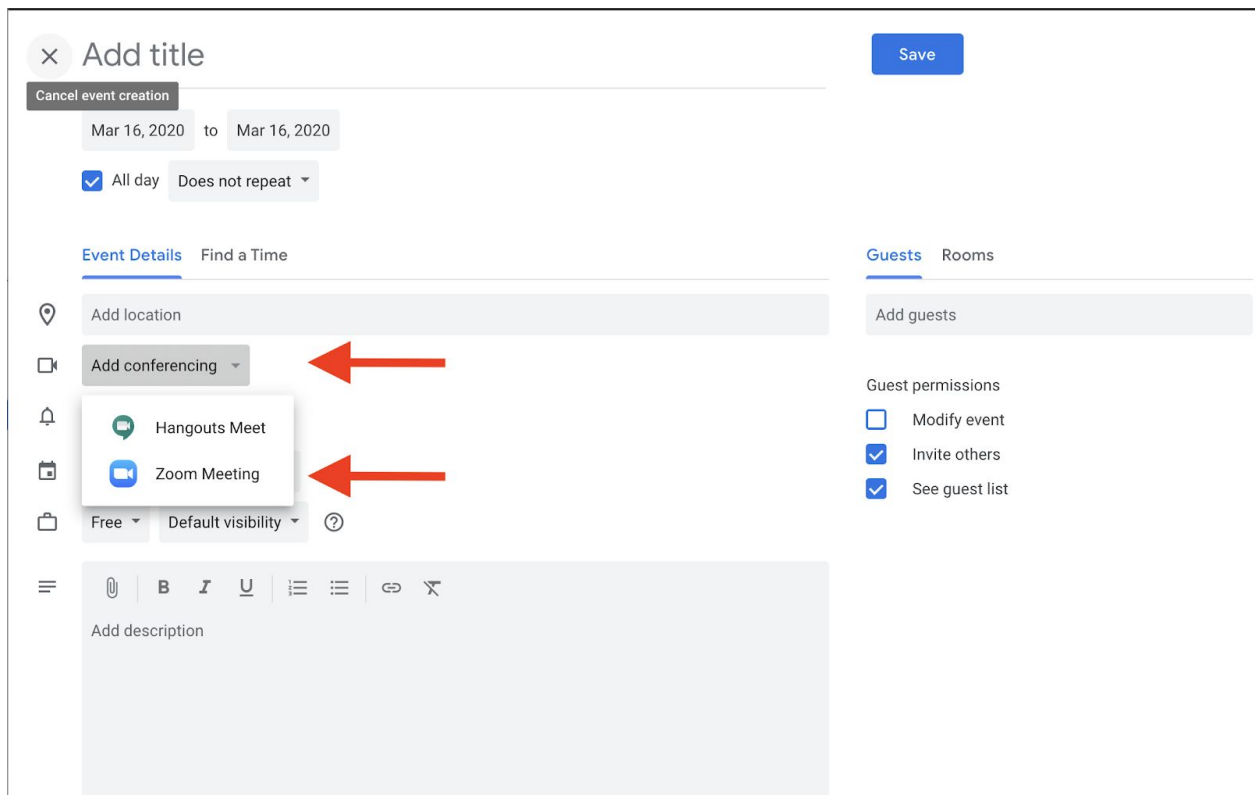


## Welcome to Zoom for SFAI

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 the title, there is a date range 'Mar 16, 2020 to Mar 16, 2020' and a checkbox for 'All day' which is checked. A 'Cancel event creation' button is on the left. The 'Event Details' tab is selected, showing fields for 'Add location', 'Add conferencing', 'Add guests', 'Guest permissions', and 'Add description'. The 'Add conferencing' dropdown menu is open, showing 'Hangouts Meet' and 'Zoom Meeting' options. Two red arrows point to the 'Add conferencing' dropdown and the 'Zoom Meeting' option. The 'Zoom Meeting' option is highlighted with a blue background. The 'Guest permissions' section on the right has three checkboxes: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

× Add title Save

Cancel event creation

Mar 16, 2020 to Mar 16, 2020

☒ All day Does not repeat ▼

Event Details Find a Time

Add location

Add conferencing ▼

Hangouts Meet

Zoom Meeting

Free ▼ Default visibility ▼ ?

Guests Rooms

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

Add description

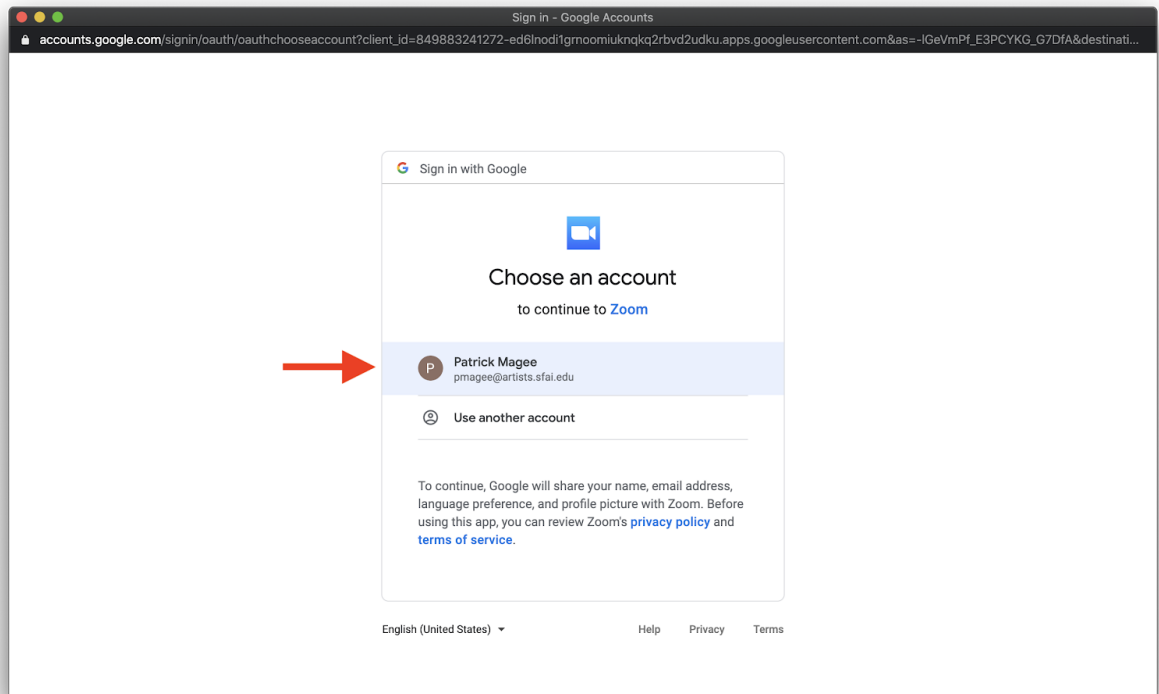
4. You will be prompted that Login is required, click “Log in”

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 a 'Zoom Meeting' icon, a 'Login required' warning with a red icon, and a 'Log in' link. A red arrow points to the 'Log in' link. Other options include 'Add location', '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).

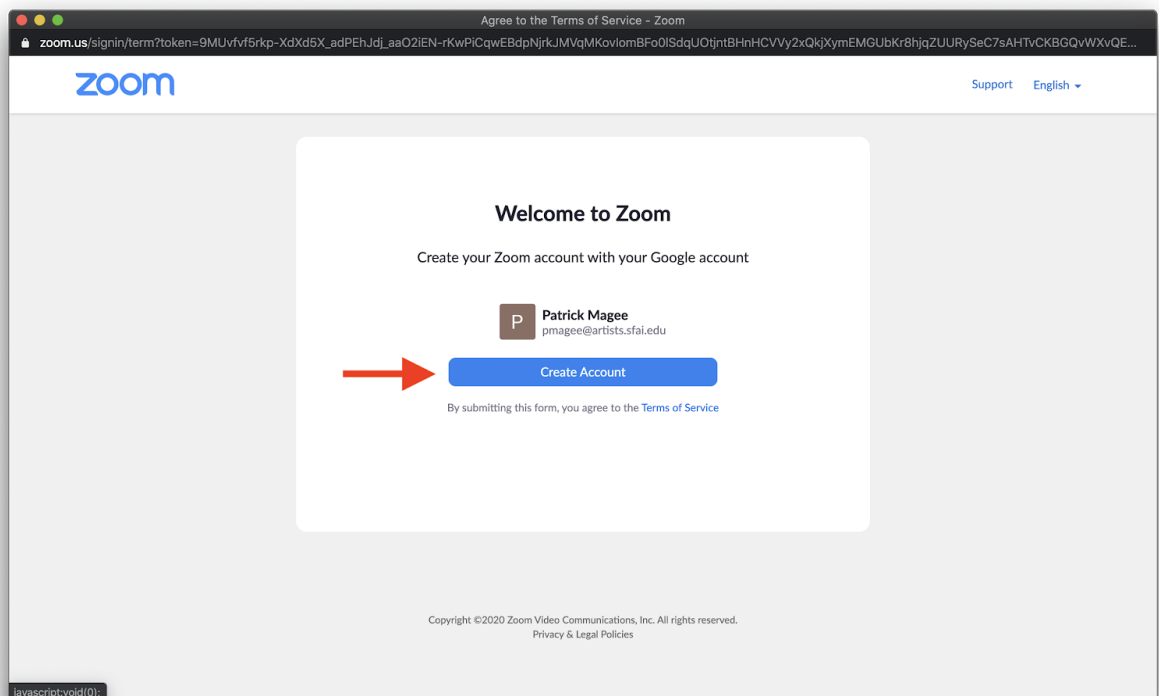
5. In the new browser window, choose “Sign in with Google”.

The screenshot shows the Zoom Sign In page. The URL bar shows 'zoom.us/oauth/signin?\_rmd=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. The 'Sign In' section has fields for 'Email address' and 'Password', both marked 'DO NOT USE'. Below these is a 'Sign In' button. Underneath, there's an 'or' separator. A red arrow points to the 'Sign in with Google' button. Below that is the 'Sign in with Facebook' button. At the bottom, there's a privacy policy notice and 'Accept', 'Opt-Out', and 'More Info' buttons.

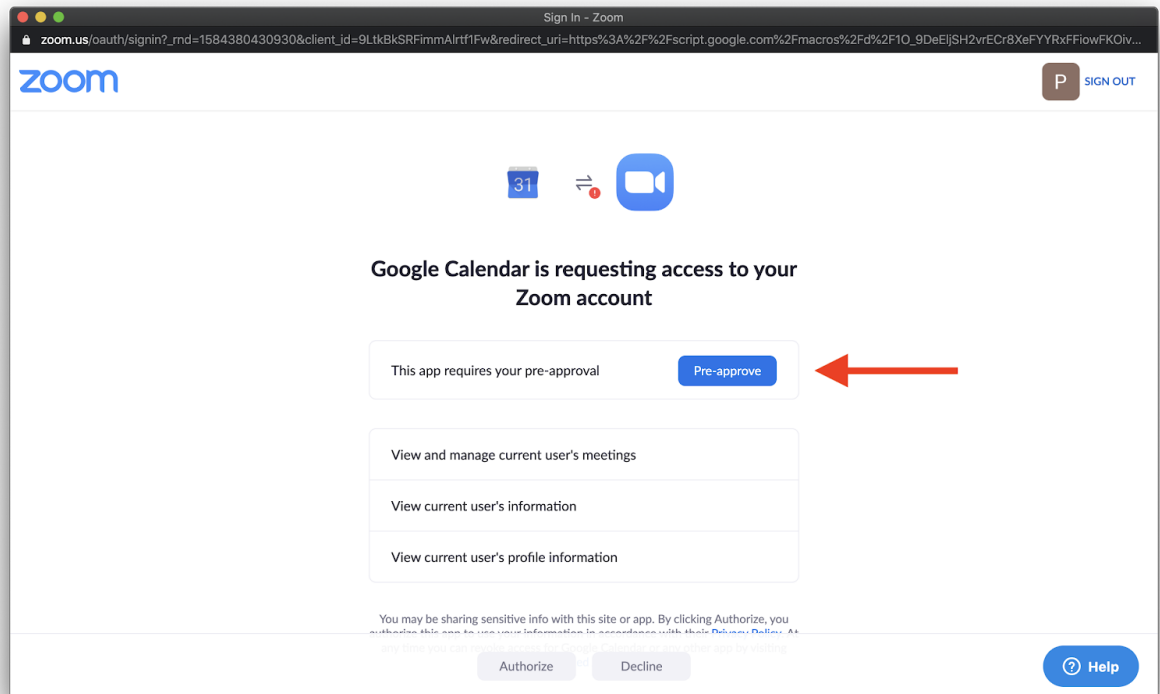
6. Choose your SFAI Google account.



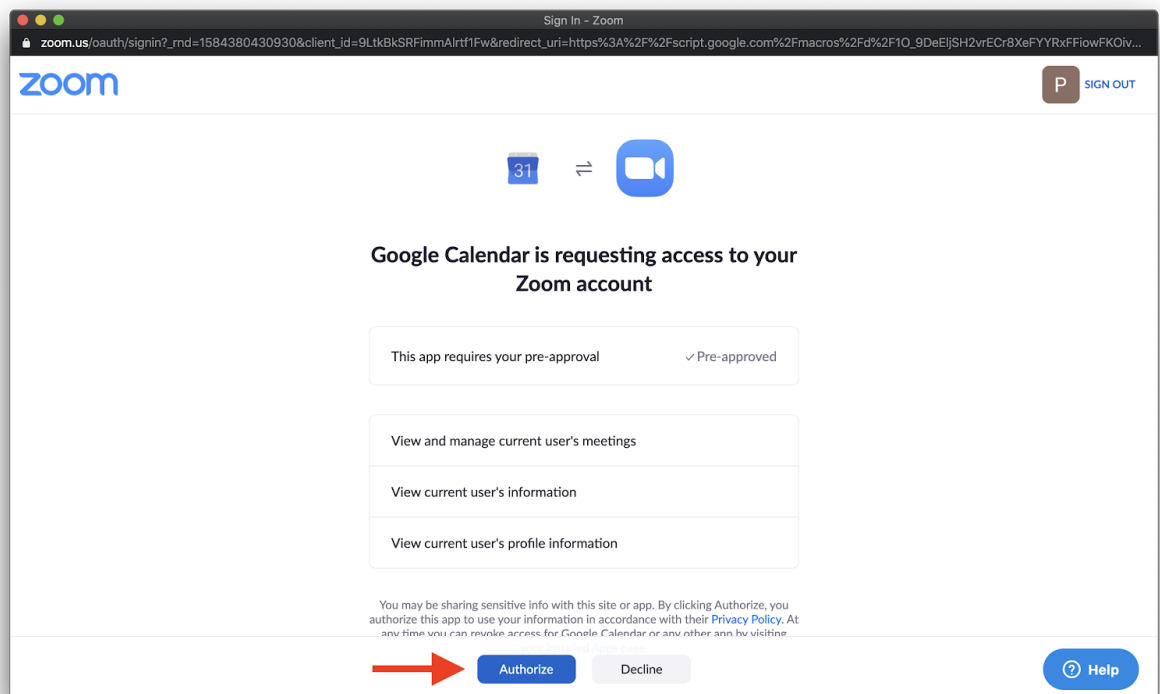
7. Confirm your SFAI email account is present and choose “Create Account”



- 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 recurrence is set to 'All day' with a 'Does not repeat' dropdown. The 'Event Details' tab is active, 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

Add location

Zoom Meeting ×

[Join Zoom Meeting](#) ←

ID: 404091102

Password: ig9jsk ←

Joining instructions ←

Add notification

Patrick Magee ▾

Free ▾ Default visibility ▾ ?

Add description

Guests Rooms

Add guests

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.