

Zoom Meetings Guide

System requirements:

- An internet connection with 3Mbps bandwidth – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in
- A webcam or HD webcam - built-in or USB plug-in
- 1GHz CPU with 4GB RAM
- Any modern PC, MAC, Linux systems.
- Any iOS, iPadOS, Android smart phones or Tabs.

To start a classroom (for faculty):

Let's assume the faculty wants to start a session at 10 AM and end at 11 AM

- Download and Install Zoom installer from <https://zoom.us/support/download>
- Open Zoom application and click 'Sign In' button
- Enter your Zoom email and password provided by CATS and click 'Sign In' button
- Click new meeting at 10AM
- Click 'Join with Computer Audio' if zoom cannot automatically detect your microphone.
- Click 'Start Video' button to share your Video with students
- Click 'Record' button and 'Record to the Cloud' option to record the session
- Click Share Screen button to share your desired screen or windows
- Click Stop Share button to stop your screen sharing
- Click 'End Meeting' button and click 'End Meeting for All' button to end the meeting at 11AM.
- Make sure you end the classroom at 11AM for the next faculty to Sign In and deliver his lecture.
- 'Sign Out' from Zoom application

To join a classroom (for students):

- Open <https://zoom.us/>
- Click 'JOIN A MEETING' link
- Enter meeting ID provided by faculty and click 'Join' button
- Click 'Leave Meeting' button to leave the classroom

Note:

- Maximum 300 students can join a single classroom
- Faculty should share their unique classroom 'Personal Meeting ID' provide by CATS with students before starting a classroom. They can use Send SMS feature from G-Staff portal to send SMS to students.
- Faculty are requested to not to change Zoom account password or change any settings since multiple faculty will use the same credentials to login and use Zoom to deliver lectures.