Zoom for Remote Teaching at MLML

How to host a Remote Class at MLML using Zoom:

For a more comprehensive guide for using Zoom, follow this link.

For Zoom Security Best Practices & Recommendations, follow this link.

What you will need:

- **Laptop** - for hosting the Zoom meeting
  - Download the Zoom App
- **Mobile Phone** (to sign in to Duo)
- **Conference Phone** (optional to enhance audio if in a group)

The setup procedure is as follows:

1. **Download** the Zoom App
2. Go to https://sjsu.zoom.us/ and click the **Sign In** button

   Screen-Shot-2020-03-18-at-3.12.08-PM.png
3. Sign in and authenticate with Duo
4. Click **Schedule a Meeting** - fill in the information and choose the following options:

   Screen-Shot-2020-03-18-at-3.09.59-PM.png
   - Topic: Class # and Title
   - Fill in Date & Time of class

    - Select Recurring Meeting > Weekly
  - Registration Required: Unchecked
  - Require Meeting Password: Unchecked
  - Video: Off for both
  - Audio: Both
  - Meeting Options - Select the Following:
    - Enable join before host
    - Mute participants upon entry
    - Record Meeting Automatically - In the Cloud
  - Click the Save icon to save the settings.
5. Click the **Copy the invitation** link, the info will be copied to your clipboard and you can send it to your meeting attendees via email.

   Screen-Shot-2020-03-18-at-3.10.38-PM.png

   Screen-Shot-2020-03-18-at-2.16.49-PM.png

6. When you are ready to start the Zoom meeting:
   - Go to https://sjsu.zoom.us/, sign-in, and click **Meetings** on the left
   - Click the **Start Meeting** button to start the Zoom meeting

     Screen-Shot-2020-03-18-at-2.18.52-PM.png

   - Click **Open zoom.us** on the Pop-Up

     Screen-Shot-2020-03-18-at-3.32.45-PM.png

7. **Three Audio Options for Zoom:**
   - Join with **Computer** Audio: if you are alone in an isolated setting (i.e., office, home)
   - Join with **Mobile Phone**: if your computer audio is poor quality, call into the meeting with your mobile phone and use it as your mic - make sure to plug into power for long lectures
   - Join with **Conference Phone**: if you are in a room with a group of people so everyone in the room can speak through the phone & hear outside participants. (Make sure the phone is positioned centrally in the room)
8. (Optional) **If calling in with mobile/conference phone:** Select the Phone Call tab.

   Screen-Shot-2020-03-18-at-3.13.26-PM.png
   - Dial Zoom # (**1-646-876-9923**) or one of the numbers given under Phone Call tab (dial 7 first if calling out of MLML phone)
   - Enter **Meeting ID followed by #**
     - Can be found at top of Zoom Meeting browser or in the email Invite

    - Enter a participant ID followed by #, or press **#** only to skip

9. Select **Share Screen** when you’re ready to show your slides to your class
    - For more help on sharing screen, visit this link
10. (Optional) **Unmute** the Conference Phone or participants
    - Click **Participants** at bottom of Zoom Browser
    - Click the microphone icon next to the conference phone #
11. Be sure to review the Zoom Security Best Practices & Recommendations page.

Revision #29
Created 12 March 2020 22:18:34
Updated 5 July 2023 19:17:16