



ACCESS ZOOM

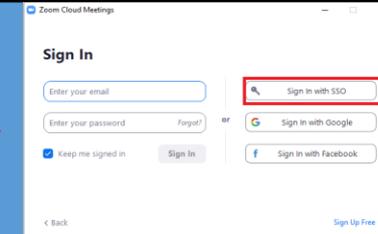
Sign into ZOOM

1. Do the following:

- Go to <https://norfolkpublicschools.zoom.us/>
- Click **Sign in**
 - Use your NPS email address and Password to login

Download and Sign in with the ZOOM app

1. Go to <https://norfolkpublicschools.zoom.us/download> and click **Zoom Client for Meetings**.
2. Click **Sign in** and then click **Sign in with SSO**.
3. In the **Enter SSO** site URL box, type **NPS email address**
4. Click **Continue**
5. Sign in with your **NPS email address** and **Password**



ZOOM TIPS

Hosting Meetings

Select the **Enable join before host** option to allow your attendees to enter the meeting before you are there.

Select the **Other calendar** option to display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the **Mute all and/or Mute on Entry** option to help prevent disruptive noisy feedback when someone joins your meeting. Click the **Manage Participants** button on the ZOOM menu bar and then click **Mute ALL** or **More** and then **Mute on Entry**. Don't worry, participants can unmute themselves.

Select the **enable waiting room**: As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

Joining Meetings

Mute your microphone to avoid feedback when joining a meeting by clicking either the **Mute/unmute my audio** button or the **Audio options** button on the ZOOM menu bar.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation.

Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click **Start without video**
- When scheduling a meeting, under **Video** select **Off** for host and Participant.
- When in a meeting, select the **Screen Share** button on the **Zoom Menu Bar**

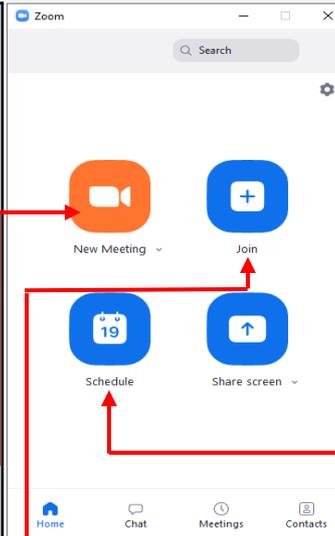


To stop screen sharing, at the top of the screen, click **Stop Share**

Video Meetings

Create a meeting that starts automatically by doing one of the following:

- Click **Start with Video**
- When scheduling a meeting, under **Video** select **On** for host and participant.



Schedule a Meeting

1. Click **Schedule**
2. In the **Topic** box, give the meeting a name
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options
5. Select meeting options:
 - meeting password (optional)
 - Enable join before host (optional)
6. Select a calendar type:
 - Outlook
7. Click **Schedule**
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.

Join a Meeting

1. Click **Join**
2. Enter the meeting ID and your name.
3. Click **Join**

Invite attendees to a live meeting

1. Click **invite** on the ZOOM menu bar.
2. Choose an email service.
3. Add invitees to the email and send it.

Record a meeting

1. Click **Record** on the ZOOM menu bar.
2. Click **stop recording** to end recording.

View recorded meetings

1. Click **Meetings**
2. Click **Recorded**
3. Hover over meetings
4. Click **Play Video**

Open Scheduled Meeting

1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button

Hand off the host

Make another participant the meeting host by doing the following:

1. Click **Manage Participants** on the ZOOM menu bar.
2. Hover over a participant's name and then click **More**.
3. Click **Make Host**

ZOOM Menu Bar

