

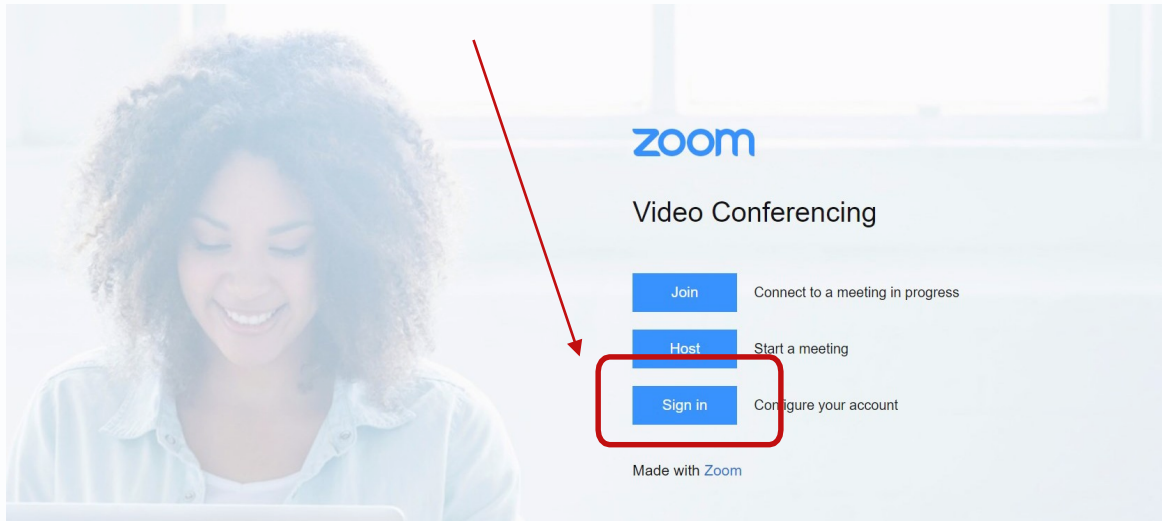
Welcome to ELC Connect!

Use this information to activate your UVic Zoom account and log in to your Virtual Classroom

Setting Up Your UVic Zoom Account:

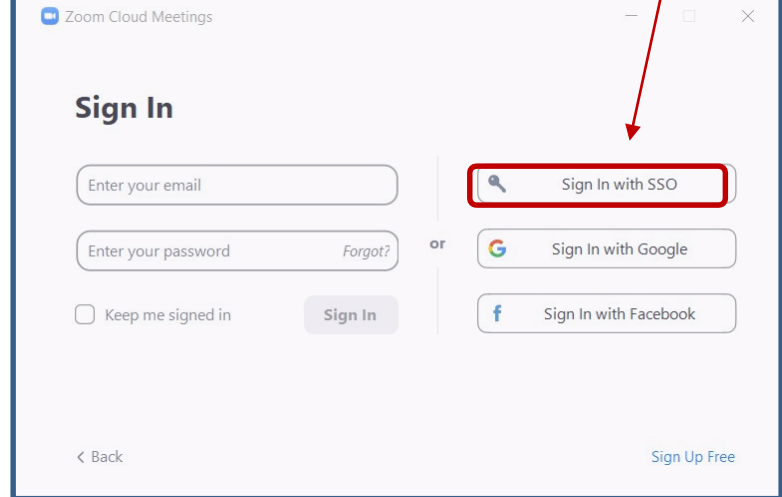
Go to the [UVic Zoom website](#) and sign in with your Netlink ID to activate your UVic Zoom account.

If you receive a message asking you to verify your UVic email to complete this step, go to <https://www.uvic.ca/webmail/> and sign in with your Netlink ID to complete this verification step.



If you are using the desktop application, select [Sign in with SSO](#) and enter the company domain: **uvic.zoom.us**.

Select *continue* and sign in with your Netlink ID.



For an example of how to sign in, watch this [video](#).

Zoom: Getting Started

Check your audio and video settings with a [test meeting](#).

Select [Join](#) and then [Open Zoom Meetings](#)

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

Open Zoom Meetings?

https://uvic.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

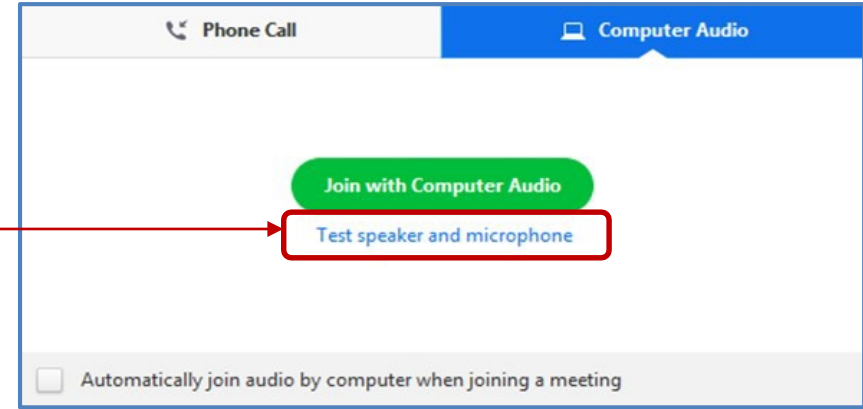
Sign in with SSO

Zoom should launch in a few seconds. If not, please click button below.

Launch Zoom

Test Your Zoom Settings

Select [Test speaker and microphone](#) and then follow the 3 prompts.



Once you have tested your speaker and microphone select [Join with Computer Audio](#).

Prompt 1

Prompt 2

Prompt 3

Testing speaker...

Do you hear a ringtone?

Yes

No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f -

Output Level:

Testing microphone...

Speak and pause, do you hear a replay?

Yes

No

Microphone 1: Headset Microphone (Sennheiser SC70 US -

Input Level:

Speaker and microphone looks good

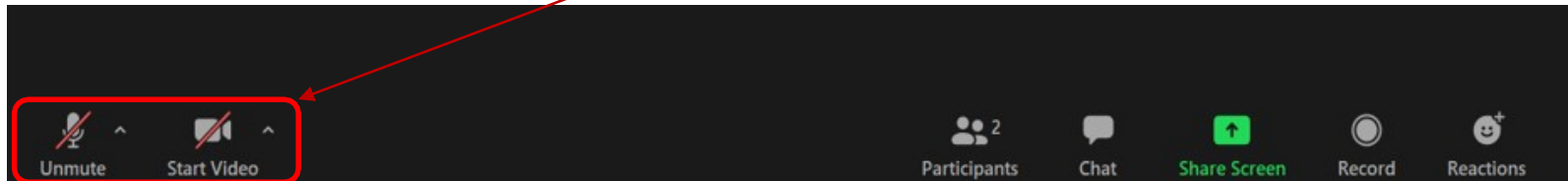
Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fr

Join with Computer Audio

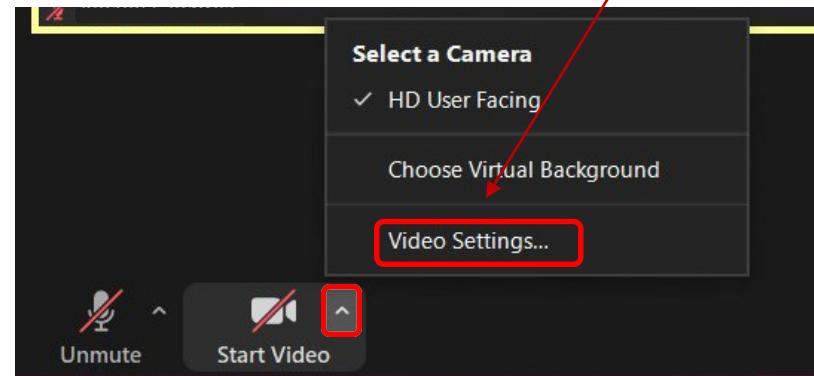
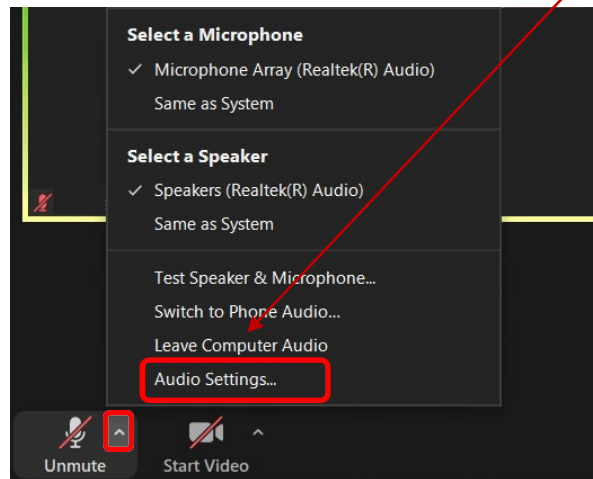
Audio & Video Settings

When the test meeting opens, **test your audio and video** by clicking on [Unmute](#) or [Start Video](#)
(Note: The red line through the microphone and video camera icon mean your microphone and camera are turned off).



If your audio or video is not working in the meeting:

Click the arrow next to the microphone icon and select [Audio Settings](#).... or the arrow next to the video icon and select [Video Settings](#)...



Get to know Zoom's Features

(Note: The picture below shows a Participant view, Participant and Host features are different in Zoom. In a test call you are the meeting Host).

The screenshot shows the Zoom interface with several callouts:

- 1:** Points to the 'Participants' button in the bottom toolbar.
- 2:** Points to the 'Chat' button in the bottom toolbar.
- 3:** Points to the 'Reactions' button in the bottom toolbar.
- 4:** Points to the 'Speaker View' button in the top right corner.
- 5:** Points to the 'More' menu (three dots) next to the 'Unmute' button.
- 6:** Points to the 'Mute' and 'Start Video' buttons in the bottom left corner.
- 7:** Points to the 'Leave' button in the bottom right corner.

On the right side of the interface, there are additional callouts:

- 1:** Points to the 'Participants (2)' list, which includes 'Me' and 'Host'.
- 2:** Points to the 'Zoom Group Chat' section, which includes a 'To:' dropdown set to 'Everyone' and a 'Type message here...' input field.

At the bottom of the interface, there is a toolbar with buttons for 'Participants', 'Chat', 'Share Screen', 'Record', and 'Reactions'. A red box highlights the 'Participants', 'Chat', 'Share Screen', and 'Record' buttons.

IMPORTANT!

If you have any questions about Zoom, write them down and then discuss them during your orientation session or ask your instructor during your first virtual class.

If you had technical issues you could not resolve, contact helpdesk@uvic.ca for technical support.

Tech Tips

- **Use a hard-wired (Ethernet) connection**, if available. If not available, get as close to the WiFi router as possible.
- **Use a private network connection.** Avoid using a public Wi-Fi network.
- **Use Google Chrome.** For best results, use the most recent version.
- **Close other programs** and streaming services on your computer.
- **Disable Adblockers** if you experience difficulty with your audio and/or video.
- **Weak connection.** Turn your video on only when necessary and use speaker view (not gallery view).
- **Use headphones or a headset** to minimize background noise.

Virtual Classroom Tips

- **Be on time or early.** Let your instructor know if you are going to be late or absent.
- **Introduce yourself.** State your name the first few times you speak.
- **Participate actively.** Use the reactions feature and chat to show your engagement and that you understand.
- **Mute yourself when not speaking.** Nothing is more distracting than background noise. Learn how to turn your audio on and off.
- **Raise your hand or use chat.** Do not interrupt the speaker, use the raise hand feature to let your instructor know you would like to speak, or type questions and comments in the chat.
- **Make eye contact.** If you are sharing video, look at the camera and not the screen.