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I. Setting Up Zoom

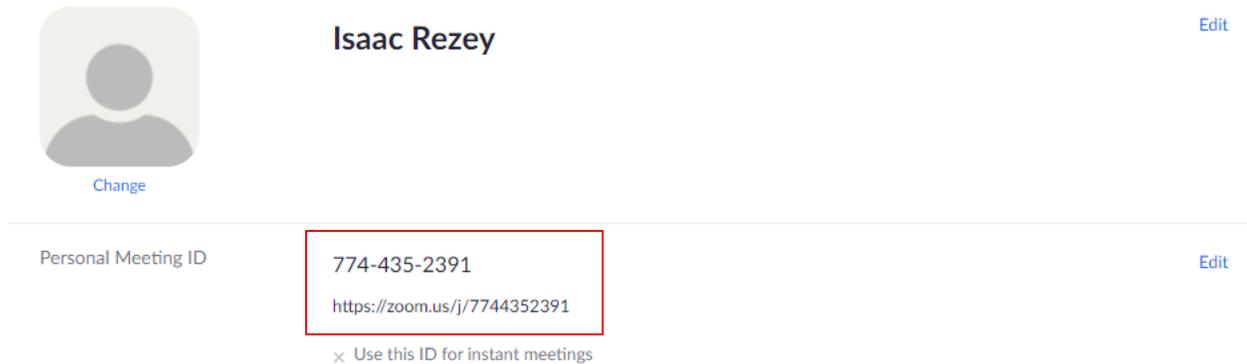
a. Creating an Account

Go to zoom.us, and select in the upper-right hand corner “Sign Up.”

Use your UB-email to create your account, and follow the steps provided. This should only take a minute, at most.

b. Locating your Personal Meeting ID

After immediately signing in, you will have the following displayed:



If you do NOT see this display, then click on your icon in the upper-right hand corner, adjacent to “Sign Out.”

c. Downloading Zoom

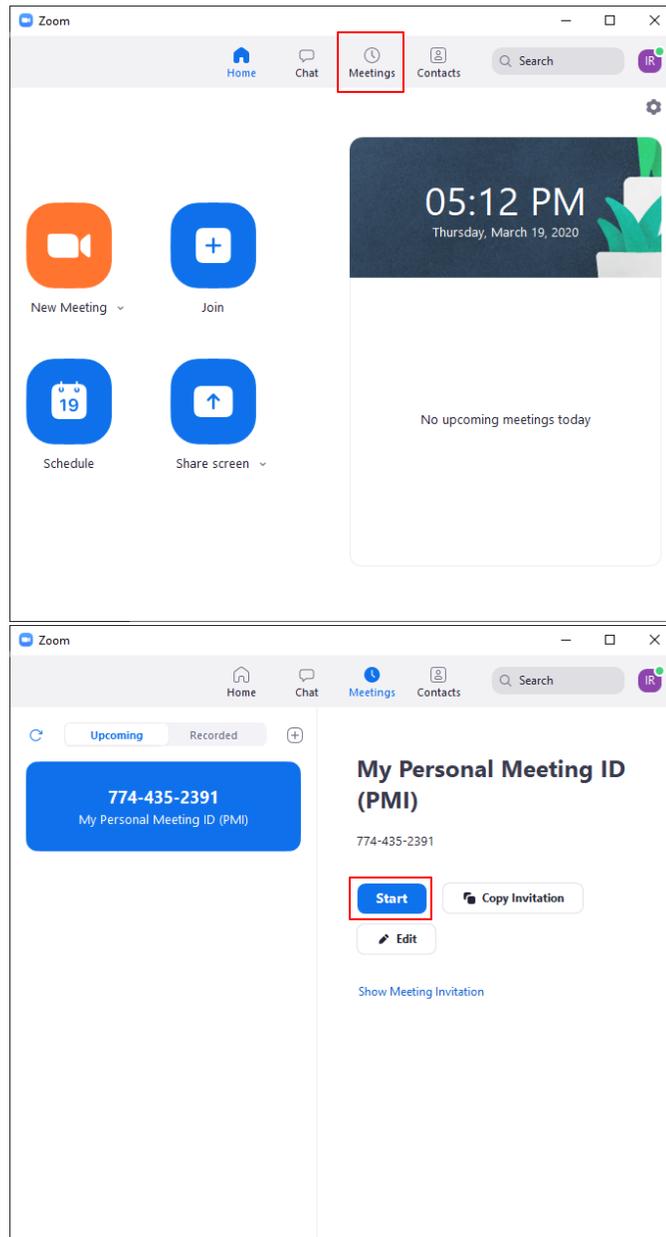
Go to <https://zoom.us/download> and select “Zoom Client for Meetings.” This will allow you to use Zoom directly from your Desktop.

II. Setting Up Meetings

a. Accessing Your Personal Conference Call

Launch "Zoom" from your Desktop.

You'll be prompted to log in; after logging in, you will see the following:



Select "Meetings" from the tabs available, and then click "Start," as indicated by the red boxes.

Connect your Computer's Audio, and you're officially good to go!

b. *How People Join*

People will use a link with your **PERSONAL MEETING ID** to automatically connect to your personal conference call. The link will have the following format:

<https://zoom.us/j/PERSONAL MEETING ID>

If they enter the meeting before you, you'll be notified by email.

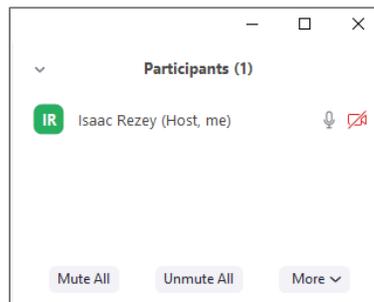
c. *Restricting Meeting Sizes*

Using the following process, you can prevent uninvited guests from entering during a tutoring session.

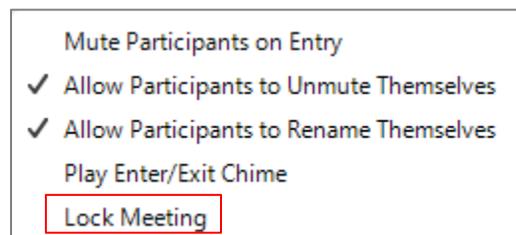
When in a meeting, the bottom bar will always be available:



Click on “Manage Participants,” it will bring up the following pane on the right-side of your screen:



Clicking on “More” will show the following:



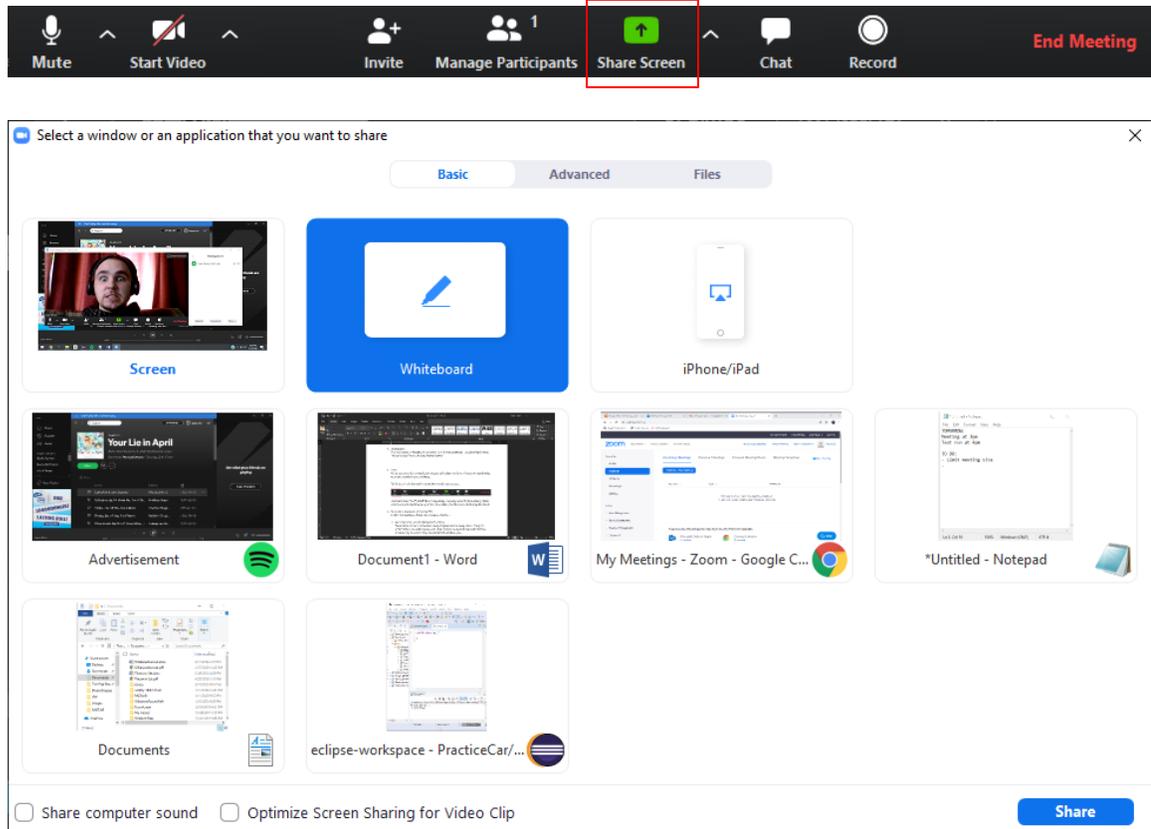
Click “Lock Meeting” to prevent anyone else from joining.

NOTE: Make sure you **unlock** the meeting between sessions, so the next tutee can join!

III. Resources Available

a. Screen Sharing

You can screen share during meetings – allowing the tutee to see a portion of your screen.



Select “Screen” or the specific document of interest by double-clicking them, or pressing “Share” while it is selected.

You can exit using “Alt + S” or the “Stop Sharing” button at the top-center of your screen.

b. Annotations

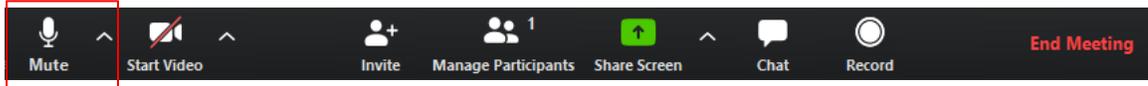
You can create a whiteboard and draw on it during meetings. You start by clicking “Share Screen,” and selecting “White Board.”

In this mode, you can draw on the screen and it will be shared directly. This is *especially useful* on tablets.

c. *Mute*

If you or a tutee has a significant amount of background noise, it may be worthwhile to *mute yourselves* unless talking.

To do so, use the bar visible at the bottom of your screen...



And hold down the SPACEBAR to temporarily unmute yourself while talking. Make sure to unmute *slight before* you talk, otherwise your first few words may be cut-off.

e. *Tutee Does Not Have a Working Mic*

In this circumstance, there are a couple solutions:

1. *Have the tutee join the Zoom call by phone*

Zoom does *not* have to be done using a laptop, and in many cases, it may be preferable to use a phone instead. If the tutee is using a phone, it should be a reliable way to ensure they can easily talk and hear you.

2. *Have the tutee type in chat*

Advise the tutee to use chat if they cannot speak to you.

If they are struggling to find the chat, tell them to press “Alt + H,” this is the hotkey to quickly open it.