

LYNN  
UNIVERSITY



Welcome to Zoom Basic Training!!!

Live for Students, Faculty  
and Staff on July 13, 2020

# Instructor



**Andrew Vermes**

**IT Support Technician II**

**Email: [avermes@lynn.edu](mailto:avermes@lynn.edu)**

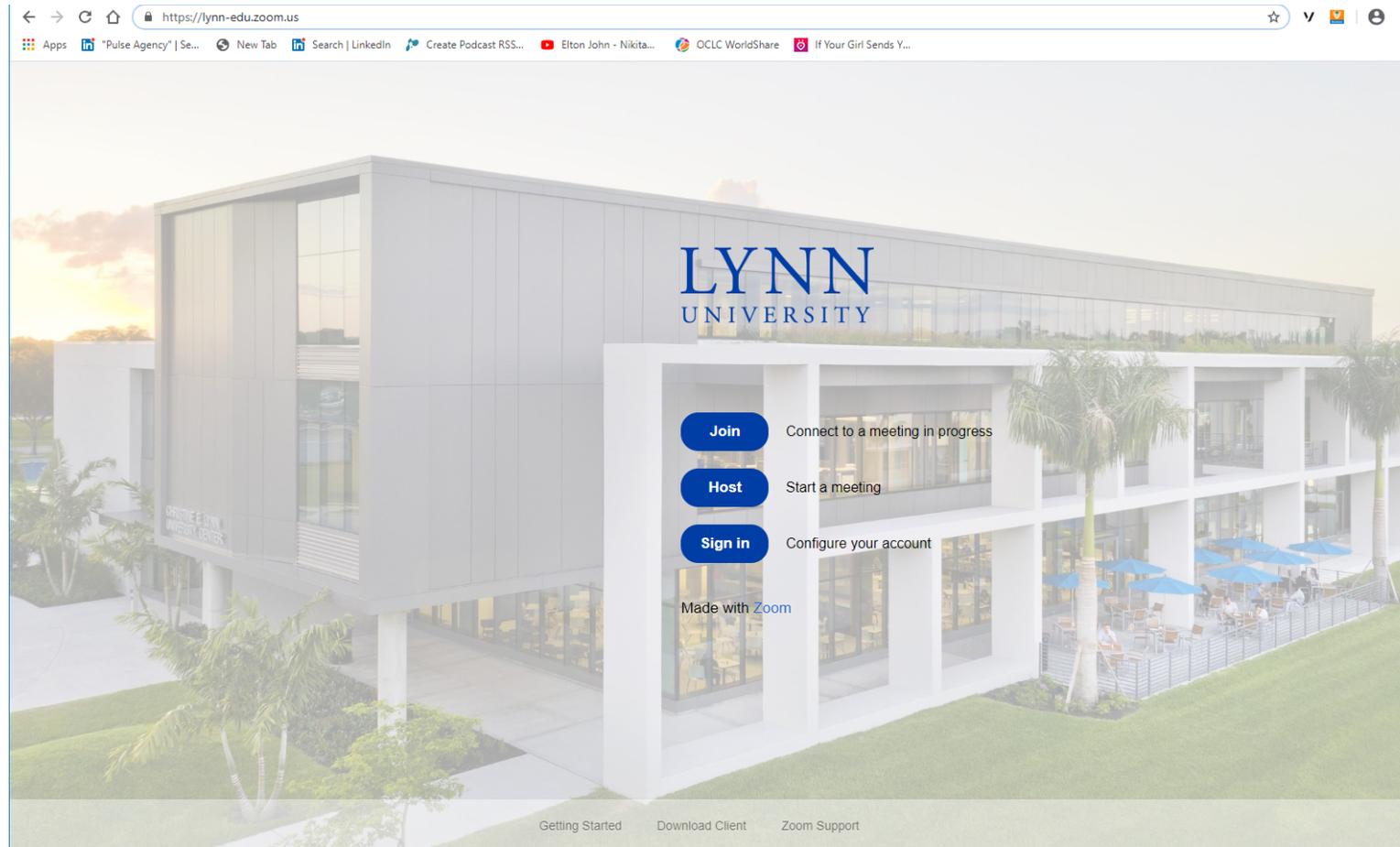
**Phone: 561-237-7431**

# Lynn University Zoom Training

Creating your Account/Migrating your Existing Account

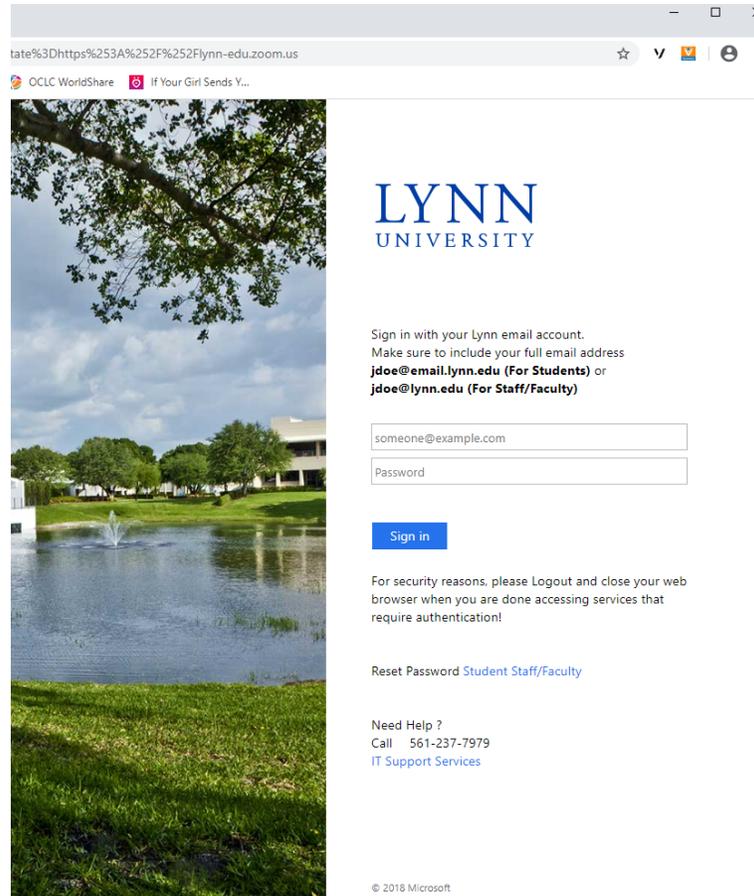
# Accessing the Portal

Navigate to [zoom.lynn.edu](https://zoom.lynn.edu)



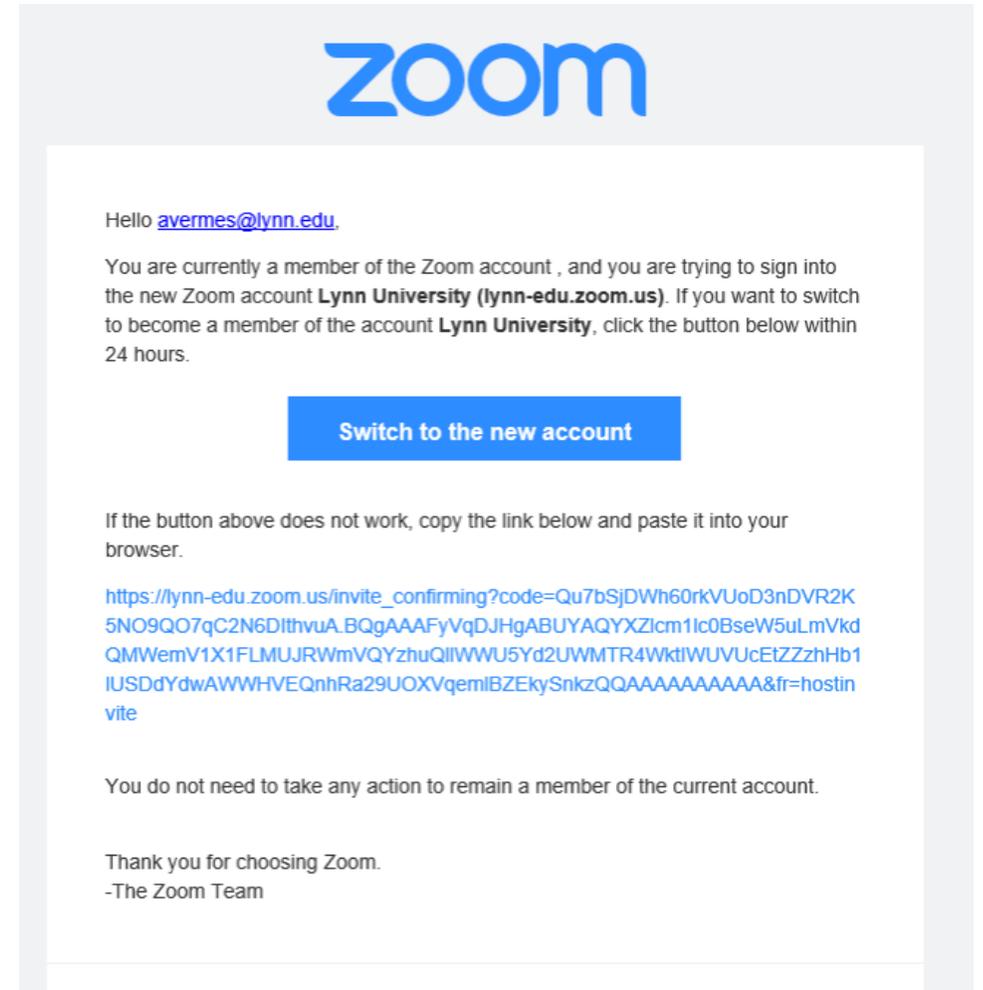
# Creating Your Account

Click on the Sign-In button and login with your Lynn Username and Password



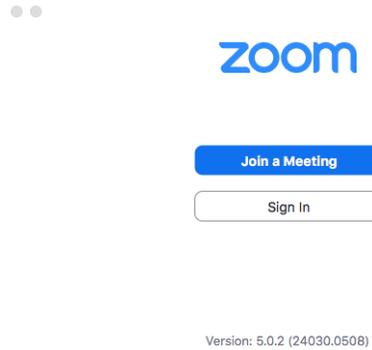
# Migrating An Existing Account

- If you already have an account registered, with your @lynn.edu email address, you will need to switch to the new account.
- You will receive an email with a link.
- Click the “Switch to the new account” button.
- Follow the steps to complete the process.

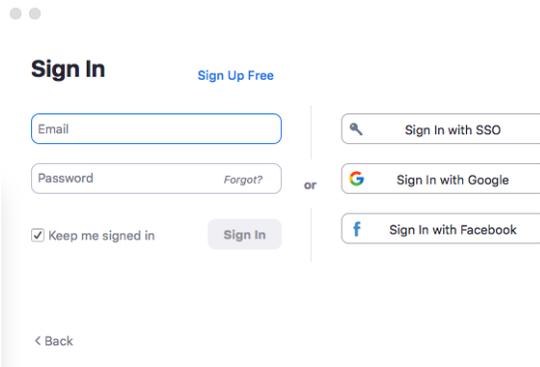


# Logging in from the Application

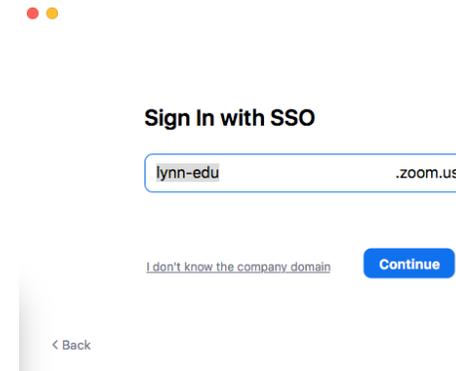
- Open the Zoom Desktop Application
- Click the Sign In button



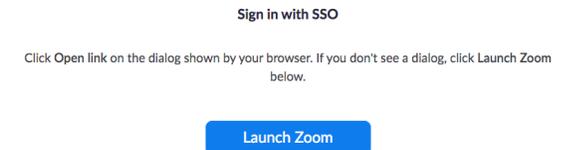
- Click the "Sign In with SSO" option on the right



- In the box, type in lynn-edu and click Continue.



- Sign-in with your information. Once completed, click "Launch Zoom" to complete the process.



# Accessing the Portal

The screenshot displays the Zoom portal interface for Lynn University. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A user profile picture is visible in the top right. On the left, a sidebar menu includes sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (Dashboard, User Management, Room Management, Account Management, Advanced). The 'Meetings' section is active, showing a 'Schedule a New Meeting' button and a 'Recently Deleted' link. The main content area is titled 'Upcoming Meetings' and contains a table with the following data:

Start Time	Topic	Meeting ID	Start	Delete
Today 10:00 AM	Zoom Training for Lynn University Staff	944 3023 1095	Start	Delete
Tomorrow 03:00 PM	Zoom Training for Lynn University Staff	989 8829 0911	Start	Delete
Wed, Jul 8 01:00 PM	Zoom Training for Lynn University Staff	916 9184 1277	Start	Delete
Thu, Jul 9 02:00 PM	Zoom Training for Lynn University Staff	995 5062 3465	Start	Delete
Fri, Jul 10 11:00 AM	Zoom Training for Lynn University Staff	943 1339 8802	Start	Delete

- After successfully logging in, your meetings information will be displayed.
- Your profile information, including picture and job information will be automatically added.
- You will be automatically assigned a license depending on your role (ie. Faculty, Staff, Student)

# Navigating the Portal



[Change](#) [Delete](#)

## Andrew Vermes

Department IT Support Services  
Job Title IT Support Technician II  
Company Lynn University  
Account No. 56522671

- View your personal meeting ID information.
- Schedule meetings/webinars.
- Manage recordings
- Change default settings

Personal Meeting ID	*** ** *942 <a href="#">Show</a> <a href="https://lynn-edu.zoom.us/j/*****942">https://lynn-edu.zoom.us/j/*****942</a> <a href="#">Show</a> × Use this ID for instant meetings
Personal Link	Not set yet.
Sign-In Email	ave***@lynn.edu <a href="#">Show</a> Linked accounts:  
User Type	Licensed 
Capacity	Meeting 300 
User Group	LU Default Employee Settings

# Lynn University Zoom Training

## Joining a Meeting

# Joining a Meeting

- One way to join a meeting is to click the link you receive from the meeting organizer:

You can join this meeting from your computer, tablet, or smartphone.

<https://us04web.zoom.us/j/78061569113?pwd=TzAzc3UzWVE3SkN3c0x2U3IPVWJpUT09>

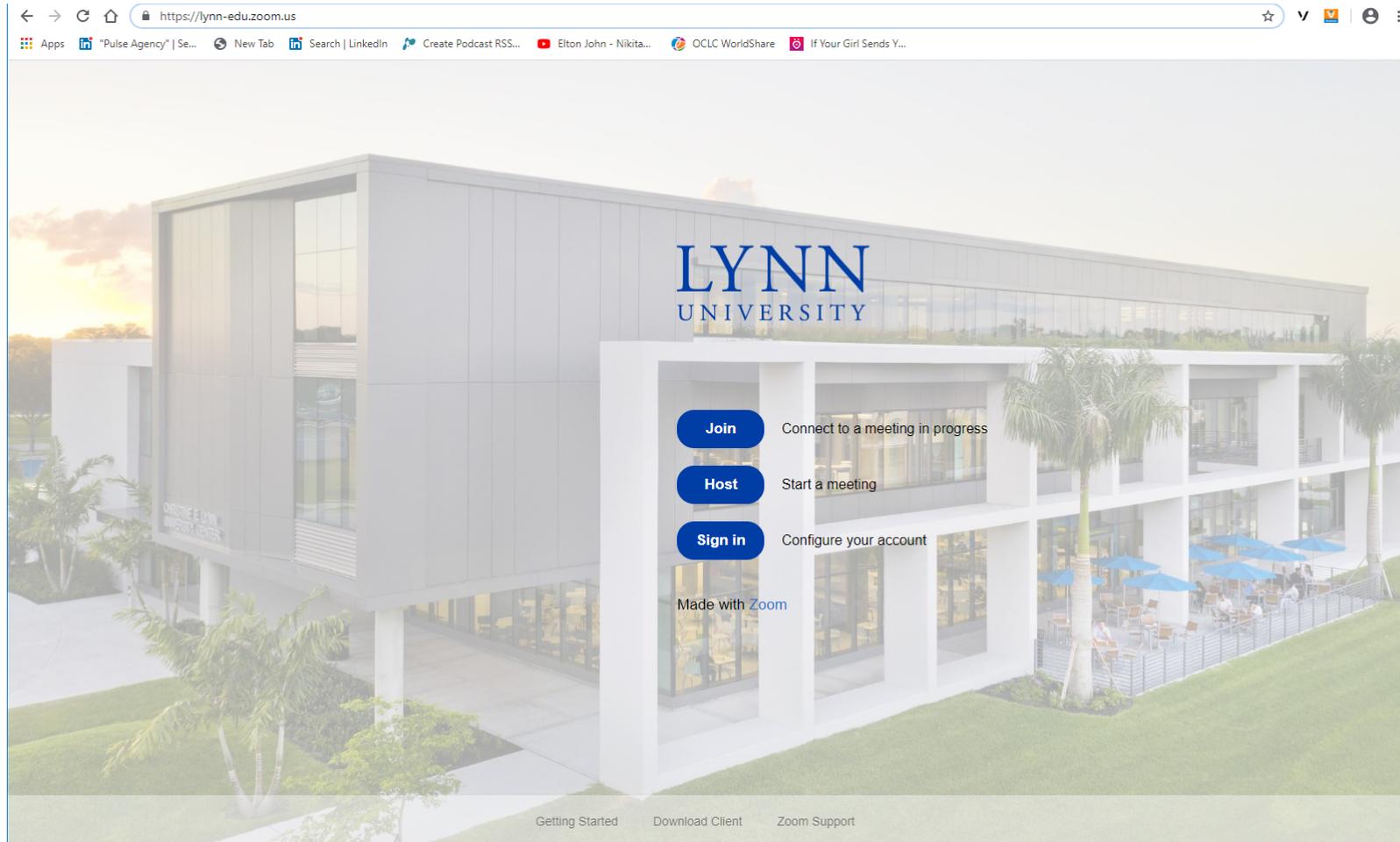
Join Zoom Meeting

<https://success.zoom.us/j/94271820791?pwd=R3VBeDIwK1JtVWJlWmx6R1IXbW9HQT09>

Password: 465767

# Joining a Meeting

- Navigate to [zoom.lynn.edu](https://zoom.lynn.edu) and click the Join button



# Joining a Meeting

- Enter the meeting ID and click Join.



## Join a Meeting

[Join a meeting from an H.323/SIP room system](#)

# Joining a Meeting

- When prompted, open the Zoom application on your device.

Open Zoom?

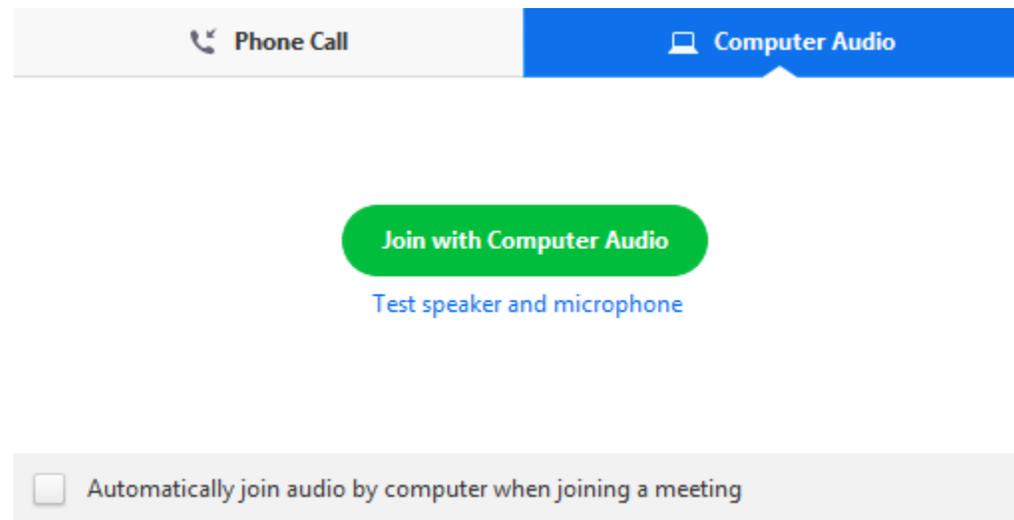
<https://zoom.us> wants to open this application.

Open Zoom

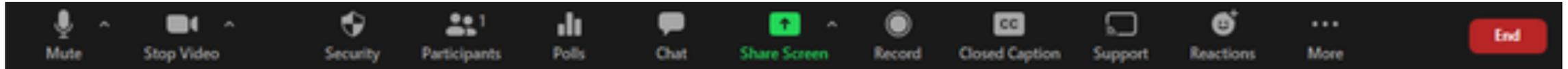
Cancel

# Joining a Meeting

- To use your computer's sound, select the Computer Audio tab and click on the green button.
- To use your phone to call in, click the Phone Call tab and use the information to dial with your phone.



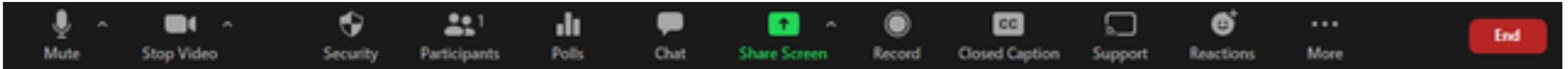
# Navigating a Meeting



## Attendee Options

- **Mute/Unmute:** This allows you to mute or unmute your microphone.  
Audio controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.  
Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Manage Participants:** Opens the window to see participants.
- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a cloud or local recording. (Requires host approval)
- **Leave Meeting:** Leave the meeting.

# Navigating a Meeting



## Host Options

- **Security:** Access in-meeting security options.
- **Manage Participants:** Opens the window to manage participants and invite others to join the meeting.
- **Polling:** Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
- **Breakout Rooms** (only available to the host): Start breakout rooms.
- **End** (only available to the host): Display the following two options.
  - **End Meeting for All:** End the meeting for yourself and all participants.
  - **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

# Lynn University Zoom Training

## Scheduling a Meeting

# Scheduling a Meeting

Using the Zoom Desktop Application

- Open your Zoom client and sign in to Zoom.
- Click on the **Schedule** icon. This will open the scheduler window.



Schedule

- Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

# Scheduling a Meeting

## Schedule a Meeting

**Topic:**

**Start:**

**Duration:**  Hr  Min

**Time Zone:**

Recurring meeting

---

**Video**  
Host:  On  Off    Participants:  On  Off

---

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio

Dial in from United States [Edit](#)

---

**Options**  
 List on Public Calendar [?](#)  
 Require meeting password

[Advanced Options](#) ▾

---

**Calendar**  
 Outlook     Google Calendar     Other Calendars

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter **15** in the minutes field to schedule a time in a 15-minute increment.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting(the meeting ID will remain the same for each session).

# Scheduling a Meeting

## Schedule a Meeting

### Topic:

Grant MacLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

### Video

Host:  On  Off    Participants:  On  Off

### Audio

Telephone     Computer Audio     Telephone and Computer Audio

Dial in from United States [Edit](#)

### Options

List on Public Calendar [?](#)

Require meeting password

[Advanced Options](#) [v](#)

### Calendar

Outlook     Google Calendar     Other Calendars

Schedule

Cancel

## •Video

•**Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

•**Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

•**Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, or **Both**.

# Scheduling a Meeting

## Schedule a Meeting

**Topic:**  
Grant MacLaren's Zoom Meeting

**Start:** Tue January 8, 2019 11:00 AM

**Duration:** 1 Hr 0 Min

**Time Zone:** (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

---

**Video**  
Host:  On  Off    Participants:  On  Off

---

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
Dial in from United States [Edit](#)

---

**Options**  
 List on Public Calendar [?](#)  
 Require meeting password  
[Advanced Options](#) ▾

---

**Calendar**  
 Outlook     Google Calendar     Other Calendars

- **Advanced Options:** Click on the arrow to view additional meeting options.
  - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.  
Note: The meeting password must meet these requirements.
  - **Enable join before host:** Allow participants to join the meeting without you or before you join.
  - **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.  
Note: To mute all participants currently in a meeting, see the options to manage participants.
  - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

# Scheduling a Meeting

## Schedule a Meeting

**Topic:**  
Grant MacLaren's Zoom Meeting

**Start:** Tue January 8, 2019 11:00 AM

**Duration:** 1 Hr 0 Min

**Time Zone:** (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

---

**Video**  
Host:  On  Off    Participants:  On  Off

---

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
Dial in from United States [Edit](#)

---

**Options**  
 List on Public Calendar [?](#)  
 Require meeting password  
[Advanced Options](#) ▾

---

**Calendar**  
 Outlook     Google Calendar     Other Calendars

- **Advanced Options:** Click on the arrow to view additional meeting options.
  - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud ([zoom.us/recording](https://zoom.us/recording)).
  - **List on Public Event List:** Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
  - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
  - **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

# Scheduling a Meeting

## Schedule a Meeting

**Topic:**

**Start:**

**Duration:**  Hr  Min

**Time Zone:**

Recurring meeting

---

**Video**  
Host:  On  Off    Participants:  On  Off

---

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio

Dial in from United States [Edit](#)

---

**Options**  
 List on Public Calendar [?](#)  
 Require meeting password

[Advanced Options](#)

---

**Calendar**  
 Outlook     Google Calendar     Other Calendars

- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
    - **Outlook-** This will generate an .ics file that will open in Outlook, Windows Mail, or iCal.
    - **Google Calendar-** Will launch the user's default browser and open the invite in Google Calendar. (Not supported by Lynn)
    - **Other Calendars-** Will open a new window, where the meeting text can be copied pasted into the user's preferred communication method.
  - Click **Schedule** to finish. Open the selected calendar service to add the meeting.
- Note:
- If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.

# Scheduling a Meeting

## Using the Zoom Outlook Add-In for Office 365

- Open your Outlook web calendar and click **New** to create a new calendar event.
- Enter meeting details like the title, location, and guest list.
- Click the three dots in the top toolbar. You will see the Zoom sidebar open, prompting for your Zoom credentials.

Calendar

Save Discard Busy Categorize Response options ...

• Add a title

Invite attendees [Optional](#)

9/28/2019 8:00 AM to 8:30 AM All day

Repeat: Never

Sat, September 28, 2019

8a 8:00a - 8:30a You are available

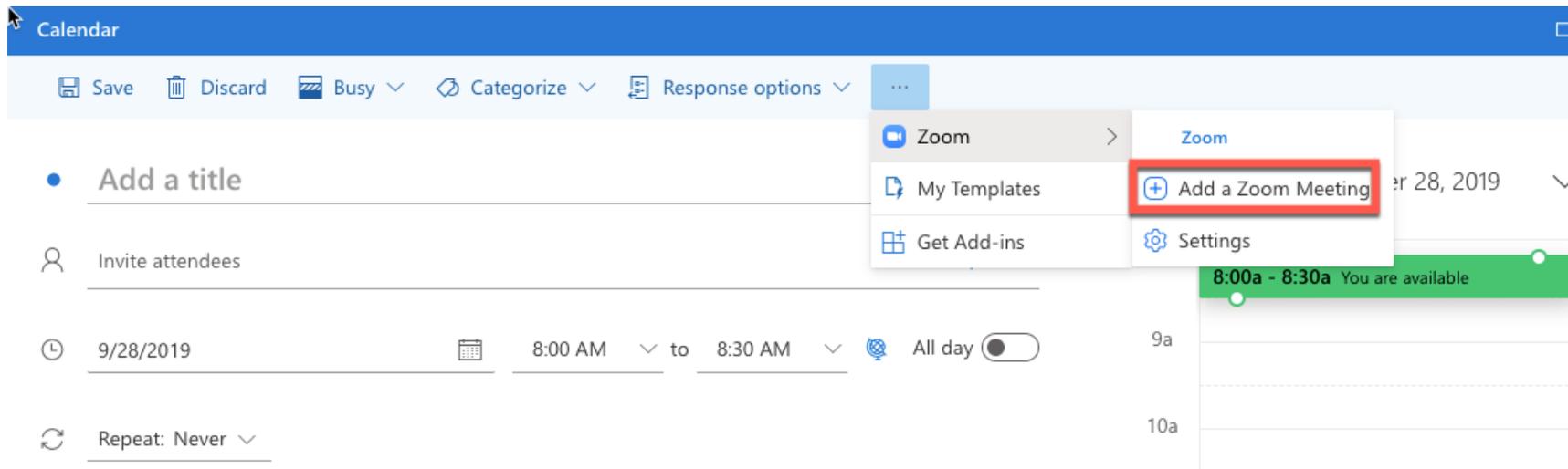
9a

10a

# Scheduling a Meeting

Using the Zoom Outlook Add-In for Office 365

- Click **Zoom**
- Click **Add a Zoom Meeting**
- Sign into your Zoom account. If you are already signed into the Zoom web portal, it will log you in automatically.  
Note: The meeting settings will automatically populate with your default settings in your Zoom web portal.



# Scheduling a Meeting

Using the Zoom Outlook Plug-In for Microsoft Outlook Desktop Version

## Creating a New Meeting

- Open the Outlook desktop app and switch to calendar view.
- In the **Home** tab, click **New Meeting**.
- Enter meeting details like the title, location, and guest list.
- In the **Meeting** tab, click **Add a Zoom Meeting**.
- Select your desired video, audio and meeting settings. Click **Add Zoom Meeting** to add Zoom join details to the meeting.

## Viewing and Editing Meetings

- Open the Outlook desktop app and switch to calendar view.
- Double-click a Zoom meeting to display the meeting details.
- Click **Add a Zoom Meeting** to display the Zoom meeting options.
- Change your meeting options and click **Update** to apply the changes.  
Tip: Click **Load default settings** to load your default settings found in your Zoom web portal.



### Meeting ID

- One-time Meeting ID
- Personal Meeting ID (PMI) 931-592-0615

### Video

- Host  Off
- Participant  Off

### Audio

- Telephone
- Computer Audio
- Telephone and Computer Audio

Dial from United States

[Edit countries](#)

### Meeting Options

- Require meeting password
- Recurring meeting  
**Note:** Enable this one when choose "Recurrence"

[Advanced Options](#) ▾

# Scheduling a Meeting

## Registration / Managing a Scheduled Meeting with Registered Participants

- Log in to the Zoom Web Portal with your Lynn credentials.
- Click on Meetings.
  - Click on the Scheduled Meeting Name to see the settings.
    - Scroll to the bottom to see your Registered attendee information.
    - Click on Email Settings to see the confirmation email details.
      - Click Edit to change the content of your confirmation email.
      - Add any necessary additional information and click Save.
  - Under Branding, you can add a banner and/or logo to your meeting invitation and layout.
  - To add a Poll or manage an existing poll, click on the Poll option and click Add or Edit.

Registration | Email Settings | Branding | Poll

---

Manage Attendees	Registrants: 35	<a href="#">View</a>
Registration Options	Automatically Approved	<a href="#">Edit</a>
	<ul style="list-style-type: none"> <li>✗ Send an email to host</li> <li>✗ Close registration after meeting date</li> <li>✓ Allow attendees to join from multiple devices</li> <li>✓ Show social share buttons on registration page</li> </ul>	

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

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Registration | **Email Settings** | Branding | Poll

Email Contact:	Andrew Vermes, <a href="mailto:avermes@lynn.edu">avermes@lynn.edu</a>	<a href="#">Edit</a>
Confirmation Email to Registrants	Send upon registration <a href="#">Send me a preview email</a>	<a href="#">English</a>   <a href="#">Edit</a>

### Confirmation Email ✕

Send Confirmation Email to Registrants

Subject

[Meeting Topic] Confirmation

Body

Hi [User Name],

Thank you for registering for "Zoom Training for Lynn University Staff".

Please submit any questions to: [avermes@lynn.edu](mailto:avermes@lynn.edu)

Date Time: Jul 6, 2020 10:00 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [\[Join Link\]](#)

Password: 387734

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +16465588656,94430231095# or +13017158592,94430231095#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Meeting ID: 944 3023 1095

International numbers available: <https://lynn-edu.zoom.us/j/94430231095>

# Lynn University Zoom Training

## Scheduling a Meeting for Others

# Scheduling a Meeting

## Scheduling a Meeting for Others

- Scheduling privilege is designed for a user or an executive admin to:
- You can assign or delegate a user or multiple users in your account to have them schedule meetings on your behalf.
- You can also schedule meetings on behalf of a user (or multiple users) that has assigned you scheduling privileges. If both users have a webinar license, they can also schedule webinars for you.
- Users with Scheduling Privilege on your account will be able to manage and act as an alternative host for all meetings.

# Scheduling a Meeting

## Scheduling a Meeting for Others using Zoom

### Zoom Web Portal (Assigning Scheduling Privileges)

- Sign into the Zoom web portal.
- Click **Settings**.
- Under **Other**, click the plus sign (+) next to **Assign scheduling privilege to**.
- Enter one or more email addresses in the window, separated with a comma.
- Click **Assign**.
- If the user was assigned successfully, they will appear under **Assign Scheduling Privilege to**. However, they will need to sign out of the Zoom desktop client and sign in again before they will be able to schedule for you there.

### Zoom Desktop Application (Scheduling for another user)

- Sign into the Zoom Desktop Client.
- Click on the **Schedule** icon. This will open the scheduler window.
- Click **Advanced Options**.
- Check **Schedule For**.
- Choose the user you want to **Schedule For** from the dropdown menu.
- Click **Schedule** to finish. Open up the calendar you have selected

### Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to  
No one



I can schedule for

 ×

Assign scheduling privilege ×

example: sales.ea@company.com,marketing.ea@company.com

Enter the email addresses of those who can schedule meetings on your behalf.  
Use a comma to separate multiple email addresses.

**Assign** Cancel

# Scheduling a Meeting

Scheduling a Meeting for Others Using Outlook Add-In

## Office365

- Schedule a meeting using the Outlook add-in.
- While in the calendar event window, click **Zoom** then **Settings**.
- In the **Schedule For** drop-down menu, select the user you want to schedule the meeting for.

## Outlook Desktop Application For Windows

- Schedule a meeting using the Outlook plug-in.
- While in the calendar event window, click **Change Settings** in the tool bar.
- Click the **Schedule For** check box, then select the user you want to schedule the meeting for.

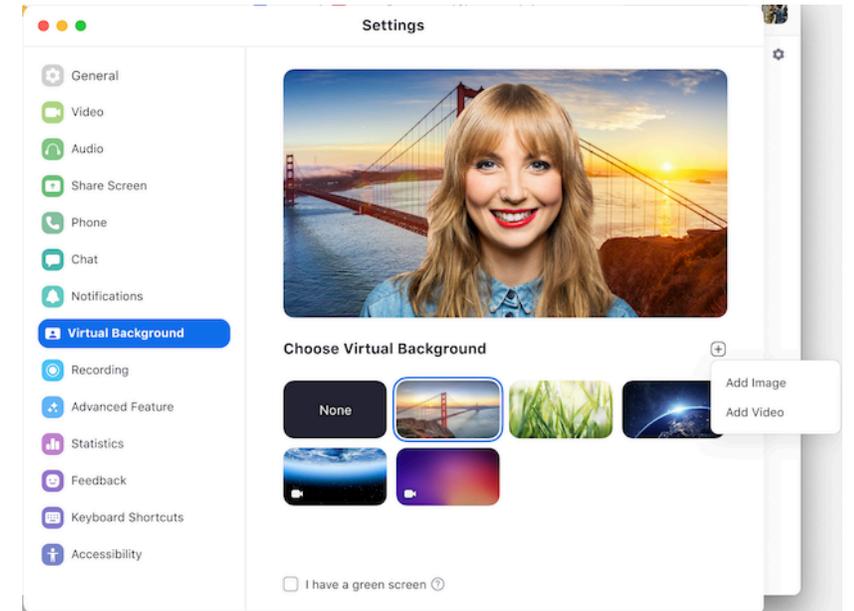
# Lynn University Zoom Training

## Other Features

# Virtual Backgrounds

## [Zoom Support Documentation](#)

- The Virtual Background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.
- You can also upload your own images or videos as a virtual background. There are no size restrictions when adding your own virtual backgrounds, but we recommend cropping the image to match the aspect ratio of your camera before uploading it.



- Sign into the Zoom desktop client.
- Click your profile picture then click **Settings**.
- Select **Virtual Background**.

Note: If you do not have the **Virtual Background** tab and you have enabled it on the web portal, sign out of the Zoom Desktop Client and sign in again.

- Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.
- Click on an image to select the desired virtual background or add your own image by clicking **+** and choosing if you want to upload an image or a video.

# Screen Sharing

## [Zoom Support Documentation](#)

While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- Whiteboard
  - Click the **Share Screen** button located in your meeting tool bar.
  - Click **Whiteboard**.
  - Click **Share**.
  - The annotation tools will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
  - Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.
- Audio from your speaker
- Video from secondary camera
- iPhone/iPad screen
  - In your meeting, click **Share Screen**. Choose **iPhone/iPad**.
  - (Optional) If you would like to share your phone audio into the meeting, check **Share computer sound**.
  - Click **Share Screen**. If prompted, choose to install the plug-in.
  - Follow the on-screen instructions to connect your iOS device.
  - On your phone, swipe up to access the control center. Tap **Screen Mirroring**.
  - Choose the **Zoom-your computer** option. Your device is now shared into the meeting.

# Breakout Rooms

## [Zoom Support Documentation](#)

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time.

- As the host, within a meeting, click **breakout rooms**.
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
  - **Manually:** Choose which participants you would like in each room.
- Click **Create breakout rooms**.
- Your rooms will be created but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.
- After creating the breakout rooms, click **Options** to view additional breakout rooms options.
- Check any options that you would like to use for your breakout rooms.
  - **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
  - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
  - **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
  - **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
  - **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

# Webinars

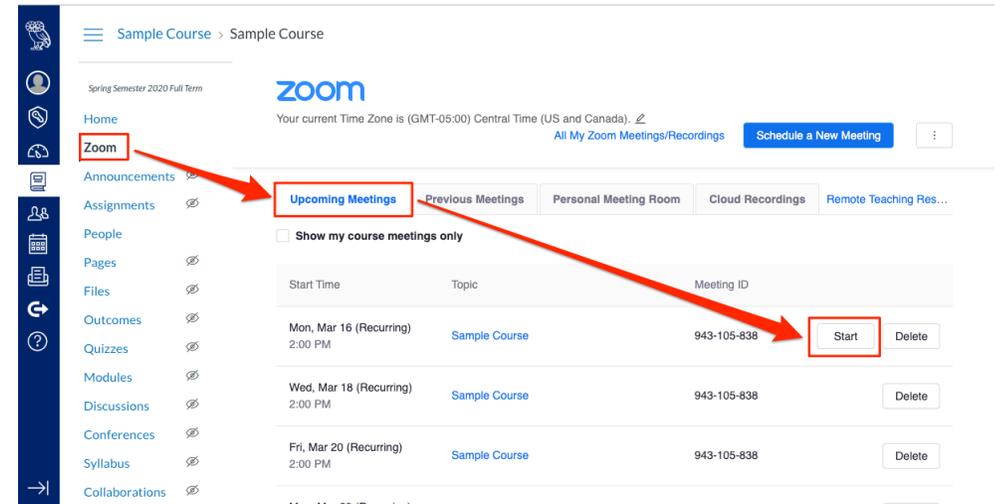
## [Zoom Support Documentation](#)

**\*If you are interested in doing a webinar, you will need to submit an IT support ticket to enable webinars for your account.**

- The Meeting and Webinar platforms offer similar features and functionality but have some key differences.
- Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.
- Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. Attendees have the ability to interact via Q&A, Chat, and answering polling questions. The host can also unmute the attendees. Attendees in webinars cannot rename themselves as well.
- Webinars can require preregistration before the event. The host can either automatically approve all registrants or manually approve. The host can add custom registration questions and pull reports on the registration. Alternatively, the host can turn off registration for the webinar. The attendees will still be required to enter their name and email address upon joining and the reports will be limited to this information.
- **Panelists** are full participants in the meeting. They can view and send video, screen share, annotate, etc. You can have 100 panelists (including the host) in a Webinar. Please note that panelists will receive a direct email invitation separate from the attendees of the Webinar.
- **Attendees** are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

# Canvas Integration/Classroom Upgrades

- Zoom can be accessed directly through Canvas.
  - Faculty can schedule class meetings.
  - Faculty can start class meetings.
    - This will launch the Zoom app.
- Most Lynn classrooms will be upgraded prior to the start of the Fall Semester.
  - Pan-Tilt-Zoom Camera, controlled from touch panel in room.
  - Omni-directional microphone for sound capture.
  - iPad/iPhone mirroring capability within Zoom.
  - Virtual Whiteboard within Zoom.



The screenshot displays the Canvas Zoom interface for a 'Sample Course'. The left sidebar contains navigation options: Home, Zoom, Announcements, Assignments, People, Pages, Files, Outcomes, Quizzes, Modules, Discussions, Conferences, Syllabus, and Collaborations. The 'Zoom' option is highlighted with a red box. The main content area shows the Zoom interface with the 'Upcoming Meetings' tab selected, also highlighted with a red box. A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. The first meeting is 'Mon, Mar 16 (Recurring) 2:00 PM' for 'Sample Course' with Meeting ID '943-105-838'. The 'Start' button for this meeting is highlighted with a red box. Other meetings listed are 'Wed, Mar 18 (Recurring) 2:00 PM' and 'Fri, Mar 20 (Recurring) 2:00 PM', both for 'Sample Course' with Meeting ID '943-105-838'. A 'Delete' button is visible next to each meeting entry. A red arrow points from the 'Zoom' sidebar item to the 'Upcoming Meetings' tab, and another red arrow points from the 'Upcoming Meetings' tab to the 'Start' button.

Start Time	Topic	Meeting ID	
Mon, Mar 16 (Recurring) 2:00 PM	Sample Course	943-105-838	<a href="#">Start</a> <a href="#">Delete</a>
Wed, Mar 18 (Recurring) 2:00 PM	Sample Course	943-105-838	<a href="#">Delete</a>
Fri, Mar 20 (Recurring) 2:00 PM	Sample Course	943-105-838	<a href="#">Delete</a>

# Zoom Training Resources

[Zoom Support Portal](#)



Follow-Up Email:  
Link to [Brief Survey](#)  
Copy of PowerPoint Slides  
Link to recording of training session

Live for Students, Faculty  
and Staff on **July 13, 2020.**

# Lynn University Zoom Training

Questions???