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, please visit:

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

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

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

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.
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.

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 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.
4. If Zoom also prompts to leave, click “Cancel.”
5. 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.**