



## Setting Up Zoom Account

*Once E-Learning has initiated your institutional account you will receive an email to activate your account.*

- 1. Within the activation email you receive, click "**Activate Your Zoom Account.**"*
- 2. When prompted select the option to "**Sign Up with a Password**" and be sure to use your Blue Ridge email as it is associated with your account. (Do not select to sign in with Google or Facebook).*

# Getting Started with Zoom

## Accessing Zoom



### **Blackboard**

*Course Tools/Zoom*



### **Zoom Website**

*Log in with Zoom credentials*



### **Desktop/Mobile Application**

*Log in with Zoom credentials*

***All applications synch your meeting information across platforms.***

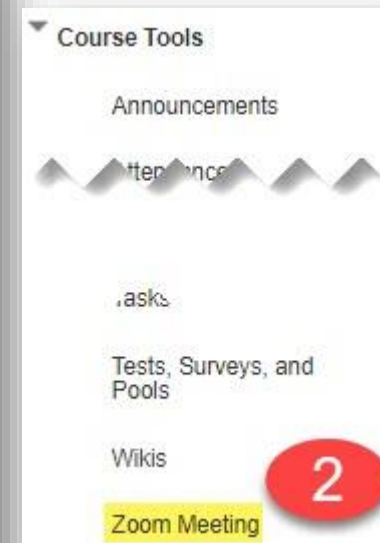
# Getting Started with Zoom



## Blackboard

*Course Tools/Zoom*

1. *Click Course Tools*
2. *Click Zoom Meeting*
3. *Click Schedule a New Meeting*



# Getting Started with Zoom



## Zoom Website

*Log in with Zoom credentials*

[brctc.zoom.us](https://brctc.zoom.us)

The screenshot displays the Zoom web interface for a user named Sara Shade. The interface includes a top navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a SIGN OUT button. A left sidebar contains a menu with options like Profile, Meetings, Webinars, Recordings, and Settings. The main content area shows the user's profile information, including their name, account number, and various settings that can be edited.

Field	Value	Action
Profile	Sara Shade Account No. 50414695	Edit
Personal Meeting ID	691-901-4663 <a href="https://brctc.zoom.us/j/6919014663">https://brctc.zoom.us/j/6919014663</a> <small>Use this ID for instant meetings</small>	Edit
Personal Link	Not set yet.	Customize
Sign-In Email	sshade@blueridgectc.edu Linked accounts: <input type="checkbox"/>	Edit
User Type	Pro	
Capacity	Meeting 300	
Language	English	Edit
Date and Time	Time Zone: (GMT-4:00) Eastern Time (US and Canada) Date Format: mm/dd/yyyy Example: 08/15/2011	Edit

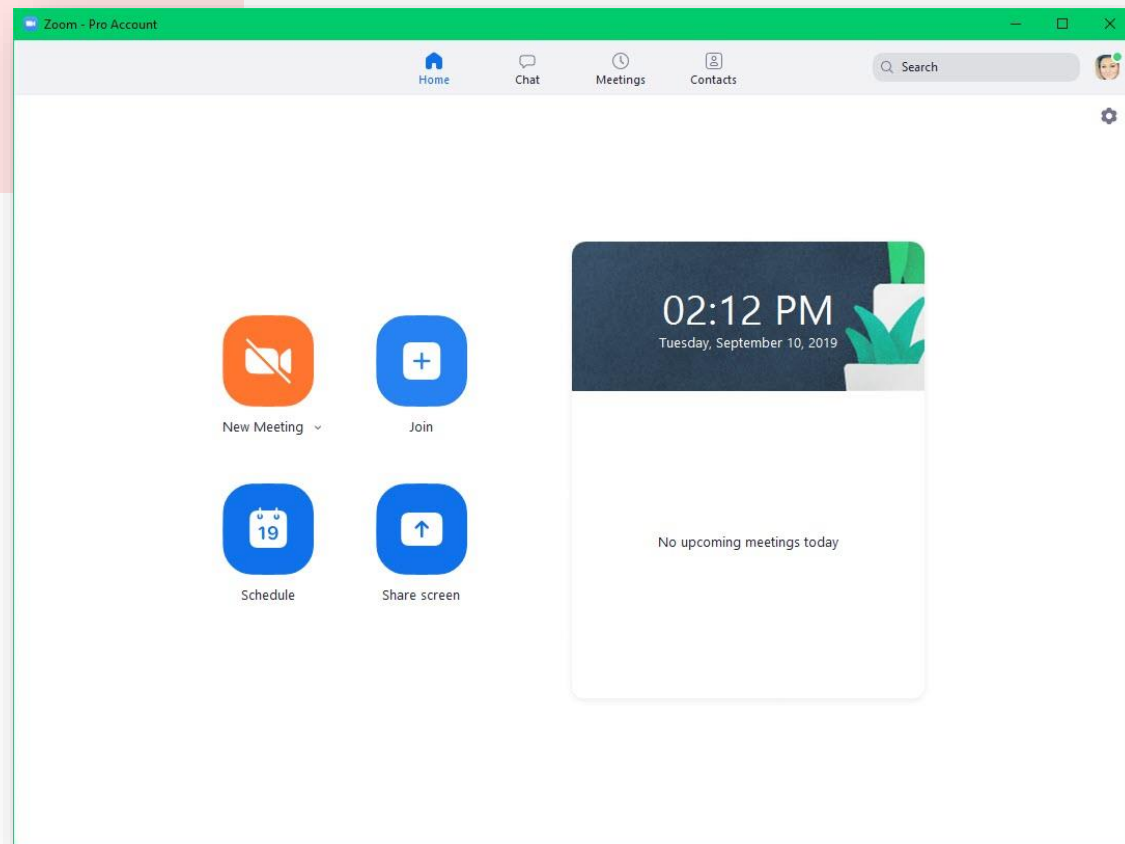
# Getting Started with Zoom



## Desktop/Mobile Application

*Log in with Zoom credentials*

[Desktop App](#)



# Do I need a webcam?

You do not need a webcam in order to join a Zoom meeting.

Without a webcam, you *will not be able to transmit video*.

Things you will be able to do include:

- view the other participants who are using webcams
- listen to the meeting or webinar audio
- view screen sharing
- share your screen (if this is enabled by the host)
- participate in breakout rooms, polling, chat, and Q & A (as long as those are enabled by the host).

# Recommend Software

You are strongly encouraged to download the Zoom Desktop Client. Doing so gives you access to many features, as well as the following browsers:

- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome

If you do not download the Zoom Desktop Client, you will be able to access some of Zoom's features - but only on Chrome.

[Watch a 3-minute video about the Zoom Desktop Client](#)

[Learn more about using Zoom without downloading the Desktop Client.](#)



# Join through a Web Browser

You can use Zoom on a computer through a web browser. This lets you use some of Zoom's features without downloading plug-ins or software. However, the web client has *limited features*.

It is possible to use the Zoom web client with the following web browsers:

- Internet Explorer 10 or higher
- Microsoft Edge 38.14393.0.0 or higher
- Google Chrome 53.0.2785 or higher
- Safari 10.0.602.1.50 or higher
- Firefox 49.0 or higher

**Google Chrome** is the only browser that will allow you to join the computer audio for Zoom meetings. You may still be able to use your phone to dial into the meeting depending on the settings selected by the host.

*For an up-to-date list of which Zoom features work in which browsers, see the [Features Across Browsers](#) section in the [Zoom Web Client](#) article in the Zoom Help Center.*

# What is a Meeting in Zoom?

Feature	Meetings
Purposes	Collaborative events
Number of attendees	Up to 300
Who can host?	Anyone with a Zoom account.
Who can attend?	Anyone, including individuals outside of the College.
Who can share their screen?	Any participant (with host permission)
Who can share their video?	Any participant (with host permission)
Who can see the other attendees?	Any participant
How can participants ask questions?	Chat Out loud with microphone
Is recording available?	Yes
Is closed captioning available?	Yes
Are breakout rooms available?	Yes
Is file transferring available?	Yes

# Creating a Meeting



## Blackboard

*Course Tools/Zoom*



## Zoom Website

*Log in with Zoom credentials*



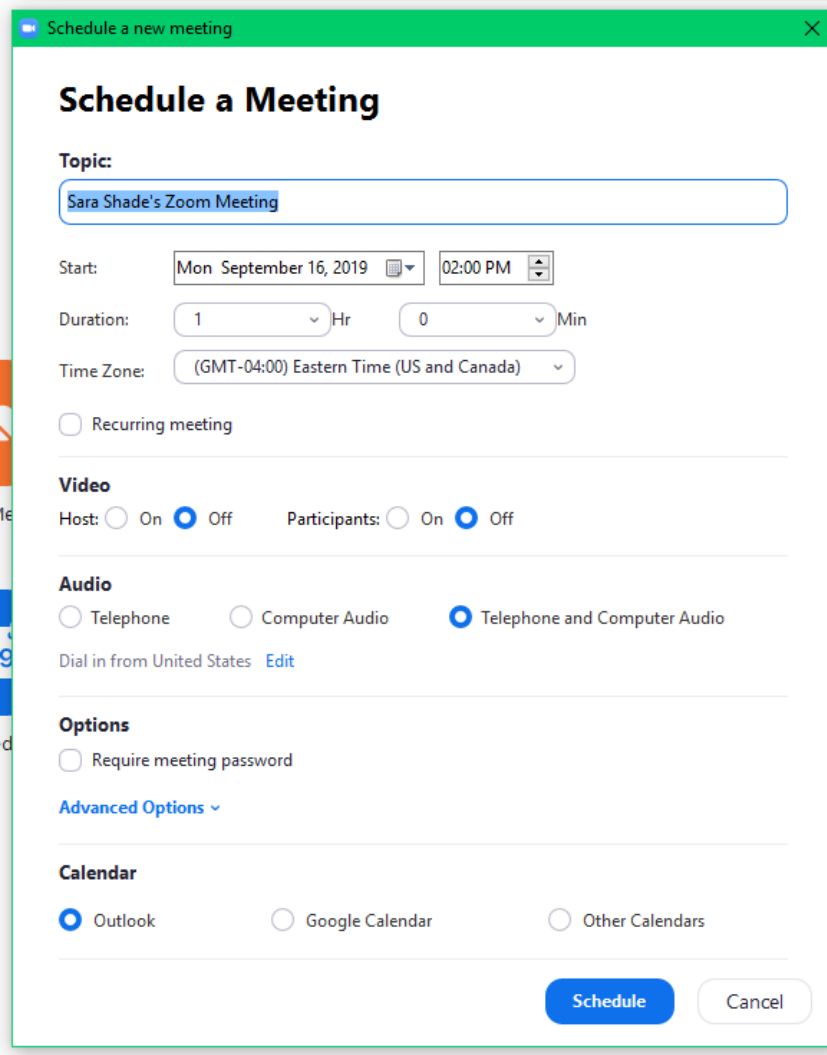
## Desktop/Mobile Application

*Log in with Zoom credentials*

## Information Needed to Schedule

- *Topic*
- *Description (Optional)*
- *When*
- *Duration*
- *Time Zone*
- *Registration*
- *Video*
- *Audio*
- *Meeting Options*
- *Alternative Host*

# Creating a Meeting



The screenshot shows the 'Schedule a new meeting' dialog box in Microsoft Teams. The title bar is green with a close button. The main title is 'Schedule a Meeting'. The 'Topic' field contains 'Sara Shade's Zoom Meeting'. The 'Start' field shows 'Mon September 16, 2019' and '02:00 PM'. The 'Duration' is set to '1 Hr' and '0 Min'. The 'Time Zone' is '(GMT-04:00) Eastern Time (US and Canada)'. There is an unchecked checkbox for 'Recurring meeting'. The 'Video' section has 'Host' set to 'Off' and 'Participants' set to 'Off'. The 'Audio' section has 'Telephone and Computer Audio' selected. Below it is a link 'Dial in from United States Edit'. The 'Options' section has an unchecked checkbox for 'Require meeting password' and a link 'Advanced Options'. The 'Calendar' section has 'Outlook' selected. At the bottom are 'Schedule' and 'Cancel' buttons.

**Schedule a Meeting**

**Topic:**  
Sara Shade's Zoom Meeting

**Start:** Mon September 16, 2019 02:00 PM

**Duration:** 1 Hr 0 Min

**Time Zone:** (GMT-04:00) Eastern Time (US and Canada)

☐ Recurring meeting

**Video**  
Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**  
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Options**  
☐ Require meeting password  
[Advanced Options](#)

**Calendar**  
☒ Outlook ☐ Google Calendar ☐ Other Calendars

[Schedule](#) [Cancel](#)

## Information Needed to Schedule

- *Topic*
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# Zoom Resources

How to Videos: <https://zoom.us/resources>

General Zoom Help: <https://support.zoom.us/hc/en-us>

