

## **Zoom Basic Guide**

This basic guide will help you to start off utilizing Zoom. Only meant for beginners.

1. Login to SSO
  - a. [Via web portal](#)
  - b. [Via Zoom desktop/mobile app](#).
2. Create meeting
  - a. [Via web portal](#)
  - b. [Via Zoom desktop/mobile app](#)
3. [Hosting a meeting](#)

### Login to SSO Via web portal

#### STEP 1

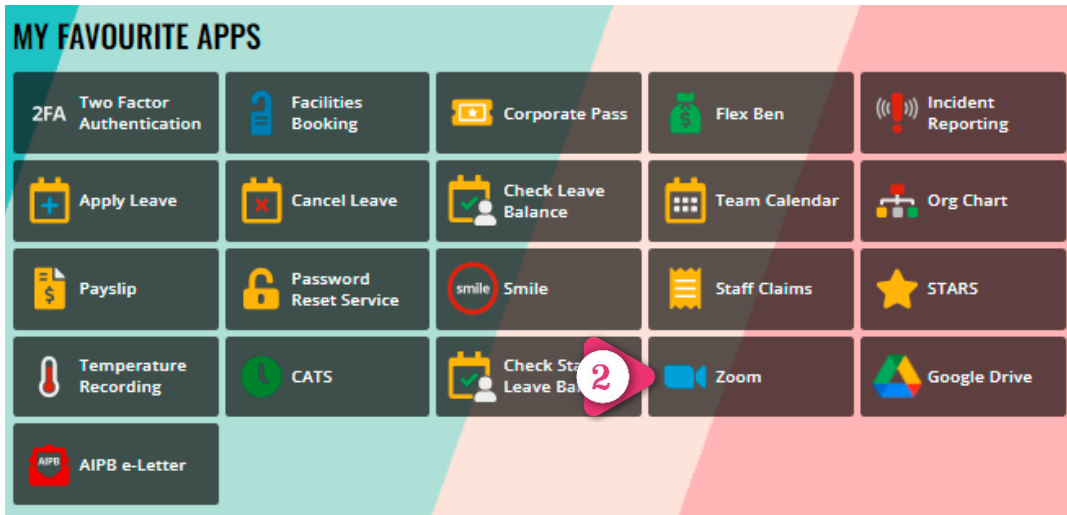
On browser, got to <https://inet.smu.edu.sg/>

#### STEP 2

Click on **Zoom**

#### STEP 3

You will be directed to SMU login page. Input your user ID & password.



Sign in with your SMU Email address.  
e.g.  
Staff: manylim@smu.edu.sg  
Student/Alumni:  
john.2014@business.smu.edu.sg

[Sign in](#)

[Azure Multi-Factor Authentication](#)

[Forgot Password?](#)

[Home](#) [Privacy](#) [Help](#)

**Login to SSO Via desktop/mobile app**

**STEP 1**

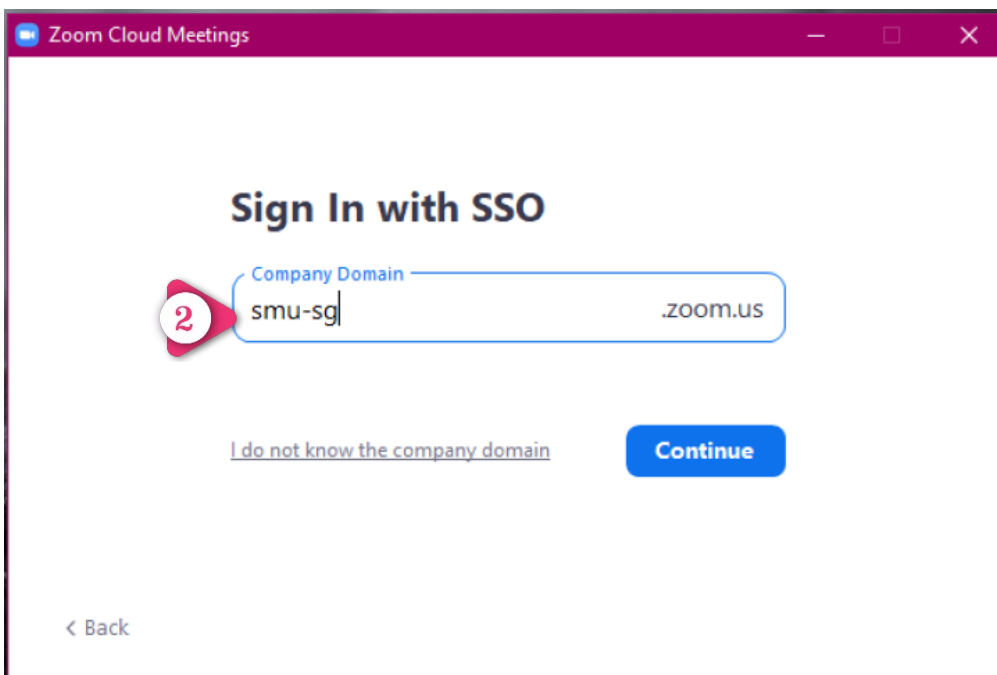
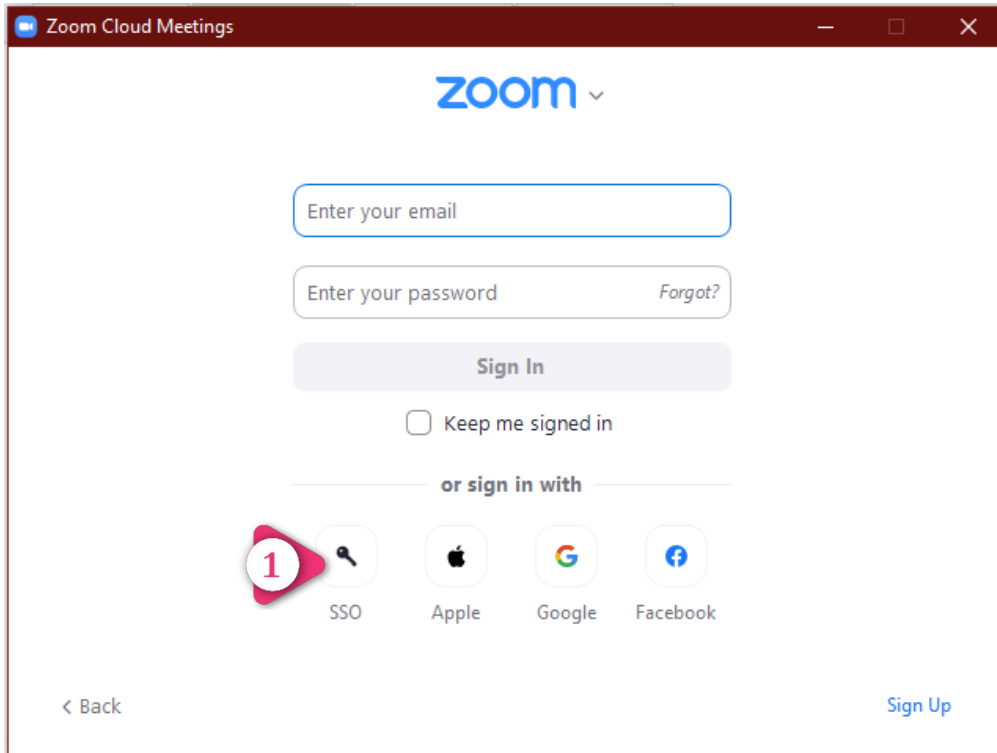
Select **SSO**.

**STEP 2**

Key in **smu-sg**.

**STEP 3**

You will be directed to SMU login page. Input your user ID & password.





Sign in with your SMU Email address.  
e.g.  
Staff: marylim@smu.edu.sg  
Student/Alumni:  
john.2014@business.smu.edu.sg

[Sign in](#)

[Azure Multi-Factor Authentication](#)

[Forgot Password?](#)

[Home](#) [Privacy](#) [Help](#)

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## Create meeting Via web portal

### STEP 1

Sign in to Zoom via web portal.

### STEP 2

Click on **SCHEDULE A MEETING**.

### STEP 3

Define meeting parameters.

### STEP 4

Set your preference and click on **Save**.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Recordings

Settings



Account Profile

Reports

Attend Live Training

Video Tutorials

When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the [account owner](#) and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.

  [Edit](#)

Department Integrated Information Technology Services

Personal

Phone Not set [Add Phone](#)

## Schedule Meeting

**3** Topic

[+ Add Description](#)

When

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID

Template

Security

Passcode  
Only users who have the invite link or passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Require authentication to join

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Video

Host  on  off

Participant  on  off

Audio

Telephone  Computer Audio  Both

Dial from United States and other 5 countries 

**4**

## Create meeting Via Zoom desktop/mobile app

### STEP 1

Sign in to Zoom app.

### STEP 2

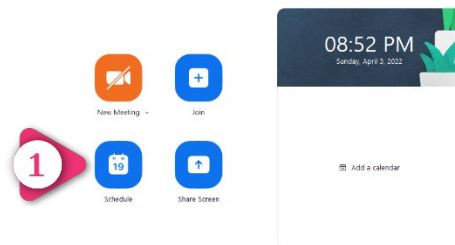
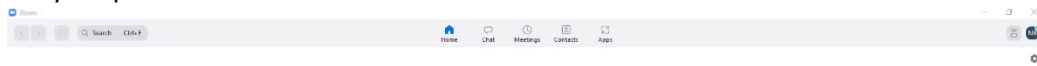
Click on **Schedule**.

### STEP 3

Define meeting parameters.

### STEP 4

Set your preference and click on **Save**.



**Schedule Meeting**

Topic

Start:

Duration:

Recurring meeting Time Zone: Singapore

Schedule for

Meeting ID  
 Generate Automatically  Personal Meeting ID 656 828 0883

Security  
 Passcode    
Only users who have the invite link or passcode can join the meeting  
 Waiting Room  
Only users admitted by the host can join the meeting  
 Only authenticated users can join

Video  
 Host:  On  Off Participants:  On  Off

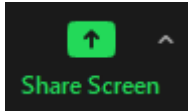
Audio  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from Singapore and United States [Edit](#)

Save

### ***Introduction to basic Zoom meeting buttons***



Allows the host or co-host of a meeting to enable or disable options during a meeting to secure and minimize disruption by checking or unchecking the options.



Allows you to [share screen](#) or specific files.

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## Share screen

### STEP 1

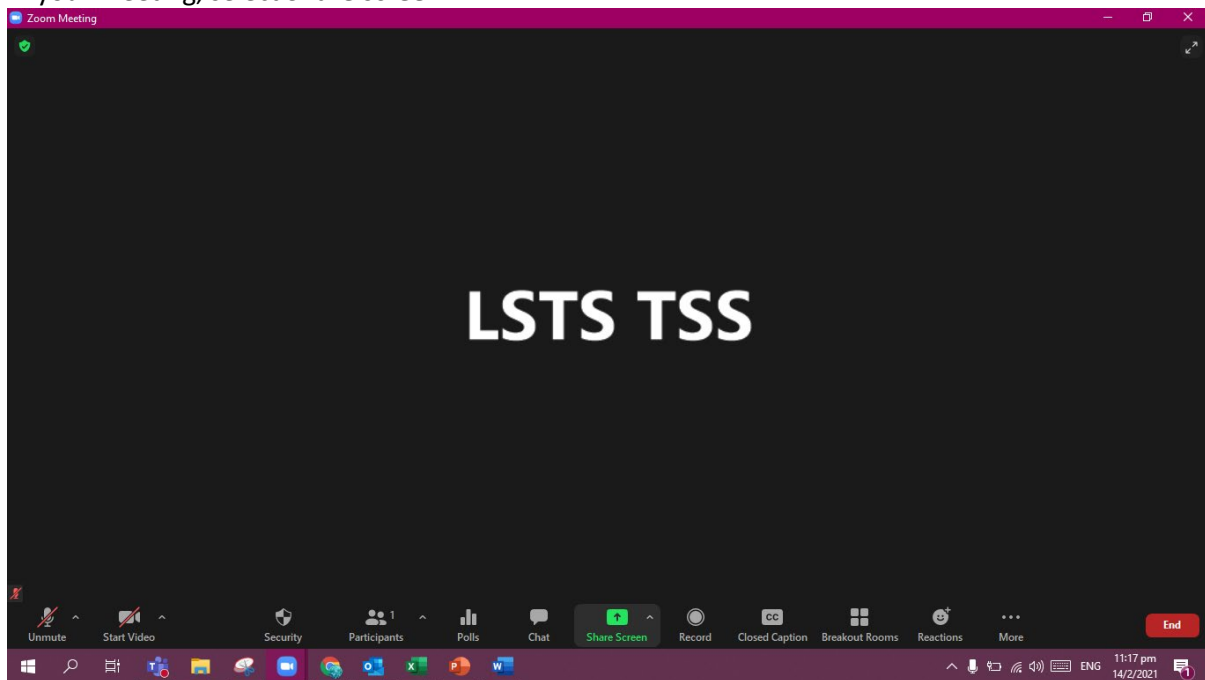
Start or join a Zoom meeting.

### STEP 2

Open all visual aid that you need to share.

### STEP 3

In your meeting, select **Share screen**.

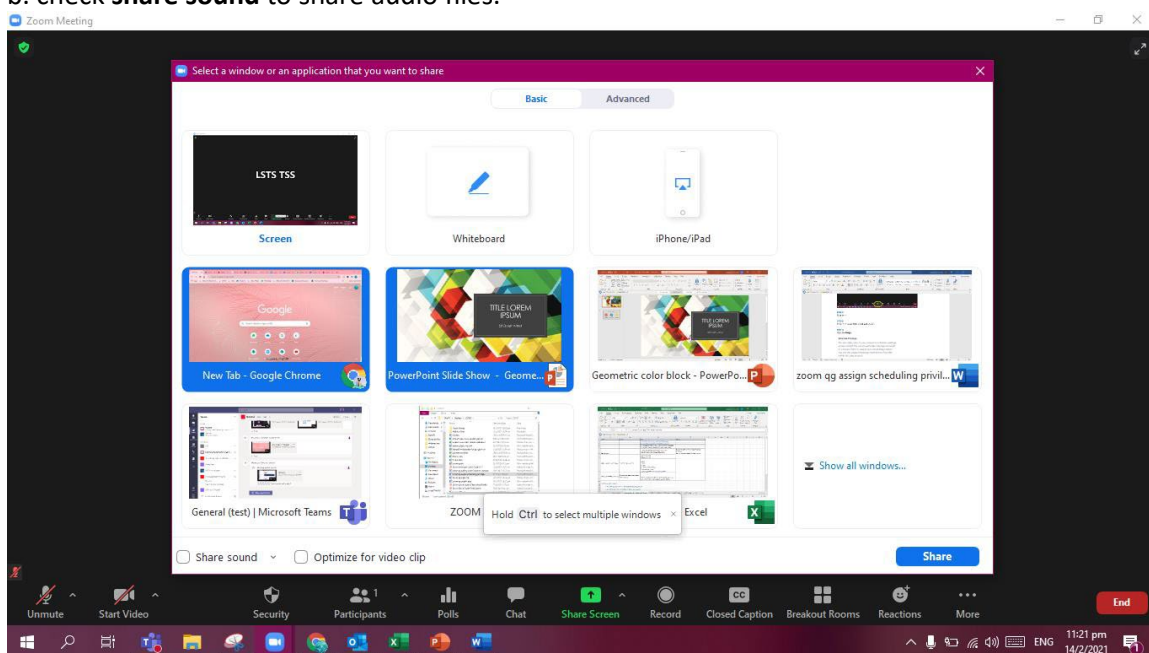


### STEP 4

Select the applications you would like to share.

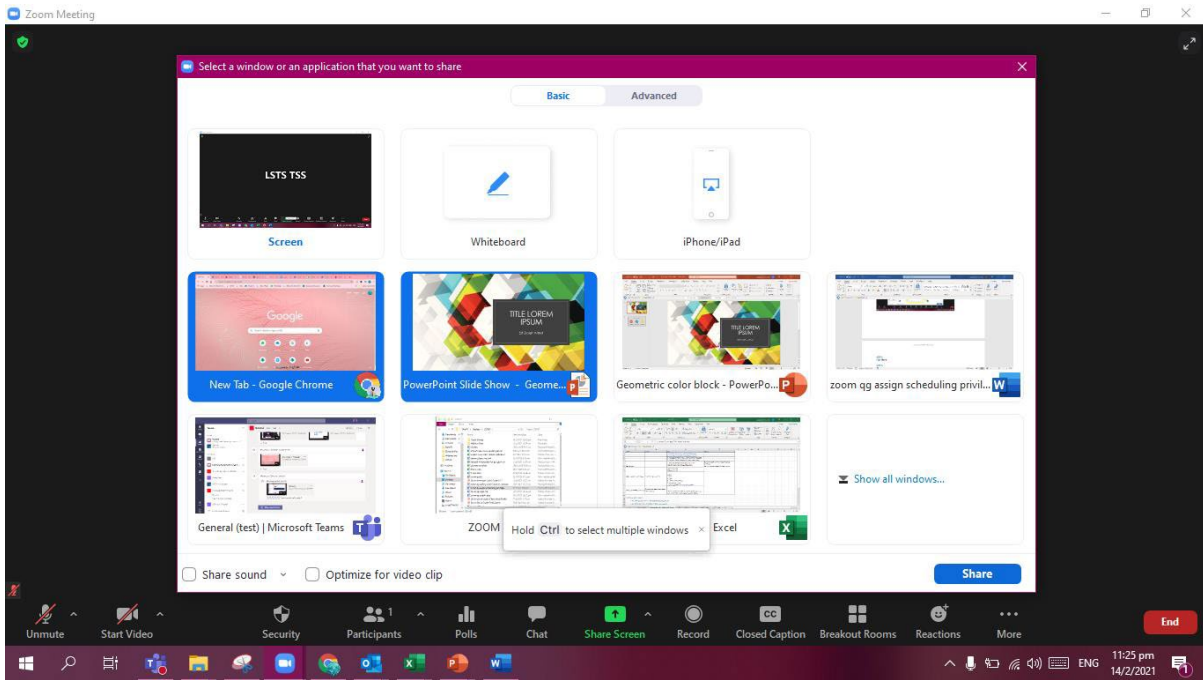
You may

- click **ctrl** key to select multiple applications
- check **share sound** to share audio files.



## STEP 5

Click Share.



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