

SET UP AND LOG IN

Web Portal (sanjac.zoom.us)

1. Go to <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> 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