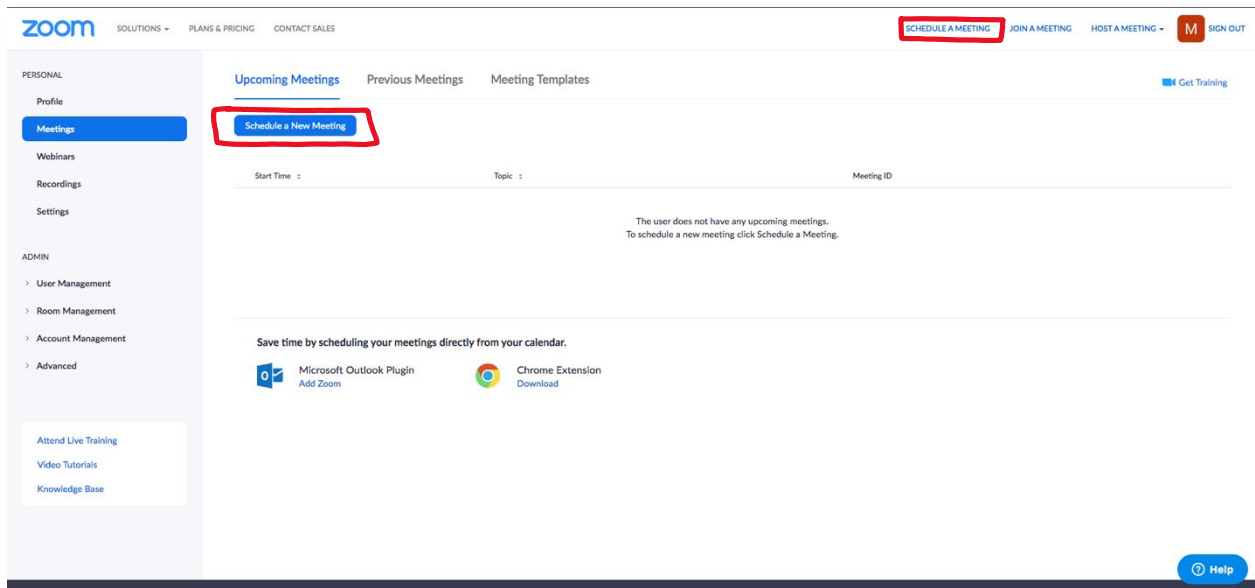
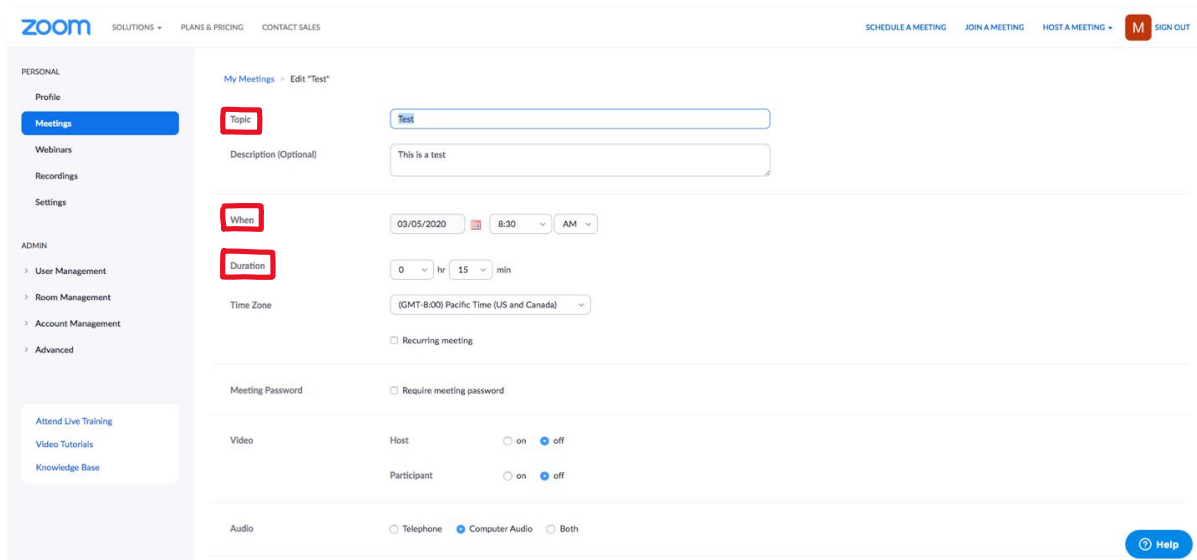


How to set up a Zoom Meeting

1. Go to www.zoom.us
2. Sign in (sign up if you don't have an account already – use university email address for licensed access, this will need to be verified through your email)
3. Select **Schedule a New Meeting**



4. Fill in **Topic** (what Zoom Meeting is about), choose **When** (when the Zoom Meeting will happen), and **Duration** (how long the Zoom Meeting will last)



5. Make sure **Time Zone** is “(GMT-6:00) Mountain Time (US and Canada)”

The screenshot shows the Zoom meeting scheduling interface. The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings), ADMIN (User Management, Room Management, Account Management, Advanced), and training resources (Attend Live Training, Video Tutorials, Knowledge Base). The main content area is titled "My Meetings > Edit 'Test'". It includes fields for Topic ("Test"), Description ("This is a test"), When (03/05/2020, 8:30 AM), Duration (0 hr, 15 min), and Time Zone (selected as "(GMT-6:00) Mountain Time (US and Canada)"). There are checkboxes for "Recurring meeting", "Require meeting password", and "Video" (Host and Participant). The "Audio" section has radio buttons for Telephone, Computer Audio (selected), and Both. A "Help" button is in the bottom right.

6. Check the box labeled “**Recurring meeting**” if the meeting will always happen at the same time

This screenshot is identical to the previous one, but the "Recurring meeting" checkbox is highlighted with a red box. The checkbox is currently unchecked.

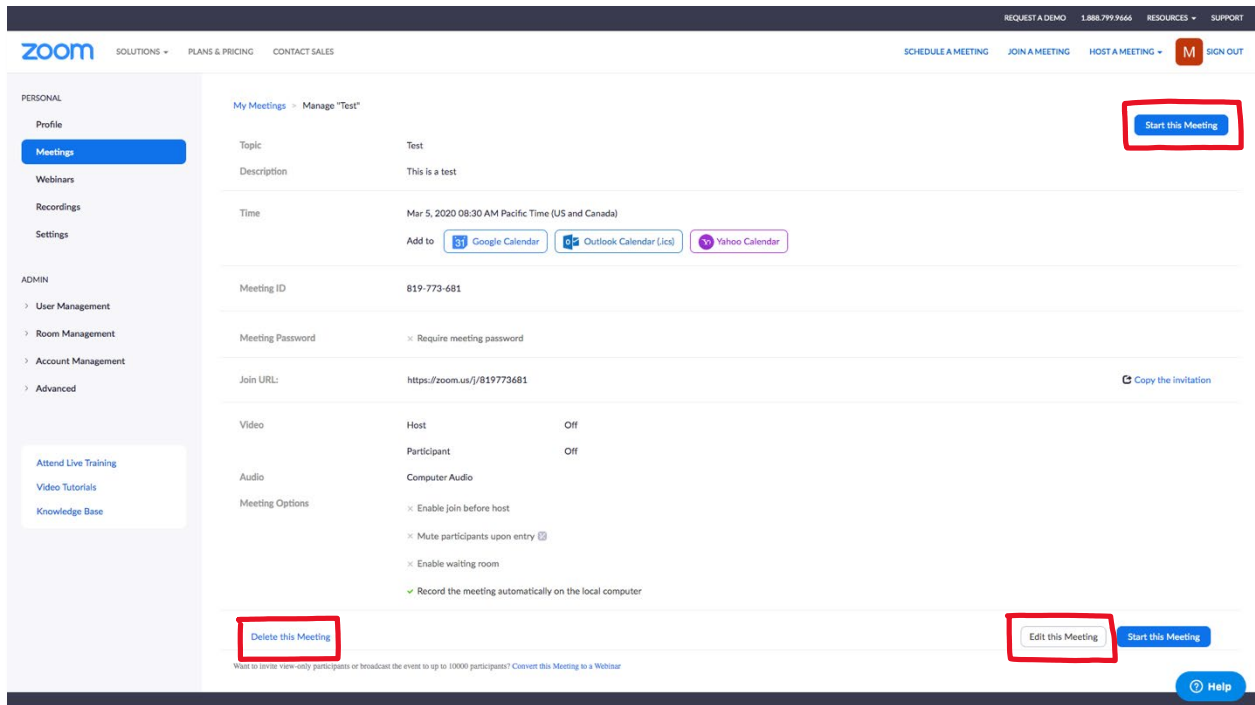
7. Decide if you want the video for the **Host** (you) and the **Participant** (your students) “on/off” by selecting the desired bubble, then select “**Computer Audio**” for the **Audio** (Capacity: 300 guest limit)

The screenshot shows the Zoom meeting configuration interface. The left sidebar contains navigation options: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled "My Meetings > Edit 'Test'". It includes fields for Topic (Text), Description (Optional) (This is a test), When (03/05/2020, 8:30 AM), Duration (0 hr, 15 min), Time Zone ((GMT-6:00) Mountain Time (US and Canada)), and Meeting Password (Require meeting password). The Video section has "Host" (on/off) and "Participant" (on/off) radio buttons. The Audio section has "Telephone", "Computer Audio", and "Both" radio buttons. Red boxes highlight the "Video", "Host", "Participant", and "Audio" sections. A "Help" button is in the bottom right.

8. Select “**Save**”

The screenshot shows the Zoom meeting configuration interface, focusing on the "Audio" and "Meeting Options" sections. The "Audio" section has "Telephone", "Computer Audio", and "Both" radio buttons. The "Meeting Options" section has checkboxes for "Enable join before host", "Mute participants upon entry", "Enable waiting room", and "Record the meeting automatically on the local computer". A "Save" button and a "Cancel" button are at the bottom. A red box highlights the "Save" button. A "Help" button is in the bottom right.

9. Review your meeting, if you are ready to start select **“Start this Meeting”** -- if you need to edit your meeting select **“Edit this Meeting”** – if you need to delete this meeting select **“Delete this Meeting”**



10. Once you select **“Start this Meeting”** zoom.us will automatically begin download the Zoom App if it isn't already on your device.

11. When prompted, select **“Keep”** then click **“Zoom.pkg”** so that the App will be saved on your device

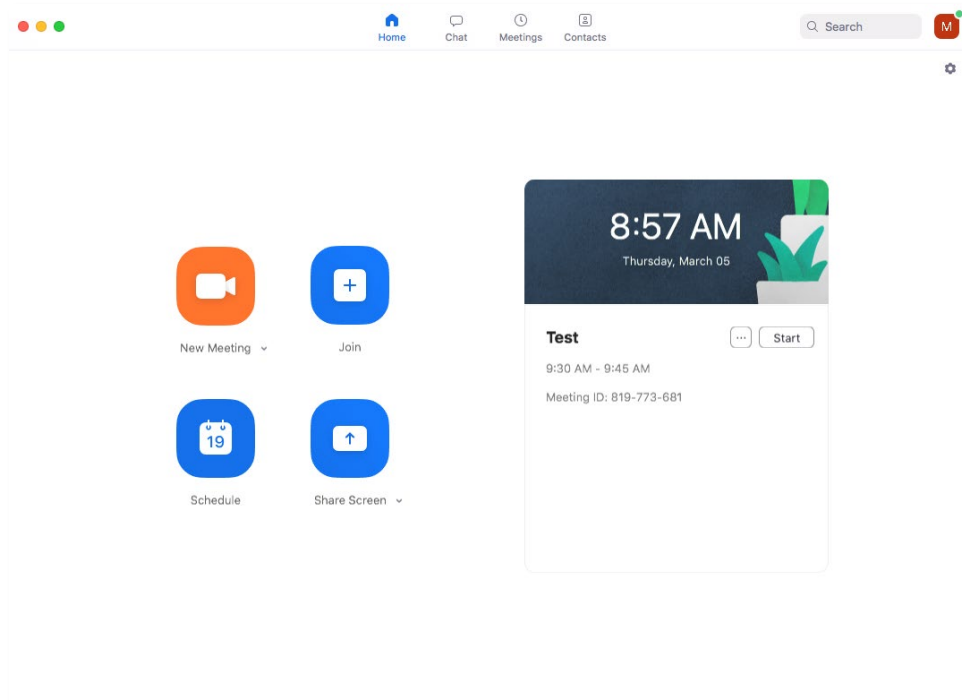
12. Once the Zoom App is saved on your device a zoom.us window will open



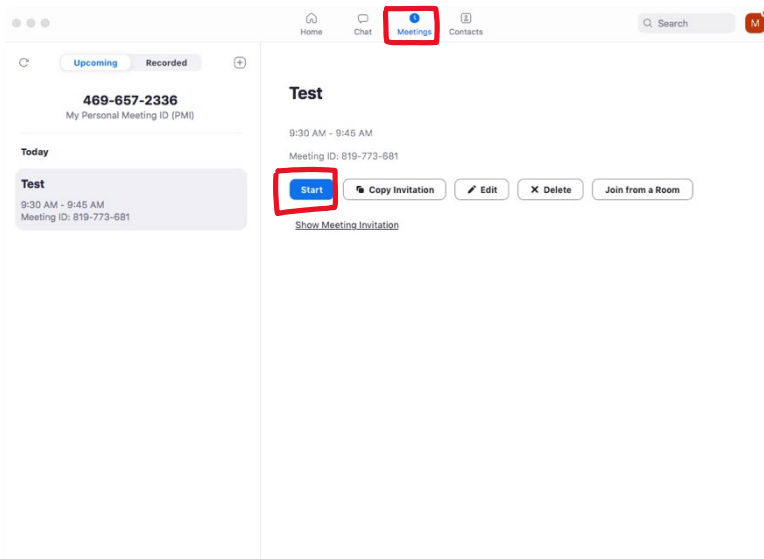
13. Sign in

14. When prompted “**Do you want to allow this page to open ‘zoom.is’**” select “**Allow**”

15. This is the Home page of the Zoom App that you can utilize for future meetings instead of going to www.zoom.us



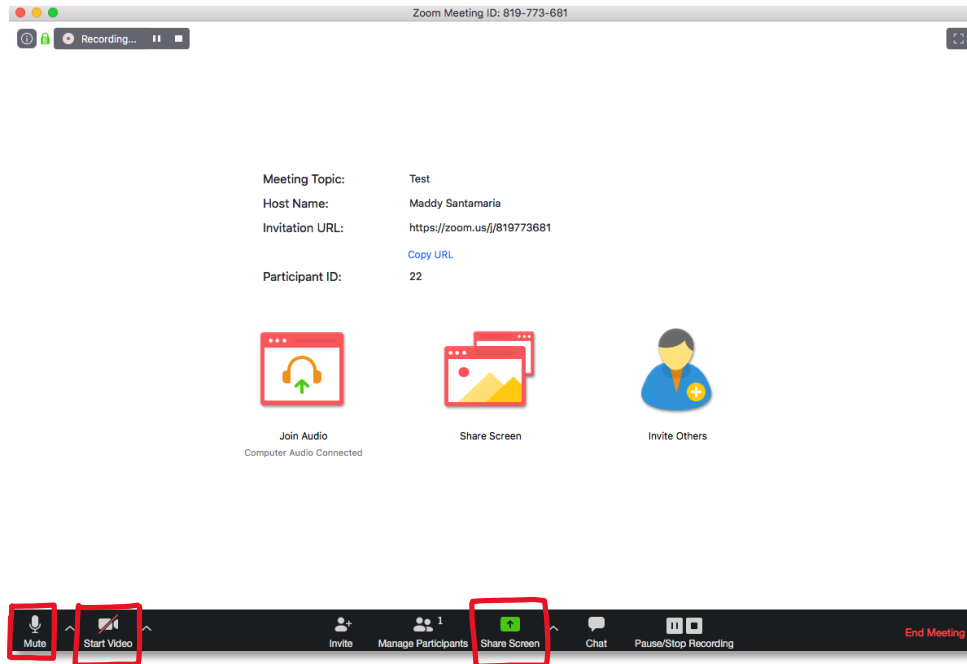
16. Select **Meetings** tab to pull up all of the meetings you have scheduled so far, then select “**Start**”



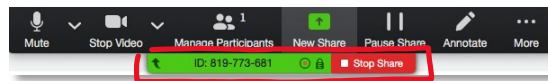
17. Select “**Join with Computer Audio**”

18. Your meeting will begin recording

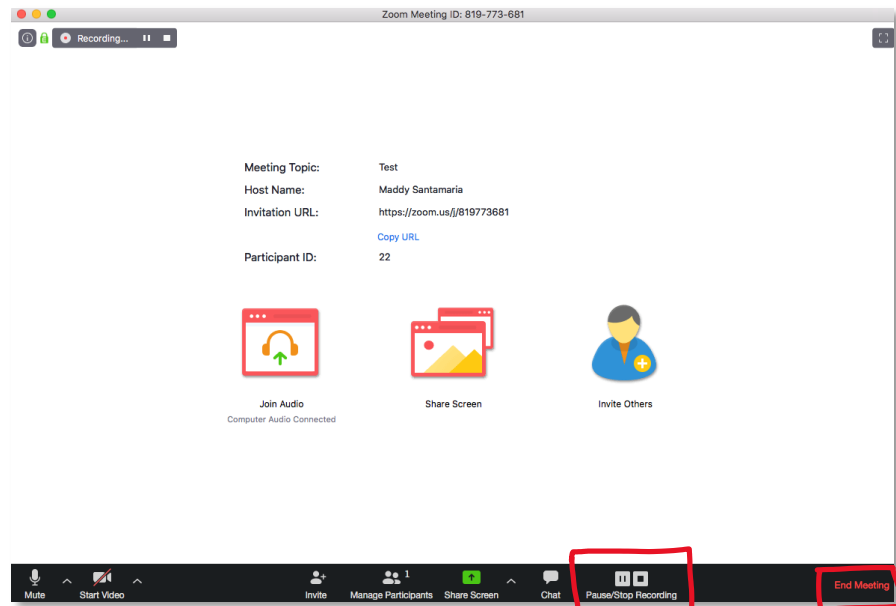
19. If you need to mute your audio, select the microphone icon “**Mute**” (a red line will strike through the icon when audio is muted). If you need to activate your camera, select the camera icon “**Start Video**” (a red line will strike through the icon when the camera is disabled). In order to share what is on your screen, select “**Share Screen**”



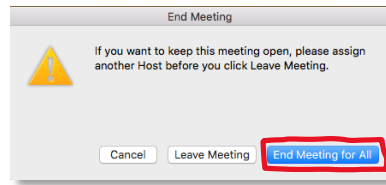
20. The control panel you use to control your meeting Screen Sharing will be at the top of your screen (if you don't see it hover over the red and green bar and the full control bar will appear)



21. To stop **Share**, hover your mouse over the green and red bar, then select “**Stop Share**”
22. To pause the meeting, select “**Pause Meeting**”, to stop the meeting, select “**Stop Meeting**”, to end the meeting, select “**End Meeting**”

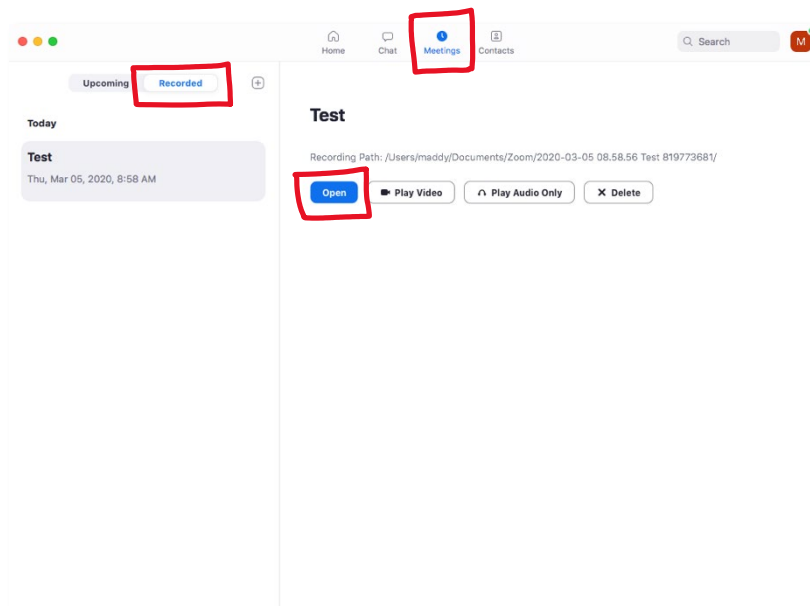


23. After ending your meeting, you will be prompted. Select **“End Meeting for All”**



24. Once the meeting has ended, your meeting recording will start converting into an .mp4 file

25. To access your previous recordings, open Zoom App and select **“Meetings”** then select the **“Recorded”** tab. When you select **“Open”** it will automatically navigate you to where this meeting recording is saved on your device



26. Once you have your .mp4 file you can upload these to Canvas for future reference for you and your students