A brief guide on how to hold office hours or to lecture with ZOOM*

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*Based on previous experience
Sign in to host a meeting
Click **Meetings** to start a previously scheduled meeting

Click here to join if you have a meeting ID

Click here to schedule your meeting
If you use a Personal Meeting ID, it may be less confusing to students because it will be the same meeting number every time.

You may want to have their camera OFF. If you start with their camera on, it is not easy to turn off once the meeting starts.
If meetings are scheduled, they appear in Meetings in chronological order.
If you are using **Computer Audio** every time (recommended), you might want to automatically join computer audio
Switch ON your camera if your computer name appears here.
If you have more than one camera, select the desired one by left clicking on the arrow.
Same procedure for the microphone
If your video gets minimized, click on the green arrow to undo it.

The video will be somewhere like this.

Walter Leal
Click on **Managing Participants** to open participant’s microphone and to allow a participant to share a screen (presentation).

This gallery view may appear on the top or the right side of your screen; select here.
You may want to start recording your presentation now (so that you don’t forget).

If you record on your computer, it will be saved in Documents > Zoom > File Name with Date (e.g., 2020-03-16 xx). The recorded video will be named zoom_0.mp4
If you are using a board, you don’t have to share your screen. Just make certain the camera captures the entire board. If you are sharing your screen, see below:

![Advanced Sharing Options](image)

Before sharing your screen, click on the arrow to decide whether only one participant can share at a time.

When you click on **Share Screen**, every document or opened App will be shared (at least momentarily); see the next slide.
Click on the document or media you want to share (e.g., a PowerPoint presentation)
Here is what you’ll see

Today’s Lecture

COVID-19

Make sure you start your slide show
If you want to share an iPad, make certain it is on the same network as your computer. I had problems with eduroam, which is not recognized as the same network. When I use a landline connection for broadcasting (preferred), I use a fake network (a router which is not connect to the internet) to connect my iPad to computer.
On your iPhone or iPad:

1. Connect to Wi-Fi network

2. Tap **Screen Mirroring**
   How to find it: swipe down from the top right corner of the screen
   On iOS 11 or earlier, swipe up from the bottom of the screen

3. Choose **Zoom-wsleal**
   Don’t see it? Restart your device

The instructions of what to do on your iPad or iPhone appear here.
Now select the App you want to use on your device. I like GoodNotes
This will be your whiteboard.

The iPad or iPhone becomes your whiteboard. Make certain your Apple pen is charged before you start.
Today’s Lecture

COVID-19

If a participant has a question, they may raise a hand during the presentation. You may want to open the participant’s microphone (under Manage Participants) to let them ask the question. Caution: the questioner’s microphone may not be functional. Normally, I test with a couple of participants before starting a session.
You may start a chat at the beginning of an office hour or after a presentation.
The chat will be saved

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<table>
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<tbody>
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<td>Walter Leal</td>
<td>Hello!</td>
</tr>
<tr>
<td>20:33:47</td>
<td>Walter Leal</td>
<td>Any questions?</td>
</tr>
<tr>
<td>20:35:25</td>
<td>wsleal’s iPad</td>
<td>Professor: I have a question</td>
</tr>
</tbody>
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To keep this meeting running, please assign a Host.

☐ I’d like to give feedback to Zoom

[End Meeting for All, Leave Meeting, Cancel]