

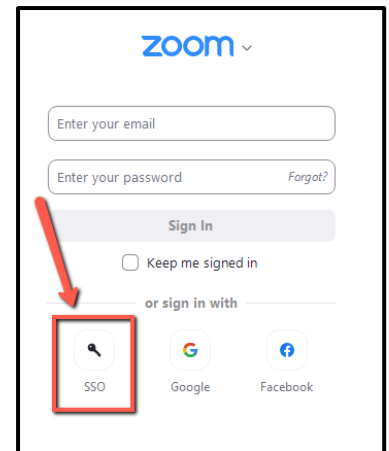


Navigating Zoom

Zoom is our web conferencing tool. If your instructor sets up a Zoom conference, you will be invited to attend, and a link will be provided to connect. Please use the additional user guides linked on our Learning Technology Support website for specific Zoom functions.

Logging into Zoom with *Single Sign-On (SSO)*:

- 1) Once you open Zoom, you will have several sign-in options. **You must be signed-in on your school (.edu) account in order to access an instructor-led Zoom.**
- 2) Under the “Or sign in with” options, click **SSO**.
- 3) There will be a text box on the next page that asks for your company domain. Enter **minnstate** in the box. Click **continue**.
- 4) You will then be navigated to a page that asks you to enter your **StarID** and **Password**. Do this, then click **sign on**.
- 5) There will then be a pop-up that asks you if you want to launch Zoom. Click **Open Zoom Meetings** to open the program.
- 6) From here, you have the option to start a new meeting (**New Meeting**) or join an existing meeting (**Join Meeting**).



Troubleshooting D2L Course Issues:

- *How do I know if I'm logged in with my MinnState (.edu) account?*
 - On the Zoom home screen, **click** on the small box with your initials in the upper right-hand corner.
 - The box will display your name, as well as the email you are currently logged in with. Make sure it ends in **@dctc.edu** or **@inverhills.edu** – if not, you will need to log out and login again using the Single Sign-On (SSO) instructions (found at the top of this article).
- *How do I update my name in Zoom to my preferred name and pronouns?*
 - **If you are already in a meeting:**



- Open up the **Participants** tab in your Zoom meeting. You will be displayed as the first participant on the list.
 - Hover your mouse over your name, then click **More**.
 - Click **Rename**.
 - Update your name, and then click **OK**. You can also add your preferred pronouns behind your name here.
 - Your name will be changed for the current meeting, but not future meetings. To permanently update your name, follow the steps below!
- **If you are not in a meeting:**
- On the Zoom home screen, **click** on the small box with your initials in the upper right-hand corner.
 - Click on **Settings**. Then, click on **Profile**, which is towards the bottom of the settings list.
 - Click **Edit My Profile**. This will open up a webpage with a complete list of Zoom settings.
 - On the right side of your name box, there will be an **Edit** button. Click it.
 - From here, you can change your **Display Name** (what shows up to others on Zoom), your **Pronouns**, and how you want to share your pronouns with others. Make sure to click **Save** once you are finished!
 - This process will make a permanent change to your display name (it will show up this way in every meeting you join from now on). If you ever wish to change it again, simply follow these steps again!