



If you are taking a class at Laurel Ridge Community College that uses the “Zoom platform”, please refer to the following instructions and requirements before the start date of your class:

**Before the start date of your class, download the latest Zoom client for free** at <https://zoom.us/download>, or install Zoom via Google Play or Apple Store if you are using a tablet. Zoom works best when used on a laptop, desktop computer, or tablet.

1. To access your class, after you have gotten into your myLaurelRidge account, click on Canvas. There is a zoom link in the course. This could be found in the calendar, announcements or zoom link. There is also a chance that your instructor has emailed you the direct link for the first night of class in case you had problems finding it.
2. You **must** have a working internet connection to access the class. Wired connection is preferred, but wireless is also acceptable. To make sure your class runs as smoothly as possible, please review the system requirements listed below. You can also test your Internet speed at [www.fast.com](http://www.fast.com).
3. You **must** have access to both a webcam and a microphone, either built-in or external, to verify attendance and to participate fully in your class. Please refer to this site for camera and microphone suggestions.
4. Follow these instructions on how to join a Zoom meeting: (See pages 2-4 on this document for step-by-step instructions.)
5. You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting at <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-TestMeeting>

#### System requirements

- An internet connection – broadband wired, wireless, or Mobile (3G or 4G/LTE). For group video calling:
  - \* 800kbps/1.0Mbps (up/down) for high quality video
  - \* For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

#### Supported operating systems

- MacOS X with MacOS 10.7 or later
- Windows 10 Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

#### Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+ • Mac: Safari 7+, Firefox 27+, Chrome 30+

#### Zoom Client

- Version 5.0 requires
  - \*PC - <https://zoom.us/support/download>
  - \*Mac – Apple Store

\*Direct Link to System Requirements page <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>



## ZOOM INSTRUCTIONS FOR Laurel Ridge STUDENTS

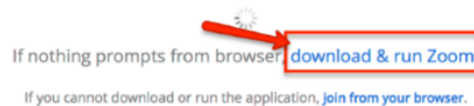
Zoom is a live Web conferencing tool that allows giving presentations virtually and holding meetings with many people synchronously from any physical location. It is used to conduct online class sessions and meetings.

Your instructor will send you a URL for the meeting. *You may also see a link to the meeting on the Canvas Calendar, in a Canvas Inbox message, on the course homepage, in a Canvas Announcement, or by selecting the Canvas course and clicking the Zoom menu item.*

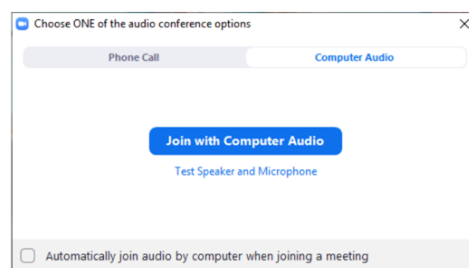
### **How to join a virtual meeting using Zoom using your laptop or desktop computer:**

The first time you click the URL link, Zoom will ask you if you would like to download Zoom application or joining the meeting using your web browser. Chrome is Zoom's preferred browser.

**IMPORTANT:** click on "Download and Run Zoom" and follow the prompts on your computer to install and run the app:



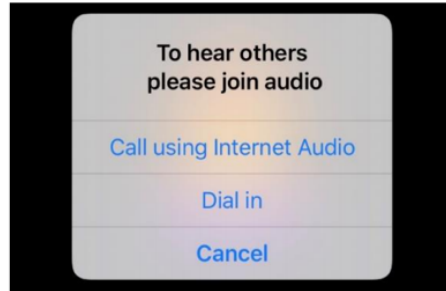
At the audio conference prompt, choose whether you want to join with a phone call or Computer Audio. Follow the on-screen instructions to dial in or test your computer speaker and microphone.



**TIP:** If joining with computer audio, always click the link to test your speaker and microphone. This will allow you to adjust and change your speaker and microphone settings prior to joining the call.

## How to join a meeting using a mobile device:

- Download the free “Zoom Cloud Meetings” app to your phone or tablet.
- Click the URL link from your professor.
- The system will ask “Open this page in Zoom?” Click Yes. At the audio prompt, select Internet Audio (to use Zoom VOIP) or Dial In to call using your phone minutes.



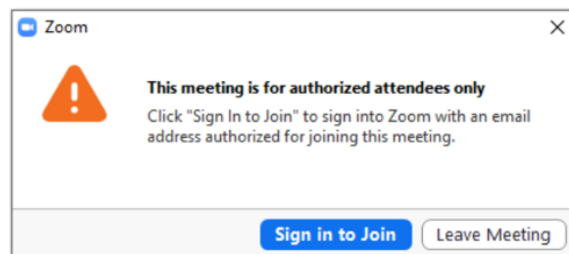
## How to use Zoom features

From the Zoom toolbar at the bottom of the screen, you can Mute/Unmute audio, Start/Stop Video (Webcam), view the Participants list, and open the Chat box. Use the small arrow icon next to the audio and video icons to test your speaker, microphone and video settings. Use the chat box to type your questions. Just click on the item you want to open or close.

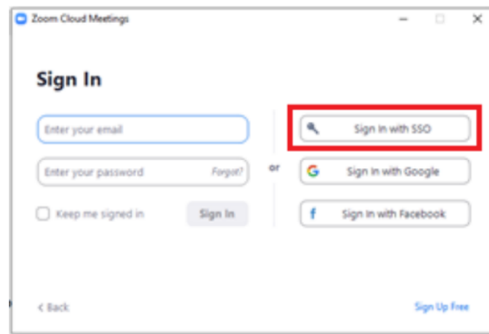


## “Authorized attendees only”

For added security, some meetings are set to require you to login using your myLaurelRidge username and password. At the prompt, click Sign in to Join:

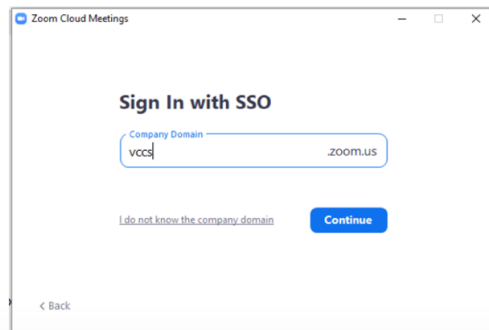


Click **Sign in with SSO**.



The image shows the Zoom Cloud Meetings sign-in interface. It features a 'Sign In' heading, an email input field, a password input field with a 'Forgot?' link, and a 'Sign In' button. To the right, there are three social sign-in options: 'Sign in with SSO' (highlighted with a red box), 'Sign in with Google', and 'Sign in with Facebook'. At the bottom, there are links for '< Back' and 'Sign Up Free'.

In the SSO field, type "vccs" (not case-sensitive). Click **Continue**.



The image shows the 'Sign In with SSO' screen in Zoom. It has a 'Company Domain' input field containing 'vccs' and '.zoom.us'. Below the input field is a link that says 'I do not know the company domain' and a blue 'Continue' button. At the bottom left, there is a '< Back' link.

The Virginia's Community College screen will open. Log in with your mylaurelridge username and password. (The same username and password you use for your VCCS Gmail account and Canvas.)



The image shows the Virginia's Community Colleges MyVCCS Login Portal. It features the Virginia's Community Colleges logo at the top left. Below the logo are two input fields: 'My Username' and 'My Password', both with 'Username' and 'Password' labels. A red 'SIGN IN' button is positioned below these fields. To the right of the input fields, there are links for 'Forgot Password' and 'Forgot Username'. On the right side of the page, there is a 'Forgot My Account' button, an 'Advanced Password Reset' button, and a paragraph of text: 'If you are receiving an error stating your account has expired please use the Advanced Password Reset tool to reset your password. Sorry for the inconvenience as we work to resolve the issue.' Below this text is the 'MyVCCS LOGIN PORTAL' section, which describes the portal as a centralized, easy-to-use, easy-to-integrate login system for Web applications at Virginia Community Colleges. At the bottom right, there is a 'PROTECT YOUR PRIVACY' section with a paragraph of text: 'For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.'

Wait a few seconds. The "Open Zoom Meetings?" pop-up will appear. Click **Open Zoom Meetings**.