Getting Started Using Zoom (Students)

Step 1: Visit the Saint Leo Zoom information page at <u>https://saintleo.zoom.us</u>

Step 2: Click "*Sign in*" to be taken to the Saint Leo Okta portal.

Step 3: Once you sign in to OKTA, click on the Zoom icon under the "*Resources*" tab. Then follow these steps to <u>activate your Saint Leo Zoom Pro account</u> and get started.

Step 4: Click the following link to join a test meeting in Zoom. <u>https://zoom.us/test</u> If you have not installed the Zoom application, you will be prompted to do so. You can use Zoom on your computer or other mobile devices. *(Before moving on to Step 5, make sure you are logged in to the Zoom Application by <u>checking these instructions</u>)*

Step 5: Now configure your audio and video. You can follow these <u>instructions here</u>. You can also try out the <u>Zoom room display options</u>.

Step 6: Log in to Okta and then COURSES. Go to the "Activities" tab and scroll down to "Zoom". If you received this message, select Click Here.

Redirect to Zoom...

Step 7: Click on the meeting link located on the screen. If everything has been installed correctly, you should be ready to go.

If your instructor sent you a Zoom link directly, you can skip steps 6 and 7. Just click on the link and it will take you directly into the meeting. For more information, view here: <u>https://support.zoom.us/hc/en-us</u>

Below are instructions for:

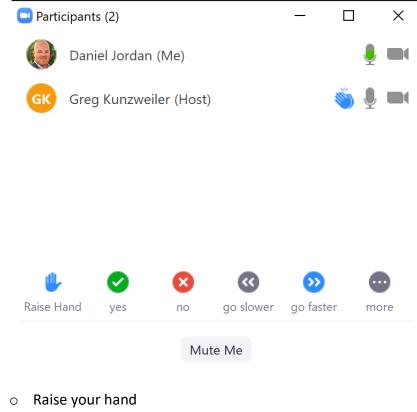
- 1. Participant Controls in Zoom
- 2. Chat in Zoom
- 3. Accessing Zoom in Courses (D2L)

Participant Controls



Your in-meeting control panel has all of the options you need to successfully communicate.

- Mute: Mute/unmute your microphone
- Stop/Start Video
- Invite: Invite other classmates to join your meeting
- Participants: Give/view non-verbal feedback with the meeting host



- Yes/no feedback
- o Ask the presenter to speed up or slow down
- o "more" thumbs up/down, applause, need a break

Chat

Zoom Group C		—			×			
From Me to <mark>Eve</mark> Anytime	ryone:							
From Lisa Rapp-Mccall to Everyone: Thanks very much. I have to jump off.								
From Darth Vader to Everyone: Will a standard USB/power cord be OK for sharing images between the ipad and computer/zoom room? From Greg Kunzweiler to Everyone: https://faculty.saintleo.edu/technology/zoom								
To: Everyone V Type message			C	File				

- o Add questions/comments during the meeting
- $\circ~$ Click on shared links
- \circ $\,$ Upload files that your instructor may share
- o Chat with everyone or directly to individual participants
 - Chat discussions are saved automatically

Zoom in D2L

Access Zoom from your course by clicking "*Activities*" and then "*Zoom*". Then click on the "**Topic**" title in blue to open the Zoom meeting.

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	Assignments									
	Quizzes									
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	Self Assessments	(Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). 🖉 All My Zoom Meetings/Recordings							
	Groups		Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings				
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Da Y	Whiteboard	21	Tomorrow 4:00 PM	Choosing Wellness - Question and Answer Time						
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