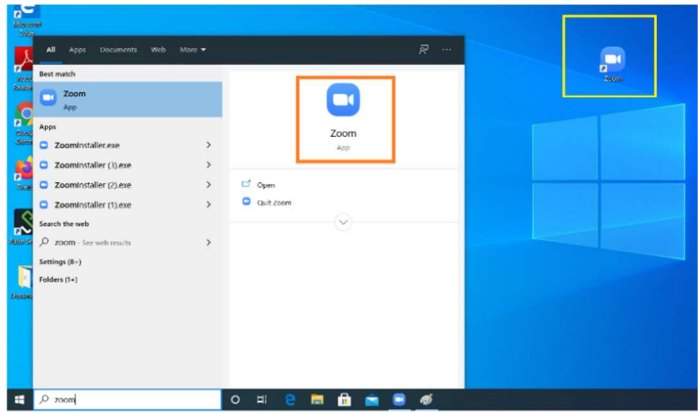


LAUNCHING THE ZOOM APP

Open the Zoom app
(via the 'Zoom' icon on the
desktop or Start Menu)



SIGNING INTO THE ZOOM APP

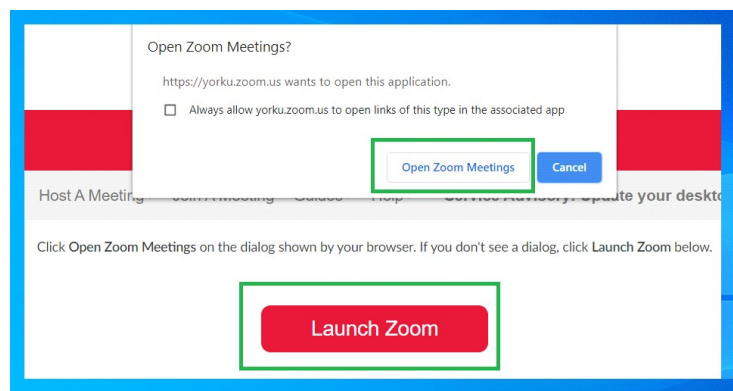
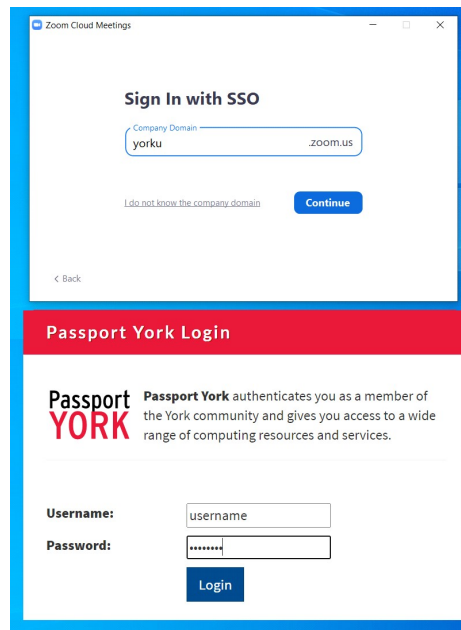
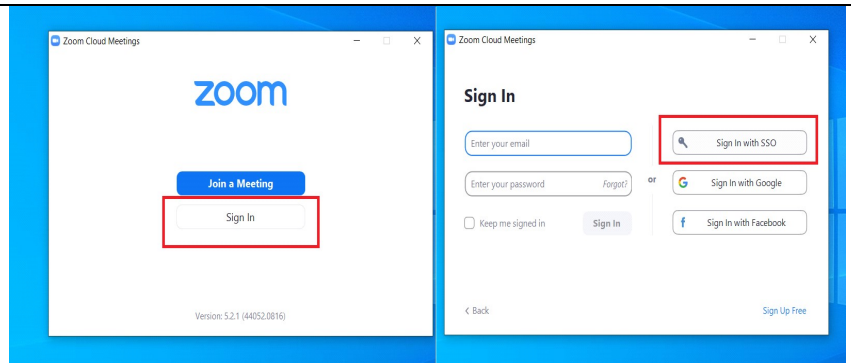
Click **Sign In**

Click **Sign In with SSO**

Enter **yorku** and press **Continue**
(a new browser window will
open)

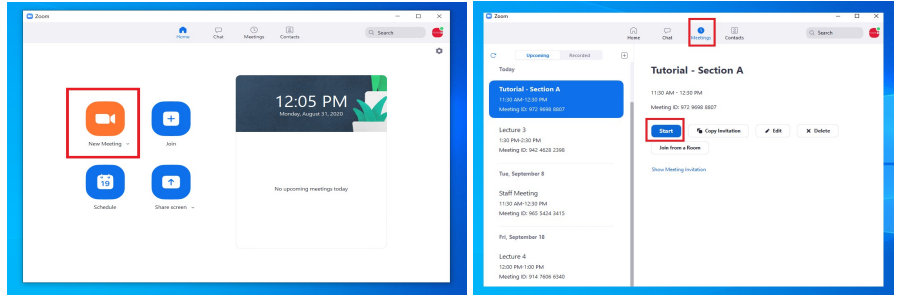
Enter your Passport York
credentials and click **Login**.

When prompted, **launch/open**
the Zoom application



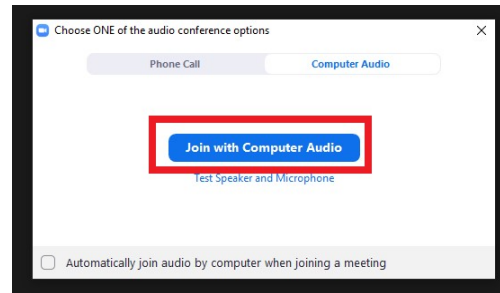
STARTING A NEW MEETING

Click on **New Meeting** to launch a new meeting room. To launch a previously scheduled meeting, click the **Meetings** tab at the top and select your meeting from the list on the left.

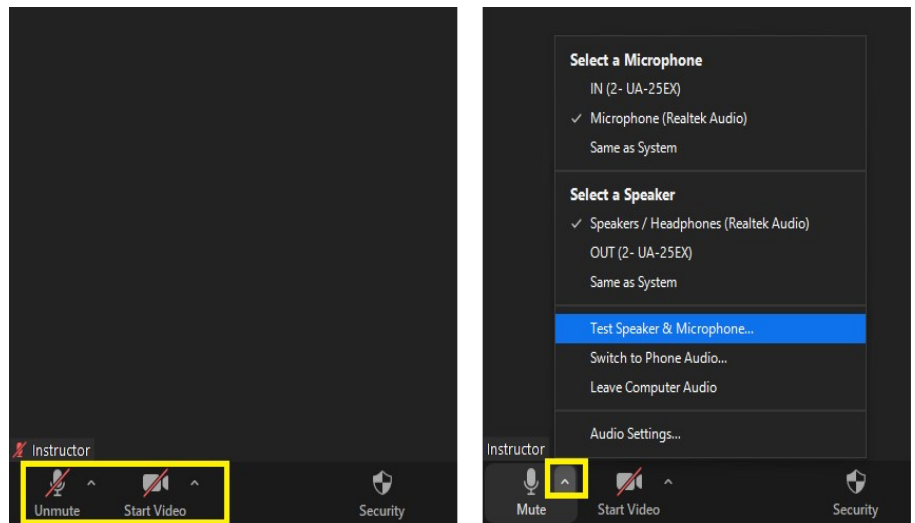


CONFIGURING AUDIO + VIDEO

If prompted, click **Join with Computer Audio** (it may join this way automatically).



In the bottom-left corner of the Zoom window, click on the **Unmute** and **Start Video** icons to enable your microphone and camera outputs, respectively. **Note: you are not required to use an actual camera.**

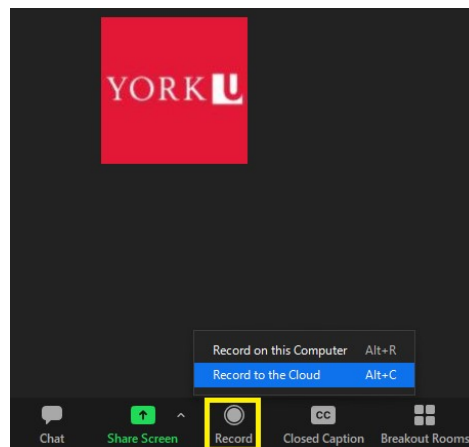


Click on the **upward arrow** beside the microphone icon and select **Test Speaker & Microphone** to ensure audio is properly configured.

STARTING A RECORDING

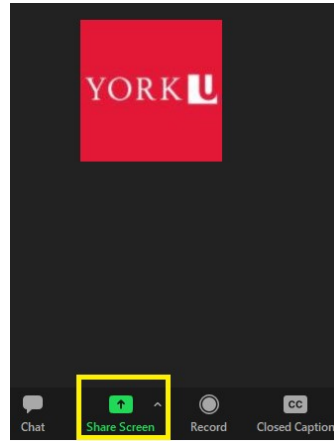
Click on **Record** and select the desired recording type.

Recording to the Cloud is generally preferred if the recording will be subsequently shared



SHARING YOUR COMPUTER SCREEN (for recording)

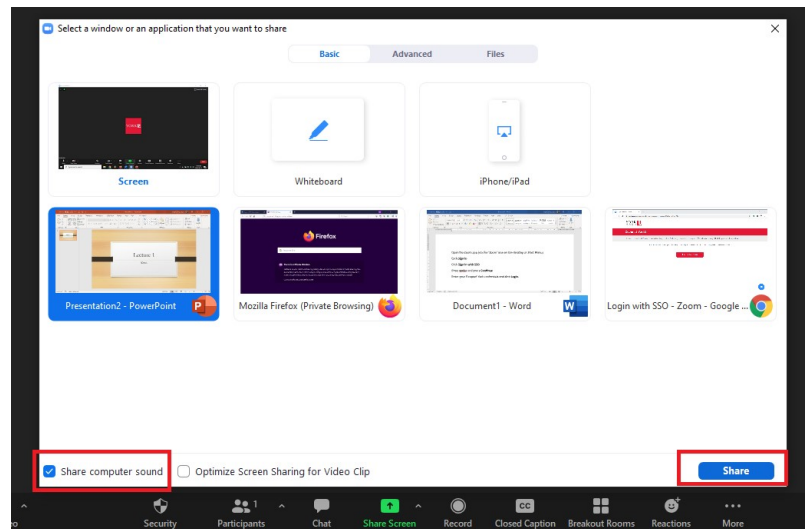
Click on the **Share Screen** icon



From the resultant pop-up window, **click on the content** window that you wish to share.

- Select **Screen** to share **ANY** and **ALL** content, as it is loaded onto your screen, or
- Select a **specific** window (i.e. Powerpoint) to share only that **specific** screen.
- For video content, ensure that the **Share Computer Sound** box is checked.

Once the desired content has been selected, click **Share**.



From the screen sharing toolbar at the top of the screen, click on **New Share** to select new content to share or **Stop Share** to stop sharing your screen.

