

# ZOOM

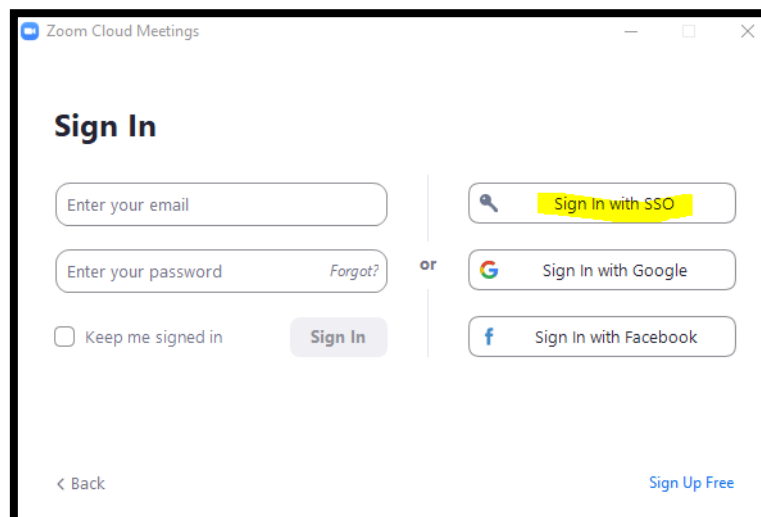
## Quick Start Guide

### 1.1 Configure IE zoom account

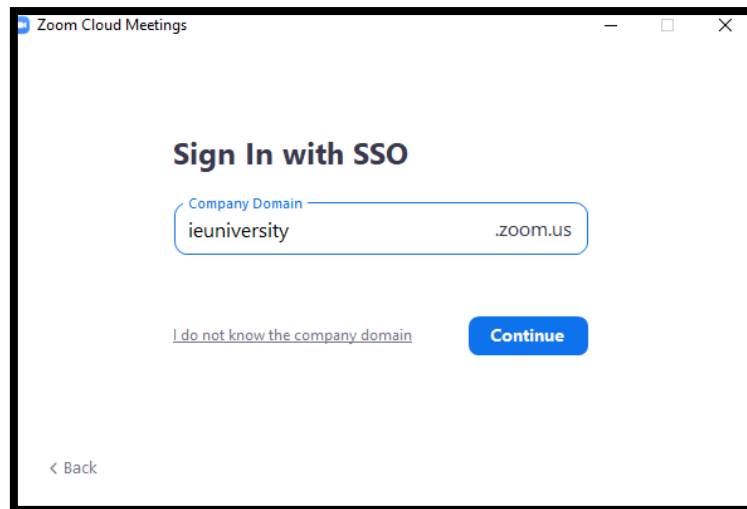
1. Go to <https://ieuniversity.zoom.us/>
2. Click sign in to configure your account
3. The IE university login screen will appear. Enter you IE student login and password (@student.ie.edu)
4. Your account is configured. Confirm that you see your name and email address on the Zoom profile page.

### 1.2 Install App

1. Go to <https://ieuniversity.zoom.us/download> and download Zoom Client for Meetings
2. Install and launch the application
3. Click sign in
4. Select sing in with SSO



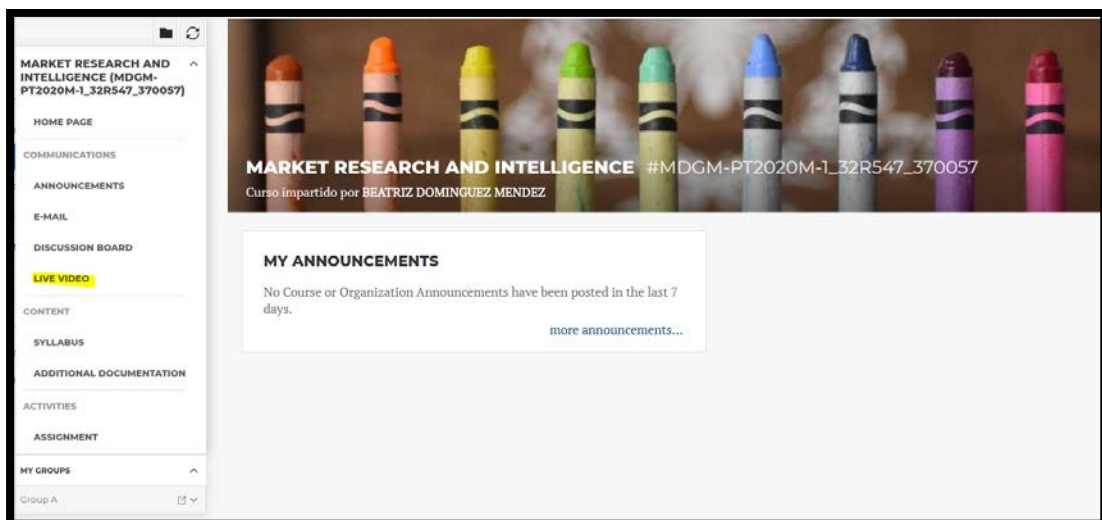
5. Enter : ieuniversity and click continue



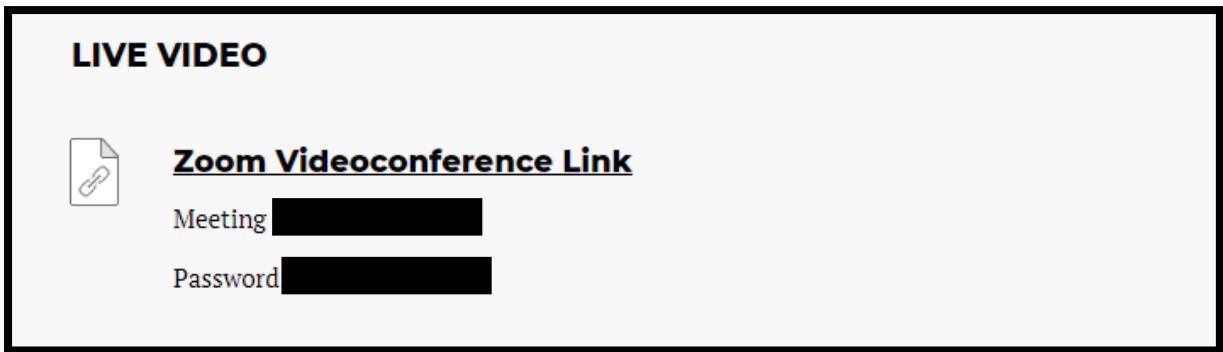
6. A web browser will launch and check your IE credentials.  
If prompted by your browser, select “Always open these types of links in the associated app” and the click Open Zoon Meetings.
7. Your zoom application should now launch and open.

### 1.3 Join a class

1. Go to: campus.ie.edu
2. Go to your selected course
3. Go to Live video tab



4. Click on the Zoom Video Conference Link. Here you can also find the meeting ID and Password. For security purposes we ask you no to share this information with anyone.



**Trouble logging in:** Make sure you log in with your IE credential for every class. If you are experiencing issues, please open a private window on your browser and then log in.

## Meeting guide

### 2.1 Meeting controls

- Mute / Unmute: Mute and unmute your microphone : Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- o Windows: Alt + A
- o Mac: Shift + Command + A
- Start Video / Stop Video: Turns your camera on or off. Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
- Participants: See who's currently in the meeting.
- Chat with participants: Access the chat window to chat with the participants.
- Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share
- Leave meeting: Leave the meeting while it continues for the other participants



### 2.2 Share content:

While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- Whiteboard
- Audio from your speaker
- Content from a second camera

- iPhone/iPad screen

### Sharing your screen or content:

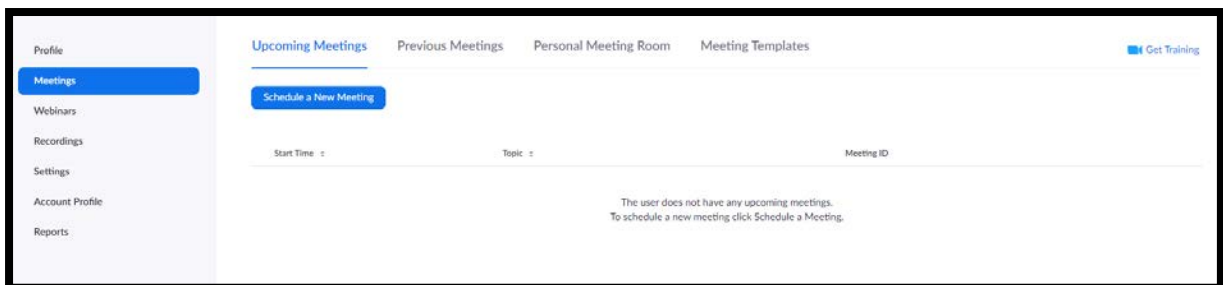
1. Click the Share Screen button located in your meeting controls
2. Select one of the options to share:
  - a. Basic : Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen
  - b. Advanced: a portion of screen, Music or sound only, content from 2<sup>nd</sup> camera and files.
3. (Optional) Enable these features:
  - a. Share computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
  - b. Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
4. Click Share
  - a. When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

Video tutorial : <https://youtu.be/YA6SGQIVmcA>

### 2.3 Group meetings:

With your IE Zoom account, you will be able to schedule work group meetings with your classmates.

1. Sign in to your zoom portal
2. Click meetings
3. Select Schedule a New Meeting



4. Enter all the details
5. Joining options: Please not that only authenticated IE University users will be able to join this meeting.
6. Click Save
7. Copy Invitation and share with your peers.