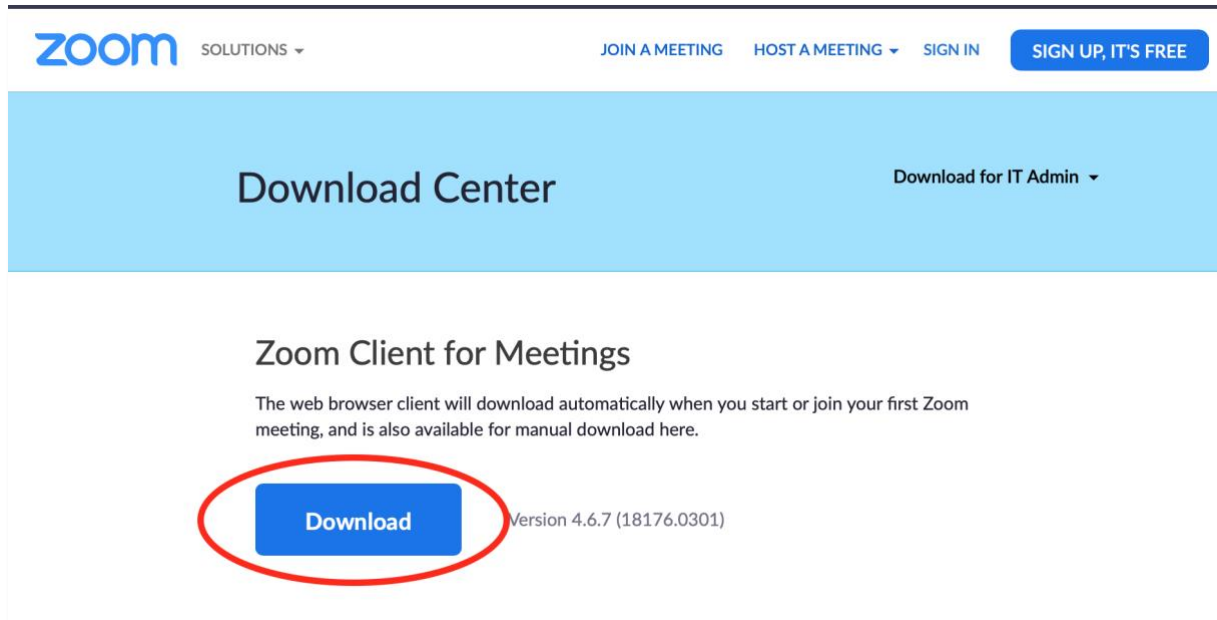
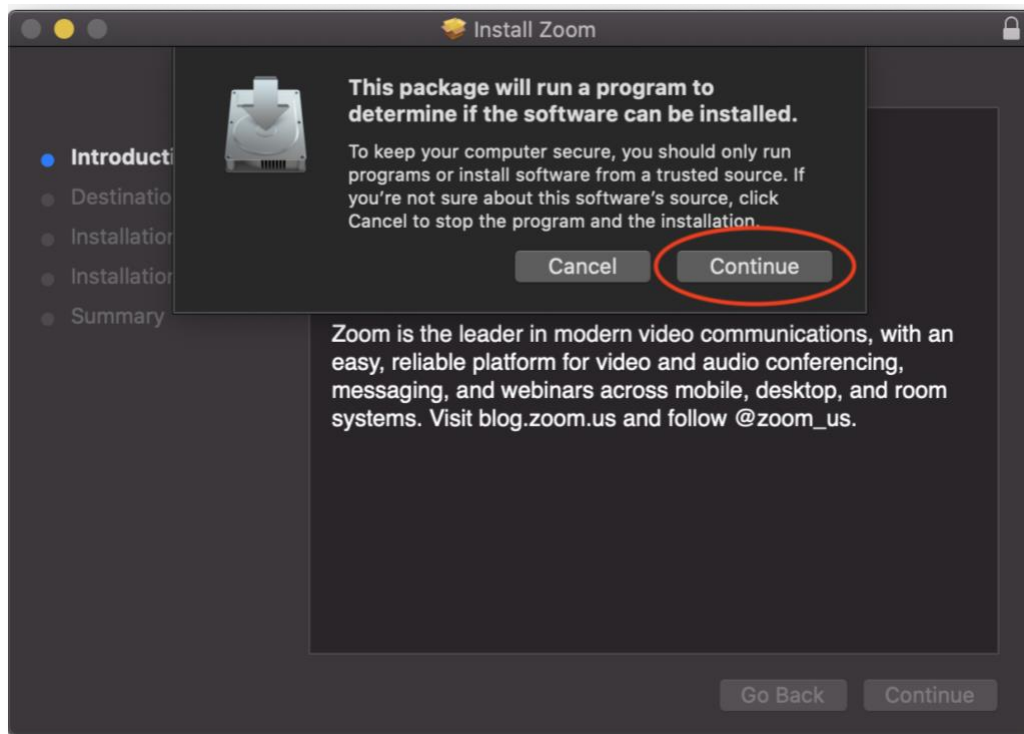


Join a Zoom meeting in Canvas

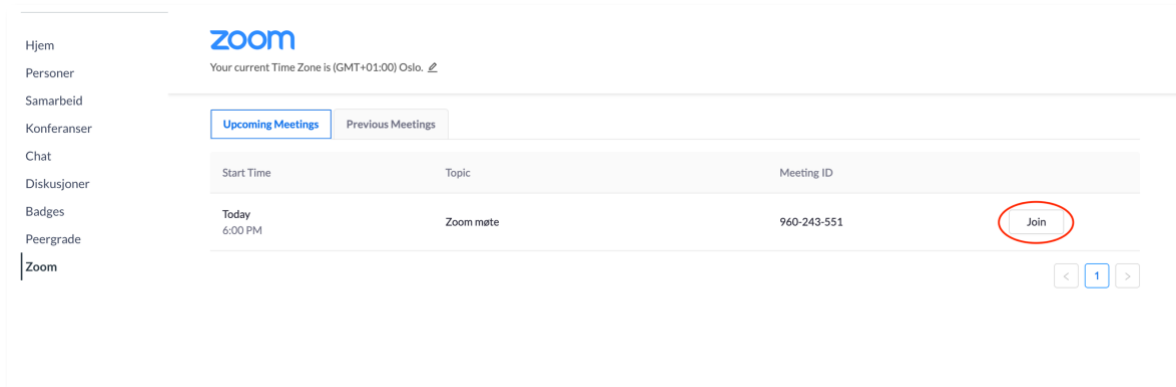
1. The first time you join a Zoom meeting, you will be asked to download and install the Zoom client. You can do this allready now. Click <https://kristiania.zoom.us/download> and chose «Download» (Zoom Client for Meetings).



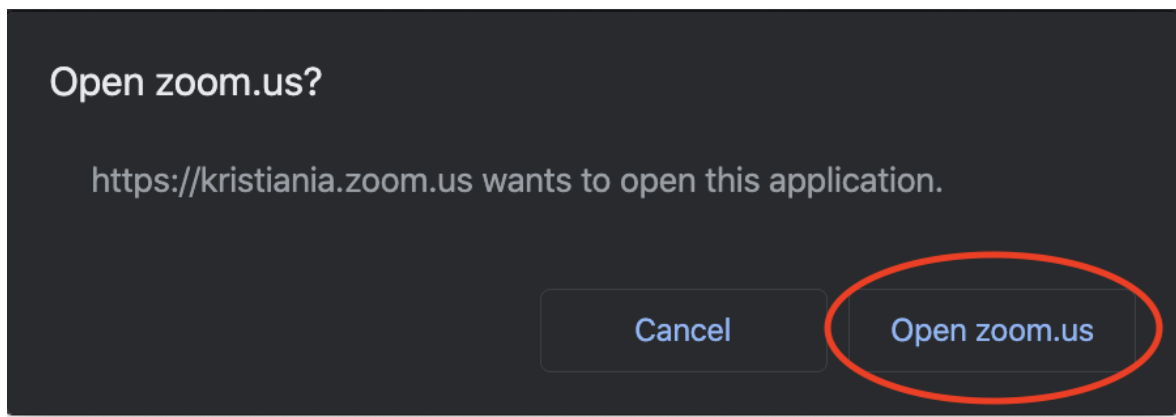
2. You will be asked to install the program. Download and install Zoom.



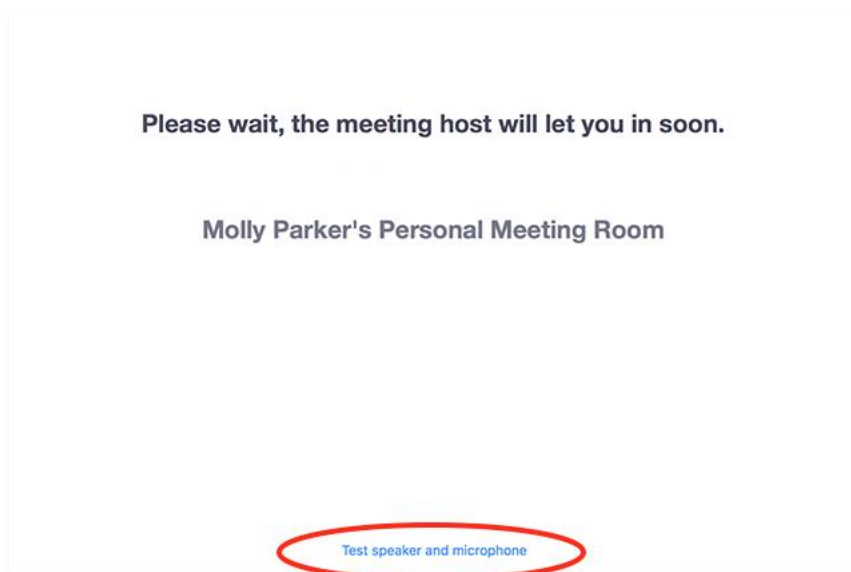
3. After installing the program (when the meeting starts) go to the course in Canvas. Click Zoom in the course menu and click «Join».



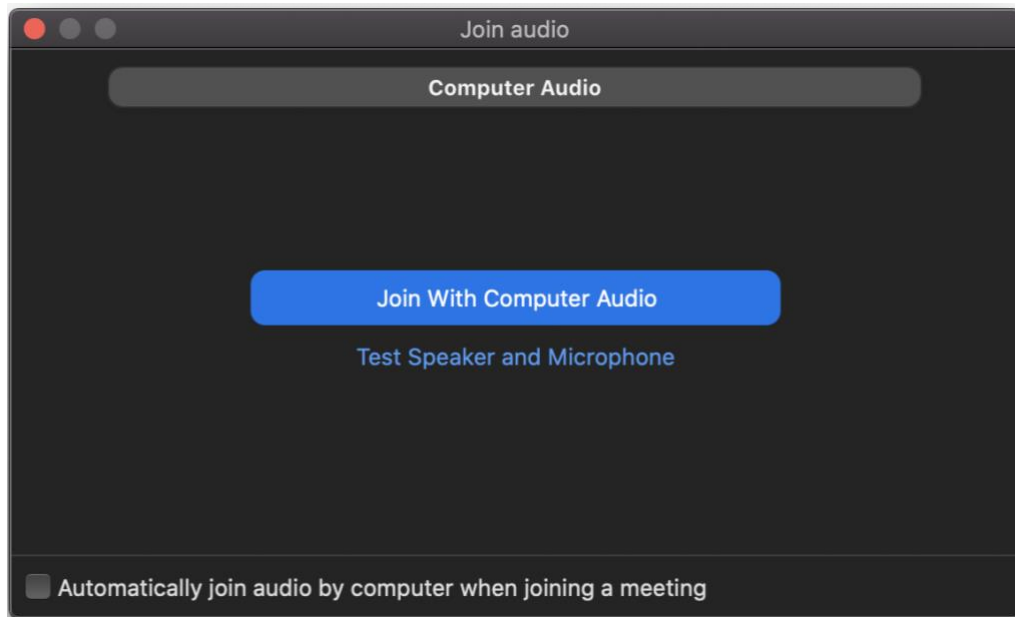
4. Your browser will then prompt you to open the Zoom application. Click «Open Zoom.us».



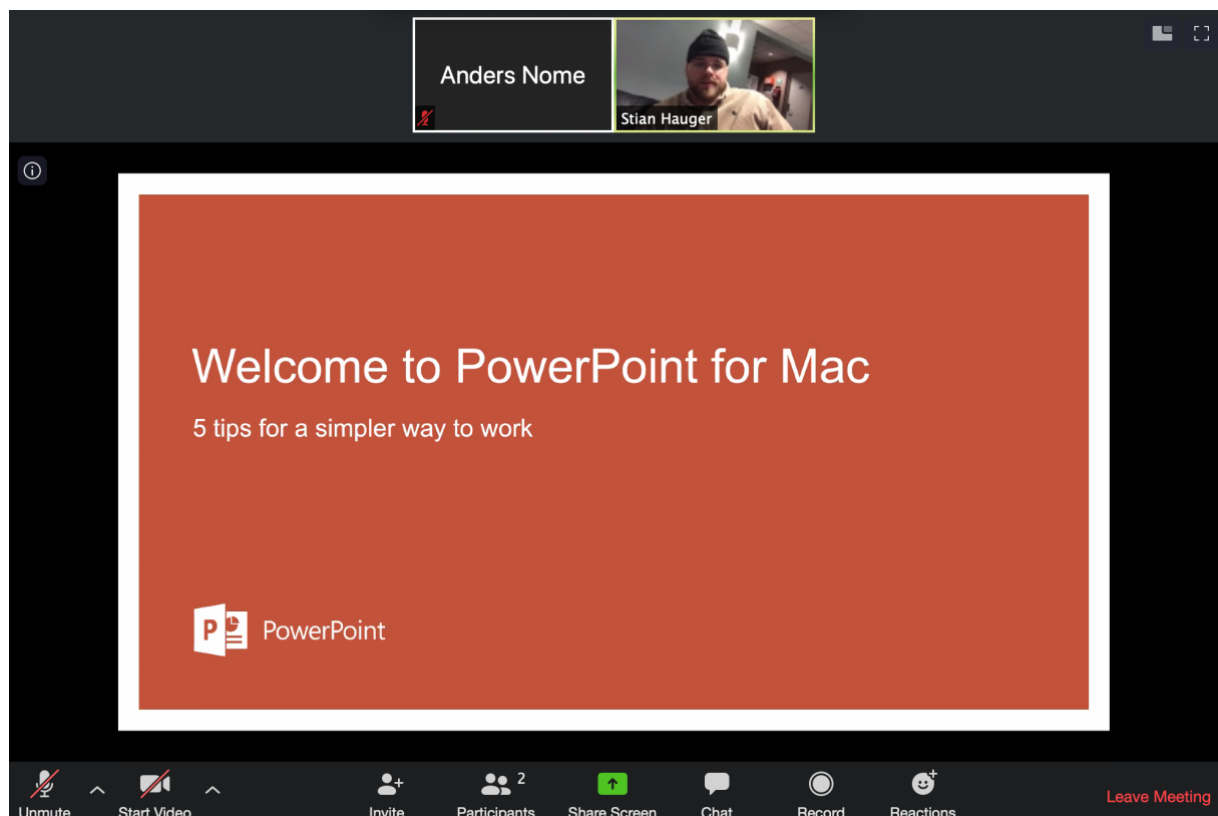
5. If you enter before the class starts, you will be placed in a waiting room until the class starts. You can then use the opportunity to test that the microphone and audio settings are working properly. Click "Test speaker and microphone".



6. Once the lecturer / teacher has started teaching, you will see this dialogue box. Click "Join with Computer Audio". If you have not been able to test audio and microphone settings (previous point), you can first click "Test Speaker and Microphone".



7. Then you enter the Zoom room where the teaching takes place.



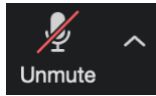
To show your webcam video, click "Start Video". If you want to talk, you can click Unmute (but by default you are "muted», to reduce noise.).

[Read more about how to use Zoom as a student.](#)

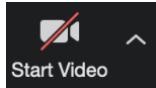
Zoom also has **great apps** for tablets and smart phones. Search for these in App store or Google play (Zoom cloud meetings).

8. If the teaching is recorded and you do not want to be included in the recording

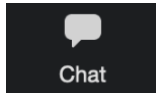
The lecturer / teacher has the option to record the Zoom meetings and make the recording available to the students in the subject in Canvas. If you do not want to appear in the recording:



Keep you microphone muted



Don´t start your video (webcam)



If you have questions – ask them by using chat instead of microphone. You can also ask the teacher privately by selecting his or her name instead of “everyone” by clicking the dropdown menu above the chat text box.

If you involuntarily appear in a recording, please contact:

behandlingsansvarlig@kristiania.no

You have the right to demand that the recording is either edited or deleted.