

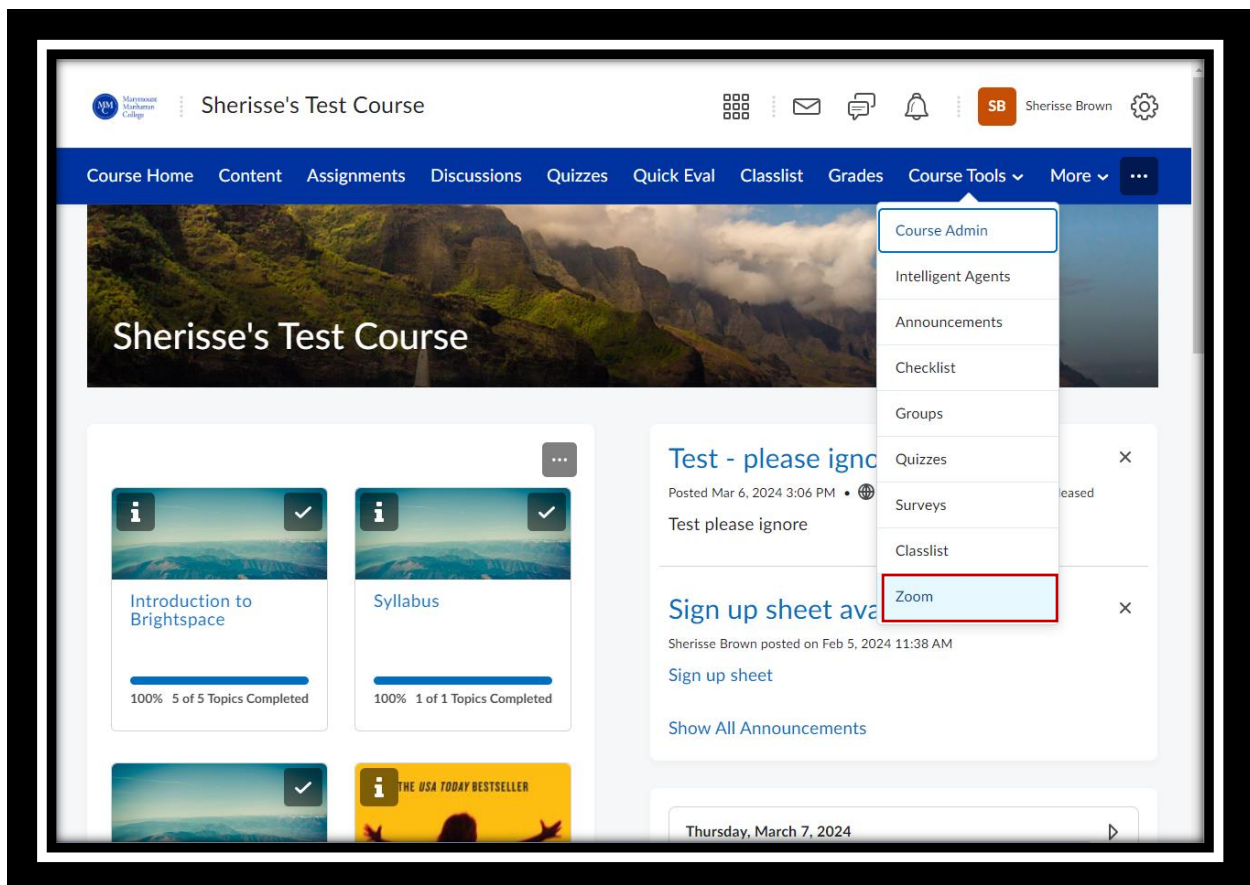
Zoom Integration with Brightspace Quick-Start Guide: MMC Brightspace

INTRODUCTION

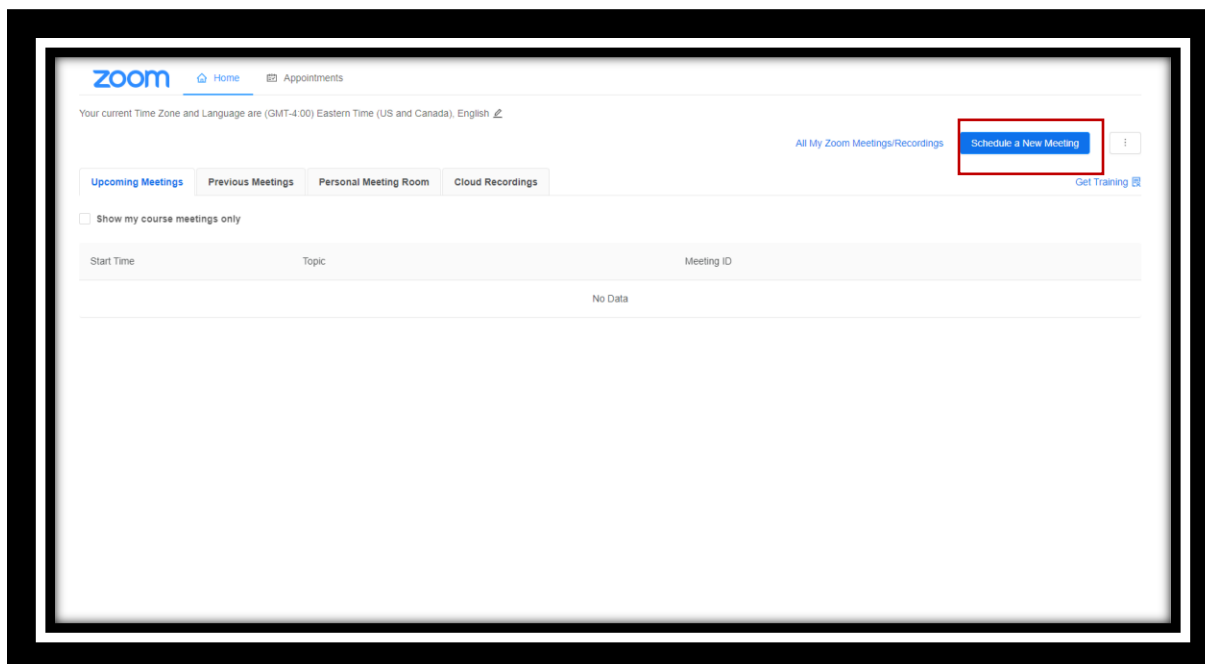
This guide will walk you through the steps of using Zoom to conduct your online course. **Zoom** is an online videoconferencing tool which allows users to experience a meeting in real time.

PROCEDURE

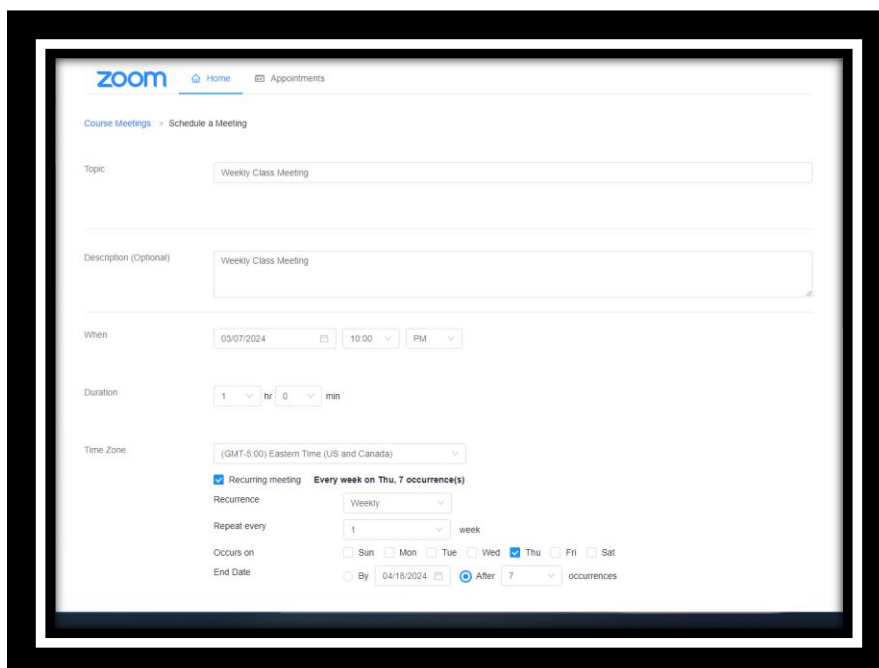
Part 1 - How to Schedule a Zoom Meeting



1. Go to **Course Tools** and then click on **Zoom**.



2. Click on **Schedule a New Meeting**. **Note:** If the application doesn't launch, click **Redirect to Zoom**.



The screenshot shows the Zoom meeting settings form. It includes sections for Registration, Security, Video, Audio, Meeting Options, and Alternative Hosts. The 'Save' button is highlighted in blue.

Registration: ☐ Required

Security: ☐ Passcode
Only users who have the invite link or passcode can join the meeting
☐ Waiting room
Only users admitted by the host can join the meeting
☐ Only authenticated users can join meetings

Video: Host ☒ on ☐ off
Participant ☒ on ☐ off

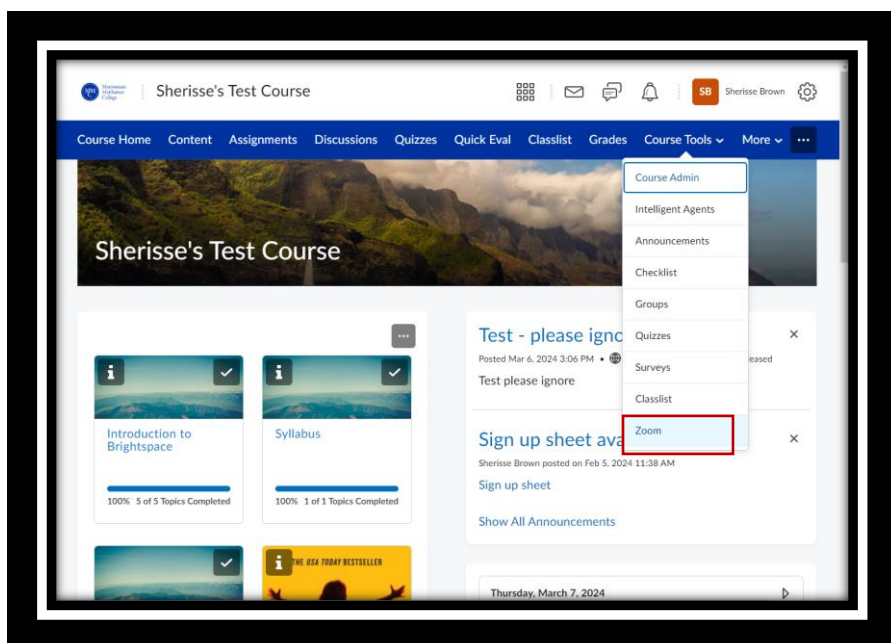
Audio: ☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Meeting Options: ☐ Enable join before host
☒ Mute participants upon entry
☐ Record the meeting automatically

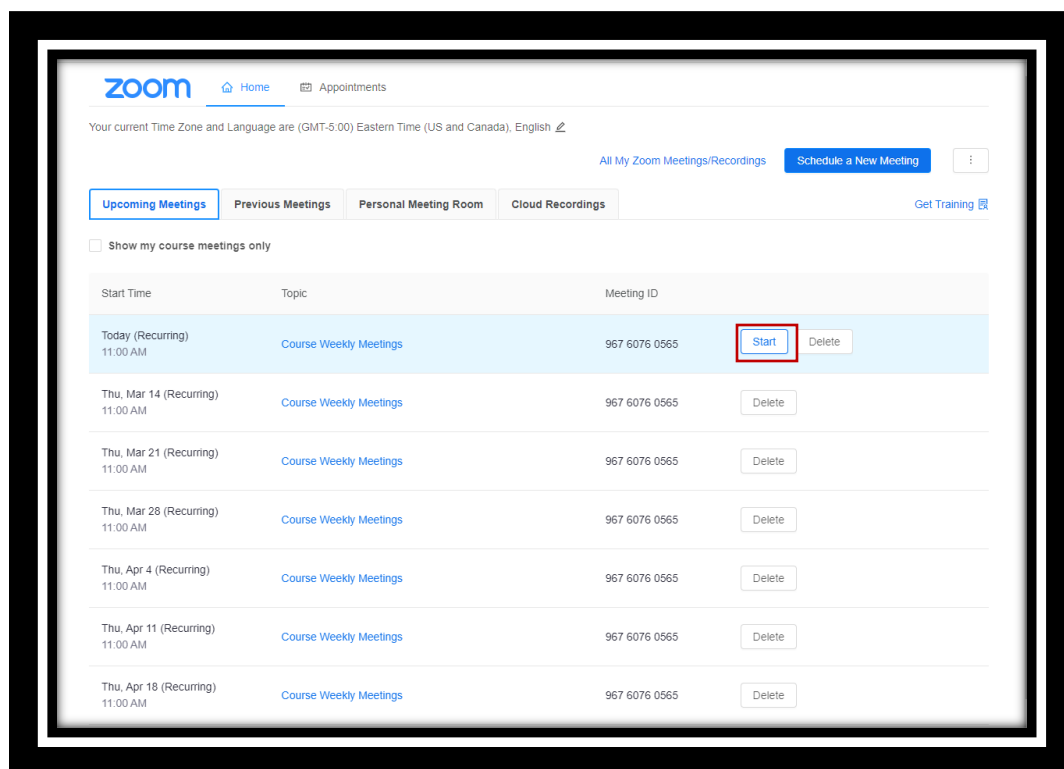
Alternative Hosts:

3. Complete the necessary Zoom meeting details and then click **Save**.

Part 2 – How to Start Your Zoom Meeting



1. Go to **Course Tools** and then click on **Zoom**.



2. Click on **Start** to begin your meeting. **Note:** You will need to have the **Upcoming Meetings** tab highlighted to start your Zoom meeting.

