

Zoom

The Zoom video conferencing system is used to support online classes. Your professor may also use the system for other purposes, such as hosting a guest speaker or holding online office hours.

How to Access a Zoom Meeting or Class Session

Getting to Zoom for the First Time

Click on the link provided to you by your professor to join the Zoom meeting. Once you click on the link, Zoom will ask you if you would like to download the Zoom application or to use your web browser. You should click “download and Run Zoom” to download the application:



After Zoom downloads, follow the directions on your computer to install the application.

NOTE: You will only need to install the Zoom application once.

Once the app is installed, you will be asked to if you want to join the meeting with video. Choose “Join with Video.”

Next, you’ll the be asked if you want to join with audio. Click on the big blue button that says “Join with Computer Audio.”

Tip: If you don’t want to be prompted for this the next time you join, check “Automatically join audio by computer when joining a meeting.”

Getting to Zoom the Second Time

The next time you follow a link to Zoom, you may be prompted to “Open zoom.us app.” Click on “Open zoom.us app.”

You'll have to follow the steps again to join your video and audio, and then you'll be taken to the meeting.

How to share your screen

In your classes, your professor may ask you to share work you are doing on your computer screen. To do so, you will use the "Share screen" function in Zoom.

To do so, simply put your cursor at the bottom of the screen and click Share Screen:

Zoom will open up a pop-up window where you can select what you wish to share. Click on Desktop and click on "Share screen" button on the lower right:

To stop sharing your screen after you finish your presentation click on "Stop Share" button on top of your computer screen.