Villanova Zoom Participant Guide

Before You Begin

1. View the [Zoom system requirements](#) for PC, Mac and Linux.
2. Join [test Zoom Meeting](#) to confirm that Zoom works on your device (test your audio, video, and internet connection with Zoom).
3. Ensure that you are connected to stable, strong internet source (wired connection is recommended).
4. For best audio, it’s suggested, but not required, to use a headset with a microphone for meeting audio (one recommendation is the [Koss CS-100 from Amazon.com](#), but other headsets will work as well.
5. Close down all unnecessary background programs and processes running on your computer.
6. Ensure that you are in a quiet location with good lighting if using video.

Joining a Zoom Meeting

1. Click on the meeting link provided by your meeting host/instructor. This link may be provided through email or via a link on your Blackboard course page. If the instructor posted the link in Blackboard, most likely it will appear on the left-hand course navigation, named something like VU Zoom or Zoom, etc...

2. A new browser tab will open and the Zoom Launcher application will automatically be downloaded to your computer. Click Zoom_launcher.exe to install the Zoom client on your computer. If the download does not automatically start, you can manually download and install the Zoom Client for Meetings application here: [https://zoom.us/download](https://zoom.us/download) (Note: You will only have to do this the first time you use Zoom. For subsequent Zoom meetings, the application will automatically launch from your computer)
3. If you see “Please wait, the meeting host will let you in soon”, you are in the waiting room for your Zoom meeting. To enter the room, click on “Sign In”. Or, the instructor/host can allow you to enter the Zoom meeting by admitting you.

Please wait, the meeting host will let you in soon.

1. Click on “Sign In with SSO” button.

2. In the “Sign In with SSO box”, enter “villanova”. It should then read “villanova.zoom.us”. Click “Continue”.

3. Then, your internet browser will then open and take you to the Villanova sign-in page, where you should enter their Villanova credentials.
4. The meeting should open and prompt you to join the meeting with your computer audio (if the below image is what you see you had successfully join the meeting and you can skip to the “Audio/Video Set up” section)
Audio/Video Set up

1. After joining a meeting, click “Join Audio Conference by Computer” to connect your computer’s speaker and microphone. Alternatively, you can click “Phone Call” to use your phone to dial in for your meeting audio.

2. It is recommended that that you test your audio connection before joining by clicking the “Test Computer Audio” link. The audio preferences will open.

   - You can test the volume and output of your speaker device by selecting "Test Speaker". If you cannot hear any sound, click the dropdown menu to change the output source by selecting a different speaker device.
   - Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop down list. You can also select "Test Mic" to playback your microphone input.
   - You can select “Automatically adjust microphone settings” to adjust the microphone level based on your speech level.
3. If you would like to check your audio connection while already in a meeting, click the up arrow next to the microphone on the left hand side of the meeting toolbar and select “Audio Options”.

4. To mute/unmute your microphone, simply click the microphone icon on the meeting toolbar. Video can be started/stopped by clicking the webcam icon. To change webcam settings, click the up arrow next to the webcam icon and select “Video Settings.”

**Viewing Zoom Recording**

1. If your instructor recorded the Zoom meeting, you will be able to view it.
   a. If the Zoom meeting was launched from within Blackboard, click Zoom link from within Blackboard (like you did to start the Zoom meeting). Then click on the “Cloud Recordings” tab. Click on the topic name that you are looking for.

   ![Zoom Cloud Recordings](image.png)

   b. If the Zoom meeting was launched from outside of Blackboard, the instructor will either email you weblink to the Zoom recording or will post the recording link in your Blackboard course. Please ask your instructor.

**Zoom Support**

Please contact UNIT Instructional Technologies if you have any questions.

- Phone: (610) 519-5777
- Email: support@villanova.edu