1. How to Access Zoom in Your Course Site

Within UVA Collab, Zoom is referred to as the **Online Meetings** tool. To access Zoom in your course site, select **Online Meetings** in the left-hand side main menu as shown in the image below.
2. **Overview of Zoom from within UVA Collab**

From the Online Meetings page, users can view Upcoming Meetings [1], view upcoming Sessions [2], and Join a session [3].
3. How to Join a Zoom Session

Students can join a meeting by following the steps below:

1. Click on **Upcoming Meetings**.
2. Click **Join**.
3. On the new window, click **Join With Computer Audio** as shown in the image.
4. Zoom Interface

Meeting Topic: Week 1 Live Class
Host Name: TaeHo Yu
Invitation URL: https://virginia.zoom.us/j/208580890
Participant ID: 23

1. Audio/Video Settings
2. Share Content
3. Invite
4. Participants
5. Chat
6. Record
7. Leave Meeting
5. Participants and Chat Windows

The Participants window [1] and Chat window [2] do not appear automatically. These windows can be brought up by clicking on buttons 4 and 5 from the previous page.

Students can use the icons at the bottom of the Participants window (i.e. raise hand, yes, no, go slower, go faster, more).
6. Sharing Content

With Zoom, students can share anything that is currently open on your computer by simply clicking the Share button [2, page 4]. Items that can be shared on Zoom include:

- Web sites
- PDFs
- Word documents
- Videos
- PowerPoint presentations
- Desktop
- Whiteboard
- Excel spreadsheets

Basic Sharing

- Once you click the Share button, a new window will open with thumbnail images of all of the applications currently open on your computer. Select the application that you wish to share and then click the Share button in the lower right corner.

- If sharing a video, make sure to select Share computer sound (highlighted below).
Advanced Sharing

- To share only a portion of your screen, select the Advanced tab at the top of the Share window and choose Portion of Screen. This feature is useful if you would like to share the main slides from a PowerPoint presentation without also sharing your notes and preview slides.

Sharing Menu

- Once you have started sharing, you can bring up a palette of tools to annotate your content by clicking on the Whiteboard/Annotate button [2] in the Sharing Menu.

- Once you start sharing, the Participants and Chat windows will disappear. To bring them back up, click on the Participants button [1] and the More button [3], then select Chat.
7. Zoom Support

From UVA

- Zoom Help in UVA Collab: collab-support@virginia.edu
- Zoom Help (UVA ITS): https://virginia.zoom.us or https://in.virginia.edu/zoom

From Zoom

- Zoom Technical Support: https://support.zoom.us/hc/en-us/articles/201362003
- Video Tutorials: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=bba1eda1d16c66c536cd64cb7e37d2b2b5676c07
- Zoom Knowledge Base: https://support.zoom.us/hc/en-us?flash_digest=e4ccc34f48e94e2a59e793baab57bb0ff8b08c2e