

## Zoom

- SFU Zoom is available at no cost to faculty, staff, and students
- Supports videoconferences in real time by computer or phone for a capacity of 300
- Zoom Video Webinars allow you to easily conduct large online events with video, audio and screen sharing for up to 100 video participants and 10,000 attendees
- Screen sharing with annotation
- Virtual whiteboard and other collaboration tools
- Integration with popular calendar applications like Outlook

### How to set up a meeting

1. In order to host a meeting you will have to create an account. Sign in using your SFU ID!
2. Open up the application through the web browser or desktop application and sign in.
3. Hosts can configure call preferences before setting up a call.
  - a. This includes functions available to video participants and attendees
4. You may select to host a meeting immediately or you may schedule a meeting for the future.
  - a. You will be able to invite others through an invite link

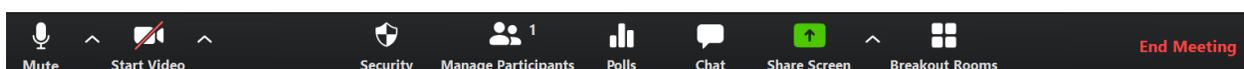
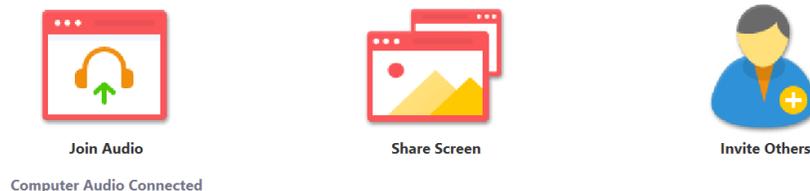
### How to add/interact with participants

1. Participants can join the call by entering the invite link in their browser or phone.
2. Enter the meeting password if provided.
3. After you enter the password, you're in!
- 4.

### How to end a meeting

Hit the "Leave" button at the bottom of your screen.

### Host functions (Mute all, share screens, play games)



Listed in order:

- Mute and unmute your own microphone.
- Turn your camera on and off.
- Through this button the host can lock the meeting. They can delegate or restrict access for attendees to *Share their screen*, *Chat*, and *Rename themselves*.
- Through this button the host can see the participants list, and choose to mute and unmute specific people or the entire participants list. More people may also be invited to the call by email.
- Through this button the host has the availability to use the polling function.
- Chat with all participants in a chatroom.
- Through this button the host may share their screen to all attendees.
- Through this button the host may assign smaller breakout rooms for all attendees.
- Through this button the host can end the call for all participants, or assign a new host and leave the call