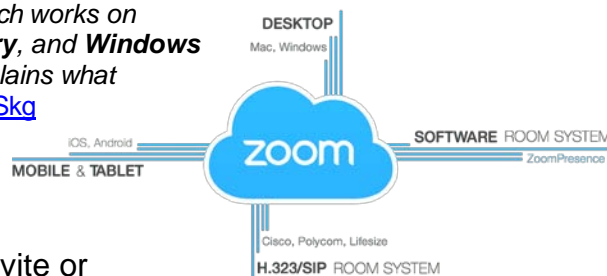


Using Zoom Videoconferencing

Zoom is an easy-to-use cloud-based videoconferencing tool which works on **both PC and Mac** as well as **iOS (Apple), Android, Blackberry, and Windows Surface 2 & 3** devices. This short 1-minute video succinctly explains what Zoom collaboration software enables: <https://youtu.be/BGH1y70zSkg>



How to Join an Already-Scheduled Meeting *(this function is available to anyone)*

1. Click the meeting URL in either the calendar invite or email notification.
2. The system will auto-detect what device you're using and prompt you to install whatever app, viewer, or plug-in is needed for the particular device you're using (so be sure to say "yes" or accept any recommendations).

OR if you already have the Zoom client (app/software/viewer) installed, simply launch it, choose "Join," and enter the Meeting ID at the prompt.

Click here for a 4-minute demo of how to do this: <http://youtu.be/DQe6C-AAiTY>

How to Schedule a Meeting *(this function is only available to Zoom pro account users*)*

1. Launch the Zoom client (app/software/viewer)
2. Choose "Schedule"
3. Set your preferences:
 - **Recurring:** Is this a one-time meeting or will you use the link again and again for future sessions?
 - **Video:** In most cases you will want video for host and participants enabled
 - **Audio:** Unless you have a reason to limit options, choose "both."
 - **Password:** In most cases you will NOT want a password set
 - **Join Before Host:** Enable if you want students to be able to meet before you arrive or when you're not available
4. Click "Schedule," which opens up your Calendar utility (since Tabor uses Google Apps, leave the default option of "Google Calendar" selected).
5. If you have more than one Gmail calendar open, simply switch to your Tabor account (using the drop-down triangle beside your name) to put this meeting on your Tabor calendar and to pull up the list of Tabor faculty, staff, & students to invite.

Click here for a 9-minute demo of how to do this: <http://youtu.be/T9o4jkVOFxQ>

How to Connect With Zoom On the Fly *(only available to Zoom pro account users*)*

1. Launch the Zoom client (app/software/viewer).
2. Choose "Start With Video" & select audio preference (typically computer audio).
3. Click "Invite" to Invite Other Participants and choose Gmail as the Invite option.

This will pull up a draft email with "Please join Zoom meeting in progress" as the subject for you to send to whomever you wish (notice the "copy URL" and "copy invitation" options if you prefer to invite participants another way).

Click here for a 4-minute demo of how to do this: <http://youtu.be/Z1SSvZpLH2M>

* Zoom pro accounts are created upon request once online course development is underway (email davids@tabor.edu to request)

How to Share a Document or Your Screen *(any participant in a Zoom session)*

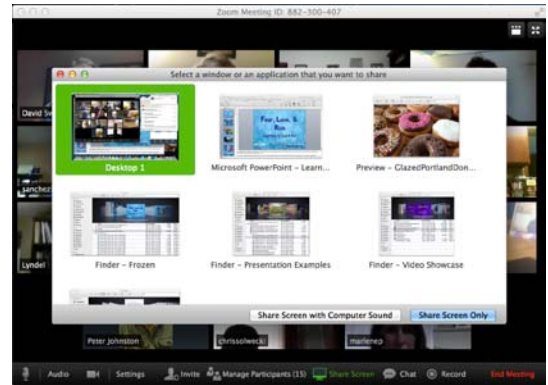
1. While in a Zoom session, move mouse over the interface to reveal tools, then click “Share Screen.”
2. Choose either your full desktop (as shown at right) or any specific program which is available among the ones available.

On many devices, a program needs to be showing (not merely minimized) in order to be available to select.

3. Begin sharing.

If what you plan to share has sound (such as YouTube, a video, etc.), make sure you select “Share Screen with Computer Sound” to enable that.

4. When done sharing, click “stop sharing” (on the black controller bar near the top).



Click here for a 6-minute demo of how to do this: http://youtu.be/cdKY_q6h1JQ

How to Record a Session and Configure Where Your Recordings Will Be Saved *(any Zoom session host)*

1. While in a Zoom session, move mouse over the interface to reveal tools, then click “Record.”

A blinking red dot will appear in the upper left corner (which indicates recording is underway) on a button which gives the option to stop recording.

2. When your meeting ends, the recording will be converted and saved to your default recording folder.

To Configure where recordings are saved:

1. Move mouse over the interface to reveal tools, then click “Settings.”
2. Click the “Recording” tab.
3. Change the location

For **PC**, click “Change File Location” and browse for the folder you wish instead.

For **Mac**, click the drop-down below “Store my recordings at:”

Alternatively, you can check the box to be given the option to choose destination after every recorded session (this may be helpful if you use Zoom for multiple programs or functions).



Click here for a 4-minute demo of how to do this: http://youtu.be/3kik1b_m8OE

For Help with Zoom, contact David Swisher:
(for technical assistance, training, to sign up to use, &/or to report issues)

davids@tabor.edu or (317) 729-6333, ext. 2216