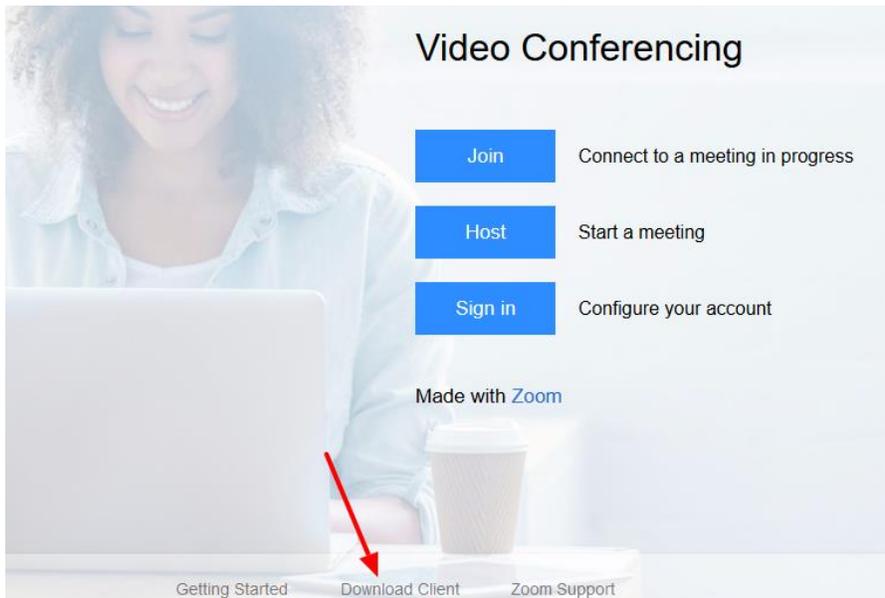


Getting Started with ZOOM Virtual Classroom

First-Time Setup – Downloading and Registering the ZOOM Application (*instructors only; not required for students/participants*)

Note: If you are using a university-issued laptop or office computer, ZOOM is likely already installed. Look for it under the Windows program list; if it's there, launch it, and skip to step 5.

- 1) In your web browser of choice, navigate to <http://sru.zoom.us>
- 2) In the bottom-center of the web page, click DOWNLOAD CLIENT



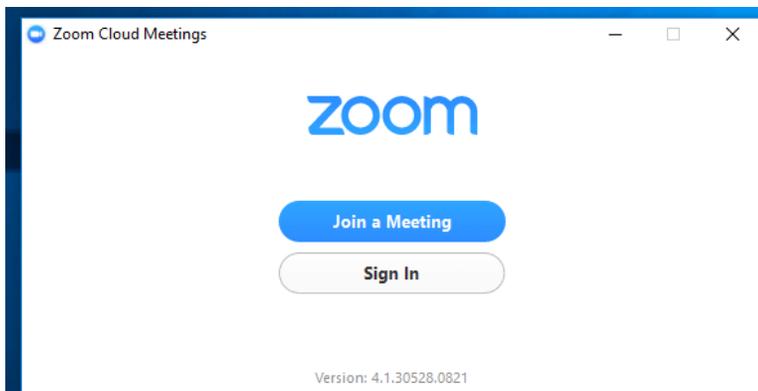
- 3) Among the options to download, choose “Zoom Client for Meetings”

Zoom Client for Meetings

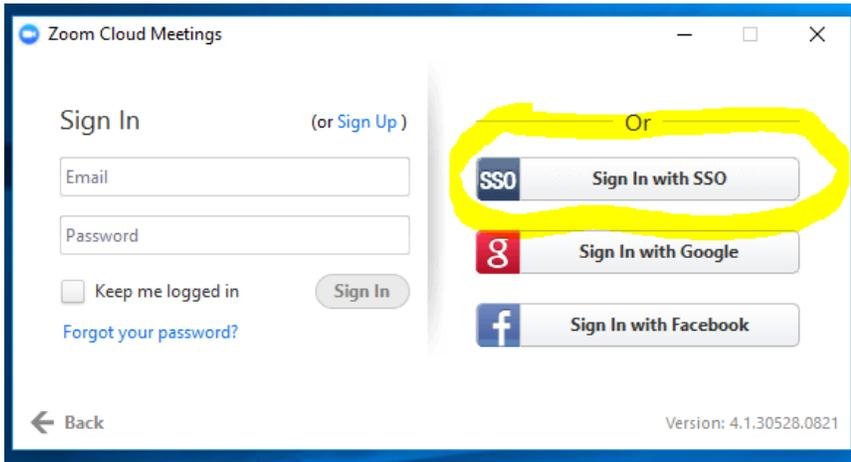
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



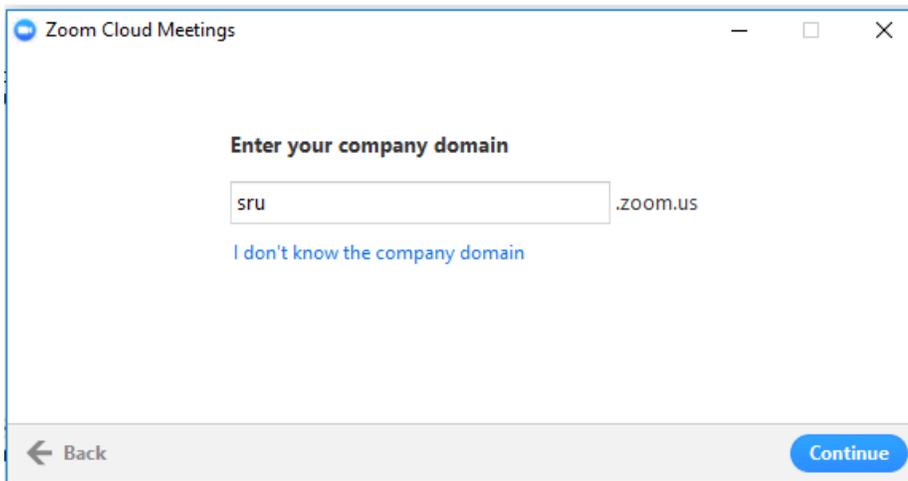
- 4) After the download completes, run the install program. You may need to navigate to your Downloads folder on your computer and locate the Zoom Installer program to run it.
- 5) When the installation is complete, Zoom will open. Click **Sign In**



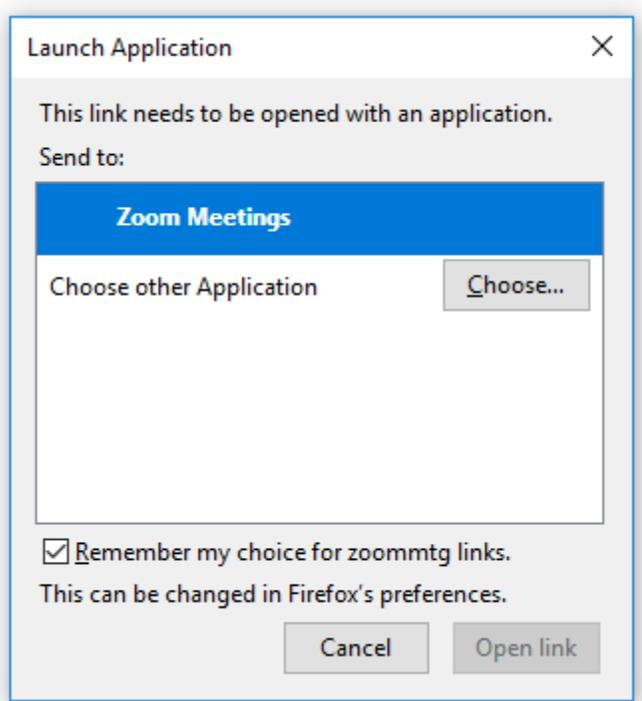
6) Choose **Sign in with SSO**



7) For Company Domain, type sru, then click Continue

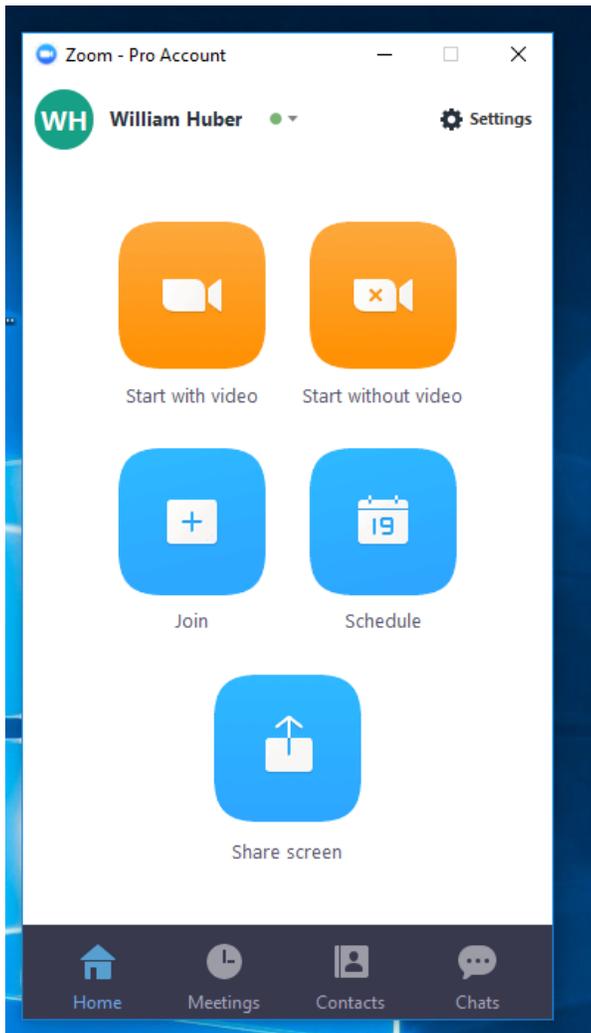


8) Your web browser will open and take you to the MySRU login screen. Sign in with your SRU username and password. Next, you'll see this:

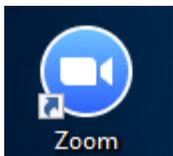


9) Click **Zoom Meetings**, then **Open Link**

10) The Zoom application will open, and is now installed and registered!

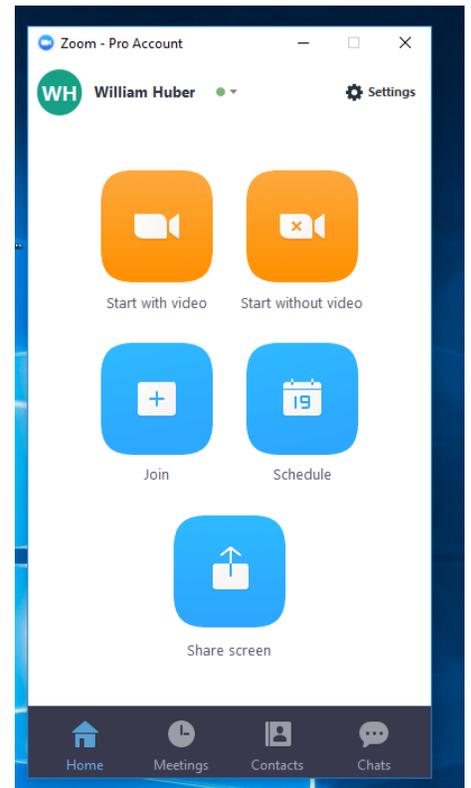


11) The application is also installed on your computer; look for this icon under your Programs/Applications list. Whenever you wish to schedule a meeting, launch it:



Scheduling a Meeting with Your Students

- 1) Open the Zoom application on your computer, and click **Schedule**

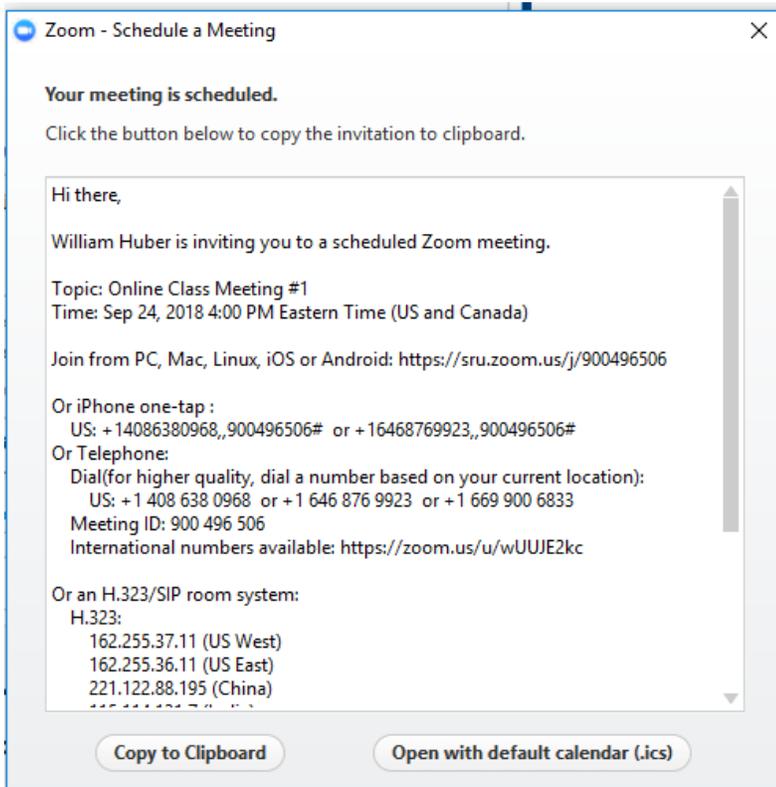


- 2) In the window that appears, give your meeting a name, and pick a time, date and duration. Under the **Calendar** options, choose "Other Calendars."

The image shows the "Schedule a new meeting" dialog box. The "Topic" field contains "Online Class Meeting #1". Under the "When" section, the "Start" date is "Mon September 24, 2018" and the time is "04:00 PM". The "Duration" is set to "1 Hr" and "0 Min". The "Time Zone" is "(GMT-4:00)Eastern Daylight Time". There is a checkbox for "Recurring meeting" which is currently unchecked. Under "Video (when joining a meeting)", "Host" is set to "On" and "Participants" is set to "Off". Under "Audio Options", "Telephone and Computer Audio" is selected. There is a link for "Dial in from United States" with an "Edit" option. Under "Meeting Options", "Require meeting password" is unchecked, and there is a link for "Advanced Options". Under the "Calendar" section, "Other Calendars" is selected. A blue "Schedule" button is at the bottom right.

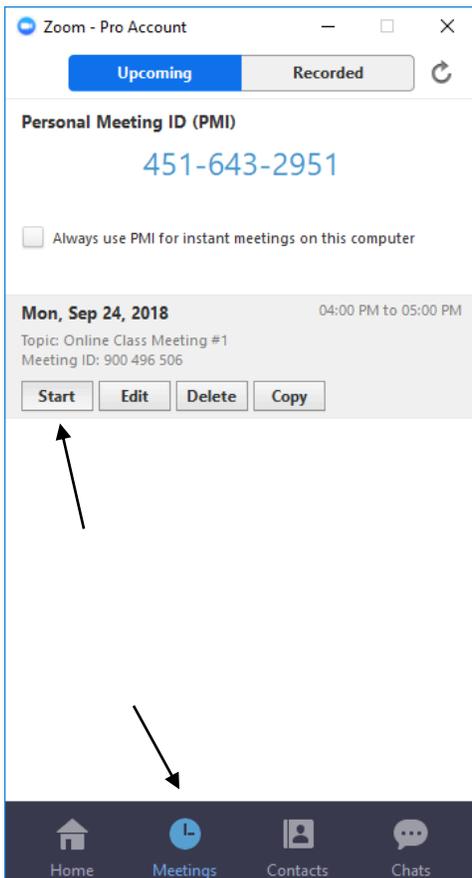
- 3) Click **Schedule** at the bottom of the menu

- 4) After a moment, you'll be given a screen with all the meeting info: the web link to click, the time, and a backup phone number for students who might not have a reliable internet connection.

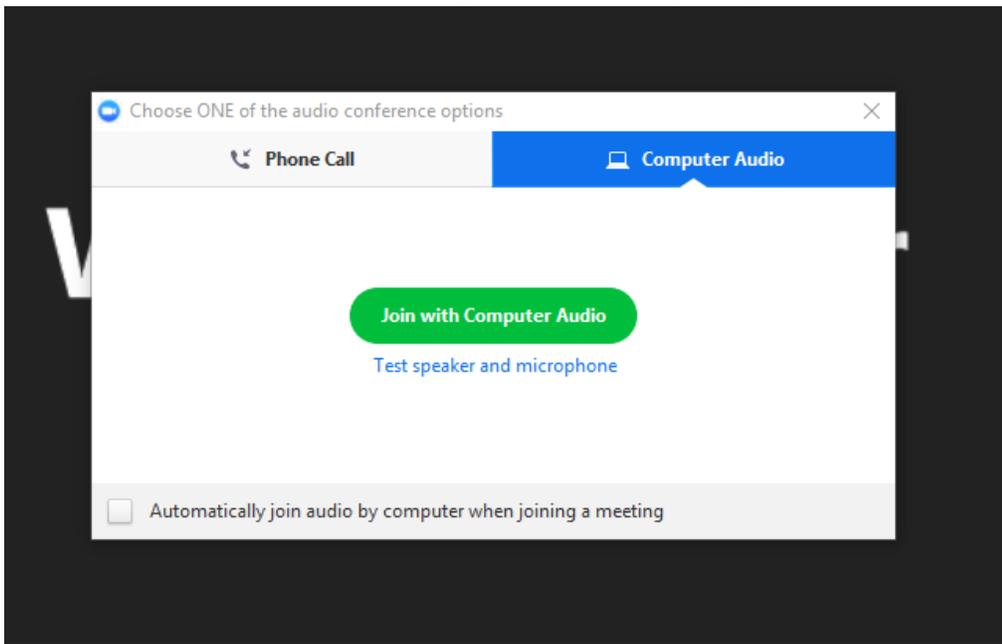


Click **Copy to Clipboard** (or manually select and copy it), then paste the meeting info into an email to your students, or a D2L news/content item, or anywhere else where your students can easily find it.

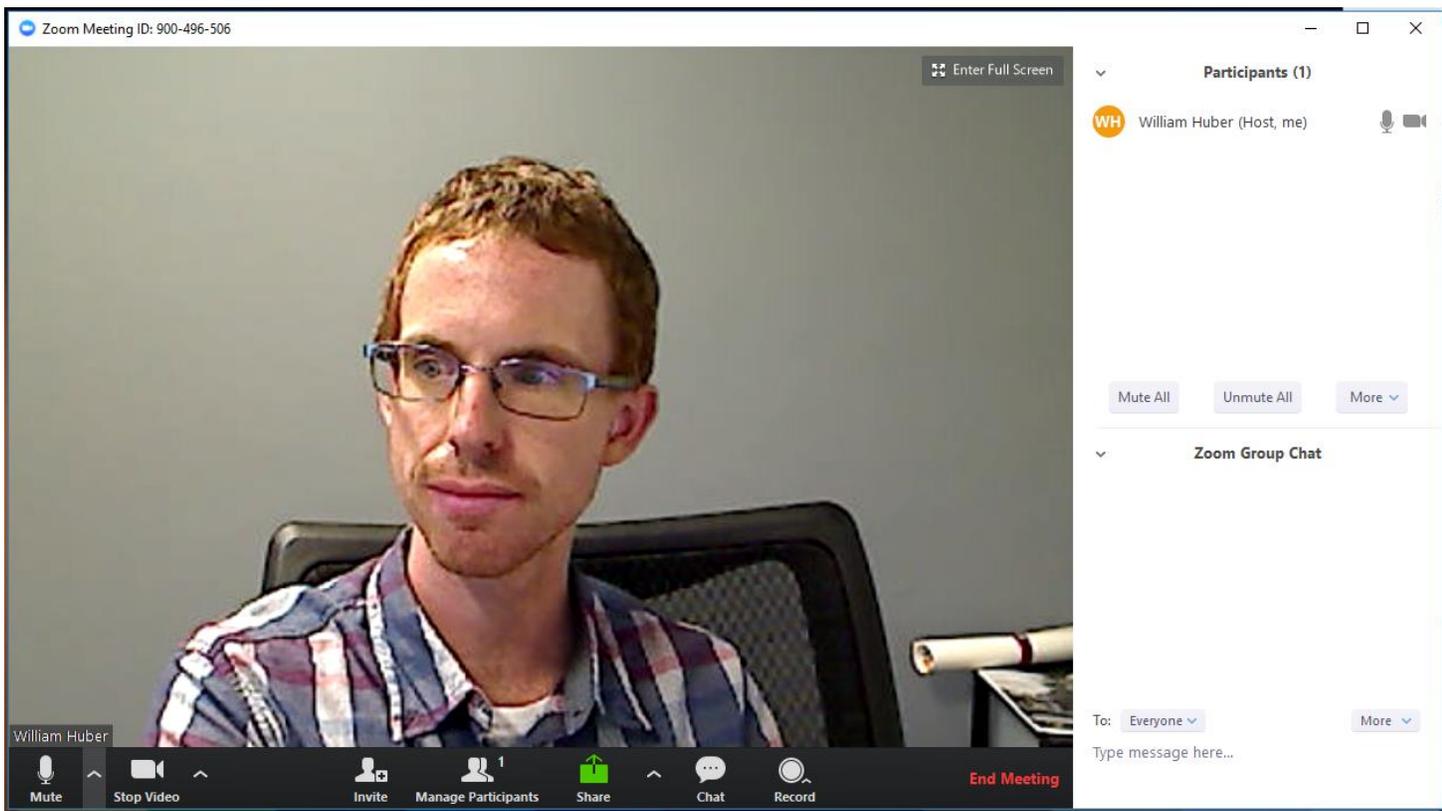
- 5) When the designated time of the meeting arrives, open the Zoom app, click **Meetings** at the bottom, then click Start under the meeting that you're about to begin:



6) Zoom will launch the online meeting room. At the opening screen, choose **Join with Computer Audio**.



7) The online meeting room will now appear:



TIPS

In the bottom-center of the meeting window, click **Manage Participants** and **Chat** to review which students are in attendance, and to view the text chat (students will often use the text chat to ask questions).

The meeting will typically launch with both your webcam feed and microphone running and on. If you wish to turn these off, use the **Mute** or **Stop Video** buttons in the bottom-left corner of the window.

The **Share** button at the bottom of the screen can be used to share your computer screen for viewing the all room participants; this is useful if you'd like to show a document or PowerPoint.