

Your Guide to



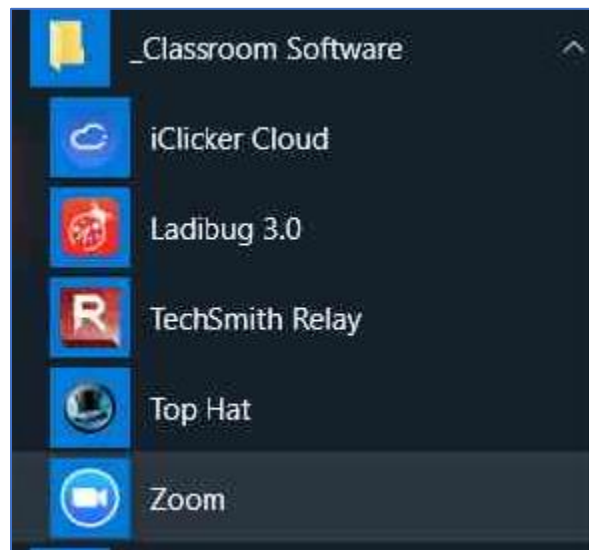
For the Classroom



Open Zoom Software

1. Log into Classroom Computer using Gatorlink Username and Password
2. Click on Windows (Start Button) on bottom left
3. Click on folder labeled “Classroom Software”
4. Click on “Zoom” to open Zoom

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Joining a Meeting

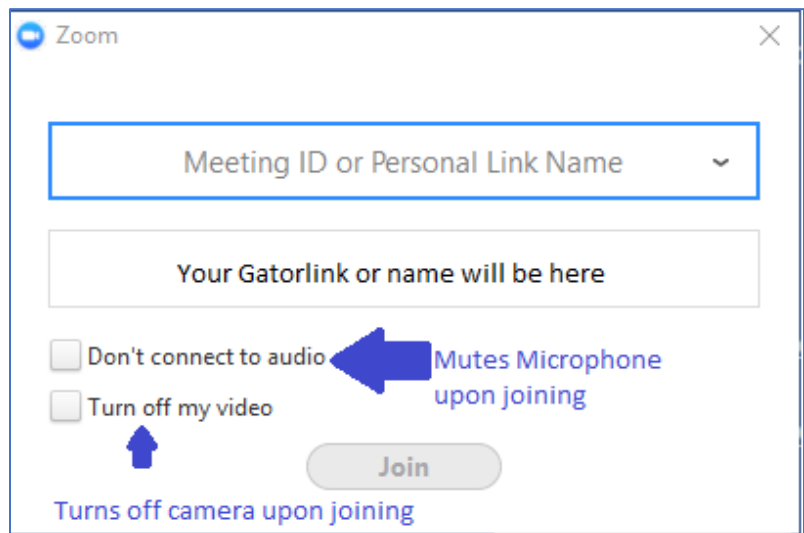
To Join a meeting, you do not need to sign in, just follow these steps

1. With first Zoom pop-up, click on “Join a Meeting”
2. Enter the Meeting ID
3. Select any options (optional)
4. Click Join

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Signing In

If you are starting an ad-hoc or personally scheduled meeting, follow these steps.

1. When Zoom starts, click on Sign-In
2. Click on the “Sign In with SSO” on the right.
3. When it asks for company domain, type ufl then press enter.
4. It will bring you to a UF Sign in page, here use your Gatorlink credentials.

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A screenshot of the Zoom 'Enter your company domain' form. The title is 'Enter your company domain'. There is a text input field containing 'ufl' and a dropdown menu showing '.zoom.us'. Below the input field is a link that says 'I don't know the company domain'.

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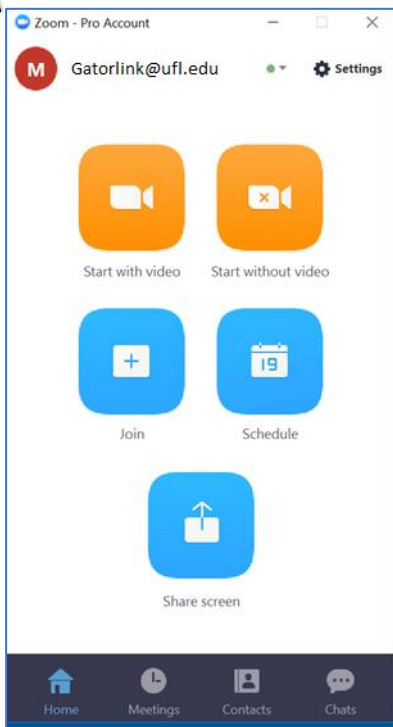
A screenshot of the Zoom sign-in page for the University of Florida. The Zoom logo is at the top, followed by the text 'LOGIN TO ZOOM - UNIVERSITY OF FLORIDA'. Below this are two input fields: 'Username' and 'Password'. The 'Username' field is empty, and the 'Password' field contains the text 'Password'.

Starting a New Meeting

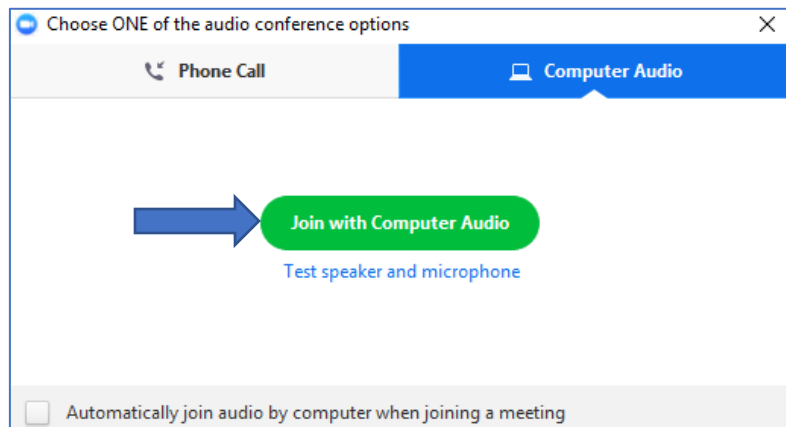
To start an Ad-Hoc Zoom Meeting follow these steps.

1. Follow steps to sign in to Zoom.
2. If you want to host a call with **Video**, click on “Start with video”
3. If you want to host an audio only call, click on “Start without video”
4. A pop-up will ask for audio options. Click the green button “Join with Computer Audio”

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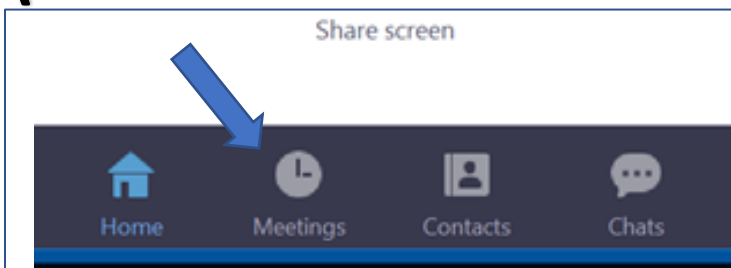


Starting a Scheduled Meeting

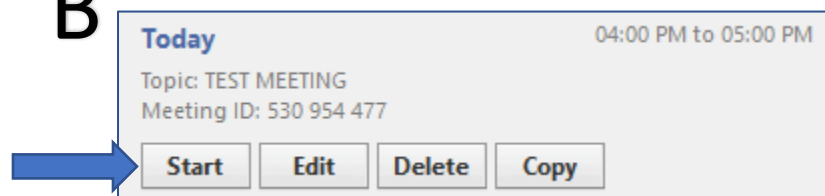
If you scheduled a meeting prior, follow these steps to start the meeting.

1. Follow steps to sign in to Zoom
2. On the bottom of the Zoom App window, click on Meetings
3. Find the meeting you want to start and hover the mouse over it.
4. Click Start
5. (optional) You can use the Edit button to make changes to the meeting.

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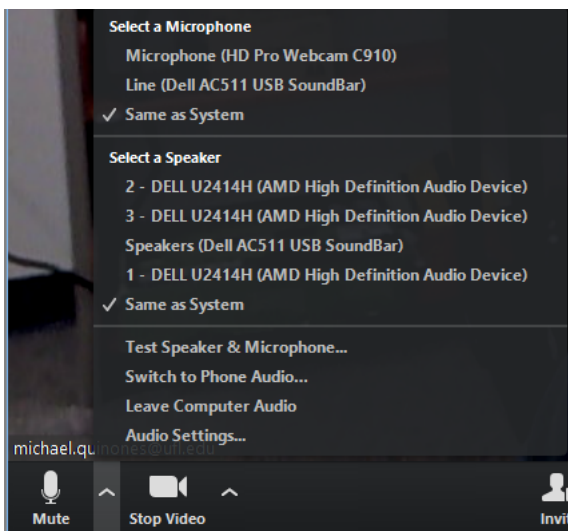
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Troubleshooting Tips: Audio

If you have trouble with audio, ensure that proper audio source is selected.

1. While in meeting, click on arrow next to mute button.
2. Ensure that the proper microphone and speaker are selected.
 - a. (In most cases this will be “Same as System”)



Troubleshooting Tips: Video

Selecting the camera and adjusting its position is done through the touch panel.