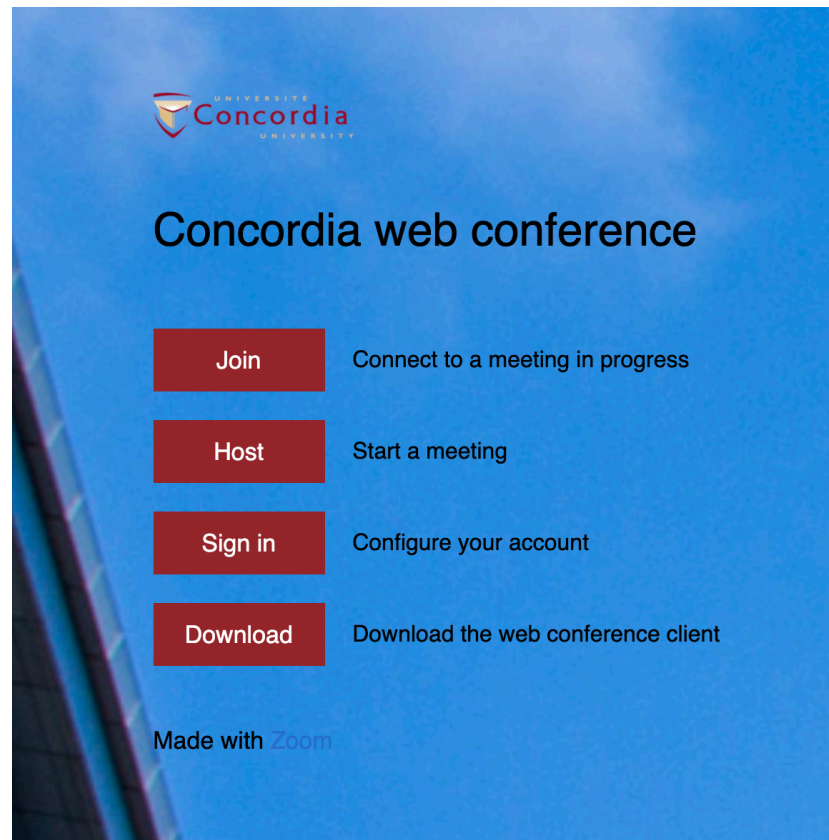




## ZOOM FOR FINE ARTS CONCORDIA

### Download the client

Navigate to <https://concordia-ca.zoom.us>



Click on the **Download** button

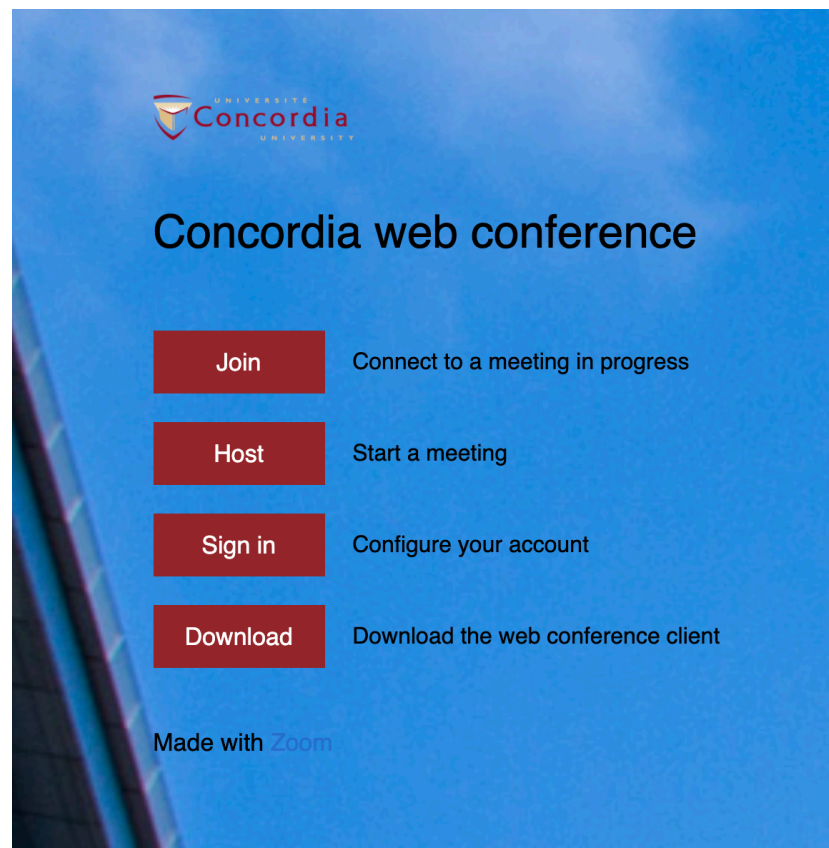
You will find the clients for Computers and Mobiles as well as browser integration plugins if required.

Install it on the platform you are using and then start the App.

## To host a meeting

Navigate to <https://concordia-ca.zoom.us>

Click on **Host**



Once redirected **Sign In** with your **Netname** and **Password**

A screenshot of the Concordia web conference sign-in page. The page has a white background with a maroon border. At the top is the Concordia University logo. Below it is the heading "Sign in". There are two input fields: "Netname" and "Password". Below the input fields is a maroon button with white text that says "Sign in". At the bottom, there are two links: "Reset password" and "Contact the IT Service Desk".

## To host a meeting (continued)

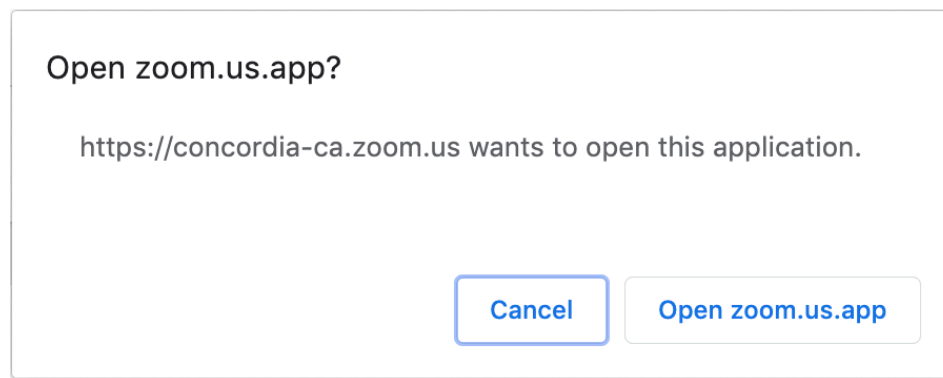
You will then be redirected from your browser to the Zoom App previously installed.

To accept in **Safari**, click on **Allow**

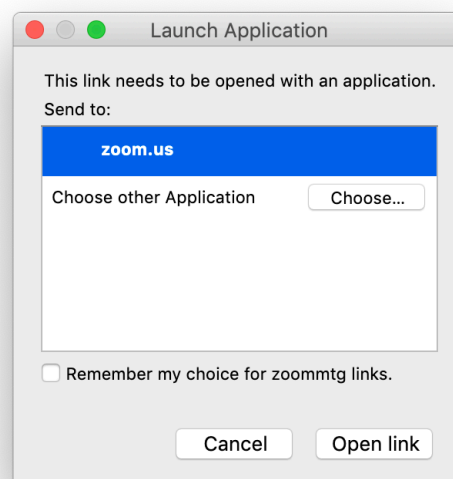
Do you want to allow this page to open "zoom.us.app"?

[Cancel](#) [Allow](#)

To accept in **Google Chrome**, click on **Open zoom.us.app**

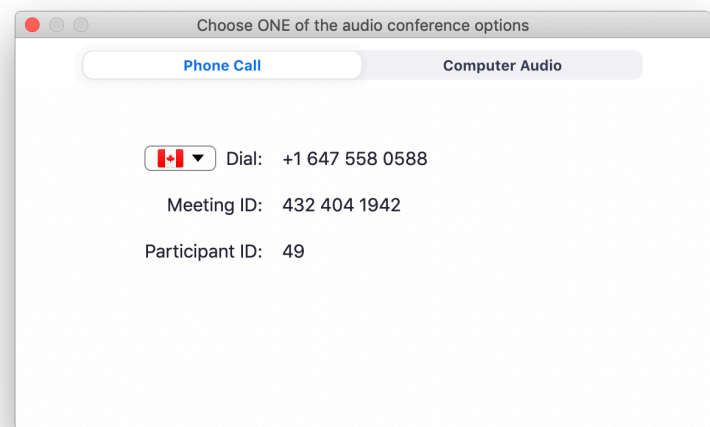
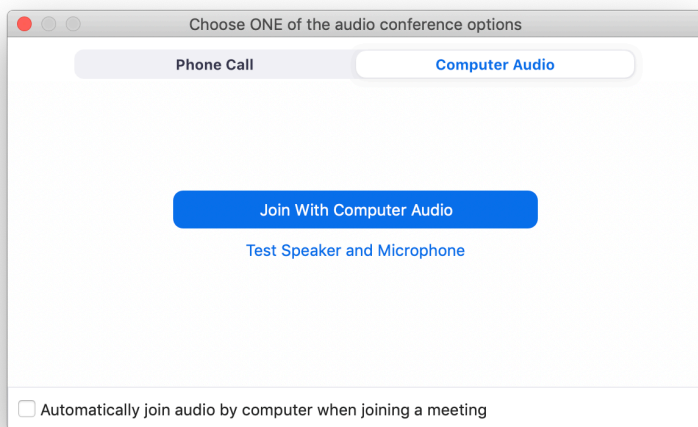


To accept in **Firefox**, click on **Open link**



## To host a meeting (continued)

You can now choose to join with **Computer Audio** or via **Phone** using the provided phone number.

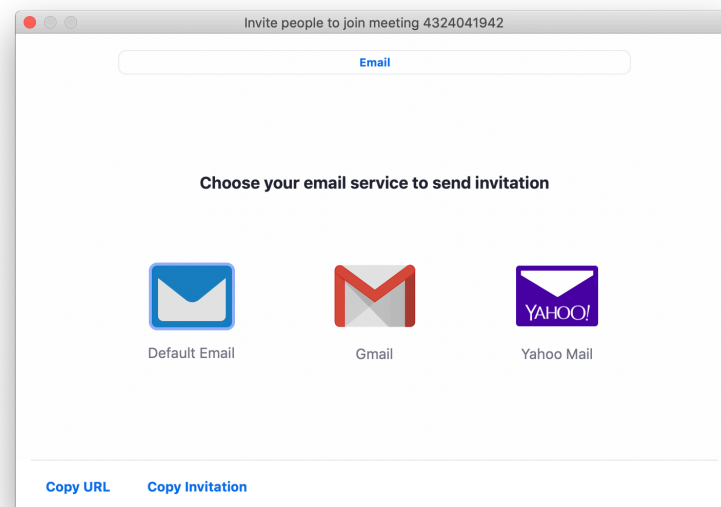


The Meeting is now active and you can click on **Invite** to add participants.



You also have several options to **Start video**, **Share Screen**, **Chat** etc. You can also click on **End Meeting** when finished.

## To send invitations



There are multiple ways to send the Invite. You can click on **Default Email** which will open your default Email Application and embed the following information in a new Email :

Join Zoom Meeting  
<https://concordia-ca.zoom.us/j/5551112222>

One tap mobile  
+16475580588,,5551112222# Canada

Dial by your location  
+1 647 558 0588 Canada

Meeting ID: 555 111 2222  
Find your local number: <https://concordia-ca.zoom.us/u/acHkLC1ONO>

Join by Skype for Business  
<https://concordia-ca.zoom.us/skype/5551112222>

You can also use the **Gmail** or **Yahoo Mail** shortcut to do the same using those services.

There is also two manual options that will copy the meeting information to the clipboard. You can then go in the **Edit** menu in any of your apps and click **Paste** to add the meeting information there. This might be convenient if sending via instant messaging or posting the information on a website. The **Copy URL** is a simple link to the meeting :

<https://concordia-ca.zoom.us/j/5551112222>

While **Copy invitation** will copy the same information as **Default Email** to the clipboard.

## To join a meeting

If you already received an invitation like the one sent in the Host a meeting section of this document, simply follow the link which will redirect you to your Zoom Application. Please note that you might have to allow the redirection from your browser as mentioned in the Host a meeting section.

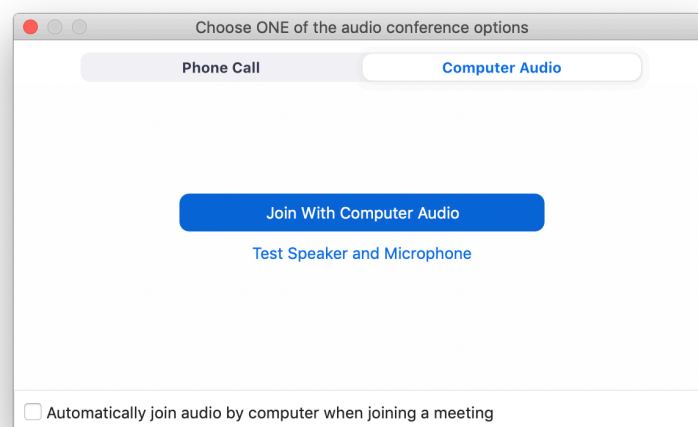
### Join a Meeting

555 111 2222

Join

You can also click on the **Join a Meeting** button directly in the Zoom App. You can then enter the **Meeting ID** (ex. 555-111-2222).

From there, you will have the option of using your computer on board audio or join the meeting over the phone.



## More information

<https://www.concordia.ca/it/services/videoconferencing.html>

<https://concordia-ca.zoom.us/>