

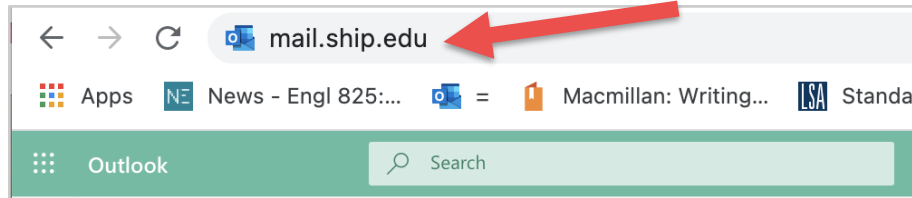
SHIPPENSBURG UNIVERSITY

Learning Center

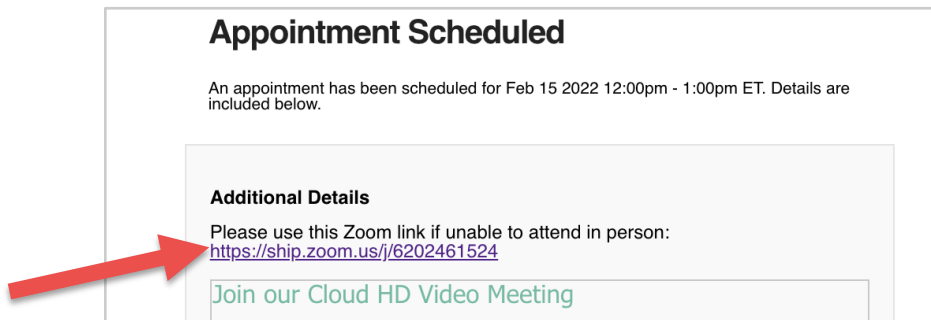
Zoom Guidelines for Students

How to join Zoom

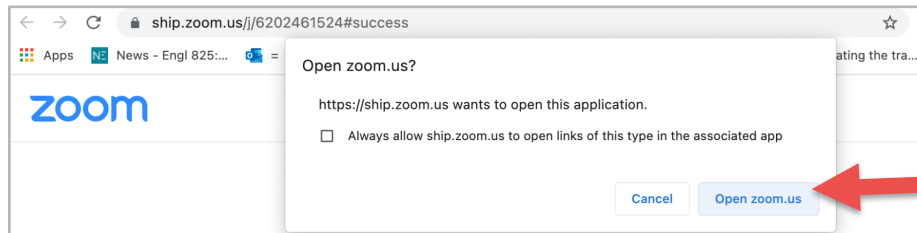
1. Access your Ship email by visiting mail.ship.edu.



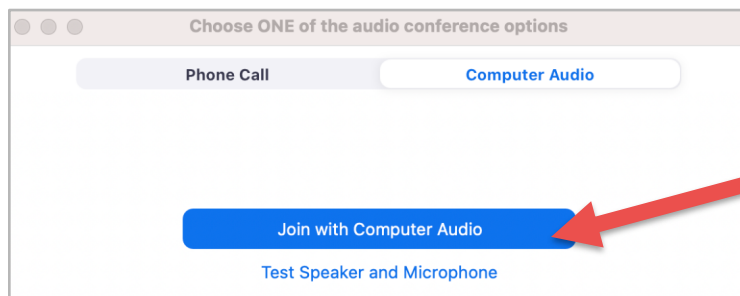
2. Select the Zoom link in your meeting confirmation email



3. Select "Open zoom.us"



4. Click "Join with Computer Audio"



Etiquette

- Please find a **quiet location** without distractions and remain in this location for the entirety of your appointment.
- Please consider using a [virtual background](#) for privacy or professionalism.
- Please join Zoom using a **laptop or computer**. This allows for screen sharing and access to all Zoom features that are limited when using a phone or tablet device.
- Please arrive to the Zoom appointment **on time**, or a couple minutes in advance.
- Please open **necessary files** on your computer in advance of your appointment. These may include course readings, course notes, course slideshows, assignment prompt and rubric, draft of paper, course syllabus, or D2L related content.
- Please close windows or files that are not relevant to your appointment.
- Please **dress appropriately**, as you would if the appointment were in person.
- Please **sit upright** while attending your appointment.
- Please turn off or **mute devices**, such as your cell phone.

Preparation

- Please ensure you have access to a **Webcam or computer camera**. We highly encourage you to turn on your camera if possible. This way, we can see your facial expressions and body language.
- Please ensure you have access to **high speed internet**. High speed internet is available on campus.
- Please ensure you have **access to materials** for the assignment or topic area you would like to work on. These materials may include course readings, course notes, course slideshows, assignment prompt and rubric, draft of paper, course syllabus, or D2L related content.

If you have any questions or difficulties, please call the Learning Center reception desk at 717-477-1420.