

Accessing and Using Zoom from a Computer Student 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 the professor has scheduled. Each session will display the Start Time, Topic, Meeting ID, and the Join button.

The screenshot shows the UVA Collab interface. The top navigation bar includes 'UVA COLLAB', 'Exit Student View', 'My Sites', and a user profile for 'Kevin'. The main content area is titled 'ONLINE MEETINGS' and features the Zoom logo. A left-hand menu has 'Online Meetings' highlighted with an orange circle. Below the Zoom logo, a table lists upcoming meetings. The first row is highlighted with an orange border.

Start Time	Topic	Meeting ID	
Today (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 12 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 19 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 26 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Sep 2 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Sep 9 (Recurring) 4:00 PM	Class August 20	498-164-079	Join

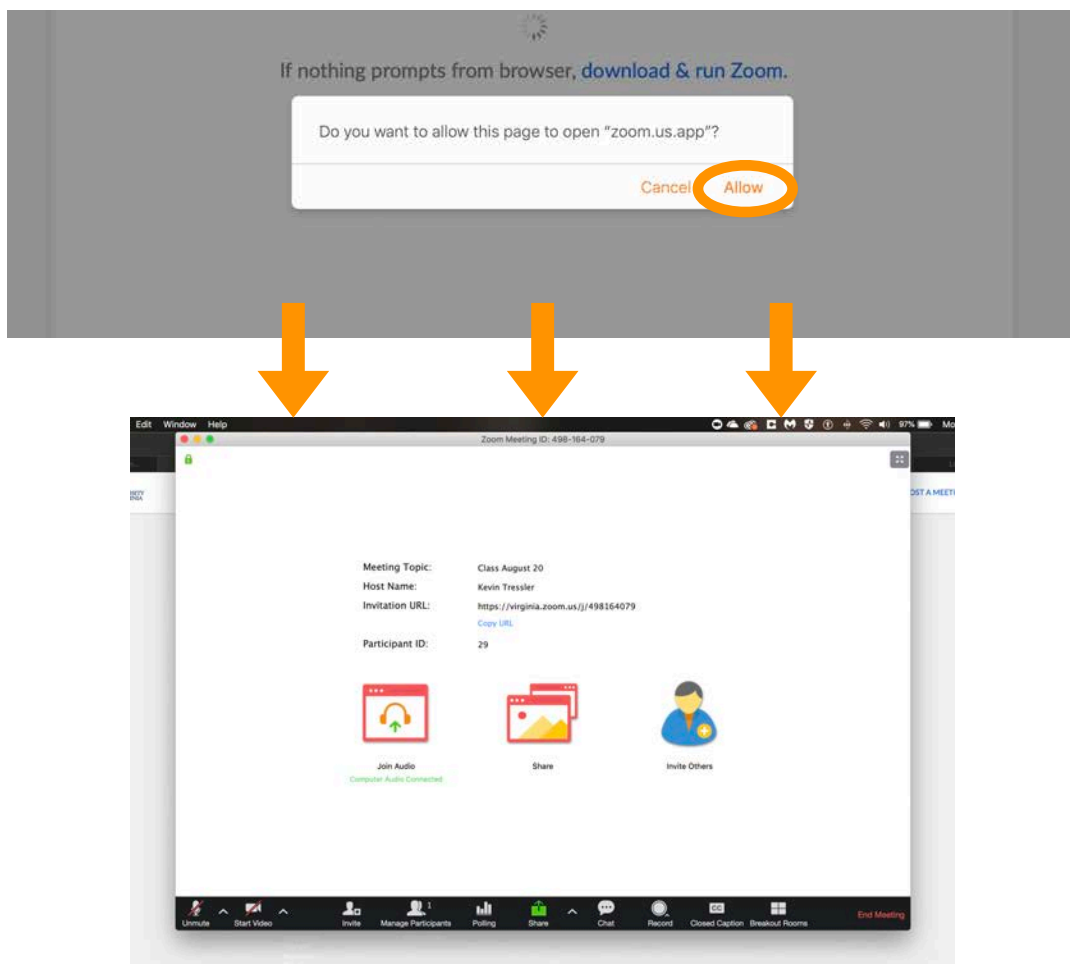
Clicking this will take you to some more great training resources for Zoom!

When do I click "Join" for my class session?

It is a good practice to join the meeting at least 10 minutes prior to the actual start time on the scheduled day in order to verify all audio and video components are working properly. In the instance something is not working properly, this also gives you time to contact your professor concerning your situation.

What happens after I click "Join" for my class session?

The Zoom application will attempt to open when you click "Join." 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**.

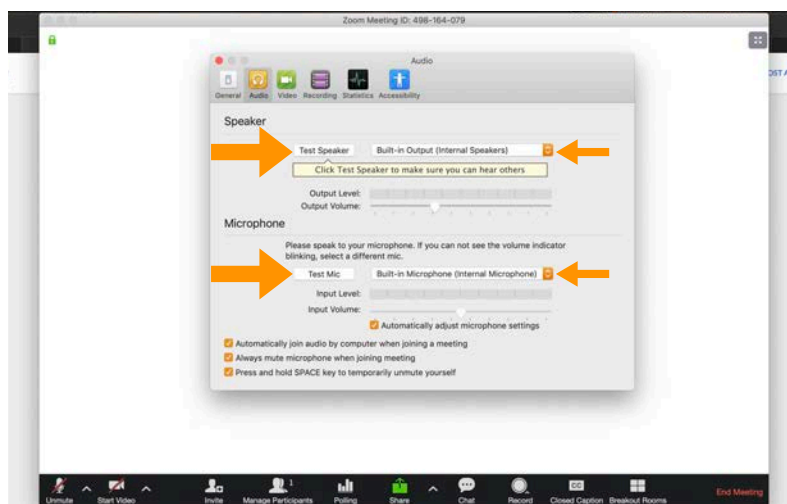
Depending on the session settings established by the professor, your session may or may not indicate "waiting on host to begin meeting." If so, simply stay connected until your professor begins to host the meeting. If not, take a few moments to test your audio and video connections.

How do I prepare my microphone and camera?

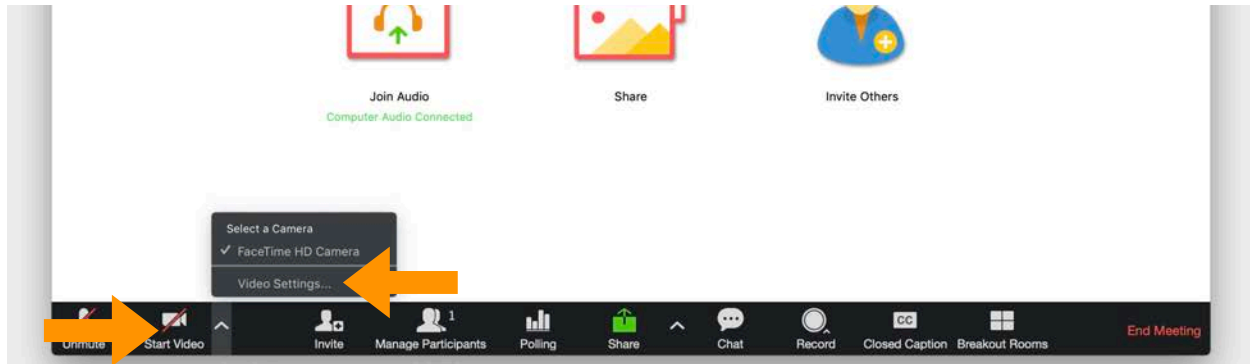
Start with the audio. A red line through the microphone icon indicates your mic is muted. To unmute, simply click on the microphone icon. To test the audio, click on the upward facing carrot beside the microphone icon and select "Audio Settings."



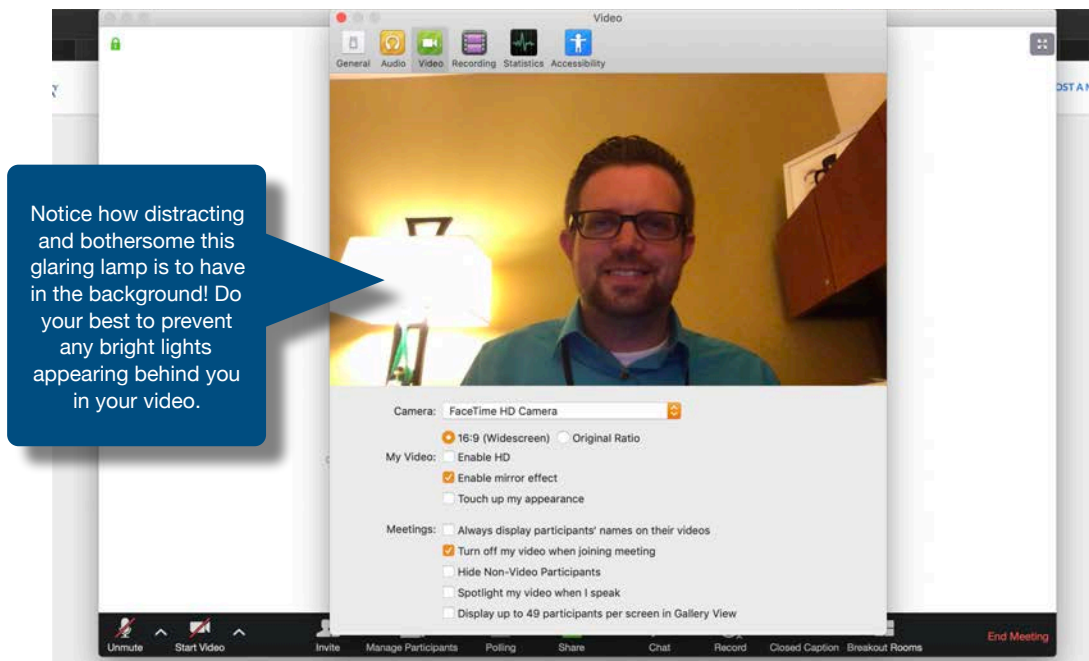
The Audio Settings will allow you to test your sound and microphone. To select a different speaker or microphone, click on the selection arrows and choose the correct output/input.



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 arrow beside the camera icon and select "Video Settings."



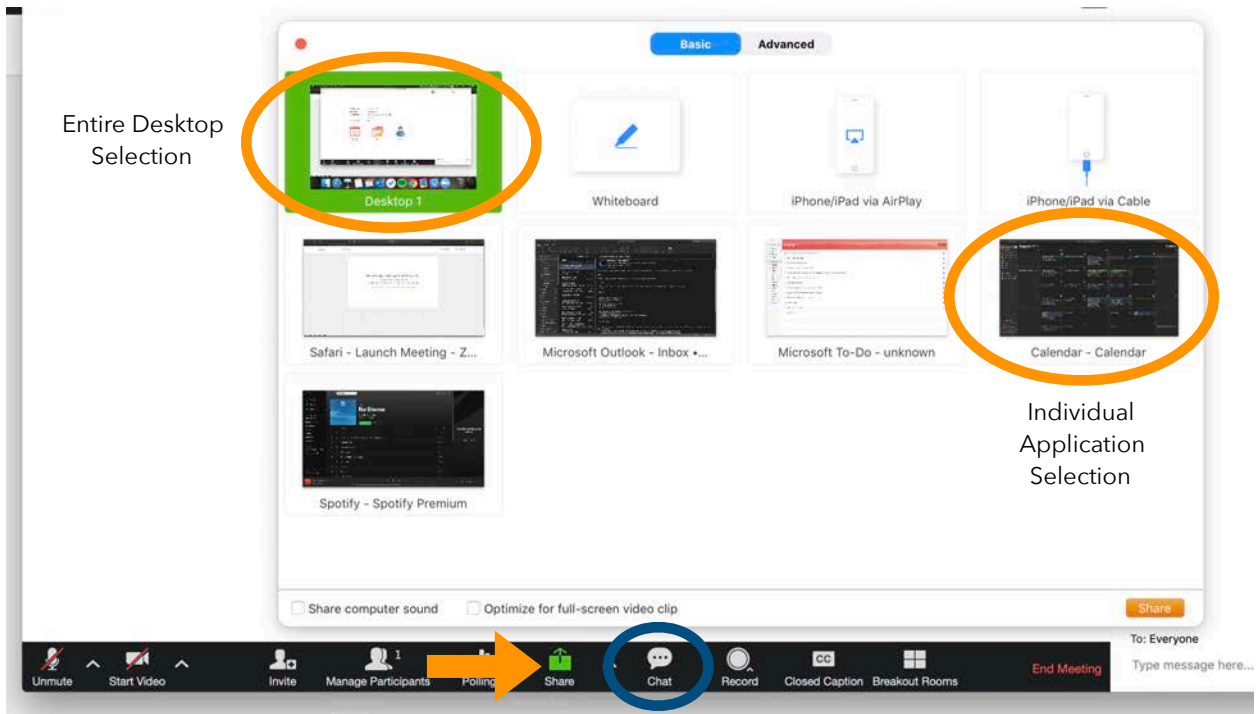
The Video Settings will allow you to test your camera to see what others will see when the meeting begins as well as make any necessary or preferred changes.



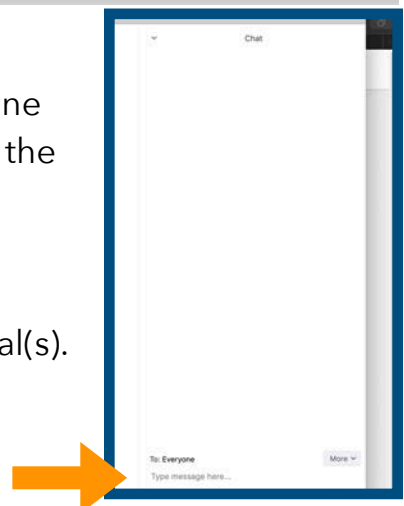
Once your audio and video are ready to go, you are prepared for the meeting! You can adjust your audio and/or video at any time during the session by following the same steps outlined above.

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 including Share and Chat. The Share option allows participants to show their 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. The other options include sharing any ONE open application running on your computer. If I wanted to share a PowerPoint presentation, I would want to open PowerPoint first and then click "Share" and choose that open application. 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 professor. 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 any unwanted messages being sent to the wrong individual(s).



What if I am unable to access Collab? Can I still join the session?

Yes! The Meeting ID number will allow you to join the Zoom meeting by entering the meeting ID within the Zoom application or in a browser by navigating to zoom.us.

The screenshot shows the 'UVA COLLAB' interface with a sidebar on the left containing 'Resources', 'Site Info', 'Online Meetings', and 'Help'. The main content area is titled 'ONLINE MEETINGS' and features a Zoom logo and a time zone indicator: 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. Below this, there are tabs for 'Upcoming Meetings' and 'Previous Meetings'. A table lists several recurring meetings, all titled 'Class August 20'. The 'Meeting ID' column in this table is circled in orange, and all entries show the ID '498-164-079'. Each row also includes a 'Join' button.

Start Time	Topic	Meeting ID	
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Mon, Sep 9 (Recurring) 4:00 PM	Class August 20	498-164-079	Join

This Meeting ID will also allow you to join via phone if needed. Joining by phone is usually only necessary when a strong internet connection is not available. Please talk with your professor concerning preferred methods of connecting to the session.

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.