Open a Zoom Meeting in Blackboard

You can access Blackboard from the UIW Website

1. Go to uiw.edu
2. Click Info For Current Students
3. Choose Current Students
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. The meeting window will open. **Mute** your speaker (*mute is located on the bottom-tight of the screen*) and wait for the meeting to begin.