

Zoom is a web-based, video-conferencing tool that is easy to use and may be used by CCV staff and faculty to communicate with you and other students.

Getting Started

You will need:

- Internet connection
- Computer, laptop, mobile device or tablet
- Headphones, earbuds

Joining a Meeting

Select the meeting ID link provided to you for the meeting. It may look like this:

Jane Doe is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting:

<https://zoom.us/JanesMeetingRoom>

Zoom will launch in a web browser or from the Zoom app for mobile devices. Choose to open the Zoom application. You can download a free Zoom app for your phone or tablet.



Using the Zoom Menu Bar



Once you have joined a Zoom meeting, use the menu bar to:

1. Mute/unmute audio and video
2. Start/stop video camera
3. Invite people to join your meeting
4. See a list of participants
5. Share/stop sharing your screen, desktop, whiteboard or certain documents and application
6. Chat with participants
7. Leave meeting

For more detailed information and video tutorials, go to the Zoom online knowledge base at:

<https://support.zoom.us/home>

~ Tips & Best Practices for Students ~

- Make sure you are in a **quiet environment** where you will not disturb others nor be disturbed during meeting.
- **Join your meeting early** to allow time to test your audio/video and make sure it is working and set up properly.
- **Use headphones or earbuds** with a mic if possible to avoid background noise.
- You may need to **keep yourself muted** when not speaking to avoid feedback and other external noise from interrupting the meeting.
- Using a camera for video is optional. **Communicate with your instructor** on what will be required.
- Be prepared and aware – **avoid distractions** and be mindful of your appearance and environment. Remember, you are presenting yourself to others by video.
- Remember that you can join a Zoom meeting from your local **CCV Academic Center**, just remember to set this up in advance to ensure that you have a quiet space and the technology that you need. Be aware that all Centers may not have the required technology, but you can always access the network to connect with your device.
- **Technical difficulties?** If you are joining from a CCV academic center or using CCV owned equipment please contact the helpdesk, <https://servicedesk.vsc.edu>. We cannot support the use of Zoom on personal devices. If you have issues please access the Zoom guides, <https://support.zoom.us/home>. For best results we recommend you use a tablet or a desktop/laptop. **Review system requirements** at: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
- **Questions?** Contact your instructor or academic advisor who can assist.