

Zoom Tutorial

1. Using Zoom to deliver and record lectures and hold office hours (up to 300 participants). You will need a computer with a webcam. Classroom computers do not have webcams
 - a. These instructions may differ slightly whether you are using a Mac or Windows, or if you are using the zoom in a browser or on the app. Which ever it is, the commands and buttons should be the same, however you may have to search your screen to find them.
 - b. It is HIGHLY recommended that you have your powerpoint and any other materials opened on your computer before you begin a Zoom session so they are easy to find as you go

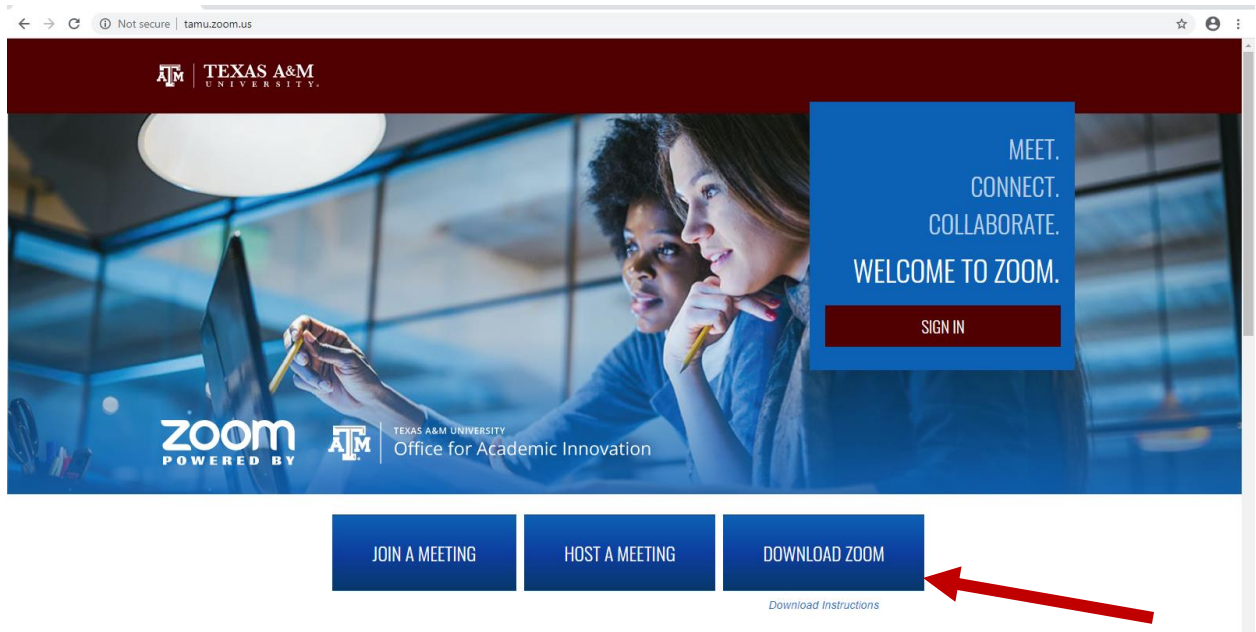
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Below are specific instructions starting from downloading Zoom to interacting with your class, and other features of Zoom you may need to interact with students. The flow for Zoom for any given class time is:

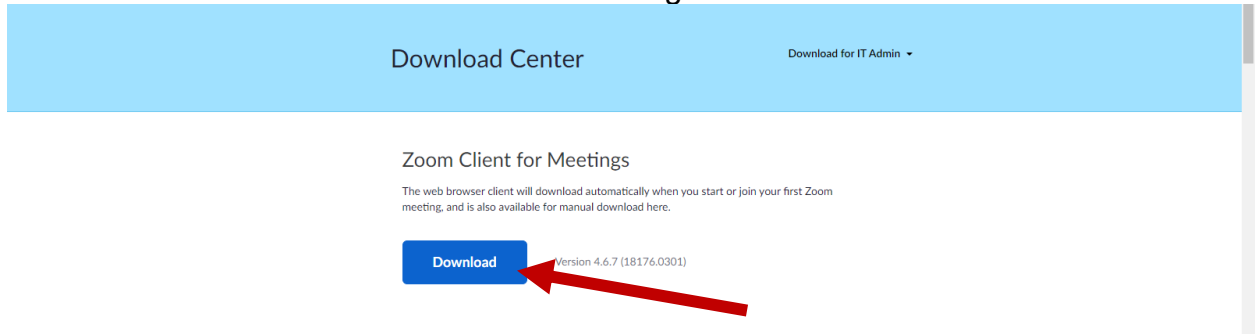
1. Start a meeting
2. Turn on your video
3. Start interacting with your students
4. You can share your screen to show a powerpoint presentation or just keep the video on you, and switch back and forth as needed.
5. End the meeting.
6. Upload the recording to your Google Drive for your students.

Read below for step-by-step instructions for each of these and other features you may want to use.

- a. **Log into Zoom** at <https://tamu.zoom.us> with your TAMU ID. Your profile will show up on the screen. Faculty and students may need to download the zoom app to computer (do after logging into zoom).



You want to download “Zoom Client for Meetings”



Once the installer downloads, double-click it to run it

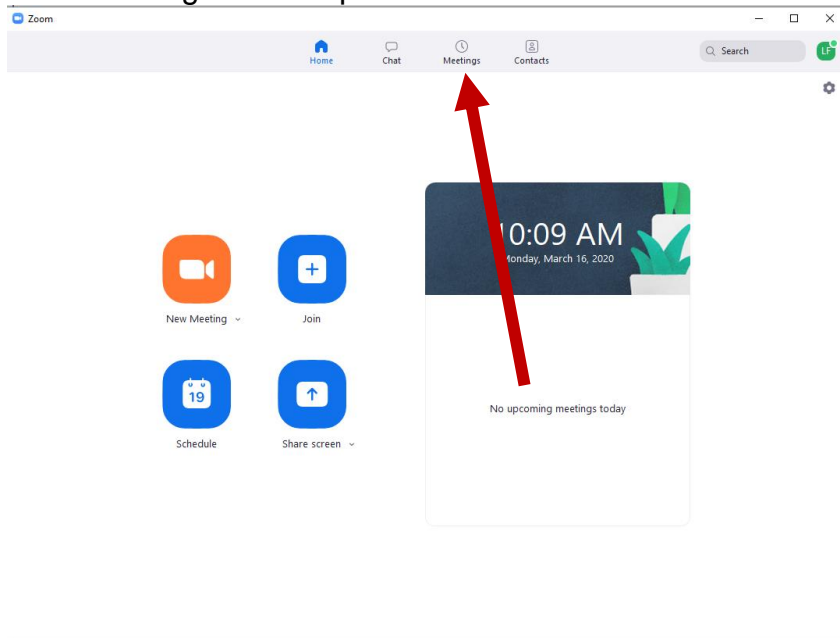
It will give a pop –up screen to login. Choose “Sign in”, then “Sign In with SSO” on the right. For the domain type “tamU” and then hit Open Zoom.

You will then log in with your NetID and Password.

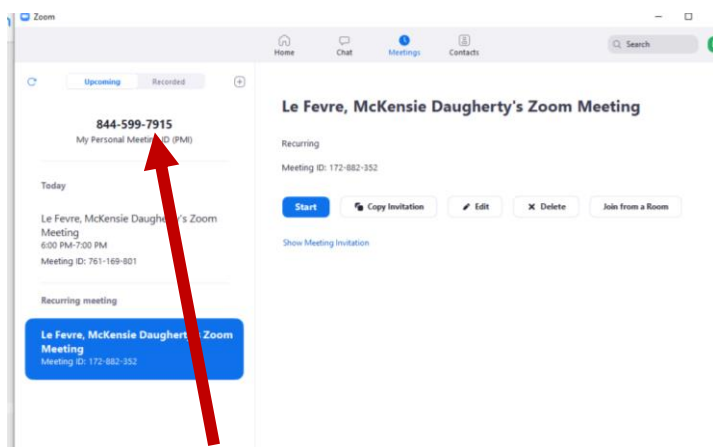
This will pop up with your zoom app now installed shown here:

FOR OFFICE HOURS OR 1-on-1 MEETINGS

You will want to use your Personal Meeting.
Click Meetings tab at top



Here your personal meeting ID is at the top left. This is the meeting ID you will send to your students to join your office hours. Once you click on the Meeting ID (the arrow below) you can click START meeting. So if your office hours are 1-2pm. Log on at 1:55, hit meetings, Click your meeting ID and click Start. Your students will join in at their convenience.



Note: You can move students who join in on a meeting to a breakout room, under the MORE tab on the bottom toolbar. This is recommended for students who want to discuss grades and need to talk to you privately. You can enter the room with them when you are ready to talk to them by clicking the MORE tab on the bottom toolbar. I

suggest in your explanation email you mention that when they join office hours they may be placed in a waiting room automatically and they need to be patient.