## **Getting Started Using Zoom (Students)**

**Step 1:** Visit the Saint Leo Zoom information page at <u>https://saintleo.zoom.us</u>

**Step 2:** Click *Sign in* to be taken to the Saint Leo Okta portal.

**Step 3:** Once you sign in to Okta, click on the **ZOOM** icon under the *Resources* tab.

Then follow these steps to activate your Saint Leo Zoom Pro account and get started.

**Step 4:** Download the <u>Zoom Client</u> for your computer. Once you have installed the

application, open it up.

**Step 5:** Click **Sign in with SSO** and the type **saintleo.** You will now be prompted to login to Okta.

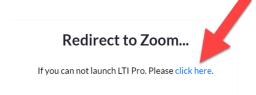
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**Step 6:** Once you are logged in to the Zoom client, click the following link to join a test meeting in Zoom. <u>https://zoom.us/test</u>

**Step 7:** Now <u>configure your audio and video</u>. You can also try out the <u>Zoom room display</u> <u>options</u>.

If your instructor sends you a Zoom link directly, you can skip steps 8 and 9. Just click on the link and it will take you directly into the meeting. For more information, view here: <u>https://support.zoom.us/hc/en-us</u>

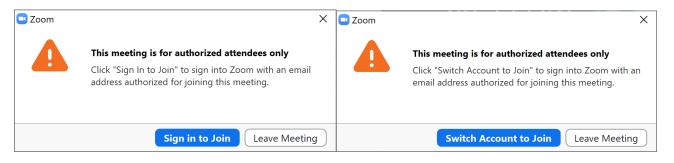
**Step 8:** From the Okta page, now open COURSES. Go to the Activities tab and scroll down to **Zoom**. If you receive the message "Redirect to Zoom", select click here.



**Step 9:** Click on the Join button located on the screen. If everything has been installed correctly, you should be good.

## Troubleshooting

If you see either of these messages, click on the blue button



Click **Sign in with SSO** and the type **saintleo.** You will now be prompted to login to Okta.

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## Below are instructions for:

- 1. <u>Participant Controls in Zoom</u> You can also watch the <u>Basic In-Meeting Navigation</u> <u>Video</u>
- 2. <u>Chat in Zoom</u> You can also watch the <u>Zoom In-Meeting Chat and Reactions</u> video
- 3. <u>Zoom Virtual Backgrounds and Video Filters</u> You can download <u>Zoom Virtual</u> <u>backgrounds here</u>
- 4. <u>Zoom Whiteboard</u> You can also watch this video on <u>Creating and Collaborating with</u> <u>Zoom Whiteboard</u>