Accessing and Using Zoom from a Computer Faculty Guide

*All screenshots were taken on a Mac. PC options are the same, but may look slightly different.

What do I need to access Zoom for my class?

- A strong internet connection that can be wired or wireless
- A PC or Mac computer
- An updated and compatible browser (Safari, Chrome, etc.)
- Headphones/earbuds with a built-in microphone
- Webcam access either via built-in camera or externally connected
- Netbadge information for logging into Collab
- Duo Authentication tools ready for authentication in Collab

How do I access Zoom from Collab?

To access Zoom using a PC or Mac, first use your preferred web browser (Safari, Chrome) to navigate to the Collab site for your course.

Once on the site, select “Online Meetings” from the left-hand menu of options. Selecting “Online Meetings” will show the upcoming sessions you have scheduled. Each session will display the Start Time, Topic, Meeting ID, and the Start and Delete buttons. To schedule a new meeting, click on the “Schedule a New Meeting” button.

When should I “Start” my class session?

If able, it is a good idea to start the session a minimum of 5 minutes before the actual session start time. This will provide the participants with an opportunity to connect and verify their microphone/camera settings before beginning.
What happens after I “Start” my class session?

The Zoom application will attempt to open when you click “Start.” You may need to “Allow” Zoom to open and run on your computer depending on your settings. Once the application begins to open, a new window will appear and Zoom will be ready for interaction. If you do not have the app installed, you may be prompted to install or use the current browser.

It is possible you will be prompted to sign into Zoom if this is the first time using the application on your device. In this instance, use your @virginia.edu email and current password. If prompted to add “company domain” use https://virginia.

Depending on the session settings used when creating the session, the participants may or may not see “waiting on host to begin meeting” if they log in prior to the start. You may receive an email that indicates you have participants waiting. There is no need to do anything further.
How do I prepare my microphone and camera?

Start with the audio. A red line through the microphone icon indicates your mic is muted. To unmute, simply click on the microphone icon. To test the audio, click on the upward facing arrow beside the microphone icon and select “Audio Settings.”

The Audio Settings will allow you to test your sound and microphone. To select a different speaker or microphone, click on the selection arrows and choose the correct output/input.
Next, select the video icon located to the right of the microphone. A red line through the camera indicates your camera is not active. To activate, simply click on the camera icon. To test the video, click on the upward facing carrot beside the camera icon and select “Video Settings.”

The Video Settings will allow you to test your camera to see what others will see when the meeting begins as well as make any necessary or preferred changes.

Notice how distracting and bothersome this glaring lamp is to have in the background! Do your best to prevent any bright lights appearing behind you in your video.

Once your audio and video are ready to go, you are prepared for the meeting! You can adjust your audio and/or video at any time during the session by following the same steps outlined above.
The session has begun. What tools are available in the Zoom application for me to use during class?

Along the bottom toolbar within Zoom are several additional tools to enhance the learning experience. Manage Participants will reveal a list of those in the session. As the Host, you can mute audio or video for any of the participants as needed. Polling is also an available option with a Zoom session. This is a real-time polling tool to receive feedback from participants. The Share option allows you to show your entire screen (Desktop) or one individual open application/program. First, click on “Share” to reveal the selection screen. Selecting “Desktop” will share the entire screen with the other participants. Selecting the one open presentation prevents others from seeing anything else running on your computer at the time of sharing.

The Chat allows participants to chat with either Everyone in the class or individuals within the session, including the Host. Click on “Chat” to open the chat box to the right of the application window. Be sure to identify to whom the message is being sent as to avoid messages being sent to the wrong individual(s). Prior to recording, remember to review the University class recording guidelines.
What if I am unable to access Collab? Can I still start the session?

Yes, you can still launch a session if Collab is not accessible. On your Mac or PC, use either the Zoom application or navigate to zoom.us in a browser. Once open, sign in to your account to reveal scheduled meetings.

What if I still have questions?

If you have further questions or need any other support, please contact Kevin Tressler at kt5n@virginia.edu or Chris Brice clb6zs@virginia.edu.