

JOIN A ZOOM MEETING AS A PARTICIPANT IN WTCLASS

Before joining a Zoom meeting in WTClass, consider the following information:

DO I NEED A ZOOM ACCOUNT TO JOIN A MEETING SCHEDULED BY MY PROFESSOR?

A Zoom account is **NOT** required if you are strictly joining Zoom Meetings as a participant. If your professor invites you to a meeting, you can join as a participant via WTClass **without** creating an account.

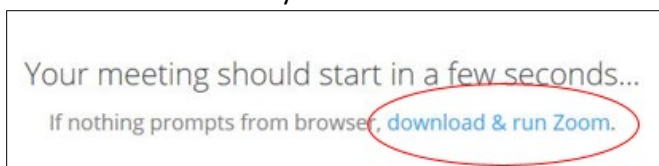
A Zoom account is only required if you need to create your own meetings and send invitations to participants.

I WANT TO CREATE MY OWN MEETINGS TO COLLABORATE WITH CLASSMATES, HOW DO I SIGN UP FOR ZOOM?

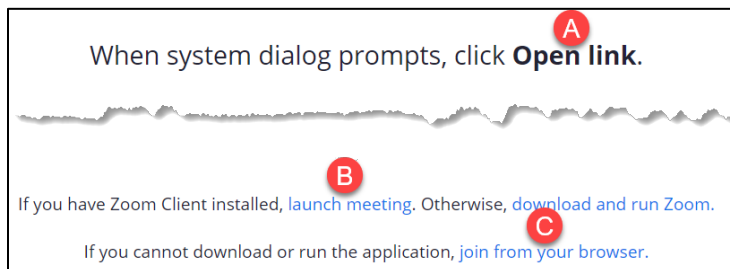
You can sign up for a basic free Zoom account license at zoom.us/signup. Free accounts have a 40-minute maximum on group meetings and can schedule unlimited meetings. If you plan to meet longer than 40 minutes, you can schedule and move into a new meeting once your time is up.

JOIN A MEETING IN WTCLASS

1. Log into WTClass and locate your course.
2. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools > Zoom**.
3. Zoom will open in a new window (you may need to allow pop up windows in your browser).
4. Next to the scheduled meeting you want to access, click **Join** to launch Zoom.
 - **If you have not downloaded Zoom**, you will be prompted to download and install the Zoom Installer. This may take several minutes to download and run.

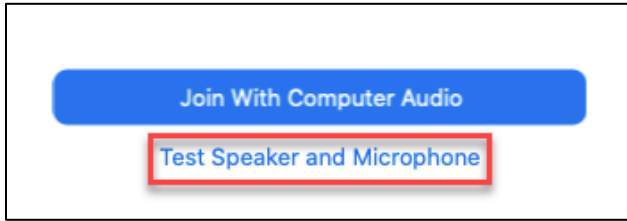


- **If you have Zoom downloaded**, you can select any of the following:
 - A. **Open Link**, you will be prompted by the system dialog box
 - B. **Launch Meeting**, to launch the Zoom app on your computer or device
 - C. **Join From Your Browser**, if you cannot download and install Zoom

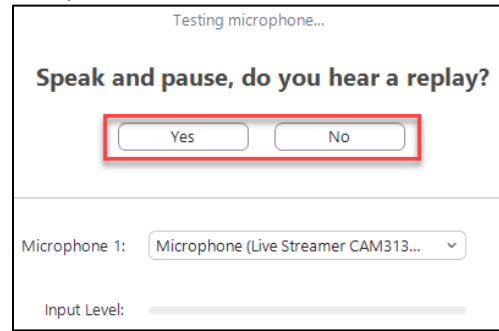
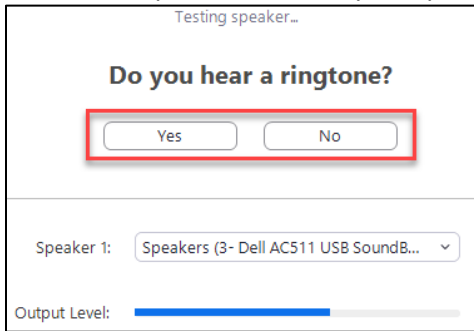


5. Once download and login process is complete, you will be taken to the meeting in Zoom.

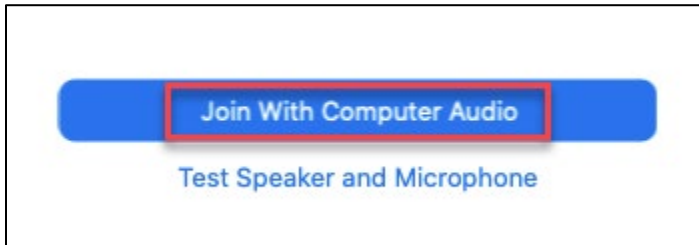
6. Select **Test speaker and microphone** to ensure that you can hear others and they can hear you.



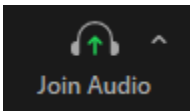
7. Answer the questions to find your speaker and microphone sources.



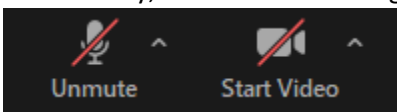
8. Click **Close** when the audio test is complete and then **Join With Computer Audio**.



NOTE: If you do not see the screen above, locate the **Join Audio** option at the bottom of your screen to hear and connect your mic to the meeting.



9. When ready, click **Unmute** to begin speaking and/or click **Start Video** to appear on camera.



WHAT DO I DO IF I GET DROPPED FROM THE MEETING?

Re-boot your computer or device, access a different browser (Chrome or Firefox), and then log back into the Buff Portal and re-access the Zoom meeting using the Zoom link in the course menu. You may want to ask anyone in your home to stop streaming, gaming, and/or put all devices on airplane mode and stay off the Internet & WiFi until your meeting is over.

ADDITIONAL INFORMATION:

[Start a Test Zoom Meeting](#)

[Testing Computer or Device Audio](#)

[Testing Your Video](#)

[Attendee Controls in a Meeting](#)