Getting Started Using Zoom (Students)

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

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 activate your Saint Leo Zoom Pro account and get started.

Step 4: Click the following link to join a test meeting in Zoom. https://zoom.us/test   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 checking these instructions)*

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

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

Redirect to Zoom...

If you can not launch LTI Pro. Please click here.
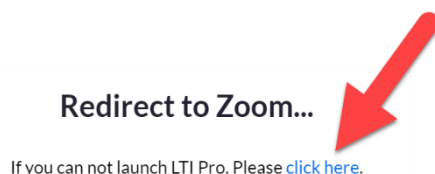
Step 7: Click on the meeting link located on the screen.   If everything has been installed correctly, you should be ready to go.

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: https://support.zoom.us/hc/en-us

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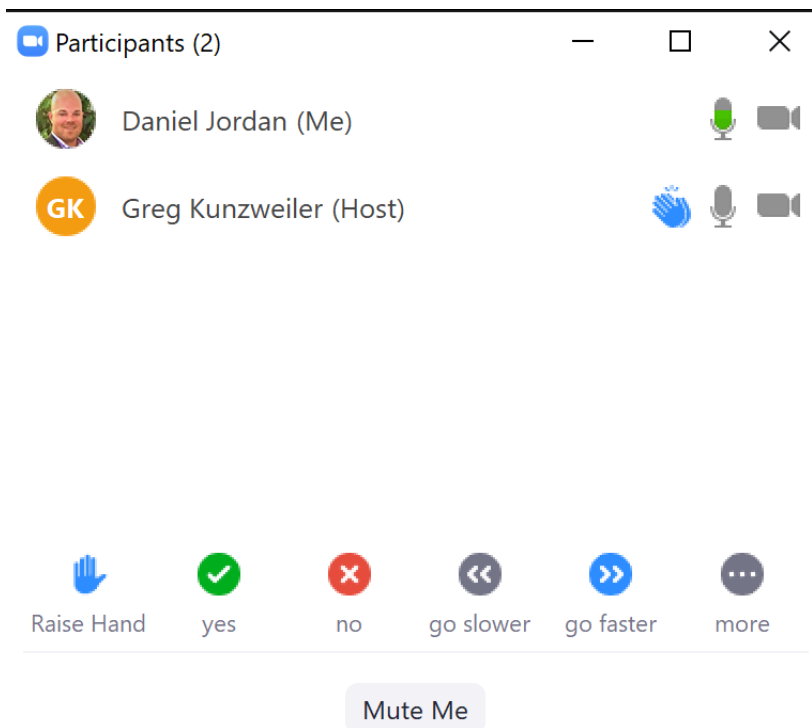
- o Raise your hand
- o Yes/no feedback
- o Ask the presenter to speed up or slow down
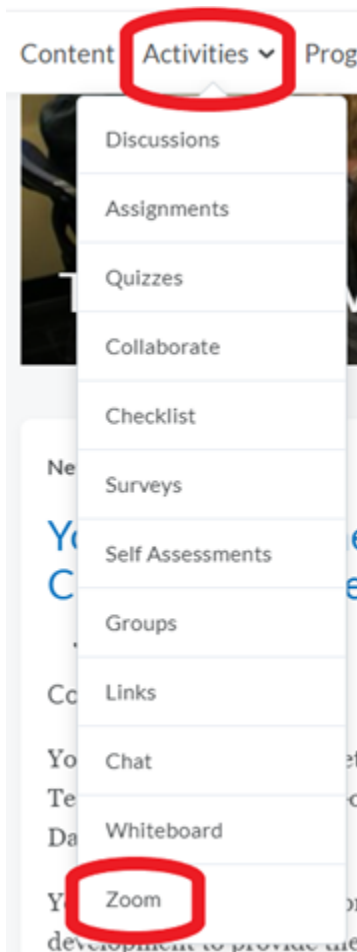- o "more" - thumbs up/down, applause, need a break

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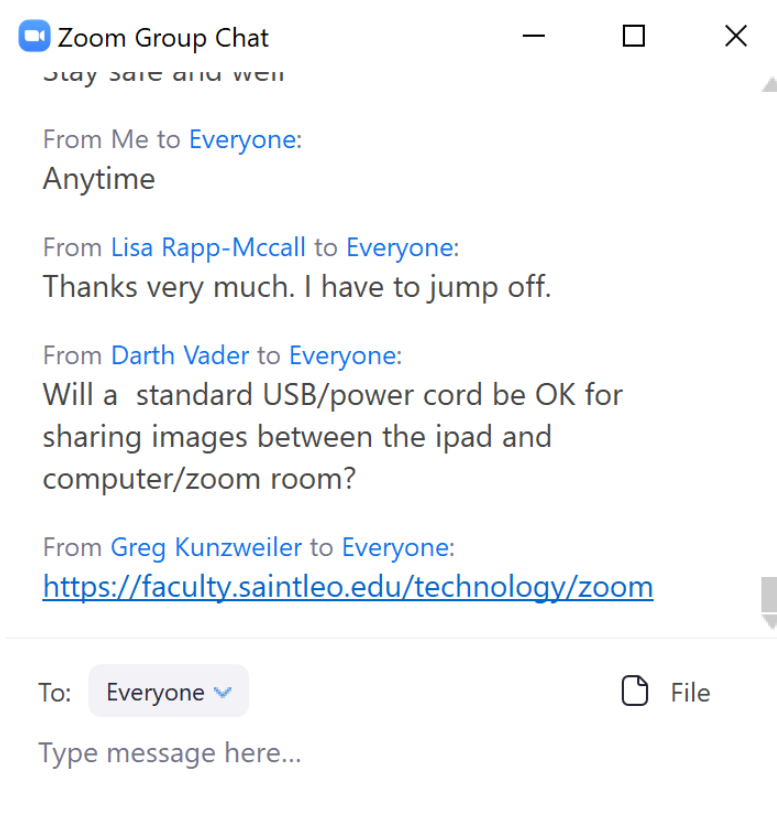
- o Add questions/comments during the meeting
- o Click on shared links
- o Upload files that your instructor may share
- o Chat with everyone or directly to individual participants
    - ▪ Chat discussions are saved automatically

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.