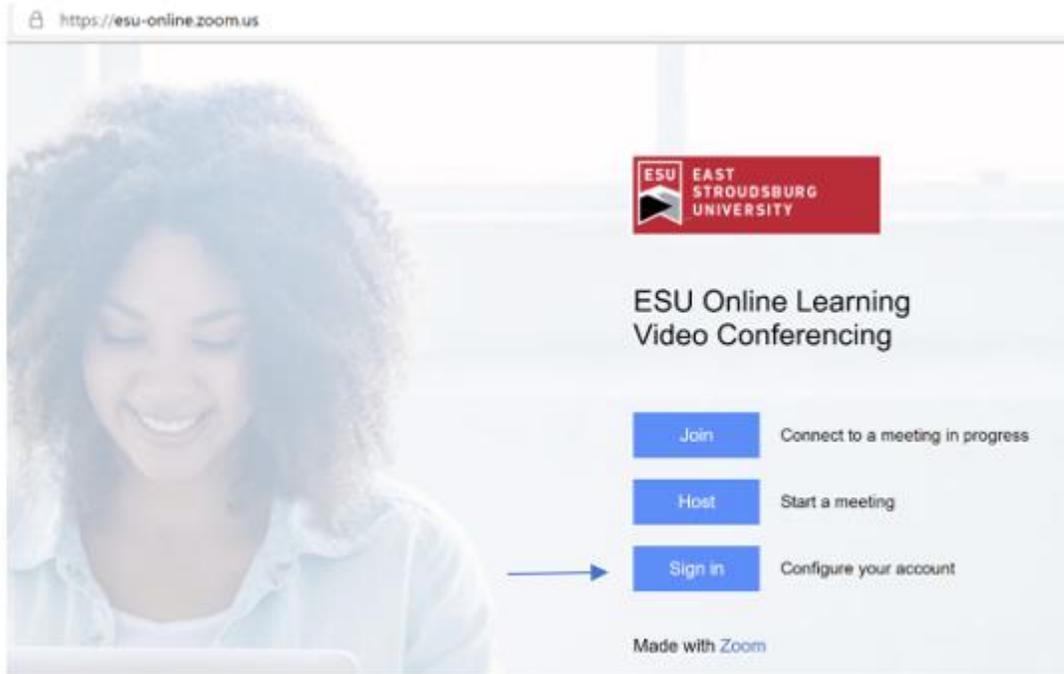


## Zoom Instructions (non-faculty)

Direct URL for ESU Zoom access: <https://esu-online.zoom.us/> Note that VPN access is not needed to use Zoom. Just use your regular Internet from wherever you are. This will ensure that the mic, speaker and web-cam selection is correct.

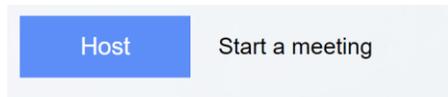


**First time** Zoom users must sign in to establish your account before using it.

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...

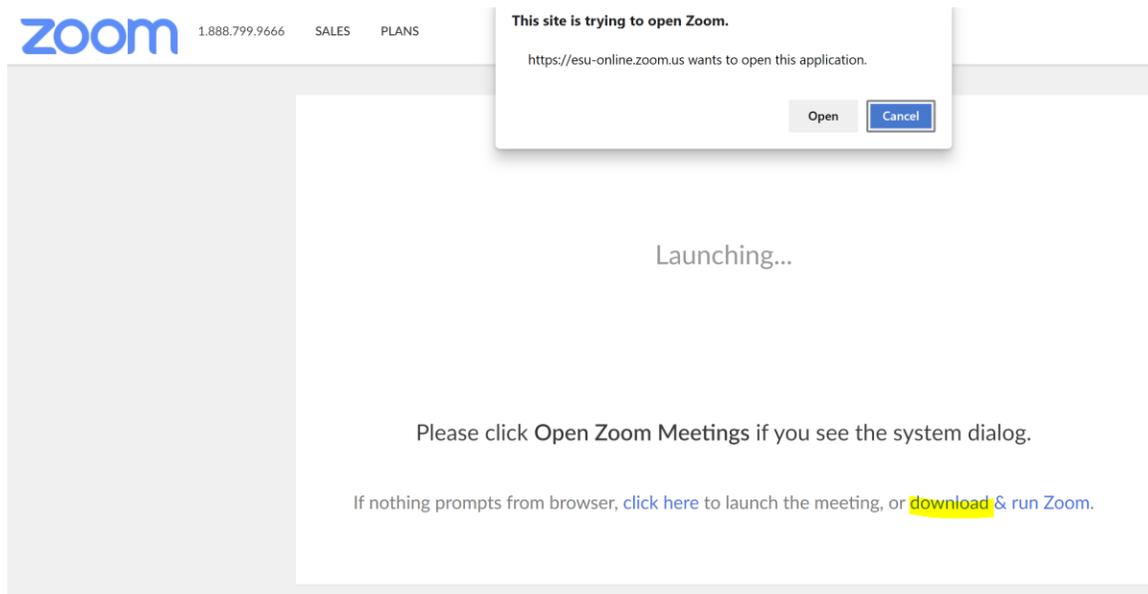
## Hosting a Meeting



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

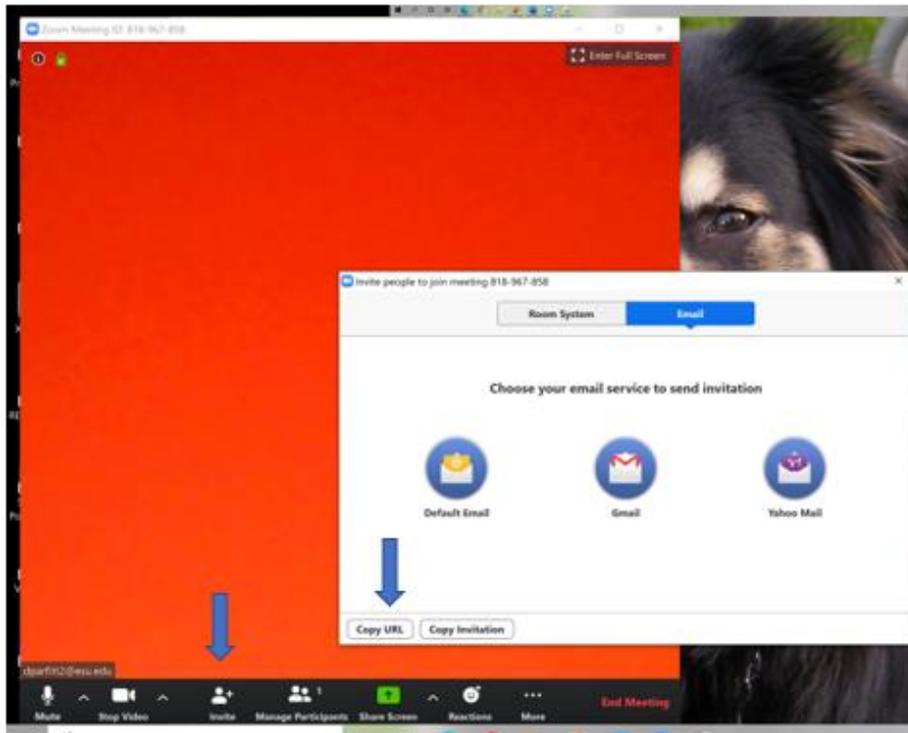
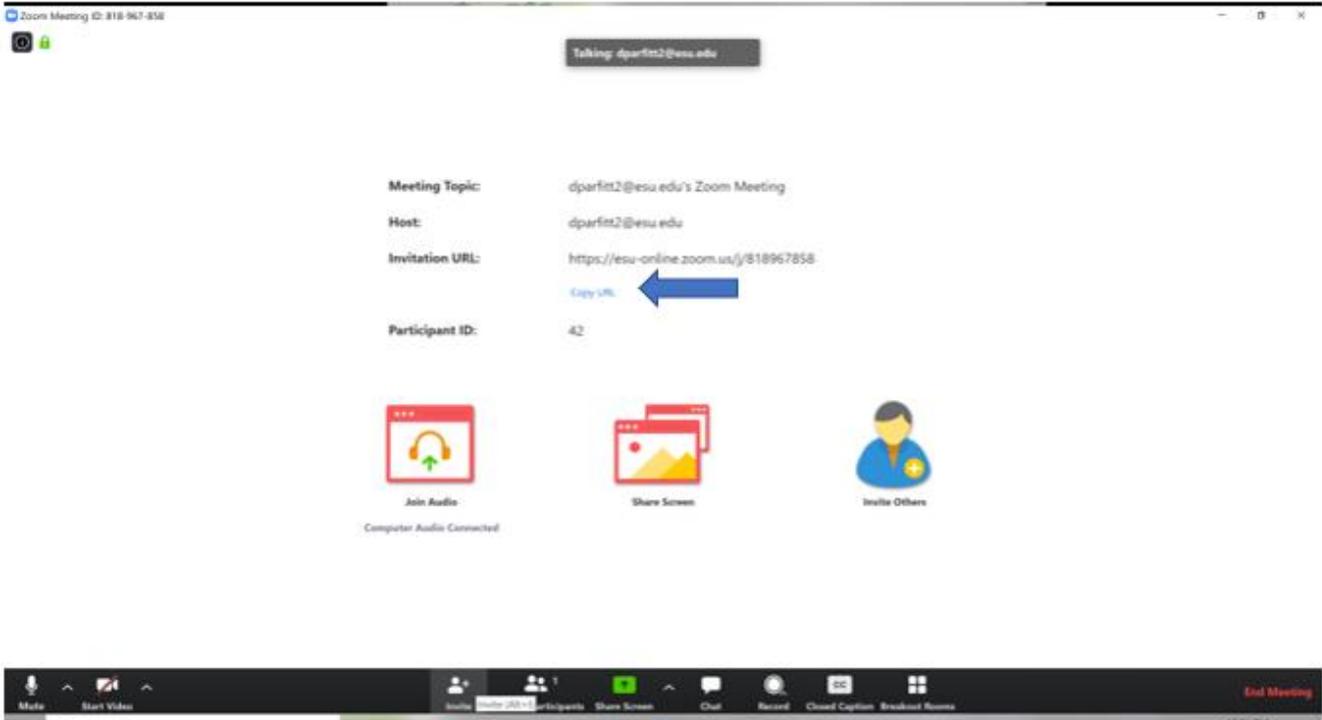
 A login form for Eastern State University (ESU). At the top is the ESU logo and the text 'Secure Login'. Below are fields for 'Username' (containing 'dparfitt') and 'Password' (masked with dots). To the right of the password field are links for '> Forgot your password?' and '> Need Help?'. Below the fields are two checkboxes: 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.'. At the bottom is a red 'Login' button.

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.

# Zoom Instructions

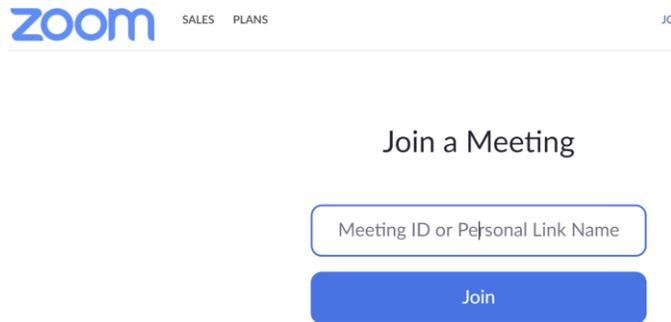


## Joining a Meeting

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.



The screenshot shows the Zoom website's 'Join a Meeting' page. At the top left is the Zoom logo, followed by 'SALES' and 'PLANS' links. On the top right, there is a 'JO' link. The main heading is 'Join a Meeting'. Below this is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Underneath the input field is a blue 'Join' button.

Should you hit a snag, you can email our helpdesk at [helpdesk@esu.edu](mailto: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>