

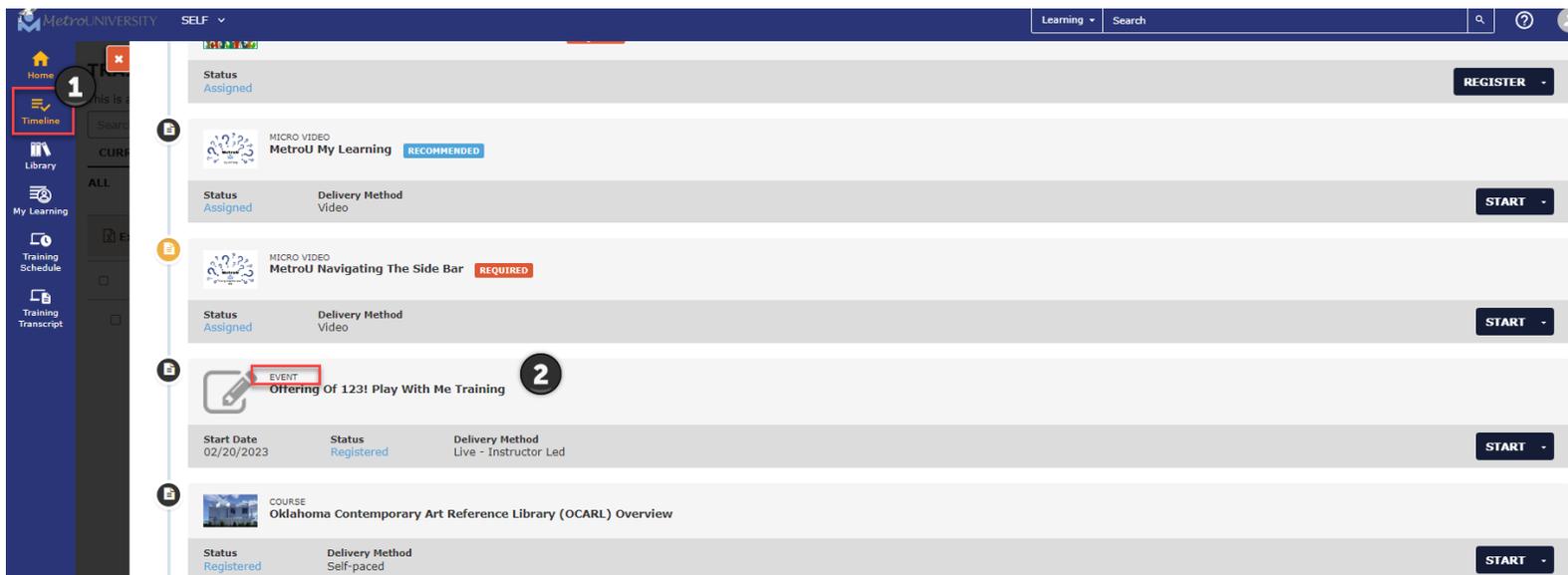
## How To Launch Zoom Training for Staff Guide

This guide will walk you through how to access and attend a virtual Zoom training session you have registered for in MetroU.

1. To get started, please login to [MetroU](#) using your MetroU username and password.

**Note:** Please login early to allow enough time to ensure audio and video are working on your device and to allow enough time for any additional troubleshooting.

2. Once you are logged in to your account, please navigate to your *Timeline* icon on the left side panel, then locate the Zoom session you are enrolled in.



The screenshot displays the MetroU user interface. On the left sidebar, the 'Timeline' icon is highlighted with a red box and a '1' in a circle. The main content area shows a list of training items. The third item, 'Offering Of 123! Play With Me Training', is highlighted with a red box and a '2' in a circle. This item is labeled as an 'EVENT' and has a 'START' button. The other items in the list are 'MetroU My Learning' (RECOMMENDED), 'MetroU Navigating The Side Bar' (REQUIRED), and 'Oklahoma Contemporary Art Reference Library (OCARL) Overview'.

**Tip:** You can easily identify your session in your Timeline by referring to the activity type and session name. For any in-person or Zoom sessions in MetroU they will be labeled as EVENT or VIRTUAL SESSION above the title. Additionally, L&D includes the workshop name, date, and time in the title of all virtual trainings, so they are easily identifiable.

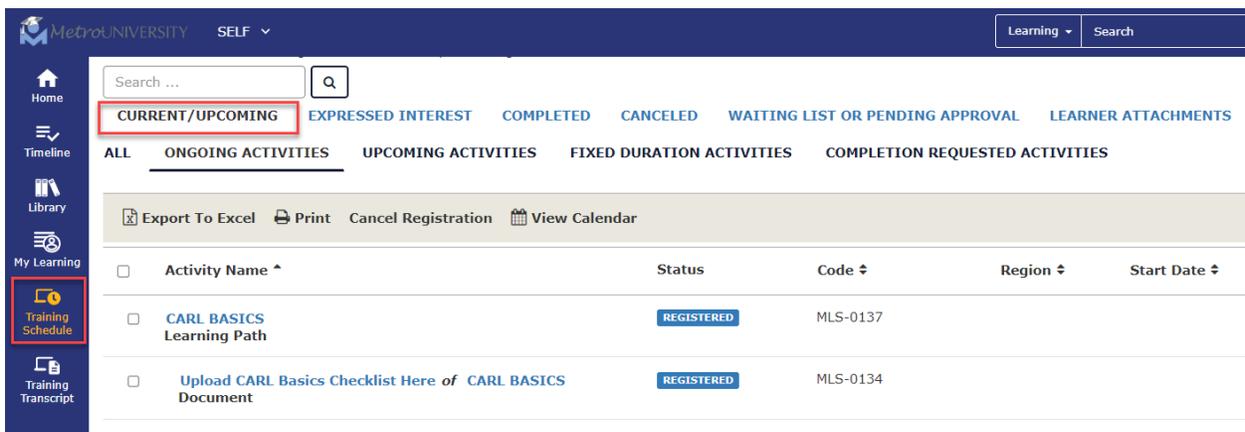
3. After locating your Zoom training click the **START** button next to the session.

EVENT  
Offering Of 123! Play With Me Training

Start Date 02/20/2023 Status Registered Delivery Method Live - Instructor Led

**START**

**Tip:** You can also access the virtual session by navigating to your Training Schedule on the left side panel and finding the session in your CURRENT/UPCOMING tab.



| Activity Name   | Status     | Code     | Region | Start Date |
|---|------------|----------|--------|------------|
| CARL BASICS Learning Path                                 | REGISTERED | MLS-0137 |        |            |
| Upload CARL Basics Checklist Here of CARL BASICS Document | REGISTERED | MLS-0134 |        |            |

Once you find your session select the **START** button.

Offering of 123! Play With Me Training Event

REGISTERED

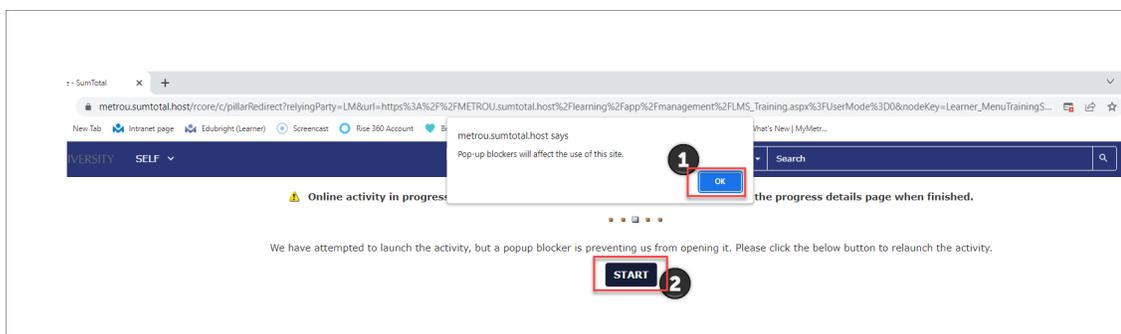
MLS-0190-0002

2/20/2023

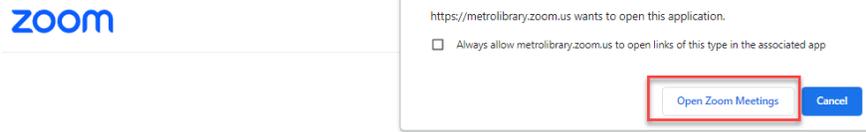
2/20/2023

**START**

4. After selecting **START** a pop-up window may appear. Please select OK to close the pop-up blocker and then START to launch the Zoom session. **Keep your MetroU browser window open during the entirety of your session.**



- Zoom will automatically open a second browser window on your screen and an additional pop-up message will appear, click *Open Zoom Meetings*.



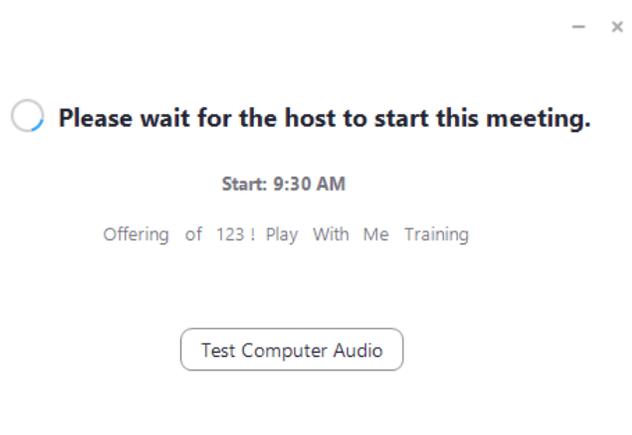
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

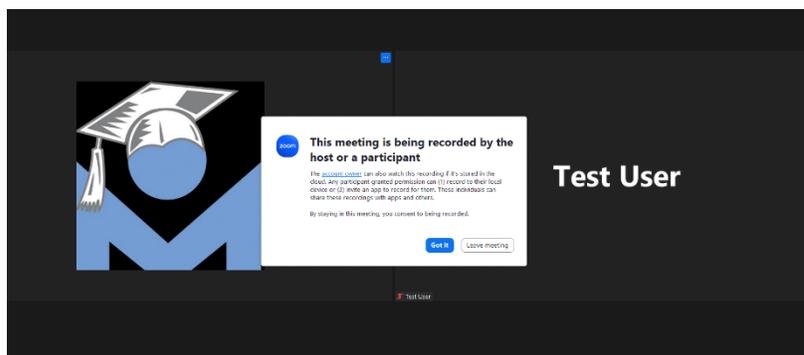
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

- Please wait for your instructor to start the session.



- Once the instructor has started the session you will approve the meeting recording acknowledgement and automatically join.



8. Once the session has ended close the Zoom browser window to return to MetroU. The following message will display. Please select YES to confirm.

OFFERING OF 123! PLAY WITH ME TRAINING

Have you completed this activity?