

Student Guide to Zoom Meetings

Updated 3/20/2020

In USAonline the Zoom Meeting tool allows you to attend web conference/meeting sessions set up by your professor in your course as well as access recordings of meetings.

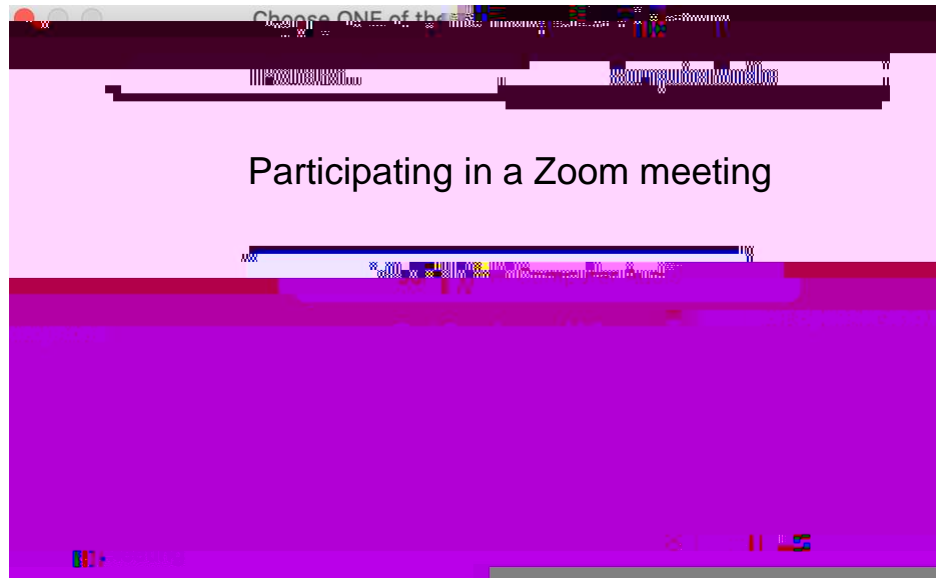
Joining Zoom meetings in USAonline

1. Your professor will notify you when they have scheduled a Zoom meeting through announcements or via email. Log into your Sakai site and click on Zoom Meetings tool in the left navigation bar within your course. Tools should appear across the top: Upcoming Meetings and Previous Meetings



Any upcoming scheduled

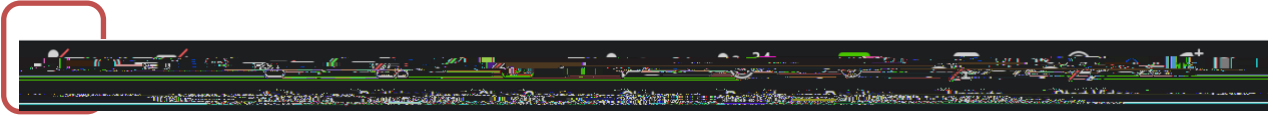
always use your computer audio for Zoom, check the box at the bottom of the window to automatically join with computer audio.



6. When you join the meeting, you will see participant videos and the Zoom interface at the bottom of your screen.



7. To unmute or mute yourself, click the Microphone Icon on the bottom left of your screen.



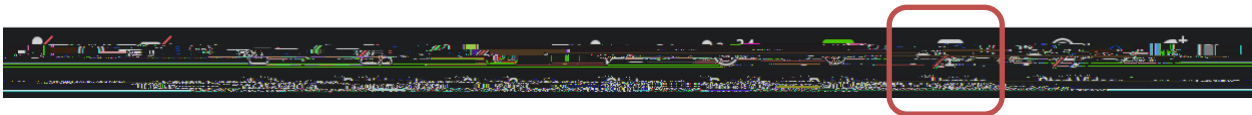
8. If you need to make changes to your microphone or video settings, you can click the Arrow to make changes.



11. If you are asked to share your screen during the meeting, click on the ~~Share~~ Share Screen button and this will enable everyone in the meeting to see your screen.



12. Finally, clicking on the ~~Chat~~ Chat Icon will open the chat window where you can chat with participants in the meeting.



13. Your Zoom session will end when the host ends the meeting. If you need to leave the meeting early, click ~~Leave Meeting~~ Leave Meeting at the far right of the screen. Keep in mind ~~that~~ you may want to notify your professor if you need to leave early as Zoom analytics keeps track of participants.



Zoom Resources

The Innovation In Learning Center (ILC) has resources to help you navigate Zoom at <https://www.southalabama.edu/departments/ilc/zoom.html>

In addition, here are some Zoom guides ~~editly~~ from the platform.

[Zoom Top Questions and Common Issues](#)

[Short Zoom video tutorials](#)