Online Meetings

1 Introduction

All online meetings for the course will be held using the Zoom video conferencing software. This document is intended to provide you with critically important information about how to join these online meetings. **It is extremely important that you read this document in its entirety and carefully follow the instructions given. Failing to follow these instructions will result in you being blocked from joining all meetings (including those for exams if the course has online exams).**

It is strongly recommended that you arrive at least a few minutes early for online meetings. In the case of the first meeting, it would be prudent to arrive 10 to 15 minutes early in case of unexpected problems.

2 Software for Joining Zoom Meetings

A Zoom meeting can be joined by either using the Zoom application program or directly using a web browser. The Zoom application program can be downloaded from:

- https://zoom.us/download

A basic test of the Zoom application program can be performed by joining a test Zoom meeting via:

- https://zoom.us/test

If it is not possible to install the Zoom application program on your computer, you can instead use your web browser directly. The use of the Zoom application program, however, is strongly recommended over directly using a web browser, as some of the functionality in the Zoom application program is not available in the web-browser-based version.

3 Required Use of Zoom Single Sign-On (SSO) for Joining Meetings

When you join a Zoom meeting, you are **required** to join using what is referred to as Zoom Single Sign On (SSO). The use of SSO allows the identity of the individual attempting to join a meeting to be verified using their UVic Netlink credentials (i.e., Netlink username and password). If you do not use SSO to join a meeting, it is impossible for your identity to be verified. Allowing an individual to join a meeting anonymously (i.e., when their identity is not known) can pose serious security risks (e.g., risk of Zoom-bombing attacks). For this reason, anyone who tries to join a meeting anonymously (i.e., not using SSO) will be assumed to pose a potential security risk and will automatically be placed in a waiting room, instead of being admitted into the meeting. In the interest of ensuring the integrity of meetings, the policy of the course instructor is that anyone placed in the waiting room will be deemed a hostile (i.e., someone who plans to disrupt the meeting) and will not be admitted into the meeting. This policy is for the safety and well being of both the participants and host of the meeting. Due to this policy, it is an absolute requirement that you join Zoom meetings using SSO.

In order to join a Zoom meeting using SSO with your UVic credentials, you should follow the instructions below.

- If you use the Zoom application program to join meetings:
  - Login by using the “Sign-In With SSO” option in the Zoom application program and specify “uvic” as the company domain (i.e., “uvic.zoom.us”). In order to authenticate yourself, you will then be temporarily redirected to a website at UVic in order to provide your UVic Netlink credentials.
- If you use a web browser to join meetings:
  - Before attempting to join the meeting, open the following web page in your web browser and then choose the ”Sign in” option: https://uvic.zoom.us This should prompt you for your UVic credentials. Then, in the same web browser, join the Zoom meeting using the meeting URL.

Further information on the use of SSO can be found on the Zoom website:

- https://support.zoom.us/hc/en-us/articles/201800126-Signing-in-with-SSO
- https://support.zoom.us/hc/en-us/articles/201363003-Getting-Started-with-SSO

Important: If, when you attempt to join a meeting, you are placed in a waiting room, this means that you are not correctly using SSO! If SSO is used, you will never be placed in a waiting room as you will always by directly admitted to the meeting.

4 Meeting Information

The Zoom meeting information (i.e., meeting ID and password) for online meetings held in the course can be found on the course website at the following URL:

- https://www.ece.uvic.ca/~mdadams/courses/cpp/documents_protected/online_meeting_information.txt