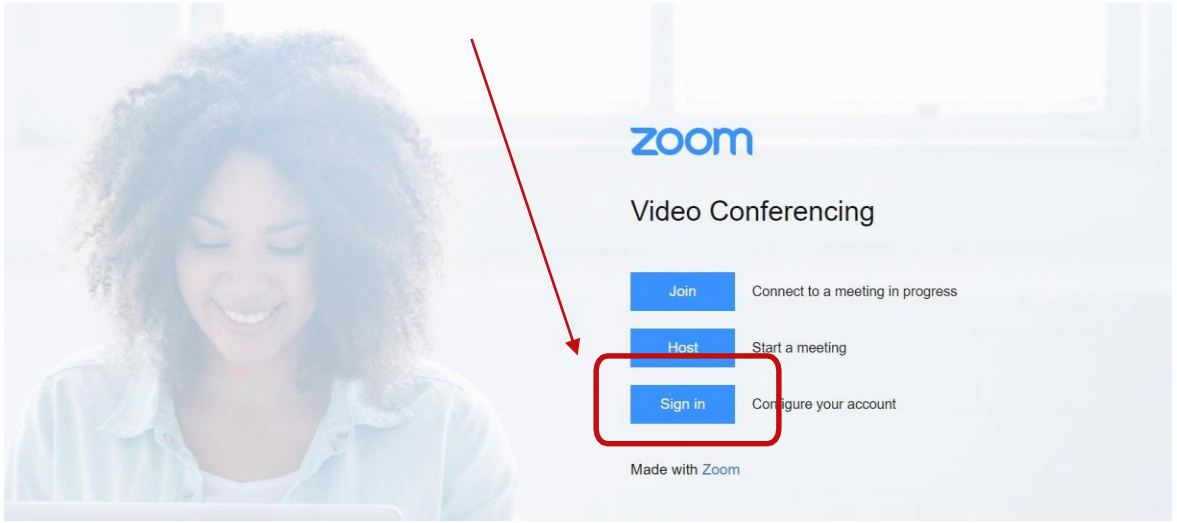
Welcome to ELC Connect!

Use this information to activate your UVic Zoom account and log in to your Virtual Classroom

Setting Up Your UVic Zoom Account:

Go to the **UVic Zoom website** and **sign in with your Netlink ID** to activate your UVic Zoom account.

If you receive a message asking you to verify your UVic email to complete this step, go to https://www.uvic.ca/webmail/ and sign in with your Netlink ID to complete this verification step.



*For an example of how to sign in, watch this **video**.*

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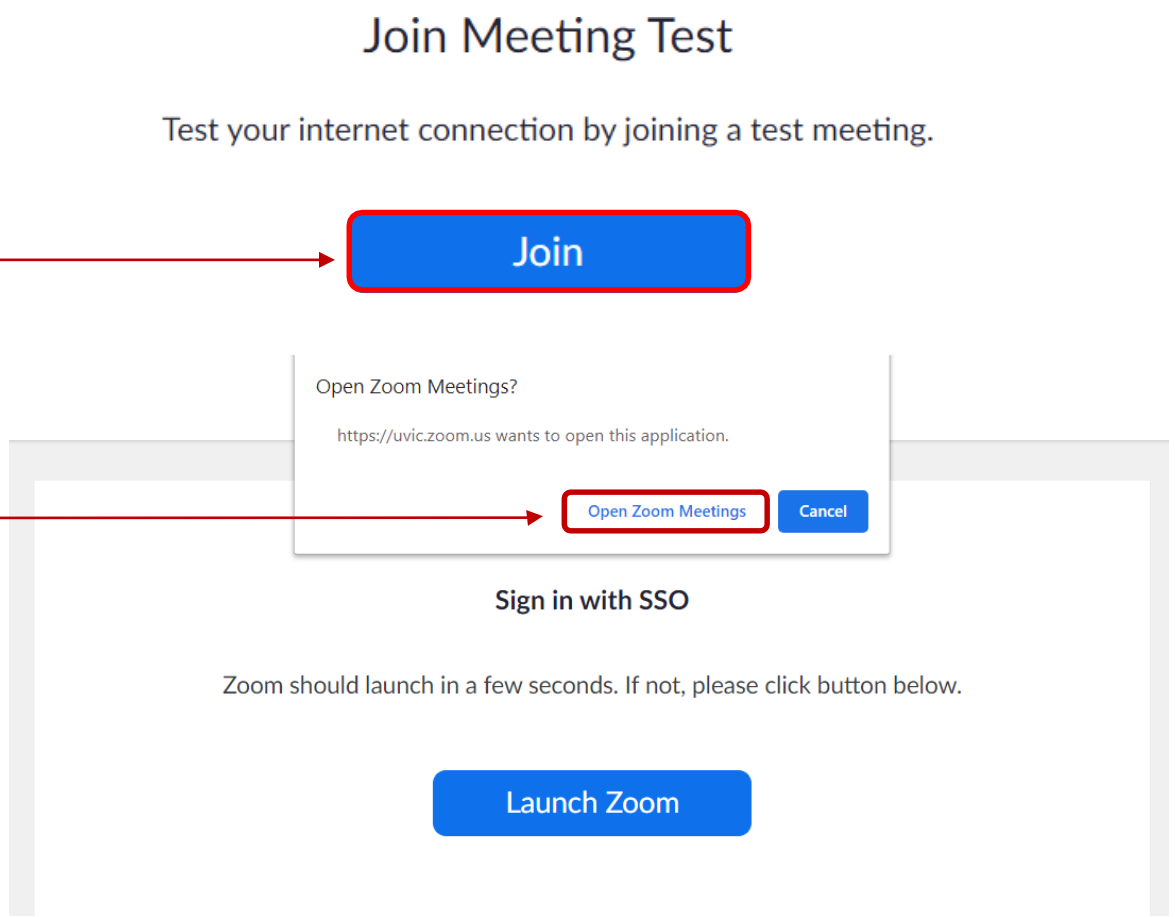
Zoom: Getting Started

Check your audio and video settings with a **test meeting**.

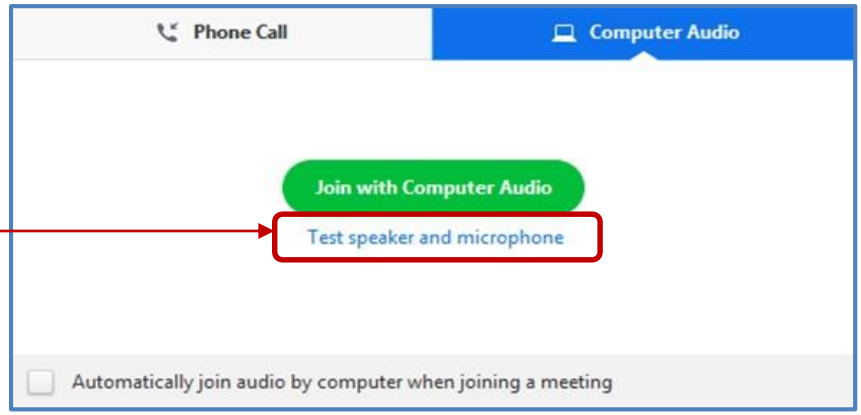
Select ***Join*** and then ***Open Zoom Meetings***



Test Your Zoom Settings

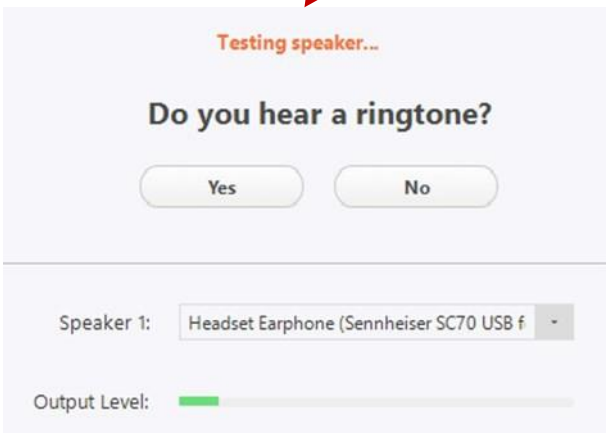
Select ***Test speaker and microphone***

and then follow the 3 prompts.

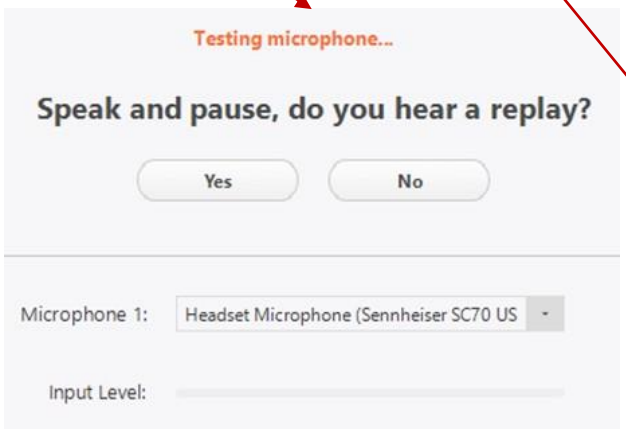


Once you have tested your speaker and microphone select ***Join with Computer Audio.***

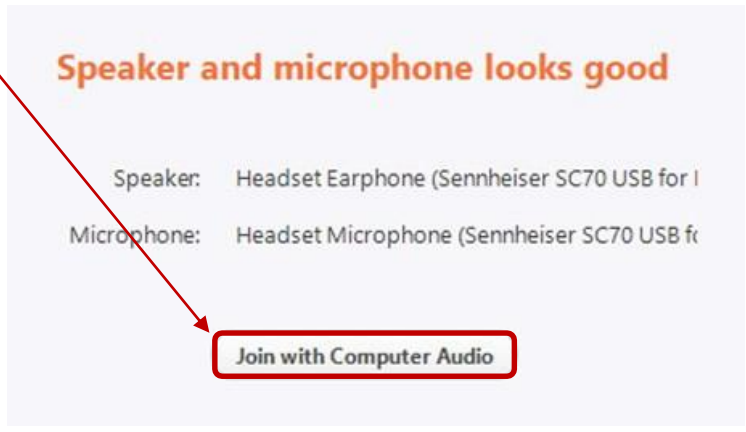
Prompt 1



Prompt 2



Prompt 3



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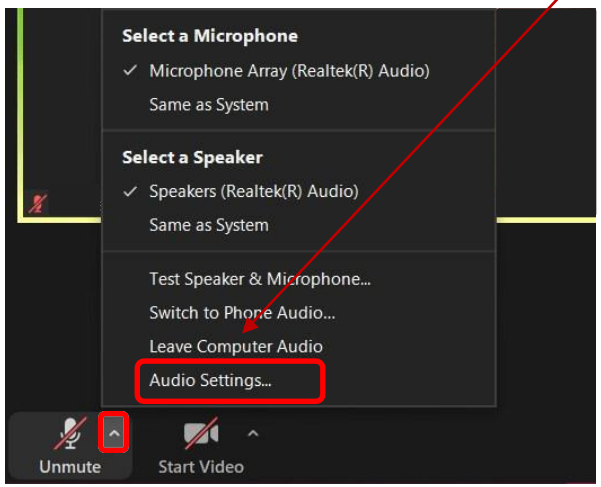
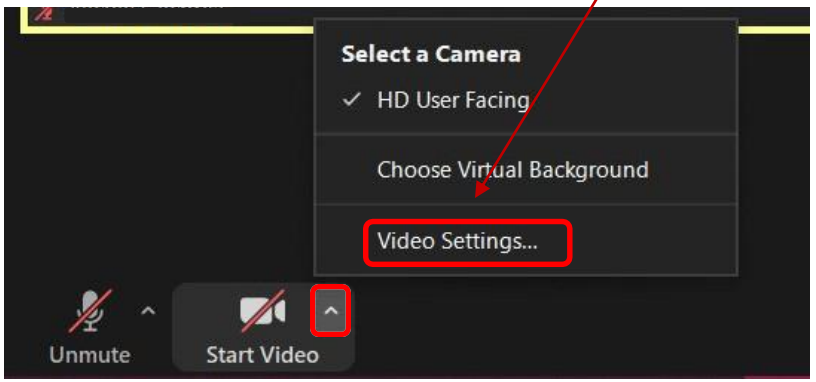
Audio & Video Settings

When the test meeting opens, **test your audio and video** by clicking on ***Unmute*** or ***Start Video***
(Note: The red line through the microphone and video camera icon mean your microphone and camera are turned off).

If your audio or video is not working in the meeting:
Click the arrow next to the microphone icon and select ***Audio Settings***.... or the arrow next to the video icon and select ***Video Settings***...





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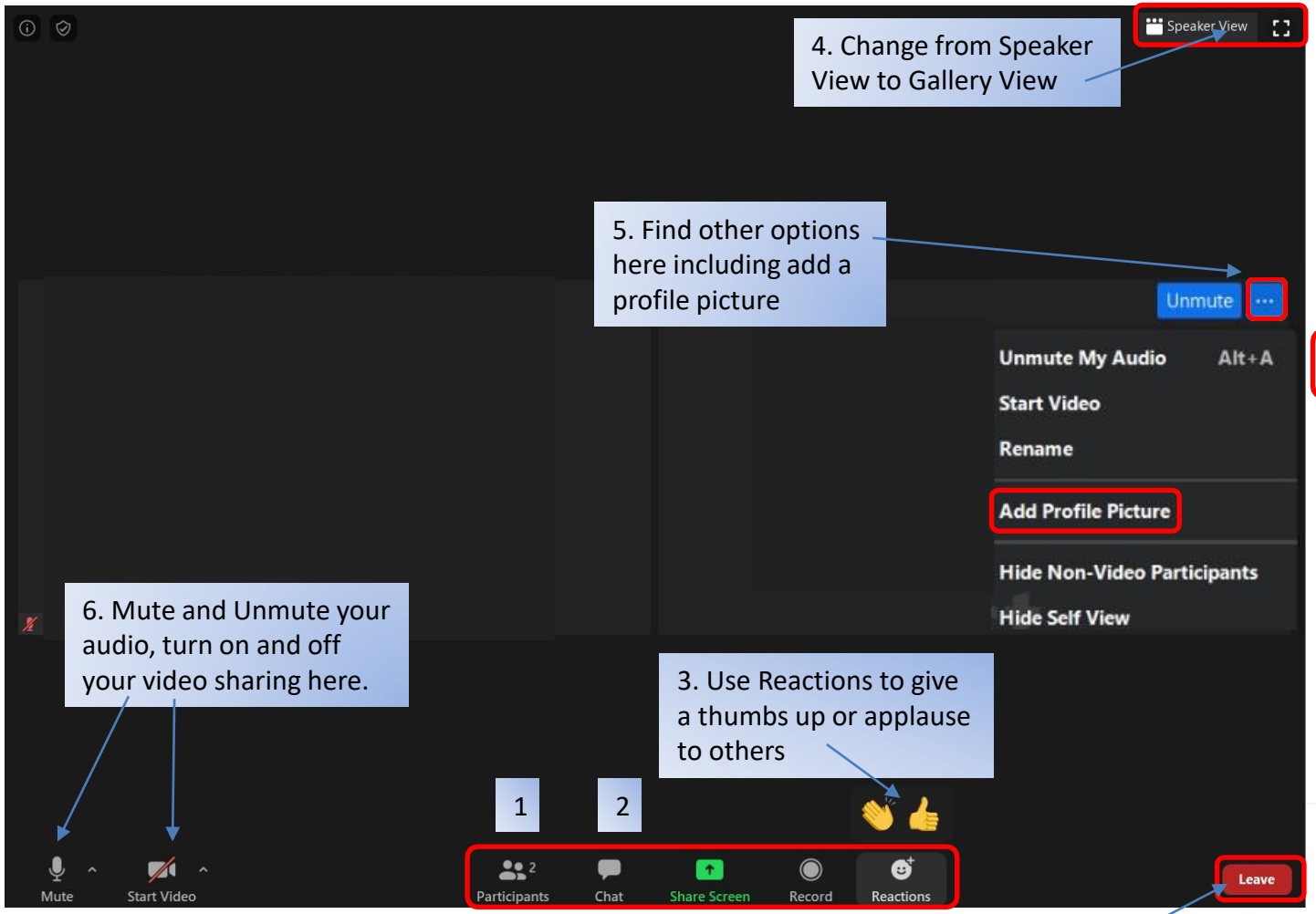
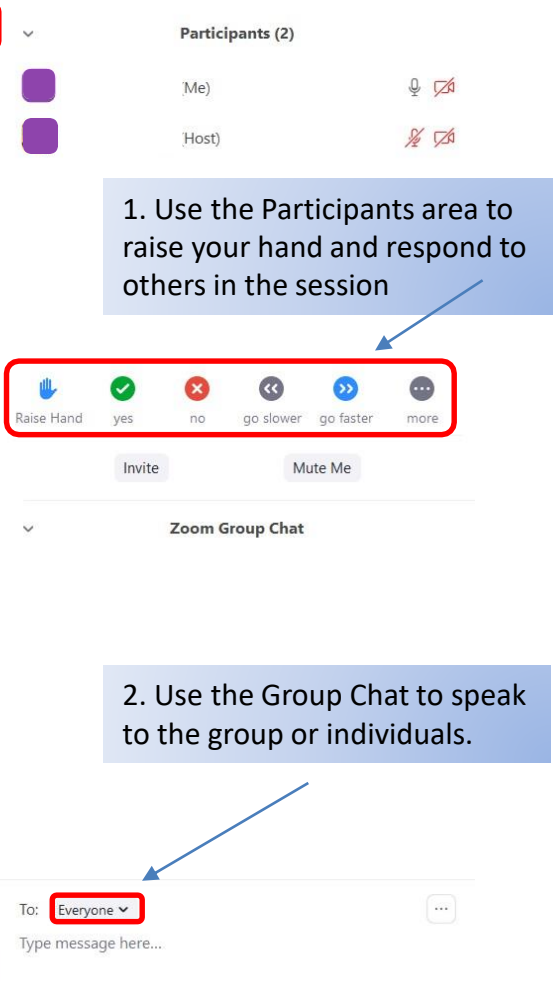
Get to know Zoom's Features

(Note: The picture below shows a Participant view, Participant and Host features are different in Zoom. In a test call you are the meeting Host).





7. Leave the session by clicking here.

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IMPORTANT!

If you have any questions about Zoom, write them down and then discuss them during your orientation session or ask your instructor during your first virtual class.

If you had technical issues you could not resolve, contact **helpdesk@uvic.ca** for technical support.

Tech Tips

- **Use a hard-wired (Ethernet) connection**, if available. If not available, get as close to the WiFi router as possible.
- **Use a private network connection**. Avoid using a public Wi-Fi network.
- **Use Google Chrome**. For best results, use the most recent version.
- **Close other programs** and streaming services on your computer.
- **Disable Adblockers** if you experience difficulty with your audio and/or video.
- **Weak connection**. Turn your video on only when necessary and use speaker view (not gallery view).
- **Use headphones or a headset** to minimize background noise.

Virtual Classroom Tips

- **Be on time or early.** Let your instructor know if you are going to be late or absent.
- **Introduce yourself**. State your name the first few times you speak.
- **Participate actively**. Use the reactions feature and chat to show your engagement and that you understand.
- **Mute yourself when not speaking**. Nothing is more distracting than background noise. Learn how to turn your audio on and off.
- **Raise your hand or use chat**. Do not interrupt the speaker, use the raise hand feature to let your instructor know you would like to speak, or type questions and comments in the chat.
- **Make eye contact**. If you are sharing video, look at the camera and not the screen.