

## INSTRUCTIONS FOR JOINING BUAD 307 ONLINE CLASSES AND OFFICE HOURS

The remaining discussion sessions and office hours for the semester will be held on Zoom. Starting in week 11, lecture will also be held in Zoom.

You can access in three ways:

1. Through a web browser at <https://uscmarshall.zoom.us/j/2665701961>. You may be asked to install a small “add-on” to your browser. **The password can be found in the “Announcements” section in Blackboard.**
2. Using a smartphone app. The iOS version can be downloaded in at the iPhone AppStore.
3. Although not ideal, you can dial in at the number below to join in the audio portion only. Dial-in numbers are listed below.
4. For options 2 and 3 above, when asked, you should specify **meeting ID 266 570 1961**. **The password can be found in the “Announcements” section in Blackboard.** This meeting ID will be constant for all sessions except the ELC sessions during discussion in week 12.

For dial-in (audio only), the following numbers can be used:

+16699006833, 2665701961# US (San Jose)  
+16465588656, 266 570 1961# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)  
+1 646 558 8656 US (New York)

Meeting ID: 266 570 1961

Find your local number: <https://zoom.us/u/acw5lvjem6>

**PLEASE BE SURE TO WRITE OUT YOUR NAME AS YOUR SCREEN ID RATHER THAN GOING BY THE SOMETIMES UNINTILIGIBLE DEFALT NAME OFFERED:**

Zoom

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### Join Meeting

266-570-1961

Lars Perner

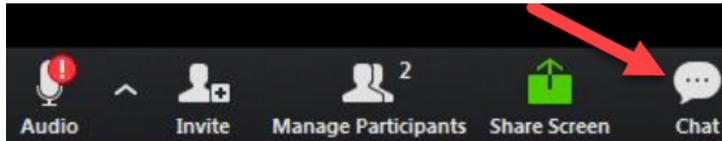
- Do not connect to audio  
 Turn off my video

Join

Cancel

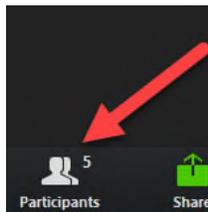
Once you are inside the Zoom platform, please note that you will need to “unmute” yourself before speaking to the rest of the class. To reduce background noise, please mute yourself again when you are done speaking.

To see comments made by others using the “chat” feature, please click on the “chat” icon at the bottom of the screen:

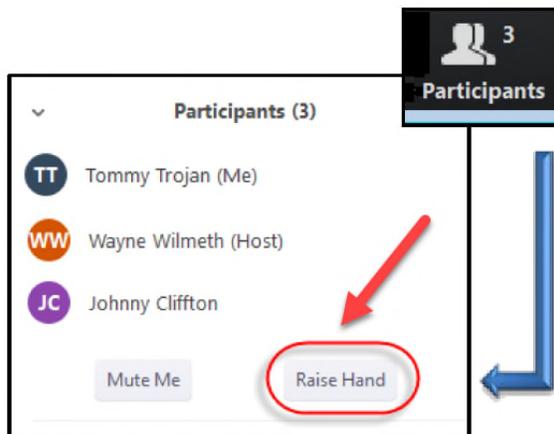


You can either speak out directly when you would like to do so. You can also virtually “raise your hand” and I will call on you. To do so:

1. Click on the “participants” icon at the bottom of the screen:



2. Click on the “Raise hand” icon:



Please note that if your microphone is not already turned on when you are recognized, you must do so. If there is a red slash through the microphone icon on the bottom left side of your screen, click that icon to “unmute” yourself.



If you experience problems with audio (either hearing the session or being able to use your microphone to talk to the rest of the group) using an Apple computer, please see <https://support.apple.com/en-us/HT203186> for information. For audio problems in Windows, please see <https://support.microsoft.com/en-us/help/4520288/windows-10-fix-sound-problems>. It may also help to reboot your computer.

You will probably get a higher quality connection through a wired (Ethernet) connection than through WiFi. Internet usage by others in your household may affect the bandwidth left for you. If others are going to be watching Netflix videos while you are on, they should download those before your sessions begin.