

Student Guide to Zoom Meetings

Updated 3/20/2020

In USAonline, the **Zoom Meetings** tool allows you to attend web conference/meeting sessions set up by your professor in your course, as well as access recordings of meetings.

Joining Zoom meetings in USAonline

1. Your professor will notify you when they have scheduled a Zoom meeting through announcements or via email. Log into your Sakai site and click on the **Zoom Meetings** tool in the left navigation bar within your course. Two tabs should appear across the top: **Upcoming Meetings** and **Previous Meetings**.



Any upcoming scheduled meetings will appear under the **Upcoming Meetings** tab.

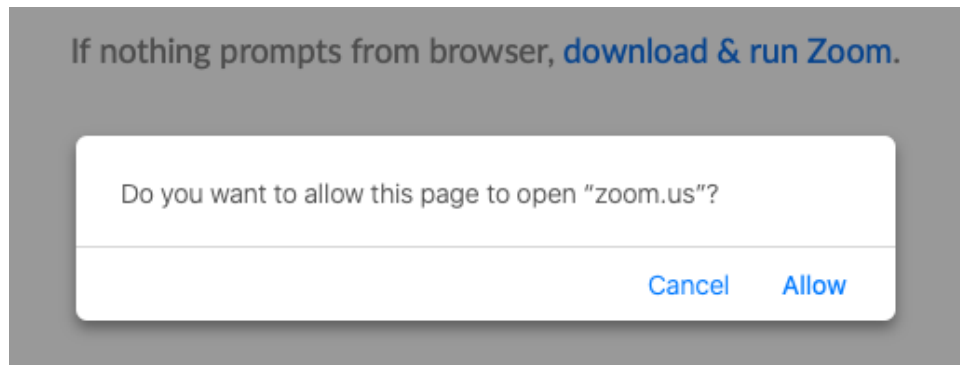
Upcoming Meetings Previous Meetings

Start Time ▾	Topic ▾
Today 12:00 PM	INSuRe-Ethics - 1st Online Lecture (03/20/2020)

2. To join a meeting click on the **Join** button to the right of the meeting you wish to join. This will open Zoom in a new window.

Meeting ID	Recording
455-965-429	<input type="button" value="Join"/>

3. You will see a pop-up window that asks you if you wish to run Zoom. Click **Allow**. This will open Zoom in a new browser window. If you have Zoom installed on your computer, the meeting will open in the application.



4. If your professor has enabled the Waiting Room feature, you will see a message asking you to wait for the host to join. This may happen if you log into the meeting a few minutes early and your professor has not joined the meeting yet. Once your professor starts the meeting, everyone will join the meeting at the same time. (Note: Hosts may enable this feature so that only the actual meeting gets recorded.)

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Waiting for the host to start this meeting

Start at 12:00 PM

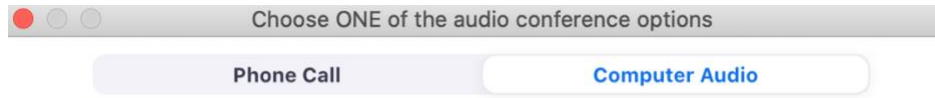
INSuRe-Ethics - 1st Online Lecture (03/20/2020)

If you are the host, [sign in](#) to start this meeting

Test Computer Audio

5. Before you join the meeting, you can test your computer audio to ensure your speakers and microphone are working properly by clicking **Test Speaker and Microphone**. It's a good idea to test your speaker and microphone if you plan to use headphones or another speaker/video source other than your standard computer audio. If you plan to use your standard computer audio, click **Join with Computer Audio**. If you plan to

always use your computer audio for Zoom, check the box at the bottom of the window to automatically join with computer audio.



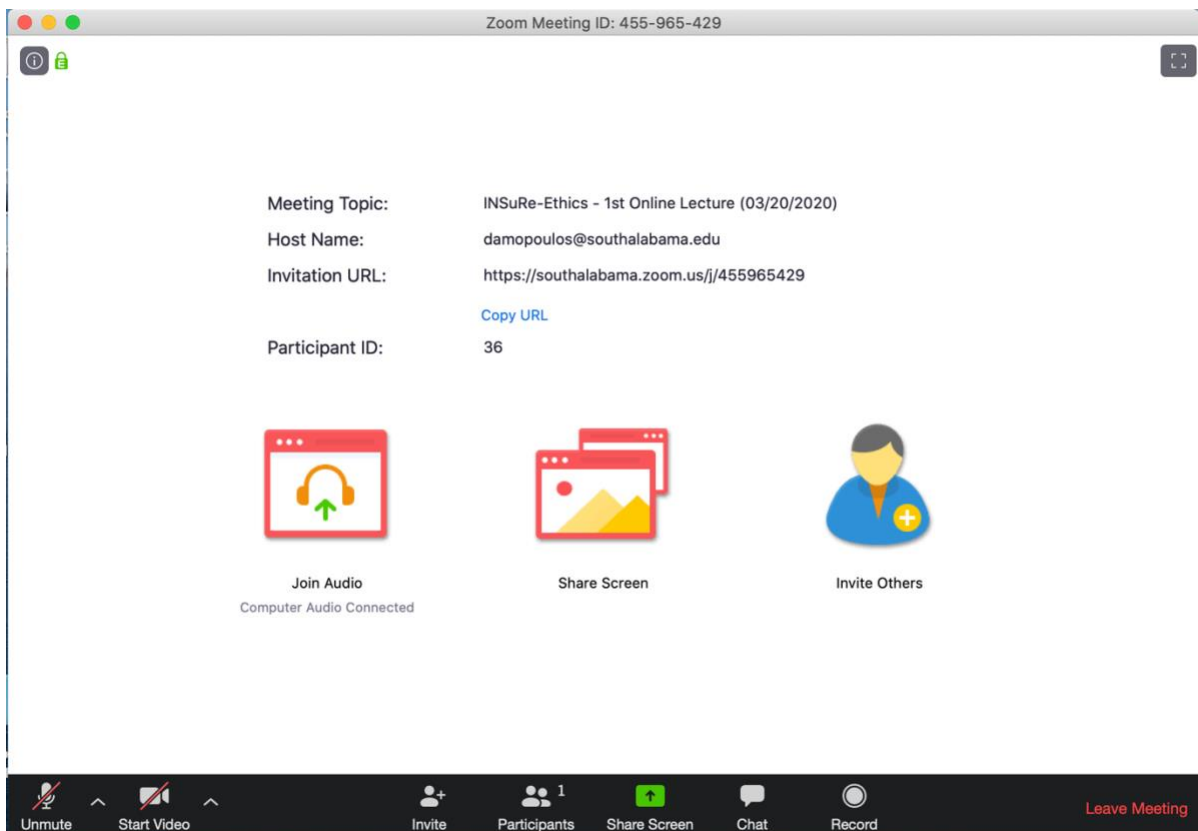
Participating in a Zoom meeting

Join With Computer Audio

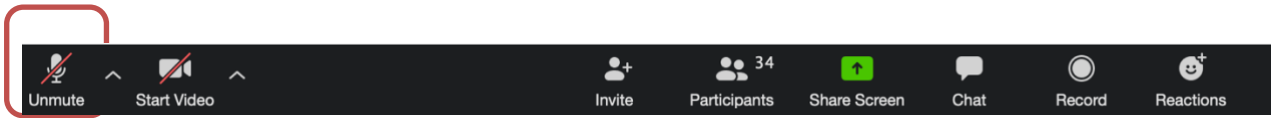
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

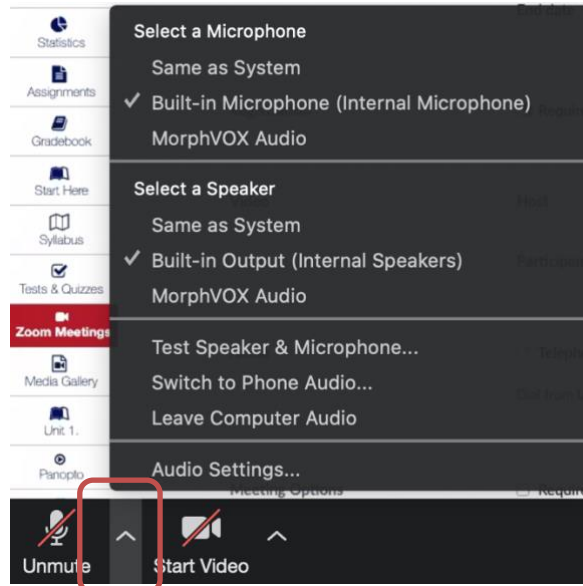
- When you join the meeting, you will see participant videos and the Zoom interface at the bottom of your screen.



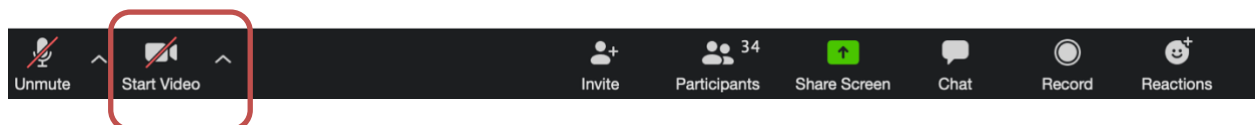
7. To unmute or mute yourself, click the **Microphone Icon** on the bottom left of your screen.



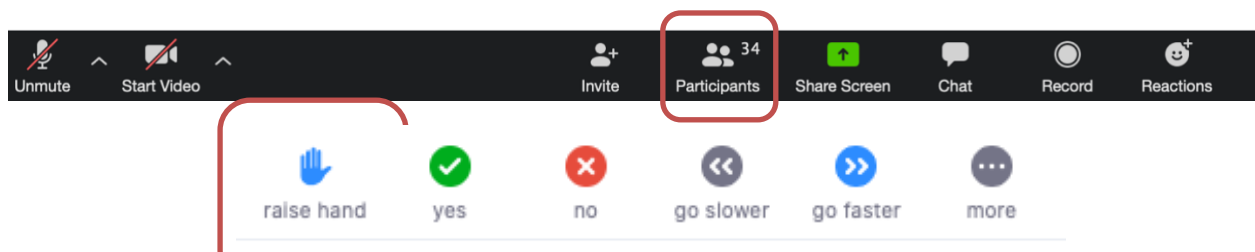
8. If you need to make changes to your microphone or video settings, you can click the **Up Arrow** to make changes.



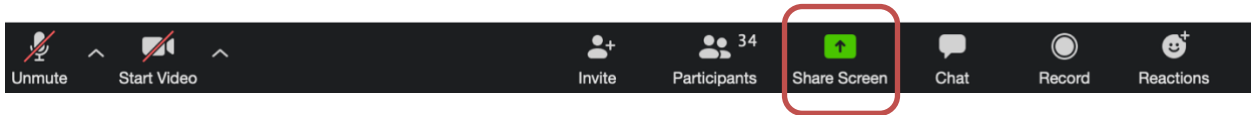
9. To start or stop your video, you should click the **Video Icon** located on the bottom left of your screen. You also have the option to change video settings by using the **Up Arrow** to the right of the video icon.



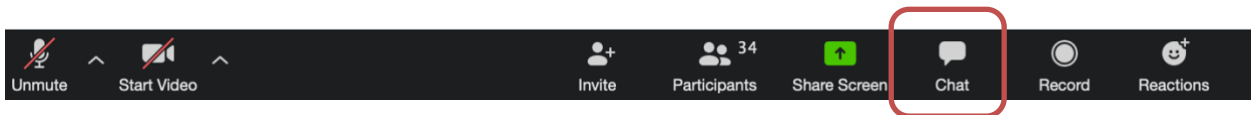
10. If you click on the **Participants Icon**, you will open a new window that shows you who is in attendance. You can use this to chat a participant directly (if this feature is enabled) or to use the feature. You can raise your hand by clicking on the **Raise Hand Icon**.



11. If you are asked to share your screen during the meeting, click on the green **Share Screen** button and this will enable everyone in the meeting to see your screen.



12. Finally, clicking on the **Chat Icon** will open the chat window where you can chat with participants in the meeting.



13. Your Zoom session will end when the host ends the meeting. If you need to leave the meeting early, click **Leave Meeting** at the far right of the screen. Keep in mind that you may want to notify your professor if you need to leave early as Zoom analytics keeps track of participants.



Zoom Resources

The Innovation In Learning Center (ILC) has resources to help you navigate Zoom at <https://www.southalabama.edu/departments/ilc/zoom.html>.

In addition, here are some Zoom guides directly from the platform.

- [Zoom Top Questions and Common Issues](#)
- [Short Zoom video tutorials](#)