

Procedures for Joining a Zoom Meeting

(1) Joining with a Zoom URL Address:

- (a) Copy the URL address from the meeting invitation received from the instructor.
- (b) Paste the URL address into your browser and activate.
- (c) You will then be asked to download and save a Zoom launcher file.
- (d) Save the file and click on the download arrow. Click on the downloaded file to execute the program.
- (e) The resulting screen will give you the option to join the meeting with or without video.
- (f) You are then in the meeting.

(2) Joining a Zoom Meeting through Canvas:

- (a) Log-on to Aces
- (b) Click on "Canvas".
- (c) On the next screen, select your course.
- (d) On your course page, click on "Zoom" in the navigation menu on the left.
- (e) Click on your class meeting to join the class.
- (f) You will then be asked to download and save a Zoom launcher file.
- (d) Save the file and click on the download arrow. Click on the downloaded file to execute the program.
- (e) The resulting screen will give you the option to join the meeting with or without video.
- (f) You are then in the meeting.