Accessing Your Zoom Class

Classroom Invitation

1) Your instructor will send you an e-mail prior to the class start with the log in information.
    Example:

    Gailanna Beauvais is inviting you to a scheduled Zoom meeting.

    Topic: Watercolor Class #9
    Time: Mar 23, 2020 06:00 PM Eastern Time (US and Canada)
        Every week on Mon, until Apr 6, 2020, 3 occurrence(s)
        Mar 23, 2020 06:00 PM
        Mar 30, 2020 06:00 PM
        Apr 6, 2020 06:00 PM

    Join Zoom Meeting
    https://zoom.us/j/727260606?pwd=UlQzMm4vTitJaEdvSzFXSHZzc00zdz09

    > Hyperlink to access class during scheduled class time

    Meeting ID: 727 260 606
    Password: 759583

    > Password to enter classroom

2) Save the meeting information

    Preferred method: Add a reminder to your calendar using the meeting link.
    Example:

    Please download and import the following iCalendar (.ics) files to your calendar system.
    Weekly: https://zoom.us/meeting/upYqde-oqDssVIlGx-6yVLBbyxDVve3pwQ/ics?icsToken=98tyKu6qgTksGtKVtlzHa7ctE8Hib9_ykUdnpoRF0Un8NQxxYBruEtRUN-FvB-mB
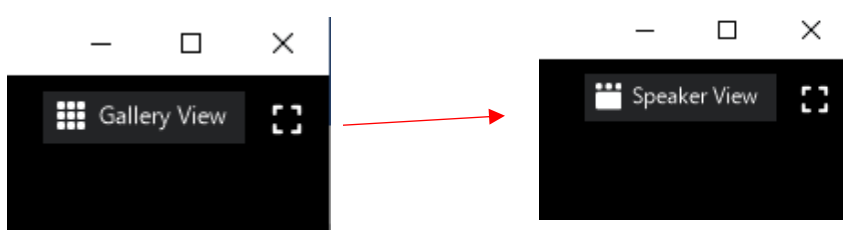
    > Link to add meeting to your calendar

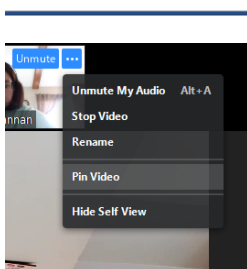   **Other method:** Save the email with link information for later reference.

Accessing Your Classroom

For a 1 ½ minute video tutorial in how to join a meeting and configure audio and video, click here.

1) **Log in 10 – 15 minutes early** to make sure everything is working properly.

2) To log in, click on meeting hyperlink either through your saved calendar reminder or email sent from your instructor

3) When prompted, enter password

4) When dialog box pops up and asks you to join audio and video, click **yes**.

5) To view your instructor in full screen, change your view from Gallery View to Speaker View by clicking on the view option box in the upper right corner of your screen:
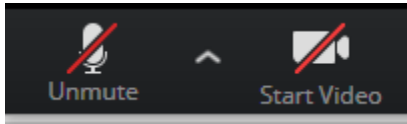

6) Pin your instructor's video so they remain the focus of your screen by clicking on the three dots on the upper, right corner of your teacher's screen, then select "pin video"

7) Enable or disable sound and video by clicking on the microphone and video icons in lower left corner. Red line indicates option is disabled.

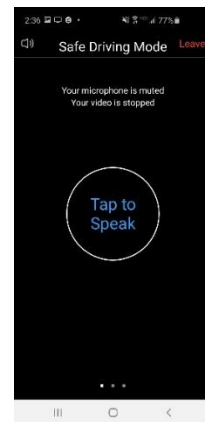*Please be in a quiet place without a lot of background noise.*

Please have all items you need for the class ready

Troubleshooting Technical Issues

- To join a test meeting to test your computer's internet connectivity, visit https://zoom.us/test

- If using a mobile device and you have slow WIFi, turn it off and turn on cellular.

- **Important:** close all of your other windows, tabs, and programs and only open the Zoom Meeting.

- If the meeting cuts out on you, log off and on again

- If you cannot hear the instructor, make sure audio is on and volume on computer or device is turned up.

- For help and pointers go to support.zoom.us.

Tips for Accessing Class through Cell Phone or Tablet:

- Download the **free** Zoom app through your iPhone or Android app store

- Center and default screen is speaker view, which should be enabled during class for best view of instruction.

- Swipe left for gallery view

- Swipe right to mute and unmute your microphone

Need More Training?

Zoom's YouTube channel is a fantastic resource of step-by-step videos on joining meetings and managing your Zoom account. You may also sign up for a Live Video Training (Zoom has trainings specific to Education). If you cannot attend a live training, you can watch a recorded training here.