

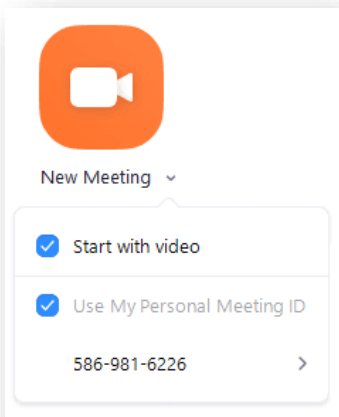
Getting Started with Zoom

Download the Zoom client for your desktop at <https://zoom.us/download>

Access Zoom

- via your browser at <https://cuny.zoom.us/>
- or launch the app on your computer

Sign in with SSO using your **login.cuny.edu** email address



Create an Instant Meeting

In the Zoom client's home tab, click **New Meeting**. You can also click the downward arrow for instant meeting options.



Schedule a Meeting

In the Zoom client's home tab, click on the **Schedule** icon.

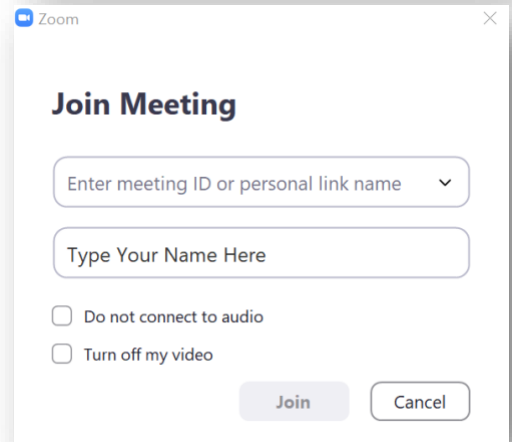
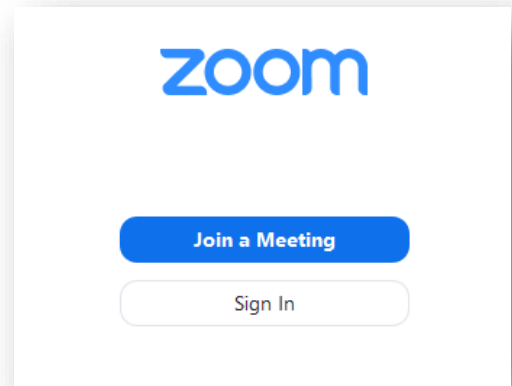
Select your meeting settings

For security purposes, we recommend putting participants in the waiting room (in **Advanced Options**) and/or setting a meeting password.

A screenshot of the Zoom 'Schedule meeting' dialog box. The form includes fields for 'Topic' (Title your Zoom Meeting), 'Start' (Tue May 5, 2020, 03:00 PM), 'Duration' (1 hour, 0 minute), 'Recurring meeting' (unchecked), 'Time Zone' (Eastern Time (US and Canada)), 'Meeting ID' (Generate Automatically selected), 'Password' (Require meeting password unchecked), 'Video' (Host: Off, Participants: Off), 'Audio' (Telephone and Computer Audio selected), 'Dial in from United States' (with an Edit link), 'Calendar' (Google Calendar selected), and 'Advanced Options' (collapsed). At the bottom right are 'Schedule' and 'Cancel' buttons.

Join a Meeting

1. Launch the Zoom client on your desktop.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.
 - OR
 - Sign in to Zoom then click **Join**.
3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click **Join**.



Invite Participants

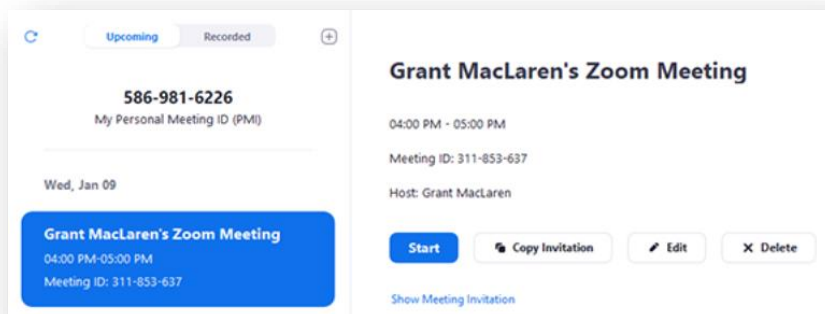
For an active meeting:

1. Click **Manage Participants** (if you're the host) or **Participants** in the meeting controls
2. Click **Invite** at the bottom of the participants panel > choose your invite method

Examples of invitation methods are emails, contacts, copying the URL (meeting link), or copying the Invitation (full meeting information)

For a scheduled meeting:

1. Sign in to the Zoom Desktop Client > Click **Meetings**
2. Select the meeting that you want to invite others to > Click **Copy Invitation** or **Copy URL**



We recommend pasting it in an email or posting it on Google Classroom/ Blackboard for your students. *Please do not post meeting information such as the link or password to public forums.*

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