

Joining an Online Lecture Using Zoom

The Zoom meeting invite will be emailed about 10 minutes before the start time for the class (it will be emailed about 2:50 PM). Once you get the invite, join the meeting by following the steps below and wait for the lecture to start at 3:00 PM. You can join after the lecture starts but it's better to join before it starts.

Joining a Zoom Lecture on a PC, Mac or Linux

- 1) Make sure you have speakers or headphones.
- 2) Click the Zoom web link in your instructor's email message.
- 3) Install the software when prompted (see troubleshooting below).
 - a. Note: if Zoom is already installed, the link launches Zoom.
 - b. If you don't see a prompt to enter your name, review troubleshooting below
- 4) At the prompt, enter your name and MyLSU such as: 'David Trammell (dtramm1)'.
- 5) Test audio when given the option (skip the mic test by pressing **Yes** then **Finish**).
- 6) After the audio test, choose **Join with Audio** or you won't hear the lecture.
- 7) Once joined, use the **Mute** and **Stop Video** buttons to disable your mic and cam.
 - a. You will see an **Audio** button instead of **Mute** if you don't have a microphone.
- 8) Once you see the meeting interface, you've successfully joined the meeting.
 - a. If you don't hear the Instructor and see the Instructor's screen by 5 minutes after the start time for the class (i.e., by 11:35 AM), use the **Chat** button to send a message.
 - b. If you want to run the audio test again, look in the lower left corner and click either "Audio", or click the small upward arrow next to the "Mute" button. You'll see a menu where you can access the audio test again.
 - c. Once other students join, you may begin to see student names appear around the screen. Right click one of these and choose **Hide Non-Video Participants** to reduce clutter.

Optional: Joining from a Mobile Phone (for lecture only; not for lab meetings)

- 1) Download and run the Zoom app (it may be called "Zoom Cloud Meetings").
- 2) Choose **Join a Meeting** and enter the Meeting ID.
 - a. The ID is the last 10 characters of the web link.
- 3) Type your name (using the format in step 4 above) and check the disable video option.
- 4) If you get a message asking which audio source to use, use **Internet Audio** not phone call.
- 5) Once in the meeting, tap the screen to see buttons.
 - a. If you see **Join Audio** press this or you can't hear the lecture.
 - b. Press **Mute** and **Stop Video** if necessary.
- 6) There is no audio test on mobile, so double check your volume and mute if you can't hear. Audio controls for the app are in the upper left corner.
- 7) You'll see a button named "participants". You can rename yourself here if needed.

Troubleshooting PC/Mac/Linux Installation

If installation doesn't begin automatically after clicking the web link, you may need to manually locate and start the installer. Look for file 'Zoom_<version>' or similar in the download section of your web browser, or check your computer's Downloads folder. If you still have trouble, try copying the link into a different web browser. Once the installer runs, it may join the meeting automatically. If it asks for a meeting ID, you can close Zoom and just click the web link again. Alternately, obtain the Meeting ID from the web link (it's the 10 digits at the end of the web link).