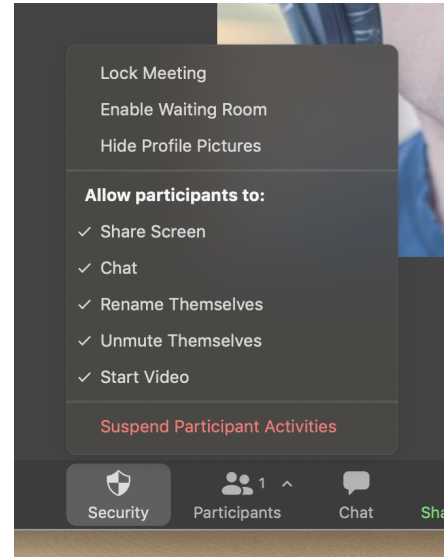


How to Start a Zoom Class in RRH

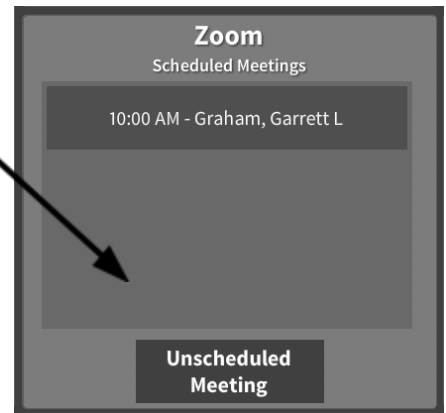
1. Start the Zoom meeting for your class on your laptop first before you do anything else.
2. Click **Join with Computer Audio** and then mute your microphone and mute your laptop speakers.
3. Click on **Security**. This button is usually on the bottom left side of the Zoom window toolbar.
4. Under **Allow Participants to:** make sure there is a check mark next to **Share Screen** by clicking it.
5. If you scheduled the meeting and invited the room with **Outlook** then your meeting will be listed on the room's touch panel. Select the meeting to connect.



Another way you can connect the room to your Zoom meeting is by selecting **Unscheduled Meeting** at the bottom of the touch panel.

Select **Press to Enter Meeting ID** and then type in the Zoom meeting ID number for that class. Then select **Done** and then select **Connect**.

6. Make sure that the **Mute** button on the touch panel is off. If the button is grey, then it's enabled and the room is muted. Push the button again to unmute.
7. Turn on your wireless microphone pack by holding down the button on the top next to the antennae. This button says mute but it's also the power button. You can turn the microphone pack off by holding this same button down again until the light turns off.
8. Plug your microphone into the pack. If you don't have a microphone then just call RRH Media Services at 512-232-4646 or come by our office in room 3.410.
9. Share your content from your laptop by clicking the **Share Screen** button in your Zoom window toolbar. Then select which window of content you would like to start sharing.



But if you are sharing content with sound then you must check the box in the bottom left corner of the content selection window that says **Share Sound**.

