

GETTING STARTED WITH



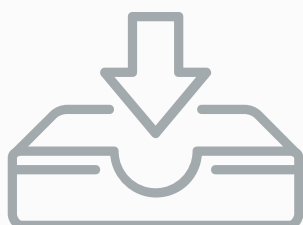
INSTRUCTIONS FOR KPU FACULTY

VIDEO CONFERENCE | SCREEN SHARE | COLLABORATION
POLLING | BREAKOUT ROOMS | LIVE CHAT



1. REQUEST AN ACCOUNT

To get started, you will need a KPU Zoom licensed account.
Request an account at <https://www.surveymonkey.ca/r/zoom-kpu>.



2. INSTALL THE ZOOM DESKTOP CLIENT

Download and Install the Zoom Desktop Client for Windows/Mac.
You can get it on mobile too. (Learn about the different clients.)
Sign into Zoom.

If you are just joining a meeting, click "Join a Meeting" / "Join".

THESE ARE JUST THE BASICS.
LET'S TRY SOMETHING MORE ADVANCED!



3. SCHEDULE A MEETING

Zoom offers multiple ways to schedule a meeting. You can do this from the
desktop client, mobile app or via the web portal.
Learn more about scheduling a meeting and how to invite your students.



4. ENSURE YOUR MEETING IS SAFE!

Consider using the Waiting Room feature
or set a passcode for others to join your meeting.
Learn more about setting up a secured meeting space.

WATCH VIDEO TUTORIALS TO GET STARTED.

VISIT WWW.KPU.CA/ZOOM FOR MORE TIPS