

Zoom Instructions to get you started

There are several Zoom Plans - Free Basic accounts have a 40 minute time limit and are great for short meetings or for students to use for group work in online courses. Zoom Pro accounts allow for longer meeting times, recording options, and many other features. St. Bonaventure has a Zoom plan that allows us to assign licenses to employees as needed. If you need a Zoom pro account, please fill out a Technology Support ticket and select the Zoom option. To use the Zoom/Moodle plugin in your course you will need a pro account.

Once you have received the email from Zoom and have completed set up your account go to <https://zoom.us>

To download the desktop client to **your laptop or office computer**:

1. Scroll to the bottom of the page and click on **Download**
2. Click on **Download** (image 2)
3. Once the download is complete double click on it and follow the prompts to install the client on your computer.
4. When the install is completed you will be prompted to sign in – sign in with your SBU email address and the password you created for Zoom and the meeting client (shown below Image 3) will open on your computer

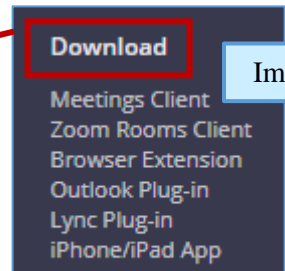


Image 1

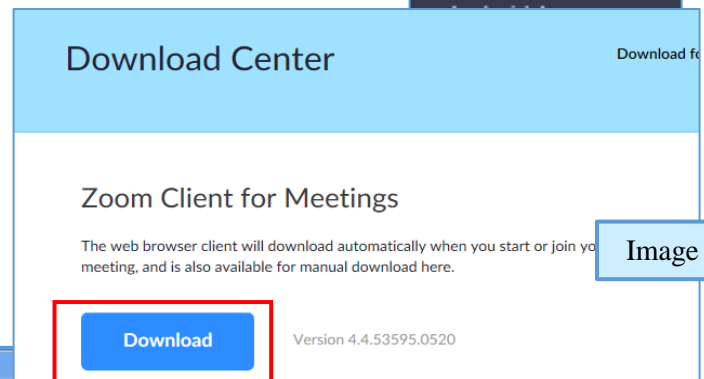


Image 2

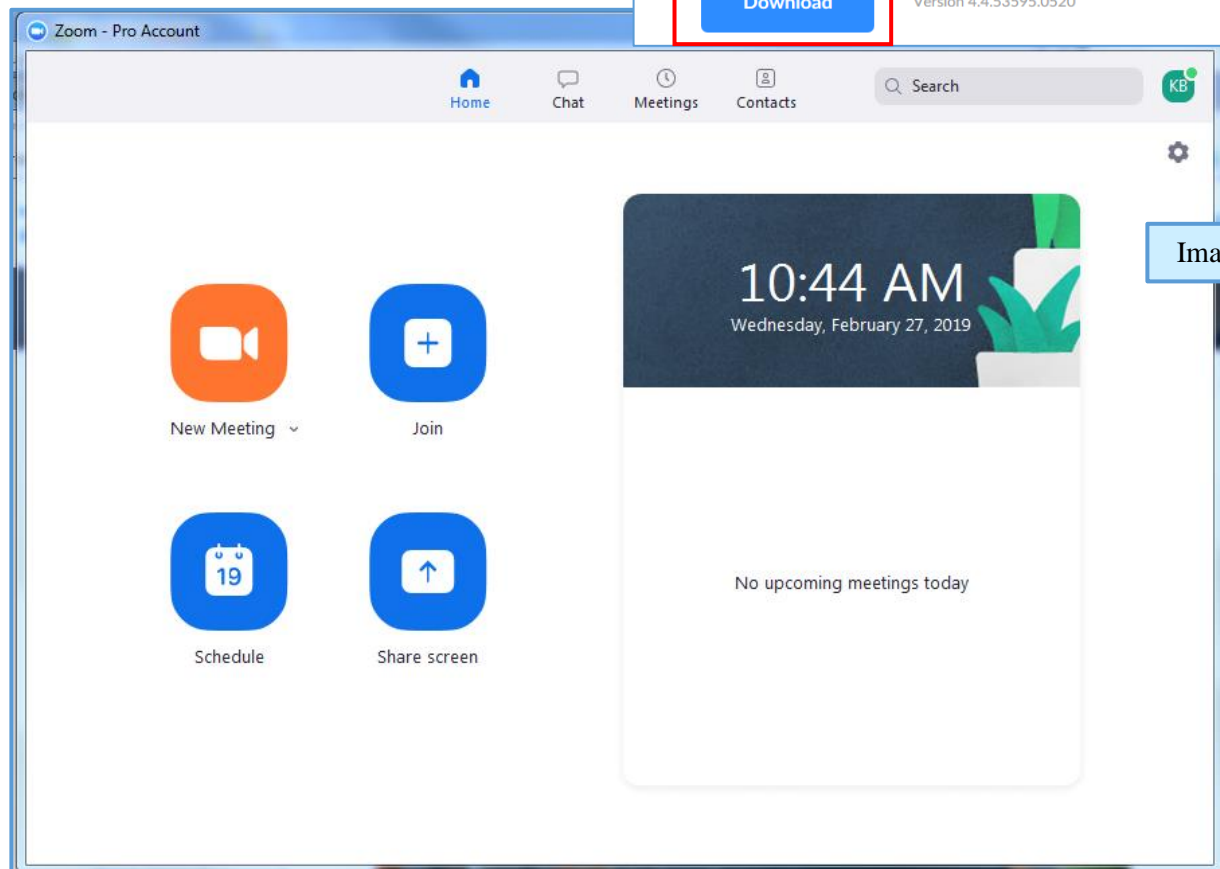
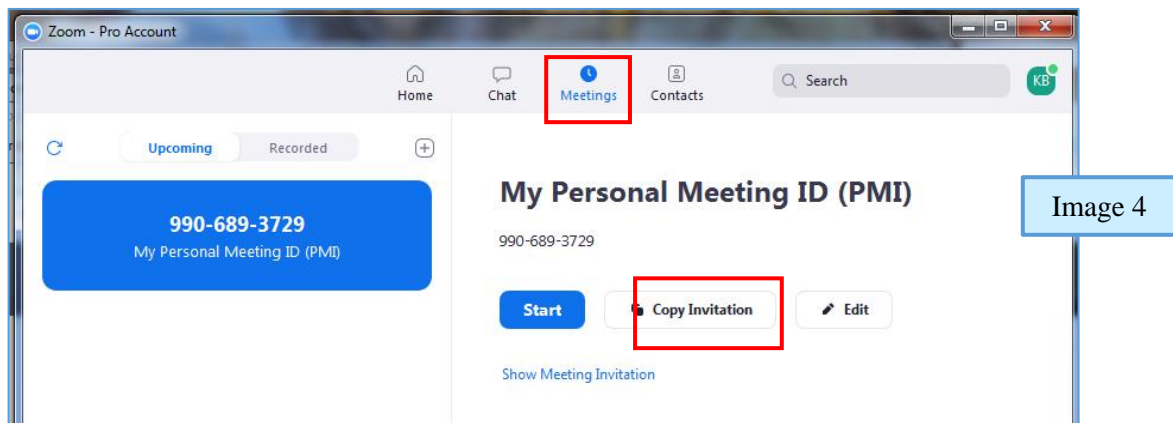


Image 3

To access your Personal Meeting Room from your computer

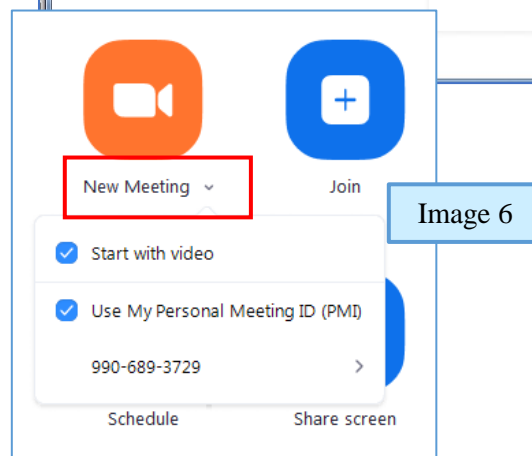
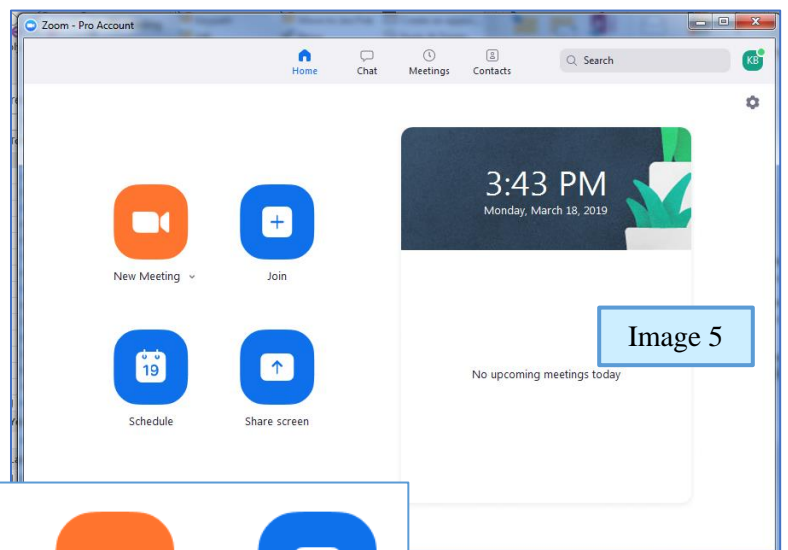
Your personal meeting room can be used for any meeting, you just need to email the invitation to the meeting participants. If someone else will be scheduling meetings for you, you can send them a copy of this invitation to them to use. They can email it out or paste it into a calendar invite.

1. Open the Zoom client on your computer and log in (Image 3 above)
2. Click on **Meetings** at the top of the **Zoom window** (image 4) the information
3. Click on **Copy Invitation** – this is the link you can send to anyone to quickly start a meeting or to your admin assistant (image 4)
4. Paste the invitation text into your email message or an Outlook calendar invitation.



Start a meeting using your Personal Meeting Room

1. Open the Zoom client on your computer and log in (image 5)
2. Click on the **New Meeting** menu on the Home screen of the **Zoom window** (image 6)
3. Check start with video (if you want your video on)
4. Check “Use My Personal Meeting ID”
5. Click on the New Meeting icon to start.



Using the meeting Scheduler:

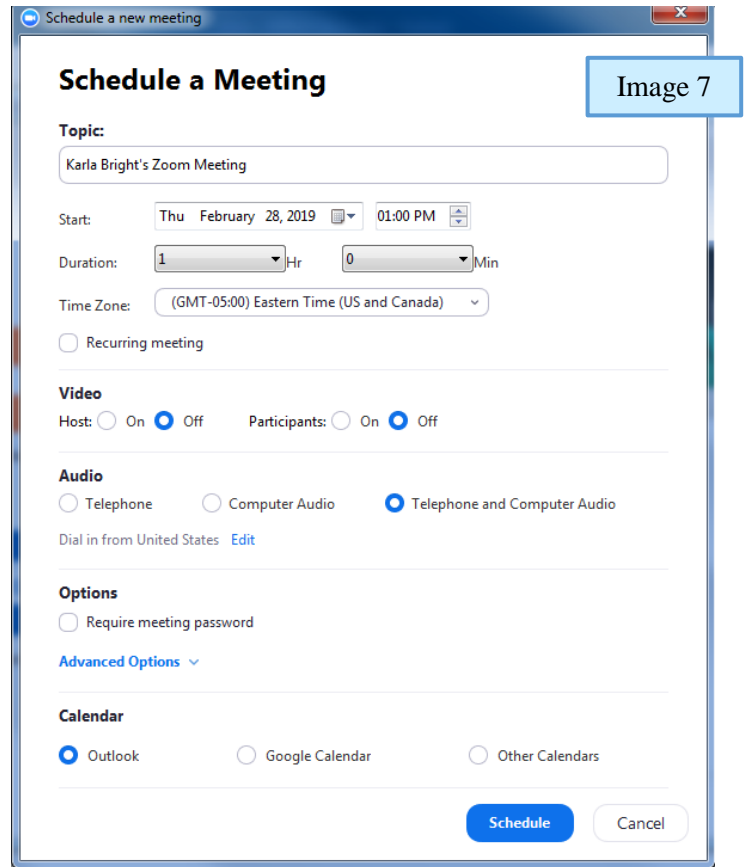
Open the Zoom Meeting client on your computer

Click on Schedule – in the Schedule a meeting dialog box: (image 7)

1. Enter a Topic or leave the default
2. Select the **Date** and **Time**
3. **Duration**

Choose the settings for this meeting from the options available

4. Check the **Time Zone**
5. Click on Advanced Options to access those options. (image 8)
6. Check the Outlook option, if you want an Outlook meeting invitation and when you click schedule it should open up the meeting invitation which you can then send out to those you want to participate in your meeting.



Schedule a new meeting

Schedule a Meeting

Topic: Karla Bright's Zoom Meeting

Start: Thu February 28, 2019 01:00 PM

Duration: 1 Hr 0 Min

Time Zone: (GMT-05:00) Eastern Time (US and Canada)

☐ Recurring meeting

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

☐ Require meeting password

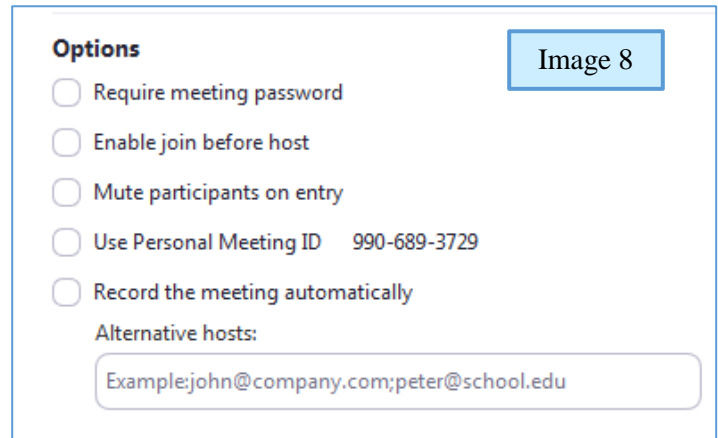
[Advanced Options](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

[Schedule](#) [Cancel](#)

Image 7



Options

☐ Require meeting password

☐ Enable join before host

☐ Mute participants on entry

☐ Use Personal Meeting ID 990-689-3729

☐ Record the meeting automatically

Alternative hosts:

Example: john@company.com; peter@school.edu

Image 8

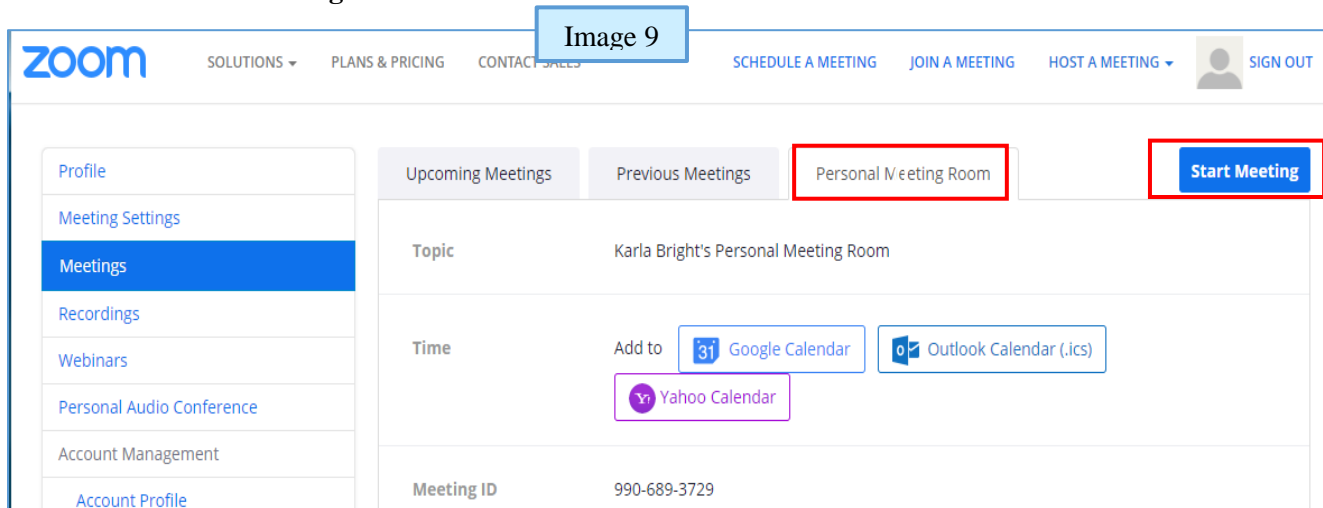
For more information about meetings, the meeting interface, recording, etc... click on the link below or copy and paste it into your browser.

https://support.zoom.us/hc/en-us?_ga=2.268439864.853267997.1564520755-1881377427.1563803948

For accessing your account from a computer other than your own please continue below

Accessing your Personal Meeting Room from a computer – not your own Start your meeting a bit ahead of time to allow time for the Zoom Client to download and install (5 to 10 minutes or so). Classroom computers will not have Zoom installed on them.

1. Go to <https://zoom.us> and **Sign In** to your account
2. You will be directed to your Profile/account page
3. Click on **Meetings** (Image 9)
4. Click on **Personal Meeting Room**
5. Click on **Start Meeting**



To access a previously scheduled Meeting from a computer – Not your own.

1. Go to <https://zoom.us> and **Sign In** to your account
2. You will be directed to your Profile/account page
3. Click on **Meetings**
4. Click on **Upcoming Meetings** (Image 10)
5. Click on the **start button** for the correct meeting

