

Prepare to Use Zoom

1. To participate in class virtually using the Zoom software, you will need:

- A quiet location (find [study spaces on campus](#))
- Computer or supported devices (**10" or larger screen recommended**)
- High Speed Internet (**wired connection recommended**)
- USB Headset with Microphone
- Webcam (as needed) – setup adequate lighting in the room and dress appropriately.



Used Zoom before? Make sure you have the **latest version** installed.



2. Audio: if your computer (or webcam) has a built-in microphone, you may use the built-in microphone along with a pair of regular headphones.

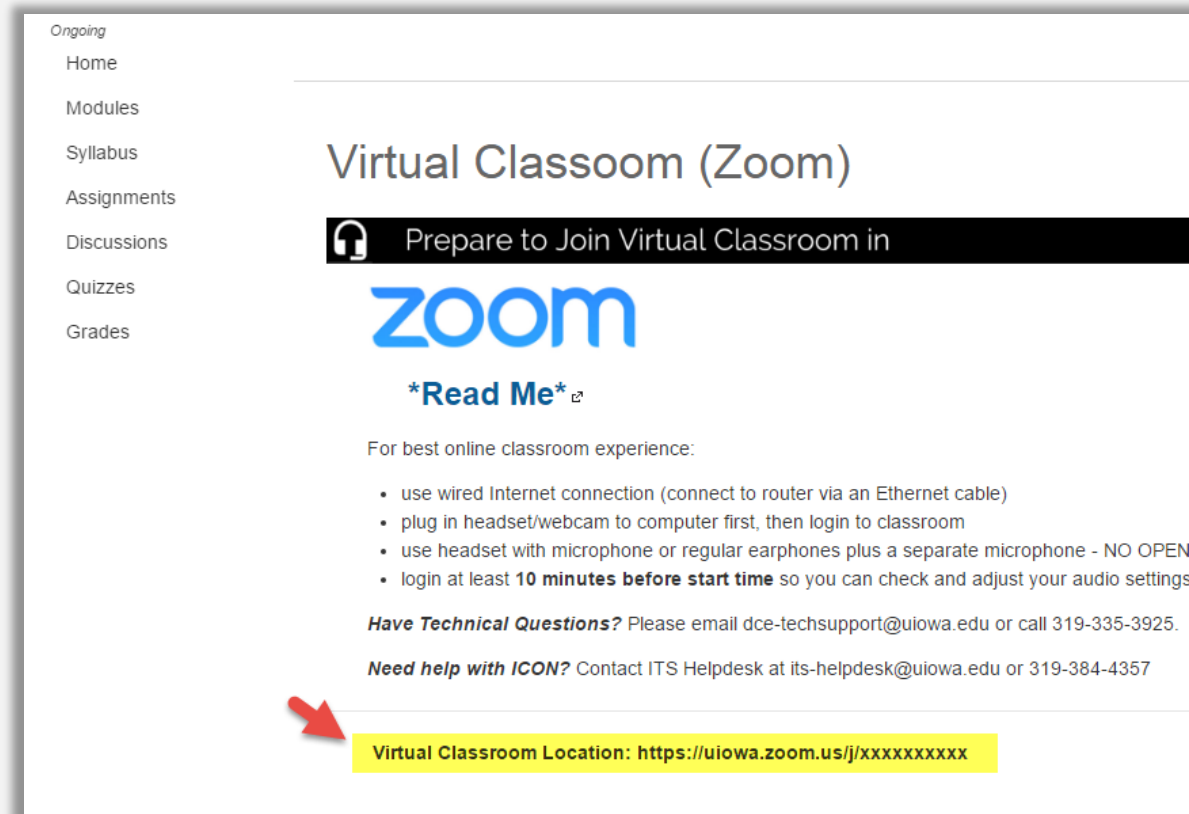
Note: DO NOT use onboard or external speakers - they cause feedback in the classroom for other participants.

3. Always plug in your USB headset (or headphones) and webcam to the computer before connecting to the online classroom.



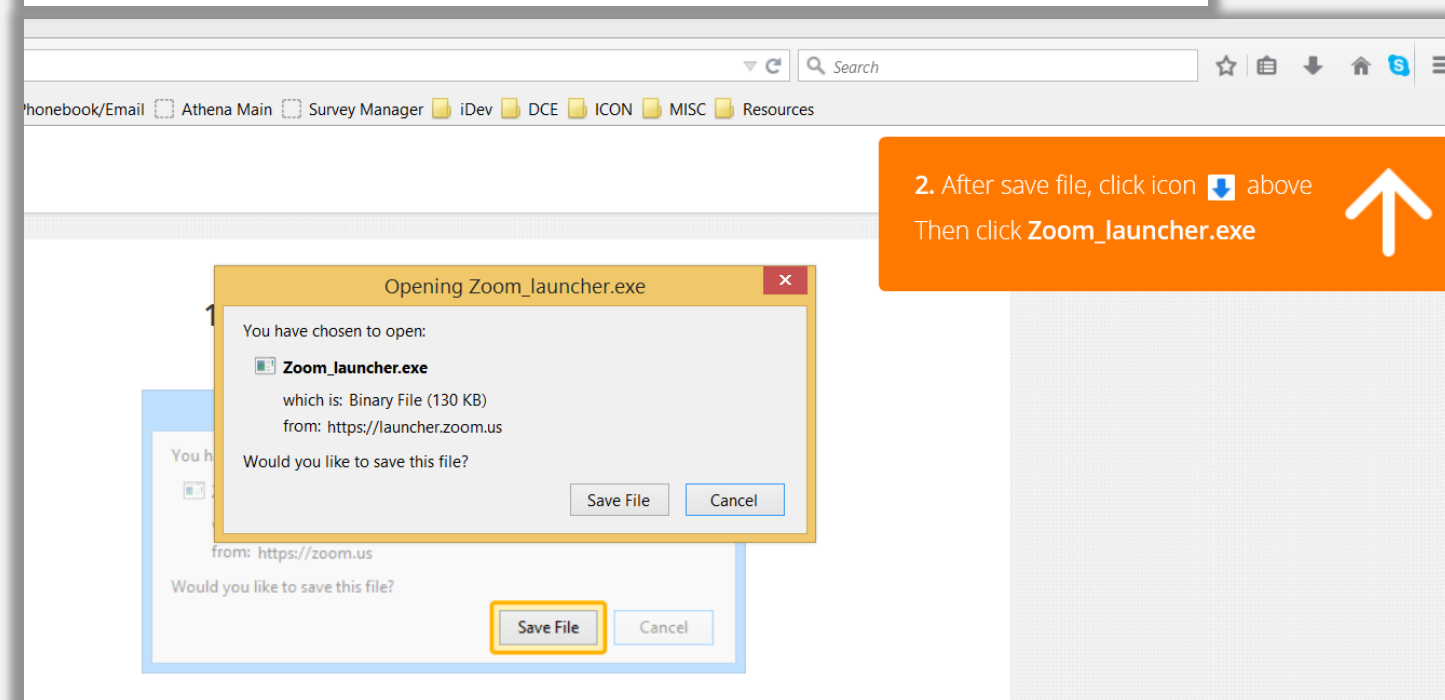
4. Locate meeting info on the ICON course site (exact location varies). Then click on the meeting URL to join your online class meeting.

Note: visit the [Join Meeting Test](#) page to join a test meeting prior to the start of class to check your connection.

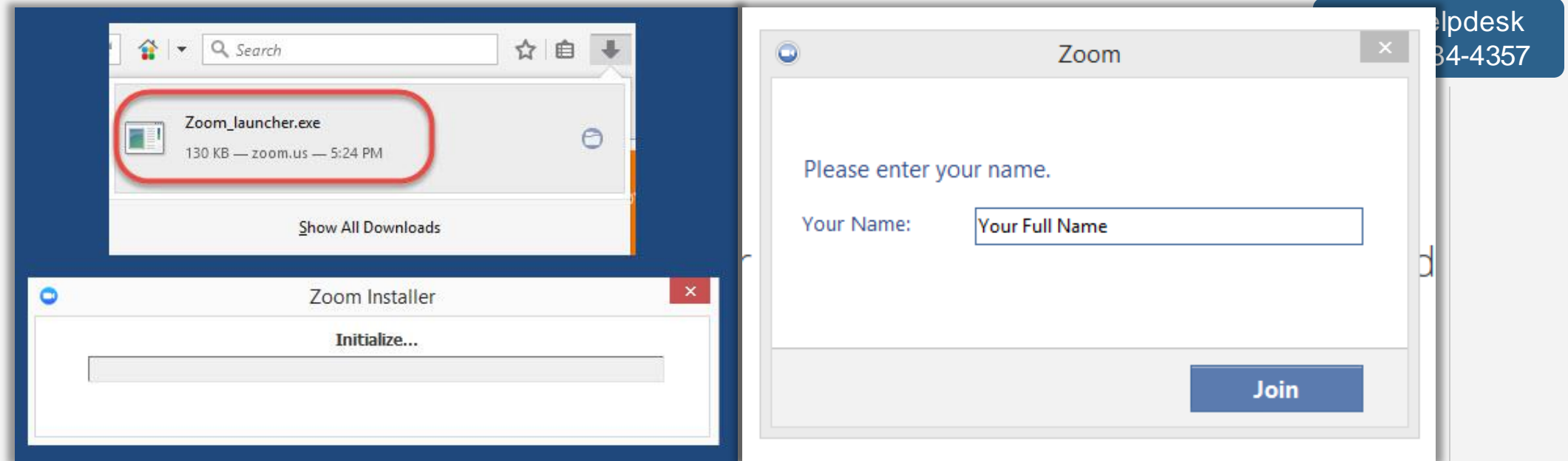


5. The first time you use Zoom as a participant, you will be prompted to download the [Zoom Launcher](#). Save the file to your computer.

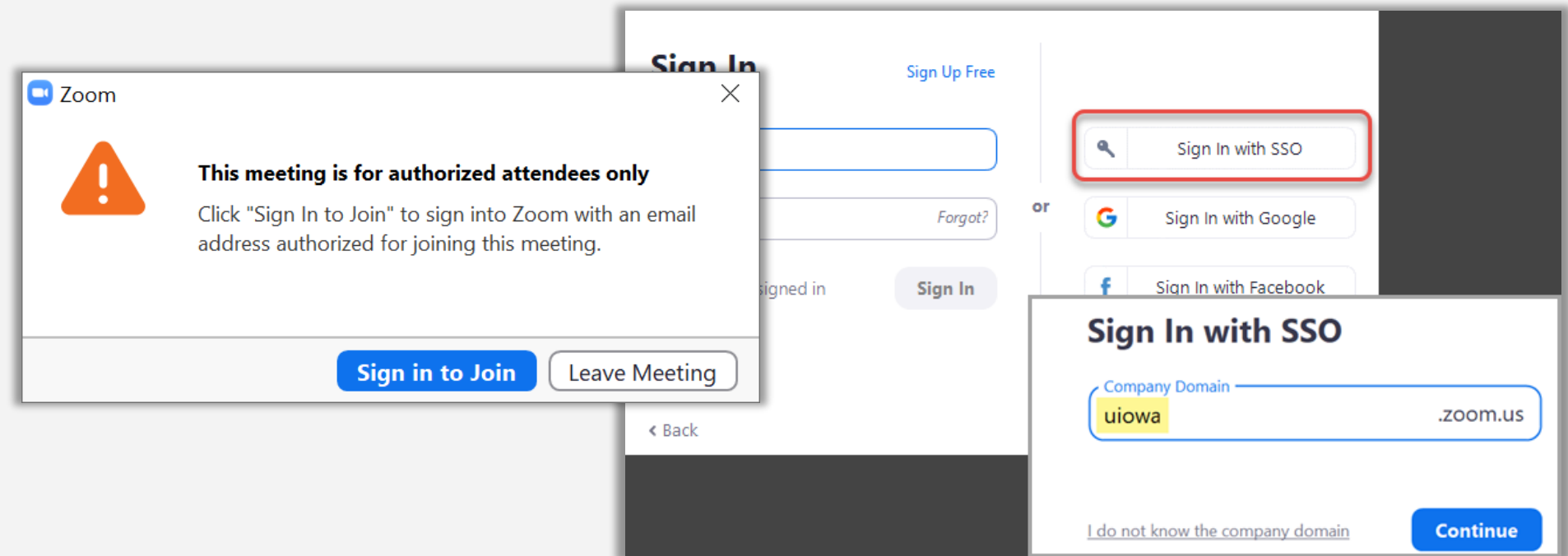
(If you already have the Zoom app on your device, skip to step 7.)



6. Run the Zoom Launcher to install Zoom. Once installed, the launcher will connect to the meeting room. Enter your full name, then click “Join”.



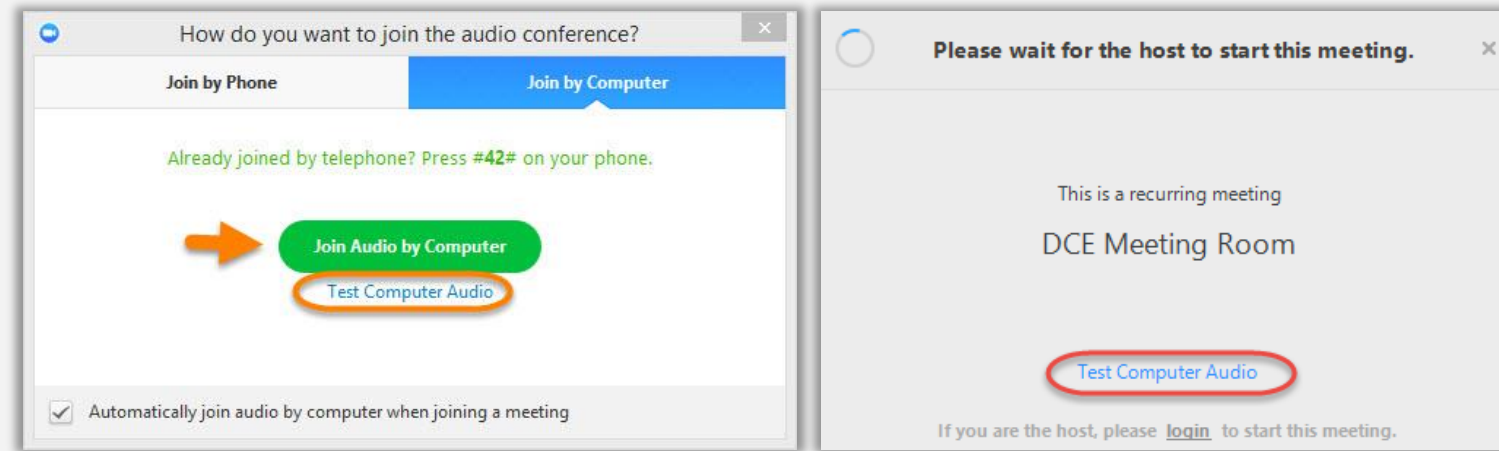
7. Some meetings require participants to sign in with their HawkID. Use the “SSO” (HawkID sign-in) option, then enter uiowa in the domain field to sign in.



[Learn more here](#)

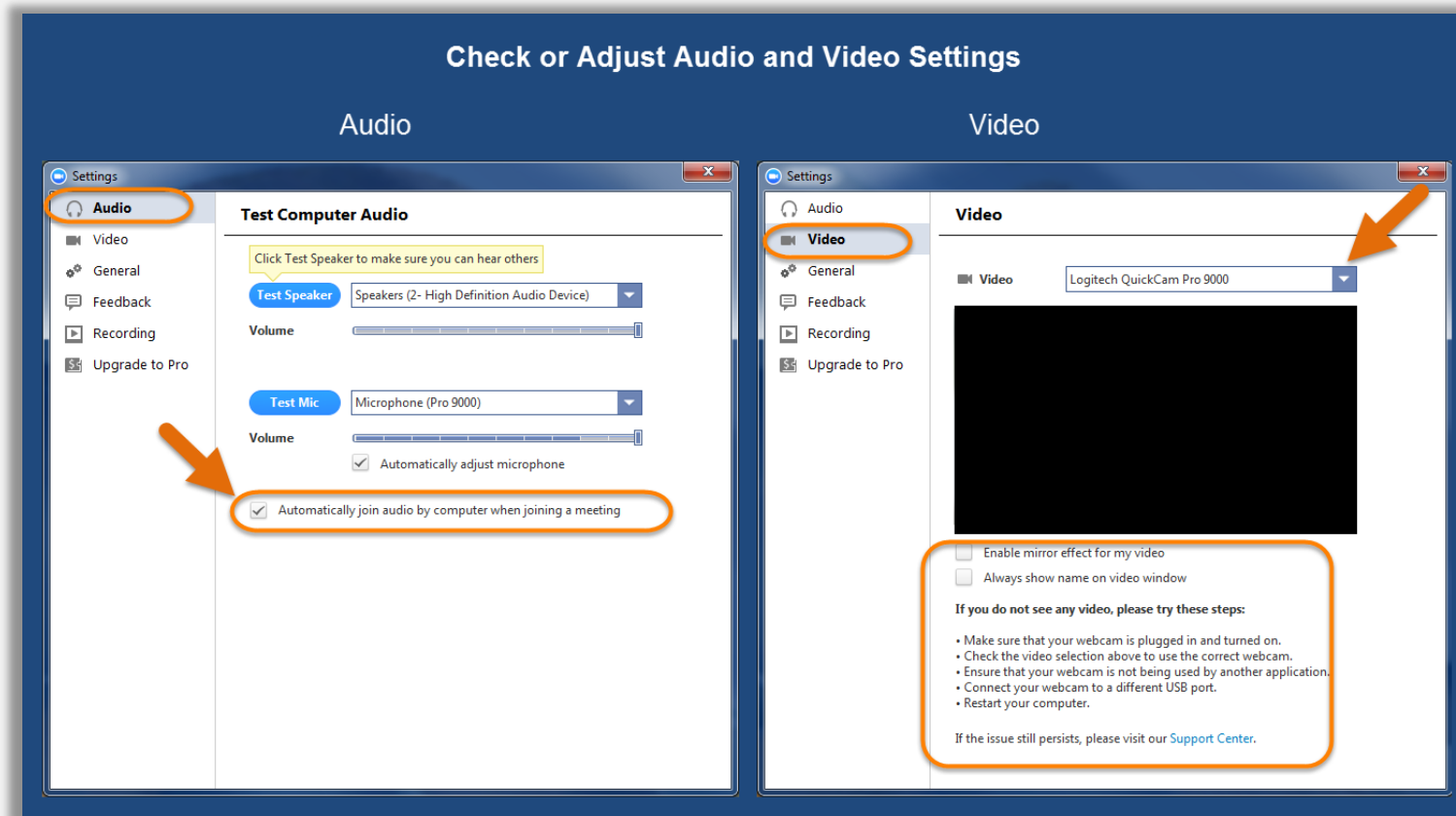


8. Next, test your computer sound by clicking on Test Computer Audio. Then select “Join Audio by Computer” when meeting begins.



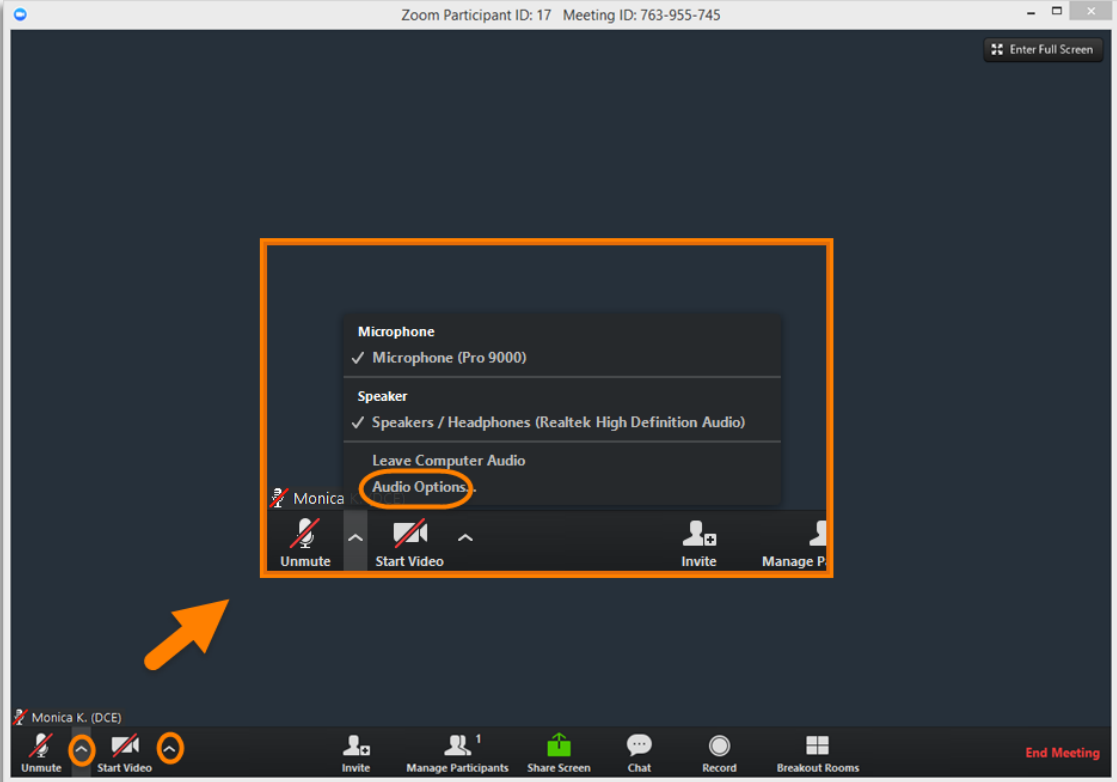
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9. You should test your audio before each class. If you are using video, check also video settings on the Video tab and adjust lighting, camera angle for best video results.

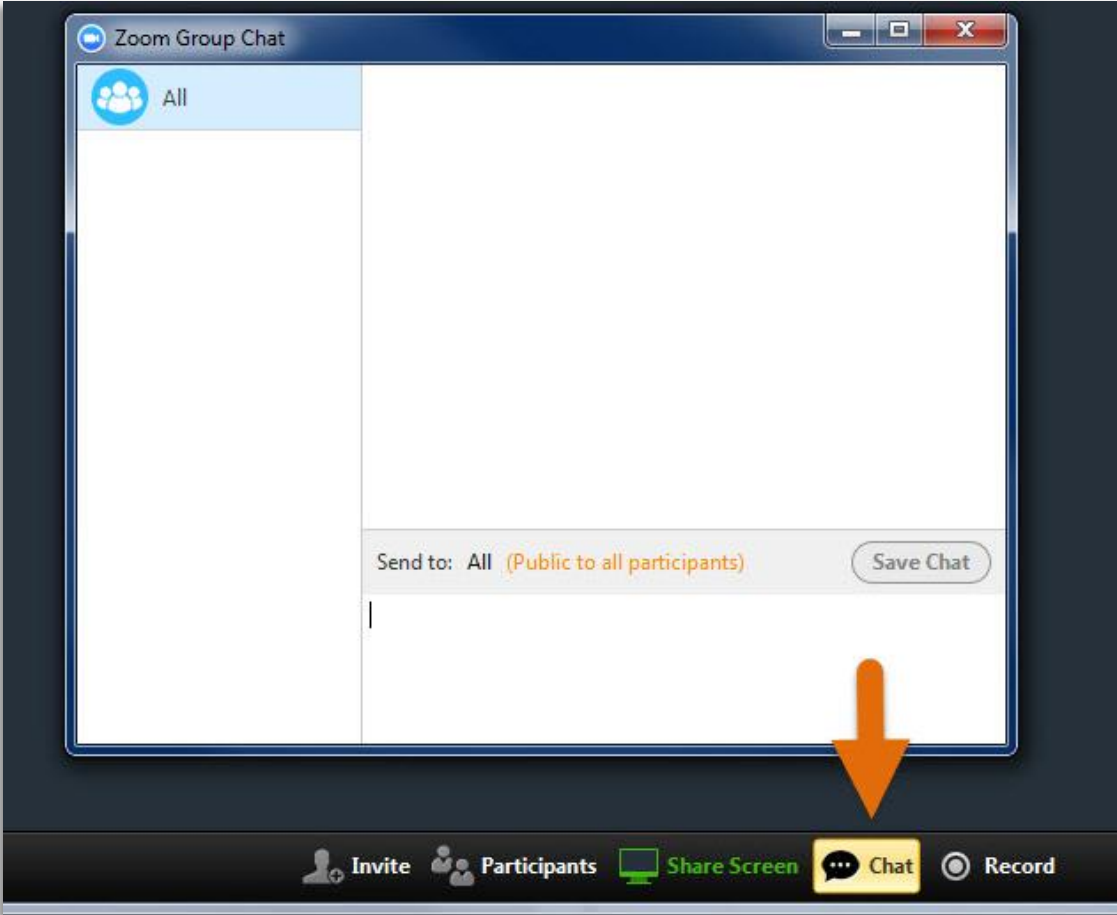


10. Mute your microphone during class (except when you need to speak).

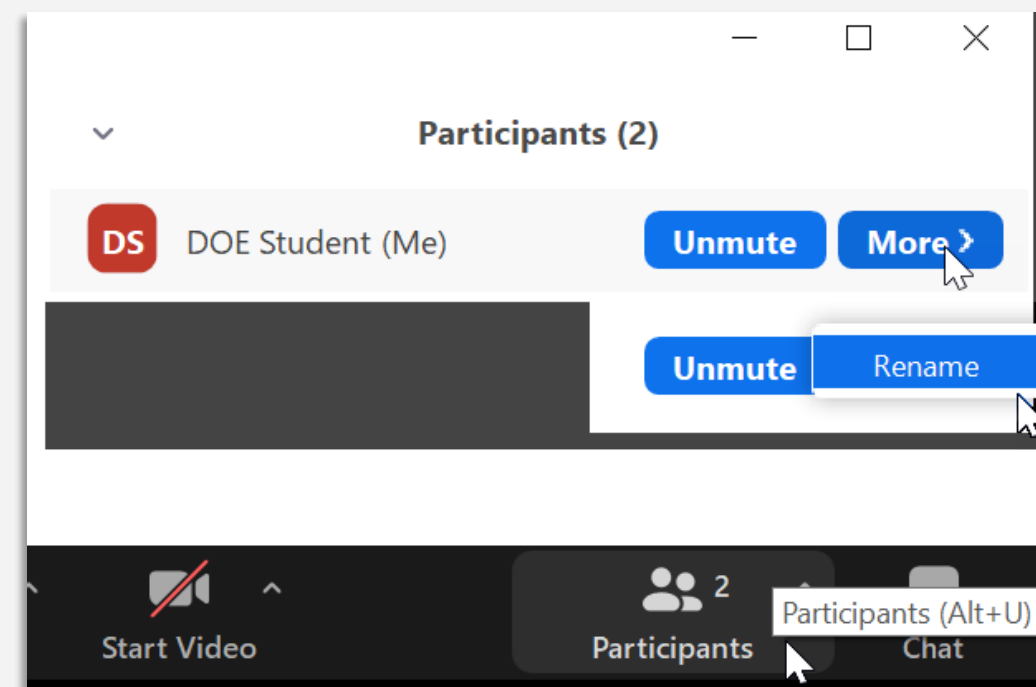
To access the audio/video test screen during class: click on the \wedge next to the microphone icon or camera icon and select Audio/Video Options.



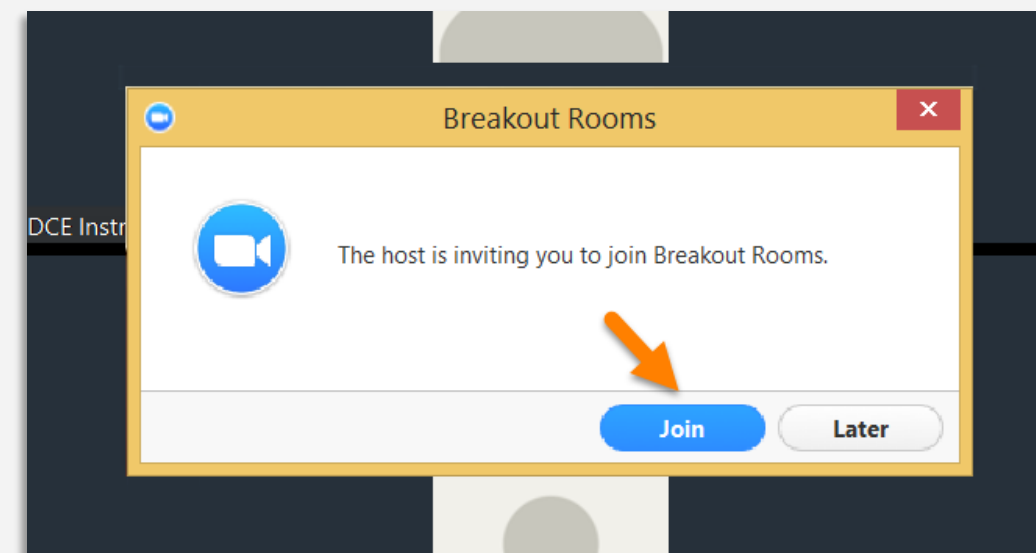
11. In addition to using the mic, you can also communicate to other participants by using the Chat tool.



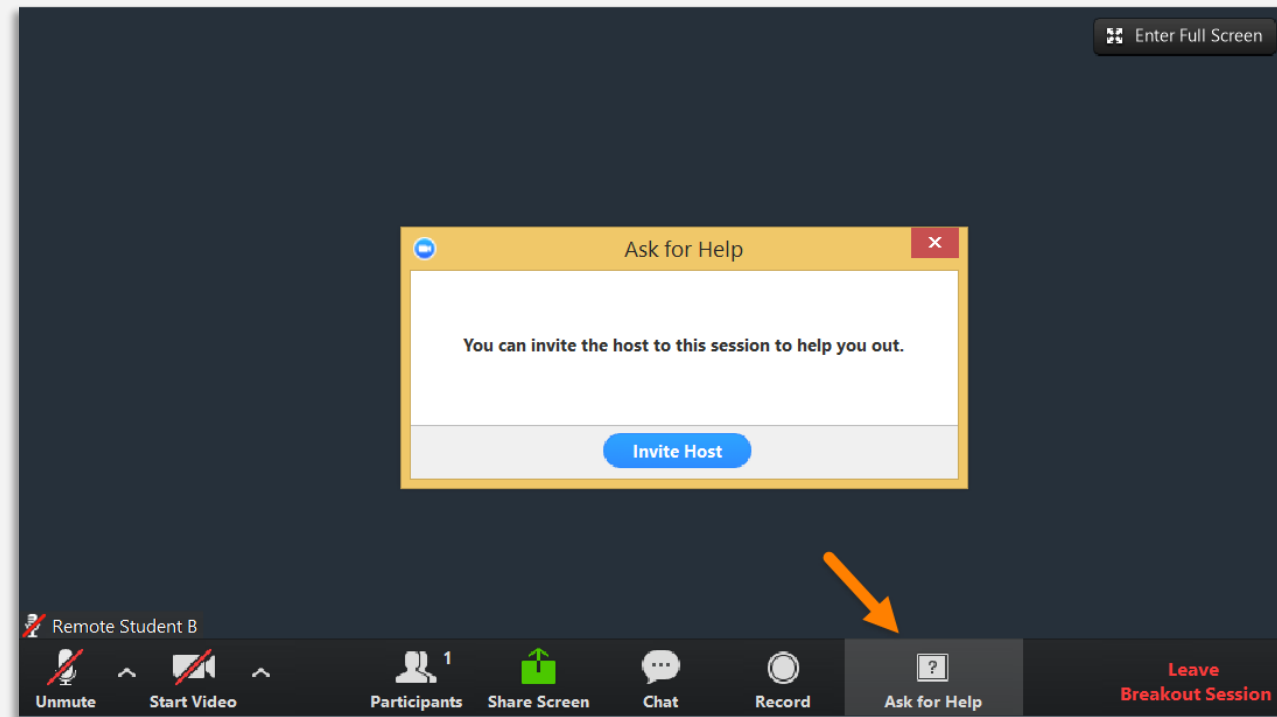
12. If the option is enabled by host, you can change your name after joining a meeting. To do so, click on Participants and on the right of you name, select More then Rename.



13. If your class has small group activities, you will be prompted to join a breakout session. **You must click Join** to move to the breakout room.



14. If you need to contact your instructor during a breakout session, use “Ask for Help” to invite your instructor to join your session.



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15. When it's time to end breakout sessions, you will be prompted to return or you will be returned automatically after 60 seconds.

