LAUNCHING THE ZOOM APP
Open the Zoom app (via the ‘Zoom’ icon on the desktop or Start Menu)

SIGNING INTO THE ZOOM APP
Click Sign In
Click Sign In with SSO

Enter yorku and press Continue (a new browser window will open)

Enter your Passport York credentials and click Login.

When prompted, launch/open the Zoom application
STARTING A NEW MEETING

Click on **New Meeting** to launch a new meeting room. To launch a previously scheduled meeting, click the **Meetings** tab at the top and select your meeting from the list on the left.

CONFIGURING AUDIO + VIDEO

If prompted, click **Join with Computer Audio** (it may join this way automatically).

In the bottom-left corner of the Zoom window, click on the **Unmute** and **Start Video** icons to enable your microphone and camera outputs, respectively. *Note: you are not required to use an actual camera.*

Click on the **upward arrow** beside the microphone icon and select **Test Speaker & Microphone** to ensure audio is properly configured.

STARTING A RECORDING

Click on **Record** and select the desired recording type. *Recording to the Cloud is generally preferred if the recording will be subsequently shared*
SHARING YOUR COMPUTER SCREEN (for recording)

Click on the Share Screen icon

From the resultant pop-up window, **click on the content window** that you wish to share.

- **Select Screen** to share ANY and ALL content, as it is loaded onto your screen, or
- **Select a specific window** (i.e. Powerpoint) to share only that specific screen.
- For video content, ensure that the **Share Computer Sound** box is checked.

Once the desired content has been selected, click Share.

From the screen sharing toolbar at the top of the screen, click on **New Share** to select new content to share or **Stop Share** to stop sharing your screen.