

# How to Use Zoom for your Student Online Advising & Registration (SOAR) 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 Student Online Advising & Registration (SOAR) appointment, you will get a confirmation email.
2. The day before your appointment, you will get a reminder email. This is the easier one 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.**

Your appointment with LeDon Sweeney has been scheduled. The appointment details are listed below.

Organizer: LeDon Sweeney  
Date: Wednesday, June 5, 2024  
Time: 9:30 AM - 10:15 AM CT  
Location: Zoom  
Appointment Reason: SOAR Appointment  
Notes:

Arrival Instructions:

Hello, New Hawkeye!

For your **Student Online Advising and Registration (SOAR) appointment**, we will be meeting via Zoom. A few minutes before your SOAR appointment,

<https://apps.its.uiowa.edu/swipe2/site/aac/signin/virtual/online-advising-appointment>.

To prepare for our meeting in Zoom, ensure you have Zoom on your device and that know how to share your screen. You should practice if you're unfamiliar.

In the event you cannot connect to your appointment via Zoom, please call Orientation Service at 319-335-1497. Orientation Services will contact me if needed.

I am looking forward to working with you!

LeDon

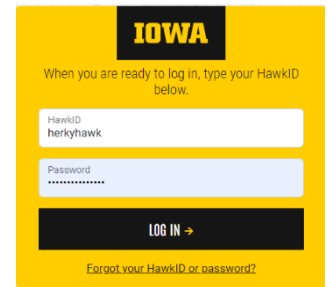
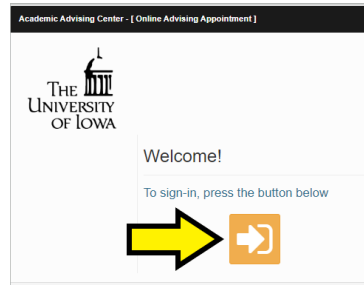
**In MyUI:** Go into Student Information and click My Appointments. Your upcoming appointments will appear. Click "Details" to see information about your appointment, including the Zoom link.

The screenshot shows the MyUI interface. At the top, there is a navigation bar with 'IOWA MyUI' and links for 'HOME', 'COURSES / REGISTRATION', and 'STUDENT INFORMATION'. Below this, the 'STUDENT INFORMATION' section is active. On the left, there are two main menu items: 'INCOMING STUDENTS' and 'ADVISING'. The 'ADVISING' menu item has a sub-link 'My Appointments'. On the right, the 'UPCOMING APPOINTMENTS' section is expanded to show 'One-on-one Appointments'. A table lists the appointment details:

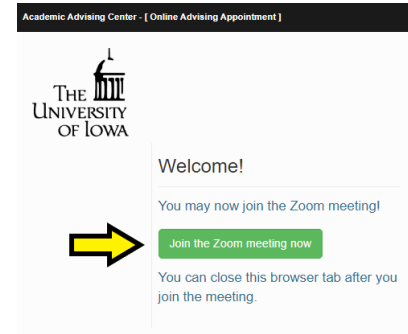
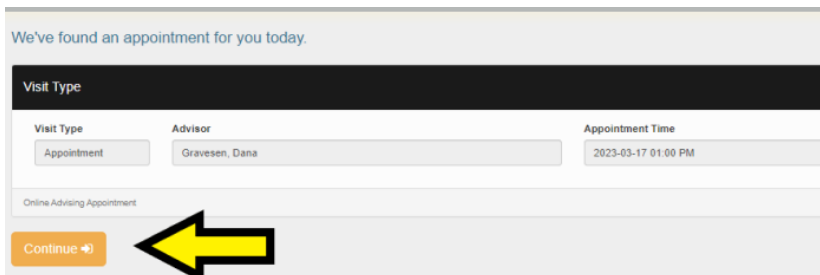
Details	Date	Time	Location	Advisor	Reason/Description
	Wednesday, June 5, 2024	9:30 AM - 10:15 AM	C210 PC	Sweeney, LeDon	SOAR Appointment

## 2. Log into Zoom from the appointment link.

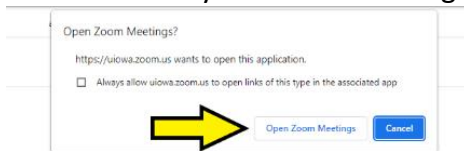
First, press the **orange** arrow. Then, you'll be prompted to enter your Hawk ID and password and log in.



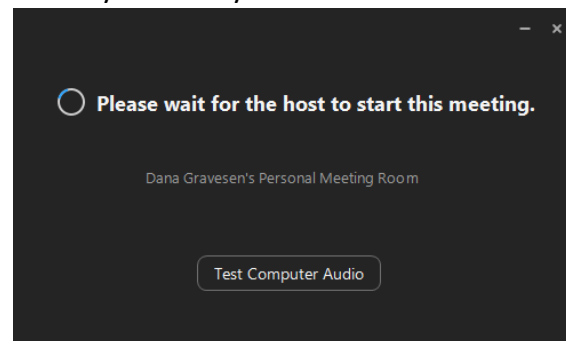
Our system may take you to an **orange** or **green** button – just keep clicking through all boxes as they appear.



Zoom will open in your browser. Click **Open Zoom Meetings**, then you'll go to your advisor's waiting room. Your advisor will admit you to from waiting room as soon as they are ready.



Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below  
By joining a meeting, you agree to our [Terms of Service and Privacy Statement](#)

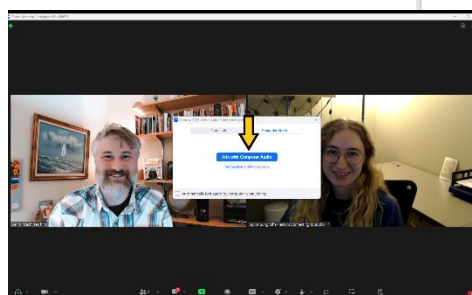
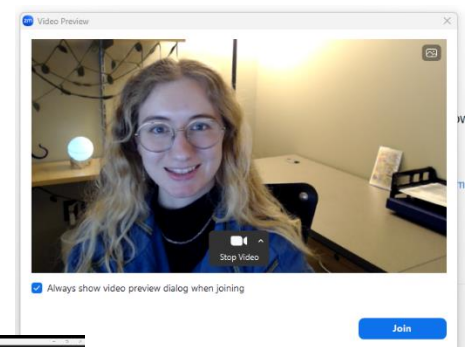


## 3. Join with video and computer audio

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.

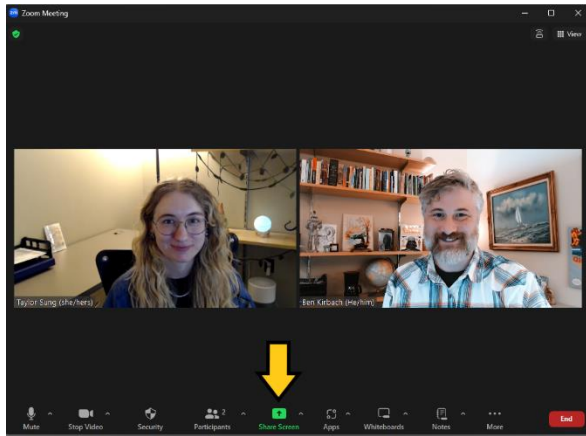
Click **Join with Video** to allow your advisor to see you.

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.

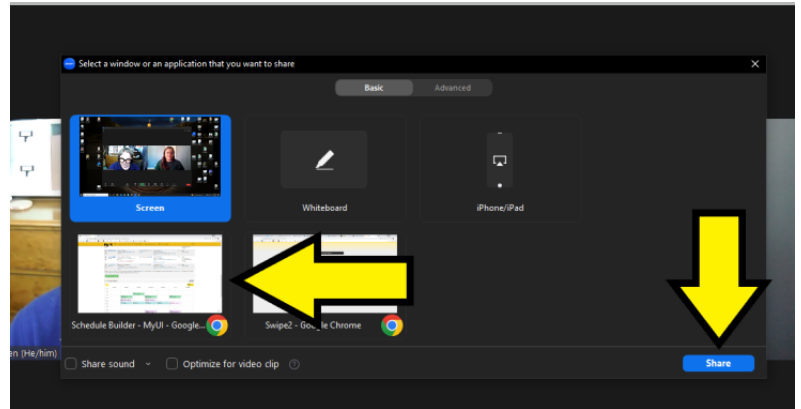


#### 4. Sharing your screen with your advisor

Click the green **Share Screen** button at the bottom of the Zoom window.

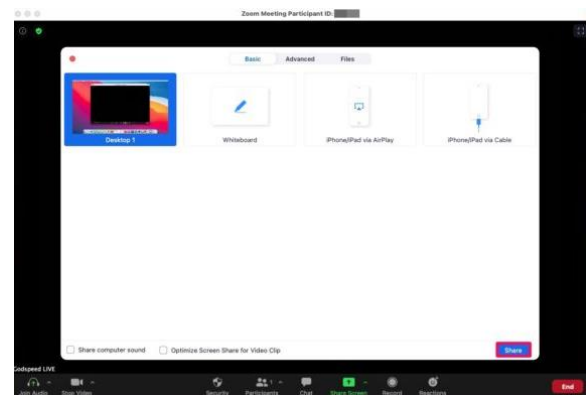
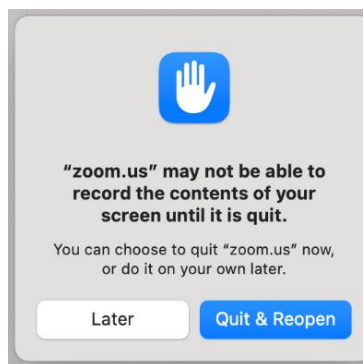
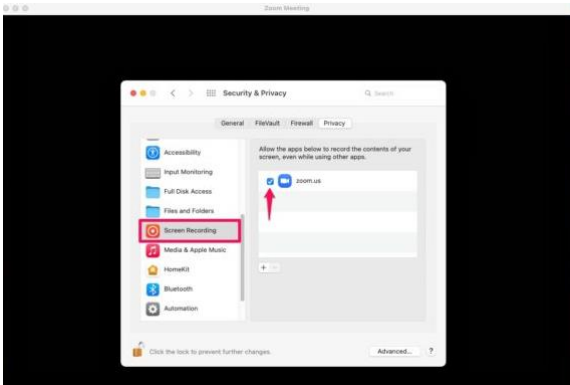
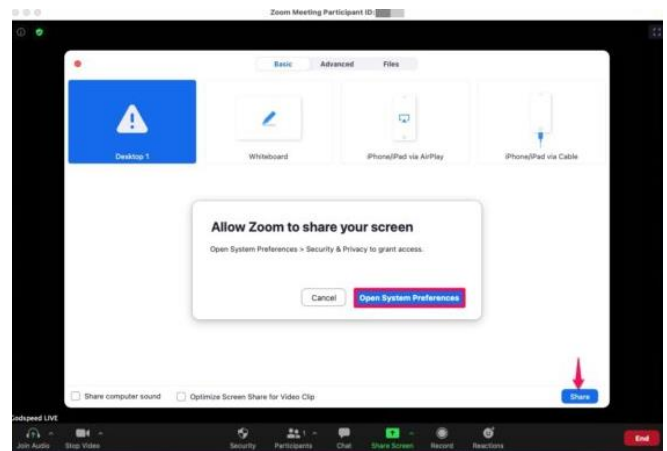


Then, you'll get a pop up that shows any browsers or other programs you have running. Click on the page you wish to share and then click **Share** at the bottom



**\*\*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 step 2 to share your screen.



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

