Resource Guide

Accessing Zoom

- **Access through the desktop app**
  - Download the Zoom app to your computer. When launching the app, select the option to sign in with SSO. Enter VCCS as the domain and login with your MyNOVA credentials.
- **Access through MyNOVA**
  - Login to MyNOVA and select the tile for Zoom. Select "Settings" to enter your Zoom account.
- **Access through Canvas**
  - Access Zoom from your Canvas courses by selecting the Zoom navigation from your Course Navigation Bar. (If Zoom does not appear, you will need to enable it under Settings > Navigation).

Scheduling a Meeting

- **Scheduling through the desktop app**
  a. Open the Zoom desktop app
  b. Select the Home button at the top left
  c. Select the Schedule button
  d. Enter in Topic, Date, and other related details and advanced options
- **Scheduling online**
  a. Sign in to Zoom using MyNOVA
  b. Select Settings
  c. Select the blue "Schedule a New Meeting" button in the top right corner
  d. Enter in Topic, Date, and other related details and advanced options

Inviting Participants

- Copy the link to the meeting and paste in an email

Starting/Joining a Meeting

- **Start/Join via meeting URL**
  - Open the email, calendar invite, or other communication that contains a link to the pre-scheduled meeting and select the URL to start/join the meeting
- **Start/Join through desktop app**
  - Open the Zoom desktop app and select Start from the list of upcoming meetings

Best Practices while in a Class/Meeting

- Sign in to the Zoom desktop app and stay signed in
- Check your internet speed. If you're on free or limited wifi you may need to keep your camera off to improve quality
- Turn your camera on and have your camera at eye level
- Stay muted unless you're talking to reduce background noise
- Make sure you sit in a well lit and quiet place
- Be mindful of what's going on around you. Think about using a Zoom virtual background or having a solid wall behind you

Host Meeting Controls

- **Mute/Unmute** - select the appropriate audio source(s)
- **Start/Stop Video**
  - Turn video on or off
  - Select/upload virtual background
- **Security Icon**
  - Lock meeting so no one else may join
  - Enable/disable waiting room
  - Allow participants to share screen, chat, rename themselves, unmute themselves, start video
- **Participants**
  - Mute/unmute participants individually or as group
  - Play join and leave sound
  - Enable/disable waiting room
  - Lock meeting

- **Chat**
  - Share file
  - Message individuals or Everyone
  - Stop/restrict participants from chatting
- **Screen Sharing Options**
  - Select Desktop to share entire desktop screen (if you have multiple monitors, you will see multiple choices)
  - Select Whiteboard to share whiteboard to annotate on
  - Select Application to share only a specific application (note - you can only share one application at a time)
  - Select Share Computer Sound for participants to hear sound on videos, etc.
- **Reactions**
  - Use reactions from Toolbar to add reactions
  - Reactions can be cleared from the Participant box