Zoom. Complete Instructions (desktop, laptop)

This will only work with **CPDonline Subscribers-** (Individual Subscription, Firm Subscription)

A. Host   Get Zoom Account- Free or Pro License (20.00 per mo. - no timeouts)
B. Host   Schedule a Zoom Meeting
C. Host   Access CPDonline.ca Video
D. Host   Start the Zoom Meeting
E. Guests   Join the Zoom Meeting
F. Host   Play the CPDonline Video

Screen shots are placed just below the instructional step.

A. Host - Get a Zoom Account

If you already have a zoom account, please proceed to Section B.

1. Navigate to https://zoom.us/ in your web browser.

2. Click the "Sign Up, It's Free" button in the top right hand corner.
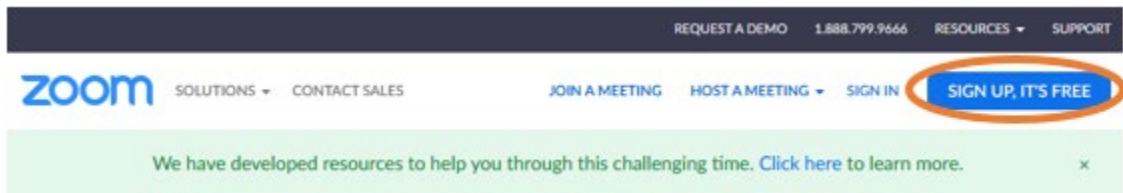
3. Enter your email address and select "Sign Up". Zoom will send you an email containing a link to verify your account. Click on the link once you receive the email.

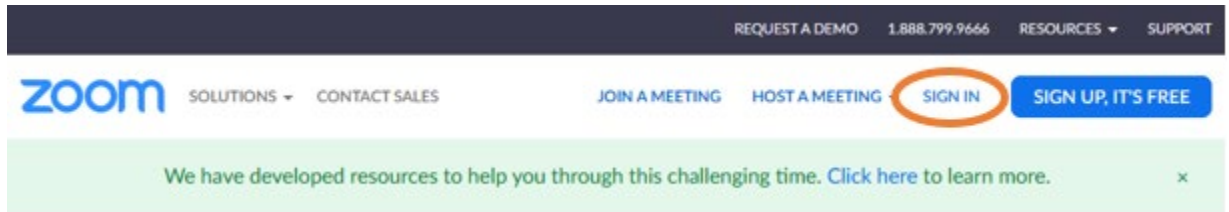4. Enter your name, email address, and password once you arrive on the page.

Note: You may skip the step where you invite your colleagues, however feel free to invite those with whom you will be using Zoom.

5. Zoom will then confirm your account has been created and allow you to start a test meeting.

B. Host – Schedule a Zoom Meeting

Once you have a Zoom account you can start a meeting with whomever you'd like to watch a CPDonline.ca video.
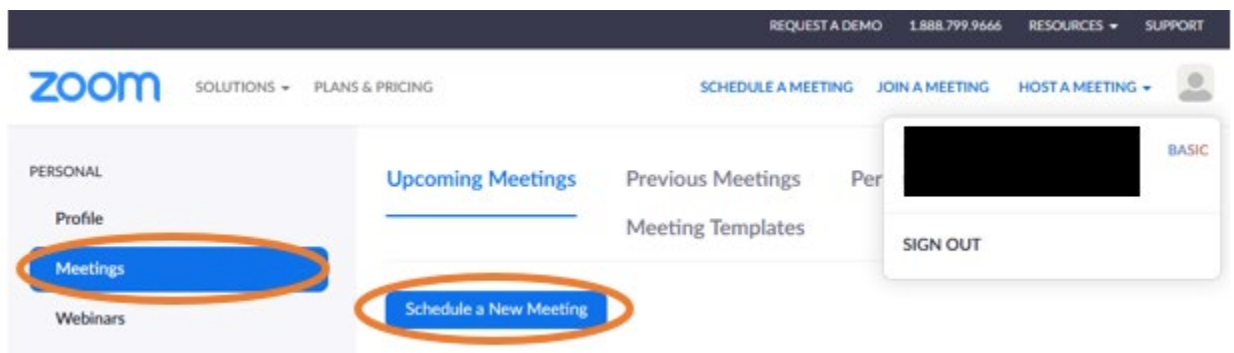
1. Log into zoom by navigating to https://zoom.us in your browser, and select the "Sign In" link in the header.


2. Enter your email address and password to sign in.

3. Navigate to your profile page by clicking the icon of a person in the top right hand corner, and click on your name / email address.


4. Click on the Meetings tab (left column) and select "Schedule a New Meeting".

5. Fill in the required details including meeting time. Click the 'Save' button at the bottom of the page once all details are complete.
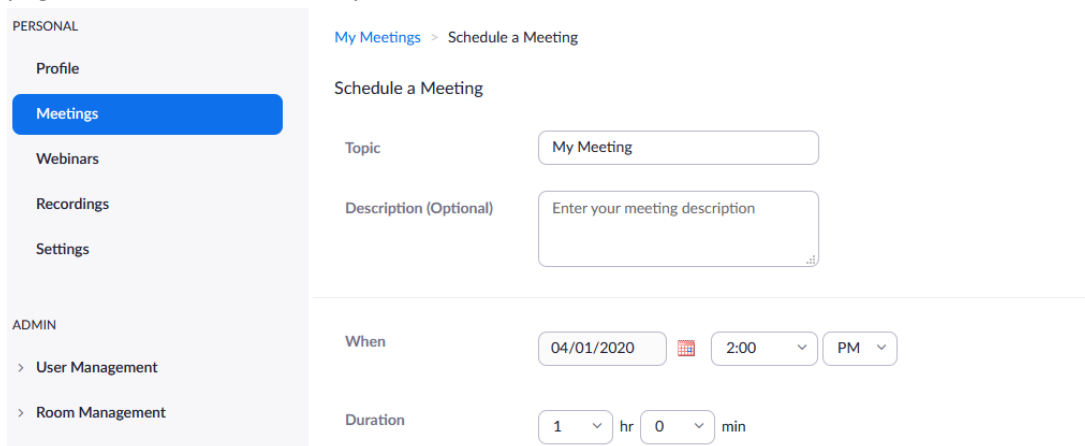
6. After creating the meeting, COPY the "Join URL", and PASTE it in your email to all participants (guests). Be sure to let them know what time you plan to start the meeting.
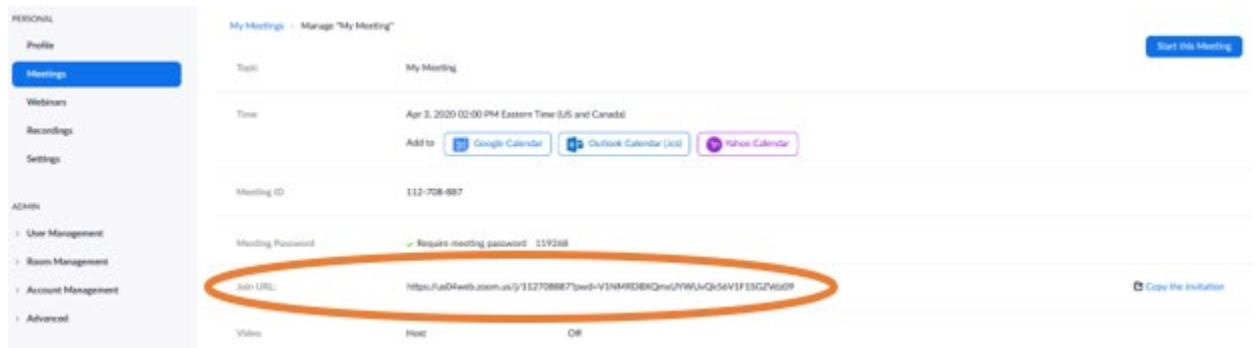
Note: This is the link everyone will follow to start your meeting.

## 3. Host – Access a CPDonline.ca Video

1. Log into CPDonline.ca at www.cpdonline.ca/user.

2. Select the video your group would to like to watch under Law Videos.

3. Click on the thumb image to open it to the Play screen

Note: Below the Play Screen is the **Multi-Viewer field**.

4. Enter each of your guest's email addresses in the **Multi-Viewer** field one-by-one, and click 'Add'

Note: Be sure they are **CPDonline subscribers**, and use **the email address associated to their CPDonline subscription.**
Note: You will see a success message if it worked, or an error message if they are not a subscriber. You will see them listed in the multi-viewer section as each guest is added.
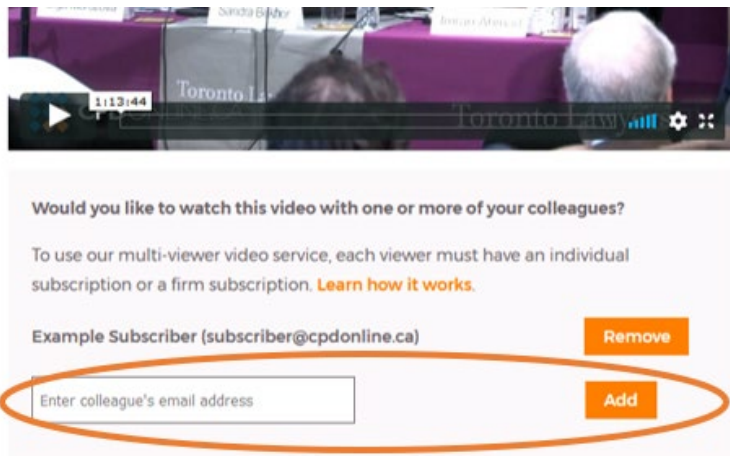
4. Host – Start the Zoom Meeting

1. Navigate to the meeting URL you generated earlier in Zoom.

   Note: If you've already used Zoom before, the meeting will begin automatically. If you've never used Zoom before you will be prompted to download and install Zoom.

   Note: Once Zoom is installed, the meeting will begin automatically.

   Note:

   - Laptop: it likely has both speakers and a microphone.
   - Desktop: you may need to use a headset or external speakers and microphone.
   - Mobile device: it likely has both speakers and a microphone.

   Note: For instructions on how to share your screen on **Mobile Devices.**

5. Guests – Join the Zoom Meeting

1. Click on the link the Zoom Host sent to you. Check your email.

   Note:

   - You may be prompted to download and install Zoom. (first time user)

   Note:

   - Laptop: it likely has both speakers and a microphone.
   - Desktop: you may need to use a headset or external speakers and microphone.
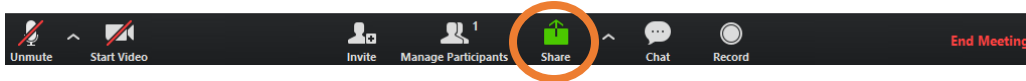   - Mobile device: it likely has both speakers and a microphone.

2. Click "Unmute" in the bottom left hand corner of the window so that everyone in the meeting can hear your microphone.
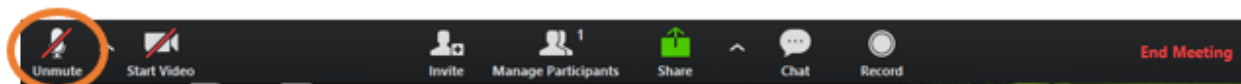
3. Patiently wait for other Guests to join the meeting, or for the Host to start the meeting.
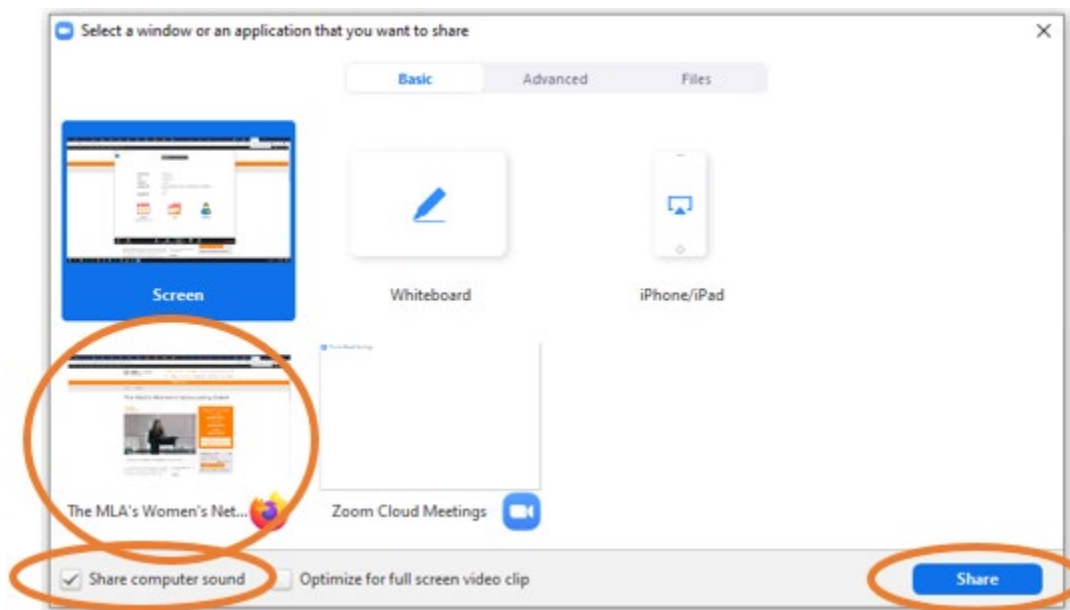
6. Host – Play the CPDonline Video

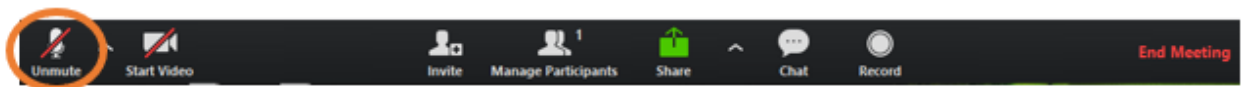1. At the bottom of the Zoom screen, Select the "Share" button.


2. Select the screen showing the CPDonline video.

   Note: Be sure to select "Share computer sound" before clicking "Share" so everyone can hear the video.

3. Click "Unmute" in the bottom left hand corner of the window so that everyone in the meeting can hear your microphone. If it says "Mute", disregard this directive.

Note: Be sure you are sharing your screen and audio. You may need to modulate the volume of the video so that guests can hear each other speak over the sound of the video. Use the volume slider circled in the screenshot below.
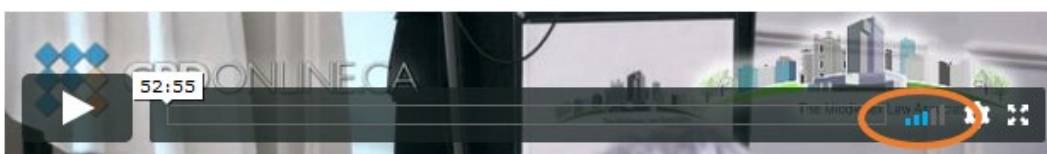
Confirmation of Attendance

Once the video has been watched to completion, the Host and all Guests (added using the **Multi-Viewer**) will automatically be emailed a **Confirmation of Attendance**.

40 minute Timeout. (ZOOM free version, with 3 or more on call)

If the <u>Host</u> is using the FREE version of ZOOM, and there are 3, or more, on the call, it will timeout at 40 minutes.

Two Options:

a. Host can purchase a 20.00 per mo. 'Pro' ZOOM licence to avoid timeouts. **ZOOM.US Plans.**
b. Pause the CPDonline video, start a new ZOOM call, complete the CPDonline video.

Mobile Devices. Screen Share Resources

- See this resource for iOS devices: https://support.zoom.us/hc/en-us/articles/115005890803-iOS-Screen-Sharing

- See the 'Android' section on this page for Android devices: https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen