



Throughout the semester, we will have both required and optional video chats. All video chats will occur on Fridays from 2:30-3:20pm, and will use an application called “Zoom.” You can also request a separate video chat meeting with Dr. Stewart, either during her office hours or at another time that works for you. Please schedule these chats via email (mstewart@iup.edu).

Dr. Stewart’s Zoom Room: <https://iupvideo.zoom.us/j/9167285679>

Zoom Technical Support

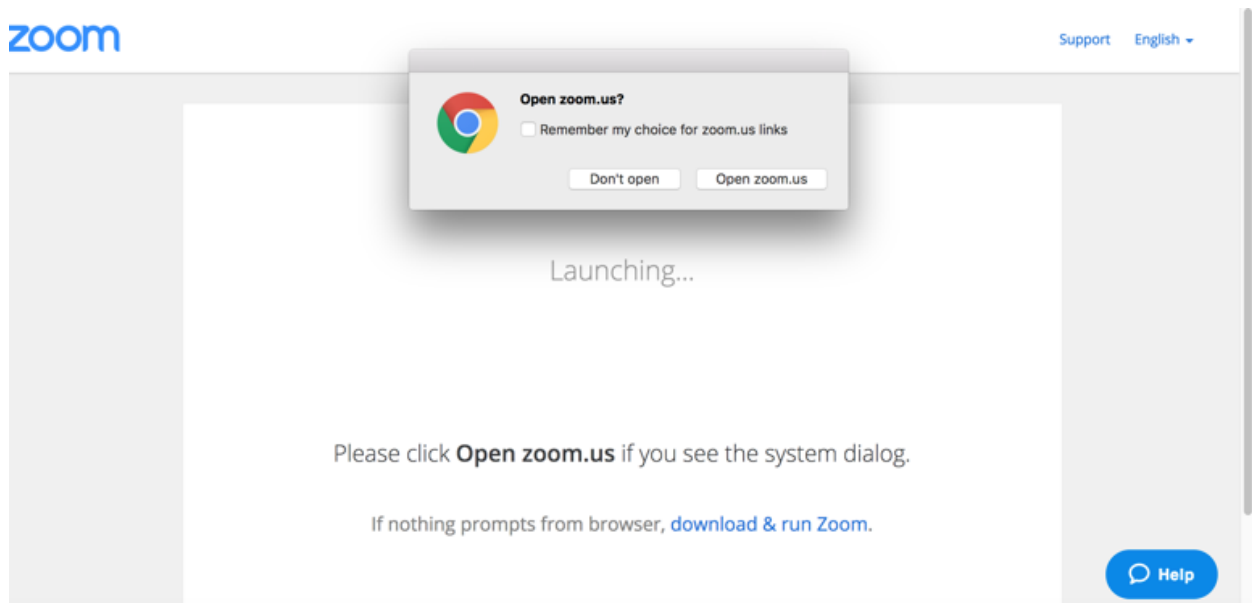
The URL for all Zoom meetings with Dr. Stewart is always: <https://iupvideo.zoom.us/j/9167285679>.

This is a link to Dr. Stewart’s personal Zoom Room, but she has to be in the room in order for it to work (if you click on it when she’s not in there, it’ll just give you a message saying that you need to wait for the host to start the meeting).

To log on, follow these steps:

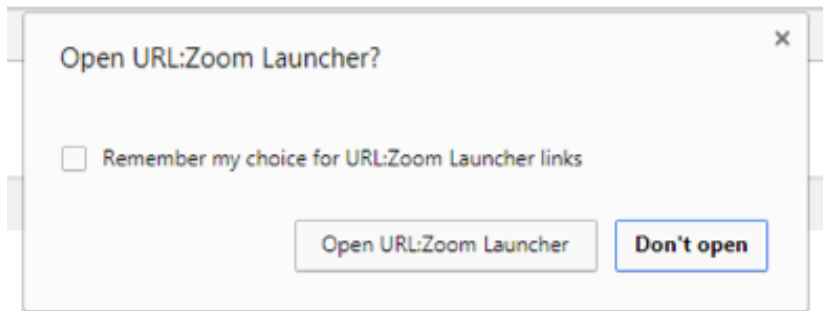
Step 1: Click on the Zoom Meeting URL.

Step 2: You will be taken to a page that looks like this:

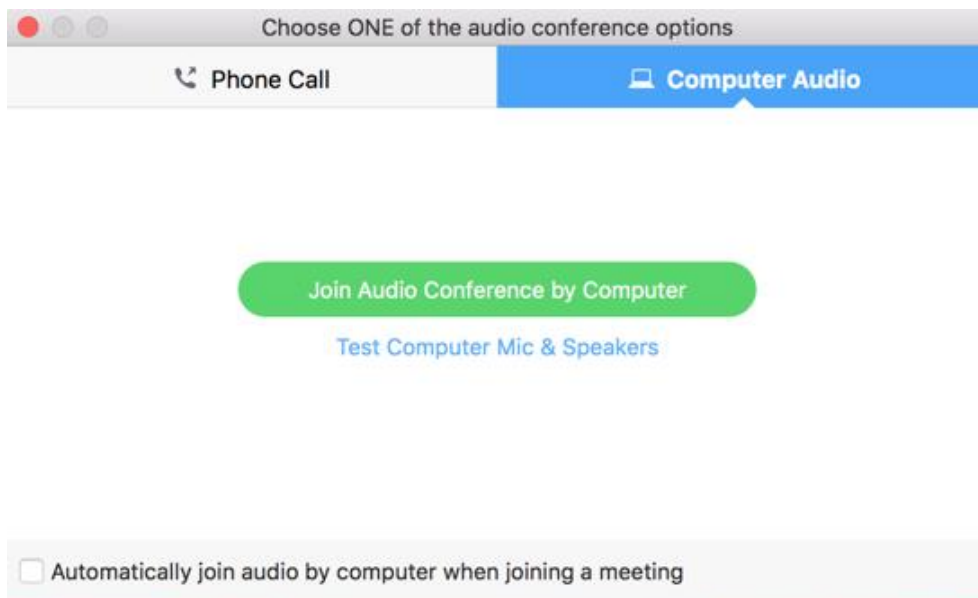


If the dialogue box does not appear, then click “download & run Zoom.” This will ask you to download a Zoom Launcher, which shouldn’t take more than a few moments.

Step 3: Once the “open.zoom.us” dialogue box does appears, click Open Zoom. If you are using Firefox, that box might look more like this:

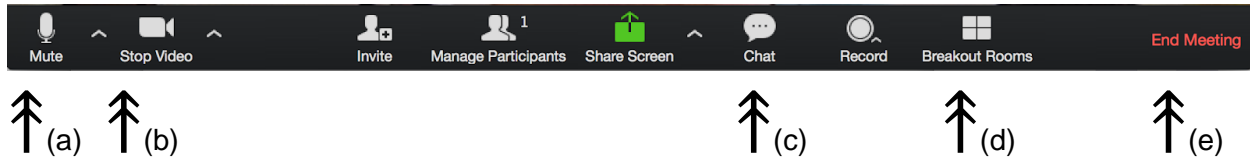


Step 4: You will be taken to the Zoom room, and prompted to select your audio & video options by a dialogue box that looks like this:



Most likely, you will just click “join audio conference by computer” and enter the room.

Step 5: Once you are in the room, if you hover your cursor near the bottom of the screen, you will see the Zoom menu (see next page):



- a. Clicking on “mute” or “stop video” will control your microphone and video feed. Clicking the arrows next to the microphone or video icons will allow you to troubleshoot audio/video difficulties.
- b. Clicking on “share screen” will allow you to show me your desktop (you can only do this when other participants are not also sharing their screens).
- c. Clicking on “chat” will allow you to open up the text chat box.
- d. Clicking on “breakout rooms” will let you go to your assigned small group room. We will always start our video chats as a full group and then I will send you to your breakout rooms to talk with your research teams.
- e. Clicking “leave meeting” will let you exit the room.

Please use headphones—this will help us avoid audio feedback.