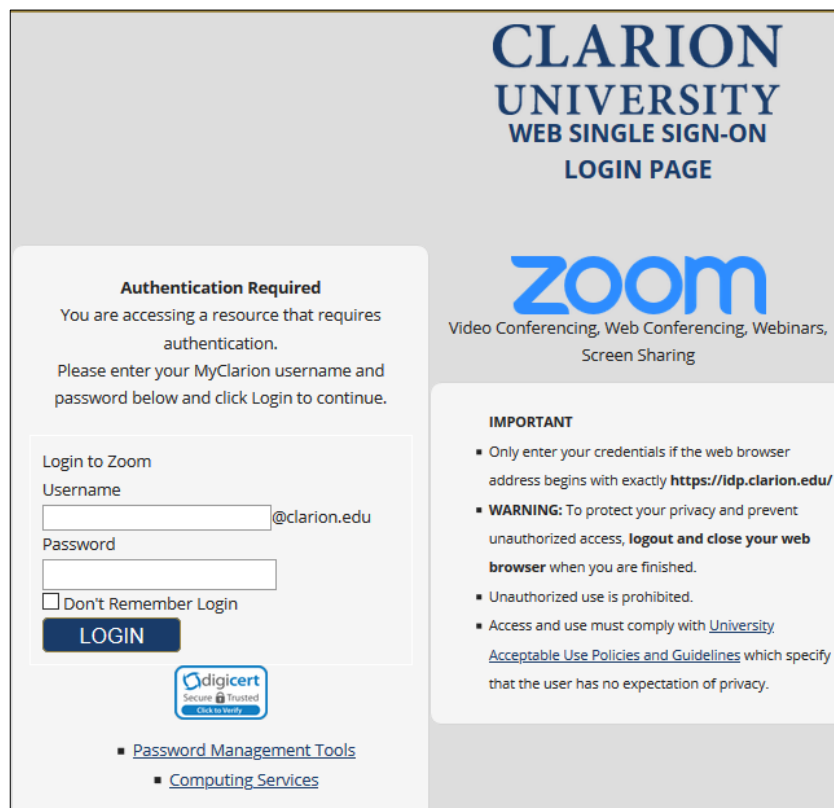


Sign-in to the Zoom Web Portal

1. Go to the [Clarion Zoom](https://clarion.zoom.us/) login page (https://clarion.zoom.us/)
2. Click on the **Account Sign-in** button.



3. Login with your Clarion username and password on the Single Sign-On page.



CLARION UNIVERSITY
WEB SINGLE SIGN-ON
LOGIN PAGE

zoom
Video Conferencing, Web Conferencing, Webinars,
Screen Sharing

Authentication Required
You are accessing a resource that requires authentication.
Please enter your MyClarion username and password below and click Login to continue.

Login to Zoom
Username
@clarion.edu
Password
 Don't Remember Login
LOGIN

IMPORTANT

- Only enter your credentials if the web browser address begins with exactly <https://ldp.clarion.edu/>
- **WARNING:** To protect your privacy and prevent unauthorized access, **logout and close your web browser** when you are finished.
- Unauthorized use is prohibited.
- Access and use must comply with [University Acceptable Use Policies and Guidelines](#) which specify that the user has no expectation of privacy.

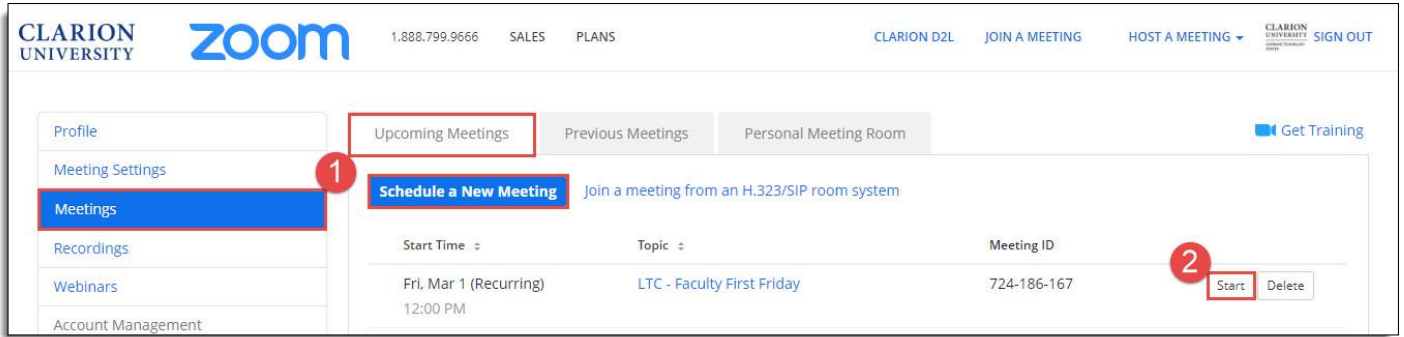
digicert
Secure & Trusted
Click to Verify

- [Password Management Tools](#)
- [Computing Services](#)

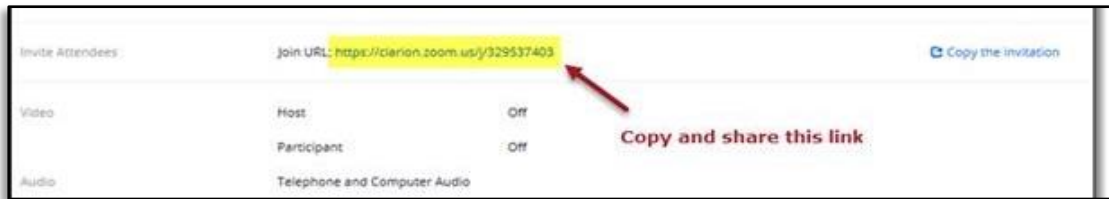
4. Once you have logged in, click on the **Meetings** link under the Profile column.
5. Click **Schedule a New Meeting** **1**
6. Provide the meeting topic (title) and set the meeting date and time and duration (meetings can last between 1 and 24 hours). If the meeting is a “recurring meeting,” specify the recurrence options.
7. Generally, you will leave the default settings for most meetings. However, you must either use the ‘Waiting Room’ or enable a password.

8. Please view **Zoom Security** section at www.clarion.edu/zoom for specific details.

NOTE: Security Update: Starting Sept. 27th, 2020, all meetings must have either a Waiting Room or Passcode enabled. Any previously created Zoom meetings without either of these options enabled will automatically update with a Waiting Room.



- 9. Click **Save** to create the meeting.
- 10. A confirmation screen with meeting details will appear.
- 11. If you need to edit the meeting date or time, scroll to the bottom of the meeting summary screen and click **Edit this meeting**.
- 12. Copy the Join URL to share with meeting participants or select **Copy the Invitation** to include alternative audio options such as telephone.



13. If you are ready to meet, click **Start this Meeting** **2** Your Zoom meeting will now be live!

See Meeting Controls on next page.

14. In Meeting Controls:

| | |
|---|--|
| <p>❶ Select the Microphone icon to mute/unmute your audio</p> | <p>❹ Select the Chat icon to toggle the chat panel on/off</p> |
| <p>❷ Select the Video icon to start/stop your webcam</p> | <p>❺ Select the Share Screen icon to present your desktop to participants</p> |
| <p>❸ Select the Security icon for in-meeting options</p> | <p>❻ Select the Record icon to record the meeting to your computer (saved in Documents > Zoom) or to the Cloud (Zoom server storage)</p> |
| <p>❹ Select the Participants icon to manage participant actions in meeting</p> | <p>❼ Select More icon to see other options if enabled.</p> |
| <p>❺ Select the Poll icon to launch a poll (must be enabled in meeting settings)</p> | <p>❽ Select End button to end the meeting.</p> |

