

Configuring and Using ZOOM for on-line learning

1. You will need a ZOOM account. The district has purchased accounts for the HS/MS teachers. You should have received an email with your ZOOM account information. Please follow the instructions to complete the account setup. The information that follows will help you customize your account for easier use. (Example of Email)
2. Login to your on-line portal and select MY ACCOUNT.

Harold Gottke
 Department: AW
 Account No. 50907496

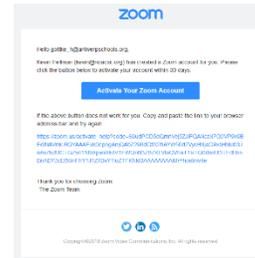
Personal Meeting ID: **419-670-5652**
<https://zoom.us/j/4196705652>
 Use this ID for instant meetings

Personal Link: <https://zoom.us/my/hg4196705652>

Sign-In Email: gottke_h@antwerpschools.org
 Linked accounts:

User Type: Licensed

Callouts:
 - "Click HERE to change picture" points to the profile picture.
 - "Click HERE to edit your Personal Meeting ID. I suggest using a number that you can remember such as a telephone number." points to the Meeting ID.
 - "Click to Customize your Personal Link. The link has to have a character in the first position. I suggest using a number that you can remember such as a telephone number." points to the Personal Link.



- 3.

Calendar and Contact Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

Connect to Calendar and Contact Service

Select a Service

Google Office 365

Callouts:
 - "Click to connect to your Google Calendar. This can be used to schedule classes and send invites to all attendees." points to the "Connect to Calendar and Contact Service" button.
 - "Click to Google to link your Google" points to the Google icon in the "Select a Service" dialog.

Calendar and Contact Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

gottke_h@antwerpschools.org [Reauthorize](#) [Delete](#)

Allow Zoom to get calendar event

Allow Zoom to sync contacts

When adding your calendar to ZOOM you will be asked permission to access your Google account. You will need to allow all permissions for this to work correctly.

Hosting a ZOOM Meeting

1. Via Google Calendar (Optional way to Schedule)

- Create a new calendar event.
- Edit date and time
- Add all participant emails.
- In the description box “Copy and Paste” your Personal Meeting ID and Personal Link.

Personal Meeting ID	840-877-1619
	https://zoom.us/j/8408771619
	<small>Use this ID for instant meetings</small>
Personal Link	https://zoom.us/my/hg4196705652

- Select Save.
- This window will appear. Please select the Send link.

The screenshot shows a Google Calendar event creation window titled "Training Session". It includes tabs for "Event", "Out of office", "Reminder", "Task", and "Appointment slots". The event is scheduled for "Mar 10, 2020" from "1:00pm - 2:00pm". There is a field for "Add guests" and a field for "Add rooms, location, or conferencing". A rich text editor is visible with the text "Add description". At the bottom, the user "Harold Gottke" is listed, and there are "More options" and "Save" buttons.

2. Via ZOOM App (Schedule)

- Open the Zoom App. Login using your Google Apps Login information.

The screenshot shows the Zoom app interface. On the left, there are four buttons: "New Meeting", "Join", "Schedule", and "Share screen". A callout bubble points to the "Schedule" button with the text: "To schedule an event you can directly add it to your Google Calendar or you can select this button." In the center, there is a card for a scheduled meeting at "02:00 PM" on "Thursday, March 19, 2020", with the text "No upcoming meetings today" below it. On the right, there is a "Sign In" dialog box with options for "Sign in with SSO", "Sign in with Google" (circled in red), and "Sign in with Facebook". A callout bubble points to the "Sign in with Google" option with the text: "This area will display all scheduled calendar events that you have scheduled."

b. Select the Schedule Button.

Enter Meeting Name (Topic)

Enter Date and Time

Select Schedule. You will be asked to sign into your Google account. Click Allow for ZOOM access is prompted.

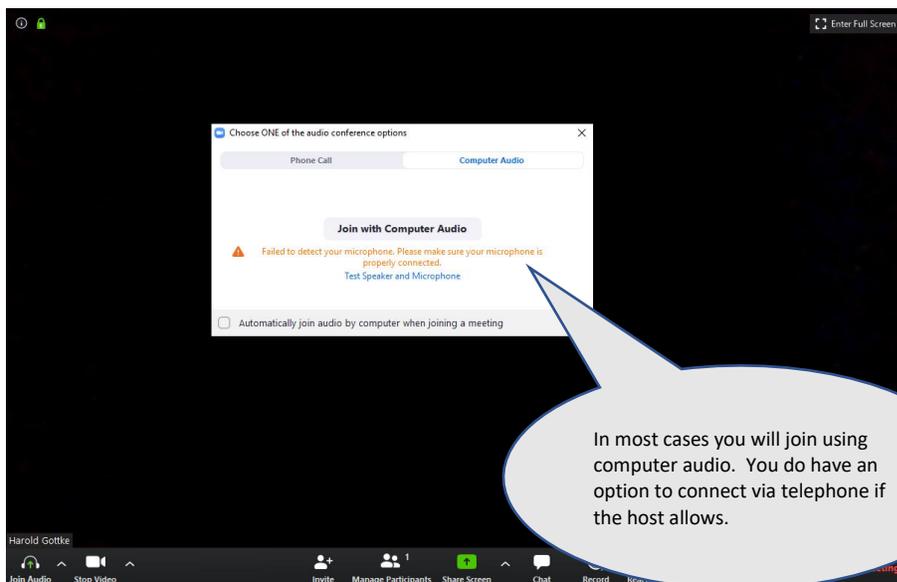
Add guests (participants) using students Google E-Mail addresses.

Options for recurring meetings

c. Select the SAVE button when complete. Your meeting will be added to your Google Calendar.

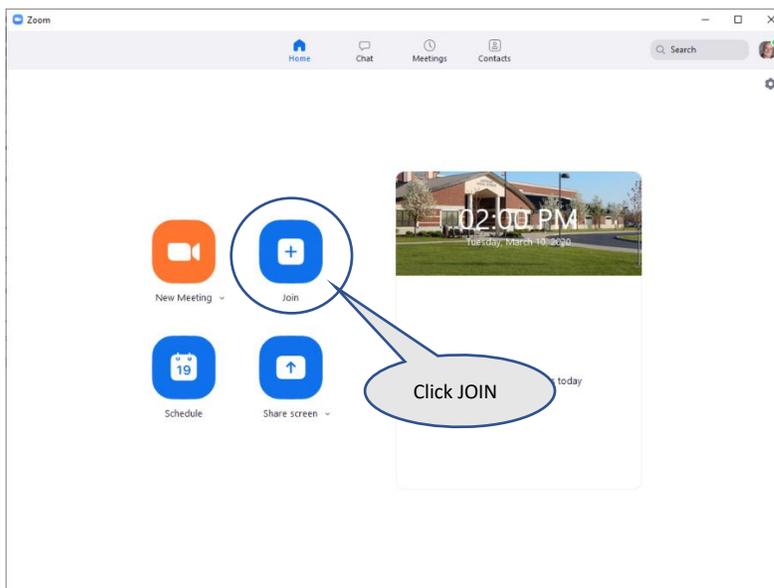
Click Send if you receive this dialog box

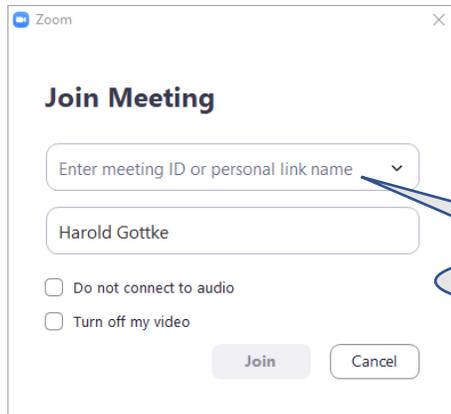
- d. Select the “NEW MEETING” (Instant Meeting without scheduling) You will have the option to use computer audio or a phone call. In almost all cases we will be using the computer audio.



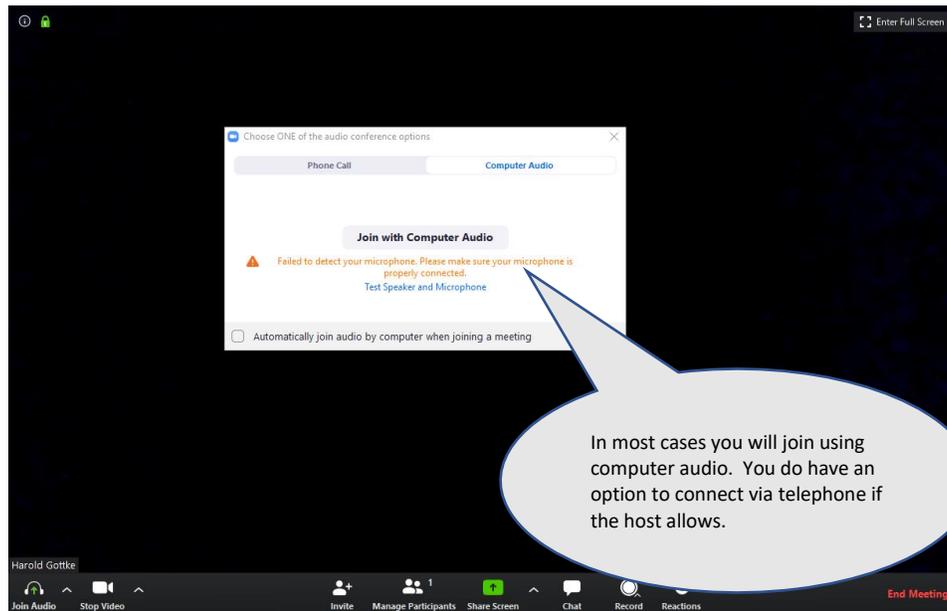
- e. By hosting your meeting by using NEW MEETING your will need to communicate to the attendees the connection information.

3. Joining a ZOOM meeting Using the APP





Enter your meeting information



In most cases you will join using computer audio. You do have an option to connect via telephone if the host allows.

4. Using the Features within ZOOM

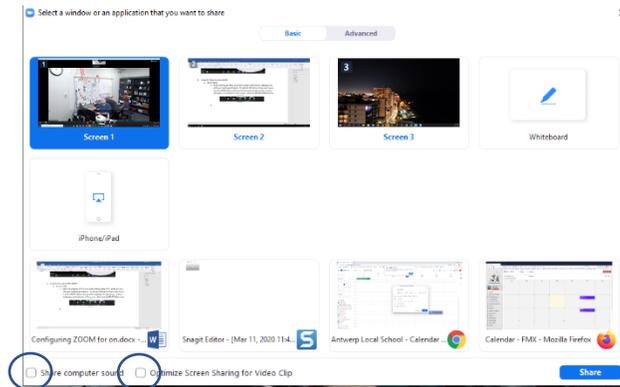
a. Screen Share

- i. Screen sharing can allow you to share video's, documents, webpages etc... with your meeting participants. To activate this feature hover your mouse over the ZOOM video conference that has been already started. A menu will appear on the bottom of the screen. Select the SHARE SCREEN button.



- ii. A window will appear with all of the screens you had open. (Hint: If you wanting to share something make sure it is open before trying to share it. Movies can be opened and queued to the starting point.)

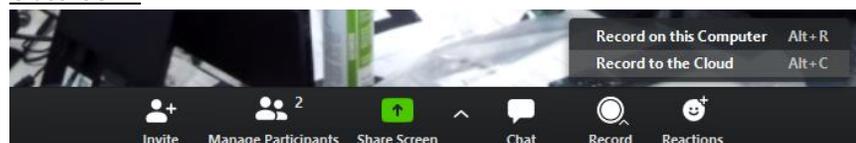
- iii. Select the screen / item that you wish to share. Make sure to put a checkbox in the SHARE COMPUTER SOUND and OPTIMIZE SCREEN SHARING FOR VIDEO CLIP. I select both for a video but feel free to play with these settings to achieve the desired results. Then select SHARE.



- iv. To stop sharing you will see a red STOP SHARING button at the top of your meeting window.
- b. Recording a session for students to view later.
- i. Select the RECORD button by hovering your mouse over the ZOOM video conference that you have already started. A menu will appear on the bottom of the screen. Select the RECORD button.



- ii. A menu will appear asking to “Record on this Computer” or “Record to the Cloud”. Saving your recording on your computer will allow you to save a video to your computer. If your wanting to share the video with your students, even if they didn’t attend your session, I would suggest saving to the Cloud. After your meeting is complete you will receive an email with a link to access your video. Email the link or post the link to your Google Classroom.



- iii.
- iv. You can stop and pause the recording by using the controls located at the top left portion of your ZOOM video conference window.

