How to Set Up an Online Tutoring Appointment in Zoom

Logging into Zoom

1. Before you can host a meeting with Zoom, you must install the Zoom Desktop Client software for your computer/device. Start by going to Marymountuniversity.zoom.us and download the Client for Meetings.
2. Once the Zoom Client for Meetings is installed, click the Sign In button
3. Click "Sign In with SSO"
4. Enter "marymountuniversity" when prompted for the company domain
5. Enter in your username (MUID) and password on the login screen

Setting up the Session

1. Audio
    a. When starting a meeting, you can join the audio by phone or computer
    b. Choose "Join Audio by Computer" to connect your computer's mic and speakers to the Zoom Meeting. You can test your Audio sources by using the "Test Computer Audio" link when joining.
    c. Clicking on the Mic icon will let you mute and unmute your audio once connected
    d. Video Tutorial:
        i. https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1
2. Video
    a. Access video settings before or during a meeting by clicking on the "Settings" icon on your Zoom Desktop Application. On the video tab, you can preview and change your camera source via the down arrow.
    b. Clicking on the video icon will let you start and stop your video feed.
    c. Video Tutorial:
        i. https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1
3. Invite
    a. During a meeting, click "Invite" to send meeting information to more participants by email, Zoom chat, phone, or room system.
4. Manage Participants
    a. When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.
5. Share Screen
    a. Click Share Screen
    b. Choose to share your desktop, specific application, whiteboard, camera feed, etc.
    c. All participants in your meeting can share their screen
        i. However, they cannot share their screen at the same time that you are sharing your screen. In order to let them share their screen, stop sharing your screen first.
    d. During screen sharing, you and your attendees can use the annotation tools for drawing, pointing, highlighting, etc.

e. Video Tutorial:
    i. https://www.youtube.com/embed/9wsWpnqE6Hw?rel=0&autoplay=1&cc_load_policy=1
6. Meeting Controls
    a. Video Tutorial:
        i. https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&cc_load_policy=1

Before the Session

1. Start the meeting in Zoom at least 5 minutes before the scheduled appointment time so that you have time to deal with any IT issues.
2. Open the Zoom app and click "New Meeting" → Use my personal meeting ID (PMI)
    a. When a student schedules an online appointment, you will send them an email with a confirmation of the appointment and send instructions for how they can join the meeting on Zoom, which will include your PMI.
3. Test your audio and video
    a. Make sure to choose the correct audio input and output sources and levels.
    b. Make sure to choose the correct camera for the meeting if more than one option is available
    c. Audio, Video, & Sharing Video Tutorials:
4. Have the content you intend to share prepared ahead of time (i.e., whiteboard, shared screen, etc.)
5. Make sure you know how to share your screen
    a. If you are in the Zoom app, you can use the Screen share icon on your desktop client
    b. Or, click "Share Screen" on the Zoom Room Controller
    c. Follow instructions to either share via Airplay or share.zoom.us