

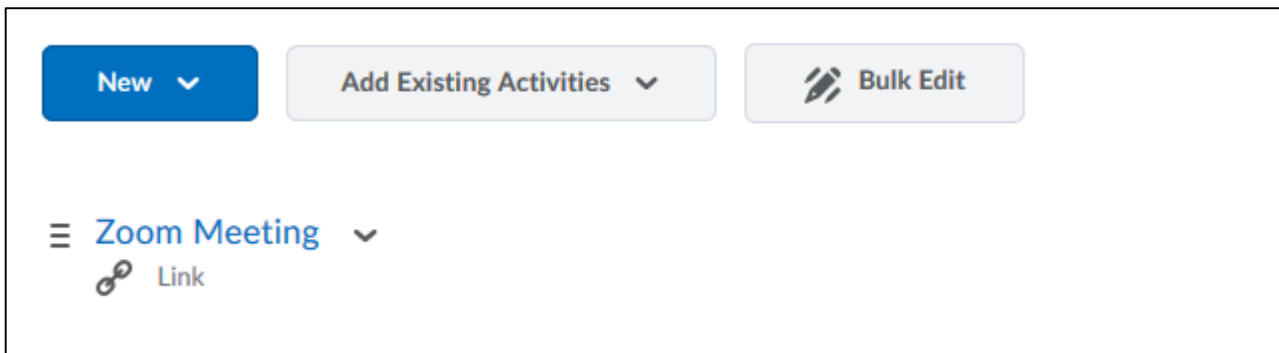
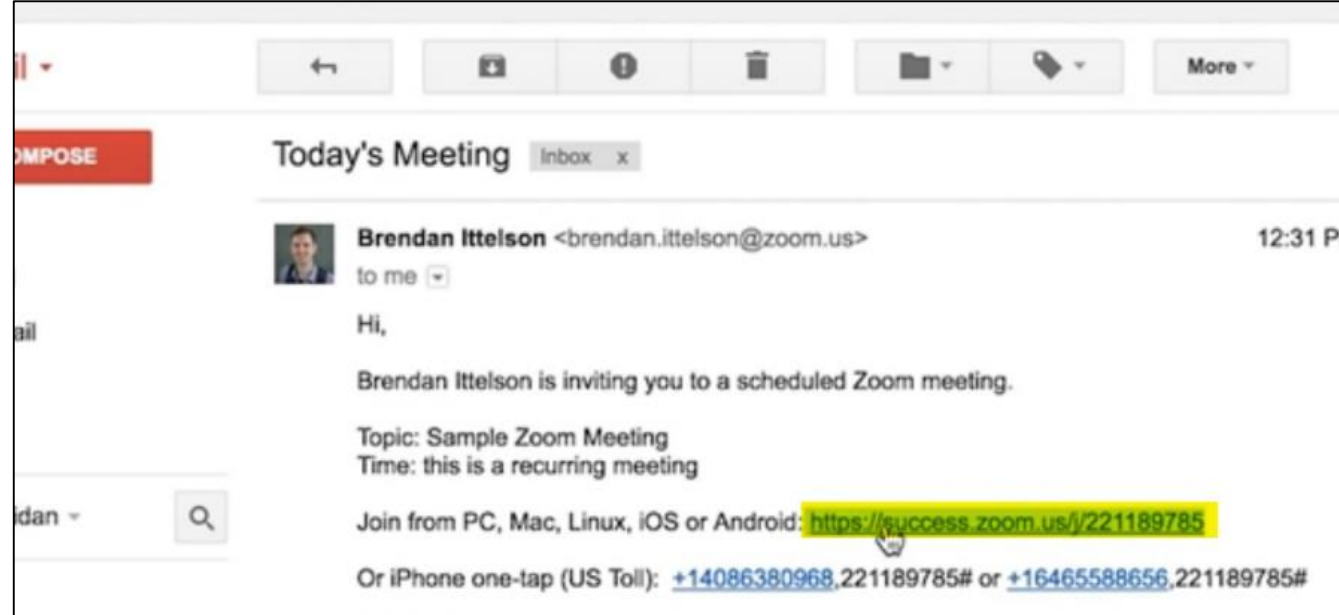


zoom

Accessing a Zoom Meeting

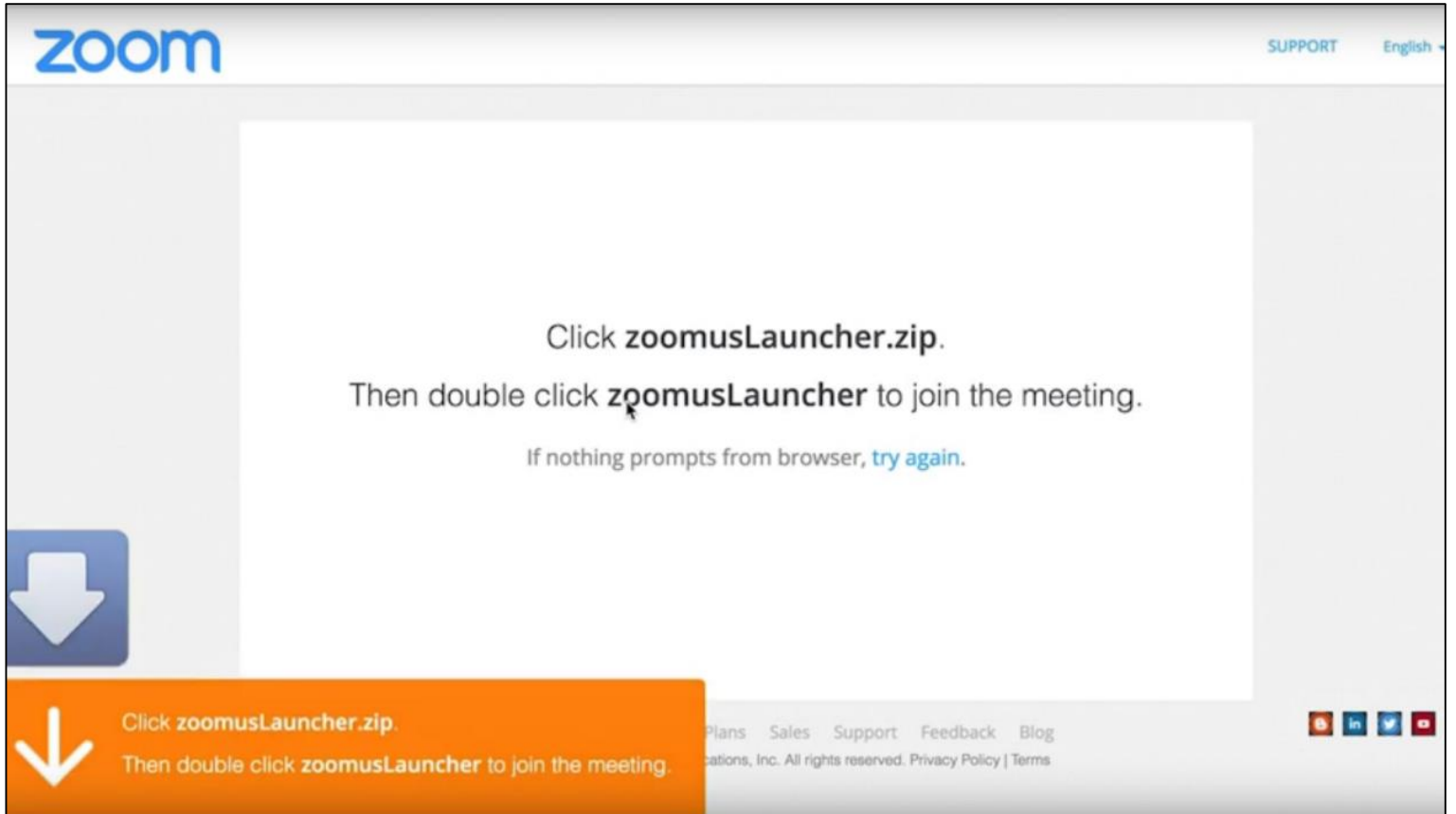
Three methods in accessing Zoom meeting:

1. Email sent by instructor
2. Inside your BeachBoard course
3. Enter Meeting ID directly into Zoom website (Zoom.us)



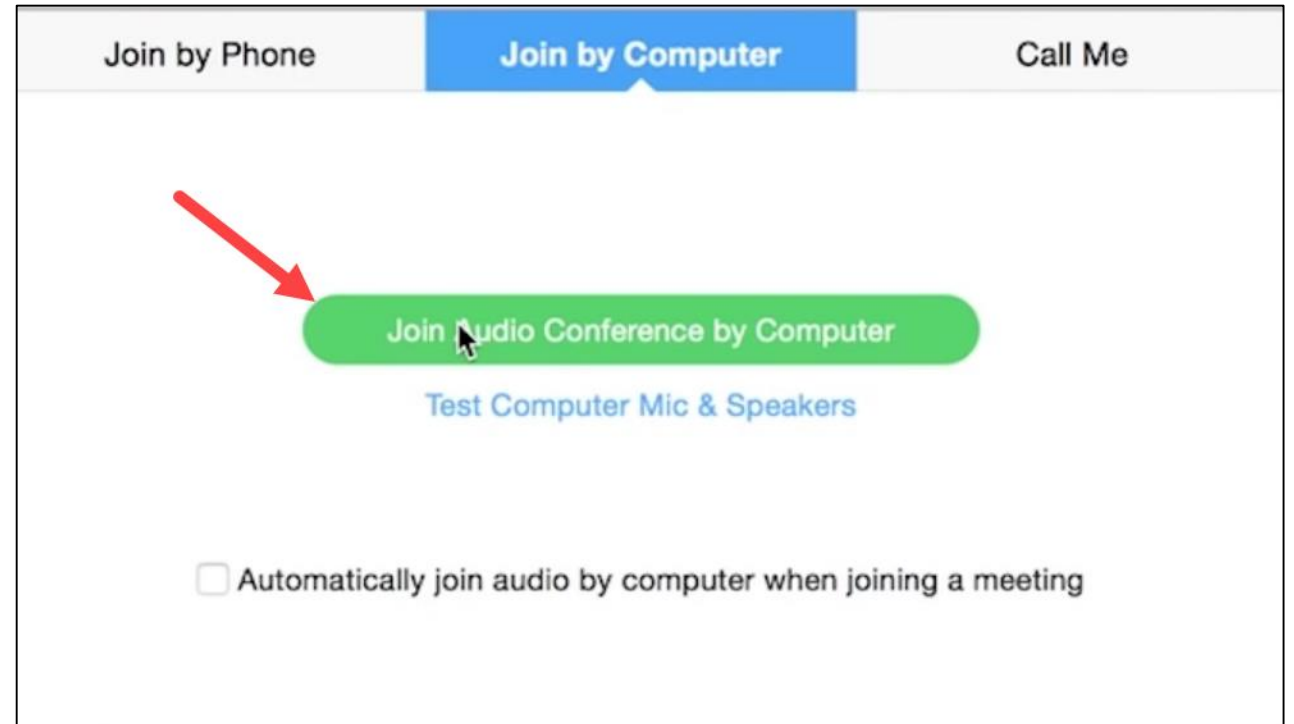
Download Zoom Launcher

- Click and download the ZoomusLauncher.zip file to install the launcher to your computer



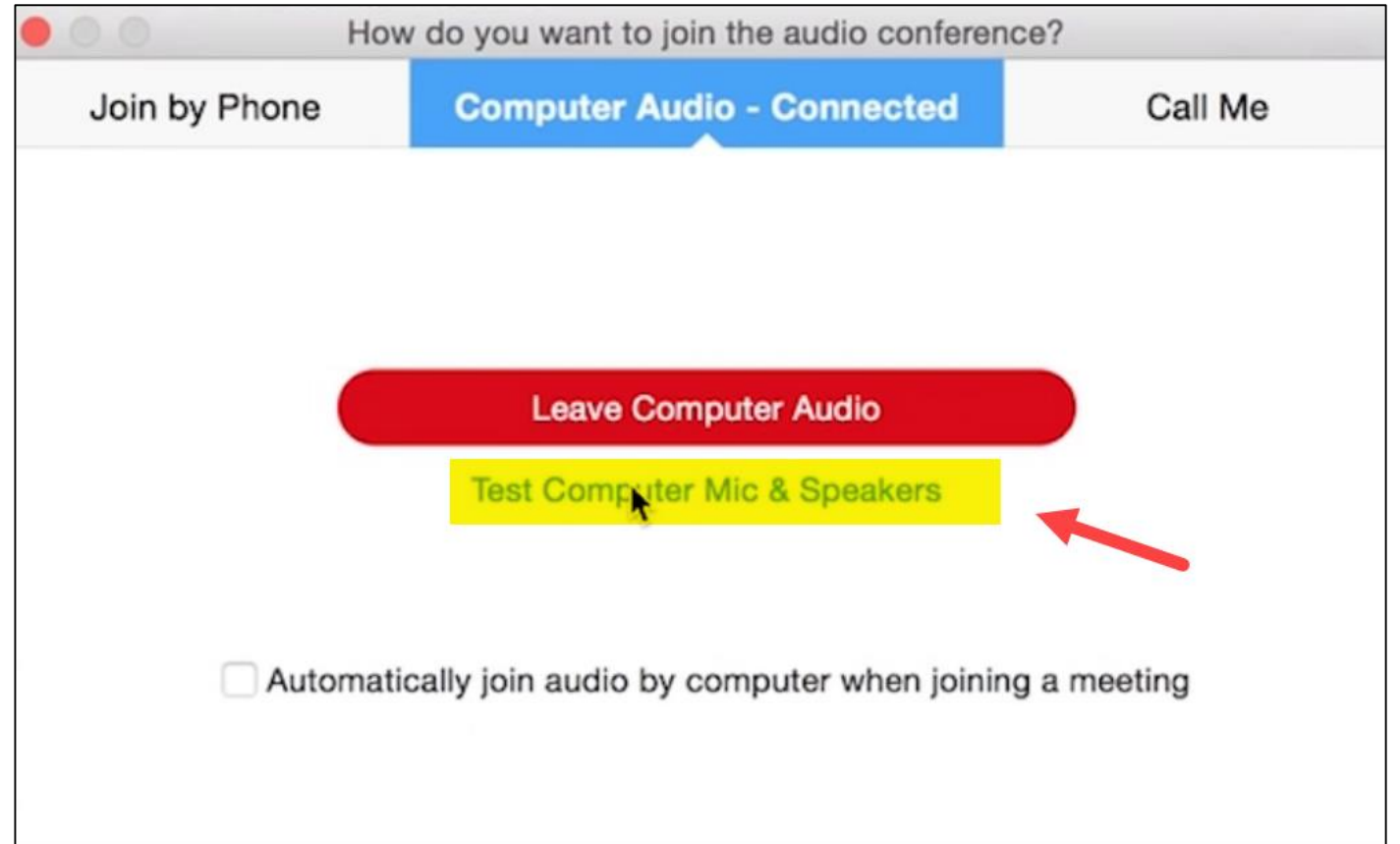
Join a Zoom Meeting

- Select the “Join Audio Conference by Computer” button to connect to your meeting



Testing your Audio/Video Settings

- Select the Test Computer Mic & Speakers link **before entering the Zoom meeting**



Zoom Interface

- 1 **Stage**
- 2 **Audio:** allows you to be heard
- 3 **Video:** allows you to be seen
- 4 **Participants:** Displays everyone attending the meeting
- 5 **Share screen:** allows you to share your screen and have participants follow along
- 6 **Chat:** allows you to ask questions, share ideas, resources etc.
- 7 **Record:** controlled by host (instructor) only
- 8 **Leave meeting:** exits the meeting
- 9 **Gallery View:** allows you to change your stage view

