Zoom in NYU Classes

A preparedness checklist for teaching online

What is Zoom?
Zoom is a video conferencing tool. In this environment you can talk, be seen on camera, participate in the text chat, and share your screen to present content to others. Zoom also enables real-time chatting via text.

To use Zoom you will need
1. A computer with a built-in camera and microphone or a separate web camera.
2. Earbuds or a headset will reduce or eliminate the echo that is common in group video conference sessions
3. A reliable internet connection
4. Supported operating systems: Windows 8.1 or later, macOS 10.3 or later
5. Support web browsers: Firefox 27+, Chrome 30+, Safari 7+

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Step 1: Log into your course site (NYU Classes)

Go to [http://classes.nyu.edu](http://classes.nyu.edu) and log in using your university NetID and password. The course site below is just an example. Faculty need to use their own Spring 2020 courses within NYU Classes.
Note: Your course sites in the favorite bar may have increased

In order to support the move to online classes, course sites which were not activated or unpublished have been made active. This may increase the number displayed on your favorite bars and push those that won’t fit off. Click on My Sites to see your full list of courses.
Step 2: Activate your NYU Zoom account

Click on the Zoom link. If the message below is displayed you’ll need to activate your account by clicking the link (or go to http://nyu.zoom.us/signin) Skip this step if this message is not displayed.

Instructors must complete this step using their own credentials (an assistant can’t do it on your behalf as you will be prompted by the University’s multi-factor authentication) You will only need to complete this step once.
Step 3: Refresh the course site Zoom page

Refresh the page by clicking the Zoom link in your course site again. The Zoom dashboard will now be visible. If there are no “Upcoming Meetings” displayed, continue to Step 4. If there are meetings already scheduled, skip to Step 7.

If empty, continue to Step 4

If not empty, skip to Step 7
Step 4: Schedule a Zoom Meeting

Click on **Schedule a New Meeting**. This will open a popup window with meeting details. **Note**: This is only a test meeting to confirm your account is working and configure Zoom on your computer.
Step 5: Fill out the new meeting form

The Topic will be prepopulated with the course title. Append the word “TEST” to the end.

Note: This is only a test meeting to confirm your account is working and configure Zoom on your computer.

[Image of a screenshot from NYU Classes showing the Zoom meeting setup form with the Topic field set to "Teaching Tools for Online TEST".]
Step 5: Fill out the new meeting form (continued)

You do not have to enter any additional information or select any options. Scroll to the bottom of the form and click **Save**.

Note: This is only a test meeting to confirm your account is working and configure Zoom on your computer.
Step 6: Refresh the course site Zoom page (again)

Refresh the page again by clicking the Zoom link in your course site. You may have to scroll back to the top of the page to see the course site toolbar.
Step 7: Start the Zoom Meeting

Click on the Start button for the meeting you just scheduled. Likewise, if you had previously scheduled meetings available click the Start button next to any entry. If the only button available is Join see next slide.
For classes on March 12-13, Zoom meetings might have already been scheduled for you. If you had to activate your account in Step 1, click the **Join** button and contact law.helpdesk@nyu.edu to have your account added as the host to each.

*Click Join if you had to activate your account in Step 1*
Step 8: Download the Zoom client

If this is the first time you’ve used Zoom on your computer, you will have to download and install the Zoom application first. If nothing prompts from your web browser, click download & run Zoom.
Step 9: Install the Zoom client

Windows users will download an .exe file while Mac users will download a .pkg file. Double-click the downloaded file to begin installation. Once finished, the Zoom session will open automatically.
Step 10: Test Speakers and Microphone

Click on the link directly below **Join with Computer Audio** to test your speakers and microphone.
Step 10: Test Speakers and Microphone (continued)

Once the test is complete and both speakers and microphone are working, click Join with Computer Audio.
Step 11: End the Meeting

You have now successfully setup and configured Zoom on your computer! You can end the meeting by clicking the **End Meeting** link in the lower right hand corner of the Zoom window.