

ZOOM Quick Reference Guide

What is ZOOM?

ZOOM is a program that enables e-meetings, distance learning, and virtual meetings with others. In the past, the University of Borås has used Adobe Connect Pro, but now ZOOM is the university's system for distance learning and video conferencing.

To log in to ZOOM as a teacher from the university menu:

- 1) Find ZOOM in the program meny on your work computer. Follow the link.
- 2) You will proceed to the menu below. Select "Sign In"
- 3) The next step shows a form that offers you two possibilities. Select "Sign In with SSO"
- 4) The next step prompts you to enter your company name. The box must read: **hb-se** in the field before **.ZOOM.us**
- 5) In the next image, log in with the same information you use when logging in to your work computer
- 6) After that, you are logged in to ZOOM and will see:

The various buttons in the user interface are described in the **ZOOM Getting Started Manual**. A link to this can be found at the end of this document.

- 7) You can go directly to ZOOM by typing the address: <https://hb-se.ZOOM.us/>
- 8) As a teacher, you choose either **Host** or **Sign In**. Then the login box will appear. Sign in as usual.
- 9) If you want to change any settings, then select **Sign In**. You will see a menu where you can adjust the settings for your meetings. Otherwise, you go directly to the meeting by selecting **Host** from the menu.
- 10) From this menu you can also start a meeting.

Once you have logged into the system, you will see the following user interface.

The functions of the various buttons in the user interface are described in **ZOOM Getting Started Manual**, see below.

When you are in the ZOOM user interface, you can invite participants to your meeting/distance learning, etc., by selecting the button **Invite** and selecting one of the options offered by the system. Once you have sent the invitation to the participants, they will follow the link **hb-se.ZOOM.us** and select **Join** from the menu below. The participant will log in with the room identification number that is in the email.

For more help, see the links below

ZOOM Help Center has the web address: <https://support.ZOOM.us/hc/en-us/categories/200101697>

ZOOM Getting Started Manual has the web address: <https://support.ZOOM.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>