**Zoom! Introduction**

**Zoom** is the new VCCS Synchronous online Teaching & Conference tool. All Faculty, Staff and Students have Zoom accounts linked to their VCCS Accounts. You can access Zoom through myRCC.

1) Click the Zoom tile

2) The Zoom Landing page appears with three Choices
   a. **Join**—Connect to a Meeting in Progress—you will need the Meeting ID
   b. **Host** a Meeting - This is your Personal Meeting Room—for on the fly meetings. The Meeting ID will display in the upper left.
   c. **Settings** - for your preferences AND setting up sessions in advance.

3) Click **Settings**

4) The menu on the left of the screen controls which options you are setting.

5) Use **Profile** to set a Picture to use as a tile if you are not displaying your web camera image.

6) To set up a new meeting click **Meetings**
Setting up a meeting

1) Click **Schedule a Meeting**

2) Supply the **Topic** of the meeting (descriptive is best)

3) The Full **Description** is optional

4) Schedule the Time of the meeting—**When** choices include a Calendar pick for date, the time is a drop down, as is AM/PM

5) **Duration** sets how long you expect the meeting to run

6) **Time Zone** defaults to your local time zone

7) Check the **Recurring Meeting** box if you want to repeat this meeting at intervals with the same settings.
   - Recurring choices include Daily/Weekly/Monthly
   - Repeat every # of Days
   - You can set an End Date (calendar pick) or number of total occurrences.

8) Generally **Registration** is not required, and **Meeting ID's** are best generated Automatically.

9) You CAN **Require a meeting password** if you choose

10) **Video** controls whether you or your participants enter with the video **Already Turned On**.

11) **Audio**—lets you allow Only **Telephone**, Only **Computer Audio** or **Both**. Generally we use both.

12) **Meeting Options** allows you to tailor some of the experience for your participants.
   
   a. **Enable Join before Host**—Recommended for advance meetings—without this users receive only a “Spinner” saying “Please Wait for Host.” Many participants conclude this means the meeting doesn't work.

   b. **Mute Participants upon Entry** - everyone enters already muted

   c. **Enable Waiting Room**—A pre-meeting area, you can move people into/out of the main meeting—useful for advising.

   d. **Record the Meeting Automatically**—no need to hit “record” if you want the meeting recorded.

13) **Alternative Hosts**—allows you to designate other participants as co-hosts.

14) Click **Save** and you are ready.