

## October 2018 Topic: Zoom

Use Zoom for courses, research, office hours, and more.

Zoom is a new video, web conferencing, and online classroom solution. We selected Zoom for it's ease of use, reliability, and it's robust feature set. Zoom is now available to all faculty, staff, and students

### WHAT IS REQUIRED FOR ME TO USE ZOOM?

An internet connection – broadband wired or wireless (3G or 4G/LTE)  
Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth  
A webcam or HD webcam – built-in or USB plug-in  
The Zoom Cloud Meeting Application <https://www.zoom.us/download>

**Zoom replaced the Collaborate platform for all online classes.**

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### Schedule zoom meetings in Outlook

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From Download link: [www.zoom.us/download](http://www.zoom.us/download),

Click blue Download button under Zoom Plugin for Microsoft Outlook

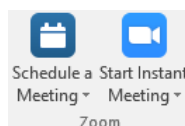
Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download

Version 4.4.33279.0918

Open Outlook, Zoom options will appear in the ribbon



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### Schedule zoom meetings through Blackboard

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Sign into Blackboard and navigate to the course where you'd like to schedule the meeting

Click on "Online Synchronous Meetings" on from the course menu

Online Synchronous Meetings (Zoom)



Click the blue "Schedule a New Meeting" button in the upper left corner of the page

zoom

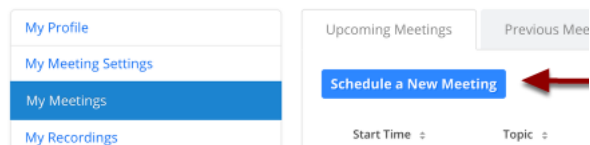
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SCHEDULE A MEETING

Enter a Topic name, a date and time, and a duration

Click the blue "Save" button on the bottom of the page

Your meeting is now scheduled and students of this course can view and join the meeting using the "Online Synchronous Meetings" link in the course



**For more info go to: [www.suffolk.edu/zoom](http://www.suffolk.edu/zoom)**

Please send all questions, comments or suggestions to the Service Desk:

Phone: (617) 557-2000

Email: [servicedesk@suffolk.edu](mailto:servicedesk@suffolk.edu)