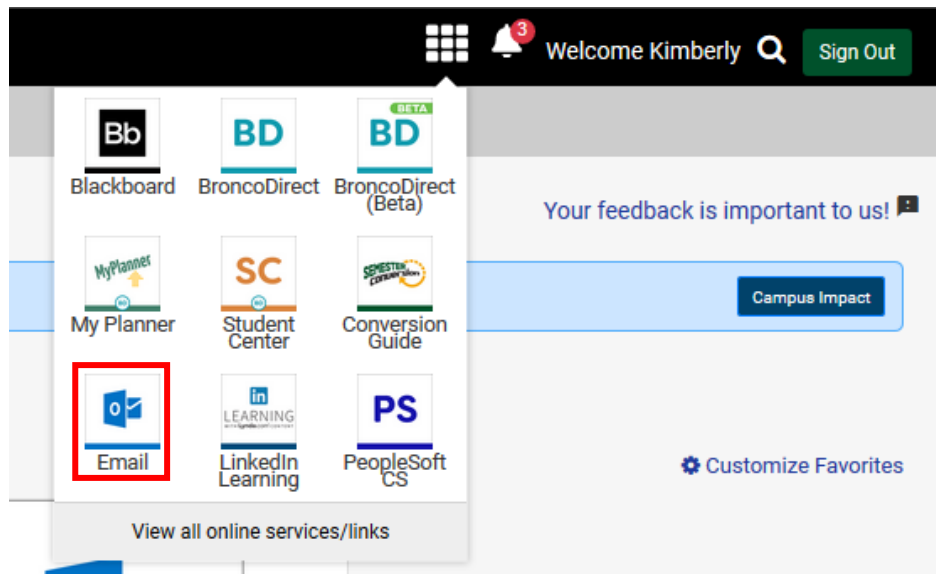
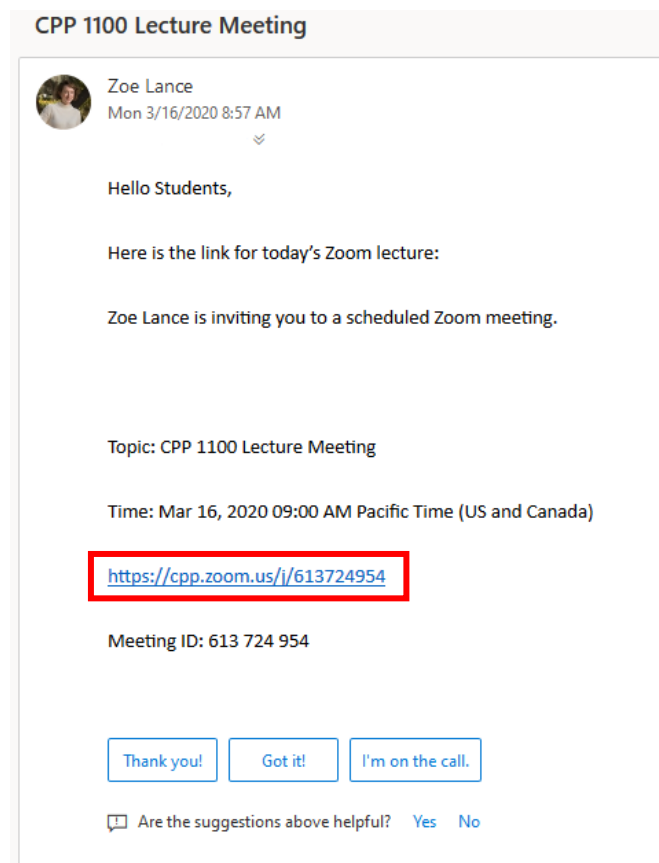


How to Join a Zoom Session

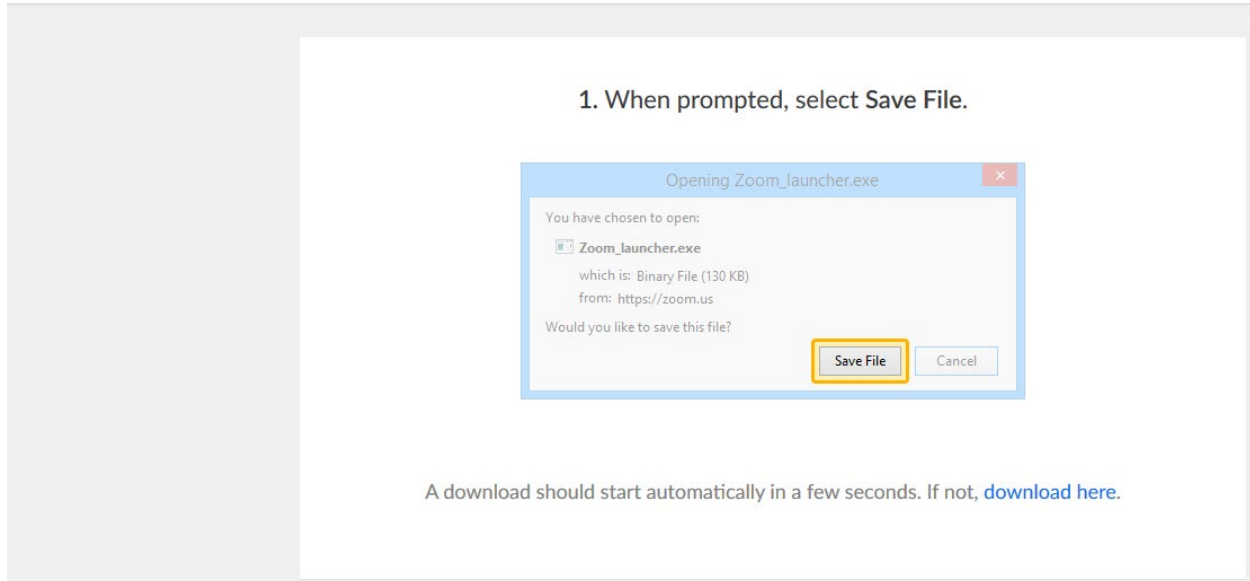
1. Sign into your CPP account at my.cpp.edu.
2. Click the waffle menu in the upper right-hand corner and choose Email to access your CPP email.



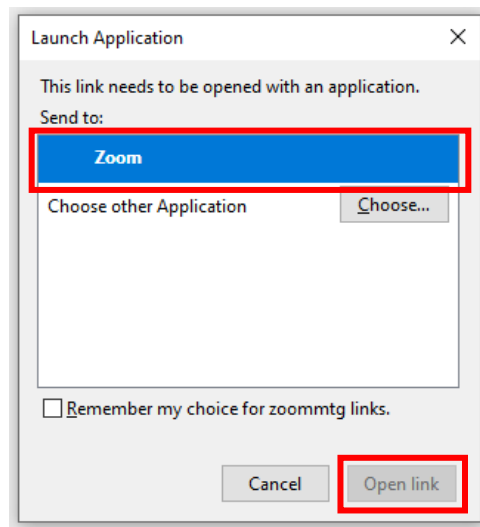
3. Your professor will send you a link for your Zoom lecture to your CPP email or through a Blackboard announcement. Click the Zoom link.



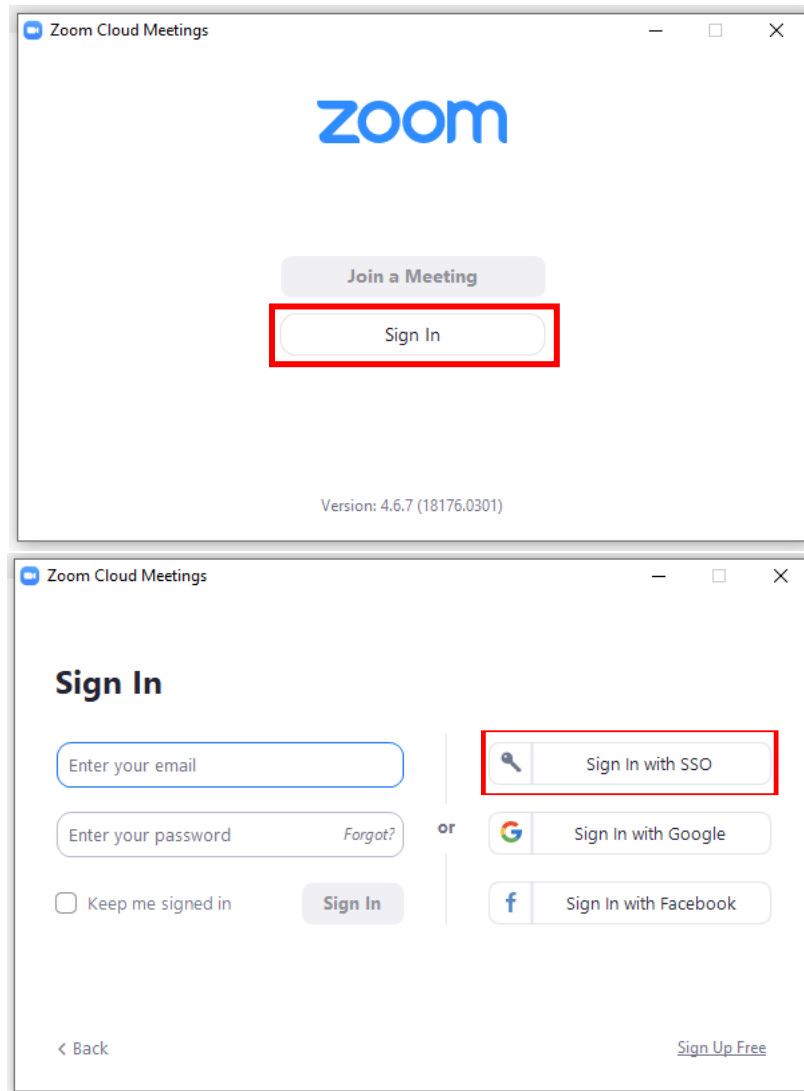
4. If you've never used Zoom before, the link should open a tab in your internet browser for you to install the Zoom application. Follow the instructions on the page to download the application.



If you've already installed Zoom before, a window will appear asking which application it should use. You should select Zoom and click Open Link.



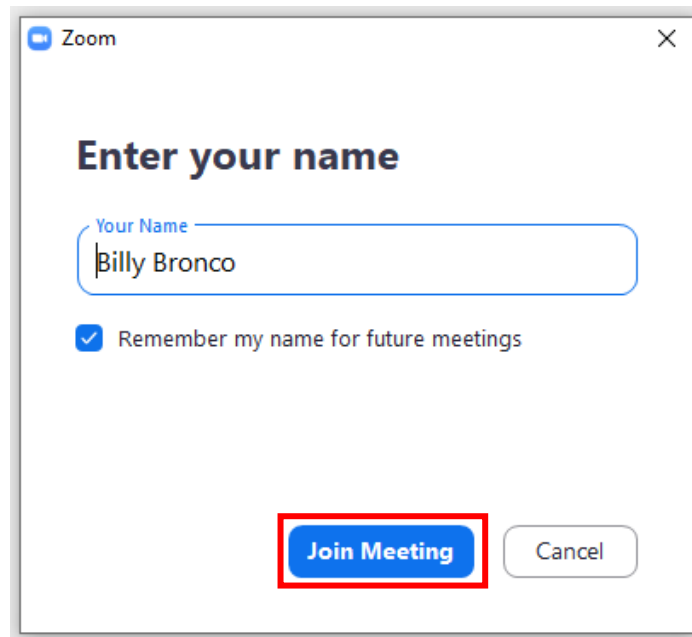
5. You will need to sign in to continue. Sign in using your CPP email and BroncoPassword just like you used to sign into MyCPP.



This will open a window in your browser and prompt you to sign in again using your CPP credentials.

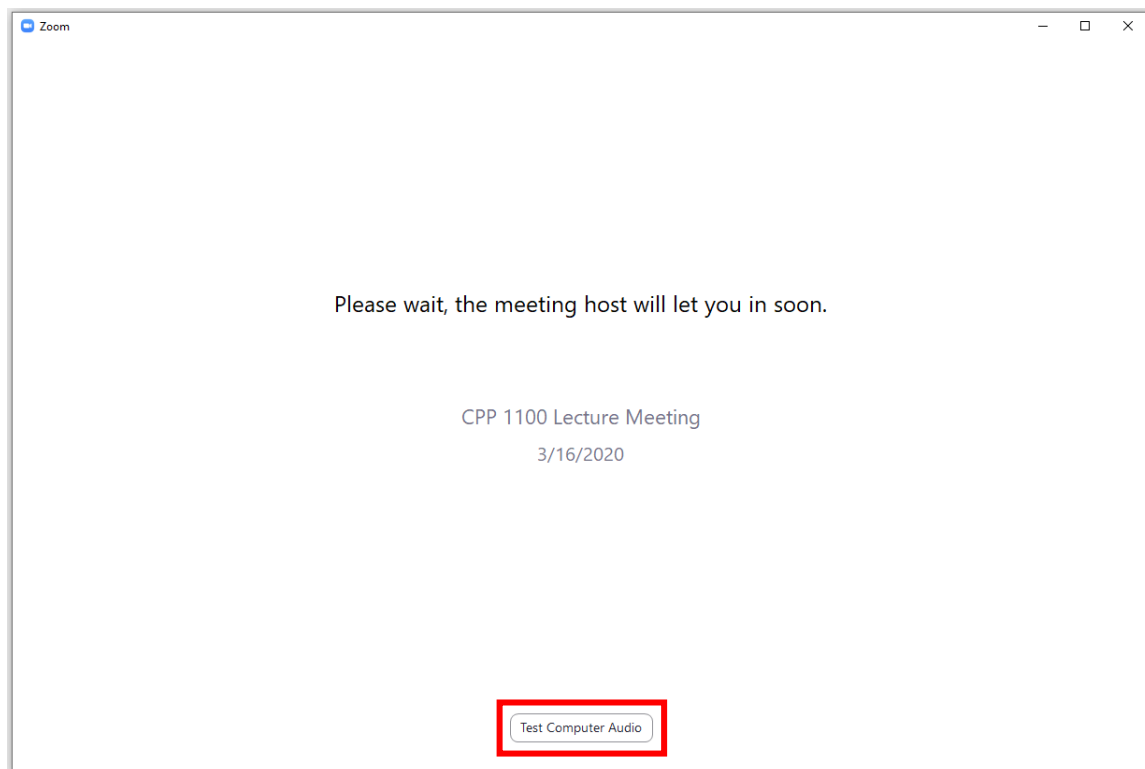
A login form with a dark green background. It contains two input fields: 'BroncoName' and 'Password'. Below the password field are links for 'Forgot Password?' and 'Don't have an account?'. A green 'Log In' button is at the bottom.

- Next you will be prompted to enter your name. Put your first and last name and then click Join Meeting.



A Zoom dialog box titled "Enter your name". It features a text input field with the placeholder "Your Name" and the text "Billy Bronco" entered. Below the input field is a checked checkbox labeled "Remember my name for future meetings". At the bottom, there are two buttons: "Join Meeting" (highlighted with a red rectangle) and "Cancel".

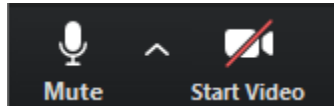
- When it's time for your lecture, your professor will start the meeting.



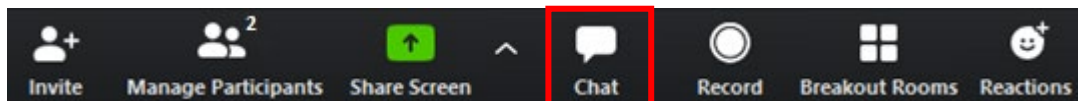
Clicking Test Computer Audio will take you to the Settings. There you can test your speaker and microphone, volume, and choose whether you want your microphone muted when joining a

meeting. You can also access video settings which include choosing a webcam and turning off video when joining a meeting.

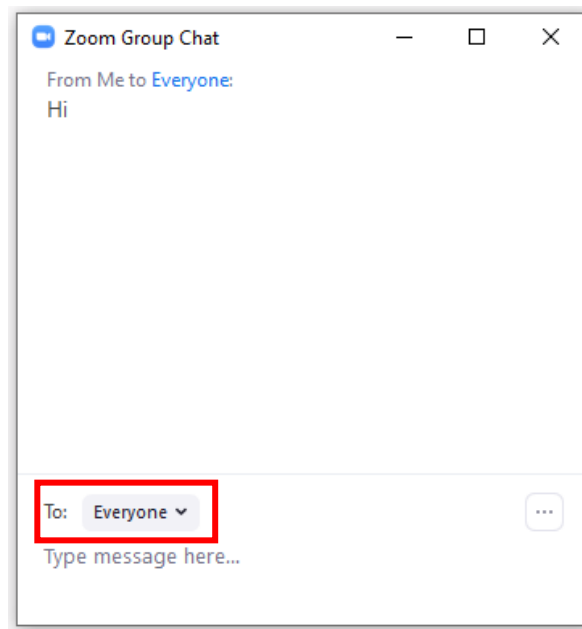
8. Once the meeting starts, you can mute/unmute your audio or turn on/off your webcam by clicking the buttons on the bottom left corner.



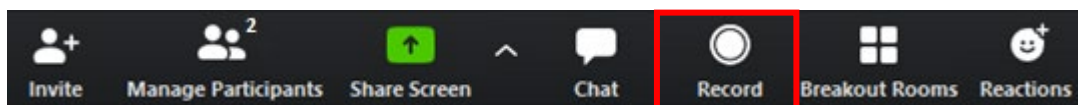
9. You can also communicate via Group Chat by choosing Chat from the menu.



You can send messages to everyone in the meeting or select an individual person, like the professor, from the dropdown menu to send a message privately.



10. You can also record meeting audio and video, but you will need to request access from your professor.



Once the meeting has ended you can find your recordings in the Meetings section of Zoom. Choose Recorded and the meeting you wish to view recordings from.

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings (highlighted with a red box), and Contacts. A search bar is located on the right. Below the navigation bar, there are tabs for 'Upcoming' and 'Recorded' (highlighted with a red box). Under the 'Recorded' tab, a list of meetings is shown under the heading 'Today'. One meeting is listed: 'Billy Bronco's Zoom Meeting' with the time 'Mon, Mar 16, 2020 11:54 AM' (highlighted with a red box). To the right of this list, the details for the selected meeting are shown: 'Billy Bronco's Zoom Meeting', 'Mon, Mar 16, 2020 11:54 AM', and the file path 'C:\Users\OneDrive - Cal Poly Pomona\Documents\Zoom\2020-03-16 11.54.40 Billy Bronco's Zoom...'. Below the file path, there are four buttons: 'Open' (blue), 'Play' (with a play icon), 'Play Audio Only' (with a play icon and 'Audio Only' text), and 'Delete' (with an 'X' icon).

The audio and video recordings are saved directly to your computer in a folder made specifically for that meeting. Click Open to view the folder or click Play or Play Audio Only to access the recording directly.

This is a close-up of the meeting details section from the previous screenshot. It shows the title 'Billy Bronco's Zoom Meeting', the time 'Mon, Mar 16, 2020 11:54 AM', and the file path 'C:\Users\OneDrive - Cal Poly Pomona\Documents\Zoom\2020-03-16 11.54.40 Billy Bronco's Zoom...'. Below the file path, there are four buttons: 'Open' (blue), 'Play' (with a play icon), 'Play Audio Only' (with a play icon and 'Audio Only' text), and 'Delete' (with an 'X' icon). The 'Open', 'Play', and 'Play Audio Only' buttons are highlighted with a red box.