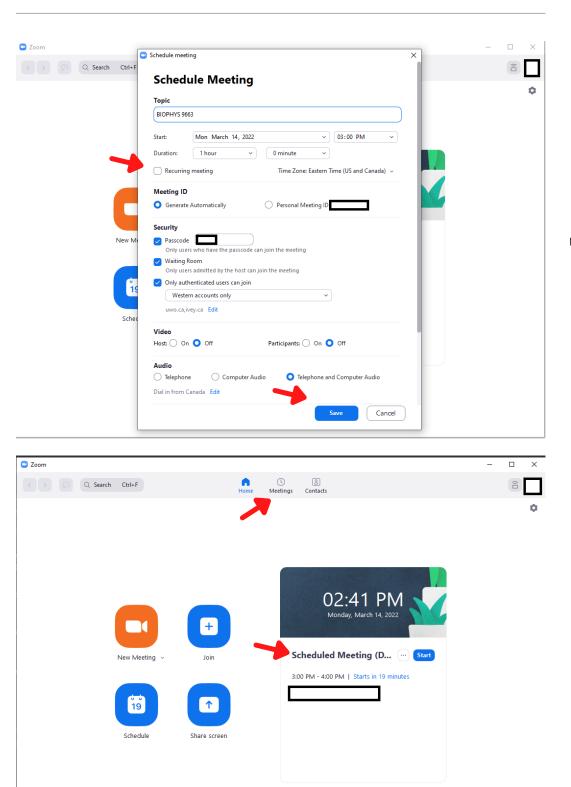
🕒 Zoom					
< > 🕥 Q Search	Ctrl+F		Home	() Meetings	ු Contacts
					02:37 PM
					Monday, March 14, 2022
		+			
	New Meeting 🗸	Join			
	19	1			No upcoming meetings today
	Schedule	Share screen			

Start by scheduling a meeting for your class



2

Create a meeting with your set time (checking recurring meeting will schedule a meeting at the same time each week)

3

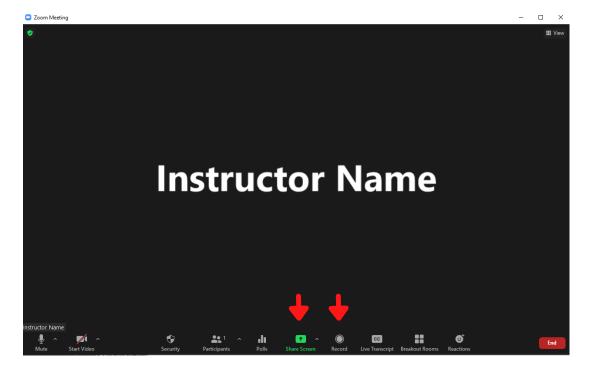
After creating the meeting, it should appear on the home page and if you click "Meetings"

Zoom		- 🗆 ×
< > O Search Ctrl+F	Home Meetings Contacts	Î
C Upcoming Recorded +	Schodulad Masting (DEMO)	
	Scheduled Meeting (DEMO)	
My Personal Meeting ID (PMI)	3:00 PM - 4:00 PM Starts in 18 minutes	
	Meeting	
Today		
	Start Copy Invitation r Edit X Delete	Join from a Room
Scheduled Meeting (DEMO)	Show Meeting Invitation	
3:00 PM-4:00 PM Meeting ID		

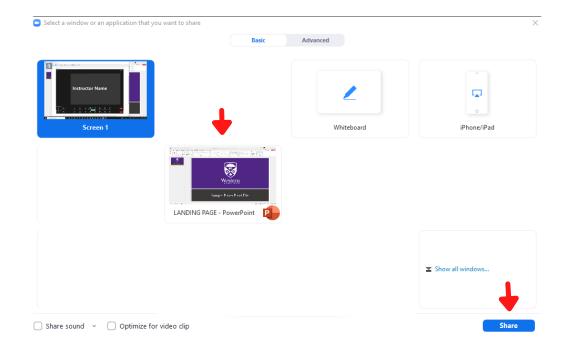
4

On the meeting page you can copy the link to the meeting by clicking on "Copy Invitation" to send to students/faculty

To start the meeting click on Start on the "Meetings" page on Zoom

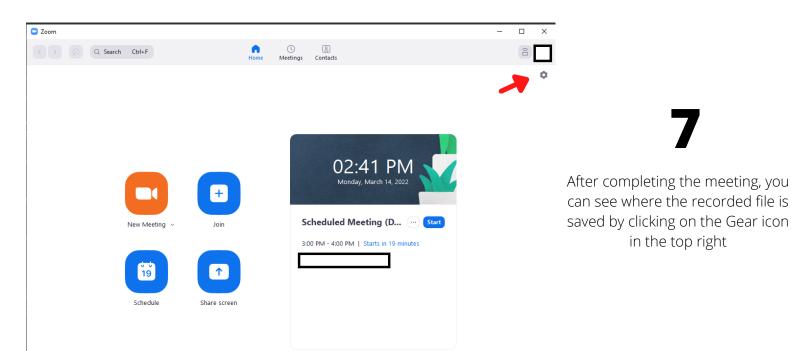


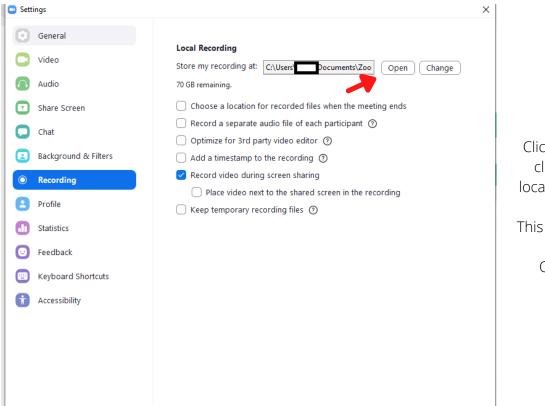
To record the screen, first click on "Record" and then on "Share Screen"





Select the Powerpoint/PDF/presentation window to share ONLY the presentation while recording





in the top right

Click on the "Recording" tab, and click on "Open" to see the file location where the video is stored

This file can be sent to students or uploaded onto OWL/SchulichVOD/Youtube

For any questions or assistance with setting up HyFlex classrooms, feel free to reach out to a DMI!