

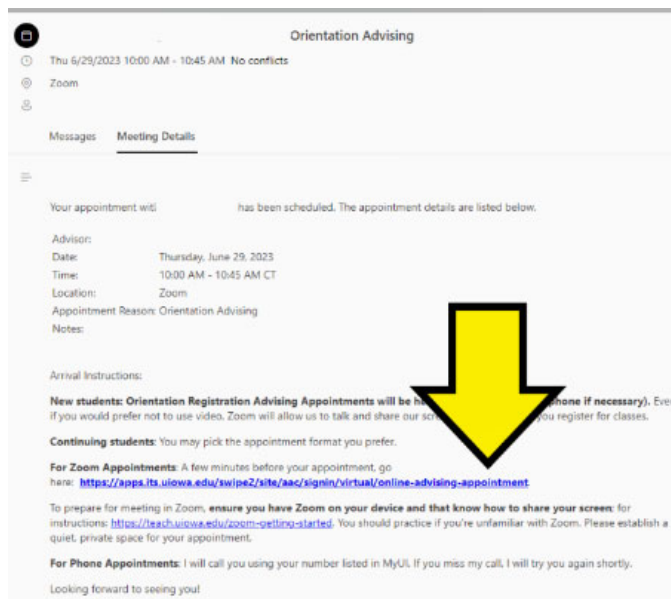
How to Use Zoom for Your ORA Appointment

1. Find the Zoom link for your appointment.

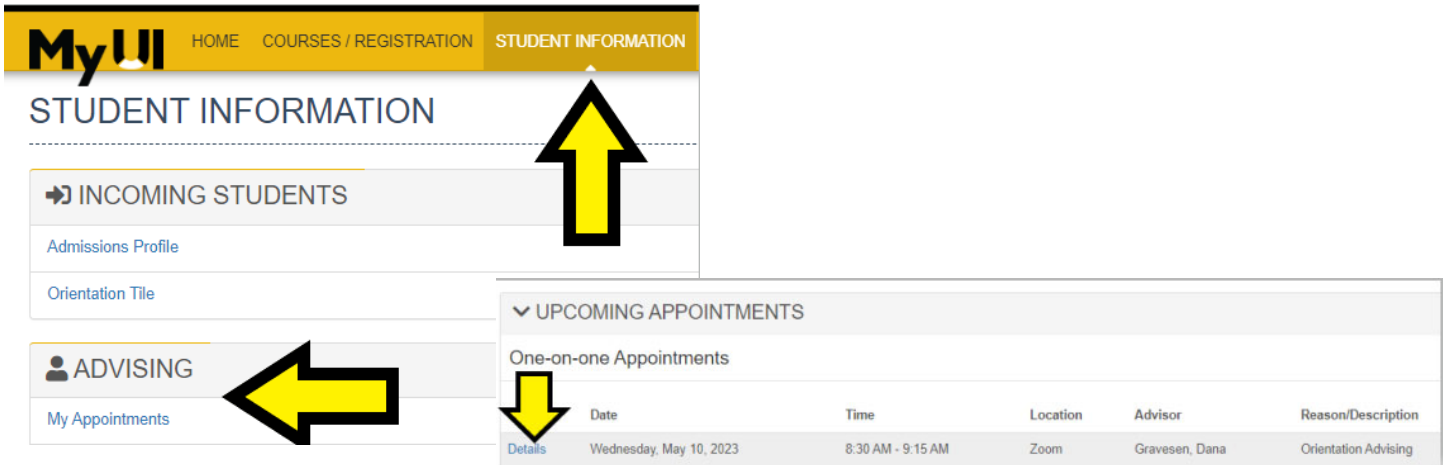
In your UI email: You will receive two emails in your University account:

1. When you first schedule your Orientation Registration Advising appointment, you'll get a confirmation email.
2. The day before your appointment, you'll get a reminder email. This is easier to find since it will be the most recent.

Both emails have a note from your advisor with the Zoom link to your appointment. **Look for that link.**

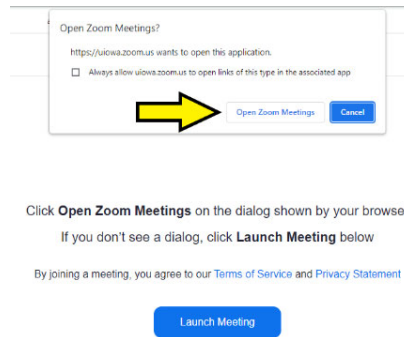
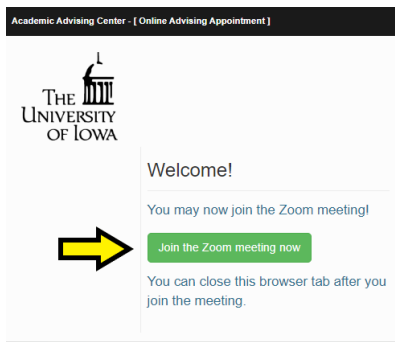
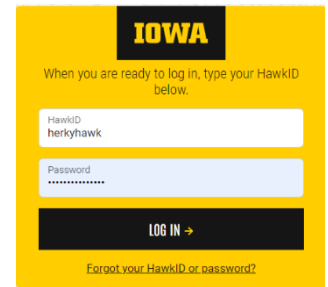
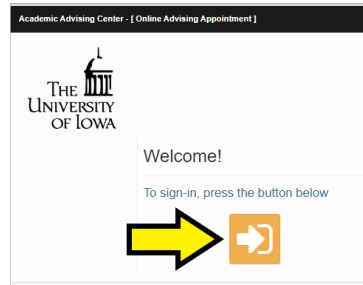


In MyUI: Go into Student Information and click "My Appointments." Your upcoming appointments will appear. Click "Details" to see information about your appointment, including the Zoom link.



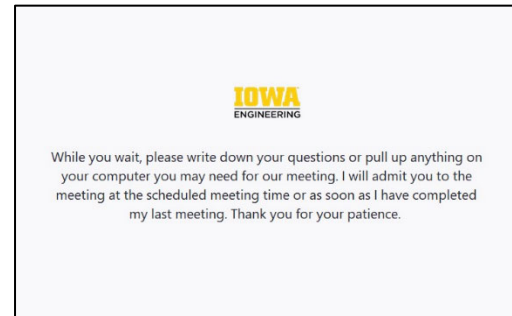
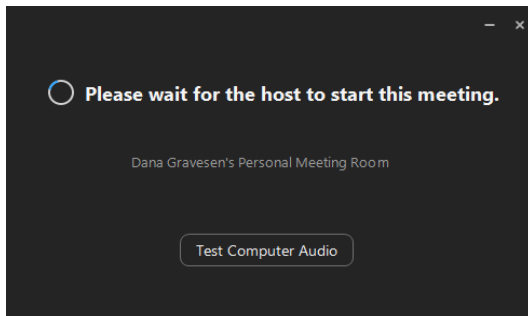
2. Log into Zoom from the appointment link.

- a. First, press the orange arrow. Then, you'll be prompted to enter your Hawk ID and password and log in.



- b. Then, you'll be able to click the green **Join the Zoom meeting now** button. Zoom will open in your browser. Click **Open Zoom Meetings**.

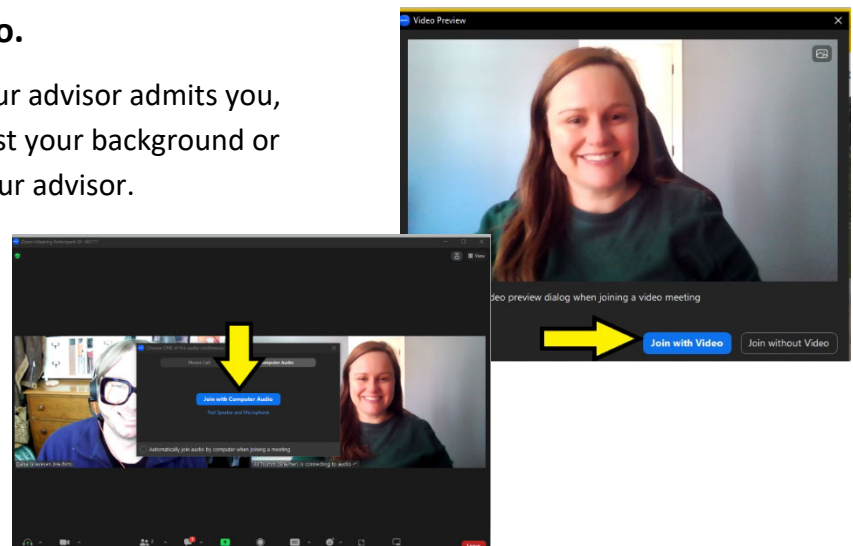
- c. If your advisor has not started the Zoom meeting, you will be prompted to wait until the host starts the meeting. Once the meeting has been started, you'll enter to your advisor's virtual waiting room. Your advisor will admit you from the waiting room as soon as they are ready.



3. Join with video and computer audio.

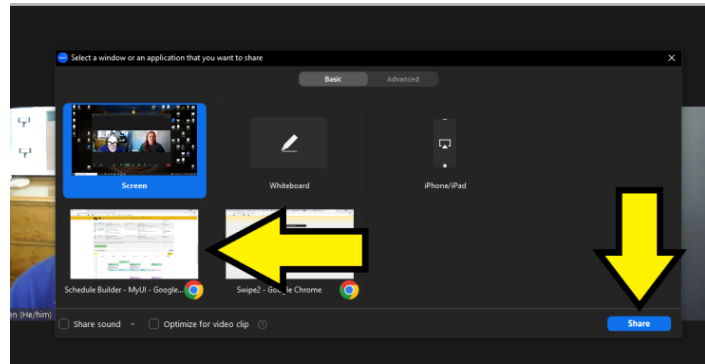
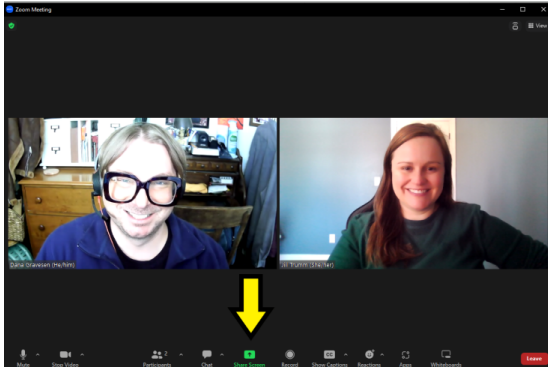
Before you go into the Zoom room after your advisor admits you, you'll see a preview of your camera to adjust your background or anything else you'd like to before seeing your advisor. Click **Join with Video** to allow your advisor to see you.

You'll see your advisor and they'll see you, but for them to hear you, you must click **Join with Computer Audio** in the pop-up box.



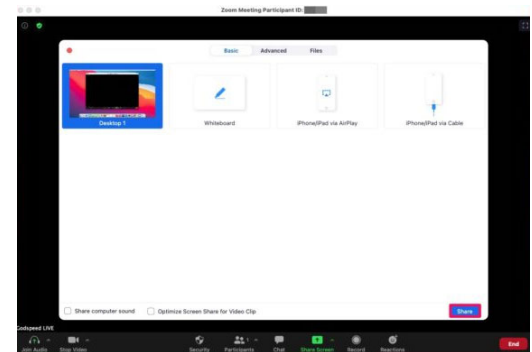
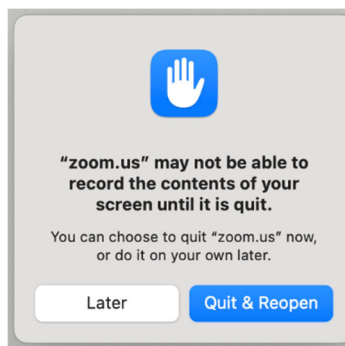
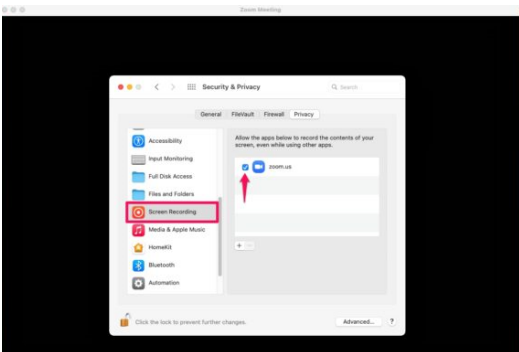
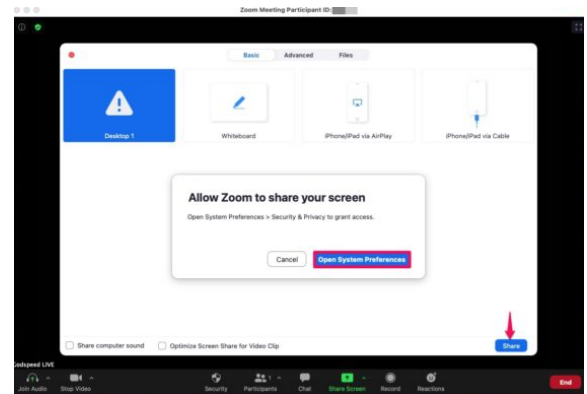
4. Share your screen with your advisor.

Once prompted by your advisor, click the green **Share Screen** button at the bottom of the Zoom window. You'll get a pop up that shows any browsers or other programs you have running. Click on the page you wish to share and then click **Share** at the bottom right.



****Mac users**** – If you have not previously shared your screen on Zoom, you will be prompted to give Zoom permission to share your screen.

1. Click on “Open System Preferences,” which will take you to the Security and Privacy settings.
2. Click on “Screen Recording” and check the box next to Zoom.
3. You will be prompted to relaunch zoom, but that is not necessary. Click “Later” to return to Zoom. If Zoom also prompts to leave, click “Cancel.”
4. Return to the directions above to share your screen.



5. Use the controls at the top of the screen (new share), pause, and stop sharing your screen.

