Guide to Joining a Clarion Zoom Meeting

Your instructor may opt to host online synchronous meetings or conduct virtual office hours with a video conferencing tool called Zoom.

For the best Zoom video conference experience, you will need the following to join a meeting:

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in (*optional*)

The following are two examples of the different ways participants may join a meeting. *Your professor or meeting leader may provide additional instructions on how and when to join a meeting.*

- Join a meeting via a link
- Join a meeting via meeting ID

Before the Meeting

1. Test your system at any time, select the [Zoom test link](zoom.us/test) (zoom.us/test) and join the test Zoom meeting. When prompted, download and install the desktop application file required to join a Zoom meeting. Participants in this meeting may explore the user interface and test their audio and webcam settings prior to their scheduled meeting.
2. Be prepared to interact with the instructor or meeting leader and participants via Audio and Video. However, the meeting leader may enable or remove access to audio and video tools during the meeting.
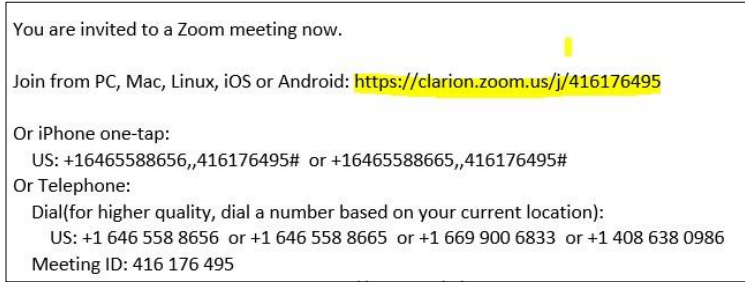
Joining a Meeting

Instructors have several options for sharing Zoom meeting information with students; one or more of the following may be used:

- Meeting title, date/time, meeting link and/or meeting ID sent via email
- OR, meeting information may be located within the D2L course (Announcements, Content, etc.)

Join a Meeting via Link

1. To join a Zoom meeting via a link, **select the link** to begin the meeting launch process. The meeting will open in a new window.

    > You are invited to a Zoom meeting now.
    >
    > Join from PC, Mac, Linux, iOS or Android: https://clarion.zoom.us/j/416176495
    >
    > Or iPhone one-tap:
    >   US: +16465588656,,416176495# or +16465588665,,416176495#
    > Or Telephone:
    >   Dial(for higher quality, dial a number based on your current location):
    >   US: +1 646 558 8656 or +1 646 558 8665 or +1 669 900 6833 or +1 408 638 0986
    >   Meeting ID: 416 176 495

2. Follow the prompts as they appear on the screen. Depending on the browser, the prompts may differ.

3. If this is the first time you are attending a Zoom meeting, you may be prompted to *install* the Zoom application. OR, if you have already installed the Zoom desktop application, you may be prompted to *select* the Zoom application - select **Open link** to continue to launch process.
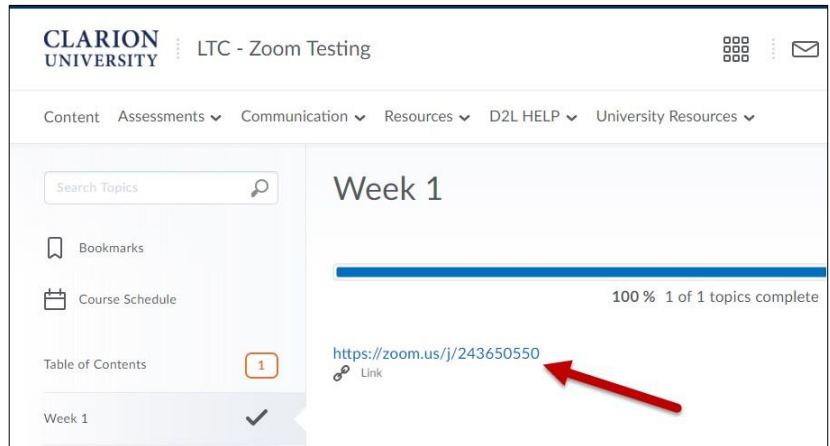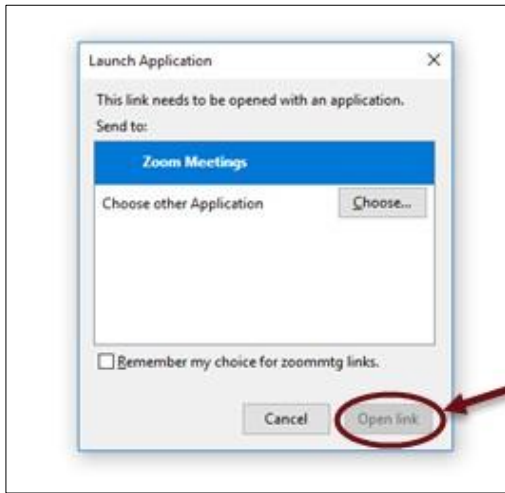
Joining audio and video

1. When you first enter into the Zoom Meeting a screen will appear and ask you to join the audio conference by computer. Click the green button to join the audio conference by computer or headset.

2. If you do not have a headset or built-in mic, you may use a telephone for the audio. Click **Phone Call** and follow the instructions for dialing in. You will need the meeting ID to join by phone. (See Join by Telephone)

3. To add video to the Zoom meeting select the image of a camera with a red line across it.