

Zoom@YorkU Video Conferencing

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Zoom unifies cloud video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform.

Sign up for a basic license today simply by logging in with your Passport York information. The basic license allows for you host one to one meetings of unlimited duration, complete with screen sharing, video recording and a host of other collaboration features. If you are looking to host a meeting with more than one other participant, you'll require a Pro License* or your meeting will time out after 40 minutes. A Pro license increases the meeting capacity to 100!

To get started, check out our [Quick Start Guide!](#) For more in depth training on all the great features available, the [User Reference Guide](#) is also available!

For assistance or to inquire about a Pro license, please contact the UIT Service Desk at askit@yorku.ca or by calling 416-736-5800 or ext. 55800.

When you're on the [Zoom@YorkU](https://yorku.zoom.us) (<https://yorku.zoom.us>) page, Sign In using your Passport York username and password

**** If Zoom is new to you, please give yourself time to download and become familiar with how it works. If you have any questions, you can email (travis10@yorku.ca). ****

When you login for the first time, you will receive an email providing you with a link to activate your account. Once activated, this is what your profile will look like. You can join your session here, or download Zoom to a desktop, tablet or phone.

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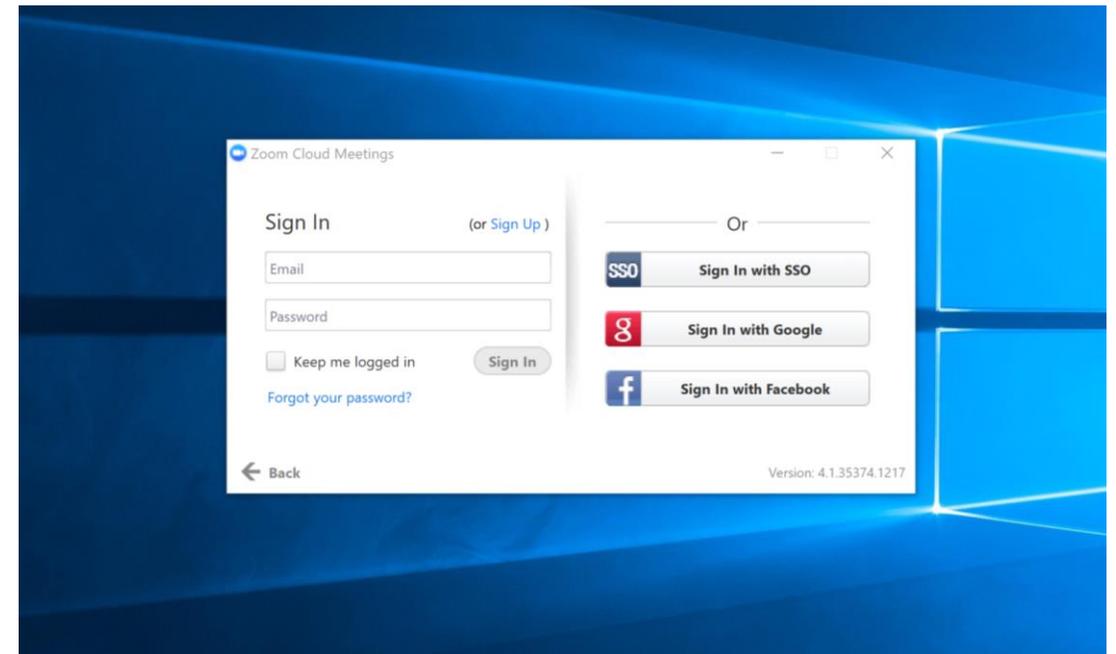
- Profile
- Meeting Settings
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- Recordings
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- Account Profile
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 Change	Kathryn Travis York University Account No. 149925	Edit
Personal Meeting ID	873-266-2188 https://yorku.zoom.us/j/8732662188 × Use this ID for instant meetings	Edit
Sign-In Email	travis10@yorku.ca Linked accounts:  	
User Type	Basic	
Capacity	Meeting 100	
Time Zone	(GMT-6:00) Central Time (US and Canada)	Edit
Language	English	Edit
Sign-In Password	*****	Edit
Signed-In Device	Sign Me Out From All Devices	

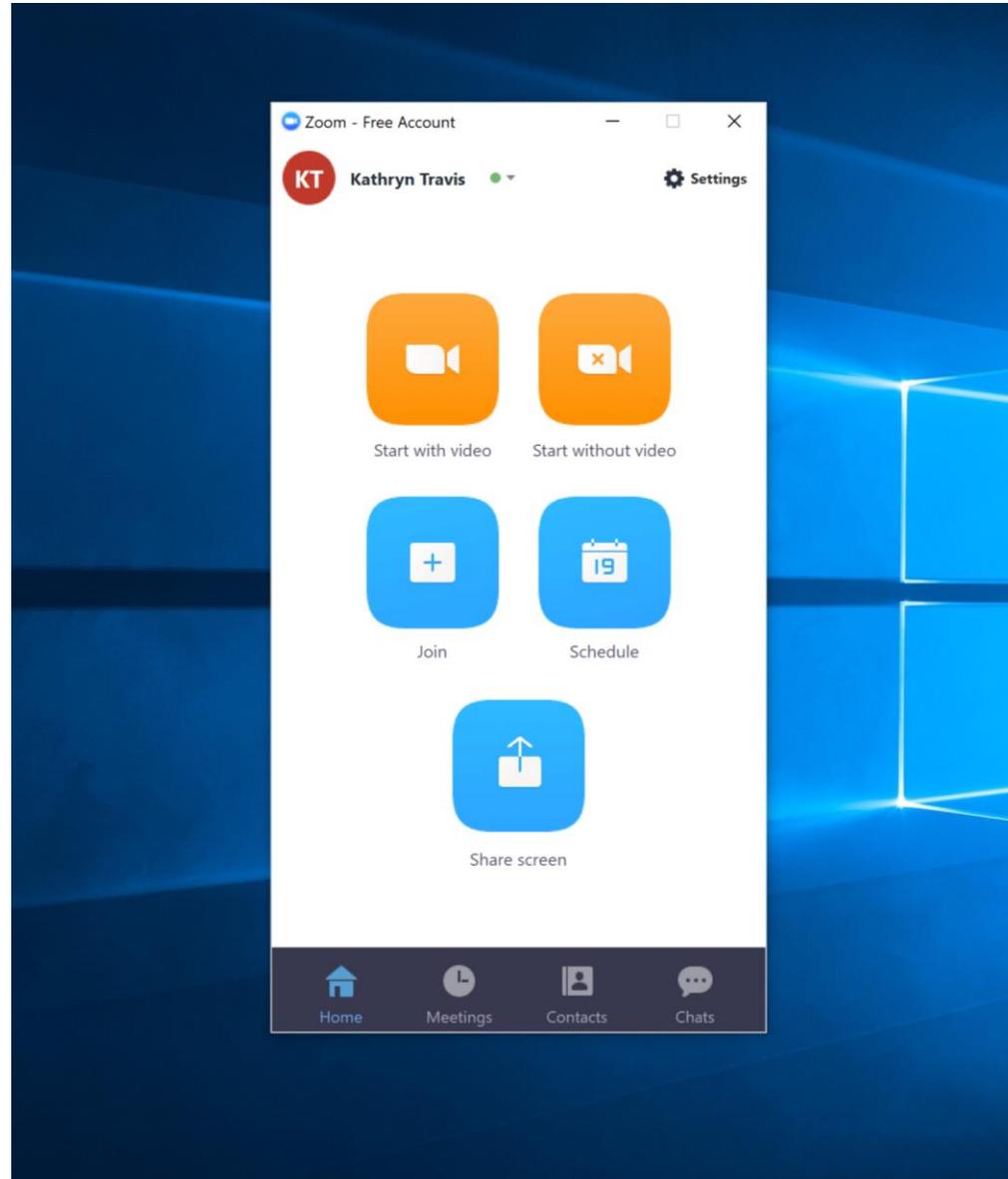


If you download the desktop version of Zoom, this is what will appear. Sign in using your Passport York Username and password.



Once you've signed in, the Zoom window will appear.

Please note: By noon the day of your appointment, you will be sent an email by the instructor that provides you with the Meeting ID. The instructor will join the session at the start of your appointment – if you are early, Zoom will hold your spot in the 'waiting room'.



Online appointments will run similarly to in-person sessions. Please have any work that you would like help with readily available on your device. We will be using the 'screen sharing' function to share any work that you want to talk about.

Thank you in advance for your patience as we learn this new format!

< Video Conferencing

How to Use Zoom Video Conferencing

HT - Use Zoom Video Conferencing - Printable Version (.docx) >

Downloading Zoom

1. Sign in to <https://yorku.zoom.us/> using your Passport York Credentials
2. Click on Download Zoom on the top left
3. Click download under "Zoom Client for Meetings" to create a desktop icon
4. Save file and follow the prompts to download the program.

Zoom – Desktop Client Setup

1. Click "Sign in with SSO"
2. Enter *yorku* under "Enter your company domain" and press continue
3. Login with your Passport York Credentials
4. Zoom Window should pop up automatically.

Zoom – Joining a Meeting

From the Desktop icon

1. After logging in, click on "Join"
2. Enter 9,10 or 11-Digit Number provided by the host
3. If the meeting has not started wait for the host, otherwise choose camera and audio settings.

From York Website.

1. Open <https://yorku.zoom.us/> and Enter Meeting ID or personal Link Name provided by the host.
2. See Step 3 above.

Zoom – Scheduling a Meeting

1. After logging in, click on "Schedule"
2. Pick topic, date time and duration of the meeting
3. If required, change the Video, Audio and Meeting and calendar options otherwise click Schedule.
4. Click Copy to Clipboard and paste it to an email to send it to the recipients.

NOTE: If the other party does not have the software, the invitation has links to assist the client to download the software.

Additional instructions describing the Zoom Process, which can also be found online at:

<https://www.osgoode.yorku.ca/information-technology-services/services-faculty-staff/multimedia-services/video-conferencing/use-zoom-video-conferencing/>