

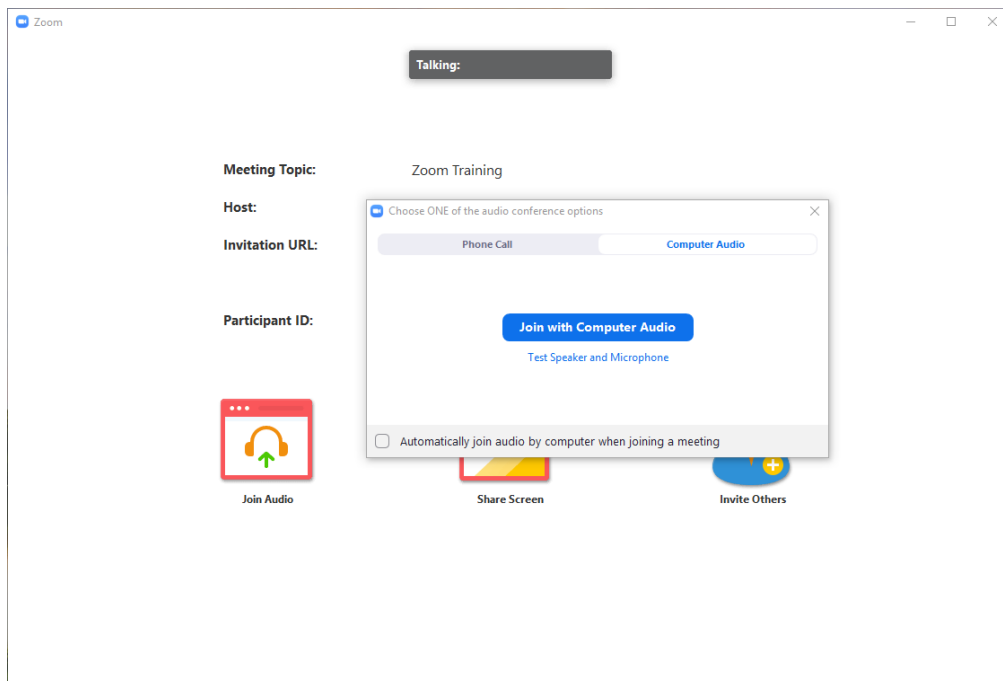
# Villanova Zoom Participant Guide

## Before You Begin

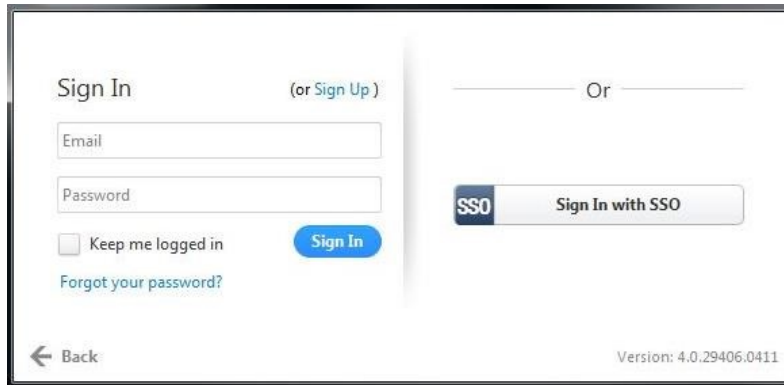
1. View the [Zoom system requirements](#) for PC, Mac and Linux.
2. Download the latest version of Zoom, [instructions are available here](#).
3. Ensure that you are connected to stable, strong internet source (wired connection is recommended).
4. For best experience use a USB headset with a microphone for meeting audio (one recommendation is the [Koss CS-100 from Amazon.com](#)).
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. This link may be provided through email or via a web link on your Blackboard course page.
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> (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. 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)

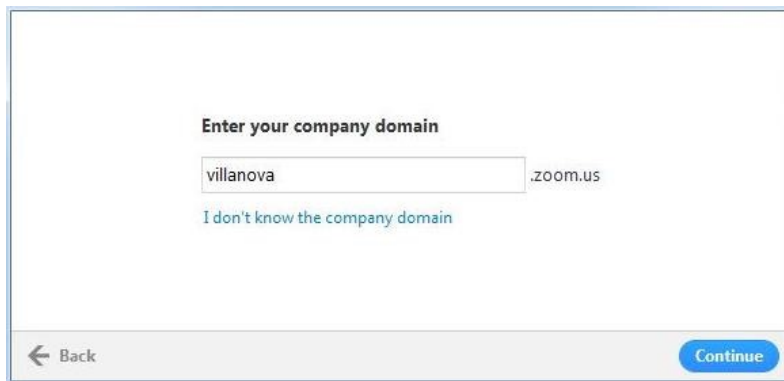


4. If a meeting is set up requiring user to login, you will be shown one of the two login options below:
  1. If you are shown this login screen, click the button “Sign In with SSO”.



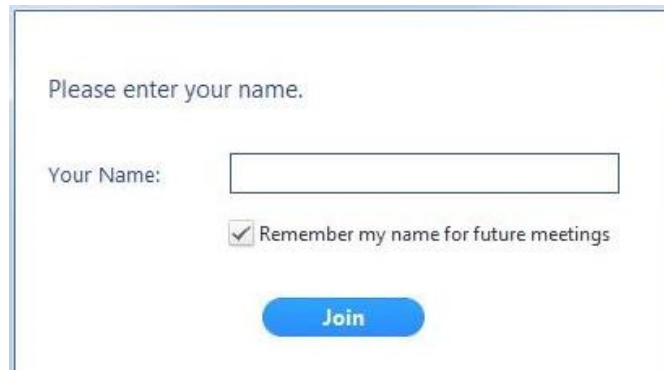
The image shows a Zoom login interface. On the left, there is a 'Sign In' section with fields for 'Email' and 'Password', a 'Keep me logged in' checkbox, a 'Forgot your password?' link, and a blue 'Sign In' button. To the right, there is an 'Or' separator and a button labeled 'SSO Sign In with SSO'. At the bottom left is a 'Back' button and at the bottom right is the version number 'Version: 4.0.29406.0411'.

On the next screen, enter the domain as “villanova” and click “Continue”. You will then be taken to the Villanova login page. Enter your VU userID and password and click “Sign in. You will then be entered into your Zoom Meeting.



The image shows a Zoom domain selection screen. The title is 'Enter your company domain'. There is a text input field containing 'villanova' followed by a dropdown menu showing '.zoom.us'. Below the input field is a link that says 'I don't know the company domain'. At the bottom left is a 'Back' button and at the bottom right is a blue 'Continue' button.

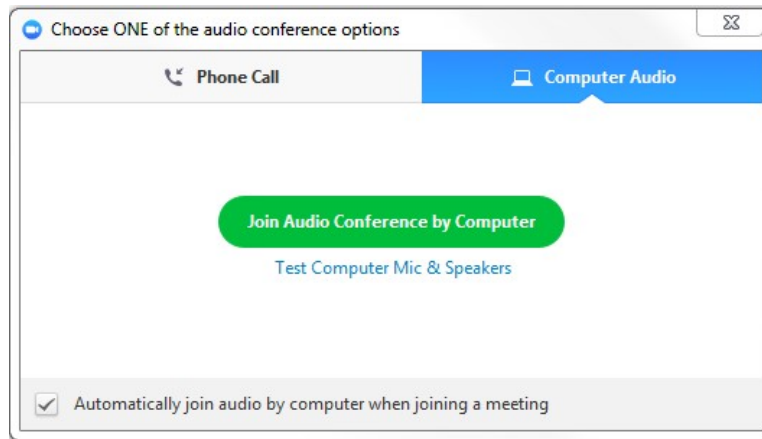
2. If you are shown the login screen shown below, simply enter your name and click “Join.” You will then be entered into your Zoom Meeting.



The image shows a Zoom name entry screen. The text says 'Please enter your name.' Below this is a label 'Your Name:' followed by a text input field. Underneath the input field is a checked checkbox with the text 'Remember my name for future meetings'. At the bottom center is a blue 'Join' button.

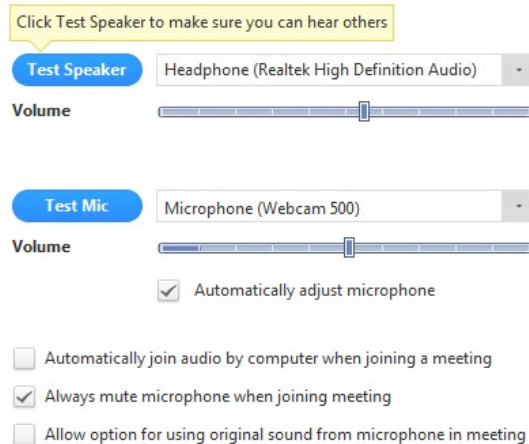
## Audio/Video Set up

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.



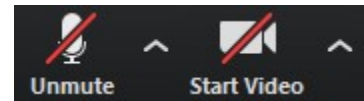
2. It is recommended that that you test your audio connection before joining by clicking the “Test Computer Audio” link. The audio preferences will open.

### Test Computer Audio

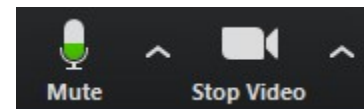


- You can test the volume and output of your speaker device by selecting "Test Speaker". If you cannot hear any sound, click the dropdown menu to change the output source by selecting a different speaker device.
- Speak at a normal level and check the Input Level meter to see if your computer is registering 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.”



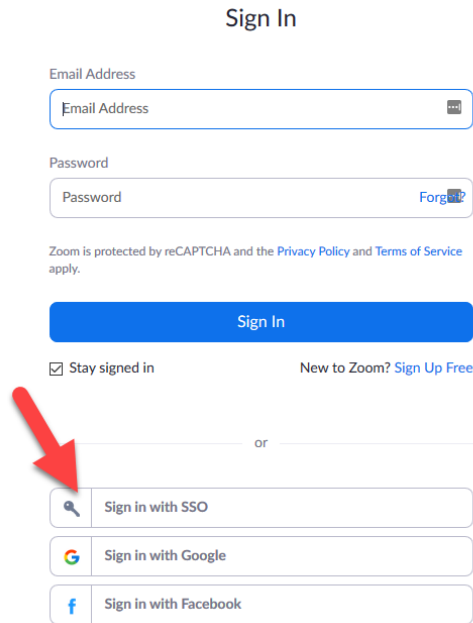
## Viewing Zoom Recording

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.

A screenshot of the Zoom Cloud Recordings interface. At the top left is the Zoom logo and the text 'Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada)'. On the right, there are links for 'All My Zoom Meetings/Recordings', a 'Schedule a New Meeting' button, and a menu icon. Below this is a navigation bar with tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A red arrow points to the 'Cloud Recordings' tab. Underneath the tabs is a search area with 'From' and 'To' date pickers (set to 03/05/2020), a 'Search By' dropdown (set to ID), a search input field, a 'Search' button, and an 'Export' button. There is also a checkbox for 'Show my course recordings only'. Below the search area is a 'Delete All' button. The main content is a table with columns: 'Topic', 'ID', 'Start Time', and 'File Size'. A single row is visible with the topic 'Course Zoom', a start time of 'Mar 5, 2020 21:35', and a file size of '2 Files (196 KB)'. A red arrow points to the 'Course Zoom' link in the 'Topic' column. To the right of the table is a 'Delete' button. At the bottom right, there are navigation arrows and a page number '1'.

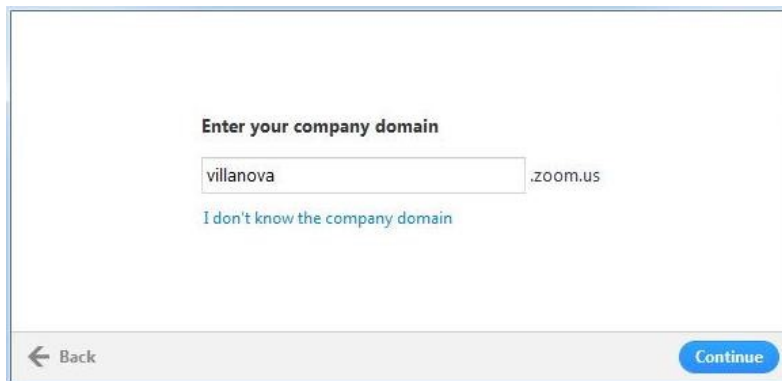
- b. If the Zoom meeting was launched from outside of Blackboard, the instructor will either email you weblink to the Zoom recording or will post the recording link in your Blackboard course. Please ask your instructor.

2. If you get prompted with the following Zoom login screen, select “Sign in with SSO”.



The image shows the Zoom 'Sign In' interface. At the top, it says 'Sign In'. Below that are two input fields: 'Email Address' and 'Password'. The 'Password' field has a 'Forgot?' link. Underneath, there is a line of text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' A blue 'Sign In' button is centered. Below the button, there is a checked checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'. A red arrow points to the 'Sign in with SSO' button, which is the first of three social login options: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'.

On the next screen, enter the domain as “villanova” and click “Continue”. You will then be taken to the Villanova login page. Enter your VU userid and password and click “Sign in. The Zoom cloud recording will then play.



The image shows the 'Enter your company domain' screen. The title is 'Enter your company domain'. Below it is an input field containing 'villanova' followed by '.zoom.us'. Below the input field is a link that says 'I don't know the company domain'. At the bottom left is a 'Back' button with a left arrow, and at the bottom right is a blue 'Continue' button.

## Zoom Support

Please contact UNIT Instructional Technologies if you have any questions.

- Phone: (610) 519-7777
- Email: [support@villanova.edu](mailto:support@villanova.edu)