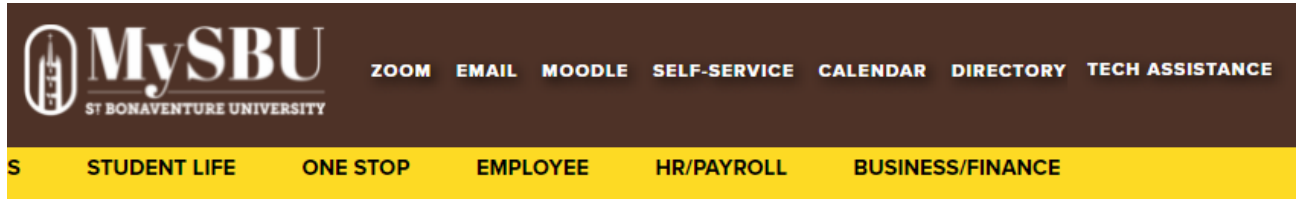


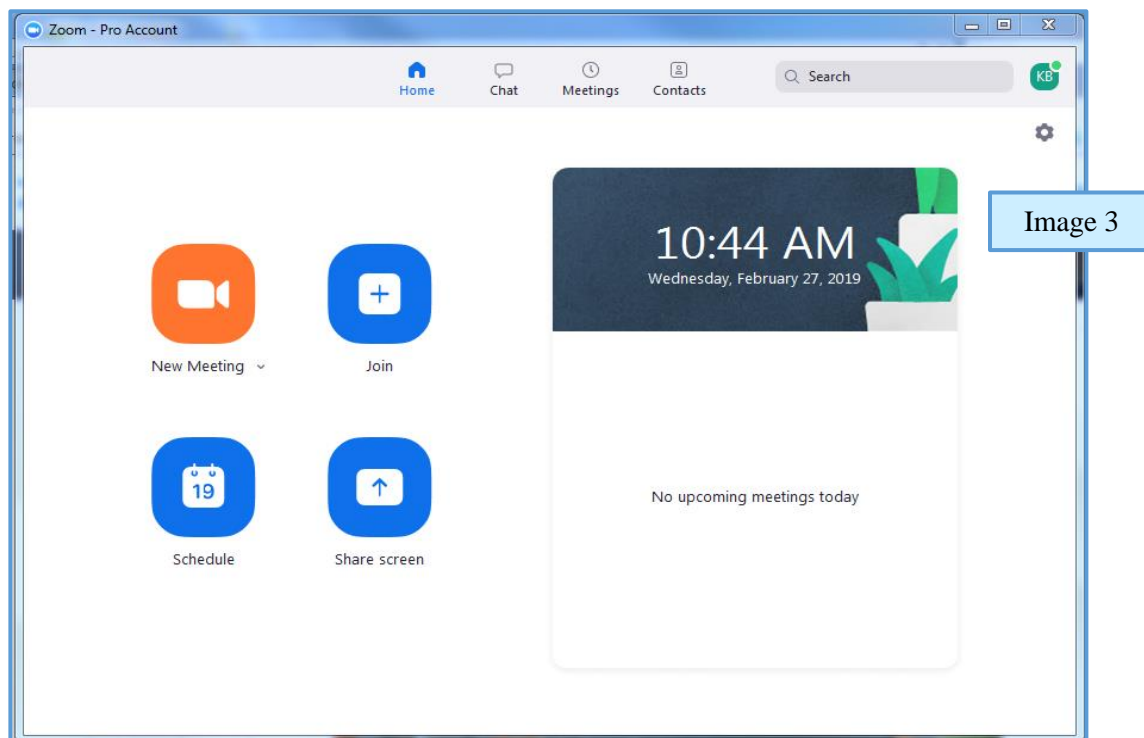
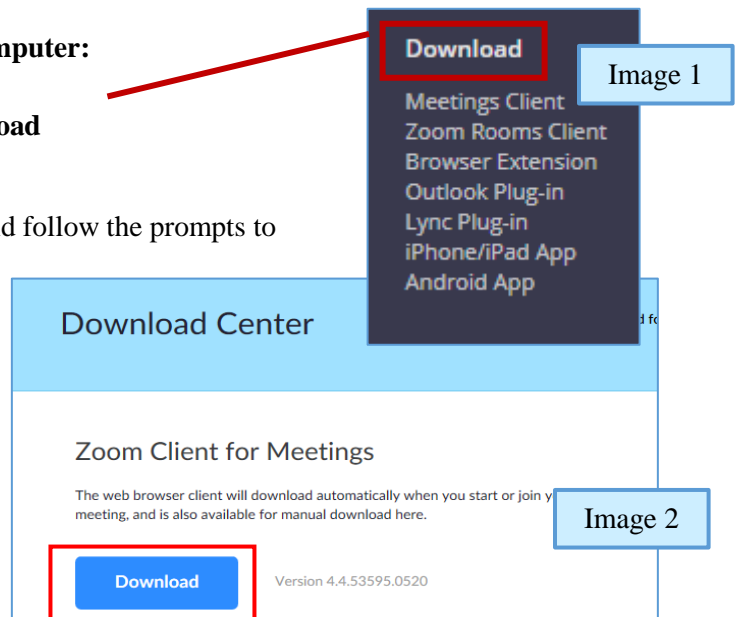
Zoom Instructions to get you started

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 university wide Zoom plan that can be accessed by clicking on the Zoom link at the top of the my.sbu.edu page.



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

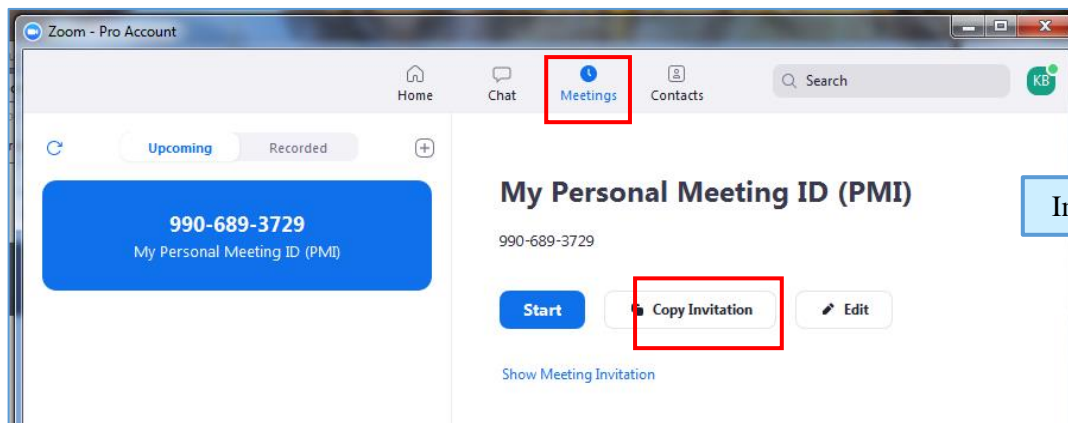
1. Scroll to the bottom of the page and click on **Download**
2. Click on **Download** (image 2)
3. Once the download is complete double click on it and follow the prompts to install the client on your computer.
4. When the install is completed you will be prompted to sign in – sign in with your SBU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



To access your Personal Meeting Room from your computer

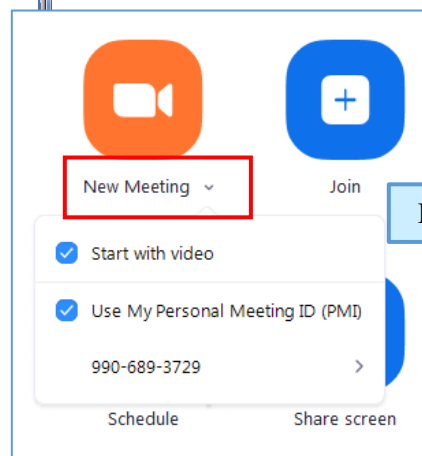
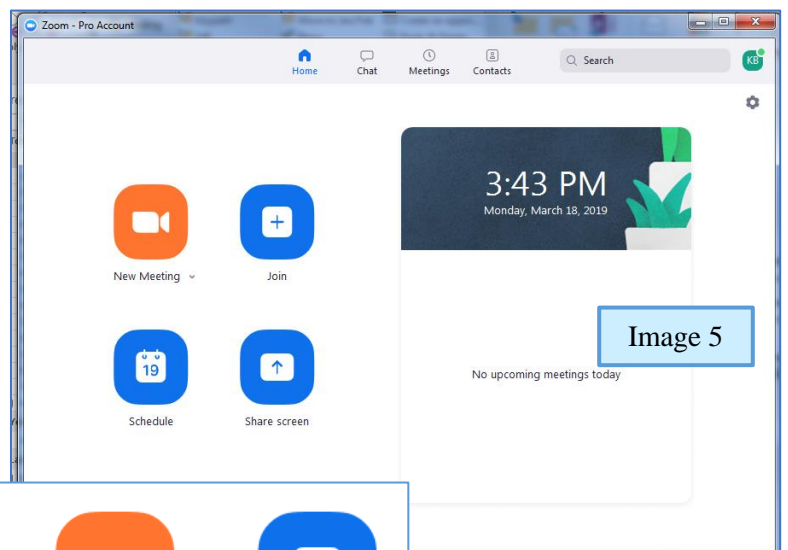
Your personal meeting room can be used for any meeting, you just need to email the invitation to the meeting participants. If someone else will be scheduling meetings for you, you can send them a copy of this invitation to them to use. They can email it out or paste it into a calendar invite.

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.

Screenshot of the Zoom "Schedule a Meeting" dialog box. The window title is "Schedule a new meeting". The main heading is "Schedule a Meeting". The "Topic" field contains "Karla Bright's Zoom Meeting". The "Start" field shows "Thu February 28, 2019" and "01:00 PM". The "Duration" is set to "1 Hr" and "0 Min". The "Time Zone" is "(GMT-05:00) Eastern Time (US and Canada)". There is an unchecked "Recurring meeting" option. Under "Video", "Host" is "Off" and "Participants" is "Off". Under "Audio", "Telephone and Computer Audio" is selected. The "Dial in from United States" link is visible. Under "Options", "Require meeting password" is unchecked. An "Advanced Options" link is present. Under "Calendar", "Outlook" is selected. "Schedule" and "Cancel" buttons are at the bottom right. A blue callout box labeled "Image 7" is in the top right corner.

Screenshot of the "Options" section in the Zoom meeting scheduler. The section title is "Options". There are five unchecked radio button options: "Require meeting password", "Enable join before host", "Mute participants on entry", "Use Personal Meeting ID 990-689-3729", and "Record the meeting automatically". Below these is the "Alternative hosts:" label and a text input field containing "Example:john@company.com;peter@school.edu". A blue callout box labeled "Image 8" is in the top right corner.

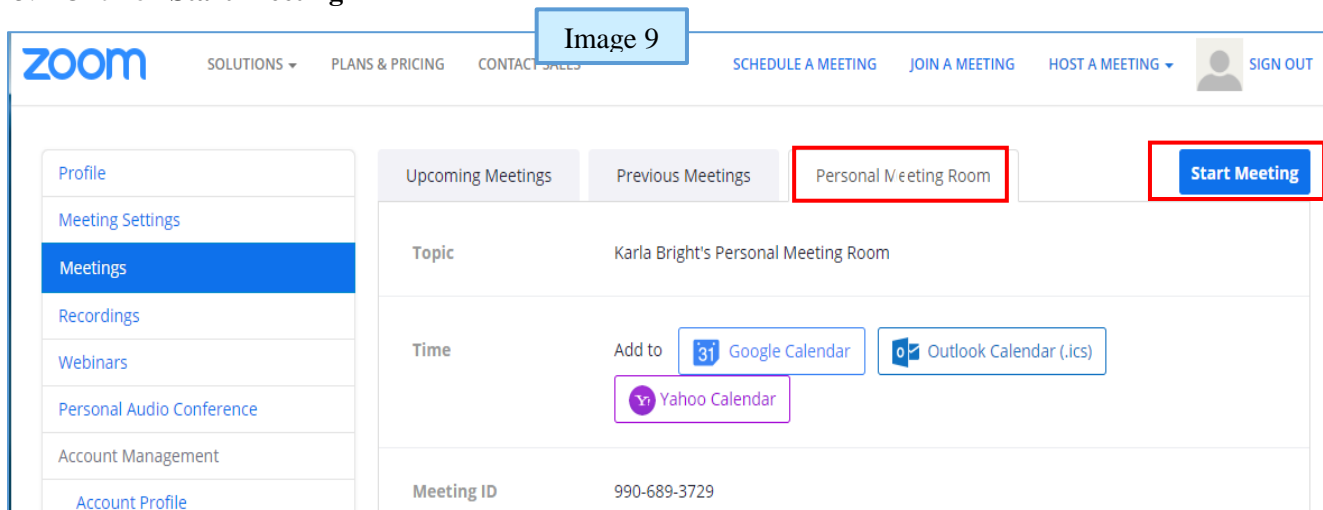
For more information about meetings, the meeting interface, recording, etc... click on the link below or copy and paste it into your browser.

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

