Open a Zoom Meeting from Blackboard (Faculty)

You can access Blackboard from the UIW Website

1. Go to uiw.edu
2. Locate and click the MENU

3. Click Quick Links
4. Click Cardinal Apps

5. Log in to Cardinal Apps
6. When Cardinal Apps opens, locate the Zoom App and click it

7. Return to Cardinal apps
8. Locate the Blackboard App and click it

9. Locate and open your course

10. Locate and click the Zoom link in your Blackboard course

11. Click the Zoom Meeting link
12. Click the blue **Join Meeting** button

13. Click **Open Zoom Meetings**

14. Click **Test Speakers and Microphone**

15. The speaker test runs. Click **Yes** if you hear a ringtone, if you do not, click **No**, and select **another speaker option** from the drop down and run the test again.

16. The microphone test runs. Speak, wait a moment, and if you hear your voice, click **Yes** if you hear it. If you do not, click **No**, and select another microphone option from the drop down and **run the test again**.

17. If the speaker and microphone test fail, set both to **Same as System** and run the test again.
18. If the test is a success, click **Finish**

19. Note that the link may be *hidden*, as denoted by the 🗝️ icon

20. Click the **edit button** 🗝️
21. Click **Show Link** to make the Zoom link viewable