

# Zoom Videoconferencing

Zoom is Centre College's videoconferencing tool of choice. Zoom is flexible and mobile - a Zoom client can be downloaded on Android, iOS, Windows, or Mac devices

**Your Basic Zoom account allows UNLIMITED 1:1 MEETINGS. GROUP meetings are limited to 40 minutes and Zoom will cut the meeting off when the time limit occurs.** If you know you will be conducting a GROUP meeting (multiple connection points) that will be longer than 40 minutes, contact [Kristi.burch@centre.edu](mailto:Kristi.burch@centre.edu) to convert your basic account to a pro account, enabling unlimited minutes. This feature can be turned on and off as needed.

**Your Zoom account is now integrated with your Centre login.**

## Zoom Account Setup

### Login using the web:

- Visit [centre.zoom.us](http://centre.zoom.us)
- Login using your Centre credentials

From here you can view your profile, download the client, and schedule, host, or join a meeting. (Hosting or joining a meeting will automatically open in the app. Running or joining a meeting via the web has VERY limited capabilities!) **SEE Logging into Zoom app below**

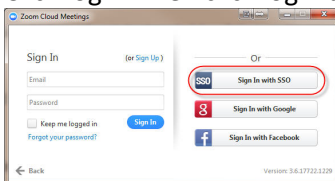
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**To setup a Zoom meeting (*from your computer*)** Preferred setup is through app, but can do it via web interface.

1. Download and install the client for your device at [http://zoom.us/download#client\\_4meeting](http://zoom.us/download#client_4meeting)

### Log into Zoom app

2. Click login. Then click login using SSO on the right-hand side of the application.




3. Then type **centre** when asked for the domain. Click **continue**



- When you click Continue, you'll be directed to the CentreNet login screen.
- Type in your Centre credentials and click login. Depending on your browser, it will likely ask you if you want to then open the Zoom app. Click open. \* *you should only need to do this one time per device.*

### For a quick or impromptu meeting

- Click on **Start with Video**
- Click **Join Audio by Computer** (*unless you do not have a microphone built-in or attached to your computer or device*) \* If clicking Join by Phone, dial the number listed and enter the Meeting ID when prompted.
- Click the  button to invite individuals to the meeting.
- This will open your email client with the meeting link and information in the body. Send this connection information to those connecting to the meeting.

(If it opens iCal, close and follow steps under **Sending invite for a scheduled meeting**)

### To schedule a meeting for a later date/time

- Click on **Schedule**
- Give the meeting a Topic/Title
- Set your start date/time and duration (*NOTE: this is simply for scheduling purposes, meeting can be started anytime*)
- Click Schedule
- This will open up your email client with the meeting link and information in the body. Send this connection information to those connecting to the meeting.

(If it opens iCal, close and follow steps for **Sending invite for a scheduled meeting**)

## Sending invite for a scheduled meeting

1. Click on **Meetings** icon (*Next to Home on bottom of Zoom app*)
2. Hover your mouse over the scheduled meeting.
3. Click **Copy**.
4. Open your preferred email client and paste in the body of the email the invitation.
5. Send invite to participant.
6. Repeat for each meeting and corresponding participant.

**(Send this part to participants)**

### To connect to a Zoom meeting

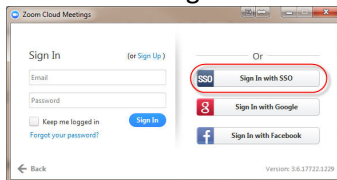
1. Download the Zoom application (*2 options*):  
***You can do this at any time prior to the meeting***
  - a. Click on the link within the email invitation
    - You will be directed to the Zoom website. Zoom application will automatically be downloaded.
    - Install Zoom application.

- b. Download and install the client for your device at [http://zoom.us/download#client\\_4meeting](http://zoom.us/download#client_4meeting)
2. Login to Zoom if you have an account. **(You do NOT have to have a Zoom account to connect)**
3. If you do not have an account, do one of the following:
  - a. Click on the link in the email. Zoom app will open and you will be prompted for your name to **Join the meeting**
  - b. Enter the **Meeting ID** listed in the email link to join the meeting using the **Join Meeting** button.
4. Click **Join Audio by Computer** (unless you do not have a microphone built-in or attached to your computer or device) \* If clicking Join by Phone, dial the number listed and enter the Meeting ID [xxx-xxx-xxx] when prompted.

## **\*\*Using Zoom in the Classroom**

### **To login to the Zoom app**

- Start Zoom on the Teachers station. You can find the Zoom application under the start menu. *(It should be the last application in the list if not a shortcut on the desktop).*
- Click login. Then click login using SSO on the right-hand side of the application.



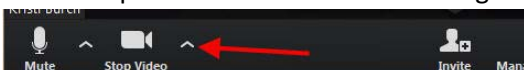
- Then type **centre** when asked for the domain. Click **continue**



- When you click Continue, you'll be directed to the CentreNet login screen.
- Type in your Centre credentials and click login. Depending on your browser, it will likely ask you if you want to then open the Zoom app. Click open. \* *you should only need to do this one time per device.*

### **Starting a scheduled meeting**

1. Click on **Meetings** icon *(Next to Home on bottom of Zoom app)*
2. Hover your mouse over the scheduled meeting.
3. Click **Start**.
4. Click **Join Audio by Computer** (unless you do not have a microphone built-in or attached to your computer or device) \* If clicking Join by Phone, dial the number listed and enter the Meeting ID [xxx-xxx-xxx] when prompted.
5. If a camera is build into the teacher's computer, Zoom may automatically choose this camera as the default. To change the camera to the desired webcam, (Logitech C920), click the up arrow next to the Stop Video icon and select the Logitech C920.



6. Double check your audio settings. Click the up arrow next to the microphone icon (Mute).
  - a. To ensure audio is played through the room system, make sure Speaker is set to **Crestron**.
  - b. To ensure microphone will pick up student voices, make sure Microphone is set to **Logitech C920**.

