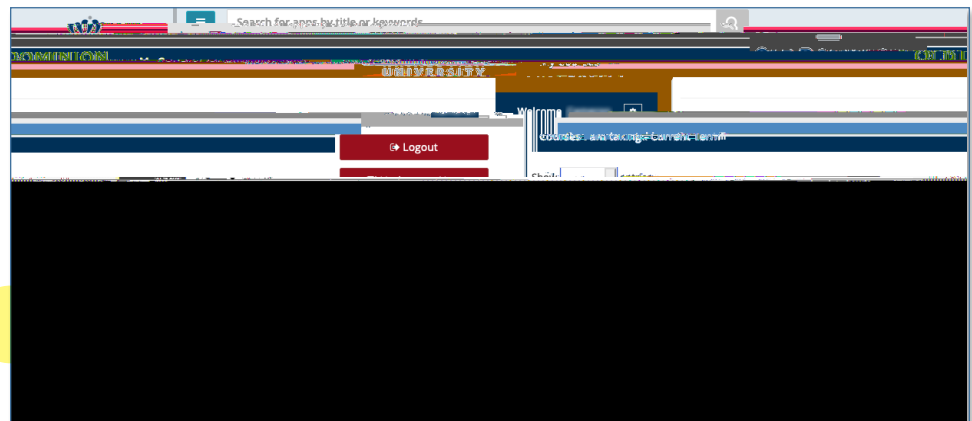


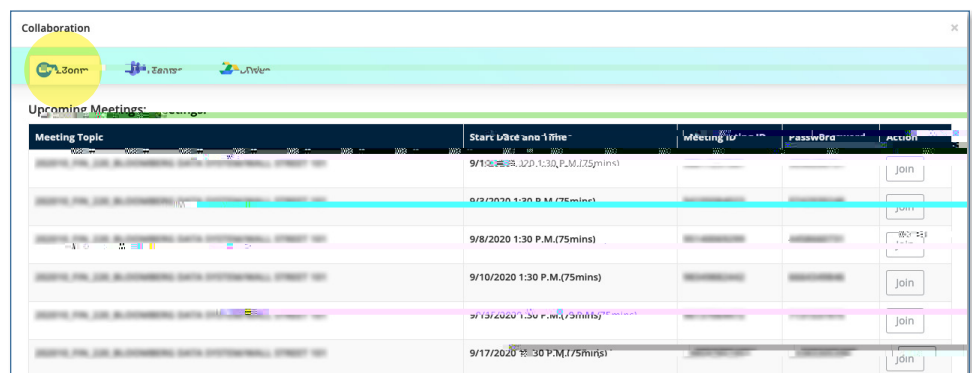
When faculty use ODU's Collaboration Tool to set up Zoom meetings, Microsoft Teams or shared Google Drives for their courses, students enrolled in the course can access the collaboration tools from within the myODU portal (my.odu.edu) or from within the course in Canvas.

Accession Tool

1. Go to the myODU portal (my.odu.edu) and login with your MIDAS ID and password. Click on **My Courses** and select the **course name**. (Alternately, you can find a link to ODU Collaboration Tool within the course in Canvas. Check with your instructor if you don't see the ODU Collaboration Tool in Canvas.)



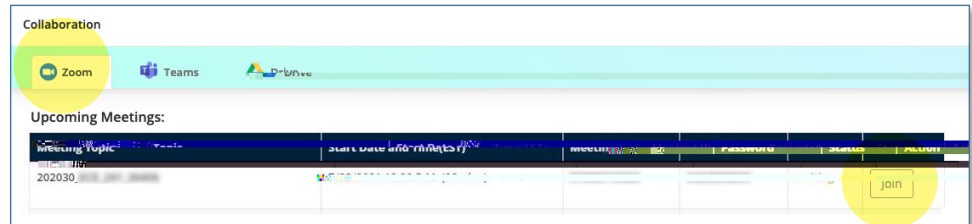
2. Select the tab for Zoom, Microsoft Teams, or Google Drive to access that tool. *Note: Not all of the tools may have been activated by your instructor.*



Access Zoom

The Zoom tab shows a list of upcoming meetings for your course.

Click the **Join** button to open the meeting in the Zoom app on your device. (Make sure that you are logged in to Zoom with your ODU MIDAS ID and password.)

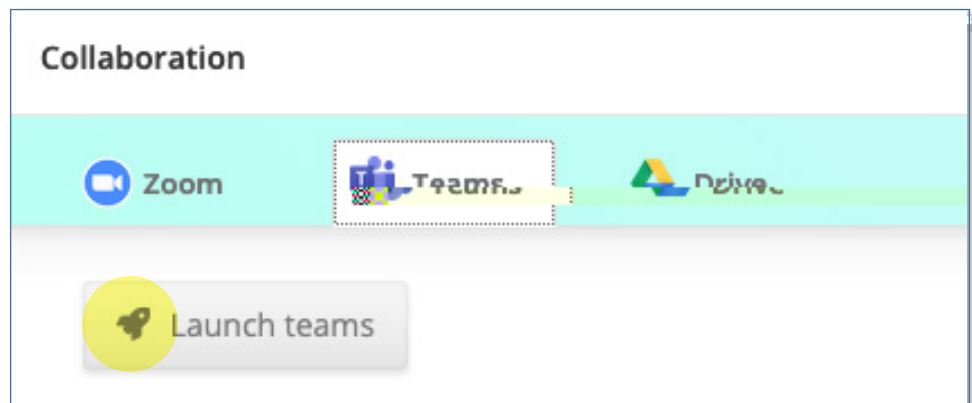


The Join button is available 30 minutes before the start of the class. Prior to that, the class status displays Waiting. You may need to refresh the page 30 minutes before class to see the Join button.

Access Microsoft Teams

The Teams tab will show a **Launch Teams** button if your instructor has created a Team for your course.

Click the **Launch Teams** button to launch the Teams app (if you have it installed on your device) and view your course's team. (Make sure that you are logged in to Teams with your ODU email address and MIDAS password.)

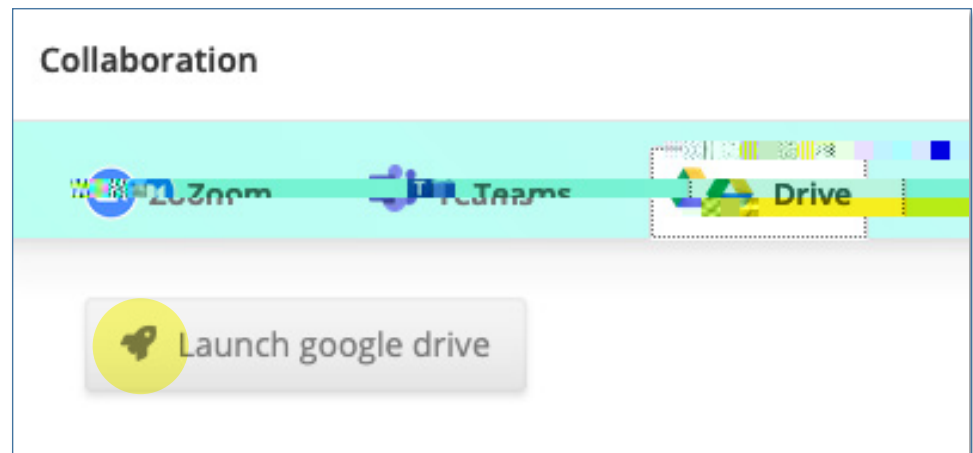


Note: You can also access the Team directly from the Teams app. The course team is displayed in your list of teams.

Access Shared Google Drive

The Google Drive tab will show a **Launch Google Drive** button if your instructor has created a shared Google Drive for your course.

Click the **Launch Google Drive** button to launch the Google Drive app (if you have it installed on your device) and view your course's shared drive. (Make sure that you are logged in to the G Suite with your ODU MIDAS ID and password.)



Note: You can also access the shared drive directly from Google Drive. The course shared drive is displayed under Shared Drives.

Find more information about Remote Learning @ ODU at odu.edu/academics/student-computing/remote-learning.

If you need more help, contact the ITS Help Desk at itshelp@odu.edu or (757) 683-3192.