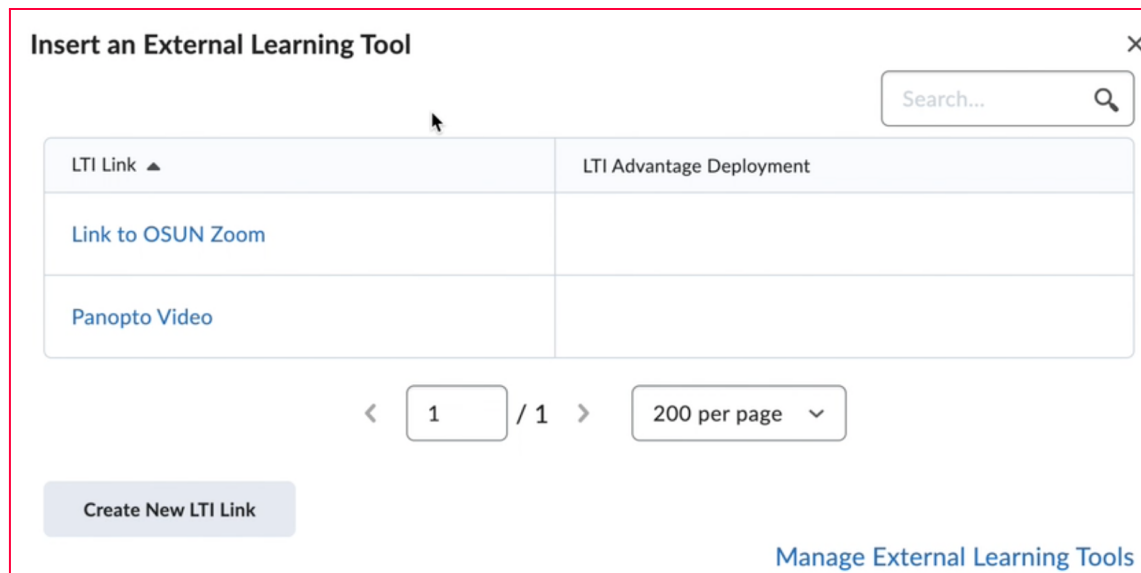


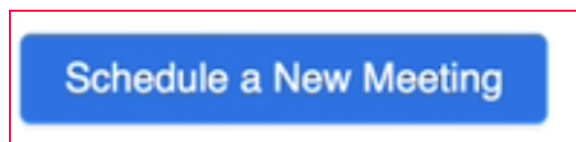
## How to Use Zoom

### VIDEO CONFERENCING - FACULTY

1. Zoom allows classes to meet across locations and time zones. To start, let's make a link to your zoom on brightspace so that students can easily find their way to classes, lectures, or office hours. Click content in the toolbar, then create a new unit called Zoom meetings. Within this unit click “add existing”, then “external learning tools”, then select zoom.



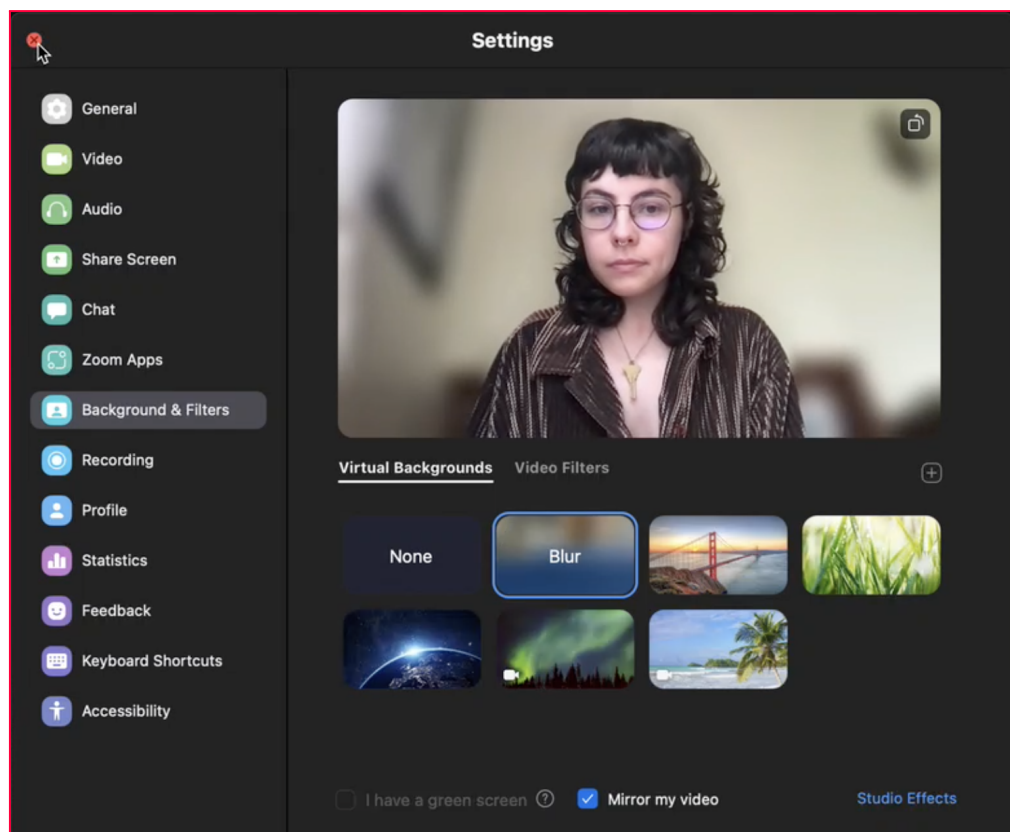
2. Now your students have a link to zoom. Click the link and it will bring you to your OSUN zoom account. Here you can click the blue box to “schedule a new meeting”. Fill out the info to match when this meeting will be taking place, and if it's regular make sure to click “recurring meeting” so that you only have to schedule it once.



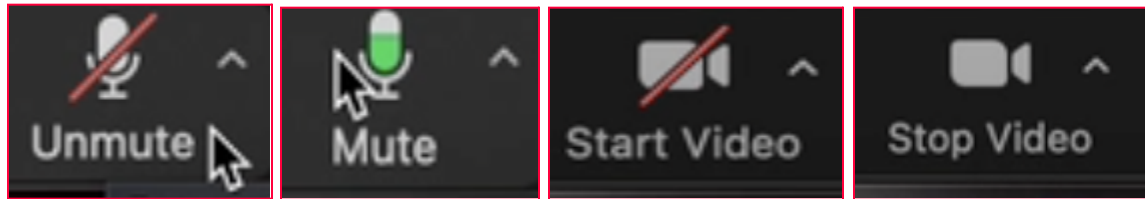
3. When you're ready to meet on zoom, click the zoom link you made, then click “start” next to your meeting time and it will open your zoom meeting automatically.

Upcoming Meetings			
Previous Meetings			
Personal Meeting Room			
Cloud Recordings			
<input type="checkbox"/> Show my course meetings only			
Start Time	Topic	Meeting ID	
Mon, Jul 4 (Recurring) 10:00 AM	<a href="#">Class 3 Weekly Zoom</a>	961 7206 3392	<button>Start</button> <button>Delete</button>
Mon, Jul 11 (Recurring) 10:00 AM	<a href="#">Class 3 Weekly Zoom</a>	961 7206 3392	<button>Delete</button>

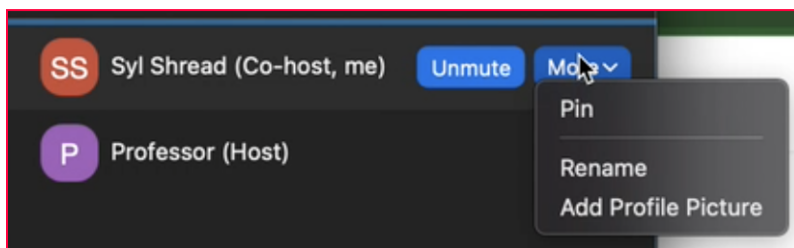
4. Make sure your face is towards a light and the camera faces you. If you want to blur your background go click the arrow next to the video button on zoom, then click video settings, click “background and filters”, and select the blur option.



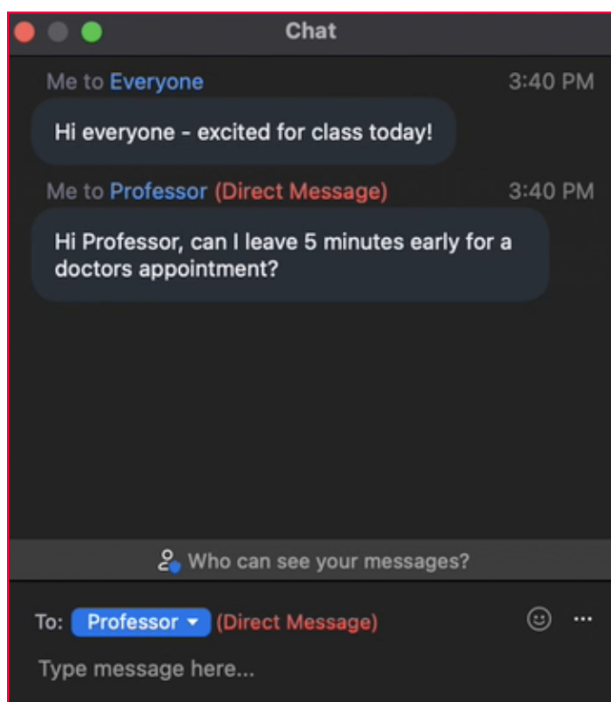
5. To mute yourself click the microphone icon in the bottom left corner next to the video icon. If the microphone icon has a slash through it you are muted, if the video icon has a slash through it your video is off.



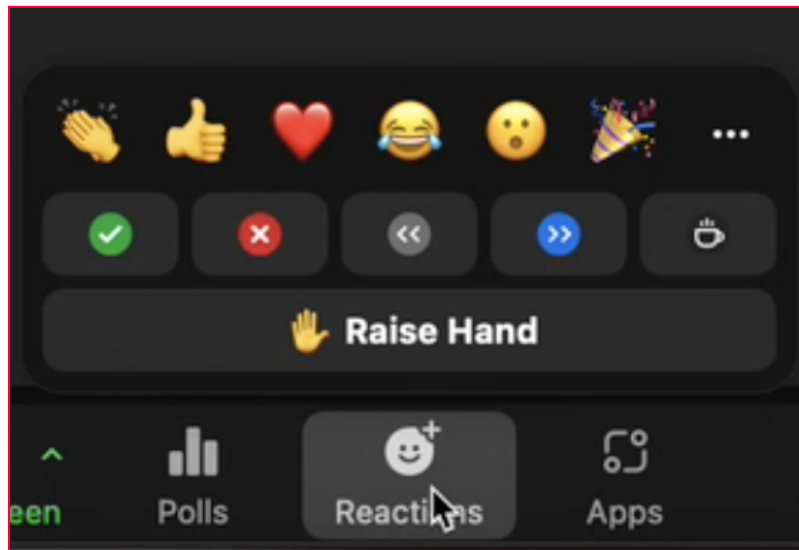
6. You can also rename yourself by clicking your name in the participants list or by opening a drop down menu by clicking “more” and then clicking “rename”.



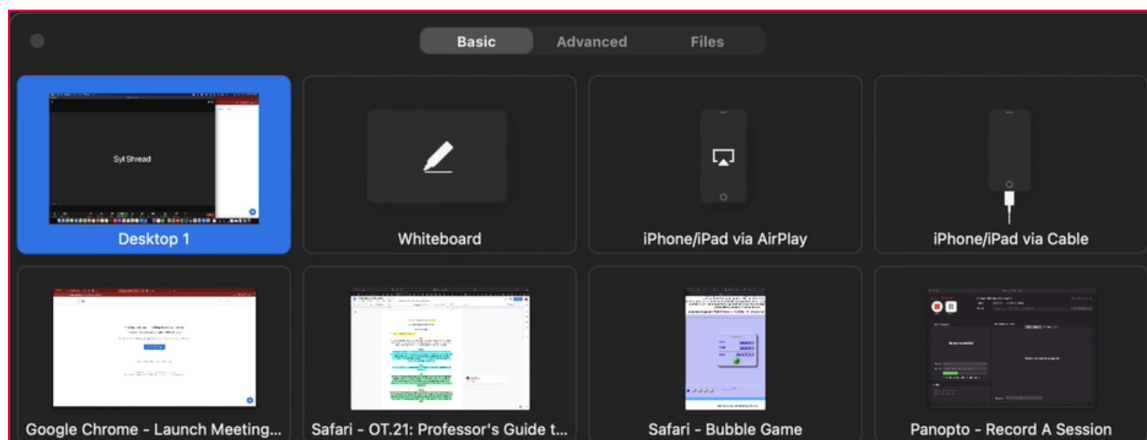
7. Click the chat icon on the bottom of your screen to open the chat. Here you can message the whole group or select certain students to message separately.



8. Your students can also use the reactions to engage with class, either by reacting to questions using the yes or no buttons or by using the raise hand functionality to let you know they would like to speak soon.



9. To display a presentation, video, or other material from your laptop click the green "share screen" button at the bottom of your screen. Select what you want to share - either all of your screen or just a specific tab. When your done click stop share at the top of your screen.



10. If you want to break the class into groups you can make break-out rooms. At the bottom of your screen you will see a breakout room icon - click that and select what settings work for your class. Now your students can break out and discuss the class. Then you can end the break out rooms or message them in chat to return to the main zoom.

