

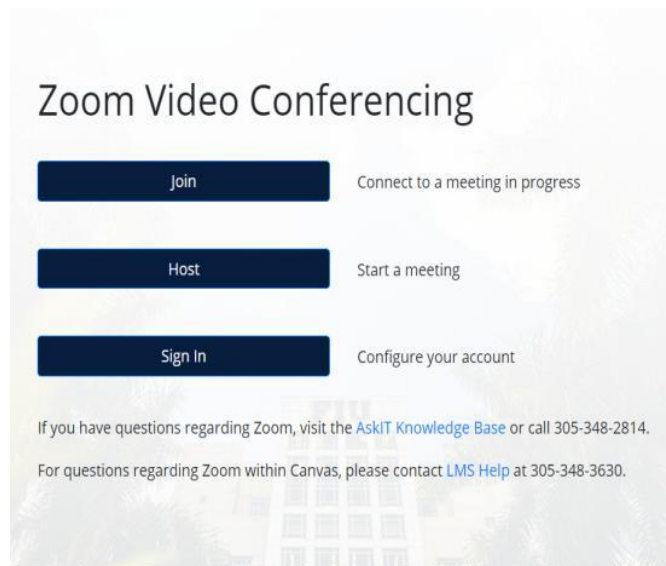
How to setup a meeting outside of CanvasMed with Zoom?

There are two ways you can access Zoom

1. FIU.ZOOM.US
2. Zoom Application

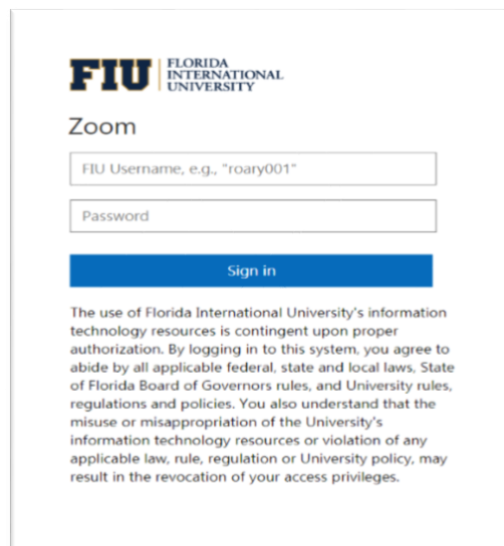
fiu.zoom.us

Click on the link above. Once clicked, you should see this screen shot.



Click on the Sign In icon.

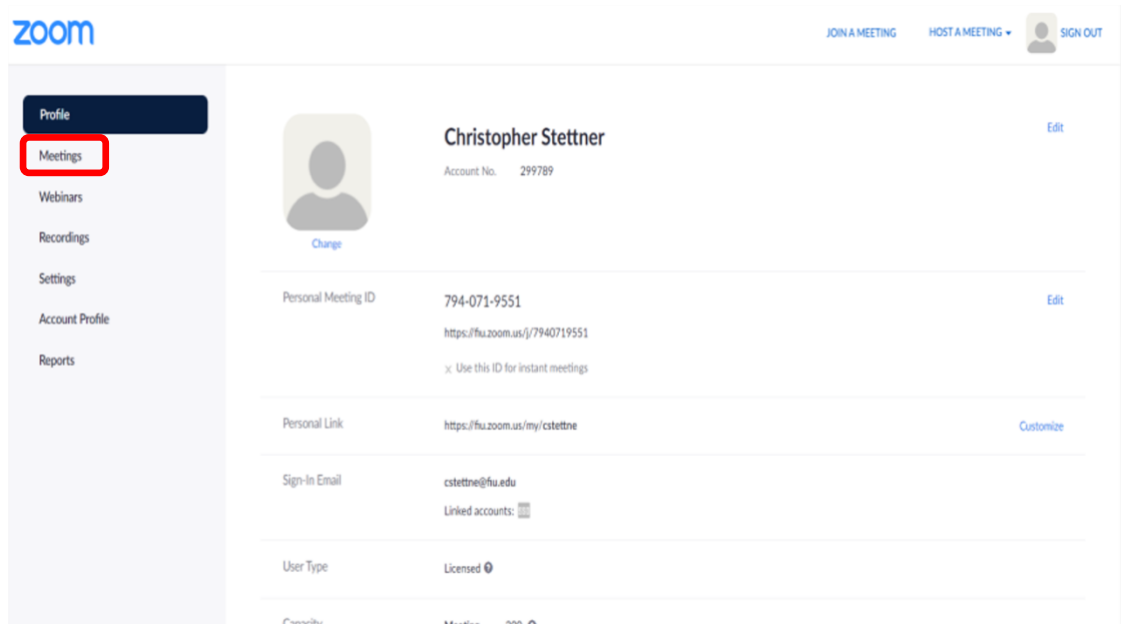
Login icon

The image shows the FIU Zoom login screen. At the top, there is the FIU logo (Florida International University). Below the logo, the word "Zoom" is displayed. There are two input fields: "FIU Username, e.g., 'roary001'" and "Password". Below these fields is a blue button with the text "Sign in". At the bottom, there is a paragraph of text: "The use of Florida International University's information technology resources is contingent upon proper authorization. By logging in to this system, you agree to abide by all applicable federal, state and local laws, State of Florida Board of Governors rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University's information technology resources or violation of any applicable law, rule, regulation or University policy, may result in the revocation of your access privileges."

You will then be redirected to the FIU login screen. Enter your credentials.

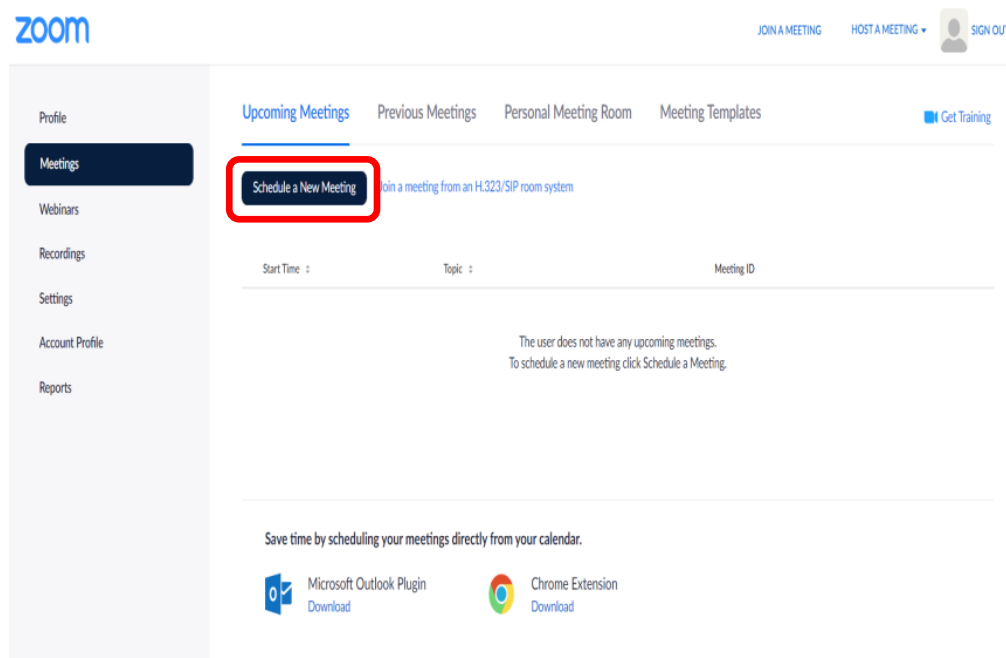
How to setup a meeting outside of CanvasMed with Zoom?

Zoom Profile



After logging in, you'll see your zoom profile. Click on “Meetings” on the far-left column.

Meetings



Click on “Schedule a New Meetings”


How to setup a meeting outside of CanvasMed with Zoom?

Creating a Meeting

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>

When	<input type="text" value="03/13/2020"/>  <input type="text" value="3:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting


Registration	<input type="checkbox"/> Required
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Meeting ID	<input type="radio"/> Generate Automatically <input checked="" type="radio"/> Personal Meeting ID 449-419-1573
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Meeting Password	<input type="checkbox"/> Require meeting password
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Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from United States of America Edit

Meeting Options	<input type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Only authenticated users can join
	<input checked="" type="checkbox"/> Record the meeting automatically on the local computer

Alternative Hosts	<input type="text" value="Example: mary@company.com, peter@school.edu"/>
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- Complete the form and check off all the fields according to your needs and click save.

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Confirmation page

[My Meetings](#) > Manage "My Meeting"

[Start this Meeting](#)

Topic	My Meeting	
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Time	Mar 13, 2020 02:00 PM Eastern Time (US and Canada)	
Add to	Google Calendar	Outlook Calendar (.ics) Yahoo Calendar

Meeting ID	856-446-319	
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Meeting Password	× Require meeting password	
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Invite Attendees	Join URL: https://fu.zoom.us/j/856446319	Copy the invitation
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Video	Host	Off
	Participant	Off

Audio	Telephone and Computer Audio	
	Dial from United States of America	

Meeting Options	<div>✓ Enable join before host</div> <div>✓ Mute participants upon entry </div> <div>✓ Enable waiting room</div> <div>× Only authenticated users can join</div> <div>✓ Record the meeting automatically on the local computer</div>	
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[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

After clicking save, you'll be sent to the following confirmation page. This page will display everything you have requested for your meeting.

Also, an email will be sent to you and the participants with the meeting link, day and time.

Congratulation you have created your Zoom meeting!

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Your Meeting Day!

The screenshot shows the Zoom 'Upcoming Meetings' page. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. Below these is a 'Schedule a New Meeting' button and a link to 'Join a meeting from an H.323/SIP room system'. A table lists upcoming meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. The first meeting is 'My Meeting' starting 'Today' at '02:00 PM' with Meeting ID '856-446-319'. To the right of the meeting ID are 'Start' and 'Delete' buttons. The 'Start' button is highlighted with a red box.

Login to your Zoom account. Click on the meeting icon on the left column. Locate your meeting and click start.

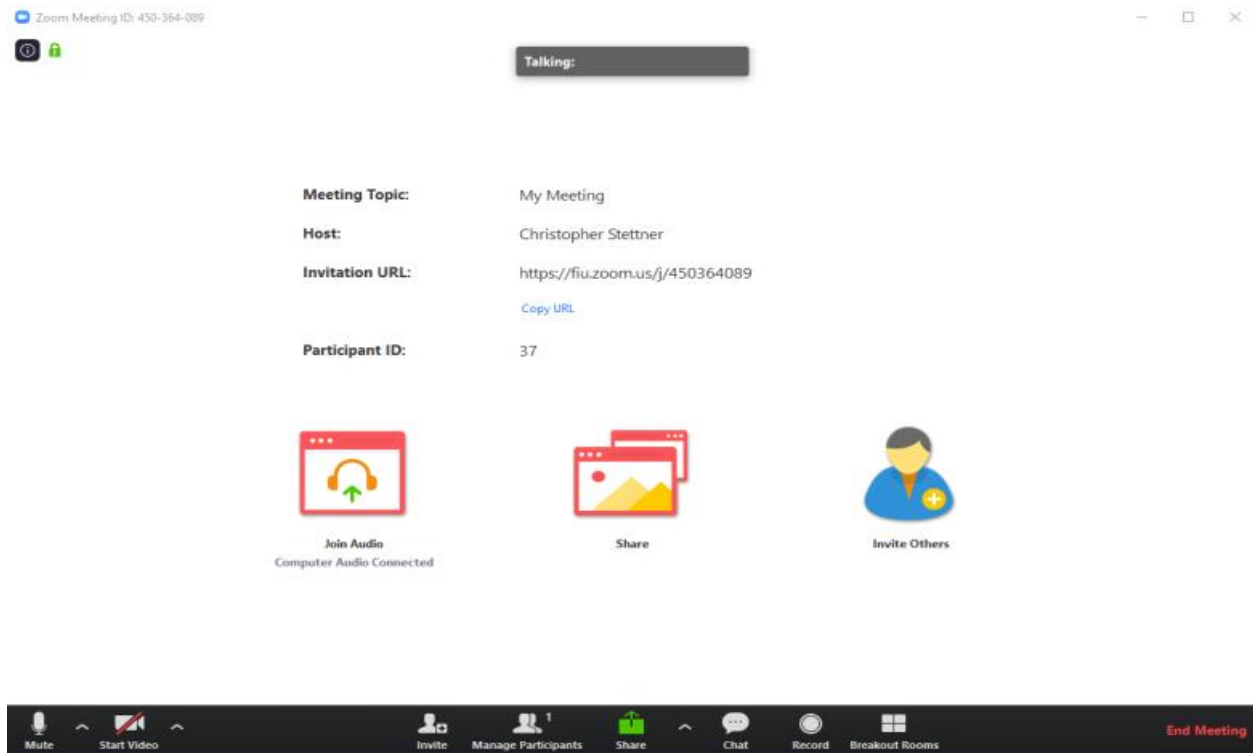
After clicking start

The screenshot shows the Zoom meeting interface. At the top, it says 'Zoom Participant ID: 37 Meeting ID: 450-364-089'. Below this is a 'Talking:' bar. The main area displays meeting details: 'Meeting Topic: My Meeting', 'Host: Christopher Stettner', and 'Invitation URL: https://ffu.zoom.us/j/450364089'. A 'Copy URL' link is also present. A 'Participants' list is on the left. A pop-up window titled 'Choose ONE of the audio conference options' is displayed in the center. It has two tabs: 'Phone Call' and 'Computer Audio'. Under 'Computer Audio', there is a blue button that says 'Join with Computer Audio' and a link to 'Test speaker and microphone'. At the bottom of the pop-up, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting'. The bottom of the screen shows a toolbar with icons for 'Join Audio', 'Start Video', 'Invite', 'Manage Participants', 'Share', 'Chat', 'Record', 'Breakout Rooms', and 'End Meeting'.

You'll see a loading screen with a pop-up screen. At this point you can test your equipment or go right into the meeting.

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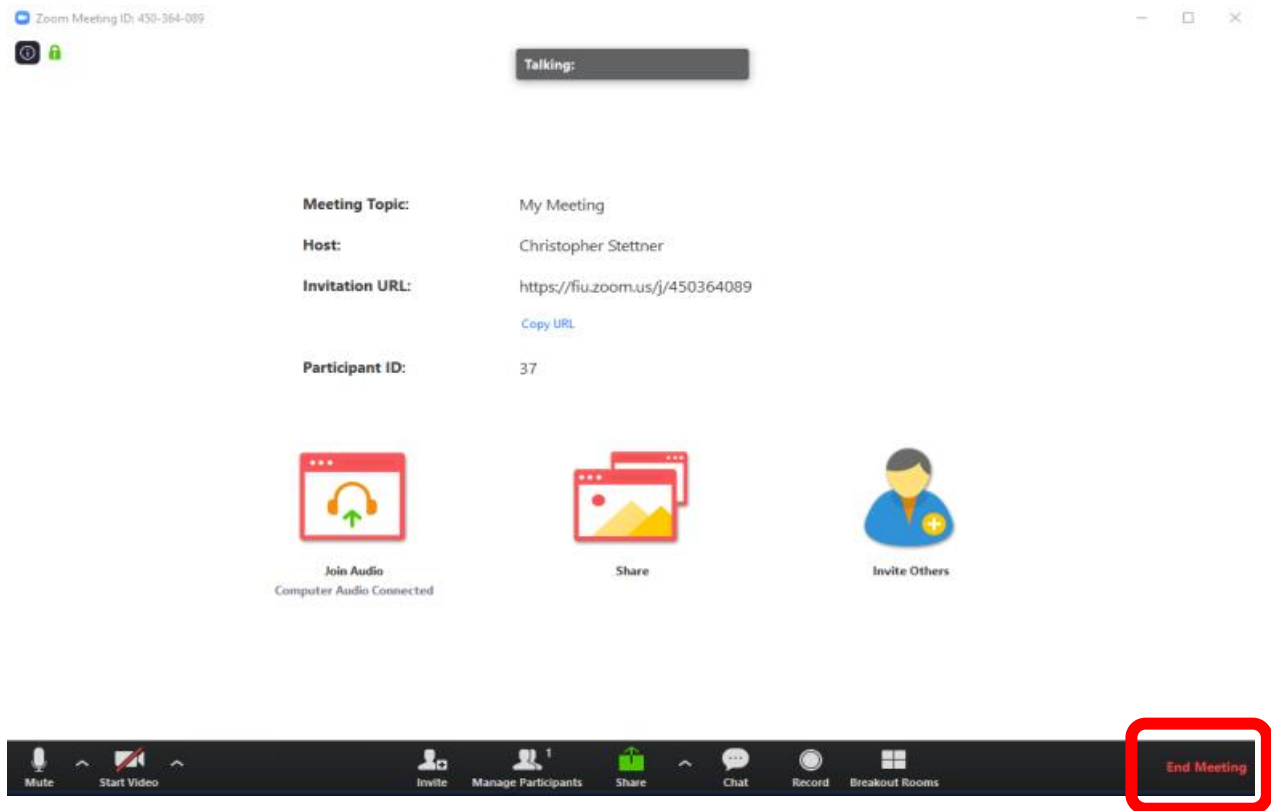
Meeting screen changes



At this screen, you can choose what you would like to display (if needed). Also, you can activate your webcam (if you didn't request it when filling out the form) by clicking the video icon or change your audio options.

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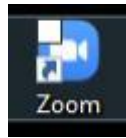
Ending your Zoom meeting



Once your successful meeting has come to an end, simply hit the “End Meeting”

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Zoom App



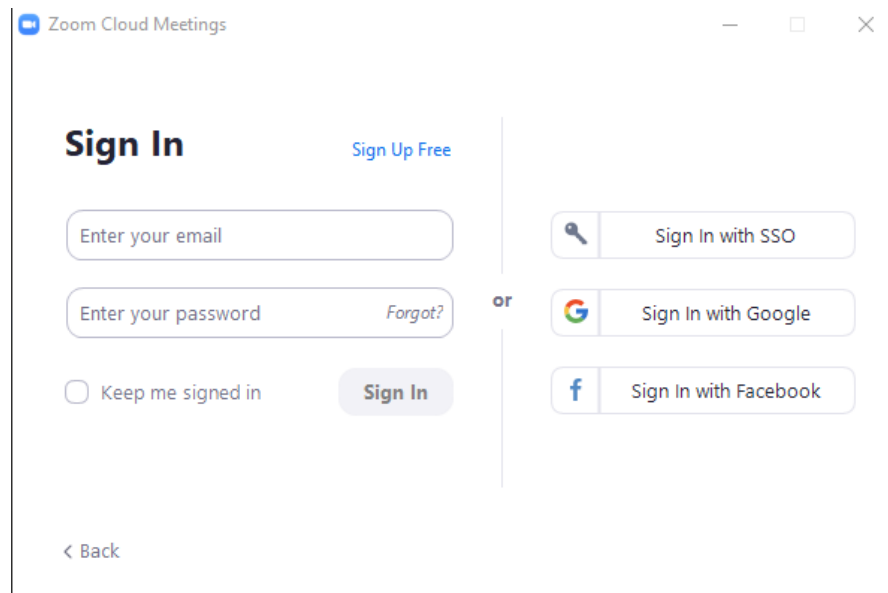
If you have the Zoom app, double click and you should see for following screen below:



Here you will have the options to either “Join a Meeting” or “Sign In.” If you are invited to a meeting, click “Join a Meeting.” If you are hosting, click “Sign in.”

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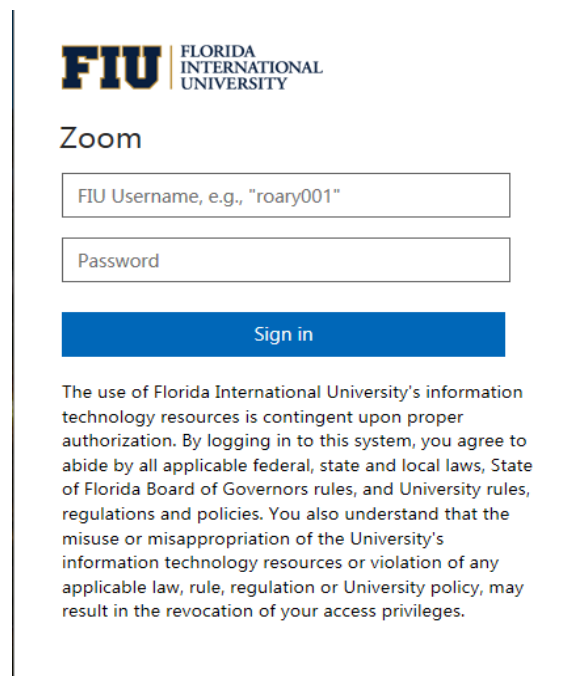
Sign in



The image shows the Zoom Cloud Meetings sign-in interface. At the top left is the Zoom logo and 'Zoom Cloud Meetings' text. On the right are window control icons. The main heading is 'Sign In' in bold, with a 'Sign Up Free' link to its right. Below this are two input fields: 'Enter your email' and 'Enter your password'. The password field has a 'Forgot?' link to its right. Below the email field is a checkbox labeled 'Keep me signed in'. To the right of the password field is a vertical line with the word 'or' in the middle. To the right of this line are three buttons: 'Sign In with SSO' (with a key icon), 'Sign In with Google' (with the Google logo), and 'Sign In with Facebook' (with the Facebook logo). At the bottom left is a '< Back' link. A 'Sign In' button is located to the right of the 'Keep me signed in' checkbox.

If you are hosting, click sign in. Type in your FIU credentials.

Redirection site



The image shows the FIU Zoom login page. At the top left is the FIU logo (Florida International University). Below the logo is the heading 'Zoom'. There are two input fields: 'FIU Username, e.g., "roary001"' and 'Password'. Below these fields is a blue 'Sign in' button. At the bottom of the page is a paragraph of text: 'The use of Florida International University's information technology resources is contingent upon proper authorization. By logging in to this system, you agree to abide by all applicable federal, state and local laws, State of Florida Board of Governors rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University's information technology resources or violation of any applicable law, rule, regulation or University policy, may result in the revocation of your access privileges.'

Type in your credentials one last time.

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For more in-depth training

FIU and HWCUM has available more in-depth training on the Zoom platform available from LinkedIn Learning. Please find the link below to be taken to the playlist.

<https://www.linkedin.com/learning/learning-zoom/>