



Synchronous Lecture with Zoom

If faced with a campus closure, you may want to replace your lectures with a synchronous Zoom meeting or record your lectures with Panopto. Additional documentation about Zoom is found at <https://support.zoom.us/hc/en-us>.

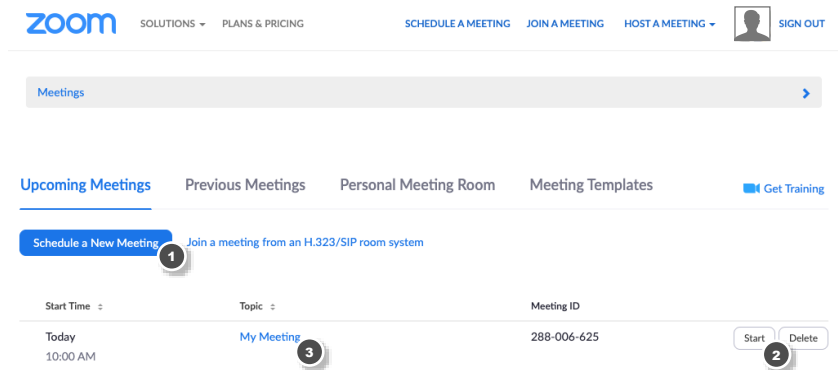
Zoom video conferencing is available to all active SMU faculty, staff, and students. To login, go to <http://smu.zoom.us/signin> and use your SMU username and password. If you are a Canvas user, you may enable the Zoom link by going to Settings > Navigation > dragging Zoom to the top > Save.

To schedule a new meeting, click on Schedule a New Meeting [1]. You will need to update the information about your meeting (topic, date, time, record the meeting automatically and other settings). Once you are done, click to Save.

If you are scheduling your Zoom meeting in Canvas or via the Zoom website, you will see a Start button [2] under the Upcoming Meetings area. You may click on that button to start the meeting.

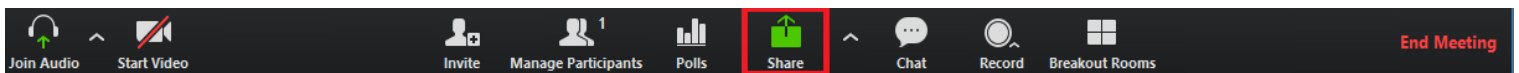
In Canvas, your students will see a Join button to join the meeting.

To share the link to the meeting to your students via email, click on your upcoming meeting topic [3] and under the Invite Attendees section, copy the link to the meeting or the full meeting invitation. You may paste that link or invitation on an email and send that to your students.



Sharing your Screen or a PowerPoint in Zoom

After you have started your Zoom meeting, you might want to share your screen or a PowerPoint to your students. To do so, make sure your PowerPoint presentation is open then click Share on the Zoom Menu Bar.



In the Zoom screen-sharing window, select Desktop 1 or your PowerPoint presentation from the options listed. Then, click on Share.

To stop sharing your screen click Stop Share.



To end the meeting, click on the End Meeting button. If you chose to record the meeting, the recording will be processed right after your meeting has ended.