

Preparing to enter NACADA's Zoom Meeting / Webinar Environment

Any NACADA gathering in the Zoom environment will begin with a Host scheduling a meeting or webinar and sending out invitations to join. For either meeting or webinar, you will receive an email from the Host which includes an invitation similar to one of these:

You are invited to a Zoom webinar.
When: Feb 2, 2015 1:30 PM (GMT-6:00) Central Time (US and Canada)

Please click the link below to join the webinar:
<https://ksu.zoom.us/j/440796436>

Hi there,

You are invited to a Zoom meeting now.

Join from PC, Mac, iOS or Android: <https://ksu.zoom.us/j/133380717>

If this is the first time you have used Zoom, you will have to download and install the Zoom application for use with your browser, and you are strongly encouraged to do that well in advance of your meeting, just in case you need assistance from your IT staff.

You will, of course, need an Internet connection to reach the Zoom download (and later, the meeting). Broadband wired is always recommended for the best connection stability, but if you are using a mobile device, Zoom can also work on 3G or 4G wireless.

Next, if you will be connecting on a computer that belongs to your institution, you'll need to know whether you have permission to download and install an application to that computer. At some institutions, only the IT staff have this permission, so if you have any question about whether or not you can, be sure to check with them. Although the Host will need to have opened the meeting before you can fully join, clicking on the invitation link will launch the download at any time, so you can go ahead and do that part even if the meeting space is not yet open. Or, if you don't yet have the link to a meeting you plan to attend, you can go to <https://zoom.us/download> to download the app.

Here are the computer operating systems that are supported by Zoom, as well as what you would need to have if using a tablet or mobile device.

Supported Operating Systems

- Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later

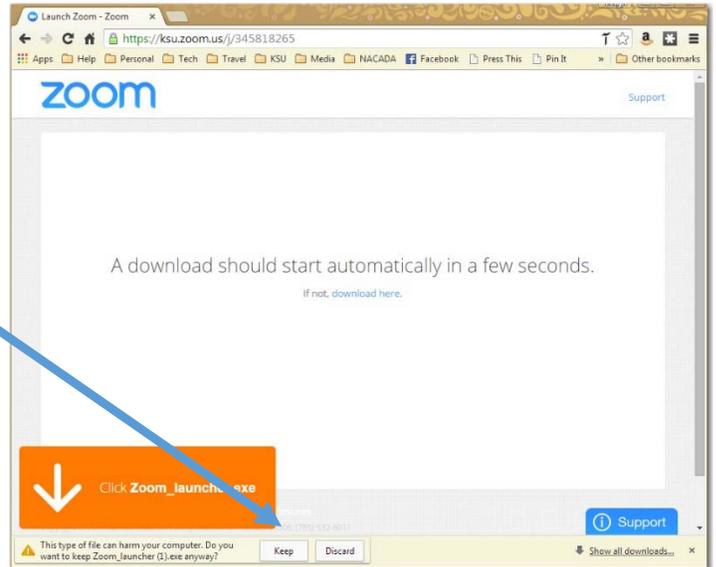
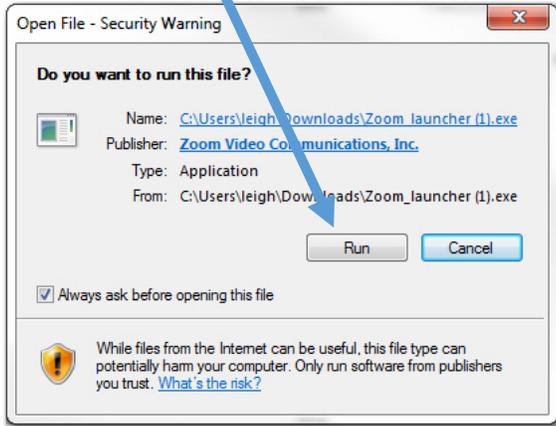
Supported Tablet and Mobile Devices

- Surface PRO 2 running Win 8.1
- iOS and Android devices

What you see when you click on the link to begin the download will depend on which Web browser you have set as default. We can't cover all possibilities, but here are a few examples:

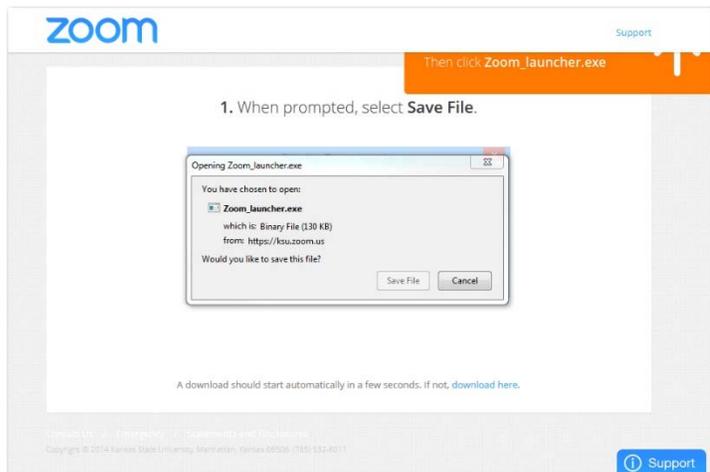
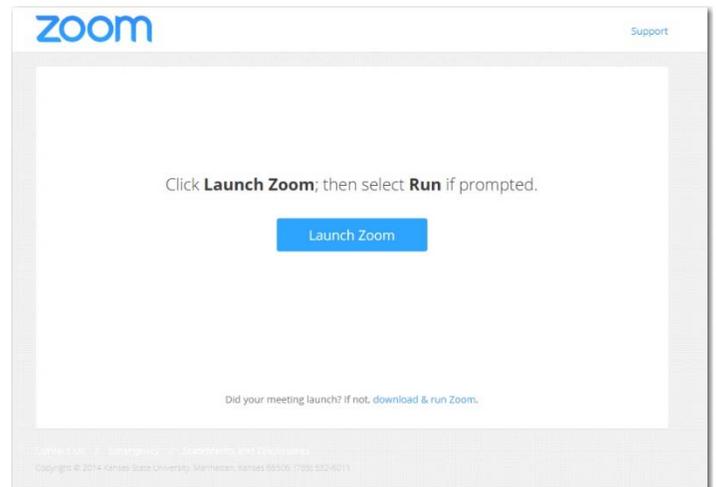
If Chrome is your default browser, the first time you click on a Zoom invitation link, Chrome will open to this screen. To download the app, click the “Keep” button to give it permission to launch.

Then click on the “run” button to give the .exe file permission to run.



Regardless of what browser you use, there will be some type of process similar to this.

For instance, if Internet Explorer is your default browser, your launch screen will look something like this (right), and you'll need to click on the blue launch button. You will need to have IE7 or a later version.



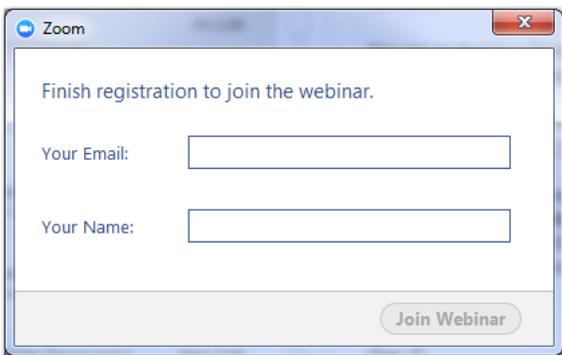
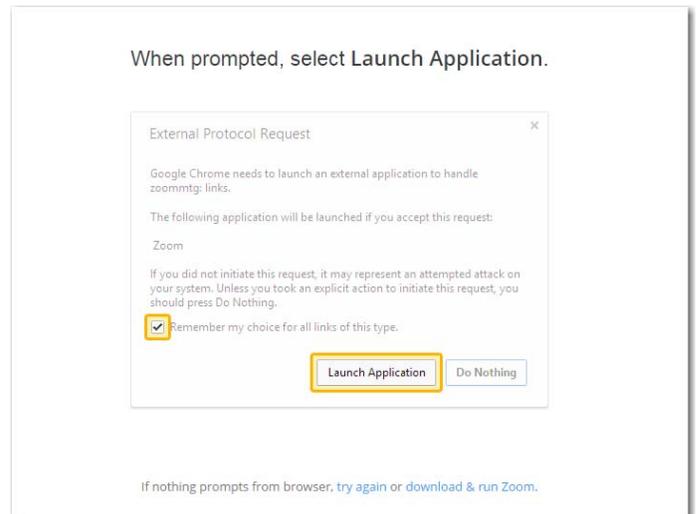
Or, if you use Firefox, the launch window looks like this (left). In this case, you need to click to give it permission to save the Zoom launcher .exe file, and then click to execute the launch.

Other browsers that are supported by Zoom are:

- Safari5+ or Opera12+ for PC
- Safari5+, Firefox or Chrome for Mac

Once you have the Zoom app downloaded, then to attend the meeting or webinar, at the appropriate time, just click on the link in your email or cut-and-paste it to your Web browser.

This time, since you will already have the app downloaded, you will just need to launch it. This is what the launch request looks like in Chrome.



Then, depending on the set-up of what you are attending, you may be asked to input your email address and name to join the webinar or meeting.

And that's it!

We hope you find this helpful, and we look forward to seeing you in the Zoom environment!