## How to Join a Zoom Session

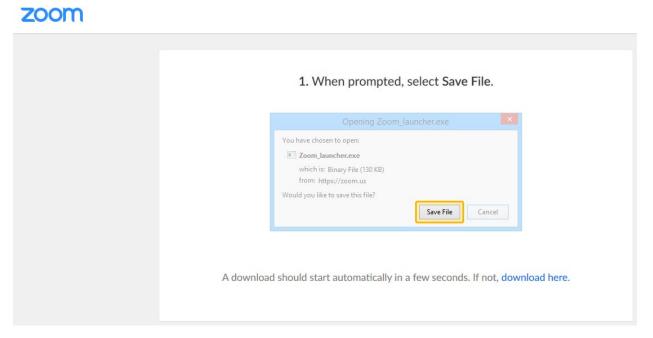
- 1. Sign into your CPP account at my.cpp.edu.
- 2. Click the waffle menu in the upper right-hand corner and choose Email to access your CPP email.

			Welcome Kimberly <b>Q</b> Sign Out
Bb	BD	BD	
Blackbo	bard BroncoDirect	t BroncoDirect (Beta)	Your feedback is important to us!
MyPlan		Senses	Campus Impact
My Pla	nner Student Center	Conversion Guide	
Ema	and group of the second	PS PeopleSoft CS	Customize Favorites
N	/iew all online servic	es/links	
	1		

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.

CPP 1	100 Lecture Meeting				
-	Zoe Lance Mon 3/16/2020 8:57 AM &				
	Hello Students,				
	Here is the link for today's Zoom lecture:				
	Zoe Lance is inviting you to a scheduled Zoom meeting.				
	Topic: CPP 1100 Lecture Meeting				
	Time: Mar 16, 2020 09:00 AM Pacific Time (US and Canada)				
	https://cpp.zoom.us/j/613724954				
	Meeting ID: 613 724 954				
	Thank you!     Got it!     I'm on the call.       Image: The suggestions above helpful?     Yes     No				

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.

Launch Application		
This link needs to be opened with an application. Send to:		
Zoom		
Choose other Application <u>Choose</u>		
Remember my choice for zoommtg links.		
Cancel Open link		

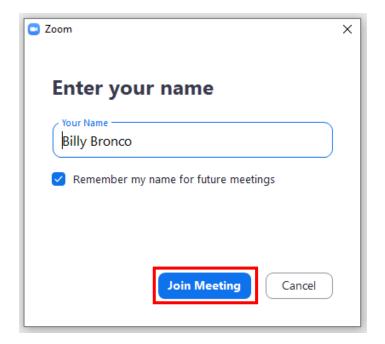
5. You will need to sign in to continue. Sign in using your CPP email and BroncoPassword just like you used to sign into MyCPP.

<b>ZOOM</b> Join a Meeting Sign In	
Version: 4.6.7 (18176.0301)	
Zoom Cloud Meetings —	×
Sign In Enter your email	
Enter your password Forgot? or G Sign In with Google	
< Back Sign Up Free	

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

BroncoName	
Password	
Forgot Password? Don't have an account?	
Log In	

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



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

C Zoom	-	×
Please wait, the meeting host will let you in soon.		
CPP 1100 Lecture Meeting		
3/16/2020		
Test Computer Audio		

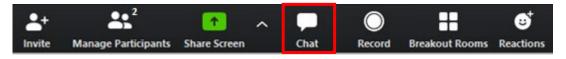
Clicking Test Computer Audio will take you to the Settings. There you can test your speaker and microphone, volume, and choose whether you want your microphone muted when joining a

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.

🙂 Zoom Group Chat	_	×
From Me to Everyone:		
Hi		
To: Everyone ➤ Type message here		

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.

	G Home	Chat	<b>C</b> Meetings	© Contacts	Q Search
Upcoming Recorded +	Billy	Bronco	o's Zoom	Meeting	
Billy Bronco's Zoom Meeting Mon, Mar 16, 2020 11:54 AM		ar 16, 2020 11: \OneDrive - Ca		ocuments\Zoom\20	20-03-16 11.54.40 Billy Bronco's Zoom
	Ope	<b>۱</b>	Play 🗨	Play Audio Only	X Delete

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.

Billy Bronco's Zoom Meeting
Mon, Mar 16, 2020 11:54 AM C:\Users\OneDrive - Cal Poly Pomona\Documents\Zoom\2020-03-16 11.54.40 Billy Bronco's Zoom
Open 🗣 Play 🗣 Play Audio Only 🗙 Delete