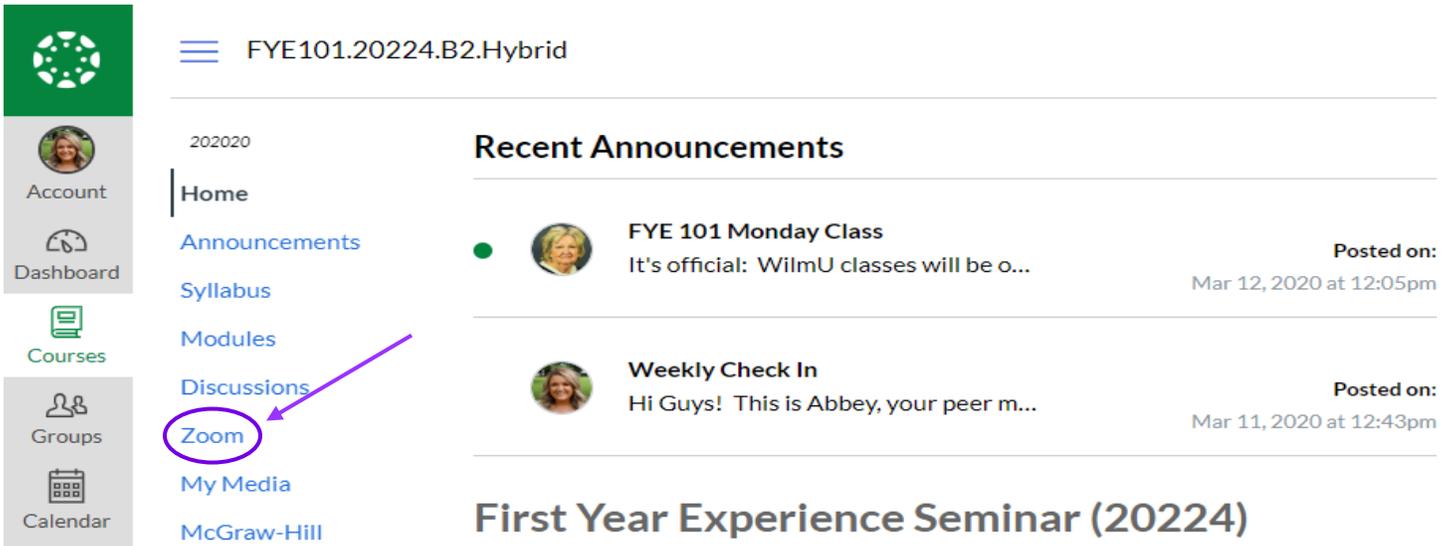


# Zoom Procedures

## Accessing Zoom Meetings

1. To access a Zoom meeting, navigate to the Zoom tab located within your course page.

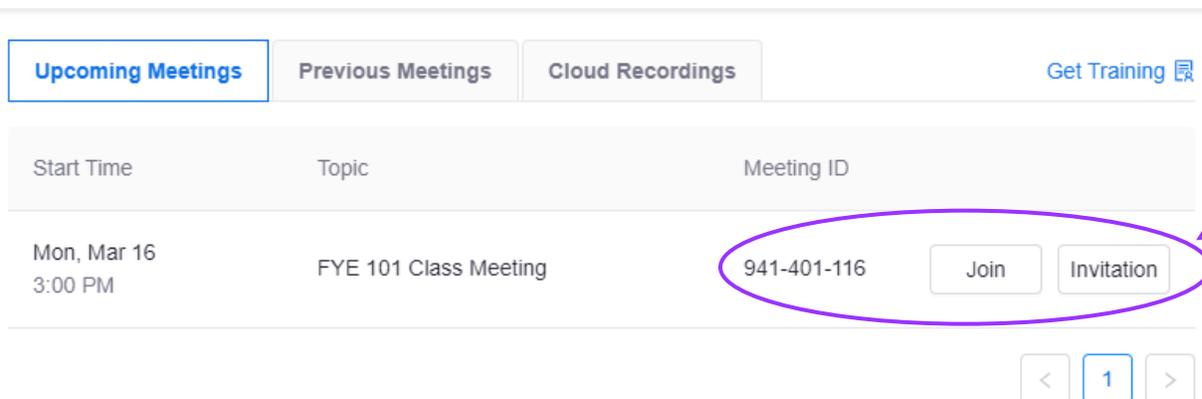


The screenshot shows a course page for 'FYE101.20224.B2.Hybrid'. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, and Calendar. The 'Zoom' tab is circled in purple with an arrow pointing to it. The main content area has a 'Recent Announcements' section with two entries: 'FYE 101 Monday Class' and 'Weekly Check In'. Below this is a section titled 'First Year Experience Seminar (20224)'.

2. Once in Zoom, you will be shown any meetings that have been scheduled for your course. From here you will have the option to view the invitation or join the meeting directly from your device. **Please take note of the Meeting ID, this will be how you enter a Zoom meeting**



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [↗](#)



The screenshot shows the Zoom interface with the 'Upcoming Meetings' tab selected. A table lists the meeting details, and the Meeting ID '941-401-116' and the 'Join' and 'Invitation' buttons are circled in purple with an arrow pointing to them.

Start Time	Topic	Meeting ID
Mon, Mar 16 3:00 PM	FYE 101 Class Meeting	941-401-116

- 2A.** If you select "Invitation" you will be shown the different accesses to the Zoom meeting. This includes phone numbers to access the zoom meeting via phone call as

well as the website link to the meeting. The phone call marked New York is the East Coast access phone number, while the phone number marked San Jose is the West Coast access phone number.

#### Meeting Invitation

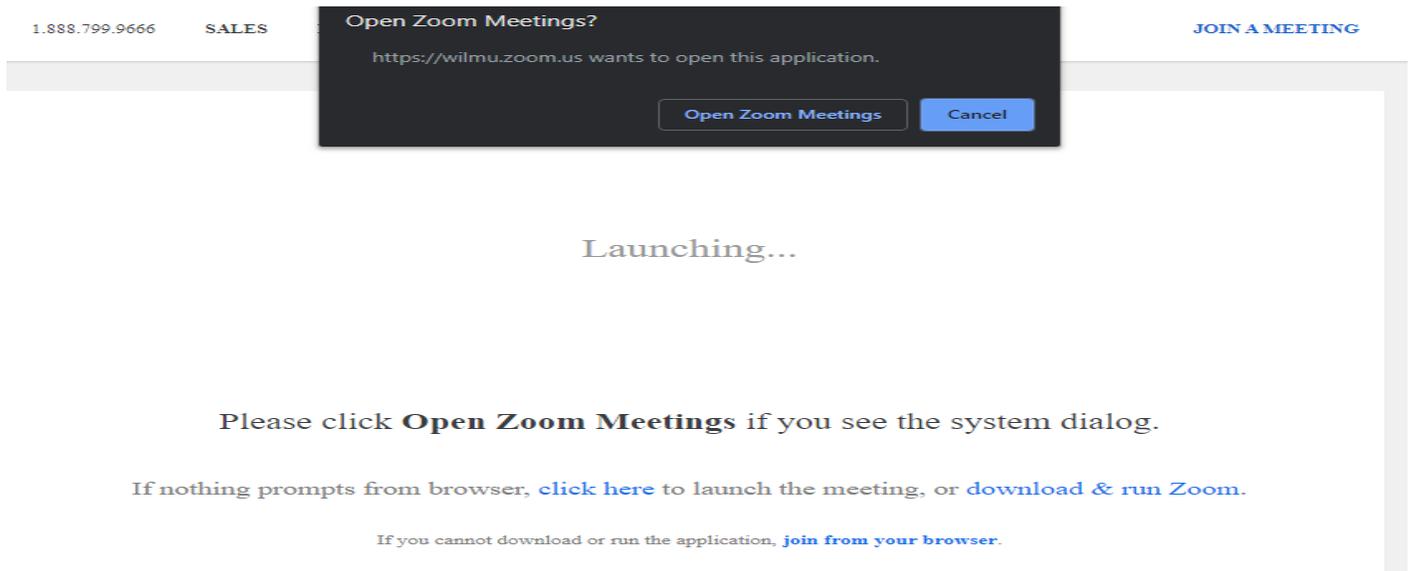


One tap mobile  
+19294362866,,941401116# US (New York)  
+16699006833,,941401116# US (San Jose)

Dial by your location  
+1 929 436 2866 US (New York)  
+1 669 900 6833 US (San Jose)

Meeting ID: 941 401 116  
Find your local number: <https://wilmu.zoom.us/j/941401116>

**2B.** If you select “Join” the device that you are using will be prompted into the Zoom Meeting. Once in, hit “Open Zoom Meetings”



1.888.799.9666 SALES JOIN A MEETING

Open Zoom Meetings?

<https://wilmu.zoom.us> wants to open this application.

[Open Zoom Meetings](#) [Cancel](#)

Launching...

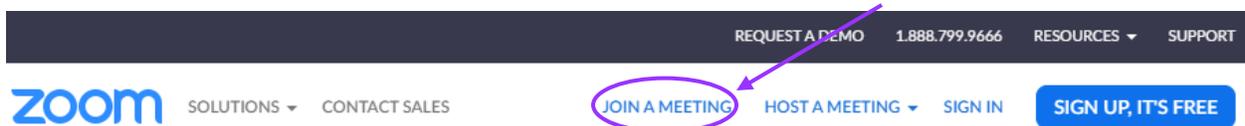
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

## Joining a Zoom Meeting through Zoom.com

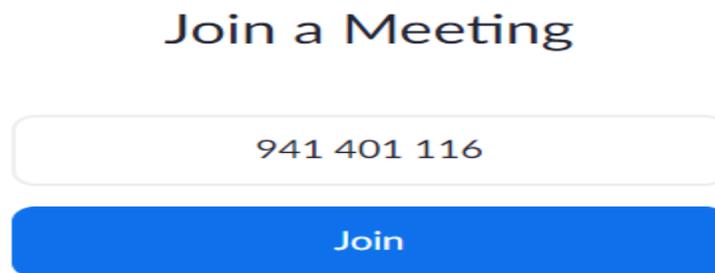
1. If you are trying to access a zoom meeting through the internet, please navigate to Zoom.com. Once on the website, click “Join a Meeting”



REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ CONTACT SALES [JOIN A MEETING](#) HOST A MEETING ▾ SIGN IN [SIGN UP, IT'S FREE](#)

- From here, Zoom will prompt you to enter the Meeting ID number. ***For this example, we are using the meeting ID found in Accessing Zoom Meetings Instruction 2. Your Zoom meeting will not have the same ID number as the one listed below.***

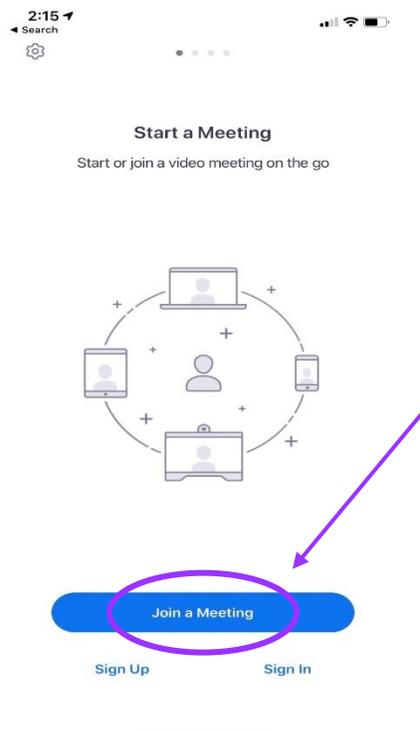


[Join a meeting from an H.323/SIP room system](#)

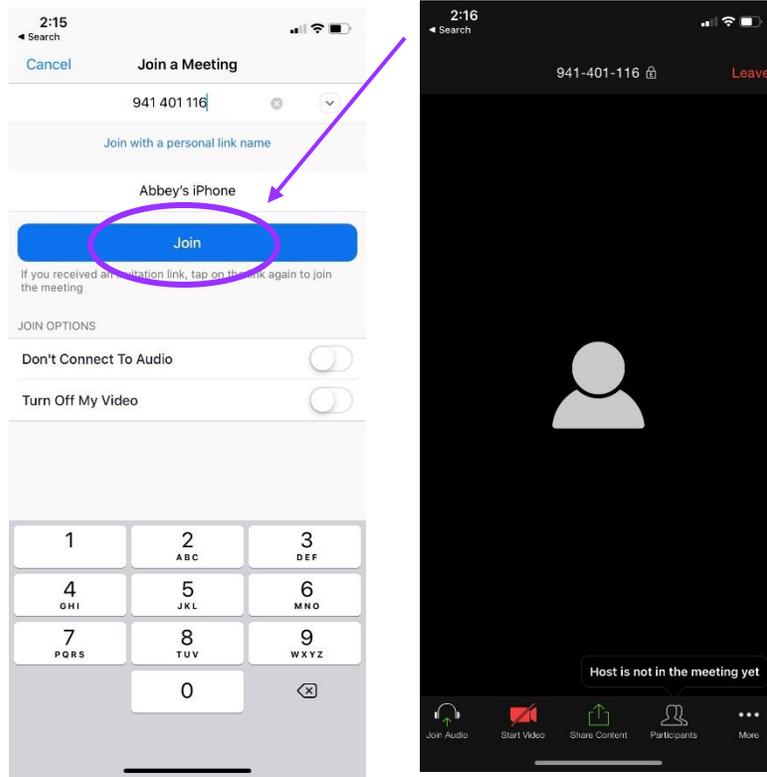
- Click join, and you will be prompted into the Zoom meeting.

## Joining a Zoom Meeting by Smartphone (IOS/ANDROID)

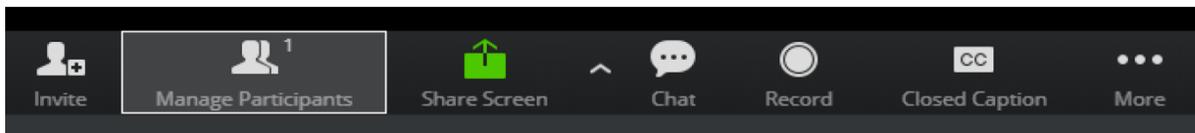
- Download the Zoom app from the app store.
- Once in the app, select “Join a Meeting”



- Once in Join Meeting, enter your meeting ID number into the top box and select "Join." This will launch you into the meeting



## Active Zoom Meeting Actions



These are for the organizer of the meeting, they allow you to invite new participants as well as manage everyone who is part of the meeting

This option allows you to share your computer screen with participants

This option allows you to open a chat for participants

This option allows or anyone to record the session

This option provides captions for those with a hearing impairment

This option allows you to disable camera functions