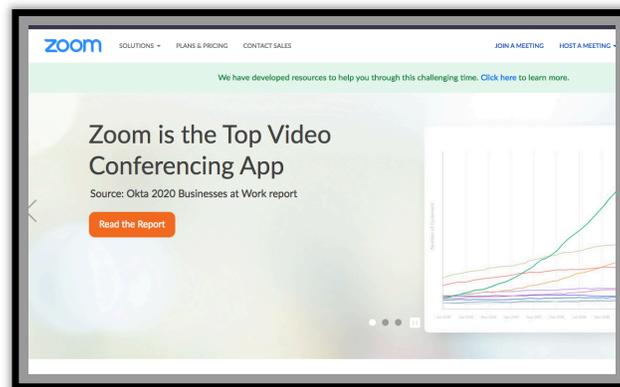


Connecting to an Online Meeting with Zoom

Version 1 – March 2020

Many online classes use Zoom for in-person sessions where the instructor is presenting the material at a particular time using a virtual meeting room. Zoom can also be used to speak with an instructor during their online Office hours so that you can talk with them one-on-one. Most of the time you will want to use a standard web browser like Chrome or Firefox when using Zoom.



Zoom is web conferencing software that makes it easy for a person to join an online meeting that is currently taking place at a virtual/online location. When your instructor or group leader asks you to use Zoom to connect to them for a class or a meeting, they will give you the Zoom Meeting ID for that meeting. A full Zoom Meeting invitation that includes the Meeting ID normally looks something like this:

Joseph Struss is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Mar 19, 2020 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://iavalley.zoom.us/j/436692039>

Meeting ID: 436 692 039

Dial by your location

+1 312 626 6799 US (Chicago)

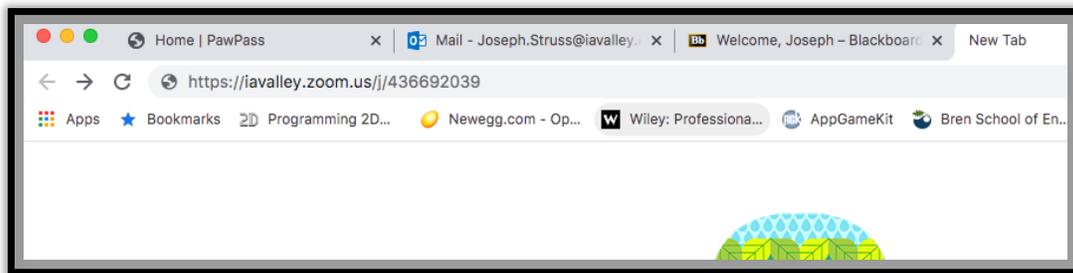
Meeting ID: 436 692 039

Find your local number: <https://iavalley.zoom.us/u/aeywNdBIQc>

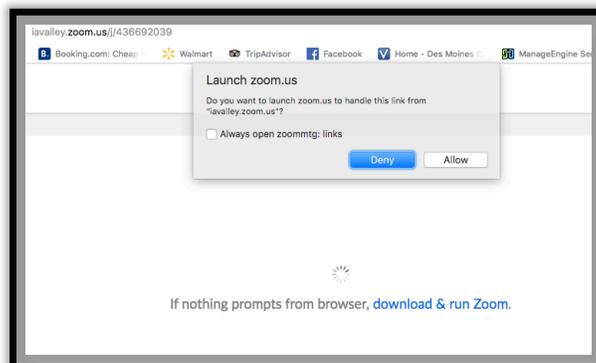
But many people use the short form of the Zoom meeting invitation that may look as short as this:

<https://iavalley.zoom.us/j/436692039>

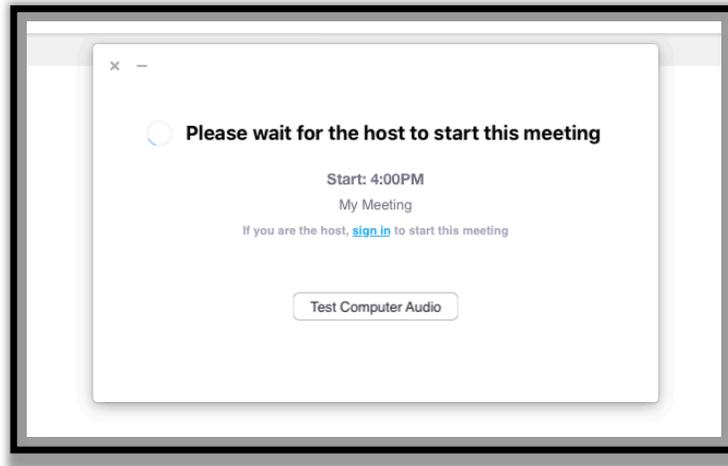
Some times you can just click on the link and Zoom starts up but more often you have to highlight the link, copy it with (ctrl/c) and then paste it with (ctrl/v) into a browser's top window or URL area (use cmd rather than ctrl on a Mac):



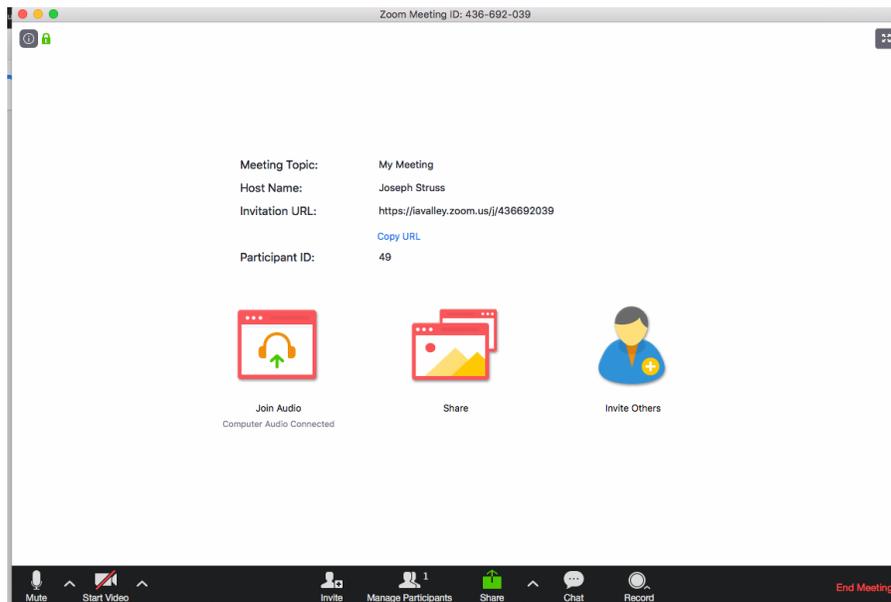
The first time that you use Zoom to connect to a meeting or class, you will initially need to download some software or download the Zoom app onto your mobile device. Zoom will prompt you to download the appropriate software or to proceed to the App store. Follow the Zoom instructions to download and install the Zoom client application. This process usually just involves running (clicking on) an executable file.



So if necessary, click on the installer and run the executable file. If the meeting has not quite started yet when you enter- you may be put into the Zoom Meeting waiting room until the meeting actually begins.



While you are waiting, you can test out your system's audio or video by clicking on the Test Computer Audio button. The meeting will eventually begin and you should see something like this:

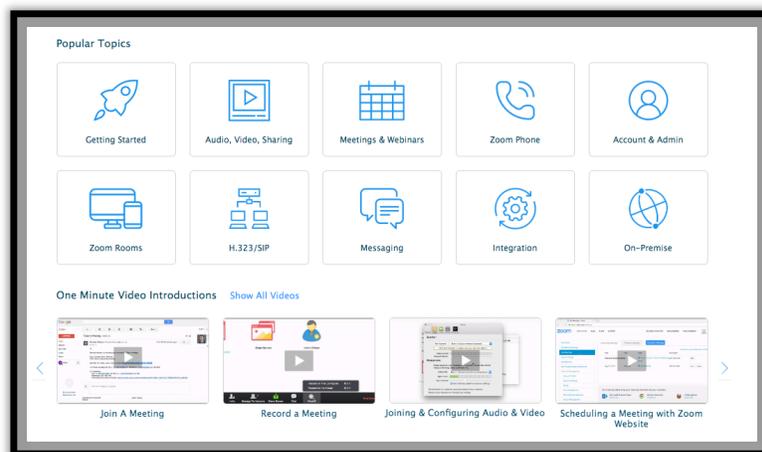


The lower left corner shows whether your video camera is on/off and whether your microphone is on/off. Just click to change one to the

other. It is common meeting etiquette to leave your video off unless speaking and to have your mike off if you are in a noisy environment. So you would just click the mike on and possibly the video on when you wanted to talk.

So that is all there is to connecting with Zoom. You can click the chat button to show the chat side bar so that you can text with people during the meeting. When you are done with the meeting, click on Exit Meeting or just click away the Window. If you lose your Internet access during a meeting, you can normally rejoin a meeting by clicking on or cutting and pasting the meeting link back into your browser window.

For more information on Zoom, check out a great set of Zoom video tutorials at: <https://support.zoom.us/hc/en-us>



You can also search for Zoom tutorials on YouTube. There are lots of tutorials out there to choose from and most of them are pretty decent.

Enjoy Zoom. Just remember to dress appropriately when you turn on your camera as everyone in the meeting will be able to see you and talk appropriately for a meeting or classroom environment when using the mike. You may be at home when you are using Zoom but you still want to be socially acceptable even though you are in virtual surroundings.

Author: Joe Struss (Distance Learning Coordinator for Iowa Valley)
E-Mail: Joseph.Struss@iavalley.edu