

## ZOOM

- Go to: <http://providence.zoom.us>
  - You may be prompted to download software on initial use.
- Click on **Sign in**
  - If you are on campus, you may be prompted to select your Microsoft account before being automatically signed in.
  - If you are off campus, you will be prompted for your network password (and may be prompted with the multi-factor verification).
- If you have installed the Zoom app, you will be prompted with the following screen:

**Sign In**

<input type="text" value="Enter your email"/>	or	<input type="button" value="Sign In with SSO"/>
<input type="text" value="Enter your password"/> <small>Forgot?</small>		<input type="button" value="Sign In with Google"/>
<input type="checkbox"/> Keep me signed in	<input type="button" value="Sign In"/>	<input type="button" value="Sign In with Facebook"/>

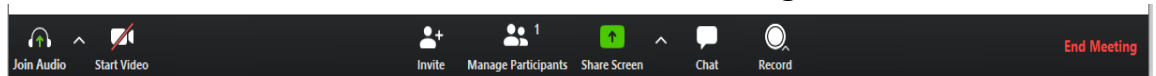
- Click on Sign in with SSO
  - Enter the domain name: providence
- **Schedule Meetings:** (*to host future meetings*)
    - Click Schedule a New Meeting (listed to the right of the Meetings tab)
    - Enter Topic (meeting name), meeting time, duration
    - Deselect “Require meeting password”
    - Under Meeting Options: **check** “Enable join before host”
    - Select any other desired options
    - Click **Save**
    - Click “*Copy the invitation*” listed to the right of “Invite Attendees”
    - Click Copy Meeting Invitation
    - Go to your Outlook calendar and create a meeting using the above date/time and invite attendees and paste the invitation which contains the link to the meeting.
  - **Participants** will need to click on the ZOOM link in their email or meeting invite to join the meeting.
    - Note: Student may be prompted with the following if using the app:

**Sign In**

<input type="text" value="Enter your email"/>	or	<input type="button" value="Sign In with SSO"/>
<input type="text" value="Enter your password"/> <small>Forgot?</small>		<input type="button" value="Sign In with Google"/>
<input type="checkbox"/> Keep me signed in	<input type="button" value="Sign In"/>	<input type="button" value="Sign In with Facebook"/>

- Click on Sign in with SSO

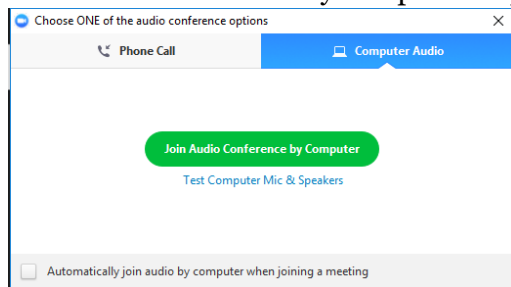
- Enter the domain name: providence
- **Host will need to:**
  - Go to: <http://providence.zoom.us>
  - Click Sign In
  - Click and click **Start** (to the right of scheduled meeting)
  - Click Open Zoom Meetings
  - *Host can use the toolbar at the bottom of screen:*
    - Options include: Join Audio, Start Video, Manage Participants, Share Screen, Record, Chat, and End Meeting



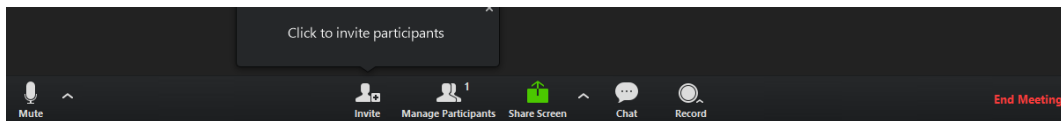
- Option: click on Record (let the audience know if you choose to record the session)

### HOST A MEETING: (to start meeting right away)

- Go to: <http://providence.zoom.us>
- Select **Host**
- Select video off or on
- Select Join conference by computer or phone call



- Click on **Invite** to add participants



- Select **Invite by email** (use default)
- You will be in a new email with all the information needed to host your meeting:
  - **EXAMPLE:**

You are invited to a Zoom meeting now.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/405990746>

Or iPhone one-tap:

US: +16468769923,,405990746# or +16699006833,,405990746#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

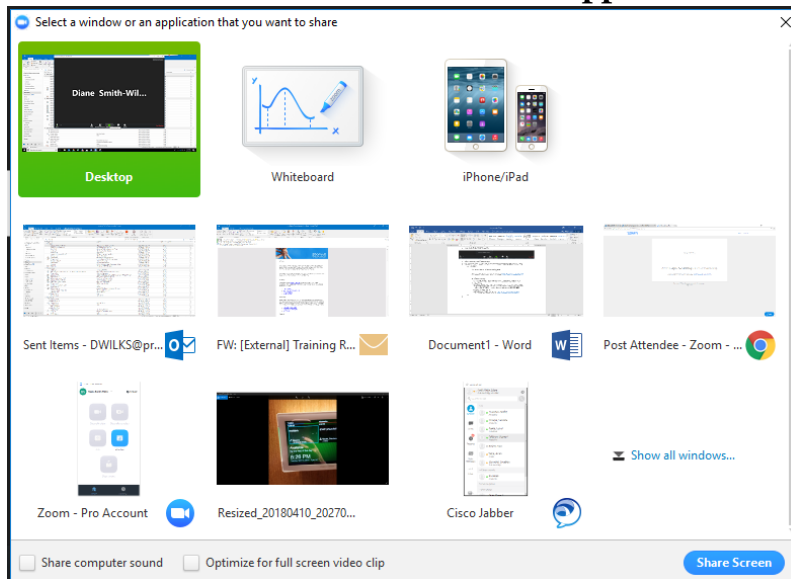
US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968

Meeting ID: 405 990 746

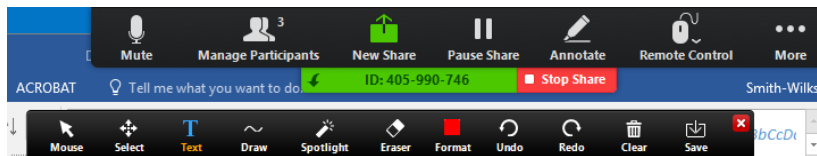
International numbers available: <https://zoom.us/u/bxjpwLf2m>

## OPTIONS:

- **Share Screen and select a window or app to share:**



- **Select Manage Participants**
  - View meeting participants
  - Option: Select user and make them a host so they can share their screen
- Users can raise hand for question and you will see a hand in the right panel



- Move cursor to the top of the screen to see the **ZOOM meeting toolbar**
- Click on **More ...** then select **Chat** to view the chats
  - Can also select Invite participants, control audio and video settings, record session
- Click on **Manage Participants** to see the list of users
  - Can mute by individual or all

Advanced meeting options:

- Sign in to Zoom
- Click on Settings
- In Meeting (Advanced)

Breakout Rooms:

To use Breakout rooms and Polls students must download the Zoom client. They cannot use the web browser to connect.

**Polls in Zoom:**

Creating a Poll in a Zoom (create polls before the meeting is launched). See “Creating a Poll” here:

<https://support.zoom.us/hc/en-us/articles/213756303->

Polling-for-Meetings. Poll questions will save to that specific meeting.