

ZOOM

How to get a Zoom account

1. Login link: ccny.zoom.us
2. Click on **Sign in: Configure your account**
3. Enter **CCNY Email Credentials***
 - a. jdoe@ccny.cuny.edu or jdoe000@citymail.cuny.edu

*If you do not know your CCNY email credentials

1. Link: reset.ccny.cuny.edu
2. Select either **Faculty/Staff or Student**
3. Select **Option A**

Setting up Zoom Profile

Once in Zoom, click on the **Profile tab** on the left hand side, from here you can make any updates and changes to your profile.

- a. **Department, Job Title and Account Number** are populated you will not be able to change, this information.
- b. **The Personal Meeting ID** - is the number users will need to join a meeting. We would suggest to change that to your CCNY work phone number (i.e. 212-650-####)

How to schedule a meeting?

1. Once logged in, you will start in the **Profile** tab. To Schedule a meeting click the **Schedule a Meeting** on the top right of the page.
2. From the **Schedule Meeting** page, you are able to:
 - a. Name the Meeting
 - b. Add a description about the meeting
 - c. Schedule the date and time
 - d. Set the **duration of the meeting, time zone, and an option to make the meeting a recurring meeting**
 - e. **Video and Audio** options for the Host and Participant(s)
 - f. Meeting options
 - g. You may also invite a participant to be a **Guest Host**.
 - i. *** Please note: if you use this option, it will give the guest host the same full control options and the Primary Host***
3. Click **Save**

How to Share Files?

1. Click on the **Settings** tab to modify your options
2. Within the **Settings** page, click the **In Meeting (Basic)** option. Scroll down to the **File Transfer** option and toggle to turn on the feature. *** You may also click Only Allow Specified file types***

Enabling Breakout Room

Breakout room is a way you can split up students into groups for projects/ interactive learning within the Zoom Meeting

1. In the **Settings** page,
2. Click on the In **Meeting (Advanced)** option. **Breakout Room** is the first option under the **Meeting (Advanced)** section of the page. Toggle to turn on the feature. *** You may check the **Allow host to assign participants to breakout room when scheduling**, if you already have pre-picked groups of students to work with. You may set up the groups when creating/ scheduling the Meeting in the "Scheduling Meeting" page. ***Please Note: You cannot have Breakout Room and Remote Support enabled at the same time. ***

Accessing Recorded Meeting via Cloud

1. Click the **Recordings** tab on the left hand side
2. Once in the **Recordings** page you will find a list of recorded meeting
 - a. You have the option to **Share** the recorded meeting(s) by copying the link provided to you and also modify permission of who can view/ download the recorded meeting(s).
 - b. If you click on the **More** option, you have the choice to either **Download** or **Delete** the recorded meeting.

Joining a Meeting

1. Once you login to Zoom
2. Click Join a **Meeting** on the top right
3. Enter the **Meeting ID**, the meeting ID will be provided when the host sends you the invitation link from Zoom
4. Click **Join**
5. The Launch Application will open up double click on **Zoom Meetings**
6. **The application will open up**
7. The option of joining via **Phone Call** or **Audio Computer** will be available
 - a. **Phone Call**
 - i. Dial one of the numbers provided, it will prompt you to enter the meeting ID and the participant ID. Click **Done**
 - b. **Computer Audio**
 - i. Click join with Computer Audio, make sure your mic is on and the volume is up