

Instructions for Accessing Zoom

Prior to your scheduled New Student Orientation, you may find the need to meet with a member of the Student Support Team to make sure that you can access the **New Student Orientation 2020-2021** course on Blackboard and check that your audio, microphone, and camera are working on your device. We can assist you via email, phone, or even Zoom—a free video conference tool. If you are not familiar with Zoom, please see the following instructions for download the application and making sure your computer is fully operational so that you will be ready for orientation.

Note that the orientation will **not** be on Zoom: Orientation will be on **Blackboard**, but we can use Zoom to meet with you if you don't have your Maria email or other credentials yet.

Section 1: Download and Installation

If you are not already a Zoom user, you will need to download and install the **Zoom Client**. Please follow the steps below to install Zoom on your MAC or PC. If you have already installed Zoom on your computer, **skip to Section 2** to ensure you are using the most up-to-date version.

1. To download Zoom to your PC or MAC, [CLICK HERE](#) and then select “Download” if the file does not download automatically. Select “Save File” when prompted.
2. Once the download is complete, access the downloaded file from its saved location to begin the installation process. Follow all steps provided. When the installation is finished, you are ready to sign into your first meeting.
3. Please proceed to Section 3 for guidance on **signing in for the first time**.

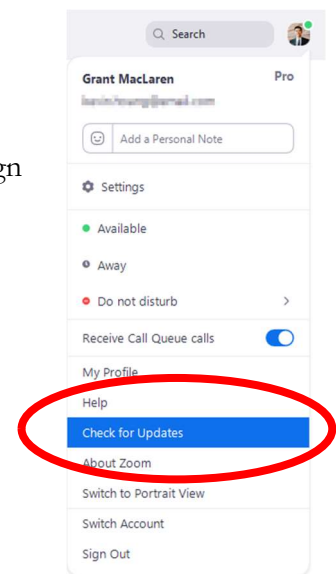
**If you run into any difficulties, [CLICK HERE](#) to access a quick video to install Zoom on a PC. Alternatively, if you are using a MAC, please use [THIS LINK](#) to access more detailed installation instructions as well as guidance to address some common security issues.

Section 2: Upgrading Zoom

If you already have the Zoom desktop client installed, check to see if updates are available:

1. Sign into the Zoom desktop client. ([CLICK HERE](#) if you need to sign up for a **free** account.)
2. Click your profile picture then click “Check for Updates.” (See the screenshot to the right.)

If a newer version is available, Zoom will download and install it.



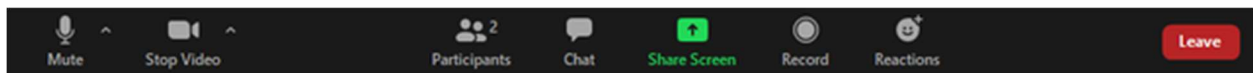
Section 3: Sign-In

1. To access the Zoom meeting simply click the link that was provided to you in your email.
2. Enter your name in the pop-up window that appears and then click “Join Meeting.”
3. On the next screen select “Join with Video.”
4. When prompted select, “Join with Computer Audio.”
5. You are now ready to participate in the meeting.

Section 4: Meeting Controls

Zoom provides attendees with the following tool bars to facilitate effective collaboration with other attendees. See below for descriptions of how each function.

PC/Mac/Linux:



Android/iOS:



Audio/Visual Controls: Use these features to control your microphone and camera.

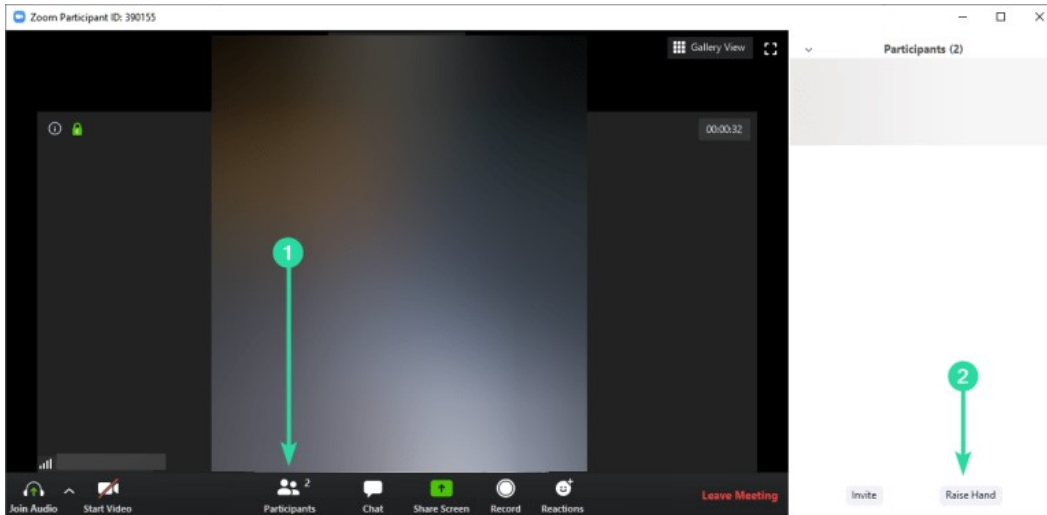
- *Mute/Unmute:* Use this icon to mute and unmute yourself during the meeting. It is recommended that you **keep your microphone on mute** when not speaking to reduce feedback and unnecessary background noise. (Tip: You can temporarily unmute yourself by holding down the “Space Bar” of your computer keyboard. You will be muted as soon as you release the key.)
- *Video:* Use this icon to turn your camera on and off. It is recommended that you keep your video feed running during the meeting.

Chat: Use this feature to send text messages to the group or select individuals.

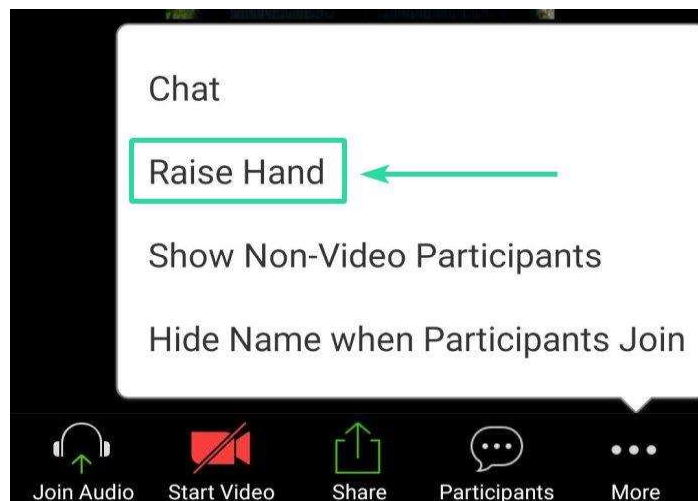
- *PC/Mac:* Select “Chat” to access the chat window. To chat with all participants, select “Everyone” from the dropdown menu next to “To:”, type your message, and send. To send a private message, toggle the appropriate person from the drop-down menu, type your message and press send.
- *Android/iOS:* Select “Participants” and click on “Chat” at the bottom of the participants list. To chat with all participants, select “Everyone” from the dropdown menu next to “To:”, type your message, and send. To send a private message, toggle the appropriate person from the drop-down menu, type your message and press send.

Raise Hand: Select this icon if you have something to add to the discussion and wish to be acknowledged by the host. You may lower you hand, by following the same process.

- *PC/Mac:* Select this icon if you have something to add to the discussion and wish to be acknowledged by the host. You may lower you hand, by following the same process. Click “Participants” on the control bar. “Raise Hand” will appear at the bottom of the window that opens. See figure below.



- *Android/iOS.* Click the “More” button at the bottom of the right corner of the screen and select “Raise Hand.”



Section 5: Questions & Tech Support

If you have questions or require technological support in regards to Zoom and its basic meeting features, please email us at studentaffairs@mariacollege.edu for assistance.