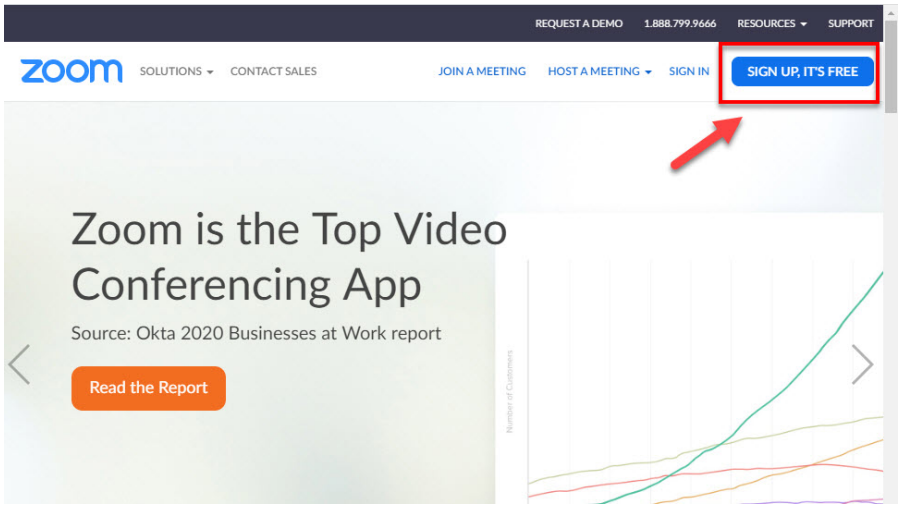
Quick Tutorial on How to Start Using Zoom

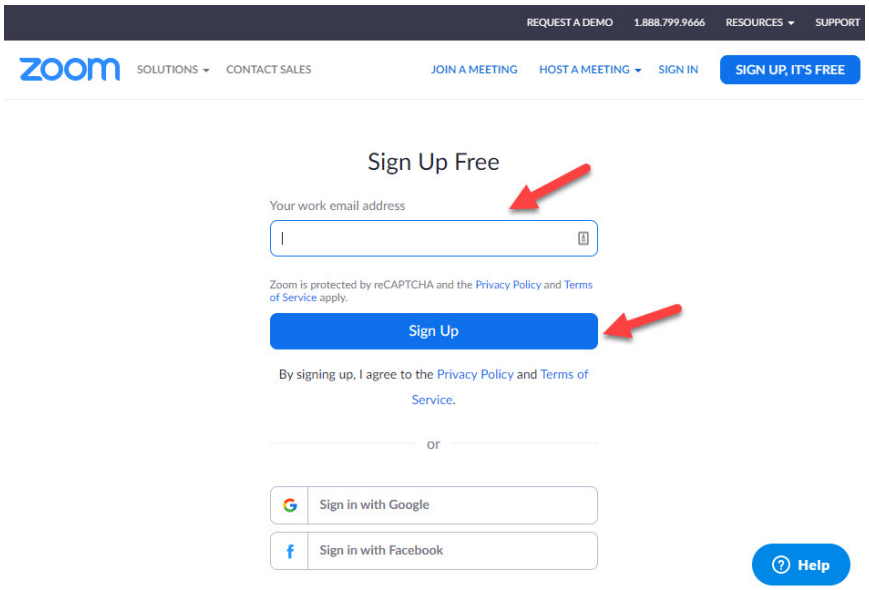
Zoom is a videoconference platform, allowing you to teach your classes online.

Here is a step-by-step on how to start using Zoom.

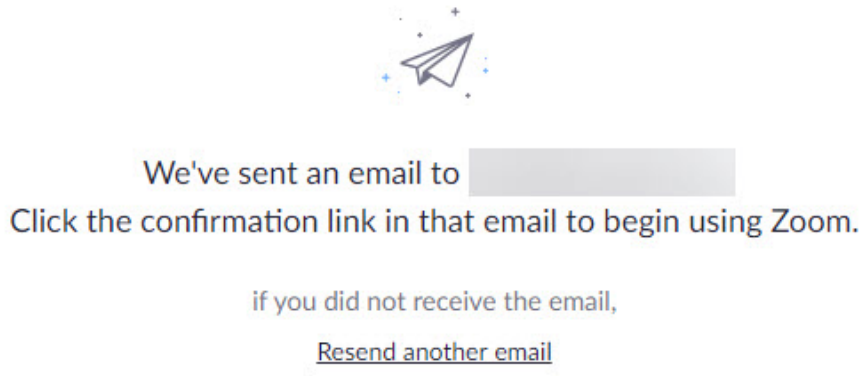
1. Go to https://zoom.us and click on "Sign up" at the upper right menu:



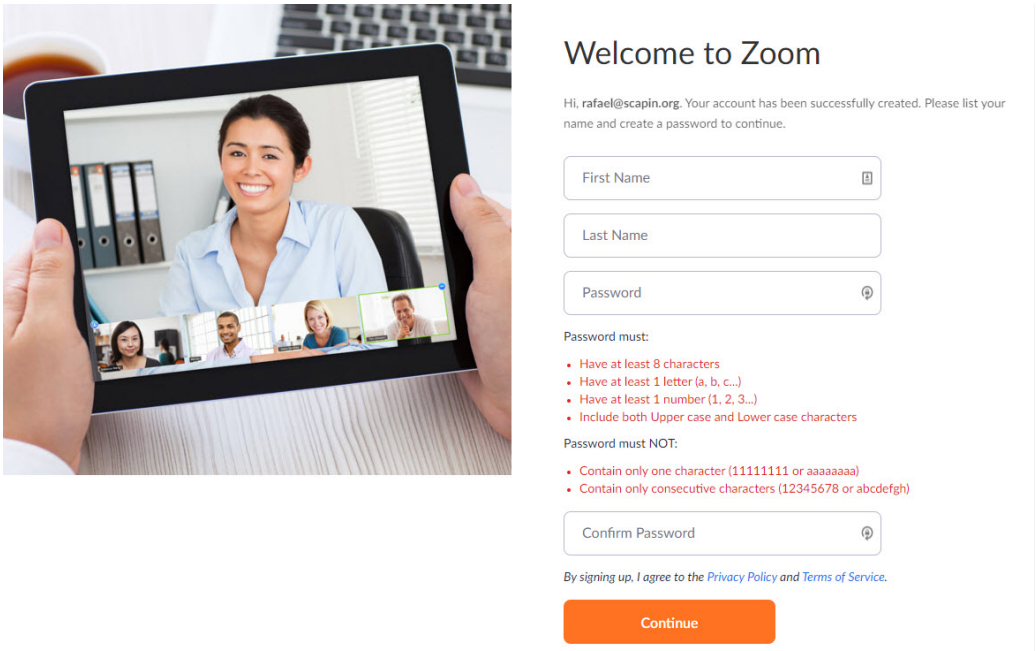
2. Provide your Dawson email address and click Sign Up



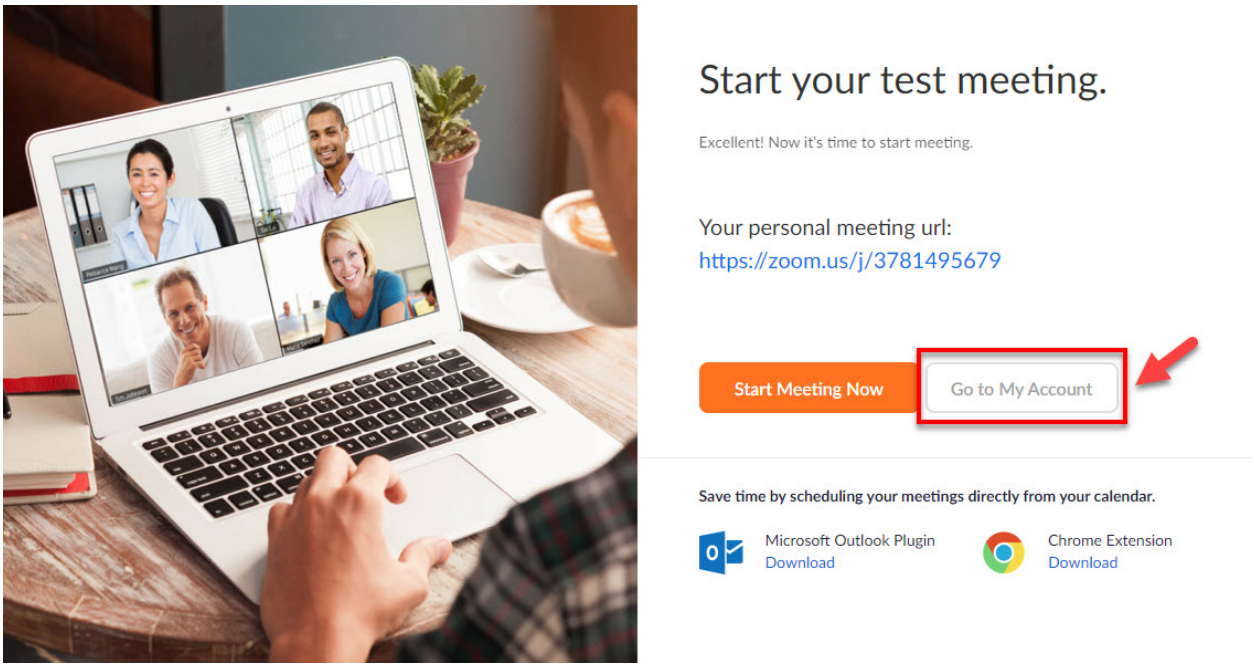
3. Zoom will send an email to you. Check your email and click on the confirmation link:



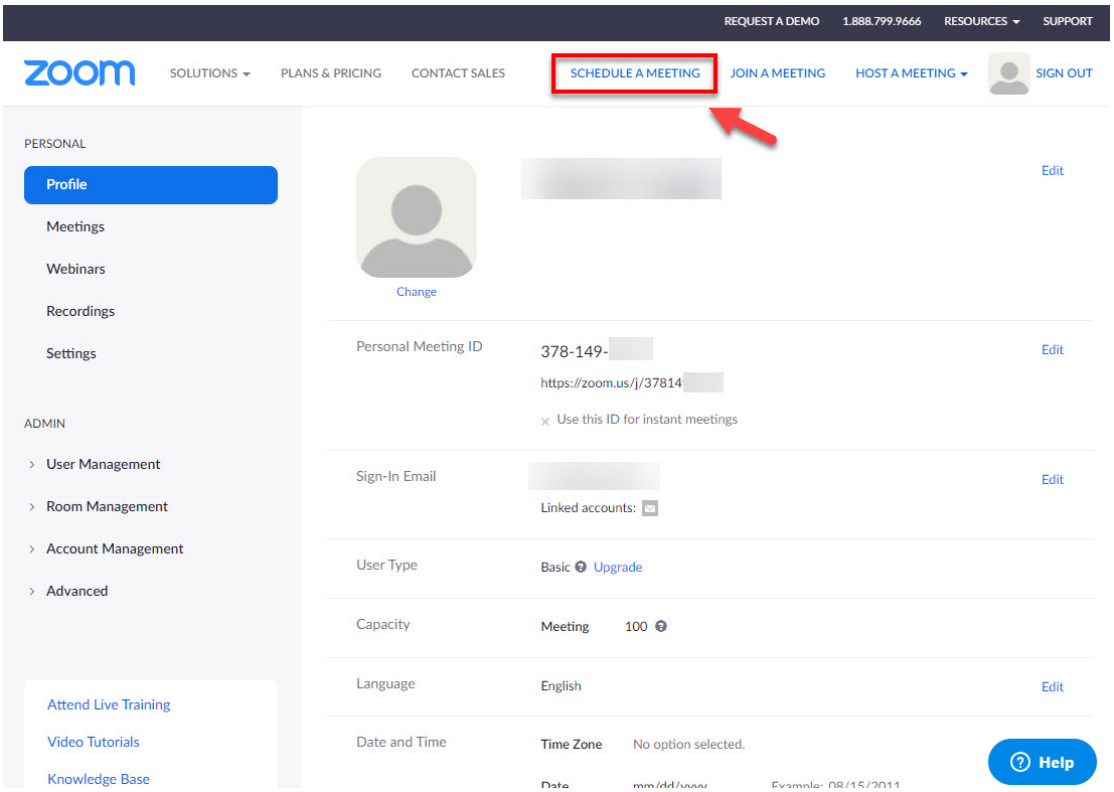
4. Provide your First Name, Last name and create a password:



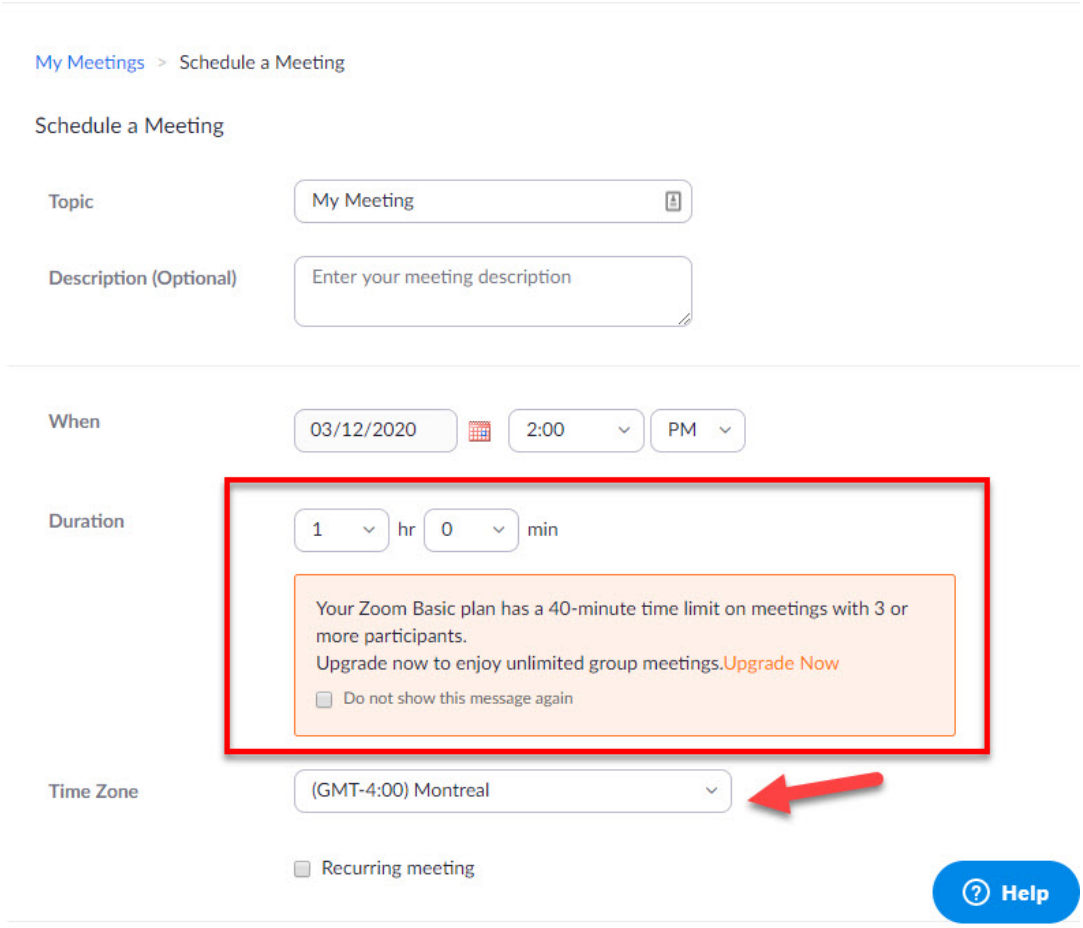
5. Click on “Go to my Account”



6. After login to your account, you can schedule your first meeting by clicking on “Schedule a Meeting” at the upper menu:



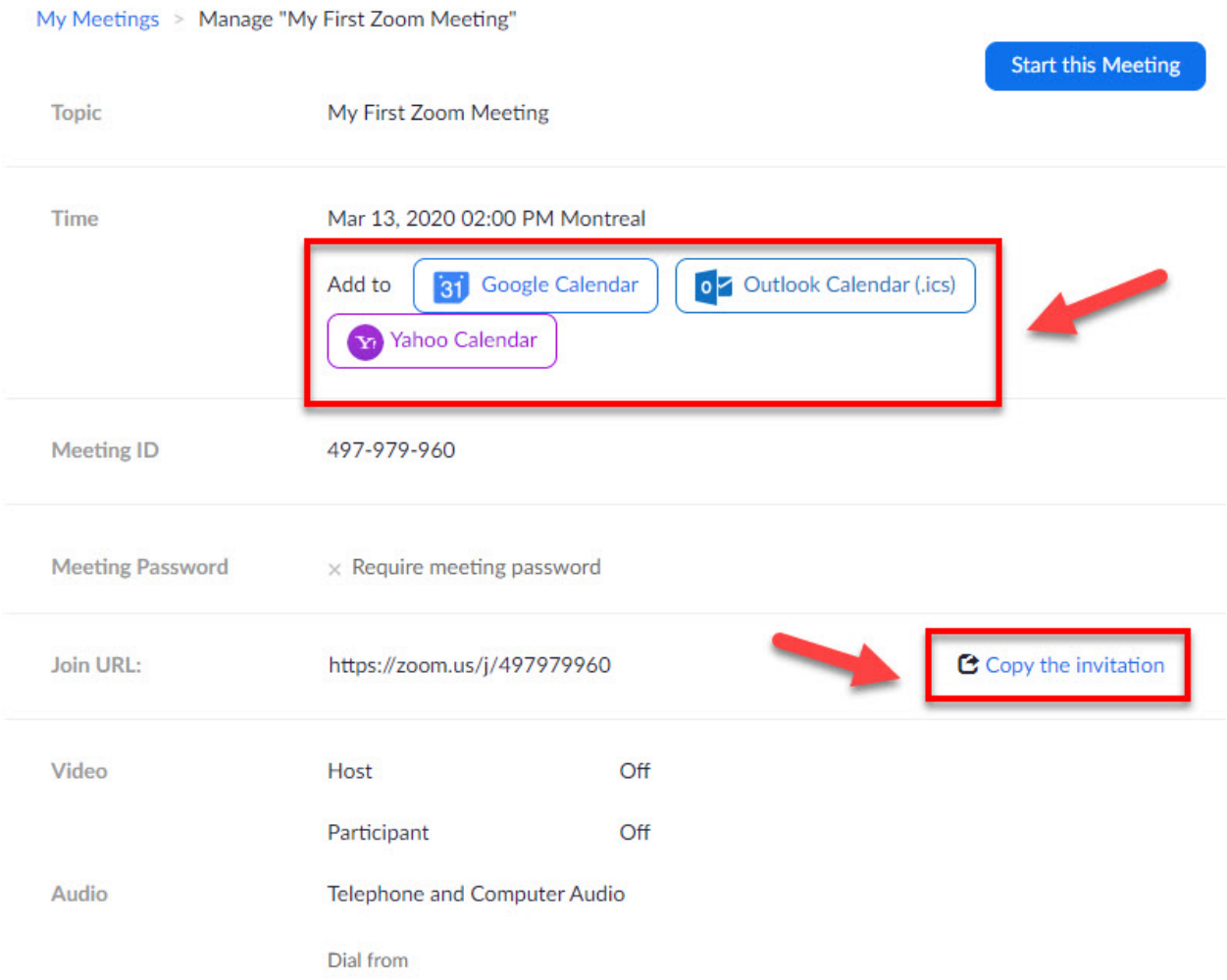
7. Give a name to your meeting, select the date and time and the duration (the free version of Zoom allows 40 minutes maximum):



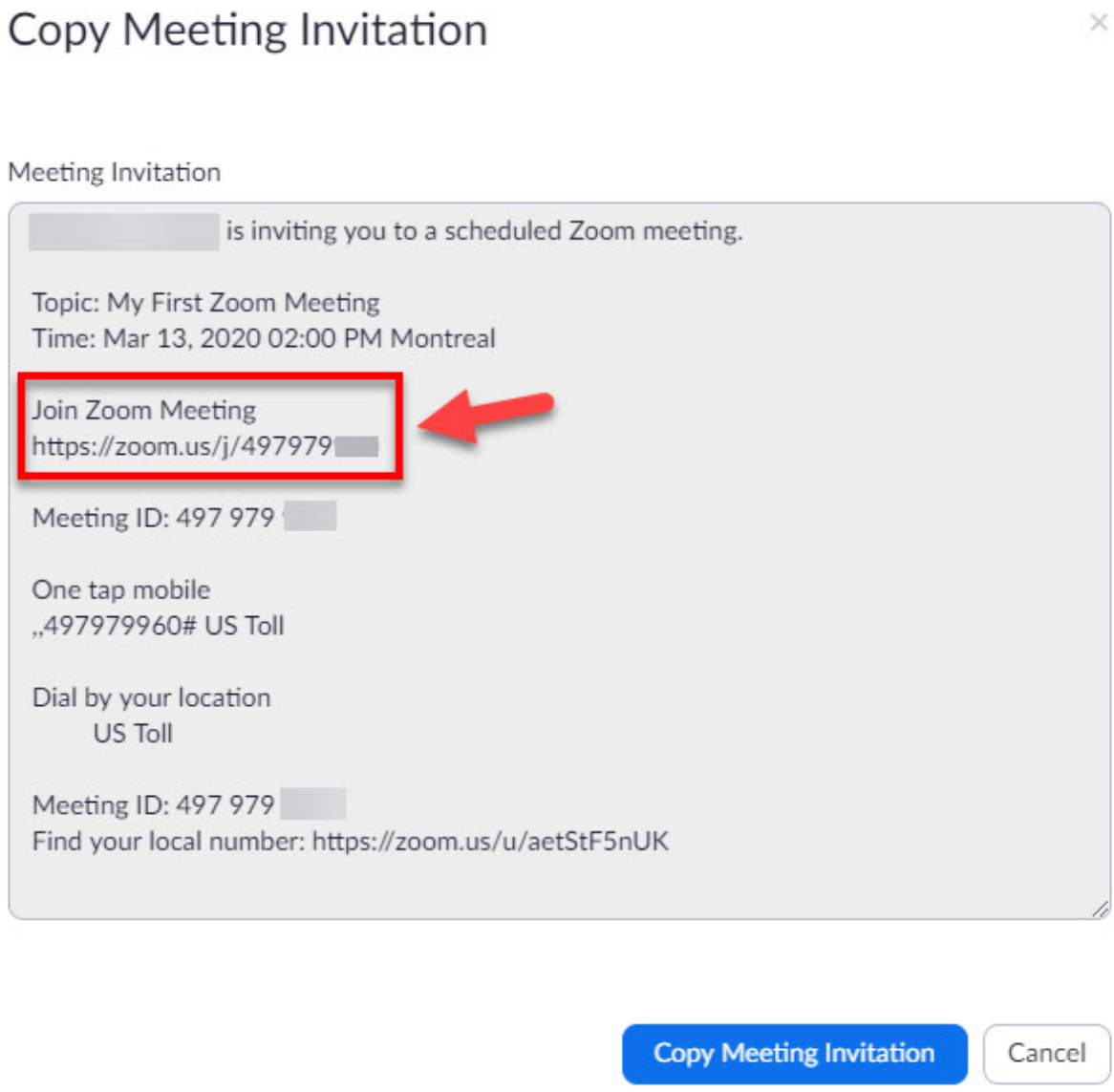
Meeting ID	◉ Generate Automatically	○ Personal Meeting ID 378-149-
Meeting Password	☐ Require meeting password	
Video	Host	○ on ◉ off
	Participant	○ on ◉ off
Audio	○ Telephone ○ Computer Audio ◉ Both	
	Dial from Edit	
Meeting Options	☐ Enable join before host	
	☐ Mute participants upon entry	
	☐ Enable waiting room	
	☐ Record the meeting automatically on the local computer	

Save Cancel

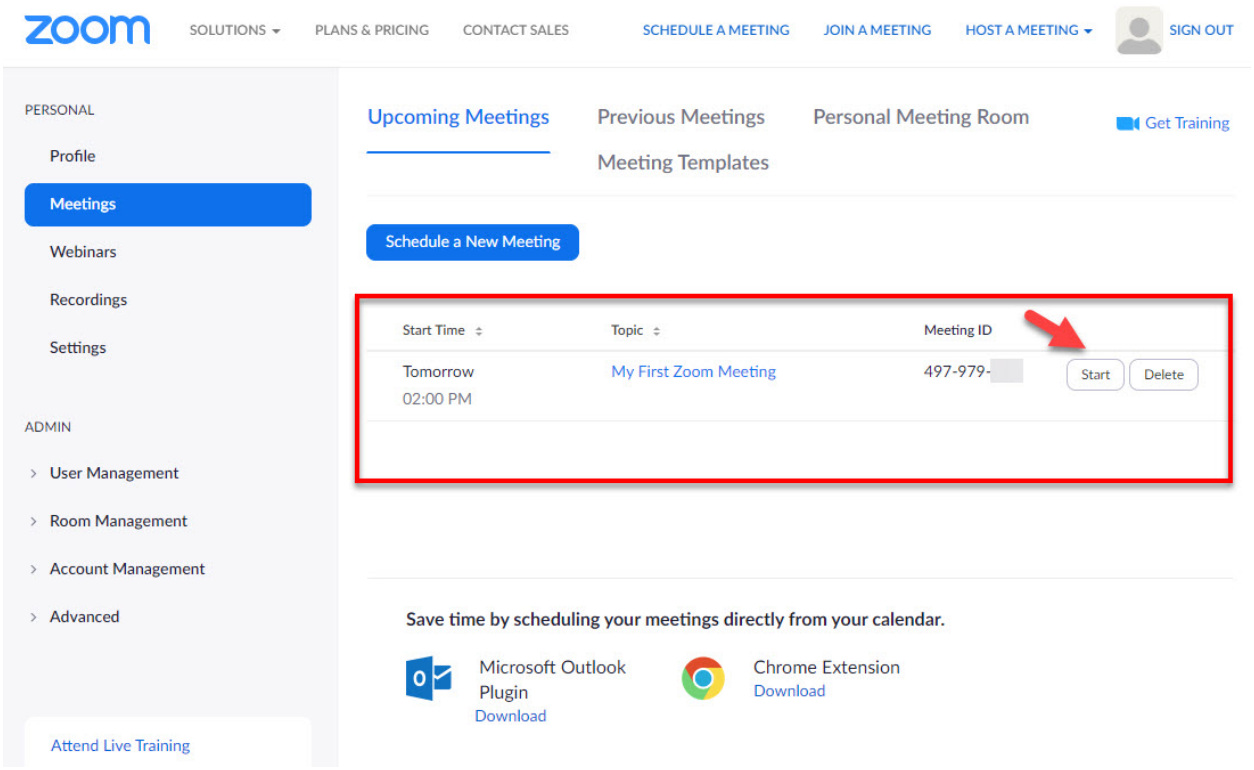
8. Zoom will give you the ability to add your videoconference to Outlook Calendar (or Gmail and Yahoo Calendars)



9. Click on “Copy Meeting Invitation” to get the Zoom link for your conference and share it through MIO or regular email.



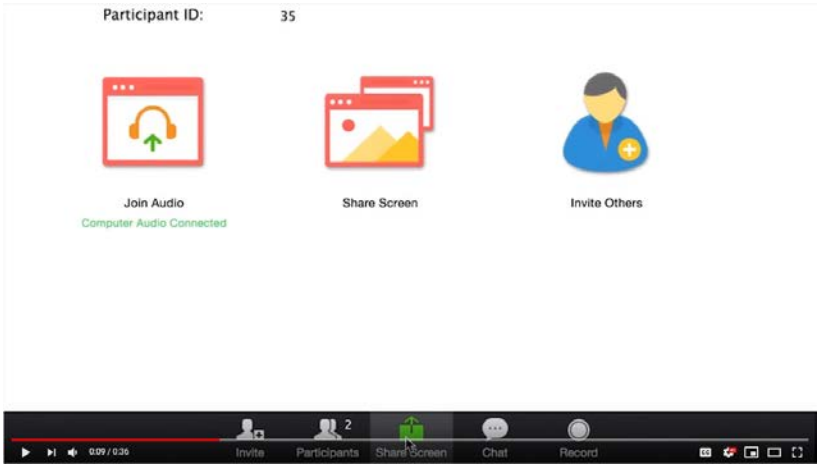
10. Now on your Zoom dashboard, on the left sidebar, under “Meetings”, you’ll see a list of your future meetings. You can start a meeting before its start time, in order to check your microphone and camera. Just click on Start. Participants cannot access your Zoom room if the host (you) is not connected yet.



Using Zoom to Share Content

To share your screen, please watch the video below and select the windows you want to share. Before doing this, please close all windows you won't need.

https://youtu.be/9wsWpnqE6Hw



If you have more questions on Zoom, please click on the link below for a detailed FAQ and video:

https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions

For any technical support, please contact **Rafael Scapin**:
rscapin@dawsoncollege.qc.ca