Zoom -- Joining a Zoom Meeting -- INCLUDE

Before You Join a Zoom Meeting

Follow instructions at this webpage below.

- Zoom -- Click your own Zoom Link and Enter as Host or Drexel Account

Instructions to Join a Zoom Meeting

1. **Students/Participants:** Click Zoom meeting link given to you by instructor, listed in Bb Learn course section, sent to you in email, or calendar invite, Slack, Discord, etc.
   - **Hosts:** Sign in to https://drexel.zoom.us with Drexel userid & password. Then click "Join meeting."
2. Open link with Zoom or zoom.us if prompted.
   - a. Or download, open, & install the Zoom program, when prompted.
3. Enter name and email (if prompted).
4. Sign in to Drexel Connect screen, if prompted.
5. In the meeting, click "Join With Computer Audio."

If Zoom Asks for a Password or Login

- Zoom -- If Zoom Asks for a Password or Login

Login Issues or Redirecting to zoom.us from drexel.zoom.us

Visit the following link if you are a Drexel student, instructor, staff member, or faculty member, and if you have login issues, or if you are redirected to zoom.us from drexel.zoom.us:

- Zoom -- Login or Registration or Redirect Issues

Audio Problems? Or Join by Telephone?

- Zoom -- Audio Issues and Joining by Telephone
  - Yes, you can use Zoom if you just want a telephone-only conference call. Covered at link above.

Share Your Computer Display

- See https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-
  - Playing a video in Zoom? Check "Share computer sound" checkbox right when you start sharing your screen.
Using Zoom on Android or iPad or iPhone

- Zoom -- Use on Android and iPad, iPhone, or iOS

System Requirements

- Zoom -- System Requirements and If No Webcam or Microphone

Tips and Basic Troubleshooting
Zoom Video Tutorials

- https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Echo Occurring?

- Everyone in the same physical room as the host user should *mute their computer microphones and computer speaker volume.*
- The host user is the exception. The **host user should NOT mute** their computer microphone and computer speakers **UNLESS** the host use is using a phone or speakerphone for audio.
  - If the host user is using a phone or speakerphone for audio, then the host indeed should mute their computer microphone and computer speakers.

Screen Freeze or Lag? Delayed Audio?

1. Have all participants mute their audio and/or shut down their video when they are not using it.
2. All participants should close any open applications or browser tabs or windows they are not using during the meeting.
   a. Closing non-essential apps in the lower right (System Tray) in Windows or upper right (Menu Bar) in Mac could help as well.

Deleted a Scheduled Meeting or a Recording

- Zoom -- Recover Deleted Meeting or Recording

Additional Helpful Info -- Drexel VCAP’s page on Zoom

- https://drexel0.sharepoint.com/sites/IT-VCaPBlog/SitePages/Zoom.aspx