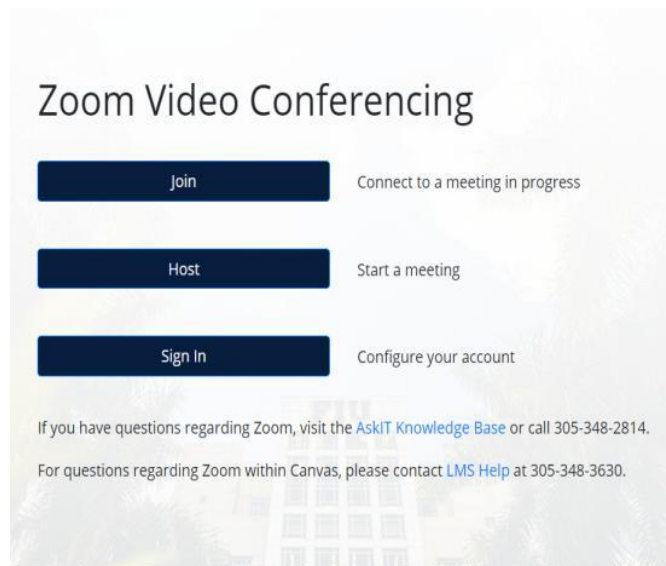# How to setup a meeting outside of CanvasMed with Zoom?

## There are two ways you can access Zoom

1. FIU.ZOOM.US
2. Zoom Application
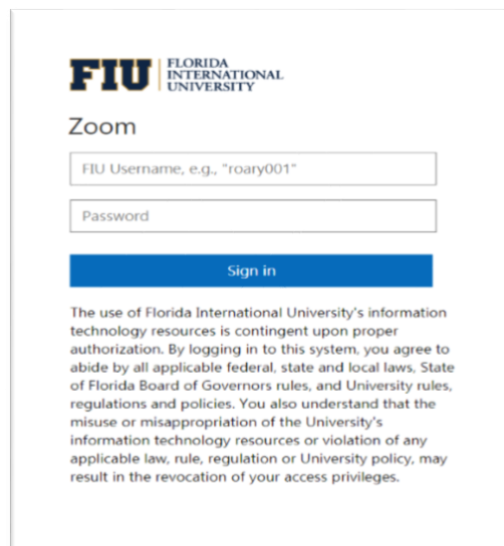
## fiu.zoom.us

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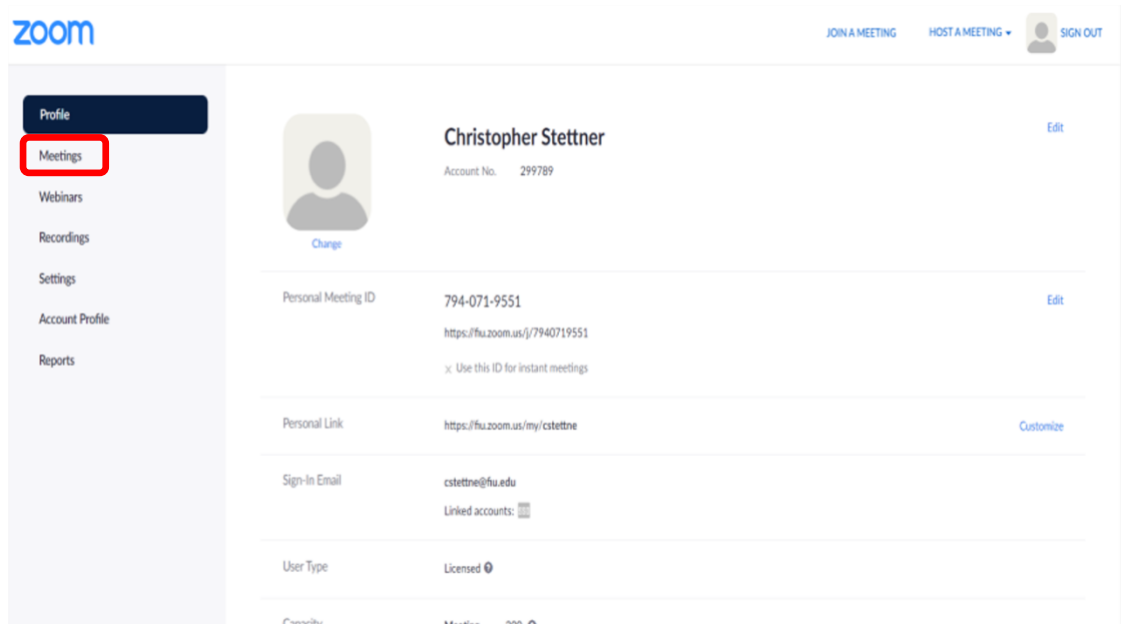


Click on the Sign In icon.

## Login icon



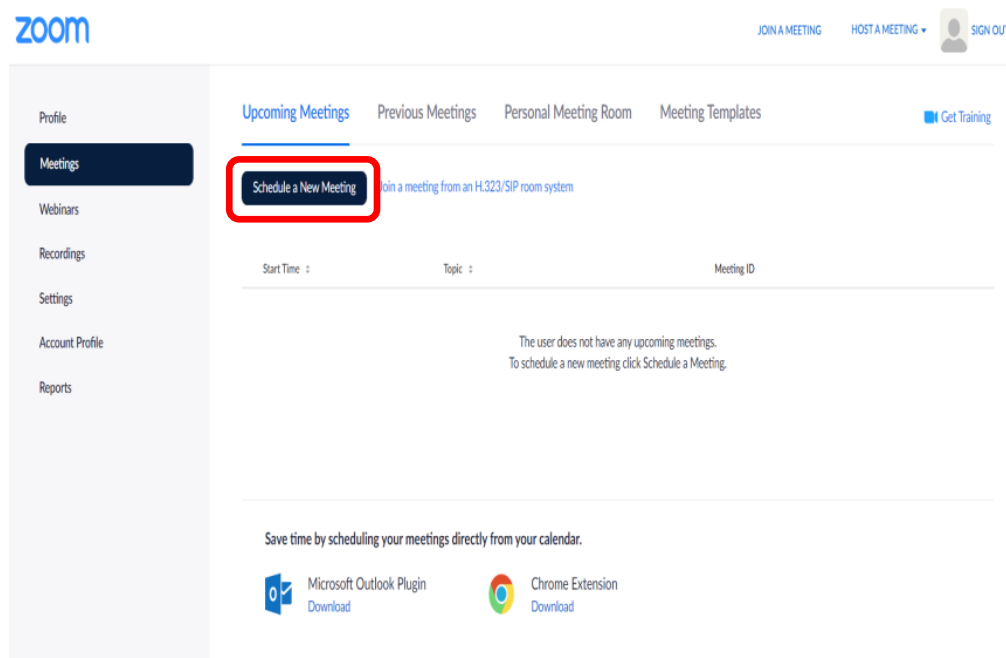You will then be redirected to the FIU login screen. Enter your credentials.

# 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



- Complete the form and check off all the fields according to your needs and click save.

# How to setup a meeting outside of CanvasMed with Zoom?

## Confirmation page



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!

# How to setup a meeting outside of CanvasMed with Zoom?

## Your Meeting Day!



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

## After clicking start



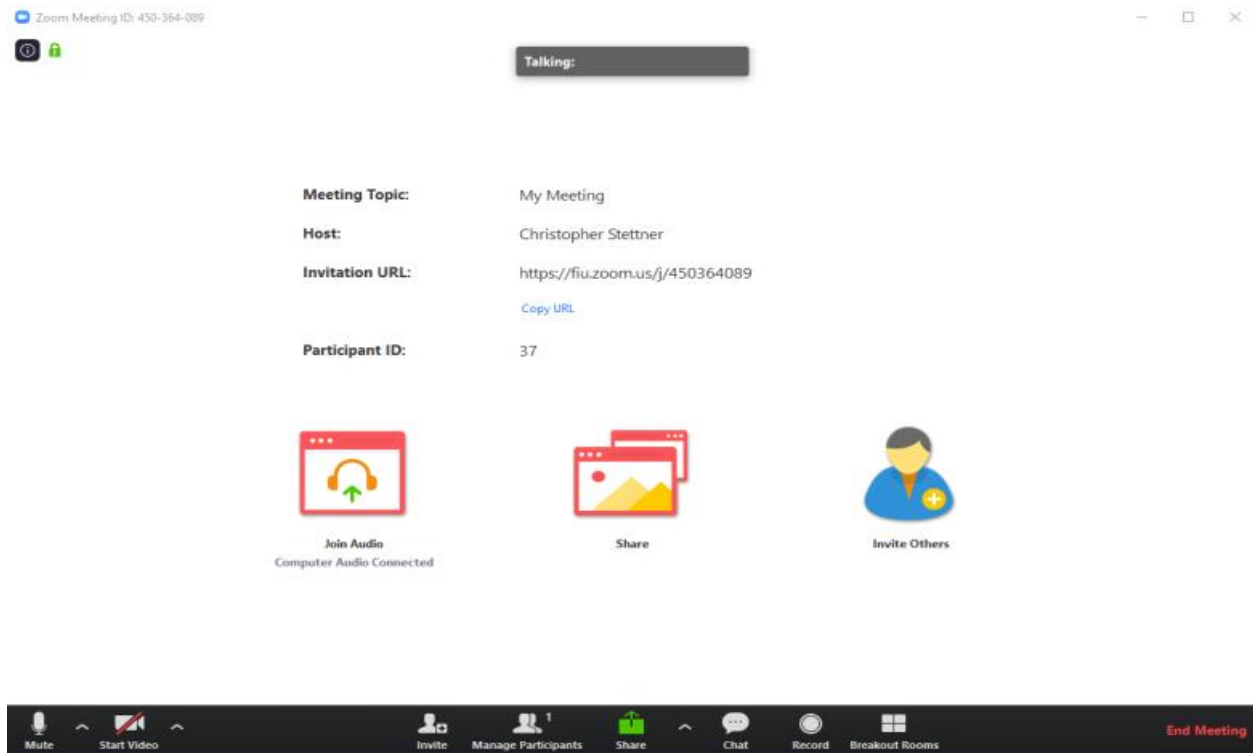You'll see a loading screen with a pop-up screen. At this point you can test your equipment or go right into the meeting.

# How to setup a meeting outside of CanvasMed with Zoom?
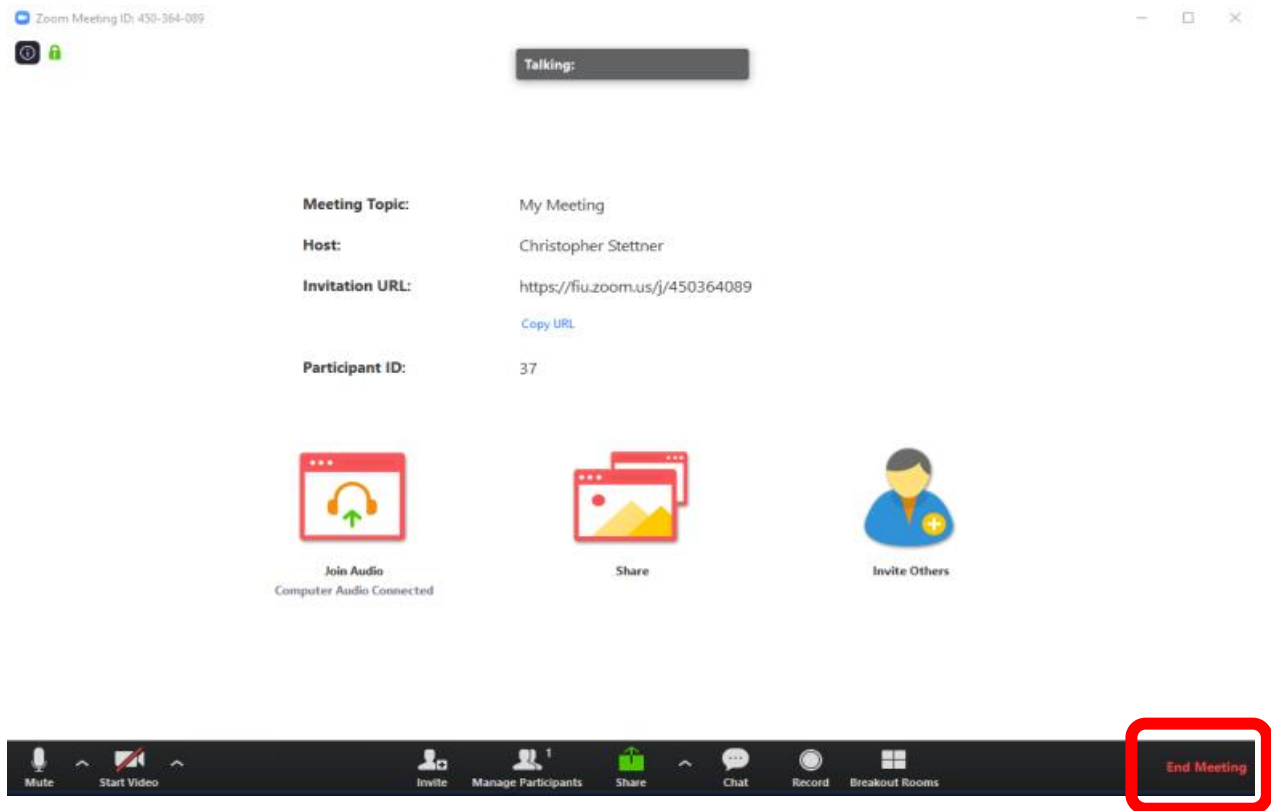
## Meeting screen changes



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.

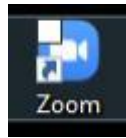# How to setup a meeting outside of CanvasMed with Zoom?

## Ending your Zoom meeting



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

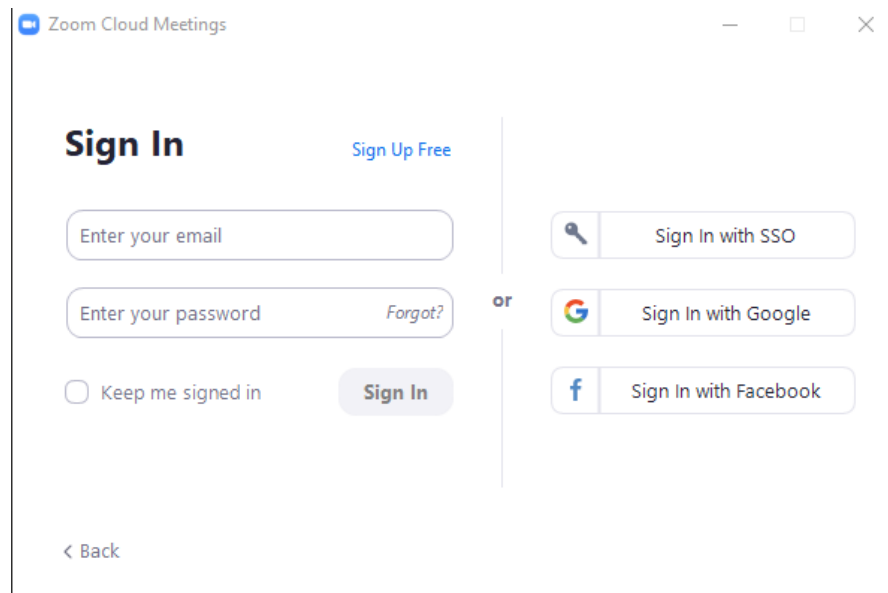# How to setup a meeting outside of CanvasMed with Zoom?

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."

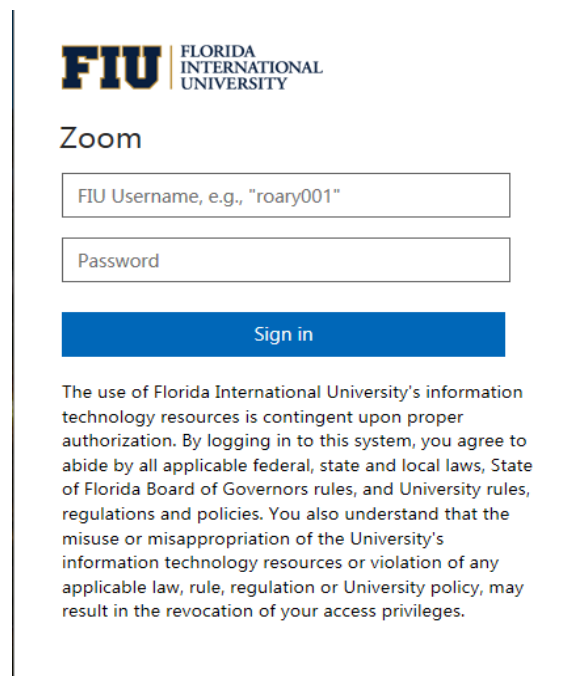# How to setup a meeting outside of CanvasMed with Zoom?

## Sign in



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

## Redirection site



Type in your credentials one last time.

# How to setup a meeting outside of CanvasMed with Zoom?

## For more in-depth training

FIU and HWCOM 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/