

Zoom: Participate in a meeting

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Zoom is one of the leading services for hosting online meetings. Bryn Mawr provides licensed Zoom accounts for all students, faculty, and staff. As a result, you may need to use it to access class sessions, academic events, club programs, and internal meetings.

Before you begin, you will need the following:

- a laptop, desktop computer, or mobile device with Internet access.

Before your first Zoom meeting

1. [Install the free Zoom app](#) on your devices or log in to [Zoom's website](#). For the latter, [make sure to use the SSO option](#).
2. [Join a test meeting](#) to test your connection and familiarize yourself with the participant interface. Make sure to do the following:
 - Test your [audio](#) and [video](#) set-ups. For the best experience, use headphones to cancel out ambient noise and avoid audio echos.
 - Practice using the [participant controls in a meeting](#).
 - Practice [showing and using chat](#).
 - Practice [using nonverbal feedback and meeting reactions](#).
 - If you are on a computer, try out options for taking notes in a different app/window while viewing a Zoom meeting:
 - Switch back and forth between Zoom and your notes by pressing **Alt+Tab** (Windows) or **Cmd+Tab** (MacOS).
 - Quickly open them side-by-side with [Windows snap](#) (the keyboard option is fastest) or [MacOS split view](#).
3. Close the test meeting.
4. Go to the home screen of your app and click **New Meeting**.
5. Click **Share Screen** to practice sharing different types of content. This feature can be used [to share content from different windows, applications, and connected devices](#).

Note: If you want to share video and your device does not have a built-in camera, you will need a webcam. See [Zoom: Multiple cameras](#) for more details.

Join a Meeting

- You can access a Zoom in one of the following ways:
 - Open the Zoom app on your device and select **Join**. Enter the meeting ID and password, if there is one. Contact the meeting's host if you don't have these.
 - Log in to [Zoom through their website](#) (make sure to select **SSO** as your login option). Once on the Home screen, click **Join**. Enter the meeting ID and password, if there is one. Contact the meeting's host if you don't have these.
 - If the meeting was shared by [the host via Outlook Calendar](#), open the event and click on the meeting link provided.
 - If the meeting is for a class and your instructor shared details via Moodle, [log in to Moodle](#) and enter the relevant course. Then, find where your instructor posted the individual session link or [the Zoom activity in Moodle](#).

Attention: Meeting hosts may choose to record Zoom sessions. [Zoom will always notify participants that a meeting is being recorded](#). The host should also inform you how the meetings will be shared. Furthermore, all recordings made by Bryn Mawr Zoom accounts are governed by [the college's data handling policy](#). Always remember that you can [set your virtual background](#) and/or [mute your video camera or microphone](#) if you want to limit your presence in a recorded meeting.

Videos & Further Reading Zoom

- [Zoom's Help Center](#)
- [Getting started with Zoom](#)
- ["Show Me" Videos](#)
- [Learning Zoom](#) (LinkedIn Learning - Requires BMC Email to Access)

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

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