

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](#).

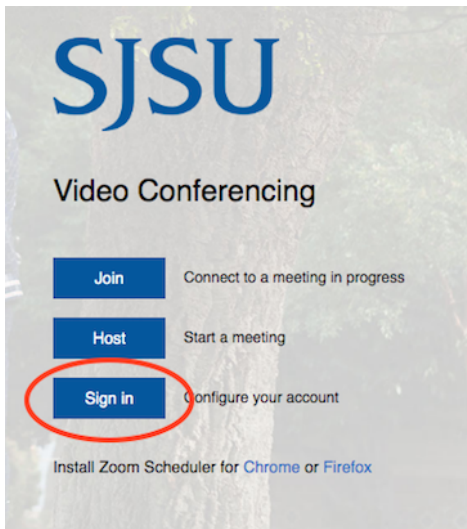
What you will need:

- **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:

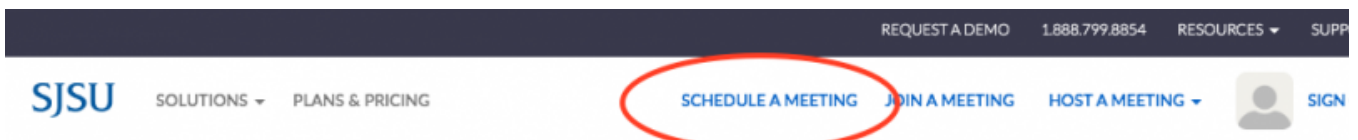
1. **Download** the [Zoom App](#)

2. Go to <https://sjsu.zoom.us/> and click the **Sign In** button



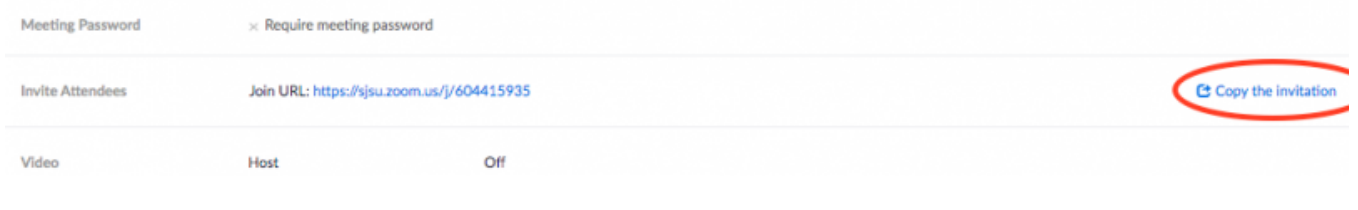
3. Sign in and authenticate with Duo

4. Click **Schedule a Meeting** - fill in the information and choose the following options:



- 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.



Copy Meeting Invitation

Meeting Invitation

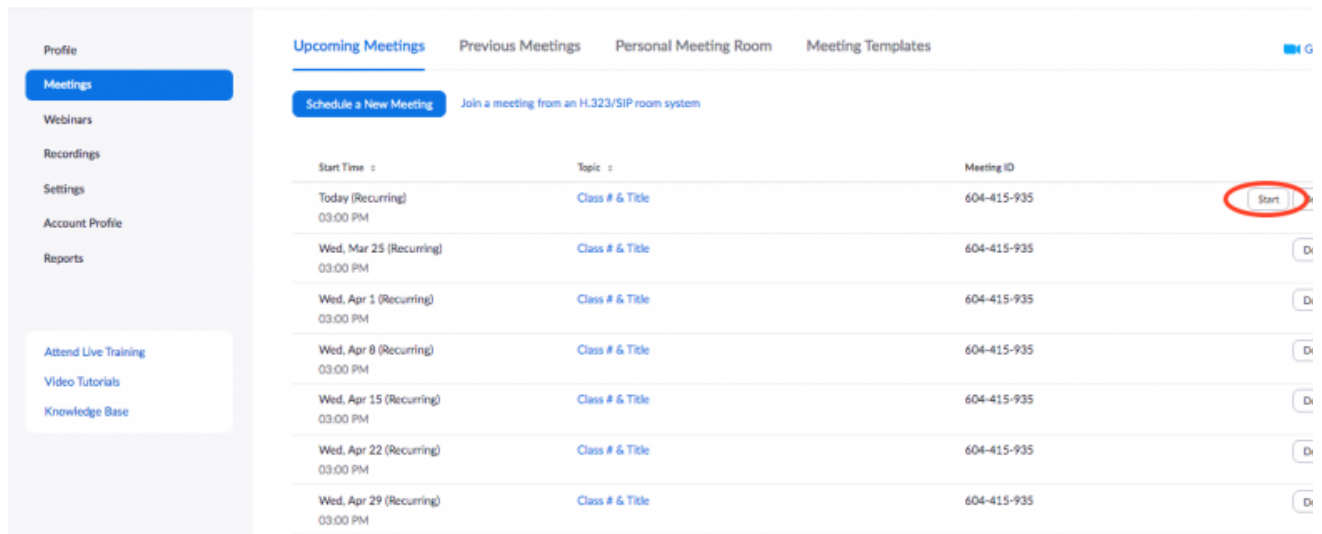
Hi there,

is inviting you to a scheduled Zoom meeting.

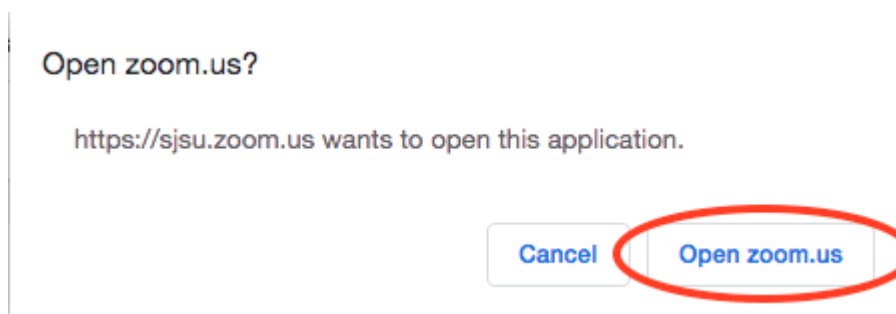
Topic: Class # & Title
Time: Mar 18, 2020 03:00 PM Pacific Time (US and Canada)
Every week on Wed, until Apr 29, 2020, 7 occurrence(s)
Mar 18, 2020 03:00 PM
Mar 25, 2020 03:00 PM
Apr 1, 2020 03:00 PM
Apr 8, 2020 03:00 PM
Apr 15, 2020 03:00 PM

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



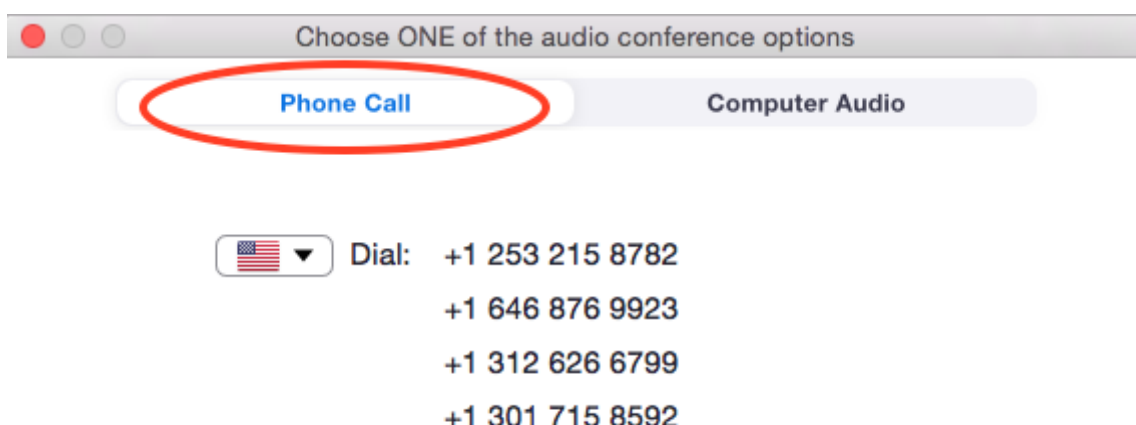
- Click **Open zoom.us** on the Pop-Up



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.



- 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.

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