**ZOOM USER GUIDE FOR SPEA CONNECT V506**

**Joining a scheduled zoom meeting**

The best way to join a scheduled zoom meeting is to click on the meeting URL, that will be emailed to you via canvas before each meeting, or by copying and pasting the URL into your web browser, which will redirect you to the scheduled zoom meeting.

In addition, we recommend that you download and install the Zoom client app, login by creating an account with zoom and join the meeting by clicking on the URL. The instructions to download and install the client app are listed below. This is recommended to minimize login errors – use your indiana.edu login to register/sign-in.

**Note**: The above login method works on smartphones and tablets as well. Setting up Audio Zoom will most likely prompt you to set up an audio device before joining the meeting or will detect the default computer audio. To trouble shoot or to change the audio settings on your computer, and to use the mic, please refer to the audio troubleshooting link below. Please mute your mics when the labs and tutorials are in session and unmute when you have a question.

**Setting up Video**

Video functionality is disabled in Zoom meetings, by default. To trouble shoot or to change the video settings on your computer, please refer to the video troubleshooting link below.

**Important Web links:**

Zoom Support Center: <https://support.zoom.us/hc/en-us>

Download Assistance: <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version>

Audio Troubleshooting: <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio>

Video-and-Screen-Share Troubleshooting: <https://support.zoom.us/hc/en-us/sections/200521865-Video-and-Screen-Share>

**Scheduled Zoom Meeting URL’s:**

Tom’s zoom meeting URL (Tutorial/Office Hours): <https://iu.zoom.us/my/rabovsky>

Stacey’s zoom meeting URL (Lab/Office Hours): <https://iu.zoom.us/j/706396954>

Shelly’s zoom meeting URL (Lab/Office Hours): <https://iu.zoom.us/j/9766006459>