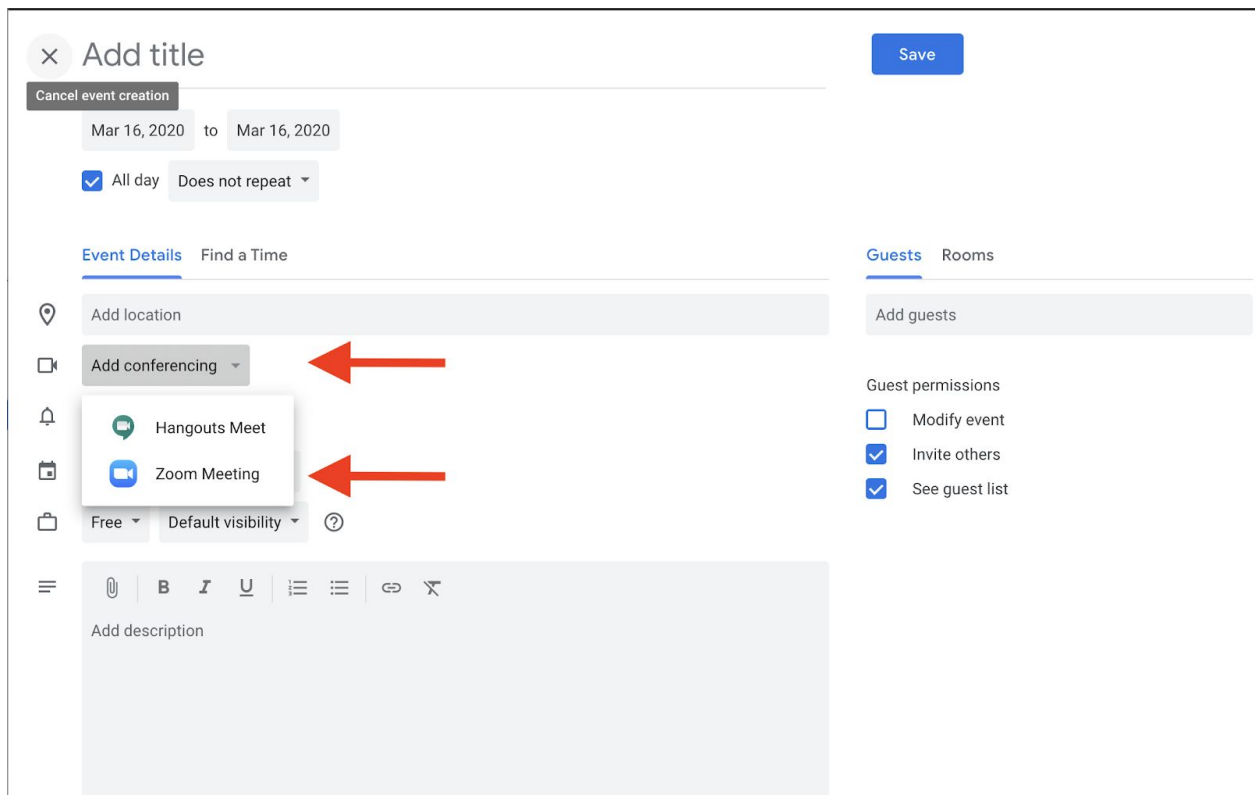


## Welcome to Zoom for SFAI

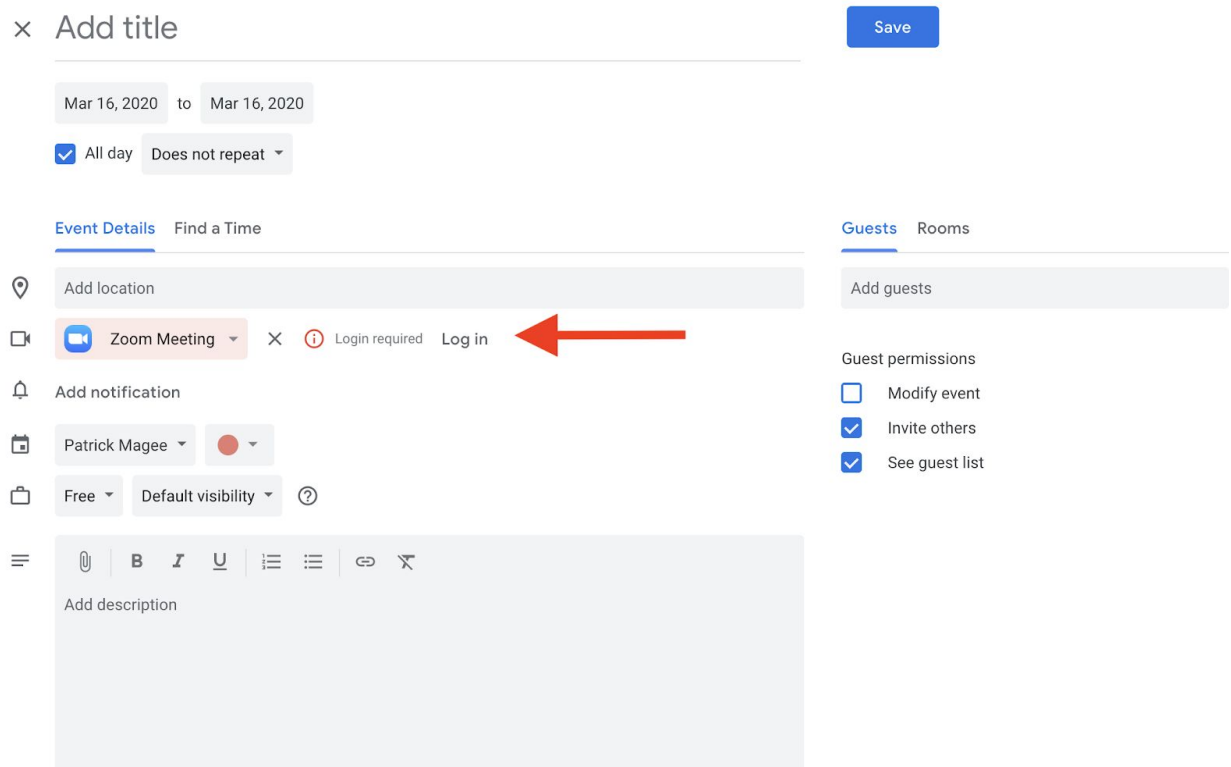
Your SFAI Google account now gives you access to Zoom video and web conferencing software. Upon creating your first Zoom meeting you will be asked to create your Zoom account which will then be used for subsequent meetings. Your Zoom account is directly connected to your SFAI Google account. For this reason please sign out of your personal Google accounts before continuing.

1. Log into your SFAI email account here <http://mail.sfai.edu>
2. Open Google Calendar and create a new event
3. Click the “Add Conferencing” dropdown menu and choose Zoom Meeting



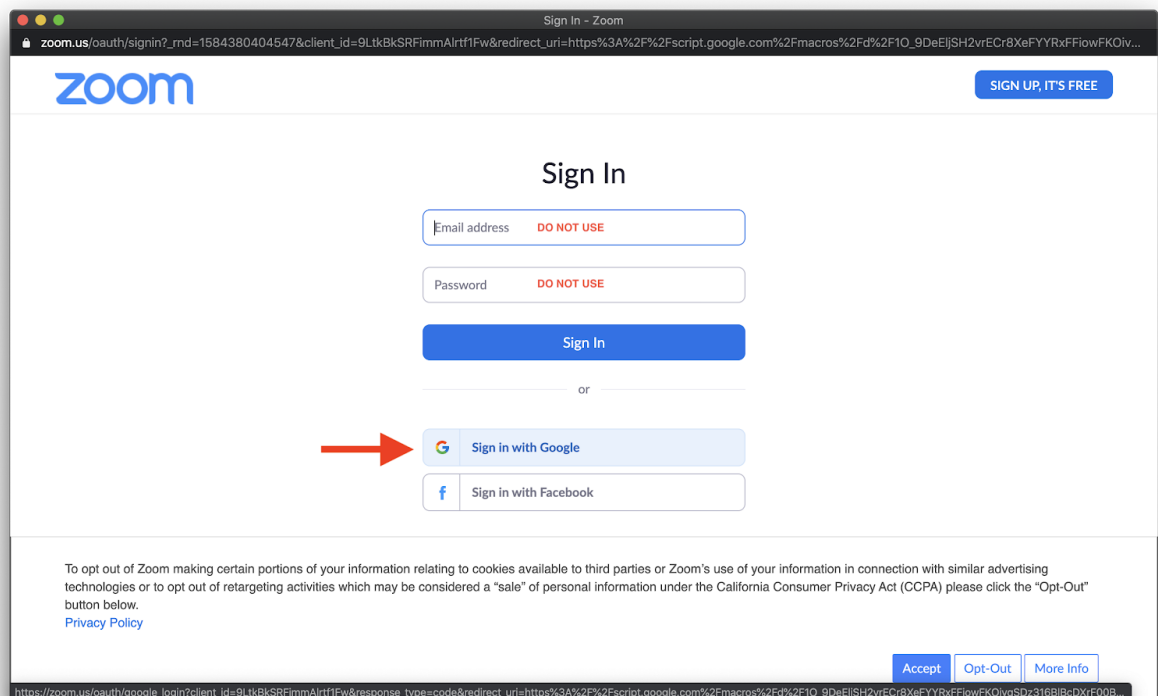
The screenshot shows the Google Calendar 'Add event' interface. At the top, there is a title field 'Add title' with a 'Save' button. Below it, a date range is set to 'Mar 16, 2020 to Mar 16, 2020', and the 'All day' checkbox is checked. The 'Event Details' tab is active, showing fields for 'Add location', 'Add conferencing', and 'Add guests'. The 'Add conferencing' dropdown menu is open, displaying 'Hangouts Meet' and 'Zoom Meeting' as options. Two red arrows point to the 'Add conferencing' dropdown and the 'Zoom Meeting' option. Below the dropdown, there are fields for 'Free' and 'Default visibility'. At the bottom, there is a rich text editor for 'Add description' with various formatting icons. On the right side, the 'Guests' tab is active, showing 'Add guests' and 'Guest permissions' with checkboxes for 'Modify event', 'Invite others', and 'See guest list'.

4. You will be prompted that Login is required, click “Log in”



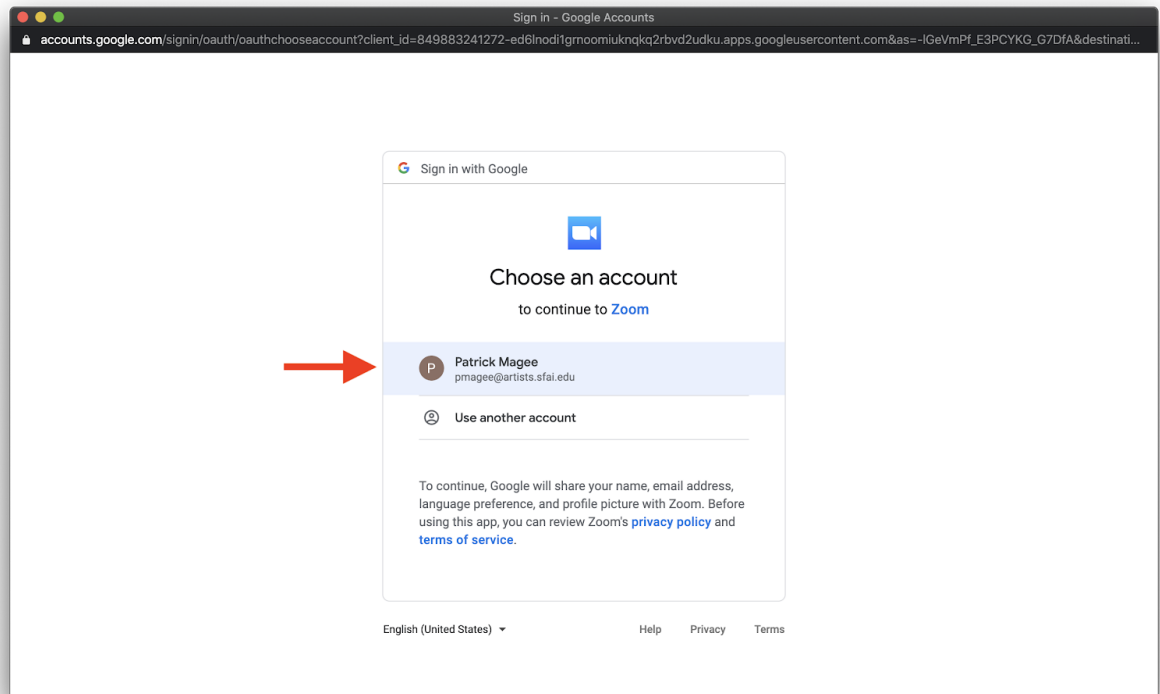
The screenshot shows the Zoom meeting creation page. At the top, there's a 'Save' button. Below it, the date is set to 'Mar 16, 2020' to 'Mar 16, 2020', and 'All day' is checked. The 'Event Details' tab is active, showing 'Add location', 'Zoom Meeting' (with a red arrow pointing to 'Log in' next to 'Login required'), 'Add notification', 'Patrick Magee' as the host, 'Free' as the cost, and 'Default visibility'. On the right, the 'Guests' tab is active, showing 'Add guests' and 'Guest permissions' (Modify event, Invite others, See guest list). At the bottom, there's a text area for 'Add description' with a rich text editor toolbar.

5. In the new browser window, choose “Sign in with Google”.

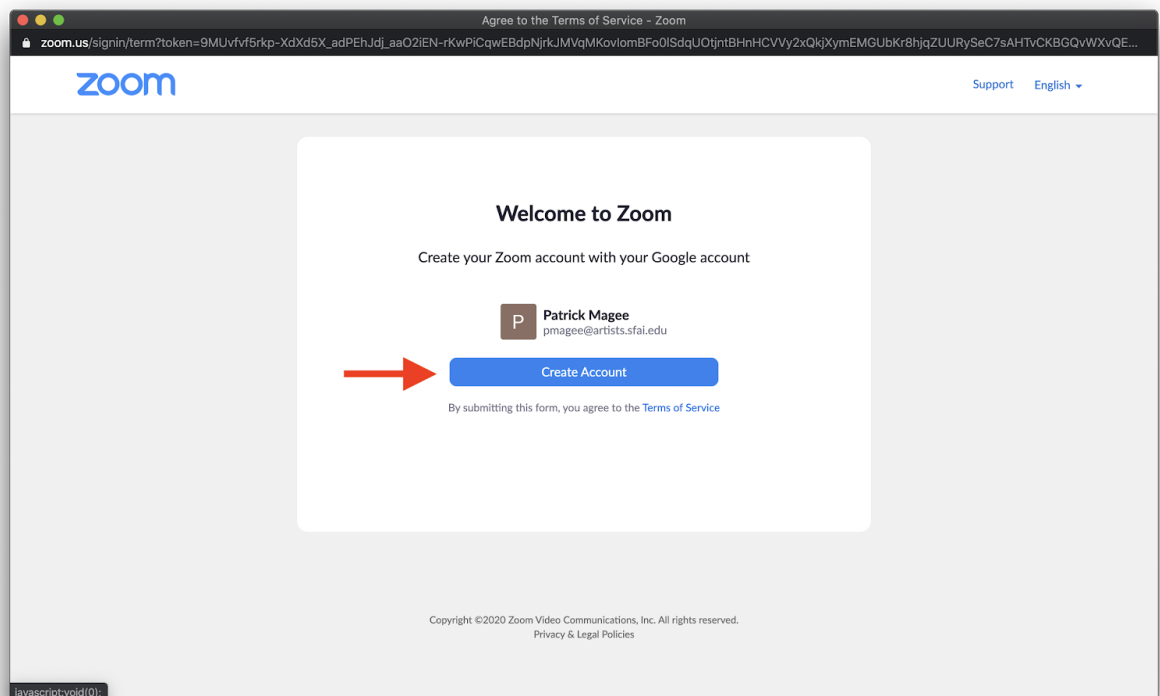


The screenshot shows the Zoom Sign In page. The URL bar shows 'zoom.us/oauth/signin?\_rnd=1584380404547&client\_id=9LtkBkSRFimmAlrtf1Fw&redirect\_uri=https%3A%2F%2Fscript.google.com%2Fmacros%2F%2F10\_9DeEjSH2vrECr8XeFYRxFFlowFKOiv...'. The page has a 'SIGN UP, IT'S FREE' button in the top right. The main heading is 'Sign In'. Below it are two input fields: 'Email address' and 'Password', both with a red 'DO NOT USE' message. A blue 'Sign In' button is below these fields. Below the button is an 'or' separator. Then, there are two social login buttons: 'Sign in with Google' (with a red arrow pointing to it) and 'Sign in with Facebook'. At the bottom, there's a privacy policy notice and three buttons: 'Accept', 'Opt-Out', and 'More Info'.

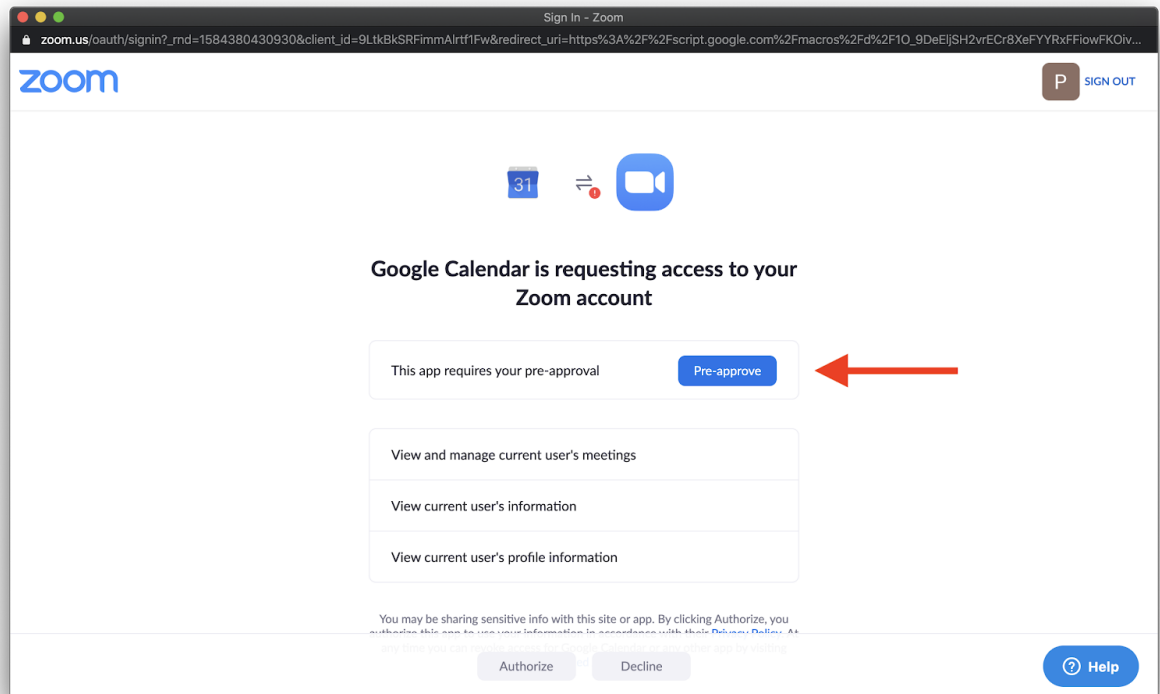
6. Choose your SFAI Google account.



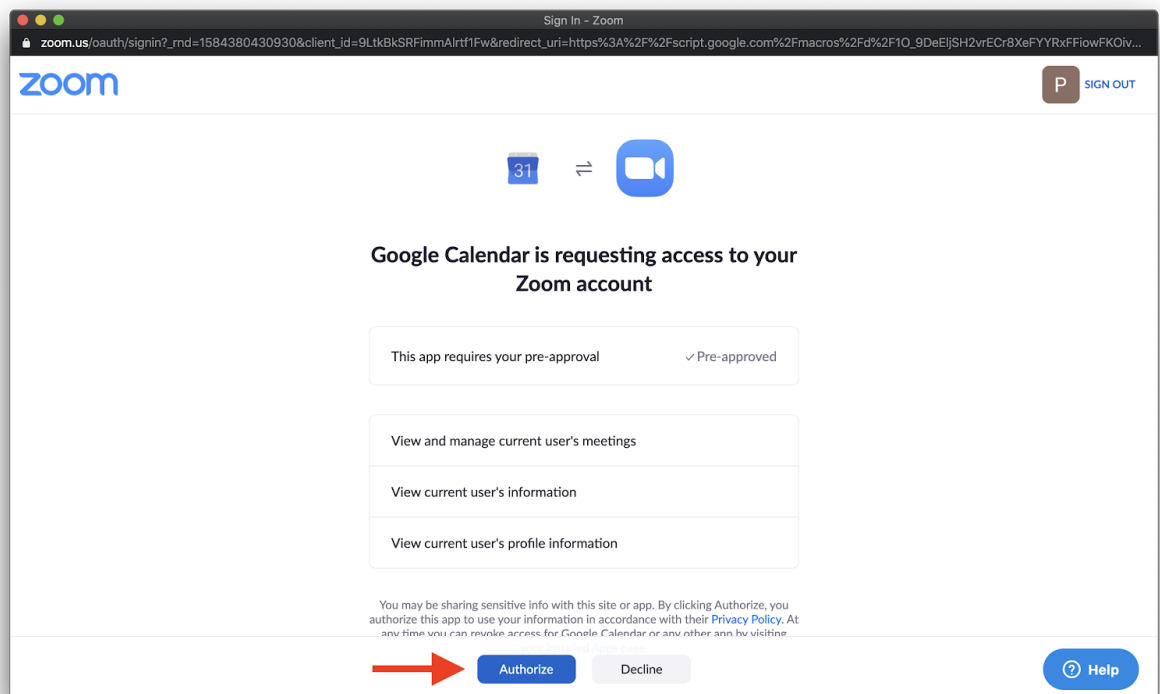
7. Confirm your SFAI email account is present and choose “Create Account”



- Click “Pre-Approve” to allow Zoom to access your calendar



- The click “Authorize” at the bottom



10. Your calendar event now has an embedded Zoom invitation. Guests added to the event will then receive:

- A link to the Zoom meeting
- The meeting ID number
- The password for the meeting
- Instructions to join the meeting

The screenshot shows a calendar event creation interface. At the top, there's a title field with a placeholder 'Add title' and a 'Save' button. Below the title, the date is set to 'Mar 16, 2020' to 'Mar 16, 2020', and the time is set to 'All day'. The 'Event Details' tab is selected, showing a 'Zoom Meeting' icon and a 'Join Zoom Meeting' link. The meeting ID is '404091102' and the password is 'ig9jsk'. There are three red arrows pointing to the 'Join Zoom Meeting' link, the password, and the 'Joining instructions' link. The 'Guests' tab is also visible, showing 'Add guests' and 'Guest permissions' (Modify event, Invite others, See guest list). The bottom section has a 'Add notification' field, a 'Patrick Magee' dropdown, a 'Free' status, and a 'Default visibility' dropdown. A rich text editor for the description is at the bottom.

× Add title Save


Mar 16, 2020 to Mar 16, 2020


☒ All day Does not repeat ▾


**Event Details** Find a Time **Guests** Rooms

📍 Add location


📺 Zoom Meeting ×

📺 [Join Zoom Meeting](#)   
ID: 404091102  
Password: ig9jsk


📄 Password: ig9jsk 

📄 Joining instructions 

🔔 Add notification

📅 Patrick Magee ▾ 

📅 Free ▾ Default visibility ▾ ?

📄   
Add description

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

Once you have created and authorized your Zoom account you will be able to add Zoom conferencing to any future events.