GETTING STARTED

• To log into your Zoom account and access your profile, go to [zoom.byu.edu](https://zoom.byu.edu).
• Click on the blue button that says “Log Into Zoom,” and you will be directed to the BYU Login page.

JOINING A MEETING

• Join a meeting by clicking the meeting link or clicking the “Join a Meeting” button in the top right corner of your profile and then entering the meeting ID.
• Sign in with your BYU NetID and password.

• If you click the link and are taken to a registration page, please fill out the required fields, such as your name, email, etc. After you complete the registration form, you’ll receive another email with the link to the meeting.
• Once you have successfully joined a meeting, click “Join Audio”, “Join with Computer Audio”, or “Audio” to access the audio settings. You can use a Bluetooth headset if it is compatible with the computer or mobile device you are using.
- Please remember that even in a virtual setting you are still representing BYU.
- If you choose to show the video of yourself in a Zoom Meeting, please be sure that your appearance is in compliance with the BYU Dress and Grooming Standards.
- Please ensure any text you submit as a question in the Q&A or in the chat does not use any profanity and complies with the BYU Honor Code.

WEBINAR VS. MEETING

- In a Webinar, you will only see the host’s and/or panelists’ screens, and you will not see any of the attendees’ screens. You will be automatically muted and your video will not be shown. You will be able to interact by answering poll questions or submitting questions to the Q&A.
- In a Meeting, you will be able to see each attendee’s screen. You may display your video or not and mute or unmute yourself. You will be able to answer poll questions and use the chat to message everyone or one participant directly.

BYU STANDARDS

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STILL HAVE QUESTIONS?

- If you are still having trouble, please refer to this Frequently Asked Questions page on Zoom’s support site.
- If it does not answer your questions, please send an email to Savannah Gow at Career Services savannah.gow@byu.edu or Jamie Cromar at the Business Career Center jamie8314@byu.edu.