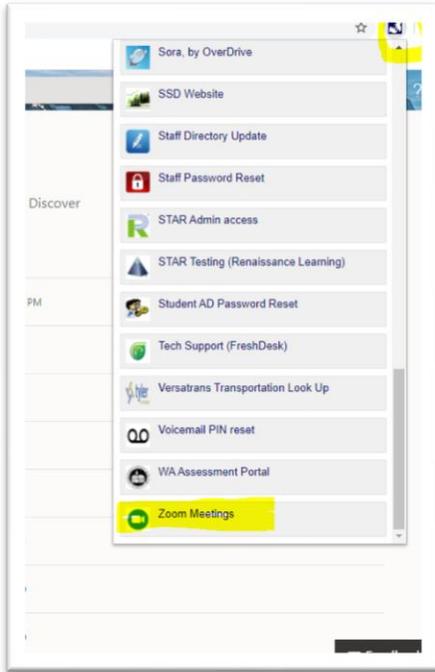


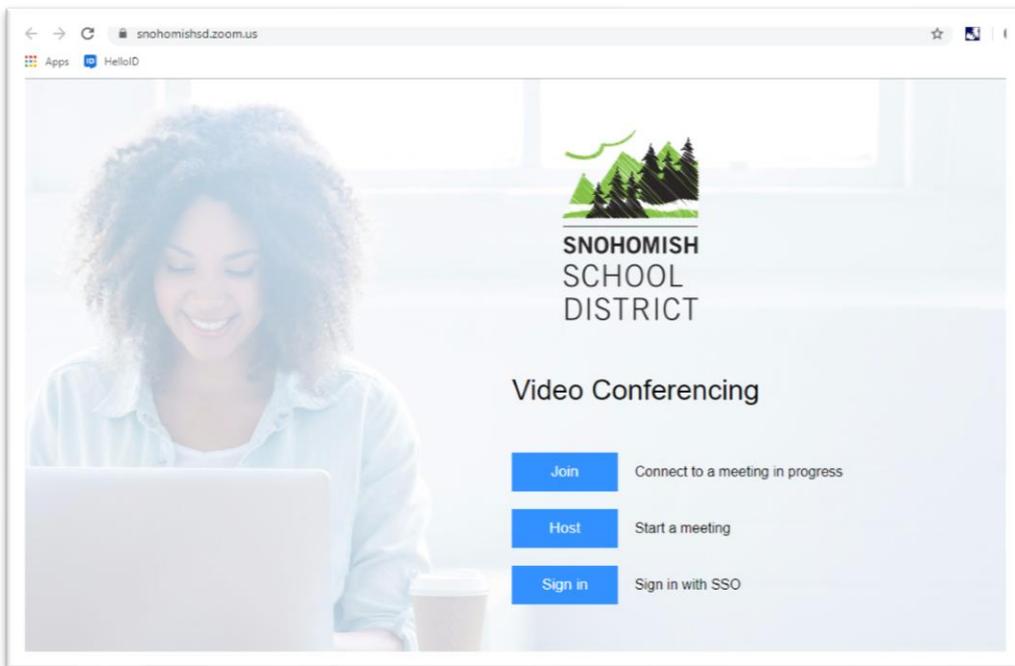
Zoom Tutorial-Logging in, Options for Use and Hosting a Meeting

Logging in and Options for Use

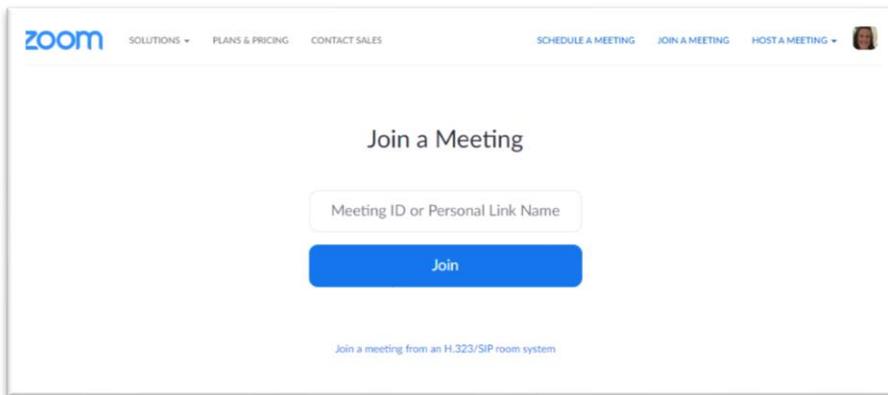
1. Open HelloID and go to Zoom Meetings



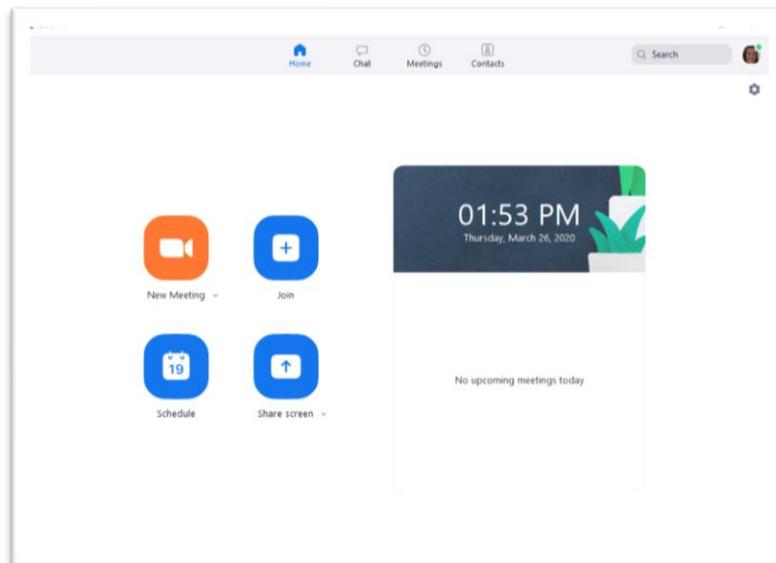
2. You will then get to the SSD site for Video Conferencing- looks like:



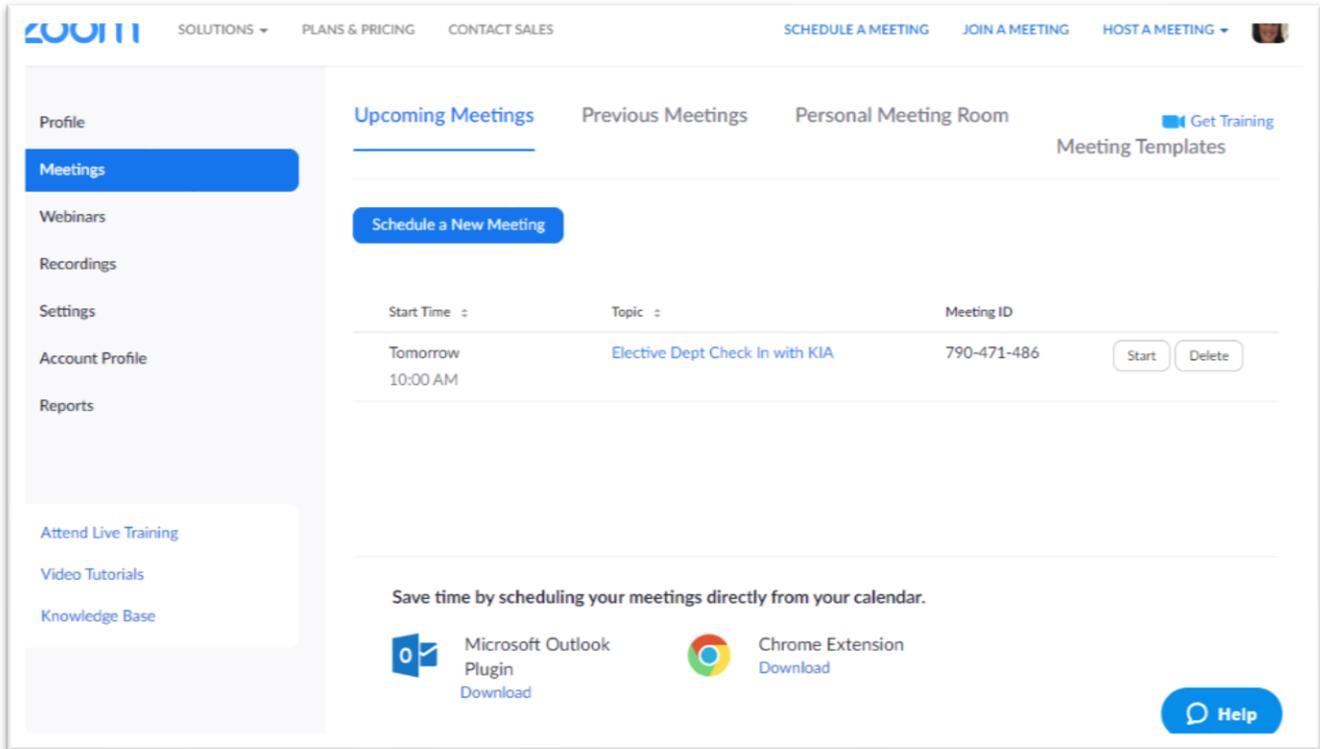
3. You have 3 options to choose from:
 - a. Join a meeting- which means you are not the host- you will need a Meeting ID in order to log in, that was likely sent to you via email. This looks like:



- b. Host a meeting- this means you will be in charge of the meeting and will need to invite others in order for them to join
 - i. When you click this, it will likely open your web cam, and etc. if you have used zoom before. The screen you will want looks like (and will pop up for you):

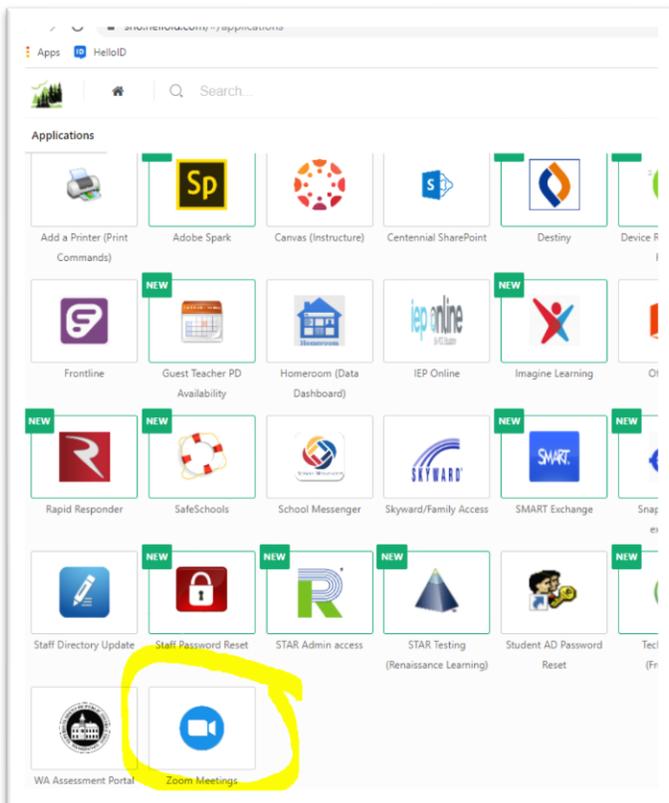


- c. Sign in- this is if you want to open your account, change preferences, etc. The SSO for Snohomish school district is: Snohomishsd
 - i. You will have to type that in, then you will be redirected to another log in- use your SSD student credentials to log in
 - 1. Once you've signed in once, it should allow you to sign in without adding your credentials each time in the future.
 - ii. In this place, you will be able to change preferences, add a photo, see your meeting schedules, etc. you can also schedule meetings, join meetings, host meetings etc. from here too. Looks like:

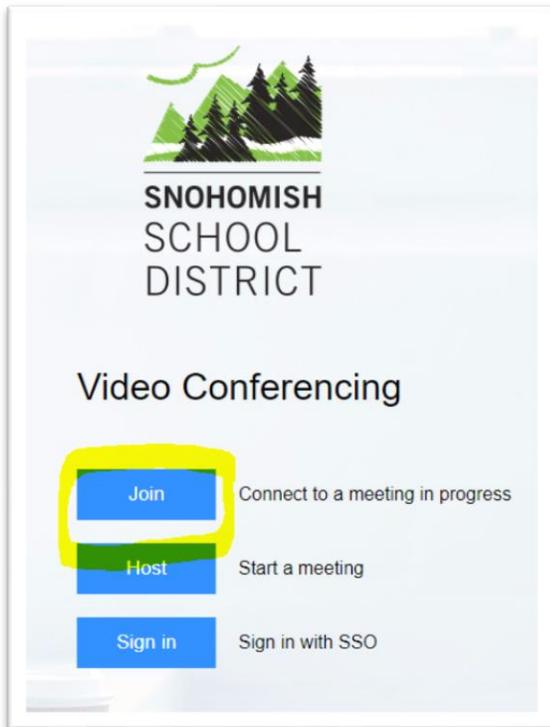


Joining a Meeting through the Zoom Meeting tool in HelloID

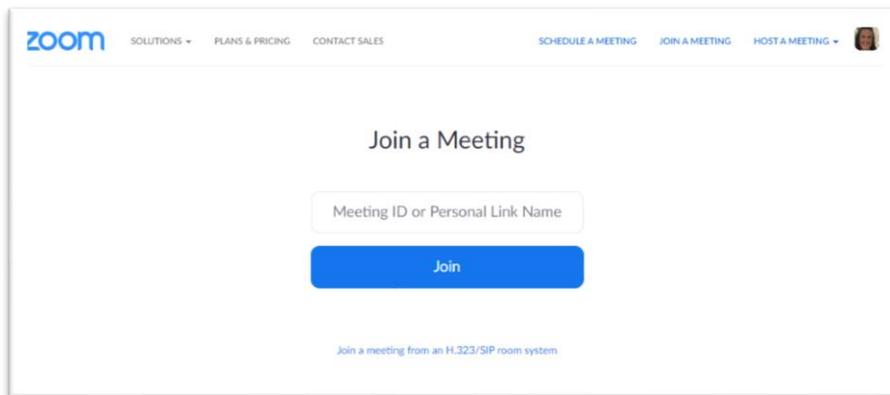
1. Go to HelloID and click the Zoom Meeting application (our HelloID access will look different, simply look for the app "Zoom Meetings")



2. Once you have received the information from your teacher/counselor, etc. for when a meeting will be, click the join button- looks like:

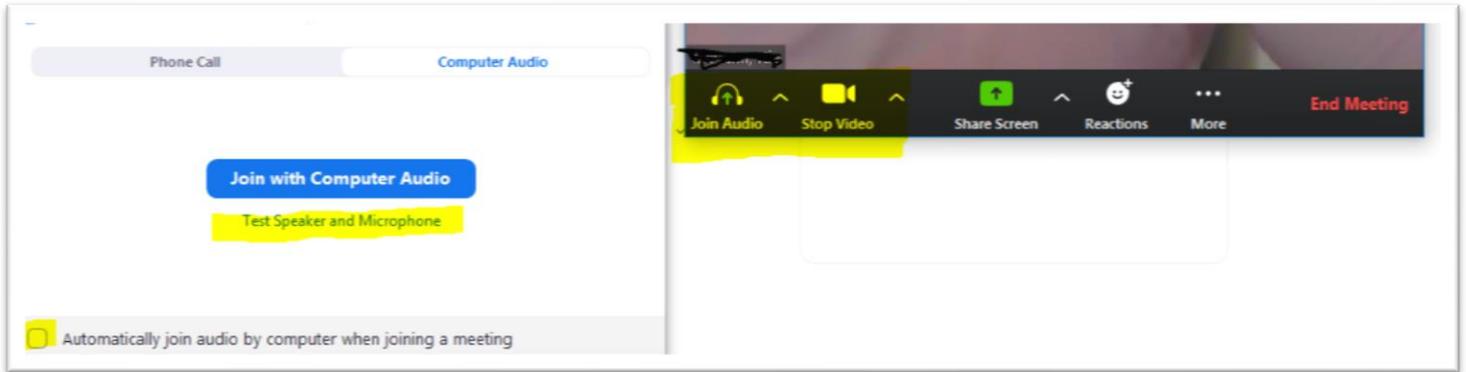


3. This will pop up and you will enter the MeetingID that was sent to you via email or posted to Canvas or other. Typically, a 9-digit code: XXX-XXX-XXX



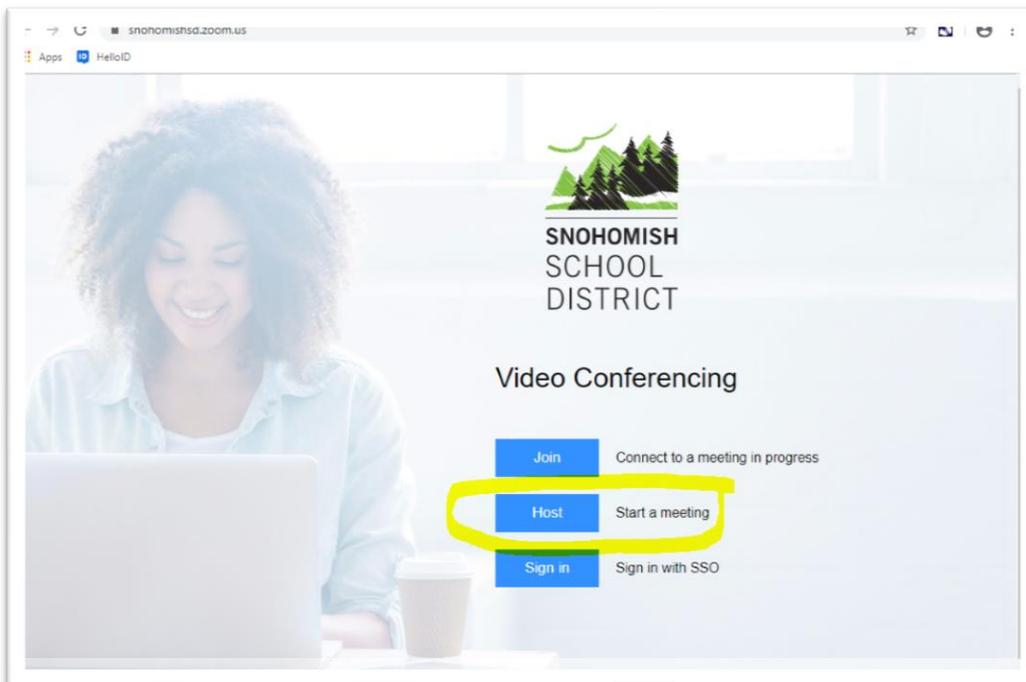
Tips for success: Check your camera settings and audio/mic settings before attending your first meeting so you are certain everything is working. The easiest way to do that is to look in your computer settings or simply click "host" and it will launch the Zoom App where a few dialog boxes may populate- looks like:

-The options highlighted below should allow you to test your settings, change them, automate them, etc.

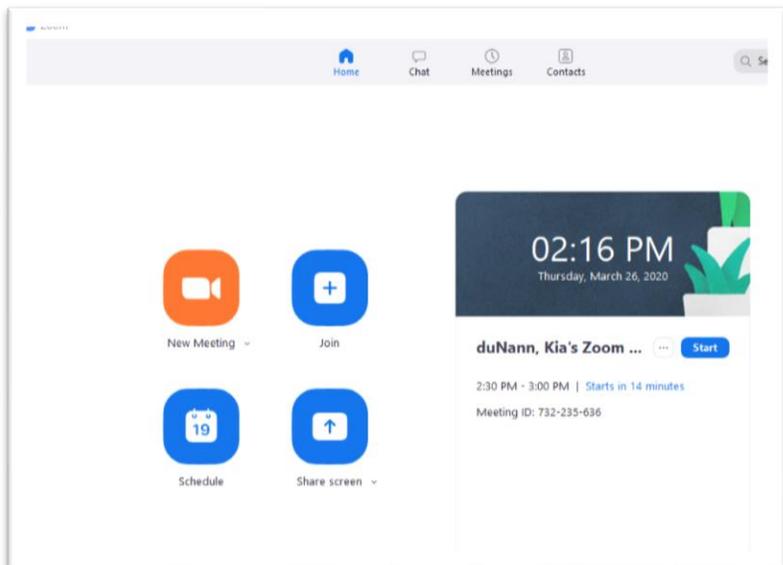


Hosting a Meeting through the Zoom Meeting tool in HelloID

1. From the main SSD screen, click Host- looks like:

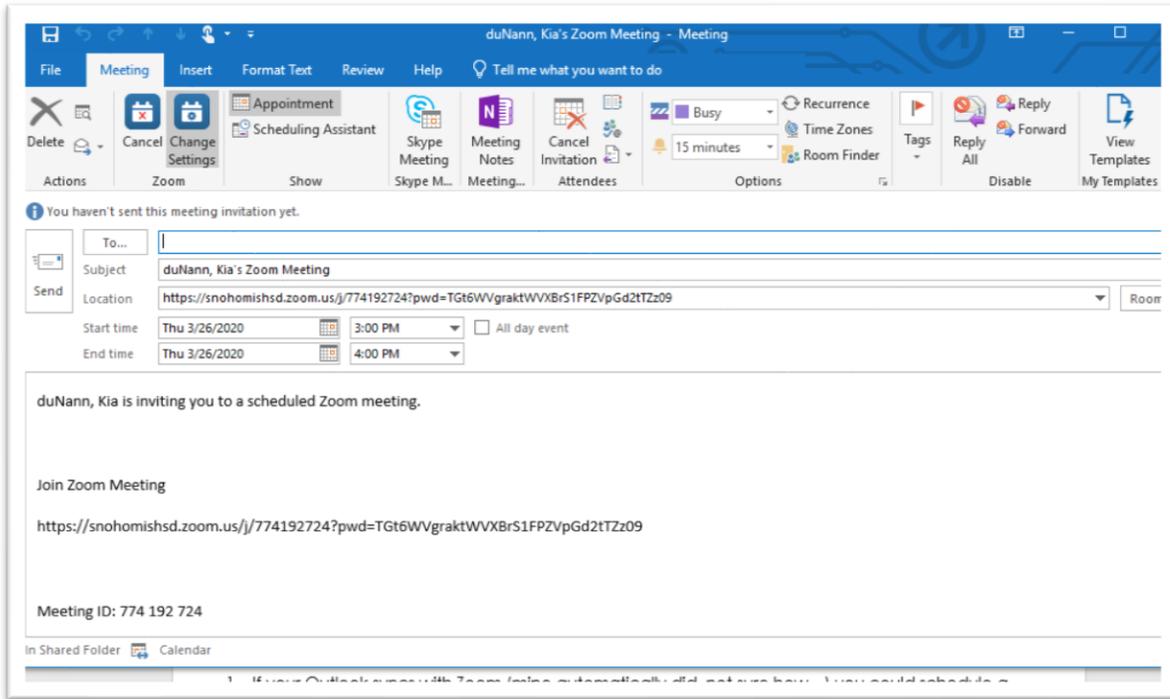


a. Launch the Zoom App- mine immediately starts my video, so I exit that and it gets me back to this screen where I can schedule the meeting for when I want it- looks like:



b. Click the Schedule button- then you can select the duration, day, time, etc.

c. Then, once I have put in the appropriate details for when I want the Zoom to happen, click Schedule, and it will populate an email with all the details- looks like:



d. You can send it to whomever then, and you should be off and running!