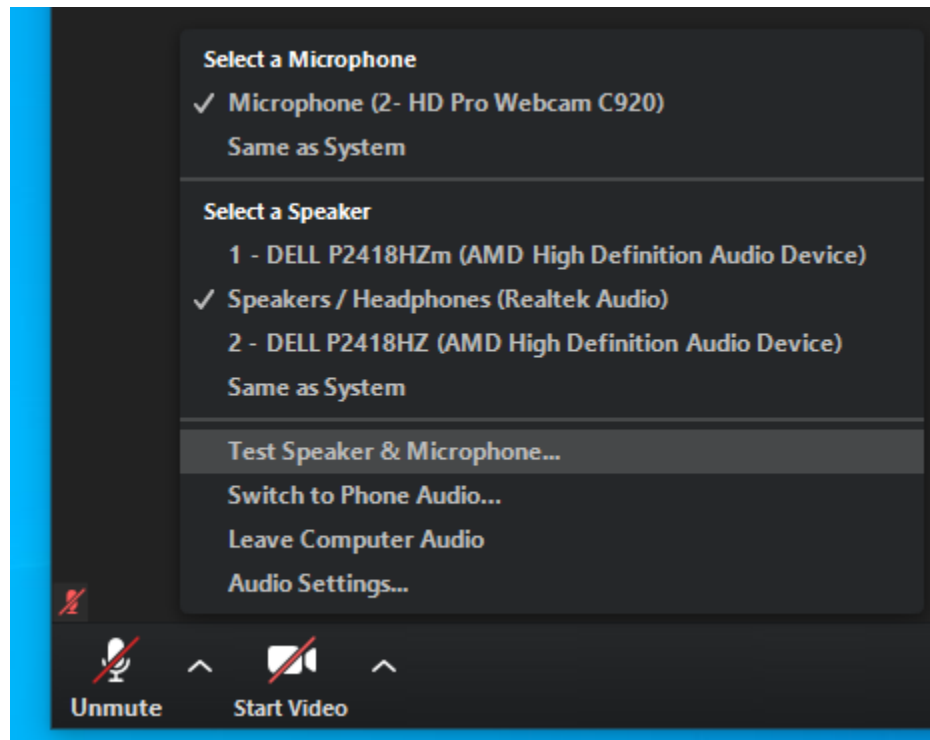
If you correctly clicked **Join with Computer Audio**, you will have a microphone icon in the bottom left of your Zoom (pictured below, left side) If you did not **Join with Computer Audio**, the microphone icon will be replaced with headphones and a **Join Audio** button (pictured below, right side), click that icon and **Join with Computer Audio**.



Making Sure your Microphone and Speakers work

- The caret beside the microphone icon will expand to a menu where you can test your microphone and speakers for the Zoom call.
- Click **Test Speaker & Microphone** and follow the prompts to test your speakers and microphone
- To unmute your microphone and video (webcam) – click the icon with the red line through it to enable your microphone and/or webcam video.

*Your microphone is voice-activated, so please be aware that any noise around you will be transmitted to everyone in the Zoom meeting. It is highly recommended you keep your microphone muted at all times, unless asking a question or participating in class discussion.



Accessing Text Chat for the Zoom meeting

- In the Button Bar along the bottom of your Zoom meeting, click the **Chat** icon to open up a window for text chat for your Zoom meeting.

