

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.
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