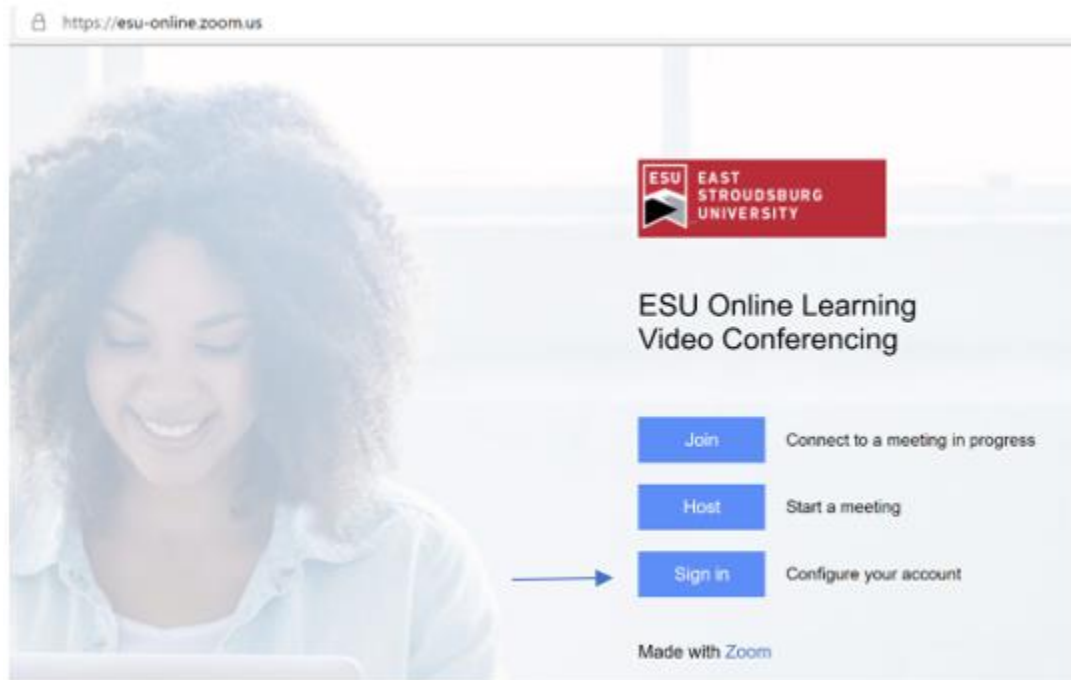


Zoom Instructions (non-faculty)

NOTE

You do not need to VPN or Remote desktop to your office machine. Just use Zoom from your personal machine or borrowed laptop. This will ensure that the mic, speaker and web-cam selection is correct.

Direct URL for ESU Zoom access: <https://esu-online.zoom.us/>

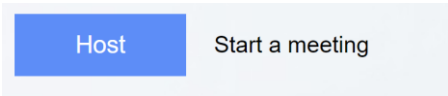


First time Zoom users must sign in to establish your account before using it.

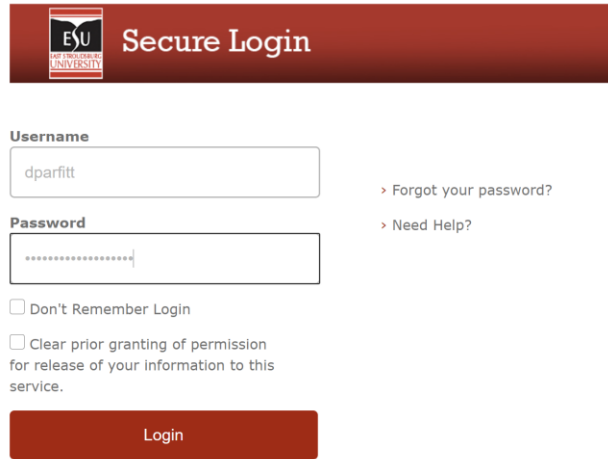
Use your username (i.e. dparfitt) and password used to access your self-service portal. This will get you into Zoom and create your account. You can add / edit meetings from this login or you can access Zoom after completing this first step.

Next we will Host a Meeting...

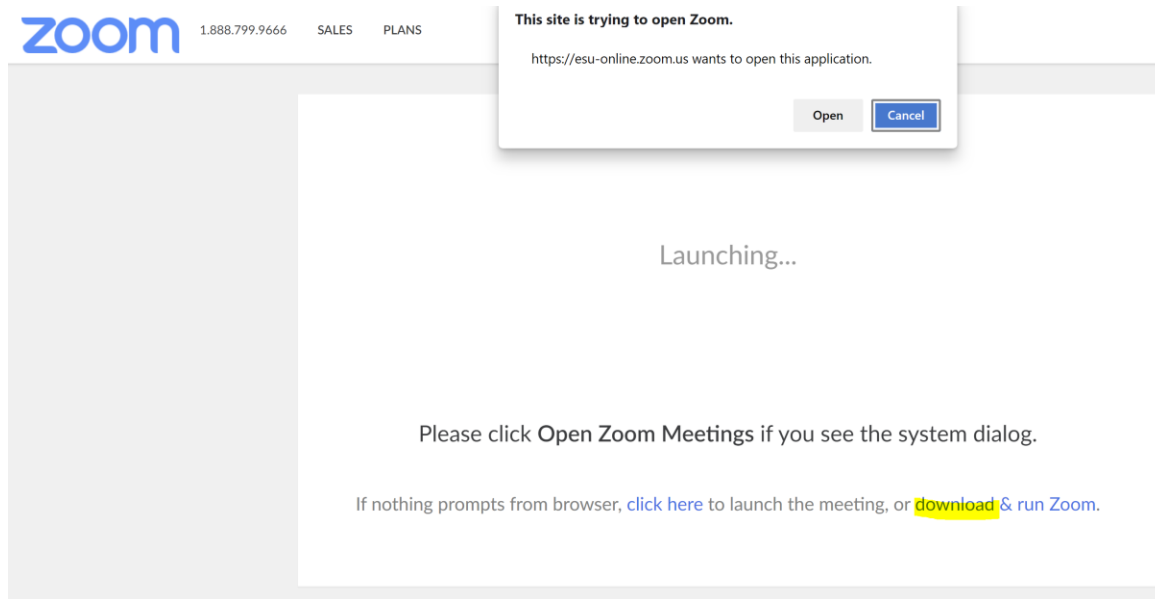
Hosting a Meeting



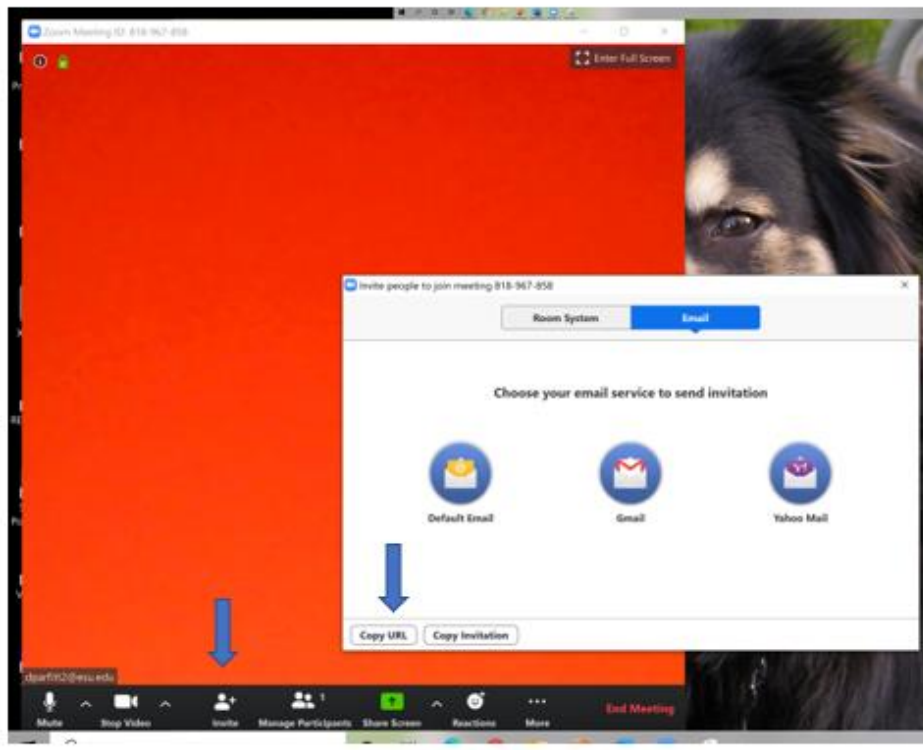
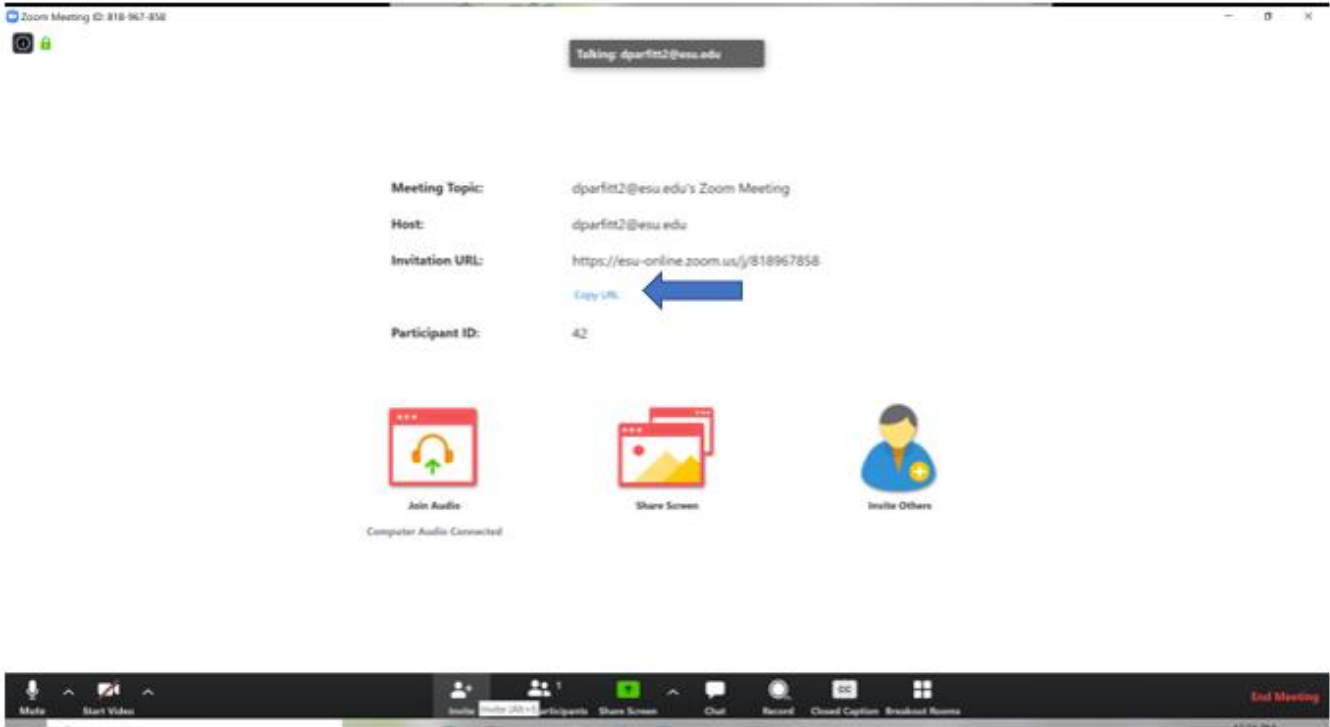
Clicking HOST will present you with an ESU Login screen. Please login.



I already have downloaded and installed the Zoom application; but you may find that you must do this extra step which is highlighted in yellow below. Remember that after you download the application, you must install it on your machine. Since I have installed ZOOM, I will hit OPEN.



I am now in ZOOM. You may see a black or red screen, or your face, or a screen like shown; but no matter the case you will have the same tool bar across the bottom. If you see the screen directly below then Copy the URL. If you see your face or a black or red screen then see the second picture and click INVITE. I then choose Copy URL from here. **I do not hit default email** because I don't have Outlook configured on my home machine. But, if you click Copy URL you can go into your work email from a web-browser (again you don't need to remote into your work machine) and create an email to all you want to invite. Then just paste the link into the text body by RIGHT CLICKING and selecting paste.



Joining a Meeting

Join

Connect to a meeting in progress

Joining a meeting is easy. Either you received an email like described above and clicking gets you into the meeting; or you have been told the Meeting ID to enter, so you would hit JOIN and then enter the ID.

zoom

SALES PLANS

JO

Join a Meeting

Meeting ID or Personal Link Name

Join

Should you hit a snag, you can email our helpdesk at helpdesk@esu.edu or visit the FAQ on Zoom's page to potential troubleshoot. <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>