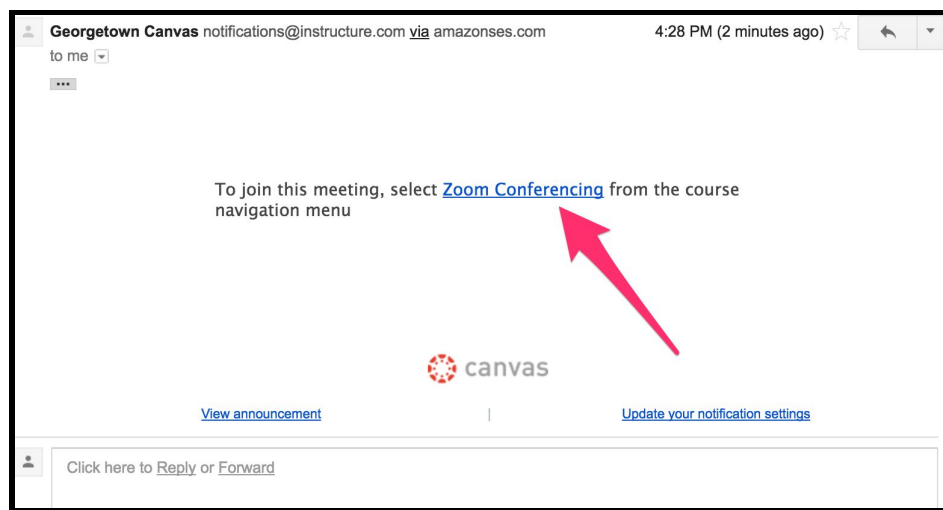


Zoom Instructions

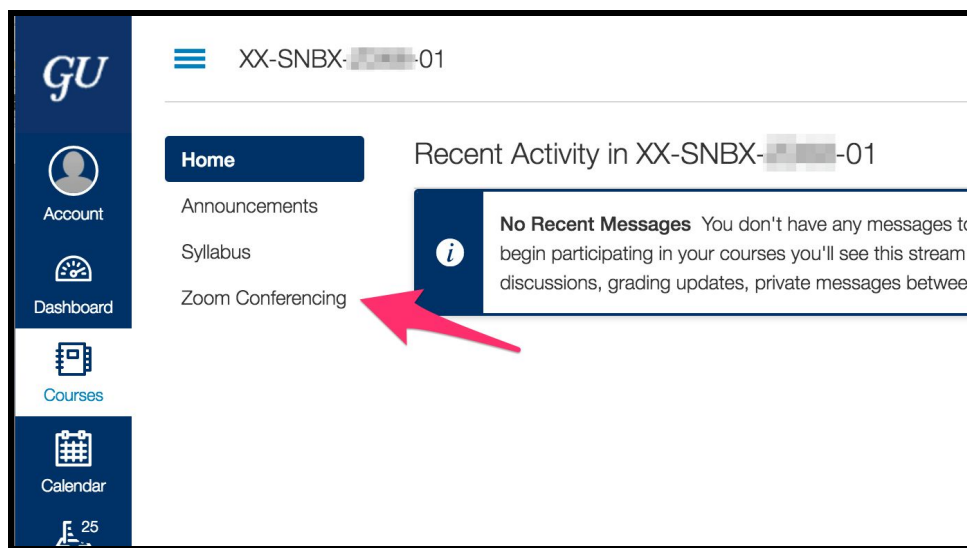
To join the session, your instructor will first create the session and send an invitation via email. Follow the directions below to join the session at the appropriate time. Throughout the process, you may be prompted to download and install the Zoom software.

Joining a Conference

1. You will receive an invitation to join Zoom Conferencing via email.



Alternately, you can click on Zoom Conferencing in the Canvas menu.



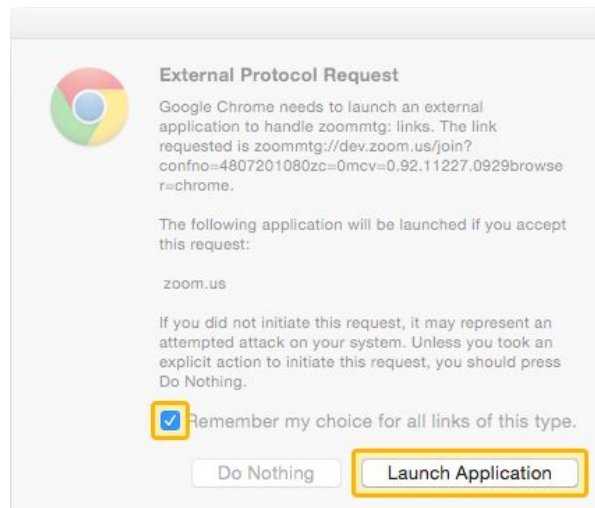
Note: Either way will take you to the following page, where you can choose your "Topic" among the Online Class Meetings. **DO NOT** click this meeting until the appropriate meeting time.

The screenshot shows the Zoom Conferencing tool interface. On the left is a navigation menu with links for Home, Announcements, Syllabus, and Zoom Conferencing (which is highlighted). The main content area has a welcome message: "Welcome to the Zoom Conferencing tool for course: [redacted]: Sandbox-zd68-01." Below this is the "Online Class Meetings" section, which contains a table with columns for Topic, Schedule, and Hosted By. The table lists a "Course Meeting" for "Sandbox-zd68-01" scheduled for "Tue August 30, 2016 4:20 PM (-04:00) to Tue August 30, 2016 5:20 PM (-04:00)". A red arrow points to the meeting topic. Below the table is the "Online Office Hours" section, which has a table with columns for Active and Name, but it is currently empty.

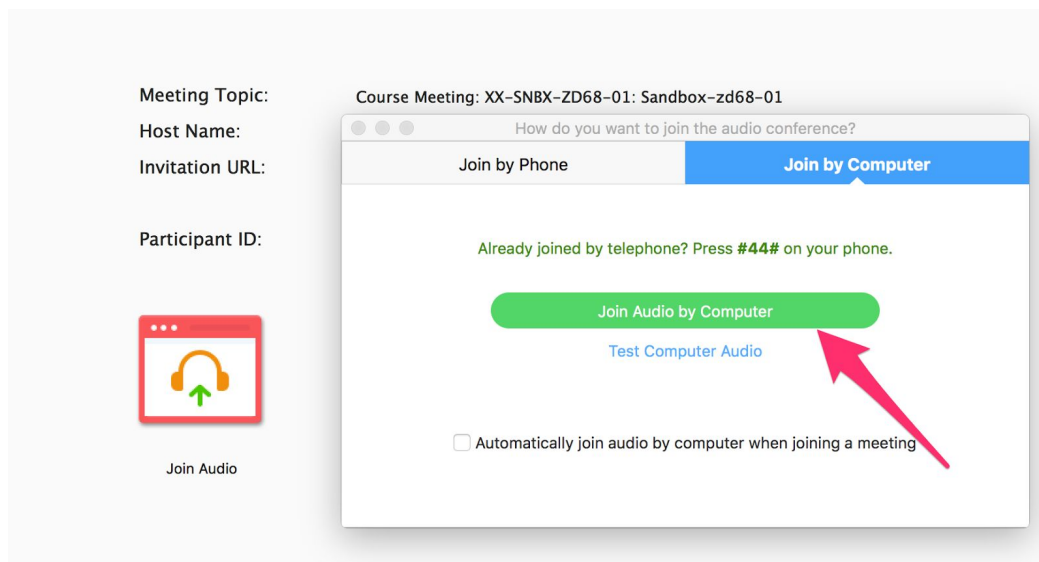
2. If this is your first time using Zoom, you will be prompted to download and install the software. Go ahead and do so.

The screenshot shows the Zoom download and installation instructions. At the top is the Zoom logo. Below it is a large white box with the text: "Click **zoomusLauncher.zip**. Then double click **zoomusLauncher** to join the meeting. If nothing prompts from browser, [try again](#)." Below this text is an orange button with a white download arrow icon and the text: "Click **zoomusLauncher.zip**. Then double click **zoomusLauncher** to join the meeting." At the bottom of the screen, a file explorer window shows a file named "zoomusLauncher.zip" with a red arrow pointing to it.

If this is not your first time, click on “Launch application”.



3. Next, select “Join Audio” to use your computer's audio to conference.



4. If it asks for your name, enter it and click “Join” to join the meeting. You will now be connected and see what the instructor is sharing.

If you are still having technical problems, please contact UIS at help@georgetown.edu.