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GETTING STARTED WITH ZOOM MEETINGS TRAINING RESOURCES

Many staff members have expressed an interest in learning how to schedule, invite others and host **Zoom** staff meetings. To get you started, The Office of Human Resources has put together links to free **Zoom** training videos and other resources for your use. Depending on your preference, you can either register for a free live **Zoom** training webinar or view a prerecorded **Zoom** workshop. The live training features an interactive Q&A.

If you have any questions, please contact Paul Wyatt, Director of Performance Development, The Office of Human Resources, pawyatt@jjay.cuny.edu.

TO USE ZOOM YOU WILL NEED:

- a video camera, either built in to your device or a separate webcam (most modern computers, smartphones and tablets have this built in)
- a microphone, either built in to your device or in the webcam (most modern computers, smartphones and tablets have this built in), or a phone
- a broadband Internet connection
- if you do not have a computer, smartphone, tablet or a broadband Internet connection you may use a telephone to call into a meeting
- All faculty, staff, and students are entitled to a **Zoom** account. To claim your account, register using your John Jay email and password at <https://jjay-cuny.zoom.us>.

DOWNLOAD THE "GETTING STARTED WITH ZOOM MEETINGS" REFERENCE GUIDE

[Getting Started with Zoom Meetings - Reference Guide](#) (PDF)

This should be used as a quick reference guide to scheduling and customizing your meetings and meeting settings. This Guide is supplemental to the live and pre-recorded Zoom Meetings training webinars below.

PRERECORDED TRAINING WORKSHOPS

[Getting Started with Zoom Meetings](#)

This 30-minute training session will provide a high-level tour of Zoom and cover the basics you need to get up and running. (Skip to 4:40 to avoid the pricing information. John Jay has covered the cost of your Zoom account.)

[How Do I Schedule A Meeting?](#)

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

[How Do I Share My Screen?](#)

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

[How Do I Use Breakout Rooms?](#)

Staff who work with large groups of students such as orientation and other group activities will find Breakout rooms helpful. Breakout rooms allow you to split your **Zoom** meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

FREE LIVE WEBINARS

Getting Started with Free Zoom Meetings

What is a *Zoom* Meeting? Spend 30 minutes learning the basics with one of our *Zoom* experts. We will cover scheduling, inviting others, host controls, and wrap things up with a live Q&A. (The pricing information does not apply to John Jay. John Jay has covered the cost of your Zoom account.)

Audience: Beginner

Register here: [Live Training Webinar](#)

Beyond the Basics

Once you have completed our Getting Started with *Zoom* Meetings session, our Zoom expert will guide you through a 60-minute tour of Zoom Meetings, taking you beyond the basics. This session includes a live Q&A. (The pricing information does not apply to John Jay. John Jay has covered the cost of your Zoom account.)

Audience: Intermediate Users

Register here: [Live Training Webinar](#)

ADDITIONAL RESOURCES

[Staying Safe When Hosting Zoom Meetings--How to Prevent 'Zoombombing'](#)

[Support during the COVID-19 Pandemic](#)

[Zoom Video Tutorials](#)