

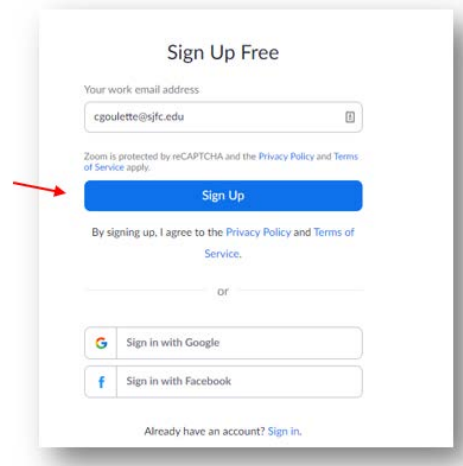
Zoom Web Conferencing Solution

Host an online meeting with Zoom unifies cloud video conferencing, simple online meetings, group messaging, and a software-based conference room solution into one easy-to-use platform. The meeting host can display a presentation, share their desktop, applications, and speak to attendees; the attendees, in turn, can interact via a chat dialog box. Zoom offers the best video, audio, and wireless screen-sharing experience across Windows, Mac, iOS, Android, Blackberry.

Zoom account through SJFC

How do I create an account?

- Go to **zoom.us** to create an account for Zoom.
- Click on **Sign Up** and enter your **SJFC email address**.



Sign Up Free

Your work email address:

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

[Sign Up](#)

By signing up, I agree to the Privacy Policy and Terms of Service.

or

[Sign in with Google](#)

[Sign in with Facebook](#)

Already have an account? [Sign in.](#)

- Create a **password**, you will have to remember the password. If you need to reset the password, that can be done via zoom.us.



St. John Fisher College

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

1 Account Info 2 Invite Colleagues 3 Test Meeting

Welcome to Zoom

Hi, cgoulette@sjfc.edu. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

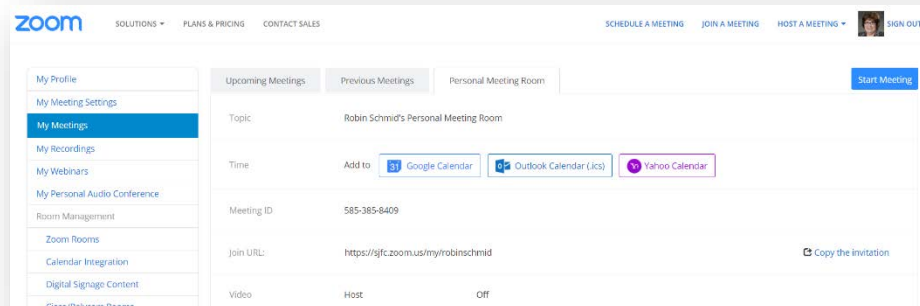
[Continue](#)

[Help](#)

Zoom Meetings

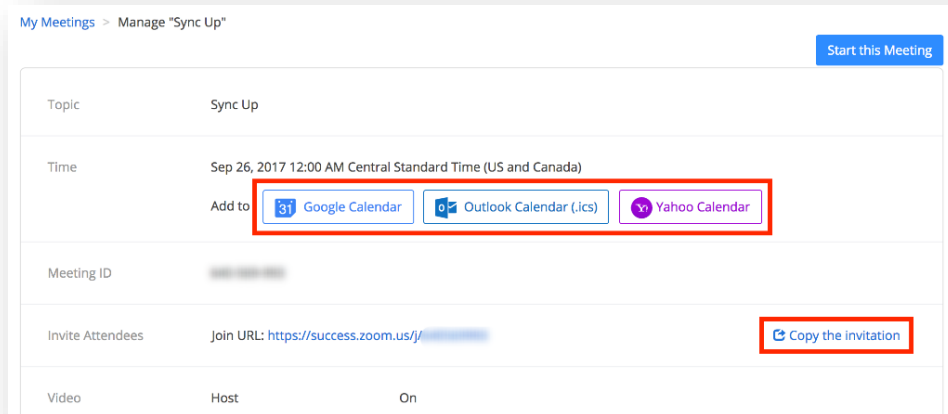
How do I schedule a meeting?

1. Sign into the Zoom web portal at [My Meetings](#), and select **Schedule A New Meeting**.



2. Select the meeting options: In most use cases the default setting will work, below are details of each option.
 - **Topic:** Choose a topic/name for your meeting.
 - **Description:** Enter in an option meeting description.
 - **When:** Select a date and time for your meeting.
 - **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
 - **Time Zone:** By default, Zoom will use the time zone that you sent in [your Profile](#). Click on the drop down to select a different time zone.
 - **Recurring meeting:** Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
 - **Recurrence:** Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
 - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link.
 - **Meeting ID: Default = Generate Automatically**
 - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated. [More info on PMI.](#)
 - **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, as the host you will have the option to start the video.
 - **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
 - **Audio Options:** Default – **Both**; choose whether to allow users to call in via Telephone only or Computer Audio only
 - **Dial in From:** If Telephone only is enabled for this meeting, click Edit to select the dial-in countries that you would like included in the invitation.
 - **Enable join before host:** Allow participants to join the meeting without you or before you start meeting.
 - **Mute participants upon entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
 - **Enable waiting room:** The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.
 - **Only authenticated users can join: Default = not selected.** Authentication profiles, allow hosts to restrict participants who can join a meeting or webinar to those who are logged into Zoom, and even restrict it to Zoom users who's email address uses a certain domain.

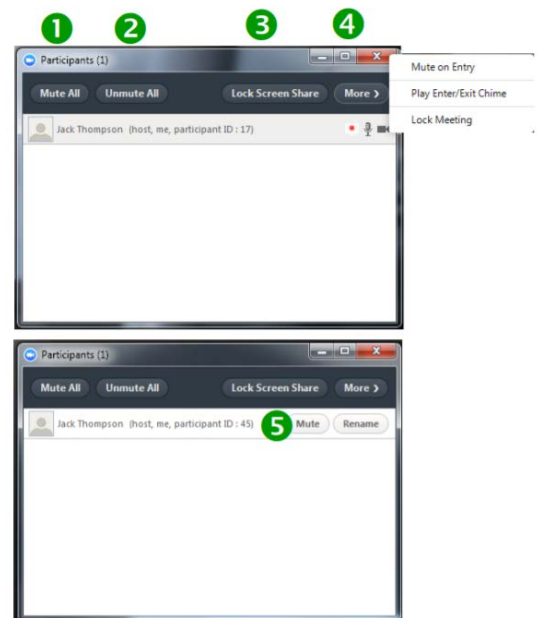
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select **On the local computer** (to your computer and move to your SJFC Google Drive)
 - Click **Save** to finish.
3. Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy the Invitation** to send out the invitation to your Zoom meeting.



How do I Manage Participants?

When you click Manage Participants, the Participants screen appears. On this screen, you can:

1. Mute **All** meeting participants.
2. Unmute **All** meeting participants.
3. By selecting **Lock Screen Share**, all participants in a meeting will not be able to share a screen. The host will still be able to share a screen.
 - Select **Unlock Screen Share** to allow all participants to share a screen.
4. Click More to select the following:
 - Mute on Entry will mute audio when participant join the meeting.
 - Play Enter/Exit Chime will play a chime whenever a person enters or exits a meeting.
 - Lock Meeting will not allow any new participants to join the meeting.
5. Scroll over a meeting participant's name to **Mute** or **Unmute** the participant.
6. Scroll over a meeting participant's name to **Rename** the screen name of the participant.
 - Click Rename, type in the new name and click OK.



How Do I Record A Meeting?

To record or stop recording a meeting audio and video, do the following:

1. Click **Record** to begin recording. Zoom will record the meeting's audio and video (if selected).
2. Click **Stop Recording** to end all audio and video recording of the meeting.
 - The recording will not be saved until you end the meeting.



Recording Settings:

The Recording setting lets you select where and when to save Zoom meeting recordings.

1. Click **Change File Location** to change the location where you want to store the Zoom meeting recordings. Browse and select an existing folder, or
2. Click **Make New Folder** to create a new folder to select.
3. Click to **Choose** a location for recorded files when meeting ends. This option allows you to choose the location to save the meeting file each time you save a meeting.
 - When this option is not selected, the recording is saved to a default location.

| Status | Course ID | Course Name | Date Created | Instructor Username | Instructor Name | Data Source Key | Term |
|--------|--------------------|----------------------------|-----------------|---------------------|----------------------------|-----------------|---------|
| | GMHC699-01-2018-01 | Health Integration Seminar | 1/23/18 2:20 AM | kplum, rice | Kathleen Plum, Robert Rice | CRS.201801.BBD | 2018-01 |

How Do I End A Meeting?

1. Click **End Meeting**. The End Meeting and Leave Meeting screen appears.
2. Click the I'd like to give feedback to Zoom if you want to provide feedback on the conference call you just hosted or attended. (optional)
3. Select **End Meeting for All** to end a meeting for which you are a host.
4. Click **Leave Meeting** if you want to leave a meeting you joined.
5. Click **Cancel** if you decide you do not want to end or leave the meeting.

