

If you are taking a class at LFCC that uses the “Zoom platform”, please refer to the following instructions and requirements before the start date of your class:

Before the start date of your class, download the latest Zoom client for free at <https://zoom.us/download>, or install Zoom via Google Play or Apple Store if you are using a tablet. Zoom works best when used on a laptop, desktop computer, or tablet.

1. To access your class, follow the Zoom link that will be provided via email from LFCC Workforce a few days before the class starts. (If you have not been receiving emails, please check in your spam folder.) If this course is also using Canvas, you can also access the link through that course. This is explained more in the tutorial video.
2. You **must** have a working internet connection to access the class. Wired connection is preferred, but wireless is also acceptable. To make sure your class runs as smoothly as possible, please review the system requirements listed below. You can also test your Internet speed at www.fast.com.
3. You **must** have access to both a webcam and a microphone, either built-in or external, to verify attendance and to participate fully in your class. Please refer to this site for camera and microphone suggestions.
4. Follow these instructions on how to join a Zoom meeting: (See pages 2-4 on this document for step-by-step instructions.)
5. You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting at <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-TestMeeting>

System requirements

- An internet connection – broadband wired, wireless, or Mobile (3G or 4G/LTE). For group video calling:
 - * 800kbps/1.0Mbps (up/down) for high quality video
 - * For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

Supported operating systems

- MacOS X with MacOS 10.7 or later
- Windows 10 Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+ • Mac: Safari 7+, Firefox 27+, Chrome 30+

Zoom Client

- Version 5.0 requires
 - *PC - <https://zoom.us/support/download>
 - *Mac – Apple Store

*Direct Link to System Requirements page

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

ZOOM INSTRUCTIONS FOR LFCC STUDENTS

Zoom is a live Web conferencing tool that allows give presentations virtually and hold meetings with many people synchronously from any physical location. It is used to conduct online class sessions and meetings.

Your instructor will send you a URL for the meeting. *You may also see a link to the meeting on the Canvas Calendar, in a Canvas Inbox message, on the course homepage, in a Canvas Announcement, or by selecting the Canvas course and clicking the Zoom menu item.*

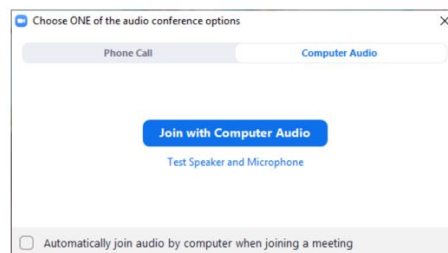
How to join a virtual meeting using Zoom using your laptop or desktop computer:

The first time you click the URL link, Zoom will ask you if you would like to download Zoom application or joining the meeting using your web browser. Chrome is Zoom's preferred browser.

IMPORTANT: click on “Download and Run Zoom” and follow the prompts on your computer to install and run the app:



At the audio conference prompt, choose whether you want to join with a phone call or Computer Audio. Follow the on-screen instructions to dial in or test your computer speaker and microphone.



TIP: If joining with computer audio, always click the link to test your speaker and microphone. This will allow you adjust and change your speaker and microphone settings prior to joining the call.

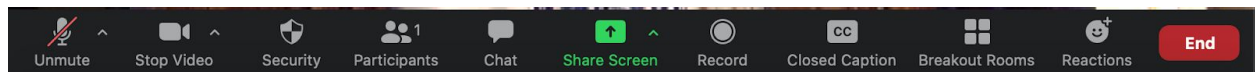
How to join a meeting using a mobile device:

- Download the free “Zoom Cloud Meetings” app to your phone or tablet.
- Click the URL link from your professor.
- The system will ask “Open this page in Zoom?” Click Yes. At the audio prompt, select Internet Audio (to use Zoom VOIP) or Dial In to call using your phone minutes.



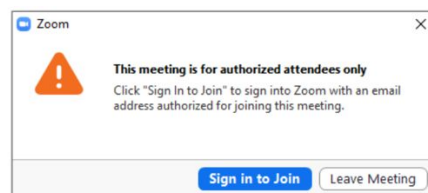
How to use Zoom features

From the Zoom toolbar at the bottom of the screen, you can Mute/Unmute audio, Start/Stop Video (Webcam), view the Participants list, and open the Chat box. Use the small arrow icon next to the audio and video icons to test your speaker, microphone and video settings. Use the chat box to type your questions. Just click on the item you want to open or close.

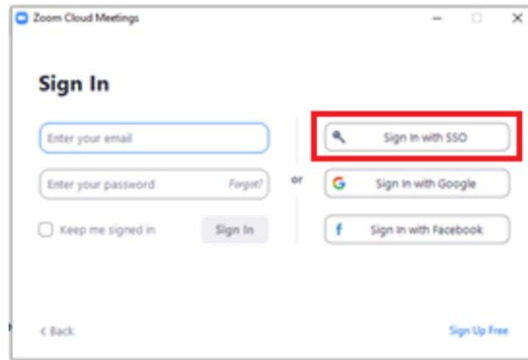


“Authorized attendees only”

For added security, some meetings are set to require you to login using your Mylfcc username and password. At the prompt, click Sign in to Join:

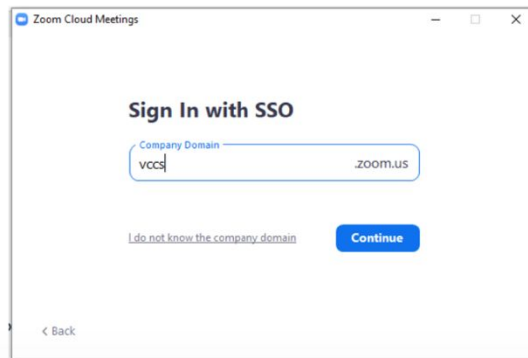


Click **Sign in with SSO**.



The screenshot shows the Zoom Cloud Meetings 'Sign In' page. It features a 'Sign In' section with fields for 'Enter your email' and 'Enter your password', a 'Sign In' button, and a 'Keep me signed in' checkbox. To the right, there are three social login options: 'Sign in with SSO' (highlighted with a red box), 'Sign in with Google', and 'Sign in with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

In the SSO field, type “vccs” (not case-sensitive). Click **Continue**.



The screenshot shows the Zoom Cloud Meetings 'Sign In with SSO' page. It features a 'Company Domain' field with 'vccs' entered and '.zoom.us' as a suffix. Below the field is a link that says 'I do not know the company domain' and a blue 'Continue' button. At the bottom left is a '< Back' link.

The Virginia’s Community College screen will open. Log in with your Mylffc username and password. (The same username and password you use for your VCCS Gmail account and Canvas.)



The screenshot shows the Virginia's Community Colleges 'MyVCCS LOGIN PORTAL'. It features a logo at the top left, a 'Sign My Account' button, and an 'Advanced Password Reset' button. Below these is a message: 'If you are receiving an error stating your account has expired please use the Advanced Password Reset tools to reset your password. Sorry for the inconvenience as we work to resolve the issue.' The main login section has 'My Username' and 'My Password' fields, a red 'SIGN IN' button, and a 'Forgot Password | Forgot Username' link. On the right, there is a 'PROTECT YOUR PRIVACY' section with text: 'For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.'

Wait a few seconds. The “Open Zoom Meetings?” pop-up will appear. **Click Open Zoom Meetings.**