Joining a Zoom Meeting from Canvas

1) Sign in to your @pwcs-edu.org Office 365 account at office365.pwcs.edu

2) Click on the Waffle (9 squares in the top left)
   a. Click on All Apps
   b. Scroll down and click on Canvas

3) Select your course in Canvas
4) You may see your Zoom class meetings in a variety of ways:
   a. As a **Button** to click on your home page

   ![Zoom Button](image)

   b. As an **Announcement**

   **Morning Meeting Zoom Link**
   https://pwcs-zm-edu.zoom.us/j/9613817869...

   **Posted on:**
   Aug 28, 2020 at 2:46pm

   ![Zoom Announcement](image)

   c. In your **Calendar**

   ![Calendar Entry](image)

   d. Using the **Zoom button** on your navigation bar

   ![Zoom Navigation](image)

5) Once you select “Join,” Zoom will open on your computer, and you will be placed in the Waiting Room of the meeting.
6) Your teacher will let you in the meeting when it is time to start.
7) When you are in the Zoom meeting, you have access to a variety of buttons on your toolbar:

a) Mute and Unmute your microphone  
b) Start and Stop video  
c) View Participants in the meeting  
d) Chat with participants and the teacher (if allowed)  
e) Share your Screen (if allowed)  
f) Record (if allowed)  
g) Reactions (if allowed)  
h) Leave Meeting  
8) You can also click on “Speaker View” to change your view of all participants in the meeting