

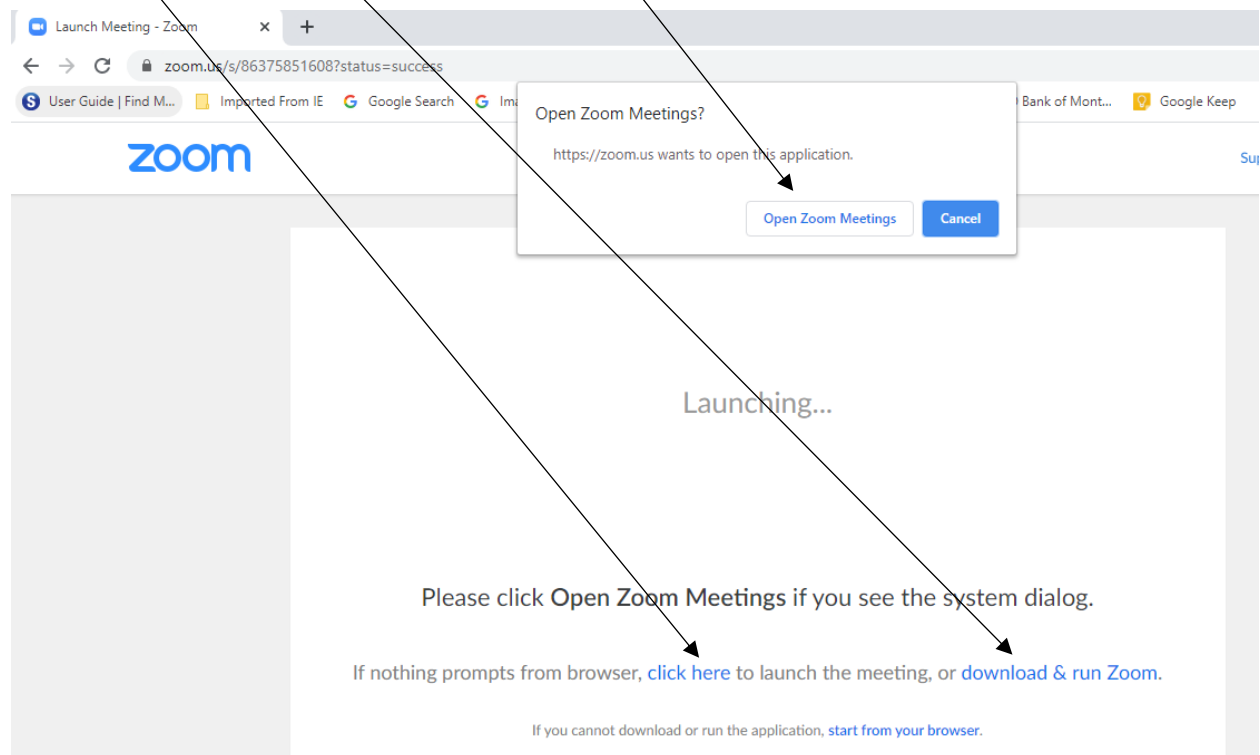
INSTRUCTIONS FOR USING SLR'S ZOOM ACCOUNT TO HOST A ZOOM MEETING

If you have hosted a Zoom meeting before using a free account, you will know that meetings are limited to 40 minutes in length. SLR has purchased a number of shared 'hosts' that you can use to host a meeting. You do not need an account to participate in a meeting but the host who sets up the meeting needs to use one of SLR's accounts to host a meeting longer than 40 minutes.

When you join Zoom with a computer or laptop the Zoom website will ask you if you want to **Download and run Zoom**. It's recommended that you do so as it gives you some extra features. If you are a class leader hosting a Zoom course you should download the software. See below.

If you have used Zoom before you may already have an account (either a free account or one you have paid for). If you already have an account, you will need to **SIGN OUT** first before continuing on with these instructions. You need to **SIGN IN** with one of SLR's accounts to be able to host an SLR meeting. How to do this is discussed later in these instructions.

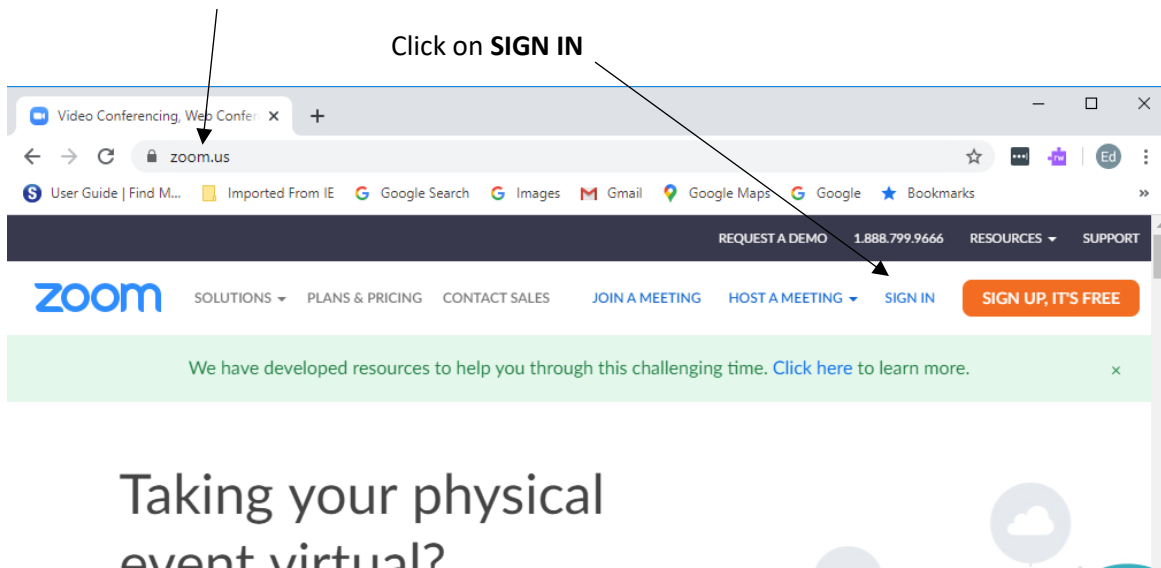
The screen below is what shows up once you have *already* downloaded the Zoom app onto your computer. This prompts you to open the Zoom app. If you have *not* downloaded their software yet, this dialog box does not show up and you have the choice of downloading their software by clicking here or participants can join a meeting without using the Zoom software by clicking here. This will run the meeting on the participant's internet browser.



The screenshot shows a web browser window with the Zoom website. The address bar shows the URL: zoom.us/j/86375851608?status=success. The Zoom logo is visible in the top left. A system dialog box is open in the center, titled "Open Zoom Meetings?" with the text "https://zoom.us wants to open this application." and two buttons: "Open Zoom Meetings" and "Cancel". Below the dialog box, the text "Launching..." is displayed. At the bottom of the page, there are instructions: "Please click Open Zoom Meetings if you see the system dialog. If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#). If you cannot download or run the application, [start from your browser](#)." Three arrows point from the text in the previous paragraph to the dialog box, the "Launching..." text, and the "click here" link.

Using a Computer or Laptop

Using your computer's internet browser (Google Chrome, Internet Explorer, Safari, Microsoft Edge, etc.), go to www.zoom.us



SIGN IN with one of SLR's usernames and passwords. You will be given the correct one to use prior to the start of your course. Make sure to pay attention to which letters are lower or UPPER case! As discussed earlier, if you already have a Zoom account, you will need to **SIGN OUT** first. (You may need to

click on **My Account** and then click on the icon that looks like SLR's logo



or a person



to

SLR's Hosting information: (you will be told in advance which of these accounts to use)

Email Address

Password

Email Address

Password

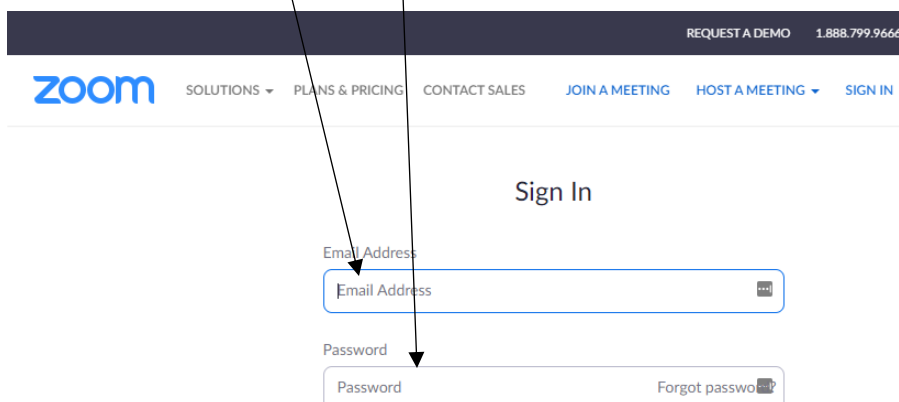
SLRZoom1@gmail.com

xxxx

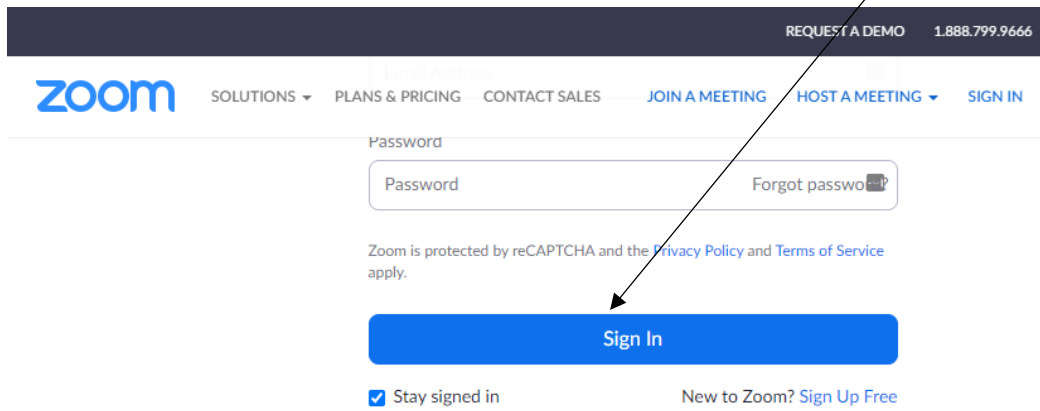
SLRZoom6@gmail.com xxxx

SLRZoom4@gmail.com

xxxx (Note: Call Ed Jambor @ 519-652-3761 for passwords)

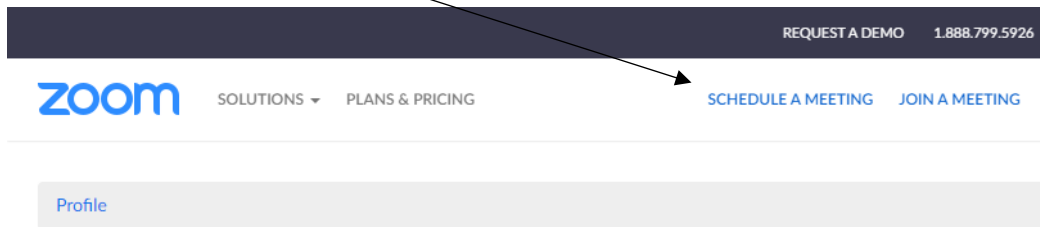


When you've filled in the SLR email address and Password, click on the **SIGN IN** button.



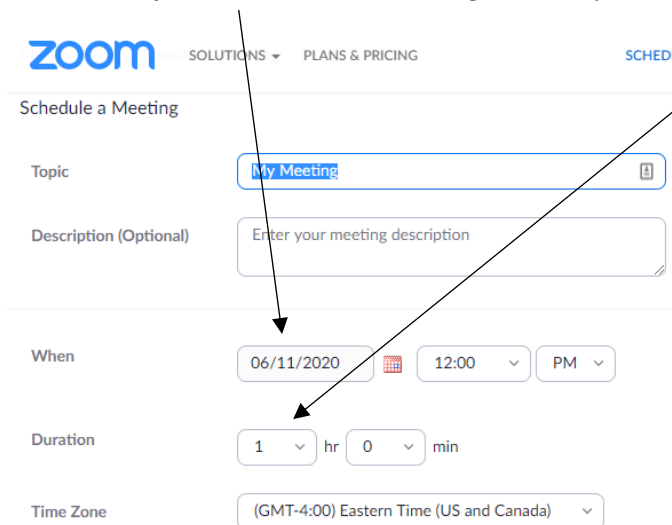
Zoom Sign In page. The page features a dark blue header with 'REQUEST A DEMO' and '1.888.799.9666'. Below the header is the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. The main content area has a 'Email Address' field, a 'Password' field, and a 'Forgot password?' link. Below these fields is a note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' A prominent blue 'Sign In' button is centered. At the bottom, there is a checked checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

Select **SCHEDULE A MEETING**



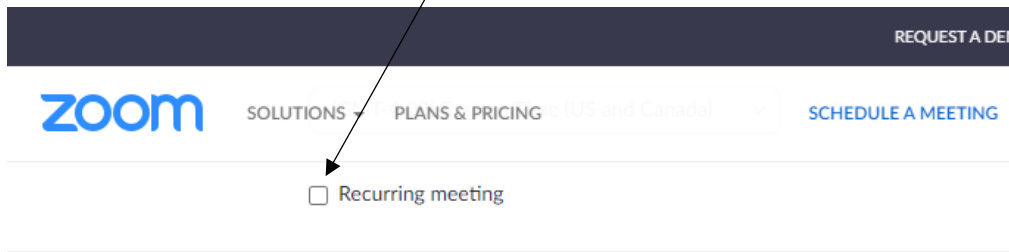
Zoom Account Profile page. The header includes 'REQUEST A DEMO' and '1.888.799.5926'. Navigation links include SOLUTIONS, PLANS & PRICING, SCHEDULE A MEETING, and JOIN A MEETING. A 'Profile' section is visible, featuring a placeholder for a profile picture and the account name 'SLR London' with 'Account No. 2001627289'.

Fill in the **Topic**, **When** the first meeting will take place and the **Duration**.

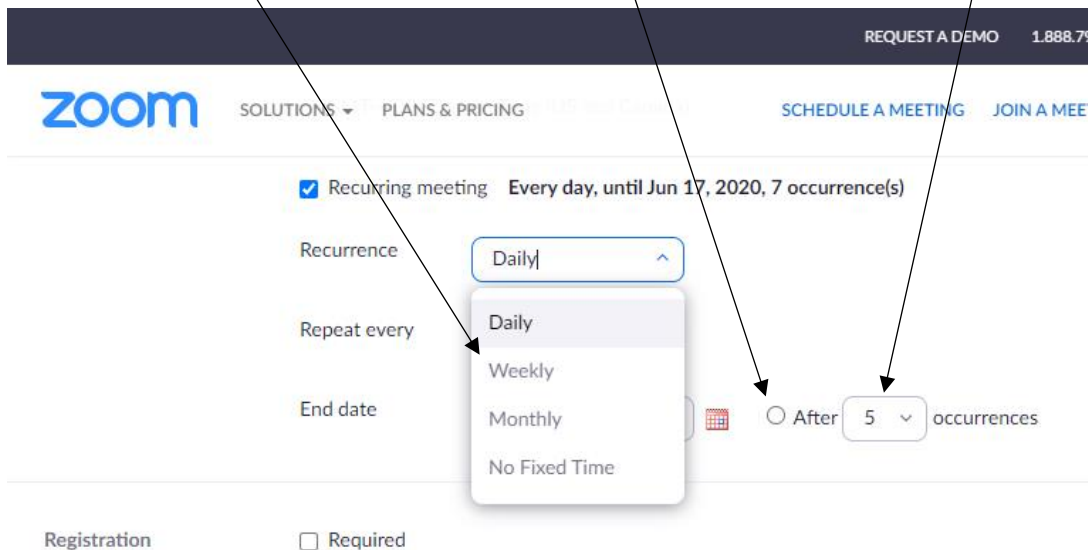


Zoom 'Schedule a Meeting' page. The page title is 'Schedule a Meeting'. The 'Topic' field contains 'My Meeting'. The 'Description (Optional)' field has the placeholder text 'Enter your meeting description'. The 'When' section shows the date '06/11/2020', time '12:00', and 'PM'. The 'Duration' is set to '1 hr 0 min'. The 'Time Zone' is '(GMT-4:00) Eastern Time (US and Canada)'. Arrows from the text above point to the 'Topic', 'When', and 'Duration' fields.

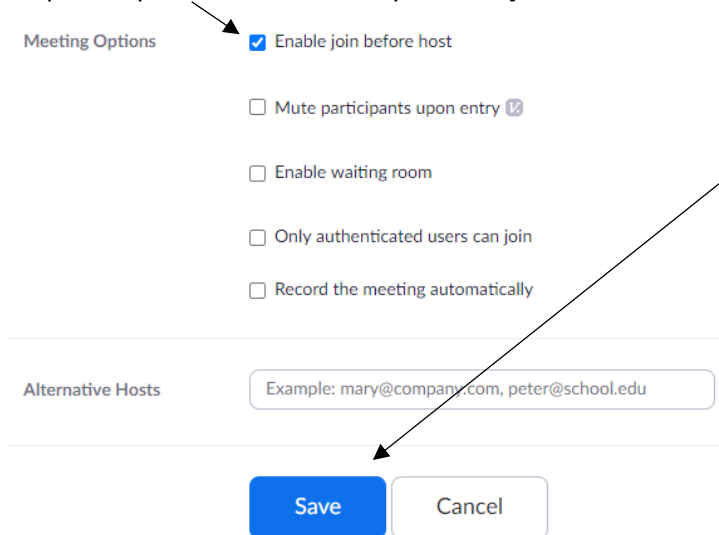
Then, scroll down and select **Recurring meeting**.



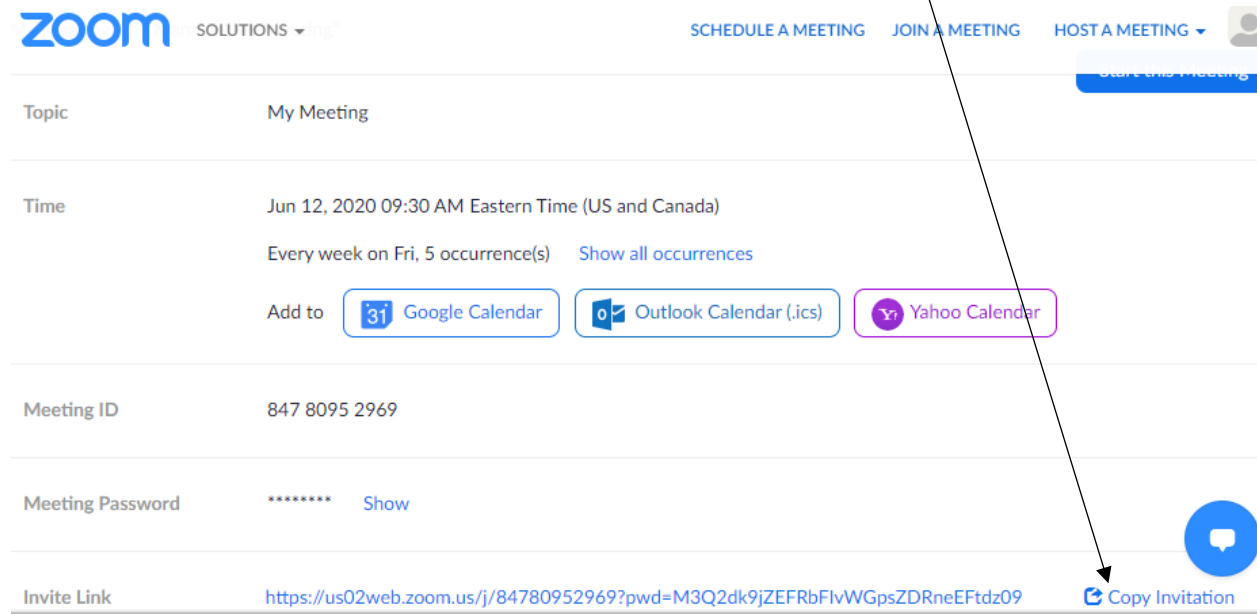
Then select **Weekly**, from the drop down box and select the number of weeks (or occurrences) the course will run. You also then need to click on this Radio button to activate the number of occurrences.



Scroll down further and you can select **Video 'on'** for both the **Host** and **Participant**. It's recommended that you **do not** select **'Registration Required'** as this adds another complexity. Also, make sure you **DO** keep the square checked that says **Enable join before host**. At the end Select **Save**.



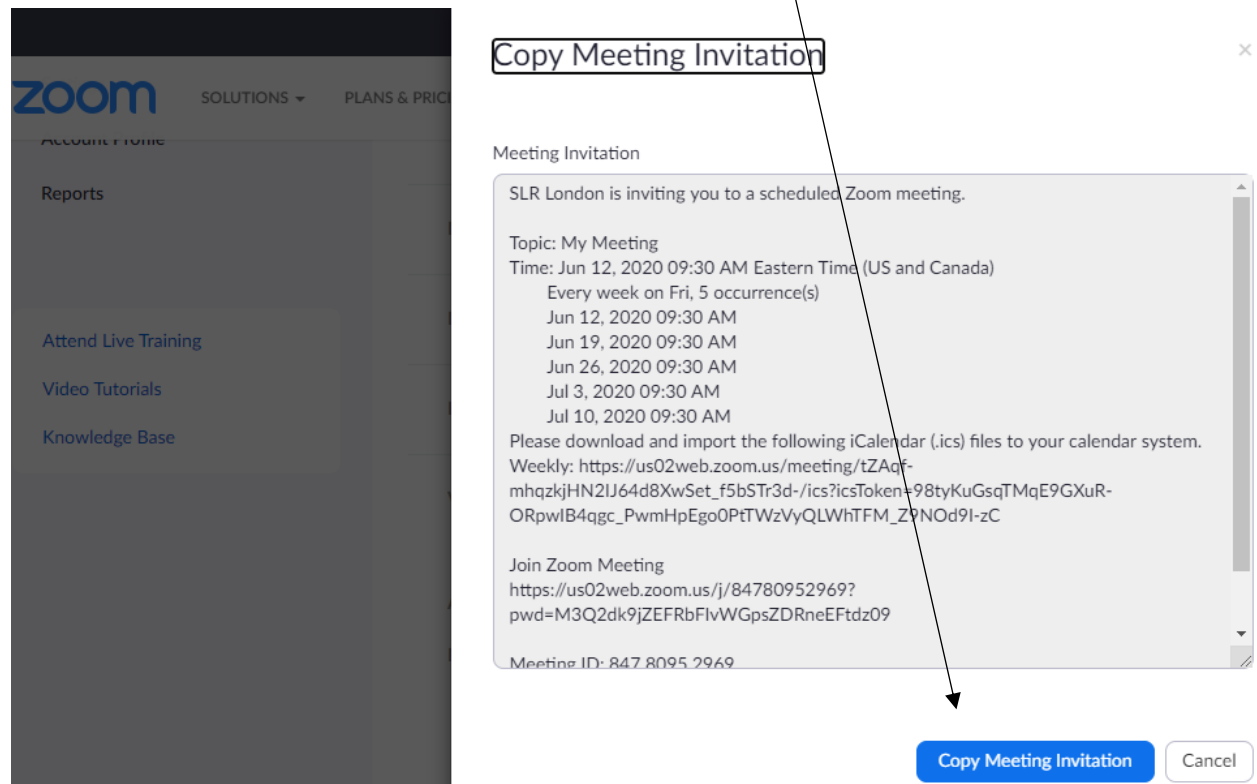
This will take you to a new page. Scroll down until you see this icon, **Copy Invitation**. Click on this to copy the invitation to your computer's 'clipboard' memory.



The screenshot shows the Zoom meeting page with the following details:

- Topic: My Meeting
- Time: Jun 12, 2020 09:30 AM Eastern Time (US and Canada)
Every week on Fri, 5 occurrence(s) Show all occurrences
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID: 847 8095 2969
- Meeting Password: ***** Show
- Invite Link: <https://us02web.zoom.us/j/84780952969?pwd=M3Q2dk9jZEFRbFlvWGpsZDRneEFtdz09>
- Copy Invitation button (indicated by an arrow)

This opens up a popup window and you have to click on **Copy Invitation** again.



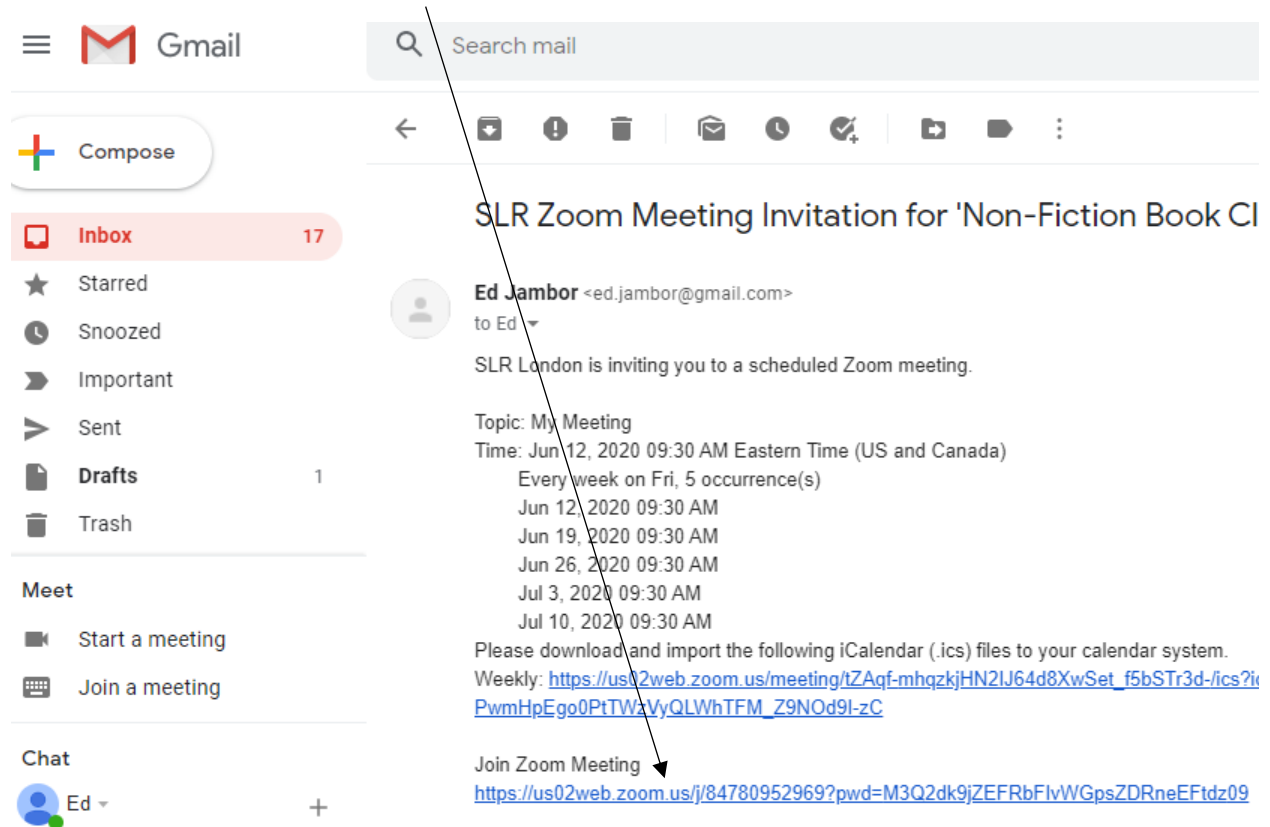
The screenshot shows the Zoom meeting invitation popup window with the following details:

- Copy Meeting Invitation (title bar)
- Meeting Invitation
- SLR London is inviting you to a scheduled Zoom meeting.
- Topic: My Meeting
- Time: Jun 12, 2020 09:30 AM Eastern Time (US and Canada)
Every week on Fri, 5 occurrence(s)
Jun 12, 2020 09:30 AM
Jun 19, 2020 09:30 AM
Jun 26, 2020 09:30 AM
Jul 3, 2020 09:30 AM
Jul 10, 2020 09:30 AM
- Please download and import the following iCalendar (.ics) files to your calendar system.
Weekly: https://us02web.zoom.us/meeting/tZAqf-mhqzkjHN2IJ64d8XwSet_f5bStr3d-/ics?icsToken=98tyKuGsqTMqE9GXuR-ORpwlB4qgc_PwmHpEgo0PtTWzVvYQLWhTFM_Z9NOd9I-zC
- Join Zoom Meeting
<https://us02web.zoom.us/j/84780952969?pwd=M3Q2dk9jZEFRbFlvWGpsZDRneEFtdz09>
- Meeting ID: 847 8095 2969
- Copy Meeting Invitation button (indicated by an arrow)
- Cancel button

Now, go to your **Email** application and Compose a new email. Add all the email addresses of your class participants, and add a Subject. You should add your own email to the list as well so you will get the same email and see what all the participants are getting.

Then in the body of the email where you normally start your message, right click with your mouse and select **PASTE**, or you can use a keyboard shortcut – once your cursor is in the correct area where you want to start your message you can select **Ctrl + V** on your keyboard (that means press down **Ctrl** and the letter **V** so they are both pressed down at the same time). This will paste all the invitation information into your email.

Send your email. You will receive one as well. When it's time for the meeting, all your participants can go to the email you just sent and click the **Join Zoom Meeting** link. BUT YOU SHOULD NOT DO THAT!



The screenshot shows a Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (17), Starred, Snoozed, Important, Sent, Drafts (1), Trash, Meet (Start a meeting, Join a meeting), and Chat (Ed). The main area displays an email from Ed Jambor with the subject 'SLR Zoom Meeting Invitation for 'Non-Fiction Book Cl'. The email body contains the following text:

SLR London is inviting you to a scheduled Zoom meeting.

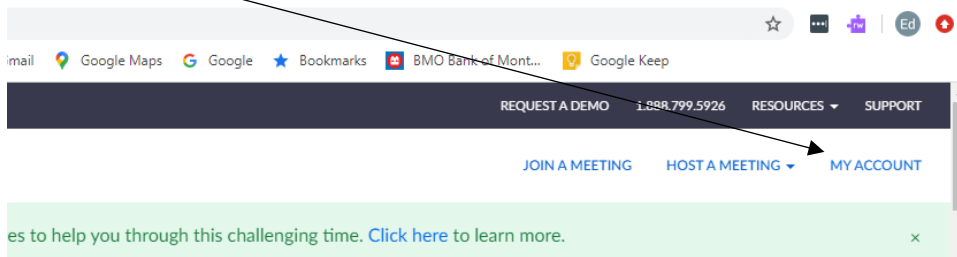
Topic: My Meeting
Time: Jun 12, 2020 09:30 AM Eastern Time (US and Canada)
Every week on Fri, 5 occurrence(s)
Jun 12, 2020 09:30 AM
Jun 19, 2020 09:30 AM
Jun 26, 2020 09:30 AM
Jul 3, 2020 09:30 AM
Jul 10, 2020 09:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.
Weekly: https://us02web.zoom.us/meeting/tZAqf-mhqzkjHN2IJ64d8XwSet_f5bSTr3d-/ics?iPwmHpEgo0PtTWzVYQLWhTFM_Z9NOd9I-zC

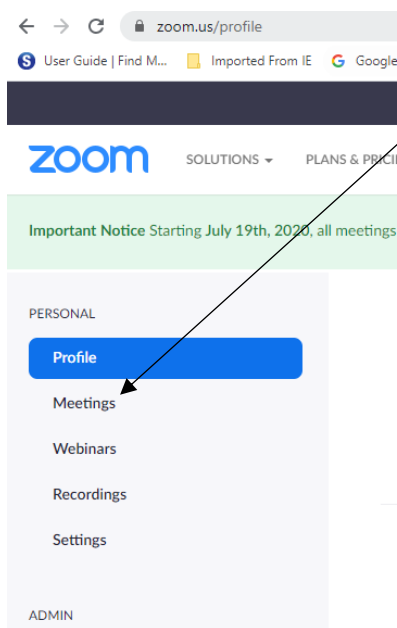
Join Zoom Meeting
<https://us02web.zoom.us/j/84780952969?pwd=M3Q2dk9jZEFRbFlvWGpsZDRneEFtdz09>

A red arrow points from the text 'Join Zoom Meeting' in the email body to the link below it.

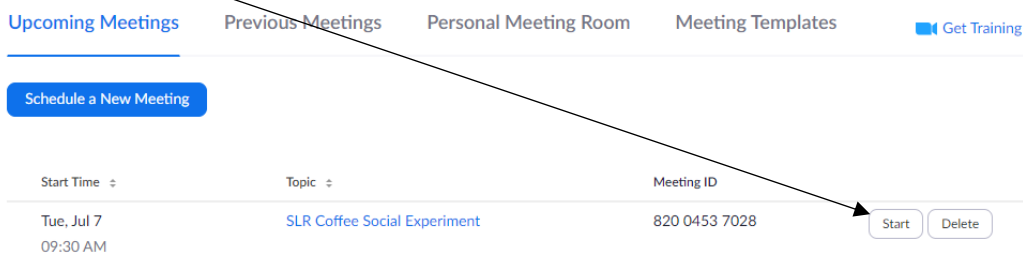
When it's time for the meeting to start, you need to go to zoom.us, make sure you are signed in as slrzoom1@gmail.com or slrzoom4@gmail.com (depending on which one you are asked to use) and then click on **My Account**



And now, in the left-hand pane you click on **Meetings** and it will show all the Upcoming Meetings.

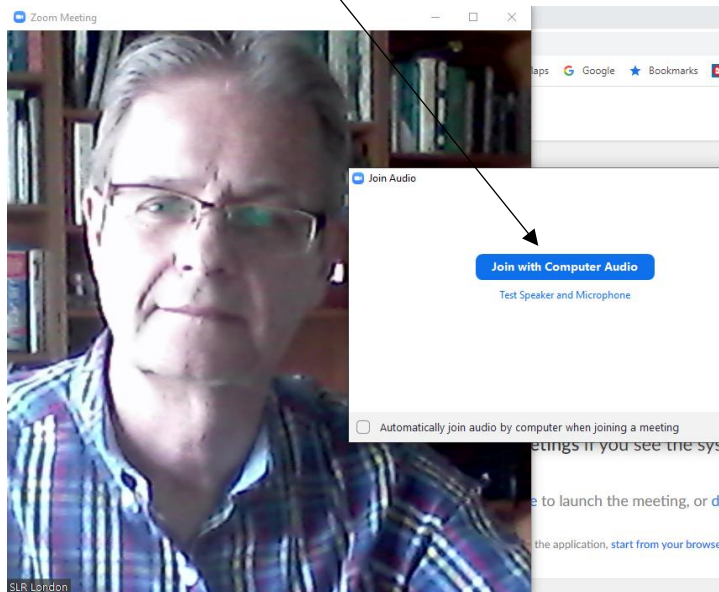


Since the SLR Zoom account will be used by multiple hosts, you need to find the meeting you set up and then you can **Start** the meeting from there.



This ensures you will be the 'host'. If you join from your own email, it will think you are simply one of the participants.

Once you select the **Start** meeting link, the Zoom application opens up and you will be asked to **Join with Computer Audio**. Click on that to get your microphone to work.



To access all of Zoom's controls, hover your mouse over the video image and a footer area full of controls will pop up.



It is here where you can turn your Audio on (**Join Audio**) and off (**Mute**), and Start or Stop your **Video** camera.



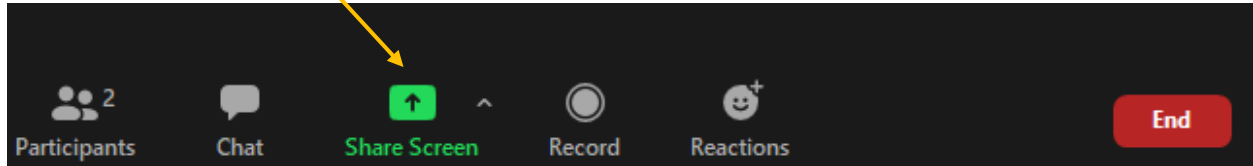
If you click on **Participants**, a new pane shows up on the right-hand side to show you all the participants.



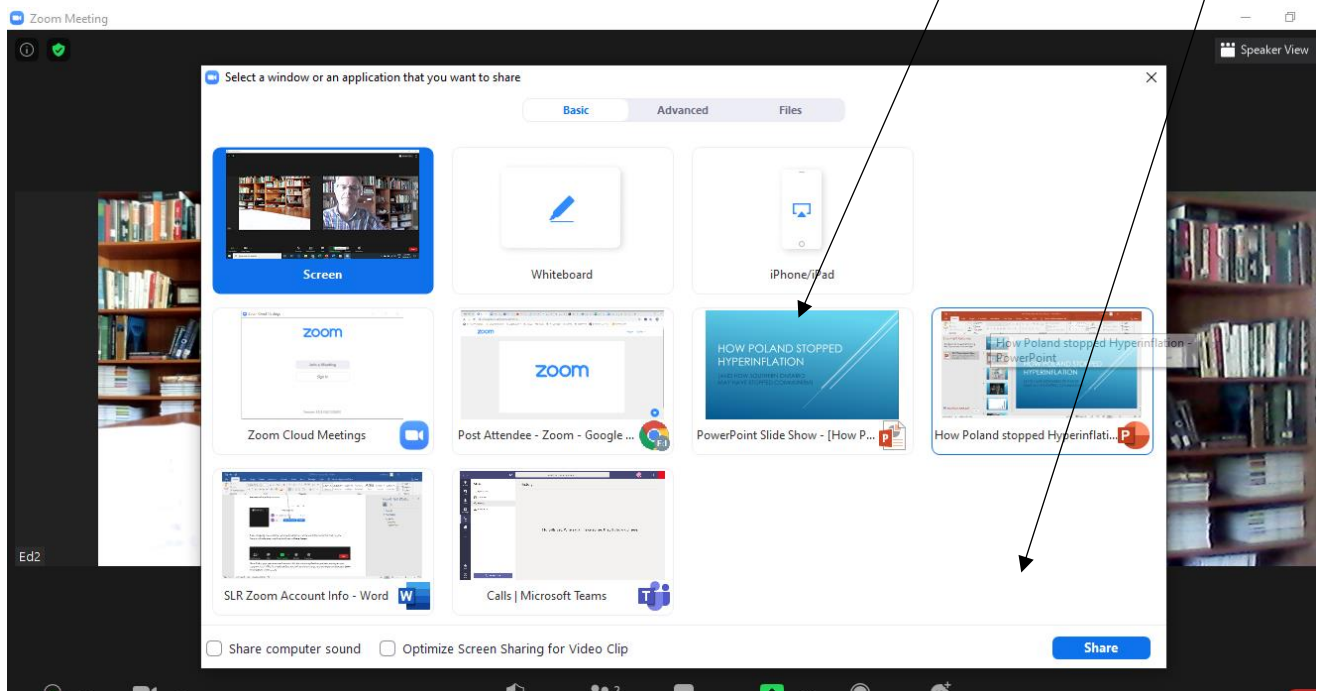
If you click on **Gallery View (or Speaker View)**, in the top right of your window you can toggle between showing all the participants at once or have the main screen show only the speaker who is currently speaking.

At each meeting, after the introductions, the Class Leader should ask all participants except the person who is presenting to **Mute** themselves. Remind all participants that they should lift their hand in front of their screen if they want to speak. The Class Leader can then call on whomever is next to speak and remind them to click on the **Unmute** button on the bottom left part of the screen. Class Leaders should not normally **Mute** themselves so they can always interject at any time and control the meeting.

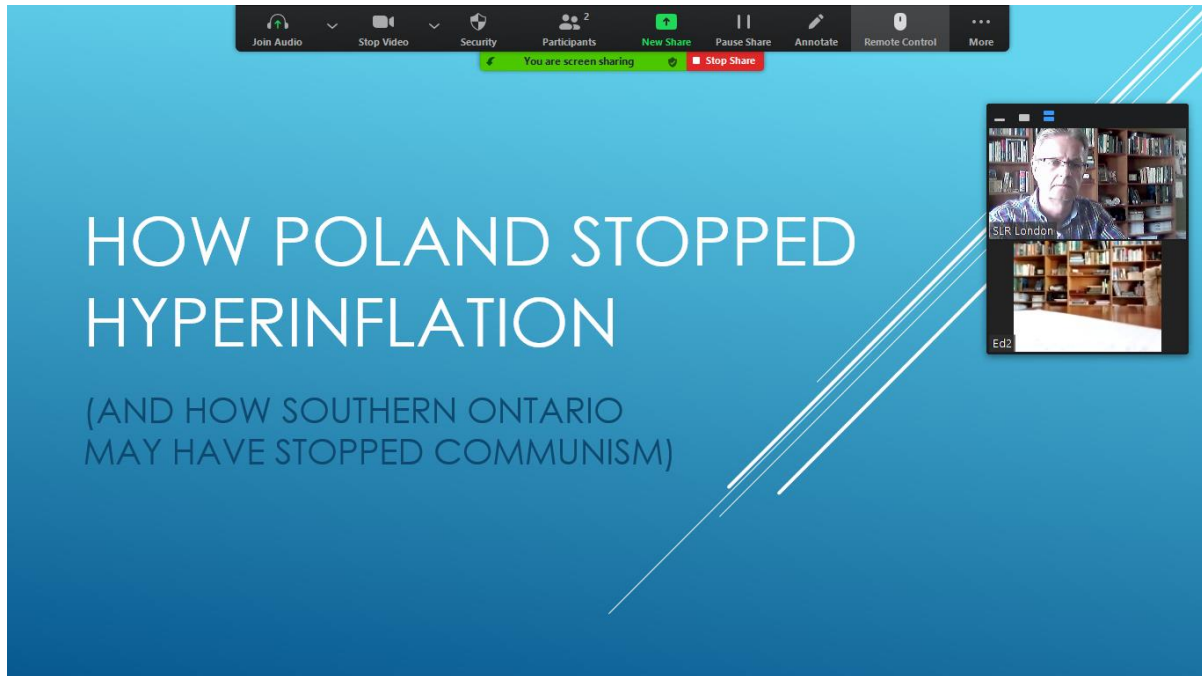
If you are giving a presentation, you should open up your presentation document, such as your PowerPoint slide show, beforehand and let it run in the background. Then later, in your Zoom meeting you click here on **Share Screen**.



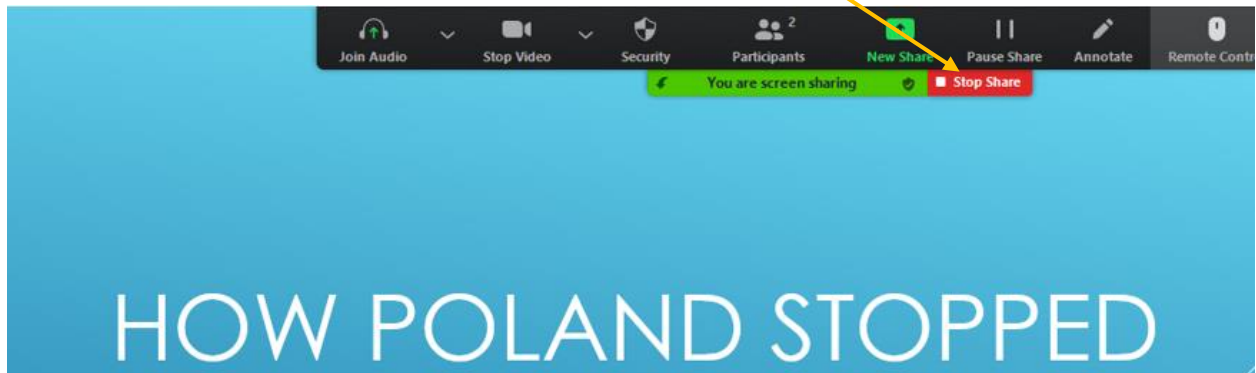
This will then pop open a screen that shows ALL the current applications you have running on your computer. Each will be in a small window. You click on the screen you want to share and then click **Share** at the bottom of the screen.



This will give you a new screen showing you the screen you are sharing along with some Zoom controls. Now you can use your mouse to control and advance slides in your PowerPoint.



When you are done sharing your presentation you click on **Stop Share** and the screen reverts back to the normal Zoom screen.



Some final notes: When you set up a recurring meeting in Zoom, the link is the same each week. It's good practice to email your participants each week to remind them of the meeting and to RESEND them the link. By the third or fourth meeting participants might have trouble finding their original email. To send them a new email each week, all you need to do is go to your 'Sent' folder in your email application, find the original email that you sent to all the participants and then select 'Reply All' with a reminder for the next meeting. Participants will then get a new email and they should be able to find the original link in the thread. To make it really foolproof, you can copy the Zoom meeting information and include that in the new text you put in the 'Reply All' email. That way the Zoom link will be right there in your new email notice each week.

Also, it's good practice for the Zoom Host to contact all the participants by telephone prior to the first meeting to make sure they are ready for Zoom. You can even have a one on one mock Zoom meeting using the same Zoom link (once the meeting is scheduled you can start the Zoom meeting anytime, you don't have to wait for the actual date of the meeting) to make sure all components are working. Similarly, the Host should contact presenters in advance of the week they are presenting to make sure they have no problems sharing their screen.

If you have any questions, you can email slrzoom1@gmail.com or call Ed Jambor at 519-652-3761

