



# Instructor Cheat Sheet

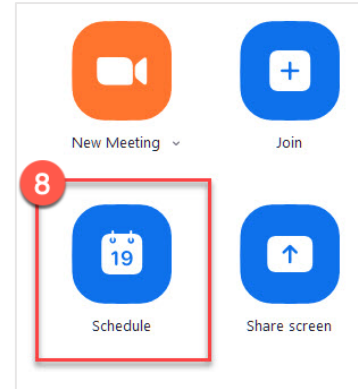
This cheat sheet outlines three ways to setup and launch a meeting as well as basic instructions on the tools available to run the meeting.

## Set Up A Meeting – Zoom Client

### Install and Download Zoom Client

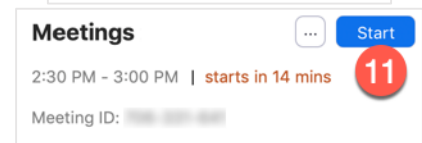
Before you can use Zoom, it is recommended you install the Zoom software for your device.

1. Go to **dartmouth.zoom.us**.
2. Click **Download Desktop Client** link visible in the bottom navigation.
3. Run the installer on your computer.



### Schedule a Meeting on Zoom Client

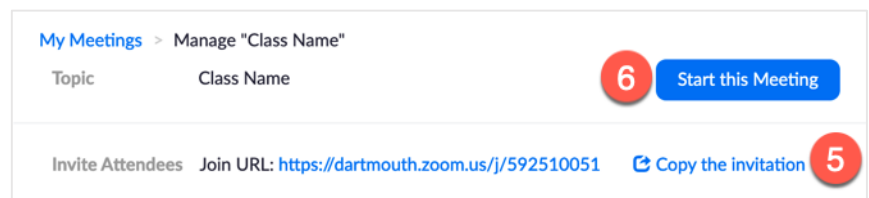
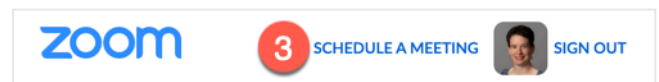
4. Launch the **Zoom** application on your computer.
5. Select **Signin with SSO**.
6. Enter "**dartmouth**" in the *your company domain field*.
7. Log in with your NetID and Password.
8. Click **Schedule**.
9. On the resulting screen, input the meeting details.
10. Click **Schedule**.
11. To run the meeting, click **Start**.



## Set Up A Meeting – Web Portal

### Schedule a Meeting on Web Portal (dartmouth.zoom.us)

1. Go to **dartmouth.zoom.us**.
2. Log in with your Net ID and password.
3. Click **Schedule a Meeting** in the top navigation bar.
4. On the resulting screen, input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees via your email/calendar client.
6. To run the meeting, select **Start This Meeting**.

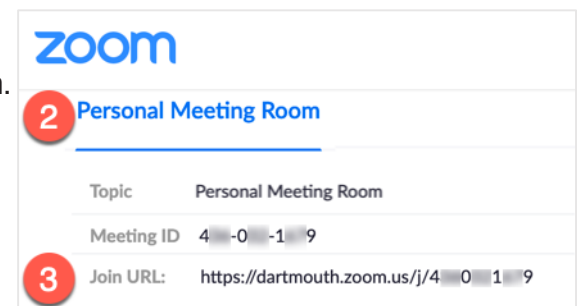


## Use Your Personal Meeting ID – Web Portal

### Use Your Personal Meeting ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at anytime or schedule it for future use.

1. Login to **dartmouth.zoom.us**.
2. Click **Personal Meeting Room**.
3. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email/calendar client.
4. To run the meeting, select **Start This Meeting**.



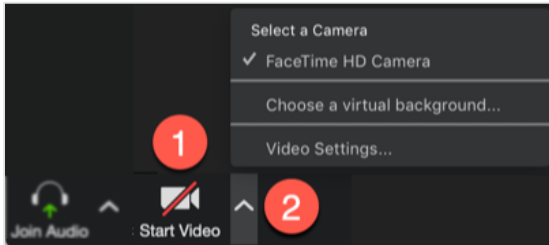
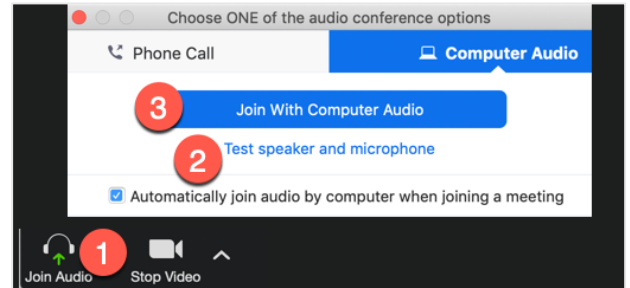
# Running a Meeting

## Connect to Audio

You can join audio by computer (*recommended*) or by phone.

**To connect to audio:**

1. Click **Join Audio**.
2. In the resulting window, click the **Test Speaker and Microphone** button.
3. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting.



## Connect to Video

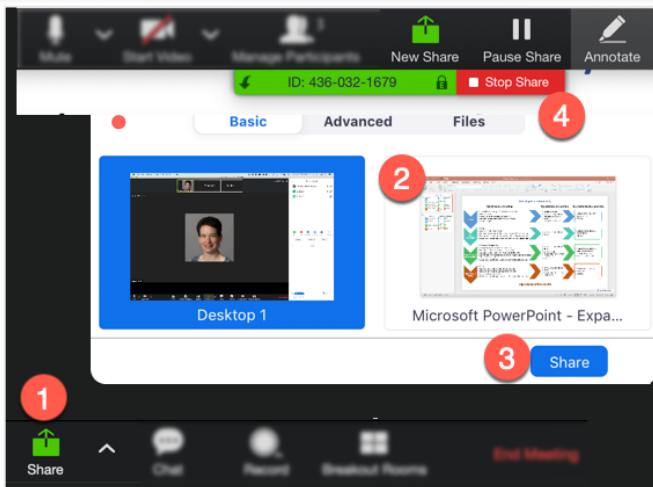
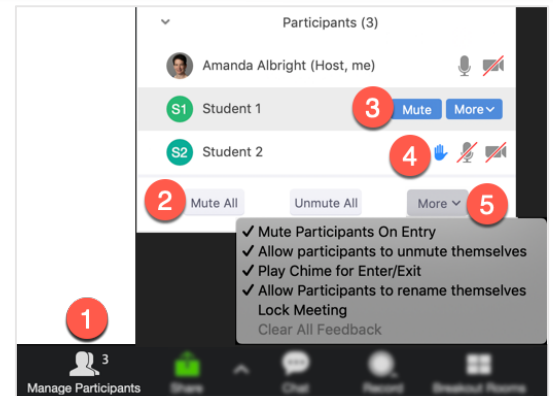
**To activate your video:**

1. Click **Start Video** to activate webcam. Click **Stop Video** to stop the webcam.
2. Select the **up arrow** to review *video settings* or choose a *virtual background*.

## Manage Participants

**To manage participants:**

1. Click **Manage Participants**. This will open the Participant panel.
2. Click **Mute All** to turn off all participant audio.
3. To mute a specific individual, **right click on the user name** and click **Mute**.
4. Students can raise a virtual hand if they have a question, click on the hand to remove.
5. Click **More** to see additional controls.



## Share Screen

**To start screen sharing:**

1. Select **Share**.
2. Select an application, window, or whiteboard to share.
3. Click **Share**.
4. Select **Stop Share** to end screen sharing.

## Chat

**To chat with participants:**

1. Click **Chat** to activate the Chat panel and instant message with participants during the meeting.
2. In the **Chat** panel, click the dropdown to select if you want to message everyone or a single participant.
3. Click **File** to send a file to participants within the Chat panel.

