

1. Logging into Zoom

Faculty, Staff and Students should login with the SSO option. This authentication method leverages your HarvardKey credentials and gives you access to a Pro Account provided by Harvard University. Unlike a Free Zoom Account, the Pro account is unrestricted, and allows you to conduct your meetings in a preferred bandwidth tier. [Click here for specific steps](#) to login using the SSO option and to install the Zoom Application.

2. Scheduling Meetings

Zoom provides many ways to schedule a meeting. Here is a short video that demonstrates how to [create a meeting directly](#) from Harvard's Zoom portal located at <https://harvard.zoom.us> You can also create meetings in Canvas, [click here for documentation](#).

3. Audio & Video

Optimizing your audio and video settings will greatly enhance the way you present. View instruction on how to [Test your Audio](#). Click here for instruction on how to [Test your Video](#). Click here for information on [Virtual Backgrounds](#). Also, very important, consider the lighting in your work area. Light sources should be in front of you, light coming from the side or from behind will cast shadows on your face.

4. Breakout Rooms

A very useful feature in Zoom that allows you to temporarily disperse your class into smaller discussion groups. Click here for documentation and a short video that demonstrates how to use [Breakout Rooms](#).

5. Polling

The polling tool allows an instructor to launch pop-up questions. Students can respond anonymously (or not) and view the results in real time. This brief video demonstrates [How to use Polling](#) in your Zoom meetings.

6. Screen Sharing

[See how screen sharing works](#) by viewing this brief video. Including information on [sharing a whiteboard](#) which allows you to draw and annotate with a mouse or a touch-screen stylus.

7. Video Recording

Instructors can record a Zoom Meeting using the [Cloud Recording option](#). Alternatively, recordings can be [Saved to Your Computer](#) with the option to upload the recording to your course site on Canvas. Class recordings belong to Harvard University and can only be used for internal purposes. Read on, for more specific [Guidance from Harvard University](#) on Recording of Classroom Sessions.

8. Information on how to use [Closed Captioning](#) during your Zoom Meeting