Written and provided by an AAG member:

Detailed ZOOM Instructions

Accessing Zoom onsite through your university or other institutional account.

- Work with your institution's IT services to access your Zoom account.
- In the Zoom website, click "Schedule a meeting" in the upper right hand toolbar at the top of the screen.
- For Topic, give the title of your meeting
- For When, set the date and start time for your session's scheduled time slot (available in the AAG session gallery). You may want to start the meeting 10-15 minutes before the scheduled start to allow time for pre-testing and reduce delays in case of technical difficulties
- For Duration, set the duration of your meeting. Sessions are 75 minutes, but you may want to allow for extra time before and after the session. (Paid Zoom accounts have no time limits for meetings.)
- For Time Zone: set Mountain Time (US and Canada).
- For Meeting ID: select "Generate Automatically"
- For Meeting Password, keep unchecked, unless you want any participants to use a password to access the video.
- For Video, select 'on' for hosts and participants to automatically have video on when the meeting starts.
- For Audio, select Computer audio. Rooms will have speakers to connect the laptop. (If remote participants will need to use their phone for audio, select 'Both')
- For Meeting Options, select "join before host" to allow remote participants to join the meeting if you are not yet signed in. Leave other fields blank.
- For Alternative hosts, you may designate the remote participant or another session organizer/participant as an alternative host, if you would like.
- Click Save, then share the meeting with remote participants by scrolling down to "Invite Attendees". Click the "Copy the invitation" link to the right and email all of your participants. If needed, you can also send participants instructions (video here) on joining the meeting.
- For additional questions, access the Zoom Help Center.

Useful ZOOM links:

- ZOOM Download Center - includes browser extensions for Chrome and Firefox; mobile apps for Apple and Android platforms; and plugins for Outlook,IBM Notes, and Intel Unite.
  - ZOOM download for Windows
  - How to install Zoom on a Mac