Getting Started With Zoom

Assigning your Academic Administrative Assistant as your Scheduler

Step One: Activate Account.

Once you have requested a video conference, you will receive a link to activate your Zoom account. Using the Single Sign On option, you can use your Bates College credentials.

You will come to this page:

Click on the “My Settings” tab and scroll down until you see this:

Schedule Privilege ➔ Assign scheduling privilege to Add
Click Add, it will bring you to this window:

![Assign scheduling privilege](image)

Enter in the email address of your Academic Administrative Assistant, then click “Assign”. This will allow the AAA to do all of the scheduling and it will show up in your Zoom Account as well as your Google Calendar.
Step 2: Accessing Your Meetings:

Go to https://bates.zoom.us, it will lead you to the home page and click “Just Log Into Your Account”

It will bring you to this familiar page, use your Bates Credentials:
It will bring you back to the home page, on the left side of the window, click “My Meetings”. This will show you all of the meeting/interviews you have scheduled. From there just click the “Start” button:

This window will pop up, follow the instructions listed:

When prompted, select Launch Application

If nothing prompts from browser, download & run Zoom
Next, This window will pop up, click "Join Audio By Computer" and you are up and running with Zoom!
How To Zoom

Scheduling a Zoom Meeting:

Log into your account by going to https://bates.zoom.us/ and use your Bates credentials, then click on the “My Meetings” tab. Click “Schedule a Meeting”

Fill in the information for the meeting: Name, date and time, duration etc.
Once you have filled out the details, scroll to the bottom and click “Schedule”

- Mute participants upon entry  
- Use Personal Meeting ID 754-887-0964

Advanced Options (Alternative Hosts)

Schedule  
Cancel

You will then come to this page. Click “Add to Calendar” and select Google Calendar.
From here, it is just like scheduling anything else in Google Calendar. Enter in all the Guests for the meeting and click save.

When the time comes to Start the meeting, log back into your account and click the “My Meetings” tab again. There you will see your meeting. Click the “Start” Button to the right.
This window will appear, follow the instructions listed.

When prompted, select Launch Application

If nothing prompts from browser, download & run Zoom

You will then come to this window, click “Join Audio By Computer”

You are up and running with Zoom!

Below are the instructions for downloading and using the application.
Using the Application

Go to https://zoom.us/download and click on the Download button under "Zoom Client For Meetings".

Zoom Client for Meetings

The web browser plug-in will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Once the download is complete, this window will appear. Click "Run"
Once you have downloaded and opened Zoom, you will come this window, click "Sign In"

Click on the "Sign In with SSO"
Enter "bates"

Enter your company domain

bates

I don't know the company domain

Enter in your Bates credentials. Click Login

Federated Authentication Service

Enter your Bates username and password

Username

Password

Show password

Help! I don't remember my password.
This is the Zoom application. To schedule a meeting, click the “Schedule” button.
This window will appear, fill out all of the necessary information and click "Schedule". Make sure you have selected "Google Calendar". This will launch Bates Google Calendar.
From here it is the same as scheduling all other events.