

# How to Use Zoom

## What is Zoom?

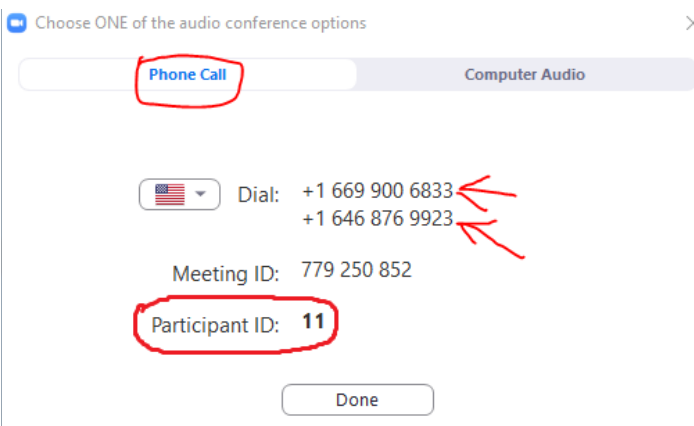
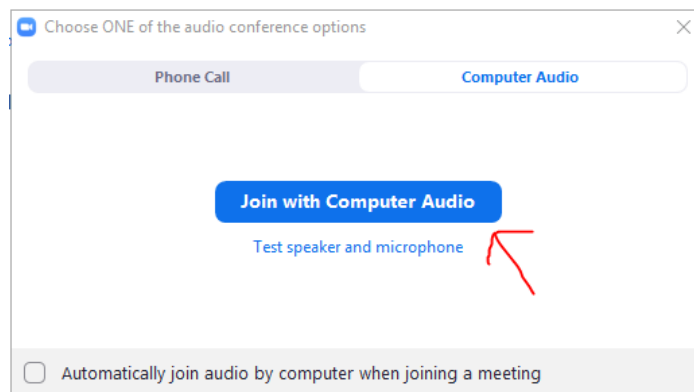
Zoom is a communication tool that allows for video and audio conferencing with an advisor at North Seattle College. This will be the primary way that scheduled Advising Appointments from March 16-27 will be conducted due to the campus closure because of COVID-19. Phone appointments (non-Zoom) will also be available with certain advisors.

## How do I access Zoom?

When you schedule an appointment online through Starfish, there will be a link under the meeting description that you will need to copy/paste into a web browser to start the Zoom meeting. There are two types of meeting locations to choose from: 1) Zoom through web browser OR 2) Phone Appointment through Zoom.

### 1. Zoom through web browser

- Copy and paste the Zoom URL found in your confirmation email from Starfish
- A file will automatically download. Click to open the file and choose Run program.
- You will see the option to use Computer Audio or Phone Call. If you do not have a microphone/webcam on your computer choose the Phone Call option.
- If you choose Computer Audio click "Join with Computer Audio". If you choose Phone Call use your phone to dial one of the two phone call options and you will be prompted to enter a participate ID OR hit # to join.
- You will then be placed into a waiting room and need to wait for your advisor to accept you into the meeting and unmute your audio before starting your meeting. If you join early before your meeting please wait and your advisor will accept you into the meeting when it is time.



## **2. Phone Appointment through Zoom**

- a. Once you schedule your appointment on Starfish with your advisor in the meeting description there will be two phone numbers, and a Meeting ID. Call one of the two numbers and you will be prompted for a Meeting ID number. Once you have entered that number, you will then be prompted for your participate ID OR hit # to join. Just hit # to join.
- b. You will then be placed into a waiting room and need to wait for your advisor to accept you into the meeting and unmute your audio before starting your meeting. If you join early before your meeting please wait and your advisor will accept you into the meeting when it is time.