

Using Zoom from a Desktop or Mobile Device

Zoom is a web-based video conferencing tool with a desktop client, and a mobile app that allows users to meet online. Zoom users can collaborate on projects, and share or annotate on one another's screens.

Pro Accounts Include:

- Unlimited duration for a meeting.
- Host up to 300 participants.
- An unlimited number of meetings.
- Screen Share including mobile device apps.

Install the Zoom client on your desktop/laptop computers

1. Navigate to sjny.zoom.us
2. Select **Download Client** at the bottom.
3. Under **Zoom Client for Meetings**, select **Download**.
4. Click **Save**, and the installer will download.
5. Click on the **Zoom installer** located on the lower left side of the screen if you are in Google Chrome or the blue arrow on the top right of the screen if you are in Mozilla Firefox.

Signing into Zoom from a Computer

1. Open the Zoom application
2. Select **Sign in with SSO**
3. If prompted, select **Manually enter domain**.
4. Type in **sjny** and click **continue** (An SJNY sign in page will come up, sign in with you SJNY username and password)

Using Zoom from a Computer

Zoom Desktop provides multiple useful features. Users can start meetings, view upcoming meetings, and schedule meetings.

Starting a New Zoom Meeting

1. To start a zoom meeting, simply click on the **New Meeting** button. 
2. The meeting will begin, to add users, click on Manage Participants and in the right panel on the bottom, click on **invite**.
3. Click on the appropriate email service to send an invitation.
4. Send the pre-filled e-mail to the meeting participants.
5. By default, participants joining the meeting will be placed into a waiting room. You will need to allow them into the meeting. Watch this brief video to learn how to enable [Waiting Rooms and Manage Participants](#).

Joining a Meeting

1. Click the **Join** button  to join a meeting.
2. Enter the **meeting ID**, this will be a 9 digit number provided to you by the meeting host.

Scheduling a Meeting

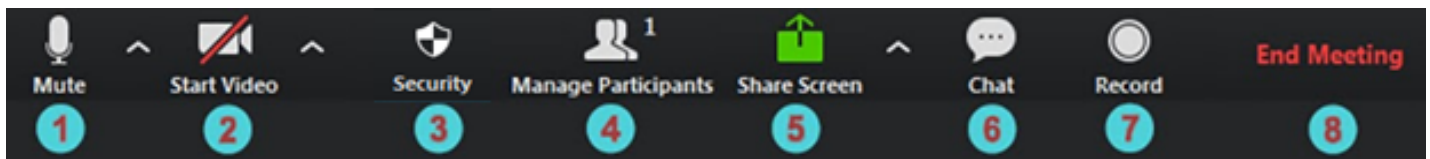
Zoom Bombing

Keep in mind that there has been reporting of Zoom Bombing that has been going on. Zoom bombing is a form of trolling in which a participant uses Zoom's screen sharing feature to interrupt meetings and classes. To prevent this from happening, there are several security measures you can put in place. When setting up a meeting, there are suggested options to use which are shown below. For more information on this topic, please see [Zoom Bombing and How to Avoid It](#).

1. Click on the **Schedule** button  to schedule a new meeting.
2. In the window that opens, fill out the meeting topic, start date and time, and duration.
3. **Require Meeting Password:** This is an added layer of security. Select this box and enter a password into the provided text box. The password is added to the meeting invitation.
4. Change the **Calendar** to **Google Calendar**.
5. All other options can remain as is.
6. Click **Schedule**. This will open up your Google Calendar.
7. Once in the Google Calendar event, you must add your guests. This can be done by typing in your guest's email under the Guests section (located to the right of the page.)
8. Click **Save** to save your changes.
9. When prompted to send invitation emails to guests, click **Send**.

Navigating the Zoom session

After starting a meeting, moving your mouse over the meeting screen will display the controls below.



1. **Microphone/Mute:** Used to turn the microphone on/off and adjust settings.
2. **Start Video:** Used to turn the webcam on/off and adjust settings.
3. **Security:** combines all of Zoom's existing in-meeting security controls into one place. This includes locking the meeting, enabling Waiting Room, and more. Users can also now enable Waiting Room in a meeting, even if the feature was turned off before the start of the meeting.
4. **Manage Participants:** Opens the list of all participants in the session. You can see who is in the meeting, who's raised their hand, and who is muted and you can invite additional participants.

5. **Share Screen**: Allows you to share your entire screen or specific programs such as PowerPoint. If you want to have participants share their screen, select Security to enable that option.
6. **Chat**: Opens the text chat box.
7. **Record**: Start/stop recording of the session.
8. **End Meeting**: Allows you to leave the meeting and optionally end the meeting for all participants. If you are recording, it will automatically stop.

Sharing your Screen During a Meeting

"Host Only" screen sharing is now the default screen sharing setting to increase security and privacy for meetings. This setting gives hosts sole permission to share content within their meetings by default. Hosts still have the ability to allow participants to share their screen during a meeting and edit their default settings to allow participants to share in all meetings. See [Changing Sharing Settings in a Meeting](#). You can also enable screen sharing for participants by selecting the Security icon and enable Share.

1. While in a meeting, click on the green **Share** button.
2. Select the device, screen, or window you wish to share from. Additionally, there is a whiteboard feature that you can select.
3. Once the desired source is selected, click on the **Share** button.
4. Your screen will now be shared.
5. To stop sharing, simply click on the red **Stop Share** button at the top of your screen.

Using Remote Control

The remote control feature allows you to take control of another participant's screen in a meeting. This feature is used while you are in screen sharing mode. You can either [request remote control](#) of another participant's screen or the other participant can [give control](#) to you.

Using the Chat Feature

1. To use the chat feature, simply click on the **Chat** button at the bottom of a zoom meeting.

Muting Audio or Video

1. Upon entrance of a meeting, your audio and video may be muted. This will be indicated by a red slash through the audio or video icons. Click the microphone and video icon to start the video.

Report of Meeting Participants

You are able to generate a report of meeting participants at the conclusion of a Zoom meeting.

1. Navigate to sjny.zoom.us and select the **Sign In** button,
2. Enter your SJC Network ID and Password.
3. On the far left side of the screen, select the **Reports** link.
4. Select the **Usage** option.
5. Locate the meeting you want the report for and go to the **Participants** column.
6. Click on the number displayed to view the list.

7. If you would like to export the list, click on the blue **Export** button. It will download as a CSV file that you can open in MS Excel.

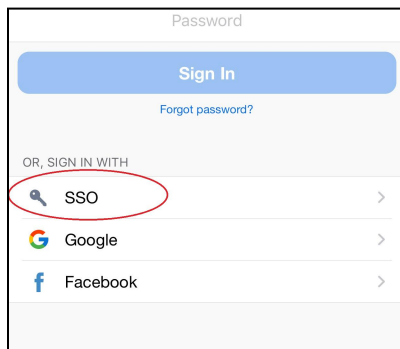
Using Zoom on a Mobile Device

Install the Zoom client on your mobile device

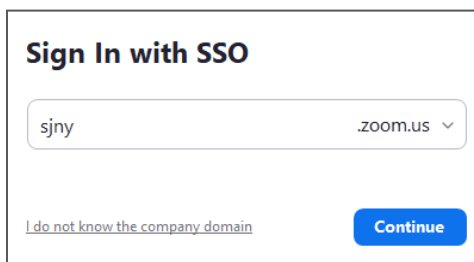
1. Open the **App Store** (iPhone or iPad) or **Google Play Store** (Android).
2. Use the search to search for **Zoom**.
3. Next to **Zoom Cloud Meetings**, click on **Install** if you are in the Google Play Store, and **Get** if you are in the App Store.

Joining from an iPhone or Android

1. Open the **Zoom Cloud Meetings** app and tap **Sign In**.
2. Select the **SSO** option

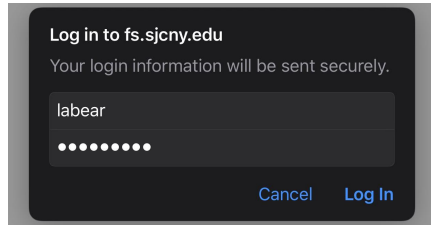


3. Type **sjny** and tap **go/continue**



4. Enter your SJNY network ID and password and tap **Log In/Sign in**.
Note: Your SJNY username will need SJCNY\ before your username on Android devices (i.e. SJCNY\jsmith) On an iPhone or iPad, you will need to enter your SJNY email and

password to log in.



5. When prompted on iPhone or iPad, tap **Open**.

Starting a new Zoom Meeting

1. To start a zoom meeting, simply click on the **New Meeting** button. 
2. Then Click **Start a Meeting**.
3. The meeting will begin.
4. To add users, tap the screen. A menu will appear.
5. Provide additional users with the 9 digit ID.

Joining a Meeting

1. Click the **Join** button  to join a meeting.
2. Enter the **meeting ID**, this will be a 9 digit number provided to you by the meeting host.
3. Click **Join**.

Scheduling a Meeting

1. Click on the **Schedule**  button to schedule a new meeting.
2. In the window that opens, fill out the meeting topic, start date and time, and duration.
3. Change the **Calendar** to **None**.
4. All other options can remain as is.
5. Click **Done**.
6. On the window that follows, click on **Invitees** and enter the email addresses of all participants, separating each by a comma.
7. When all have been invited, click **Done**.
8. Before finalizing the meeting, go to the description and take note of the meeting ID, you may need to give this to additional participants.
9. Tap **Add** to add the meeting to your calendar.

Sharing your Screen During a Meeting

1. While in a meeting, click on the green **Share** button.
2. Select one of the options displayed to share your screen. You will most likely use the Screen feature, which shares anything you see on your device, or the Whiteboard feature which displays a digital whiteboard.
Note: You may be asked questions to ensure you would like to share your screen. It is OK to proceed.
3. Your screen will now be shared.
4. To stop sharing on an iPad or iPhone, simply tap on the screen and click **Stop Share**. To stop sharing on an Android device, there will be a small menu on the bottom left of your screen. Click the white arrow to expand this menu, and then click on the red stop button.

Note: If in the whiteboard mode on an iPhone or iPad, there is a small down arrow at the top of the screen that you must tap.

Using the Chat Feature (iPhone or iPad only)

1. To use the chat feature, tap on the screen and click **More**.
2. On the dropdown menu, click **Chat**.

Muting Audio or Video

1. Upon entrance of a meeting, your audio and video may be muted. This will be indicated by a red slash through the audio or video icons. Tap the microphone and/or video icon to start the video.

Accessing and Sharing Meetings Recorded to the Cloud

Since Zoom and Kaltura are integrated, if you select to record your Zoom meeting to the cloud, the recording will automatically be transferred to the Kaltura My Media area of MediaSpace. Please see the instructions [Access/Share/Upload Video on MediaSpace](#) for how to access your recorded meetings.