

Joining a Zoom session in the VLE

Before joining Zoom sessions, you should [activate your UM Zoom account](#). It is also recommended that you [download the Zoom client](#) (desktop application) or the Zoom mobile app.

UM students are required to sign in to Zoom with their UM IT Account BEFORE joining Zoom lectures in the VLE or clicking Zoom meeting links.

Signing in to Zoom with your UM IT Account enables you to automatically bypass the waiting room of the lecture / meeting. You may not be allowed to join a Zoom lecture / meeting unless you are signed in to Zoom with your UM IT Account.

To join a Zoom session in the VLE:

1. Access the respective VLE area.
2. Click to access the *Zoom meetings manager* activity, e.g. *Zoom P+R & remote lectures*.



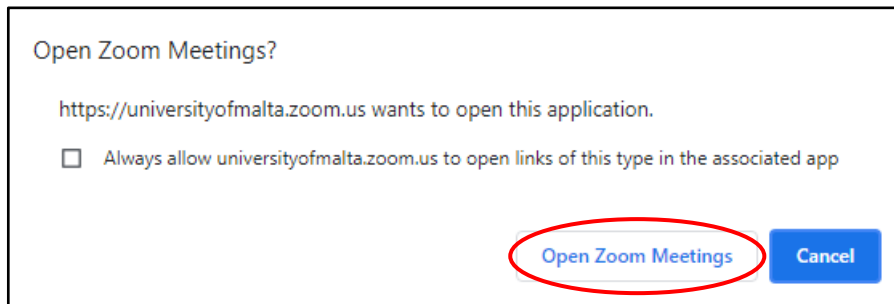
The *Zoom meetings manager* lists all scheduled meetings under the **Upcoming Meetings** tab.

Start Time	Topic	Meeting ID	
Tue, Sep 26 (Recurring) 8:00 AM	ABC1234-SEM1-A-2324: Introduction	981 8950 41 88	Join
Tue, Oct 3 (Recurring) 8:00 AM	ABC1234-SEM1-A-2324: Introduction	981 8950 41 88	

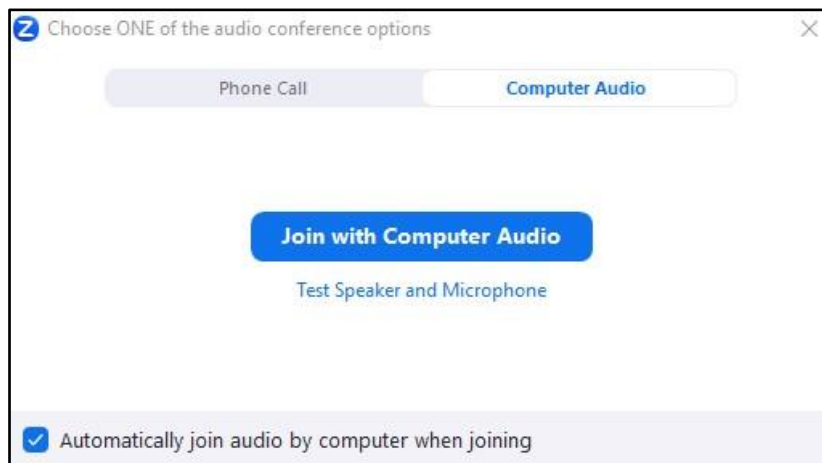
3. Click the **Join** button adjacent to the respective Zoom meeting.

Start Time	Topic	Meeting ID	
Tue, Sep 26 (Recurring) 8:00 AM	ABC1234-SEM1-A-2324: Introduction	981 8950 41 88	Join

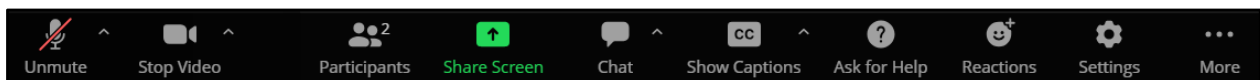
4. The *Open Zoom Meetings?* dialog box is displayed. Click the **Open Zoom Meetings** button to launch the *Zoom client* app and start your meeting.



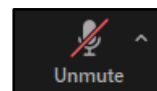
5. If prompted, click the **Join with Computer Audio** button.



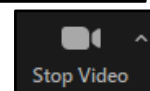
6. In the Zoom meeting screen at the bottom, you have the following options:



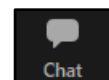
Click the **Unmute** icon if you need to speak during the session.



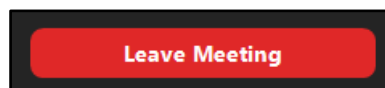
Click the **Start/Stop Video** icon to enable/disable your webcam.



7. Throughout the session, you can use the chat function to participate and ask questions.



8. At the end of the Zoom session, click the **Leave** button and choose **Leave Meeting**.



Note:


- If the remote lecture will be recorded, the following notification will be displayed. Click the **Got it** button.

This meeting is being recorded

The account owner can also watch this recording if it's stored in the cloud. Any participant granted permission can (1) record to their local device or (2) invite an app to record for them. These individuals can share these recordings with apps and others.

Participants with relevant permissions also may save and share the webinar transcript.

By staying in this meeting, you consent to being recorded.

- Links to recorded sessions will be available under the **Cloud Recordings** tab within the *Zoom meetings manager* activity. Contact your tutor if you have queries about the availability of recordings.
- Alternatively, you may also access a copy of the Zoom recording via Panopto. You may either access the recording via the  *Lecture Capture (Panopto)* activity (if available) or via the *Lecture Capture (Panopto)* block located on the right-side of the screen.
- Other [Zoom guides](#) are available.