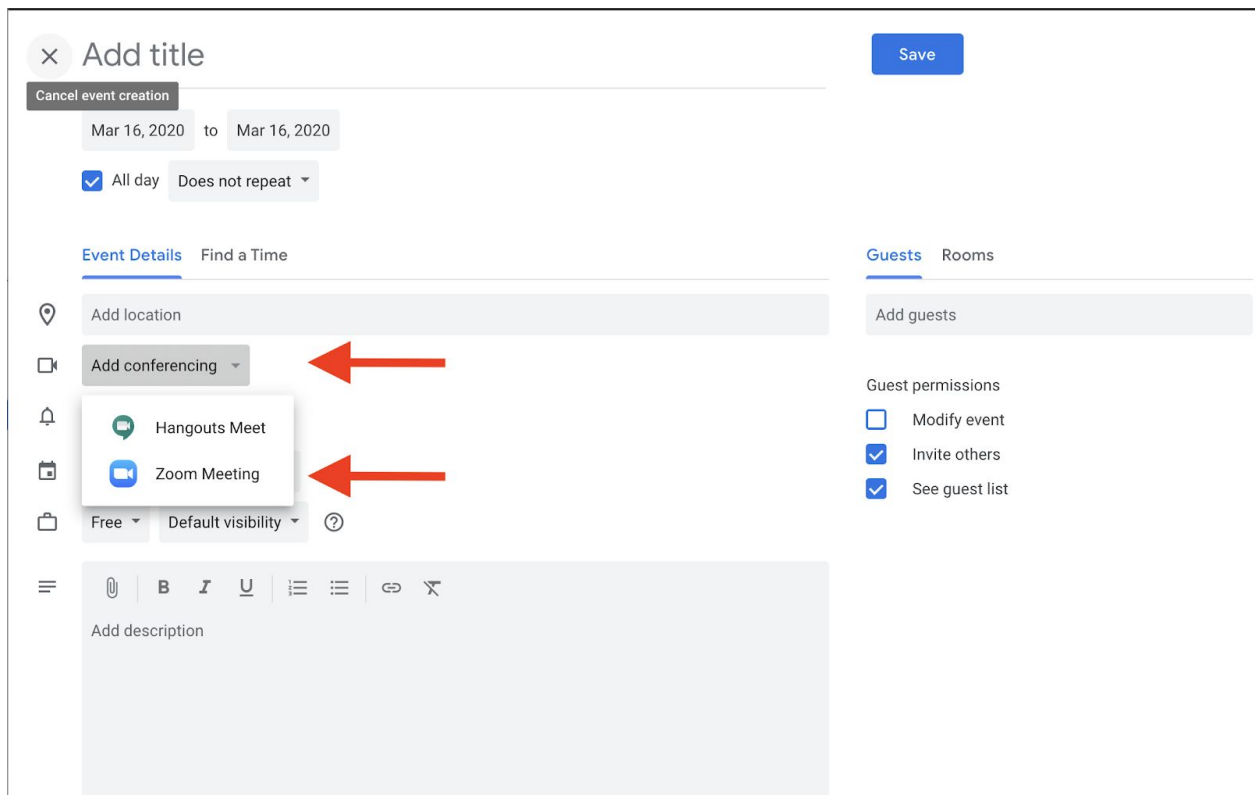


Welcome to Zoom for SFAI

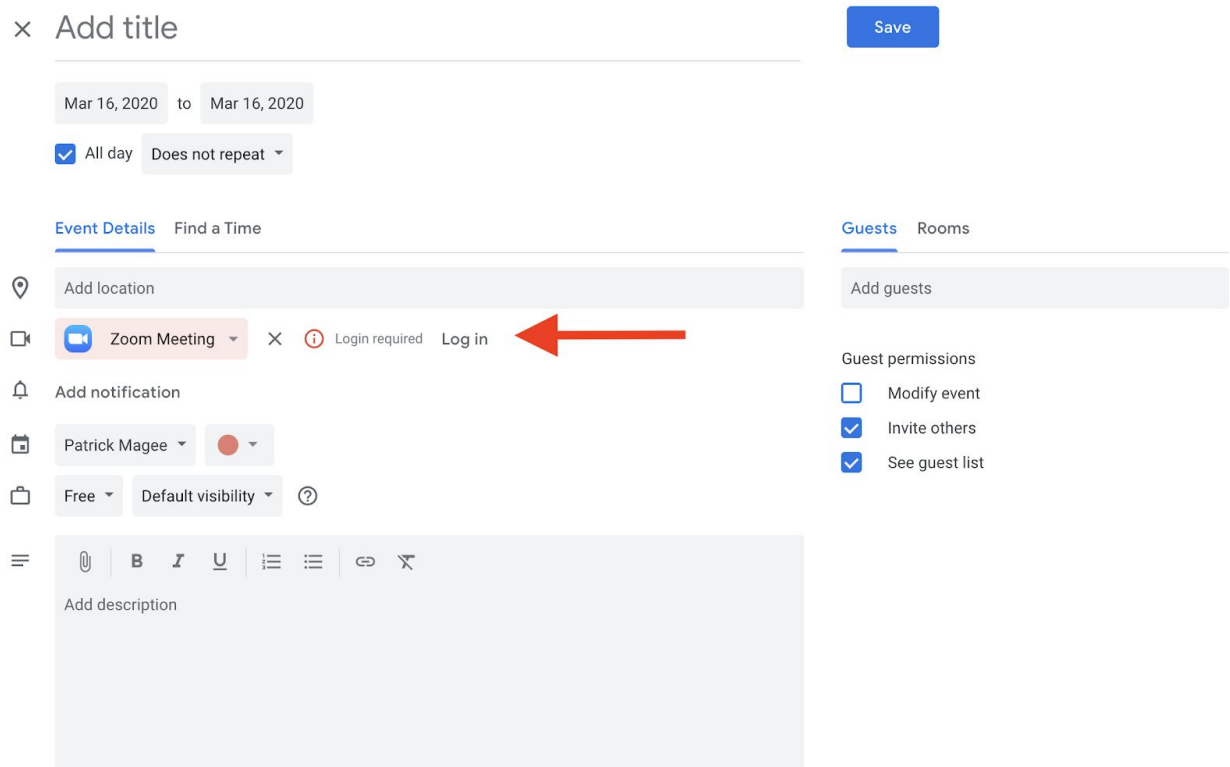
Your SFAI Google account now gives you access to Zoom video and web conferencing software. Upon creating your first Zoom meeting you will be asked to create your Zoom account which will then be used for subsequent meetings. Your Zoom account is directly connected to your SFAI Google account. For this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

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



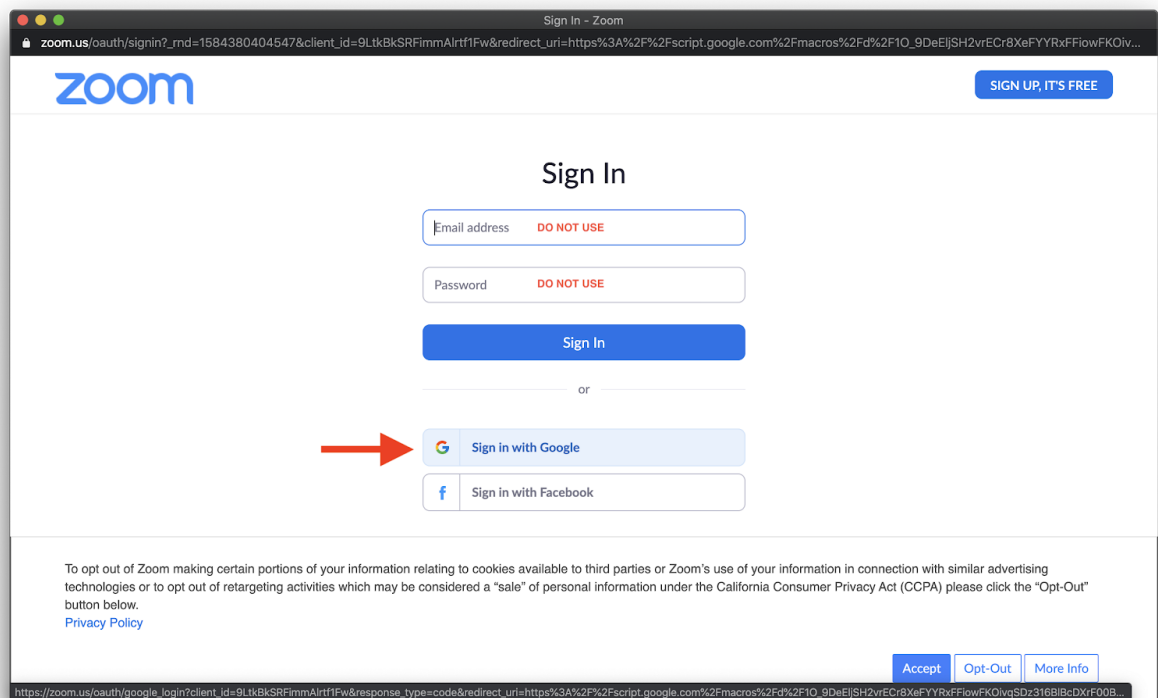
The screenshot shows the Google Calendar 'Add event' interface. At the top, there is a title field 'Add title' with a 'Save' button. Below the title, there is a 'Cancel event creation' button. The date is set to 'Mar 16, 2020 to Mar 16, 2020'. There is a checkbox for 'All day' and a dropdown for 'Does not repeat'. The 'Event Details' tab is selected, with a 'Find a Time' link. Below the date, there is a location field 'Add location'. The 'Add conferencing' dropdown menu is open, showing 'Hangouts Meet' and 'Zoom Meeting' options. Red arrows point to the 'Add conferencing' dropdown and the 'Zoom Meeting' option. To the right, there is a 'Guests' tab with an 'Add guests' field. Below that, there is a 'Guest permissions' section with checkboxes for 'Modify event', 'Invite others', and 'See guest list'. At the bottom, there is a text area for 'Add description' with a rich text editor toolbar.

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



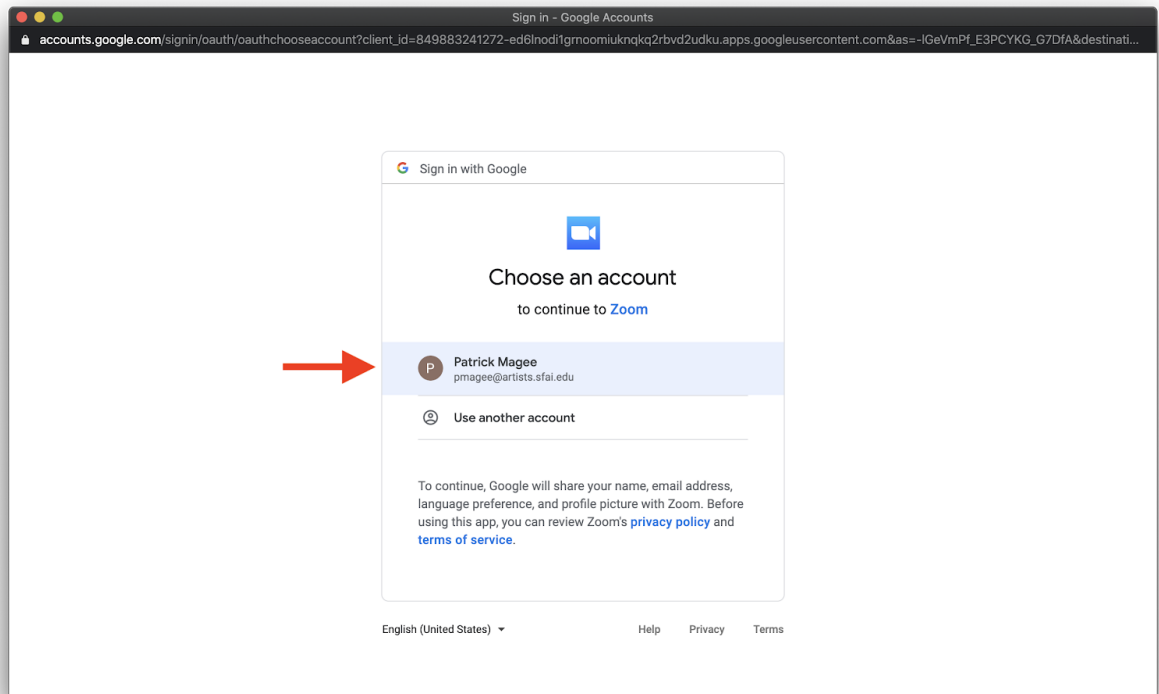
The screenshot shows the Zoom meeting creation page. At the top, there's a 'Save' button. Below it, the date is set to 'Mar 16, 2020' to 'Mar 16, 2020', and 'All day' is checked. The 'Event Details' tab is active, showing a 'Zoom Meeting' icon, a 'Login required' status with a red arrow pointing to the 'Log in' link, and a 'Add location' field. 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 'Free' status, 'Default visibility', and a text area for 'Add description'.

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

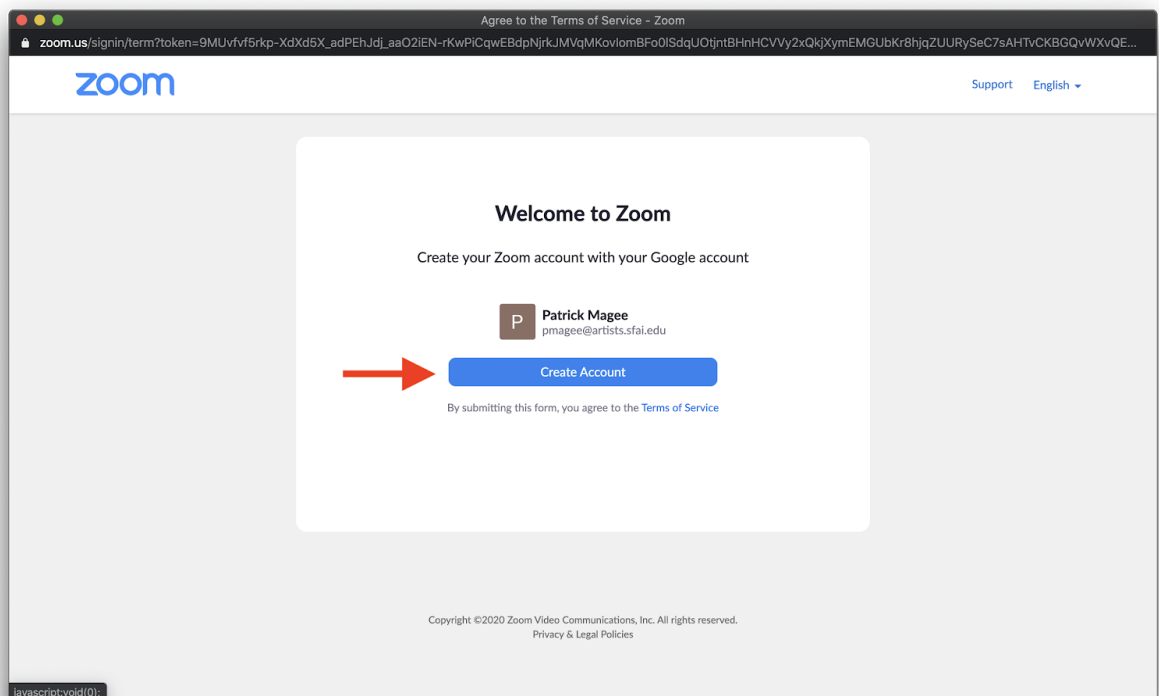


The screenshot shows the Zoom Sign In page. The URL bar shows 'zoom.us/oauth/signin?_rmd=1584380404547&client_id=9LtkBkSRFimmAlrtf1Fw&redirect_uri=https%3A%2F%2Fscript.google.com%2Fmacros%2F%2F10_9DeEjSH2vrECr8XeFYRxFFlowFKOiv...'. The page has a 'SIGN UP, IT'S FREE' button. The 'Sign In' section has fields for 'Email address' and 'Password', both marked 'DO NOT USE', and a 'Sign In' button. Below these, there's a 'Sign in with Google' button (highlighted with a red arrow) and a 'Sign in with Facebook' button. At the bottom, there's a privacy policy notice and 'Accept', 'Opt-Out', and 'More Info' buttons.

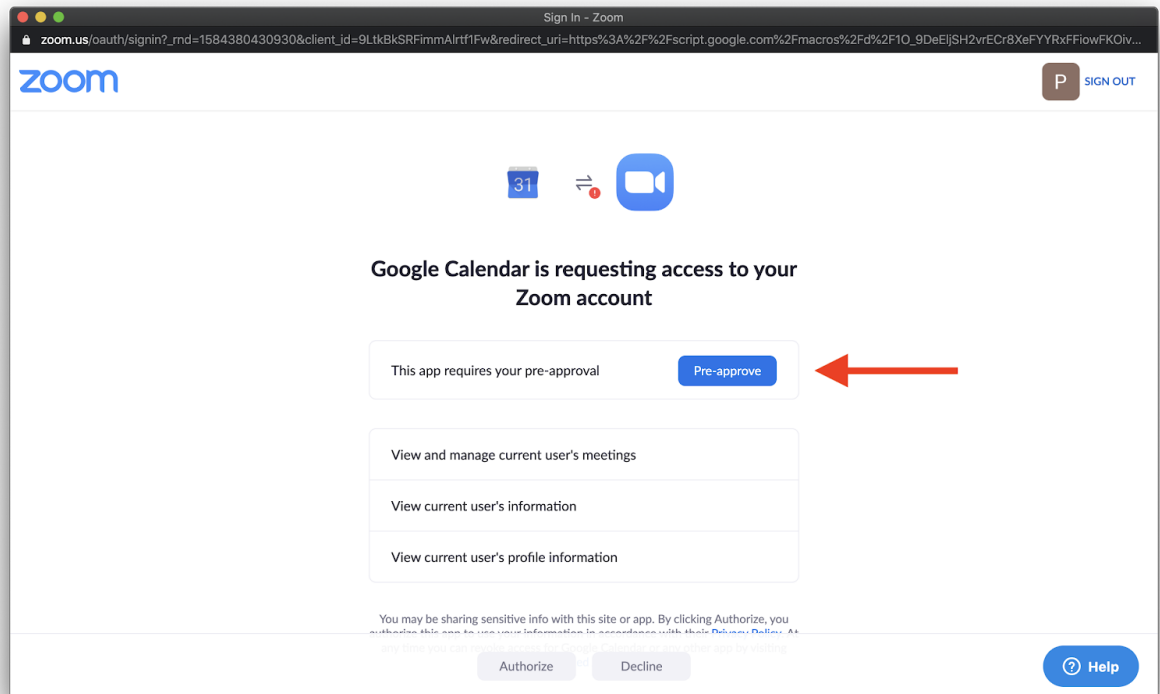
6. Choose your SFAI Google account.



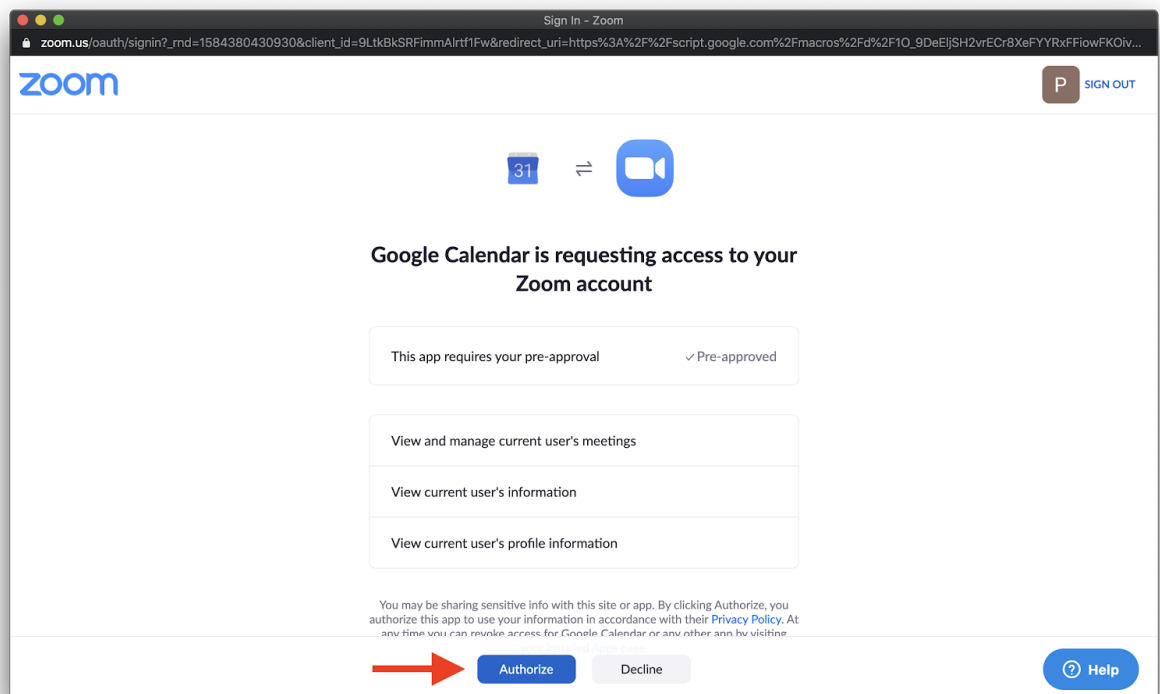
7. Confirm your SFAI email account is present and choose “Create Account”



- 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 'Find a Time' option. The 'Add location' field is empty. A 'Zoom Meeting' is added to the event, with a 'Join Zoom Meeting' link, ID '404091102', and password 'ig9jsk'. Three red arrows point to these details. Below the meeting details, there are fields for 'Add notification', 'Patrick Magee' (selected), 'Free' (selected), and 'Default visibility'. A 'Guests' tab is also visible, with an 'Add guests' field. The 'Guest permissions' section shows 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). At the bottom, there's a rich text editor with a toolbar and a placeholder 'Add description'.

× 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 ←

ⓘ 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.