Zoom instructions for Ivy Tech Students
ReAnne May; March 27, 2020

Ivy Tech Community College is currently utilizing the **Zoom** video conferencing system to assist students and answer questions.

Getting to Zoom for the First Time

To join the Zoom meeting, click on the link, sent to your Ivy Tech email, provided by your contact at Ivy Tech. Once you click on the link, Zoom will ask you if you would like to download the Zoom application or to use your web browser. You should click "**download and Run Zoom**" to download the application:

If nothing prompts from browser, download & run Zoom.

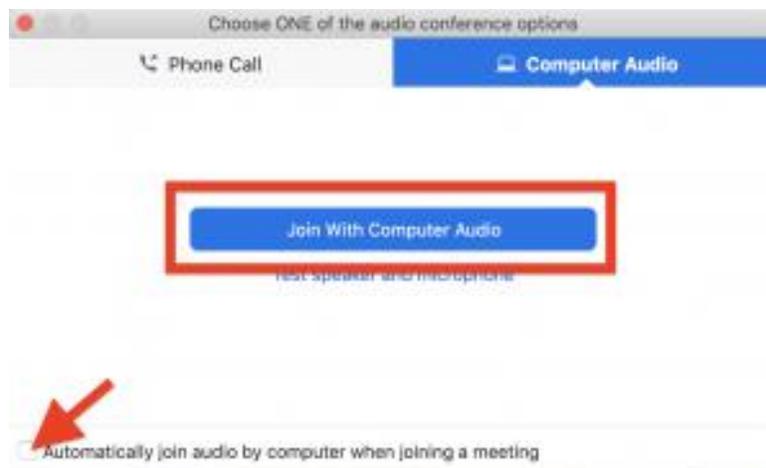If you cannot download or run the application, join from your browser.

After Zoom downloads, follow the directions on your computer to install the application. **NOTE**: You will only need to install the Zoom application once. **(If you are using your cell phone to join the meeting, see page 3.)**

Once the app is installed, you will be asked if you want to join the meeting with video. If you have a camera and want to be seen on video, choose "**Join with Video**." If not, choose **"Join without Video"**.

Always show video preview dialog when joining a video meeting

Join without Video   Join with Video
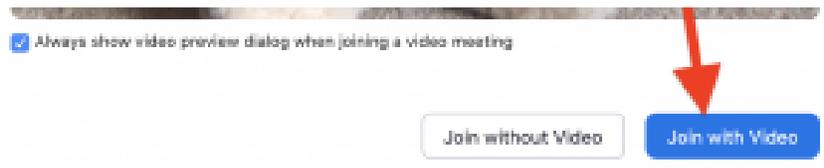
Next, you'll be asked if you want to join with audio. If you want to use your computer speaker and mic, click on the big blue button that says "**Join with Computer Audio**." If you are not using a computer or you would prefer to use your phone to call in, click the "**Phone Call**" tab and dial in with the number provided. If you are already on a phone call with the Ivy Tech contact, select the phone call tab and click "**Done**." You do not need to setup audio in this case.

Choose ONE of the audio conference options

Phone Call   Computer Audio

Join With Computer Audio

test speaker and microphone

Automatically join audio by computer when joining a meeting

Tip: If you don't want to be prompted for this the next time you join, check "**Automatically join audio by computer when joining a meeting**."

Getting to Zoom the Second Time

The next time you follow a link to Zoom, you may be prompted to "Open zoom.us app." Click on "**Open zoom.us app**."

Open zoom.us.app?

https://pacificu.zoom.us wants to open this application.

Cancel   Open zoom.us.app
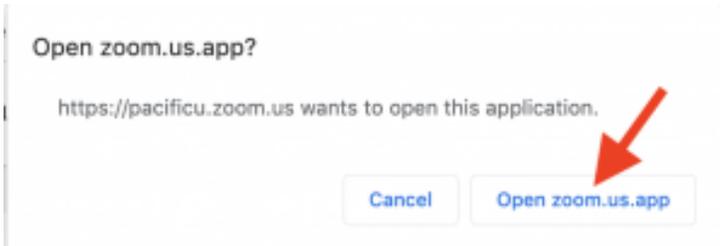
You'll have to follow the steps again to join your video and audio, and then you'll be taken to the meeting.


How to share your screen

During your meeting, the Ivy Tech Professional may ask you to share work you are doing on your computer screen. To do so, you will use the "Share screen" function in Zoom.
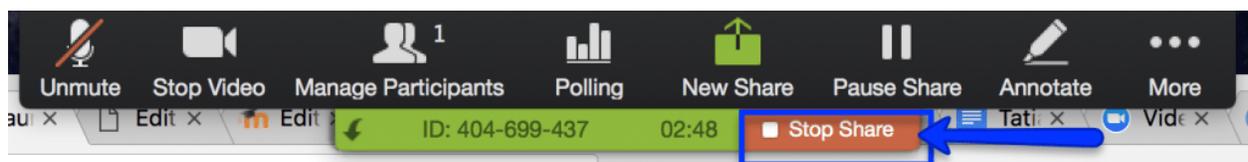
To do so, simply put your cursor at the bottom of the screen and click **Share Screen**:

deo   Invite   Manage Participants   Polling   Share Screen   Chat
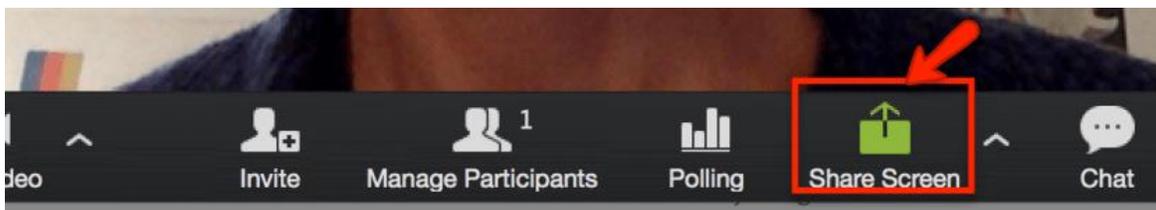
Zoom will open up a pop-up window where you can select what you wish to share. Click on Desktop and click on "**Share screen**" button on the lower right:
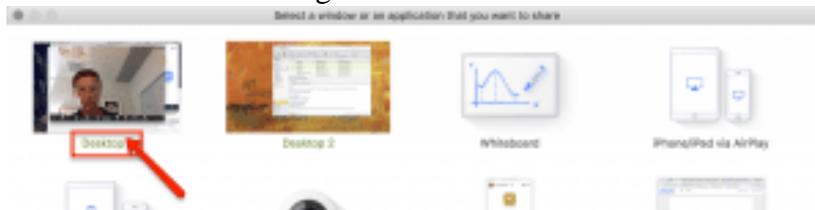
To stop sharing your screen after you finish your presentation click on "**Stop Share**" button on top of your computer screen:

Unmute   Stop Video   Manage Participants   Polling   New Share   Pause Share   Annotate   More
ID: 404-699-437   02:48   ■ Stop Share

Joining Zoom from your Mobile Device

For Apple phones, you will be prompted to download the Zoom Cloud Meetings app from the App Store. For Android phones, you will download the Zoom Cloud Meetings app from Google Play.