

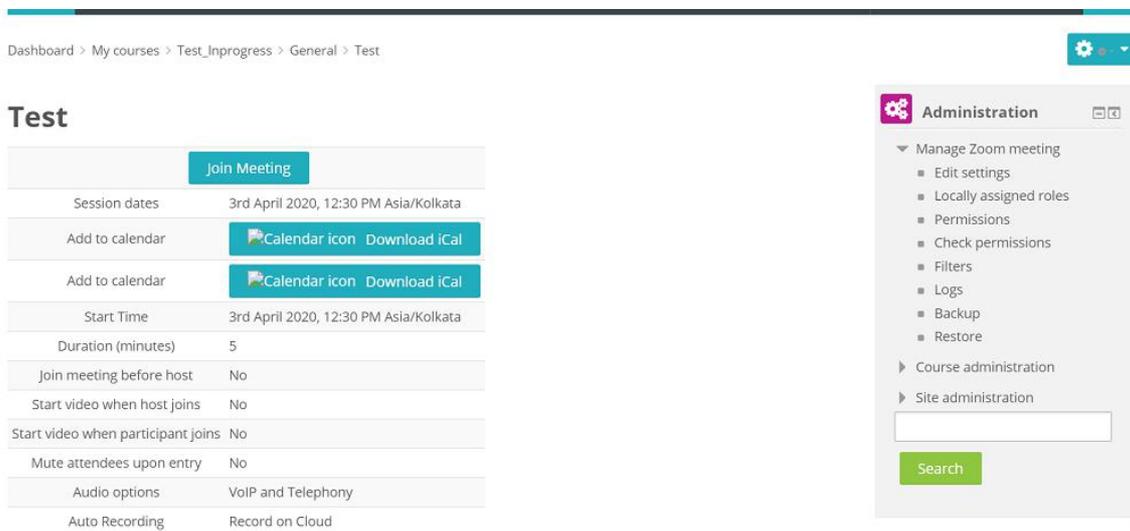
Joining Zoom Meeting Instructions

Pre-requisites for Online session:

- A computer (Pentium or newer processor with at least 2GB of RAM).
- High speed Internet (2 Mbps or more recommended).
- Headset or Earphones with mic for audio.

Open the LMS link.

Sign in using the username and password.



The screenshot shows a user interface for a Learning Management System (LMS). At the top, there is a breadcrumb trail: "Dashboard > My courses > Test_Inprogress > General > Test". A settings gear icon is visible in the top right corner. The main content area is titled "Test" and features a "Join Meeting" button. Below this, there are several rows of information:

Session dates	3rd April 2020, 12:30 PM Asia/Kolkata
Add to calendar	Calendar icon Download iCal
Add to calendar	Calendar icon Download iCal
Start Time	3rd April 2020, 12:30 PM Asia/Kolkata
Duration (minutes)	5
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Mute attendees upon entry	No
Audio options	VoIP and Telephony
Auto Recording	Record on Cloud

On the right side, there is an "Administration" sidebar with a search bar and a "Search" button. The sidebar menu includes:

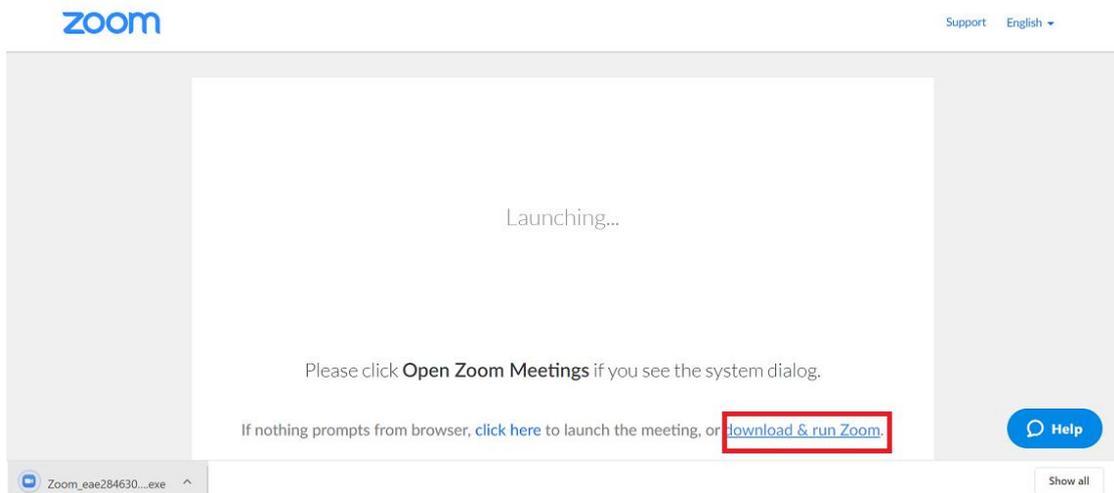
- Management Zoom meeting
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Course administration
- Site administration

- To join the Zoom session, go to the course and click on the created Zoom activity, then 'Join Meeting' button.
- Once you click on 'Join' button, it will navigate to Zoom page.
- It will scan your computer to check if you have installed Zoom. If Zoom is already installed on your computer, it will start the Zoom session.

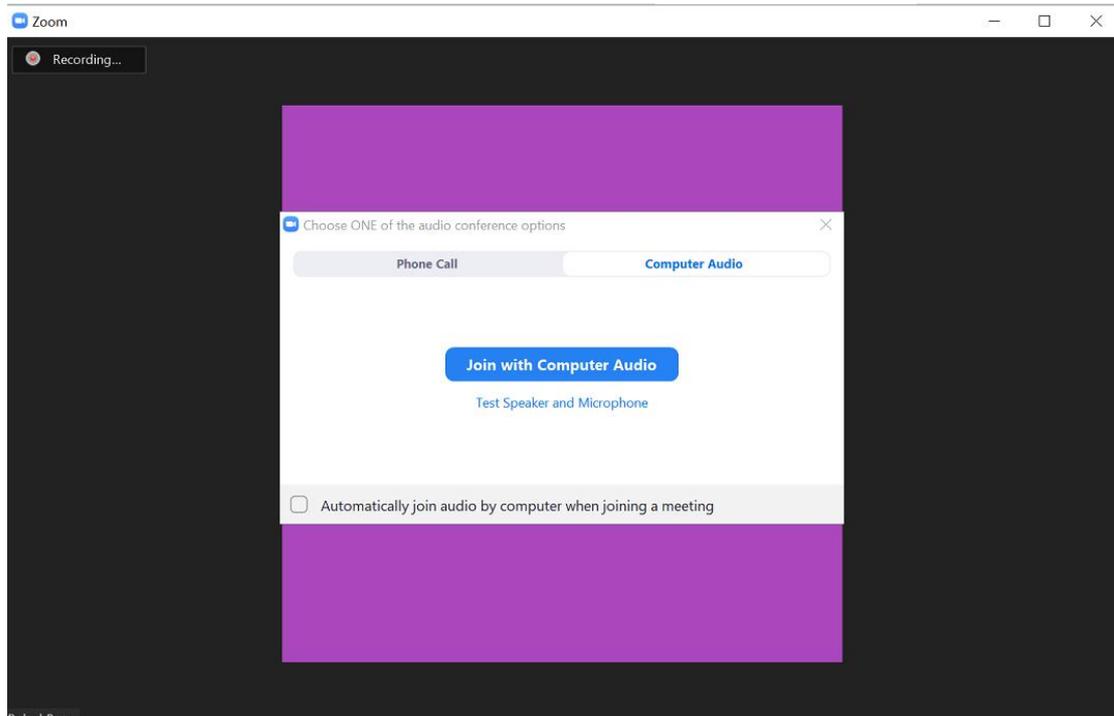
Installing Zoom:

- If Zoom App is not installed on your computer, it will prompt you to install the Zoom Meeting App..
- Please follow the onscreen instructions to download and install the Zoom.

Once you install the Zoom Meetings App, it will start the Zoom meeting:



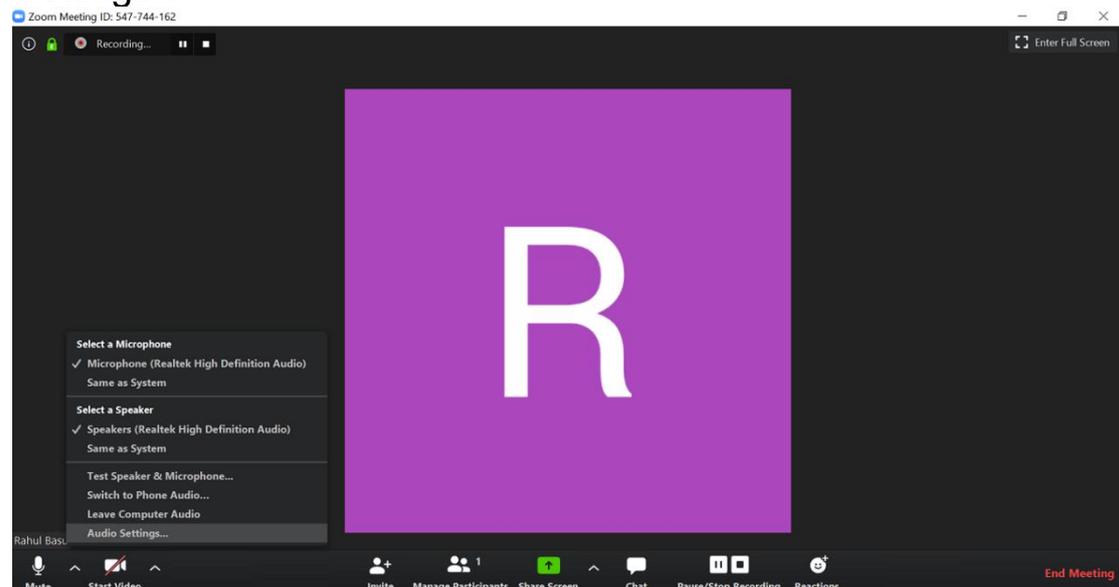
Connecting to audio:



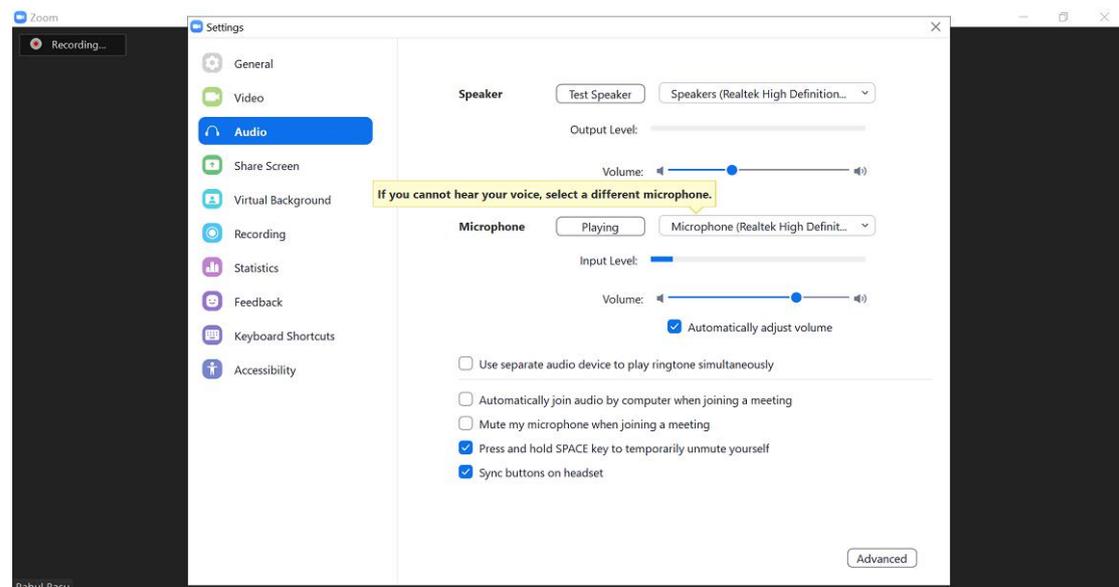
Click on “Join with computer Audio” button.

Test your Speaker and Microphone:

- Click on the ^ button near to the Mute button and select the option “Audio Settings”.



- Click on the “Test Speaker” and “Test Microphone” button.



Muting and unmuting the Microphone:

Click on Microphone icon to mute and unmute the microphone.



Turn on the Webcam:

Click on Camera icon to turn on the Webcam.

