**SET UP AND LOG IN**

**Web Portal (sanjac.zoom.us)**
1. Go to [https://sanjac.zoom.us](https://sanjac.zoom.us) and log in with your SJC Office 365 username and password.

**Zoom Client**
1. Once the Zoom Client is installed, click the **Sign In** button.
2. Click **Sign in with SSO**.
3. Enter sanjac when prompted.
4. Enter your SJC Office 365 username and password.

**SCHEDULE A MEETING**

**Web Portal (sanjac.zoom.us)**
1. Go to [https://sanjac.zoom.us](https://sanjac.zoom.us) and log in with your SJC Office 365 username and password.
2. Click **Schedule a Meeting** in the top navigation bar.
3. Input meeting details and click **Save**.
4. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

**Zoom Client**
Launch the Zoom application and click **Schedule**.

**Outlook Plugin**
1. Select the **Schedule a Meeting** button in the ribbon of your Outlook client.
2. Input your meeting details and click **Send**.
3. A calendar invitation will appear with the Zoom information generated automatically.

**SCHEDULE PRIVILEGE**
You can assign another SJC Employee to schedule meetings on your behalf.
1. Go to the **Meeting Settings** section of the web portal.
2. In the **Schedule Privilege** section, click **Add** to add a user.
3. Once the user has been added, he/she will need to open their Zoom client.
4. Have the user click **Advanced Options** and then select your name in the **Schedule for:** drop-down menu.

**MEETING CONTROLS**

**Audio**
After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join with Computer Audio** to connect your computer’s speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test speaker and microphone** link.

**Video**
1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.
Invite and Manage Participants
During a meeting, click Invite to send the meeting information to more participants by email, Zoom chat, or phone.
If you’re a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.

Share Screen
1. After selecting Share located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select Annotate to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.

Chat
1. Click Chat to instant message with other participants while in the meeting.
5. In the Chat panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

ADDITIONAL RESOURCES AND SUPPORT
Free support for Zoom is available 24x7.
   By phone: 1.888.799.9666
   Online: https://support.zoom.us and then click Submit a Request at the top of the page

In addition, you can find the following topics on https://support.zoom.us/hc/en-us:
   • Join a Meeting
   • Record a Meeting
   • Joining & Configuring Audio & Video
   • Scheduling a Meeting with Zoom Website or Outlook
   • Sharing Your Screen
   • Meeting Controls