

Introduction

Welcome! You've been invited to be a Zoom User within Yale-NUS College.


The administrator of your account will send you an email invitation to create your Zoom login. This guide will help you get started on how to use Zoom for Video Conferencing (Online Meeting) or using Zoom to deliver your lesson through the Canvas Learning Management System. To begin, you will need to activate your Zoom.

Activating Your Zoom account

When your account is activated, you will receive an activation email from Zoom. Activate your Zoom account as soon as you received the automated email:

Note: Your newly created Zoom account will be your Yale-NUS email address.


Zoom account invitation



Zoom <no-reply@zoom.us>
To: Yale-NUS College EdTech

← Reply ← Reply All → Forward ⋮

Sun 01-07-2018 8:05 PM

 Follow up. Completed on Tuesday, 3 July, 2018.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello edtech@yale-nus.edu.sg,

Yale-NUS College ([yale-nus.edu.sg](#)) has created a Zoom account for you, but your email address needs to be verified before your account becomes fully active. Please click the link below to activate your account within 30 days:
[Click here to activate your account](#)

If the link above does not work, paste this into your browser:
https://zoom.us/activate?code=gLBYoIHbOwpS-OfdOtsZ_LEnD9B7q-
[\[Redacted URL\]](#)

By clicking the activation link above, you are indicating you have read and agree to the Zoom [Terms of Service](#).

If you need additional help, please visit our [Support Center](#).

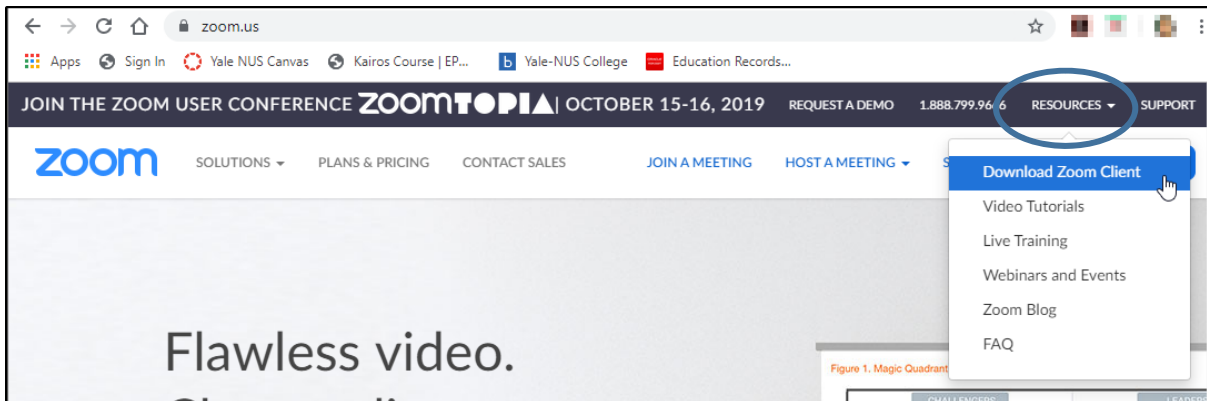
Thank you.
The Zoom Team

Using Zoom for Video Conferencing (Online Meeting)

Next, you will need to download and install Zoom Client for Meetings. It allows you to start instant meetings, plan scheduled meetings, and chat with other colleagues.

Download and install Zoom Client for meetings

Have your Zoom application installed. Go to <https://www.zoom.us/> and select **Resources** pull-down menu at the top right and click on **Download Zoom Client** to start the installation.



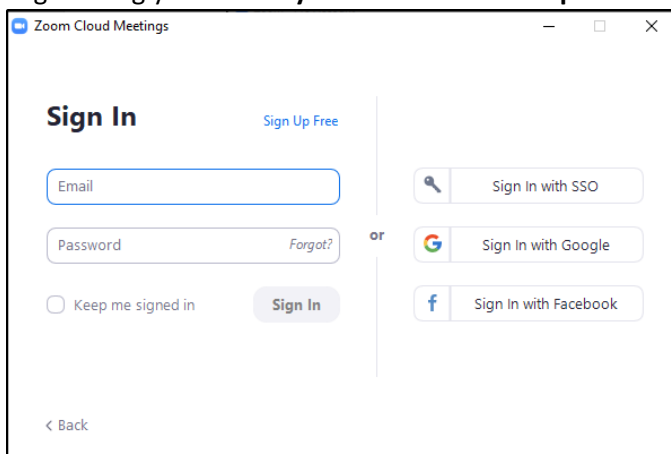
Hosting a Meeting

Once you have the **Zoom Application** installed, please follow the steps below:

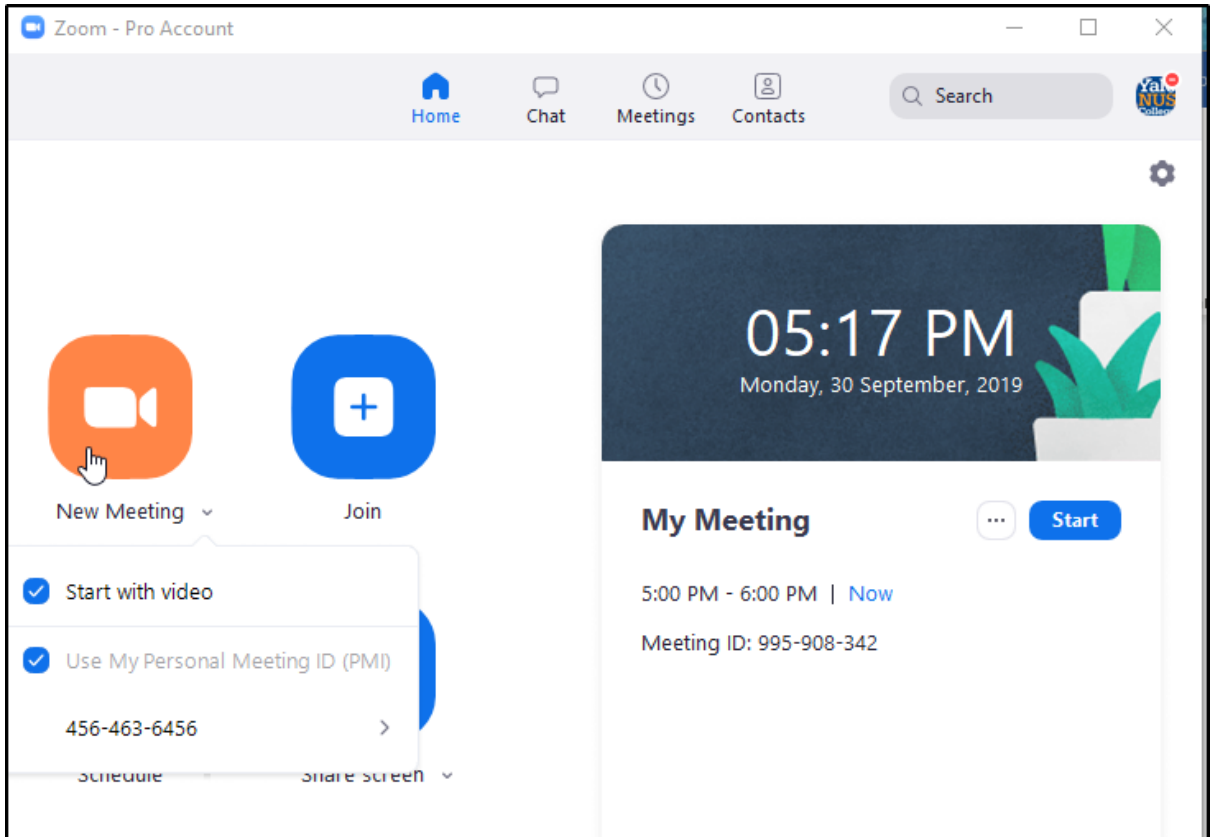
1. Open your **Zoom Application** on your desktop and click **Sign In**.



2. Log in using your **friendly Yale-NUS email** and **password** that you have created.



3. Click the downward arrow at the **New Meeting** icon. Ensure **Start with video** is checked before you click **New Meeting** to start an instant meeting.



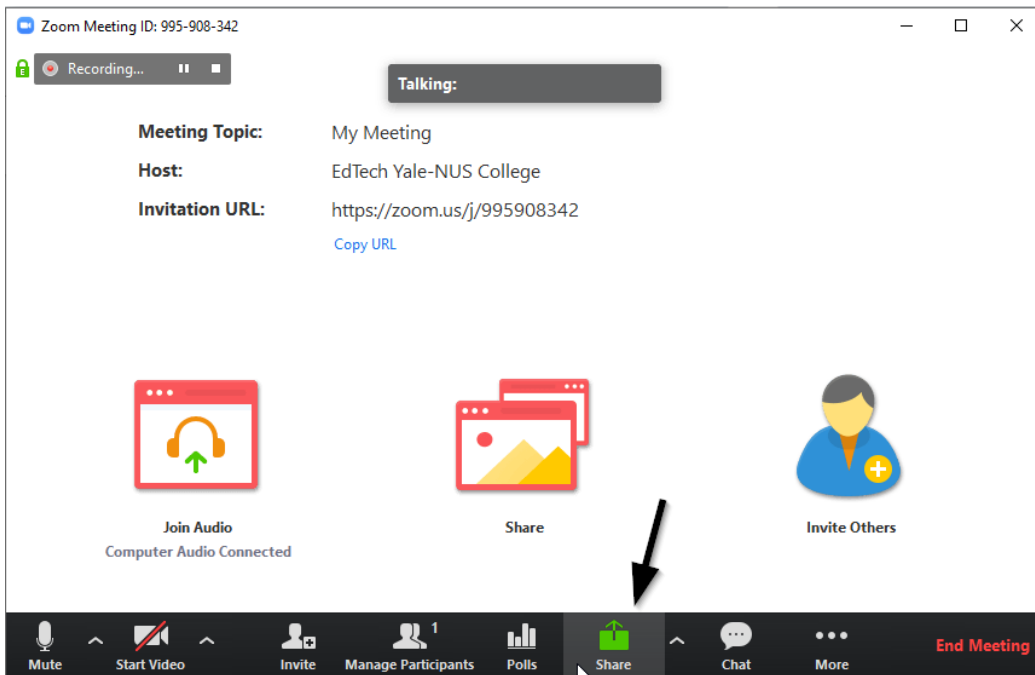
Notes:

1. When using the Zoom video conference, make sure that your laptop has a good stable internet connection. The poor network may interrupt your dial-in connection.
2. Video is not automatically turned on during a screen share meeting. You will need to "Start" your video/camera during the meeting.

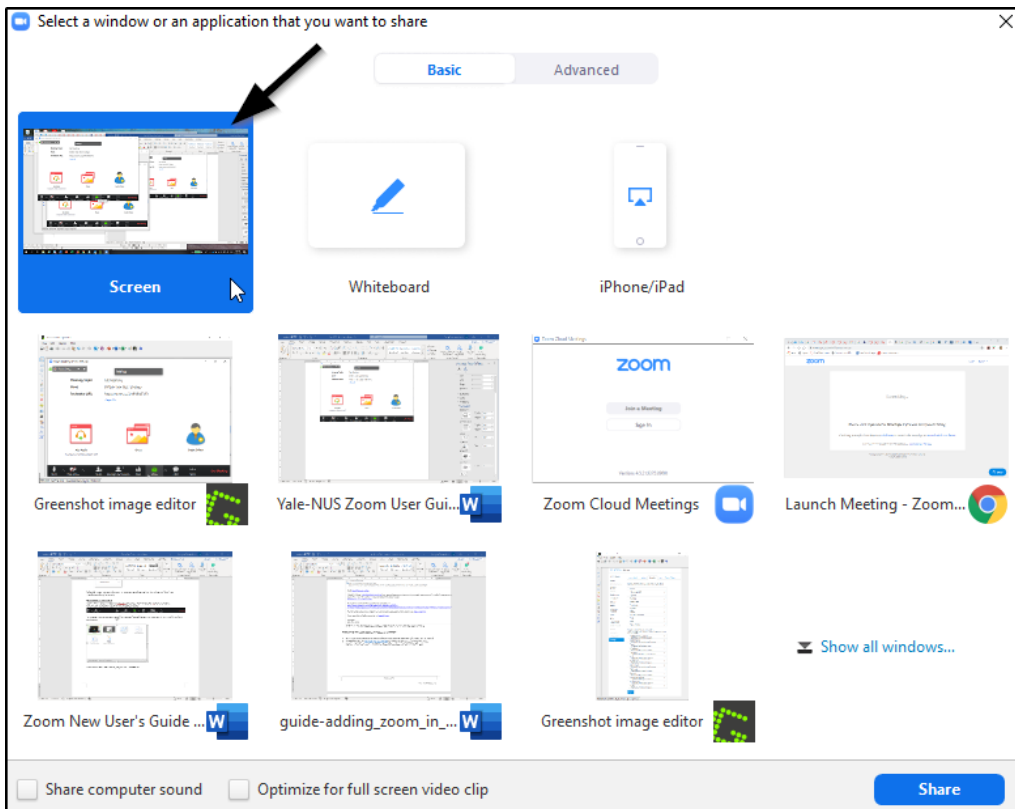
Share your screen

Share Screen enables you to show Powerpoint slides, PDF, Word documents, etc. from your laptop.

Select the **Share** icon at the bottom of the Zoom user interface.



Once you click on the share screen, you will be prompted to select the desktop, a specific window, or an iPhone/iPad app to share.



To end your screen share meeting, select **"Stop Share."**