

Zoom for EDU for Teleconferencing How to Set up a Staff Zoom Account bit.ly/MahwahZoom

Zoom is a teleconferencing tool that can be used for secure conferencing. HD video and audio provide exceptional video quality, participants can join from any device and Zoom allows for session recording and transcription. Make sure you are using the Chrome Browser and are logged in with your Mahwah account. Don't miss the "[Tips from our Mahwah Zoom Users](#)" section at the bottom of this document. Refer to [Best Practices & Recommended Settings](#) for important security settings. Here's how to get started with Zoom:

1. LOG IN TO ZOOM (web based)

- ❑ Go to mahwah.zoom.us
- ❑ Click SIGN IN
 - ❑ If prompted, enter "Mahwah" as the domain
- ❑ Enter your Mahwah email and password if prompted

2. INSTALL THE ZOOM APP

The Zoom app is a quick and easy way to start an instant meeting. Click [this link](#) for a screencast showing the correct Zoom app that you should be using to log in to Zoom.
<https://youtu.be/FLpbX58r8fU>

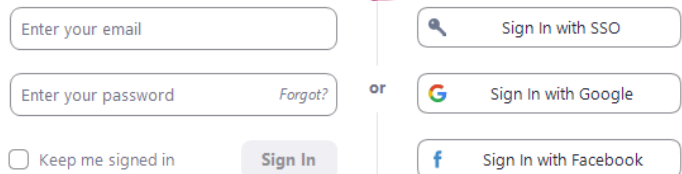


- ❑ Click in the windows search bar for Zoom
- ❑ Be sure you are using the application with the square icon and not the circular icon.
- ❑ To pin Zoom to your task bar, right click on the Zoom icon and select 'pin to taskbar'

3. LOG IN TO ZOOM (application)

- ❑ Search for Zoom in the windows search bar and click to launch the application
 - ❑ If you have pinned the Zoom icon, simply click the icon
- ❑ Click SIGN IN with SSO
 - ❑ If prompted, enter "Mahwah" as the domain and click CONTINUE
- ❑ Enter your Mahwah email and password if prompted
- ❑ Click Open Zoom Meetings in pop-up window

Sign In



Enter your email

Enter your password [Forgot?](#)

☐ Keep me signed in [Sign In](#)

or

[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

4. ****ACTION REQUIRED**** ADJUST YOUR SECURITY SETTINGS

Refer to [Best Practices & Recommended Settings](#) for important security settings.


5. SCHEDULE A MEETING (Web-based access)

Watch the “how-to” screencast at <https://youtu.be/FcqZYt72iWQ> (web-based)

- ☐ Go to Mahwah.zoom.us
- ☐ Click “Sign in”
- ☐ At the top of the page, click SCHEDULE A MEETING
 - ☐ Enter in the meeting info including the topic, description, time, duration, etc. Make sure you have the correct **TIMEZONE** set
 - ☐ Meeting ID → Generate automatically
 - ☐ Security → Passcode checked, Waiting Room checked
 - ☐ You can customize your passcode if you prefer
 - ☐ Video → on for host and participant if desired
 - ☐ Audio → both
 - ☐ Meeting Options → select options as preferred
 - ☐ Alternative Hosts → opt'l. You can add another licensed user to be an alternate host.
 - ☐ When alternate hosts start the meeting, they become the host and the scheduler becomes the co-host. Use in-meeting controls to change who is the host
- ☐ Click SAVE
- ☐ Under time, select OUTLOOK CALENDAR (the calendar invite will download to your computer)
- ☐ Click the downloaded .ics file to invite participants and add to your calendar
 - ☐ Click INVITE ATTENDEES
 - ☐ Enter participants email address
 - ☐ Click SEND

6. SHARE A MEETING

- ☐ Copy the meeting invitation
- ☐ Paste the invitation to a secure location
 - ☐ Google Classroom
 - ☐ Outlook calendar event or email
 - ☐ Google Doc or Slide that is only accessible by those you wish to participate

Meeting ID	706-605-630
Meeting Password	✓ Require meeting password Secret PW
Join URL:	https://zoom.us/j/706605630  Copy the invitation

DO NOT POST MEETING INFORMATION ON SOCIAL MEDIA OR ANY OTHER PUBLIC LOCATION

7. START A MEETING (Web-based access)

- ☐ Go to mahwah.zoom.us and click SIGN IN
- ☐ In the left side-bar, select MEETINGS
- ☐ Next to the appropriate meeting, click START THIS MEETING or START
- ☐ If the Zoom App does not launch automatically, Host must click the CLICK HERE button
- ☐ If the Zoom App still does not launch, Click START FROM YOUR BROWSER
- ☐ Select JOIN AUDIO BY COMPUTER
- ☐ Turn on mic and camera
- ☐ Click Manage Participants
- ☐ Next to 1 person waiting, click ADMIT to allow them into the session
- ☐ At end of meeting, click LEAVE MEETING, then click END MEETING

8. MEETING CONTROLS

Host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants. Refer to [Best Practices & Recommended Settings](#) to learn more about meeting controls under “OTHER SECURITY TIPS.”

Controls:

- mute/unmute
- Video on/off
- Invite others to the meeting
- Remove participants from the meeting
- See, mute/unmute, rename participants
- Share content
- Chat with participants
- Record the session

9. STUDENT INSTRUCTIONS FOR ACCESSING A SCHEDULED ZOOM

A shareable PDF version of student instructions can be found at

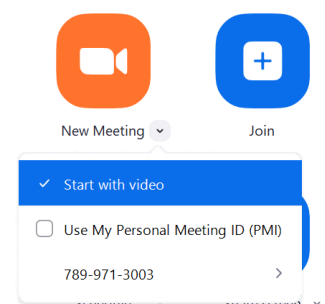
https://drive.google.com/file/d/1RrL1hA59u_8_CN-TI9stUGs6OLnY9k0y/view?usp=sharing

- ☐ Log in with your Mahwah email address at [Mahwah.Zoom.us](https://mahwah.zoom.us)
- ☐ Click on the “Join Zoom Meeting” link provided by the teacher
 - ☐ Be prepared to enter the meeting password if prompted
- ☐ From a district device, students should click the pop-up box that says “Open Zoom”
 - ☐ If the pop-up box does not appear, students must click **JOIN FROM YOUR BROWSER**
- ☐ Student must be admitted to meeting by host (counselor)
- ☐ Once the meeting has started, student must enter their first name and last initial
- ☐ Click Join Audio by Computer
- ☐ Click Allow for zoom to use microphone
- ☐ To start video, click ALLOW for zoom to use the camera.
 - ☐ If you are on an X360 with dual cameras, click the uptick button next to video and select HP Wide Vision HD
- ☐ At end of meeting, click LEAVE MEETING

10. START AN INSTANT MEETING WITH THE ZOOM APP (staff only)

You can start an instant meeting with staff members. All meetings with students should be scheduled.

- ☐ Click on the Zoom app
- ☐ Sign in with Google if prompted
- ☐ Click NEW MEETING
 - ☐ Do not use a Personal Meeting ID (leave unchecked)
- ☐ Click “Join with Computer Audio”





- ❑ In the upper-left corner of the screen, you will find the Zoom Meeting information by clicking the
- ❑ Share the Zoom Meeting info with participant to join

TIPS FROM OUR MAHWAH ZOOM USERS:

A few Mahwah staff members have been using Zoom to connect with their students. Check out some of the tips and best practices that they have shared after getting familiar Zoom:

- Share the meeting code with your students through Google Classroom
- Run a test meeting first to play with the interface. Ask a colleague to join you.
- You can pick a Virtual Background for yourself (like a green screen), so you don't have to show your house, just your face. Under the arrow next to "Start Video", you'll see the options.
- Students can annotate the screen. If you want to turn this off, it's under "More".
<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- You can mute all and give students rights to unmute or you can force mute everyone. Click "participants" and you'll see the options.
- You can choose to record your meeting and post for the kids for later review.