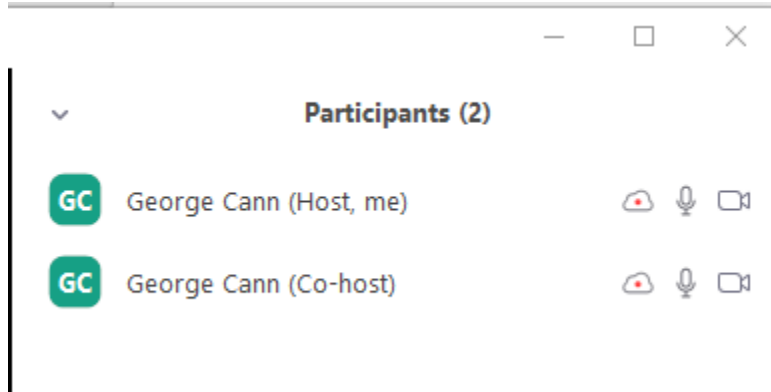
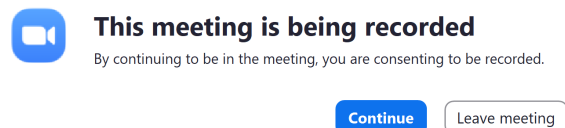


BASIC LECTURE SETUP – Two Devices

1. Log into Zoom on your main device
2. Launch a New Meeting. If you followed our Initialize Zoom Instructions your meeting ID will always be the same.
3. Launch and log into Zoom on your second device.
4. On the second device, in Zoom, select Join a Meeting, and enter the meeting ID of the meeting you created in step #2. This will add the second device as a co-host to the meeting.
5. Both of your devices should now be added to the meeting, if you click the Manage Participants button you should see yourself as a Host and a Co-Host.

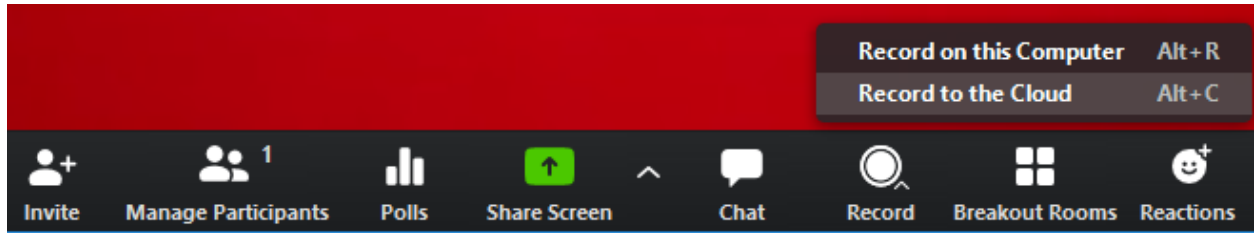


6. As your students start to join the session you will see the list of participants fill in along the top. By default it will show on the screen whoever is talking. We recommend you select which one of your devices you want to be displaying to everyone and right click on it (Normal Click on a Mac) and select Spotlight Video. This will broadcast that device to everyone and it will not switch screens if someone starts talking. You can switch between screens this same way, right click on the one you want (normal click on a Mac) and hit Spotlight Video.
7. When class is ready to begin, if you planning on recording the lecture, tell your students that the lecture will be recorded. When a student enters a Zoom session that is being recorded they get the following warning:



8. Ask your students to please have their mics on mute unless they are addressed. Our Zoom Student Etiquette Guide has instructions for students to set this to always be off when joining a meeting.

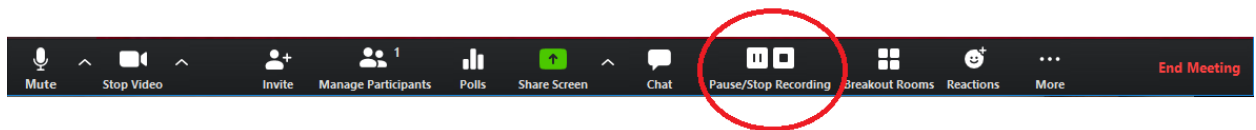
9. If you plan on recording the lecture, whenever you want the recording to begin click the record button and then select Record to the Cloud.



10. If you always plan on recording your lectures you can set your Zoom Client to auto record all sessions. To do this log into Zoom on the web (cmu.zoom.us), then on the left hand side go to Settings, and then select Recording along the top. Then turn Automatic Recording On, and make sure Record in the Cloud is selected.

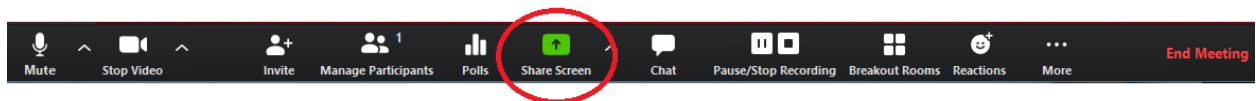


11. While recording a lecture if you want to stop or pause the recording you can use the buttons in the Controls.



12. Ask Students to ask any questions by chat and then only unmute/start video their client once the instructor has addressed them.

13. If you want to show what is up on your screen to the group, you will use the Share Screen Button.



14. Once you click the Share Screen Button, you have a few options:
 - a. Screen X – You will see an option for each screen you have connected to your device. If you select one of these options it will share the entire screen and whatever you put on it.
 - b. Whiteboard – This will share a blank white screen that you can write on using either the touchscreen on your computer or a mouse. There are also text box options so you can enter text from your keyboard as well. If you have a writing tablet such as a Wacom or similar device you can use this to write on the whiteboard.
 - c. iPhone/iPad – If you have an iPhone or iPad connected to the same wireless network your device is using with Zoom you can select this option. It will then give you a code you can use on the iPhone/iPad to connect to the meeting and share what is on the iPhone/iPad. While this option works we have found if you want to use an iPhone/iPad simultaneously it is usually easier to launch and sign into Zoom on the iPhone/iPad directly.
 - d. Other Applications – In addition to sharing a screen you can just share an application. For example if you had Powerpoint running when you hit the Share Screen Button, you could select the Powerpoint here and it will only display the Powerpoint, not anything else on the screen. This works for pretty much all apps.

Select which option you want to share and hit the Share button.

15. Once the session is over you can use the End Session button finish. If you are the host this will end the session for everyone. If you elected to record this meeting then you will get an email when the recording has finished processing and is available online. You can then download the video and share it to the class if you would like.