



zoom


STUDENT GUIDE FOR ZOOM

HEC MONTRÉAL

| Direction de l'apprentissage
et de l'innovation pédagogique

HEC MONTRÉAL ZOOM PORTAL AND INSTALLATION OF THE APP

Connexion




Entrez votre identifiant et votre mot de passe.

Identifiant :

Mot de passe :

[SE CONNECTER](#)

 [Mot de passe oublié](#)

Pour des raisons de sécurité, veuillez vous [déconnecter](#) et fermer votre navigateur lorsque vous avez fini d'accéder aux services authentifiés.

- Please note that some elements of the portal are not translated in English.
- To access your Zoom account provided by HEC Montréal, go to hecmontreal.zoom.us and click on "Se connecter". Then, use your 8-digit student ID and password to connect.
- This site is different than zoom.us.
- If Zoom is not already installed on your computer, [download the program](#) and follow the installation procedure.

HEC MONTRÉAL ZOOM PORTAL

HEC MONTRÉAL SALES PLANS JOIN A MEETING HOST A MEETING

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Meetings

Recently Deleted Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time [Schedule a Meeting](#)

The user does not have any upcoming meetings.
To schedule a new meeting click [Schedule a Meeting](#).

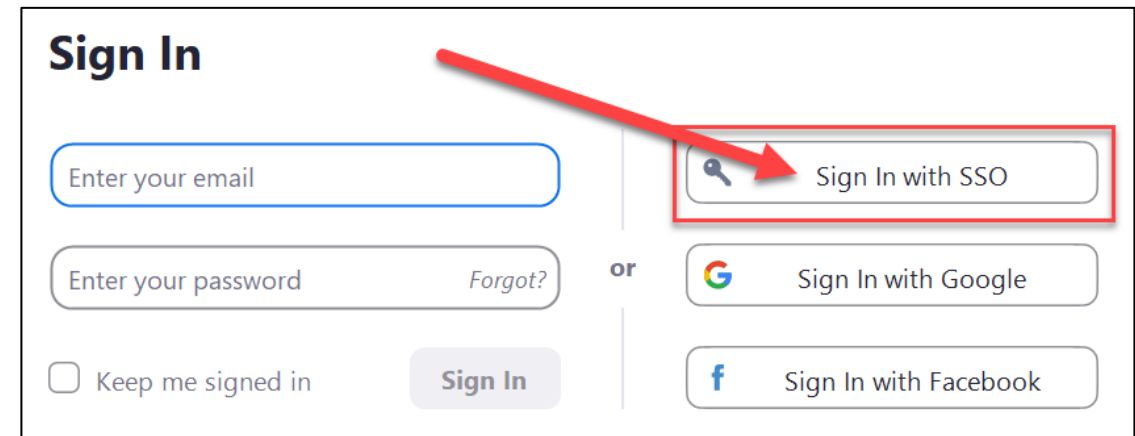
The navigation tabs on the left allow you to:

- Modify your Zoom profile
- Organize and access meetings (that have not been scheduled through ZoneCours)
- Access recordings of previous meetings
- Modify your account details and meeting settings
- Access attendance reports and poll results for meetings you have organized

Please notice that the Webinars tab is not active.

CONNECTING TO THE ZOOM APP

- If the Zoom app is already installed on your computer and you have already been using Zoom using your HEC email address, make sure to disconnect.
- Reconnect using the "Sign In with SSO" button.
- Type "hecmontreal " in the company domain field, then click Continue.




Sign In


Enter your email


Enter your password [Forgot?](#)

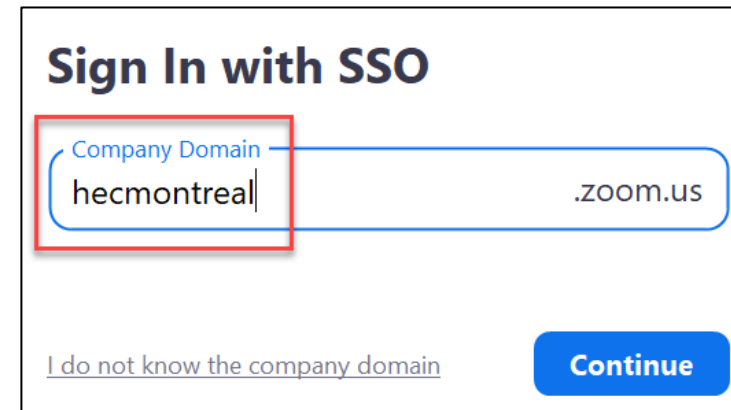
Keep me signed in **Sign In**

or

 **Sign In with SSO**

 Sign In with Google

 Sign In with Facebook



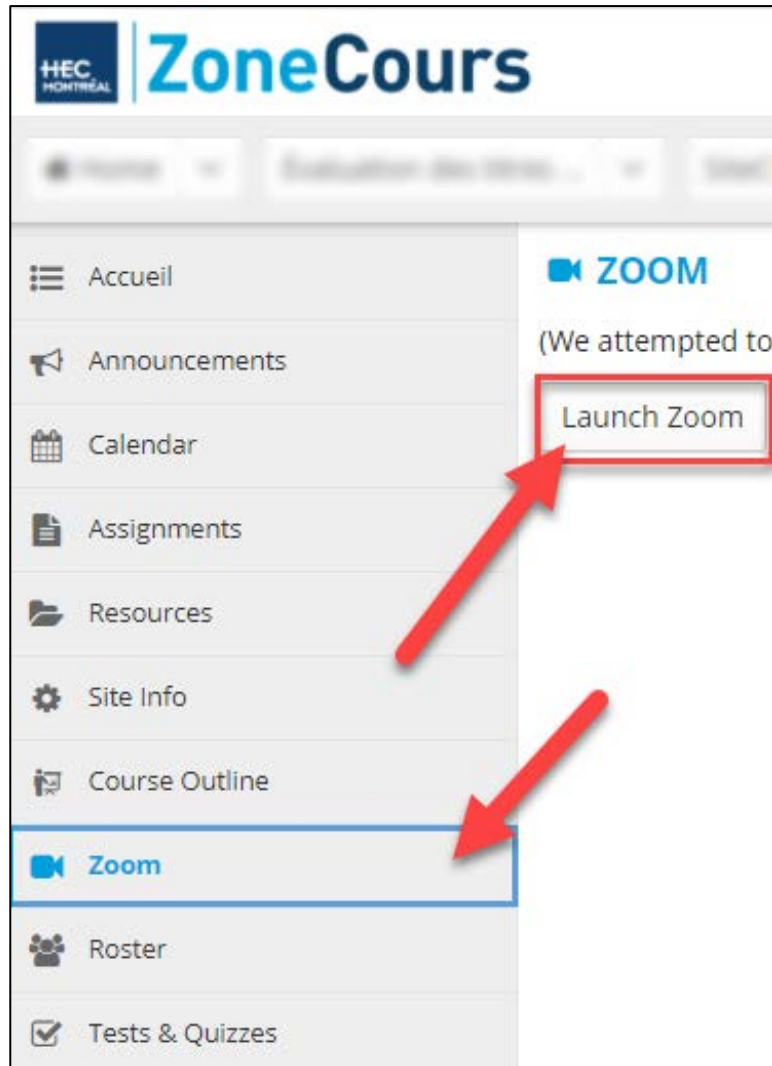
Sign In with SSO

Company Domain

hecmontreal .zoom.us

[I do not know the company domain](#) **Continue**

FIND ZOOM MEETINGS THAT HAVE BEEN ORGANIZED IN ZONECOURS

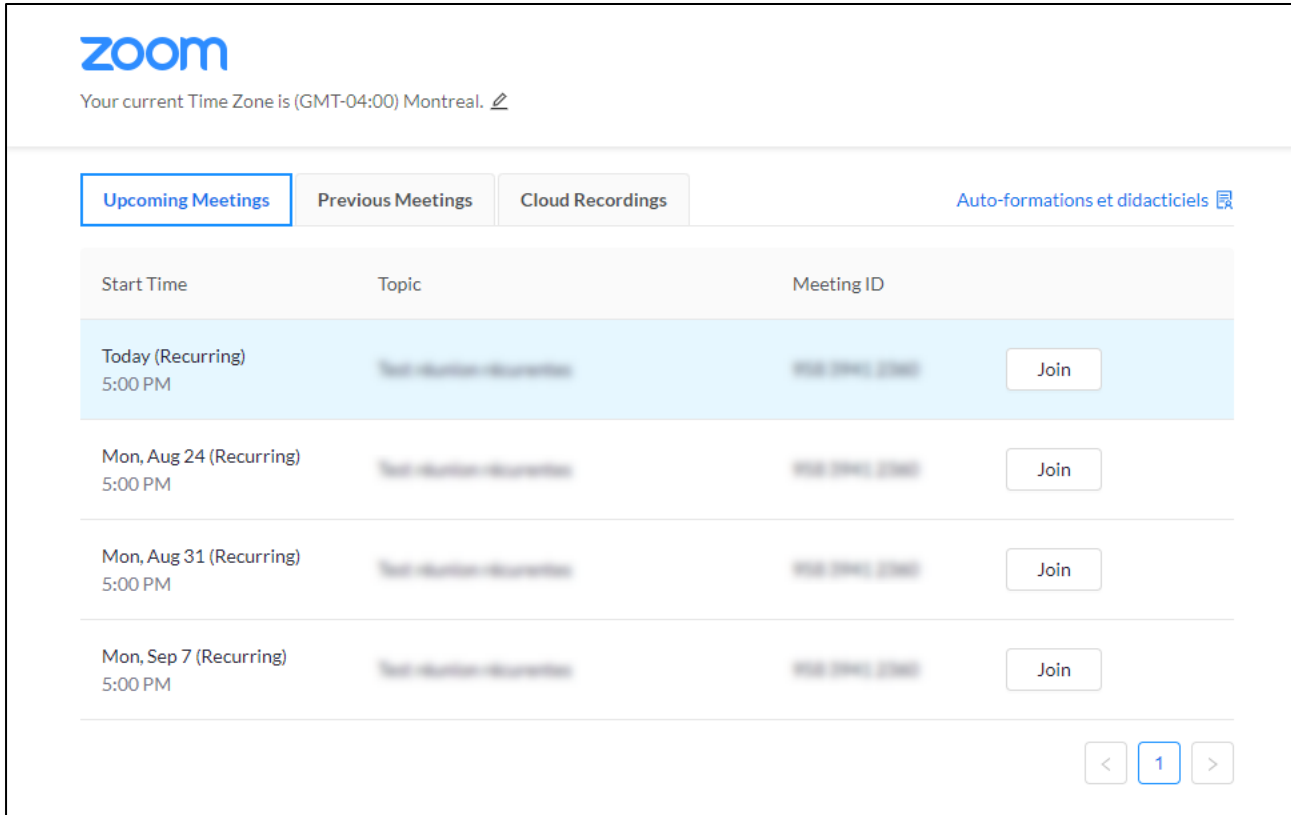


Your teacher will let you know at the beginning of the semester if your course sessions should take place on Zoom. If that is the case, your sessions will be accessible through the Zoom tab on your course site.

To access those sessions, click on the Zoom tab, then click on "Launch Zoom".

A new tab will open up in your Web browser.

FIND ZOOM MEETINGS THAT HAVE BEEN ORGANIZED IN ZONECOURS



The screenshot shows the Zoom interface with the 'Upcoming Meetings' tab selected. The current time zone is (GMT-04:00) Montreal. There are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A link for 'Auto-formations et didacticiels' is visible. The meetings list has columns for 'Start Time', 'Topic', and 'Meeting ID'. Each meeting entry includes a 'Join' button.

Start Time	Topic	Meeting ID	
Today (Recurring) 5:00 PM	Test Meeting Recurring	999 999 999	Join
Mon, Aug 24 (Recurring) 5:00 PM	Test Meeting Recurring	999 999 999	Join
Mon, Aug 31 (Recurring) 5:00 PM	Test Meeting Recurring	999 999 999	Join
Mon, Sep 7 (Recurring) 5:00 PM	Test Meeting Recurring	999 999 999	Join

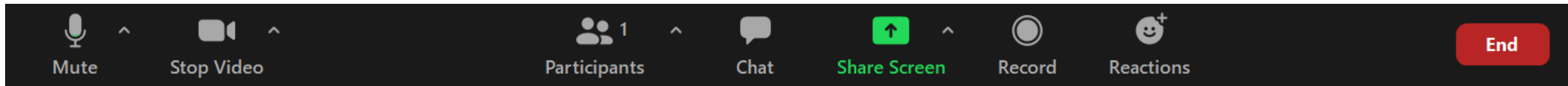
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You can find sessions that are organized for your course in the Upcoming Meetings section.

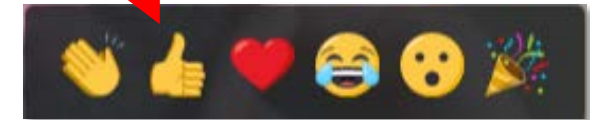
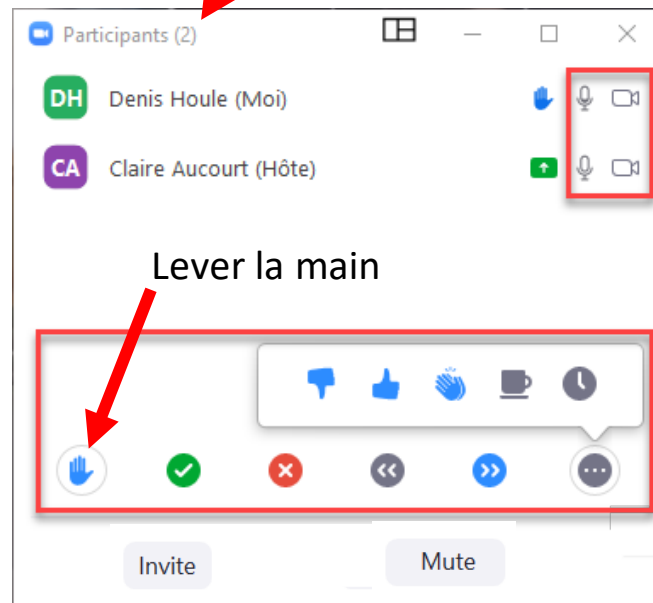
To join a meeting, click on the "Join" button.

AVAILABLE FEATURES FOR MEETING

While attending a meeting as a participant, the following control bar will give you access to various features to interact with other participants and your teacher. Apart from the Chat and Share Screen buttons, you also have access to the following functions:



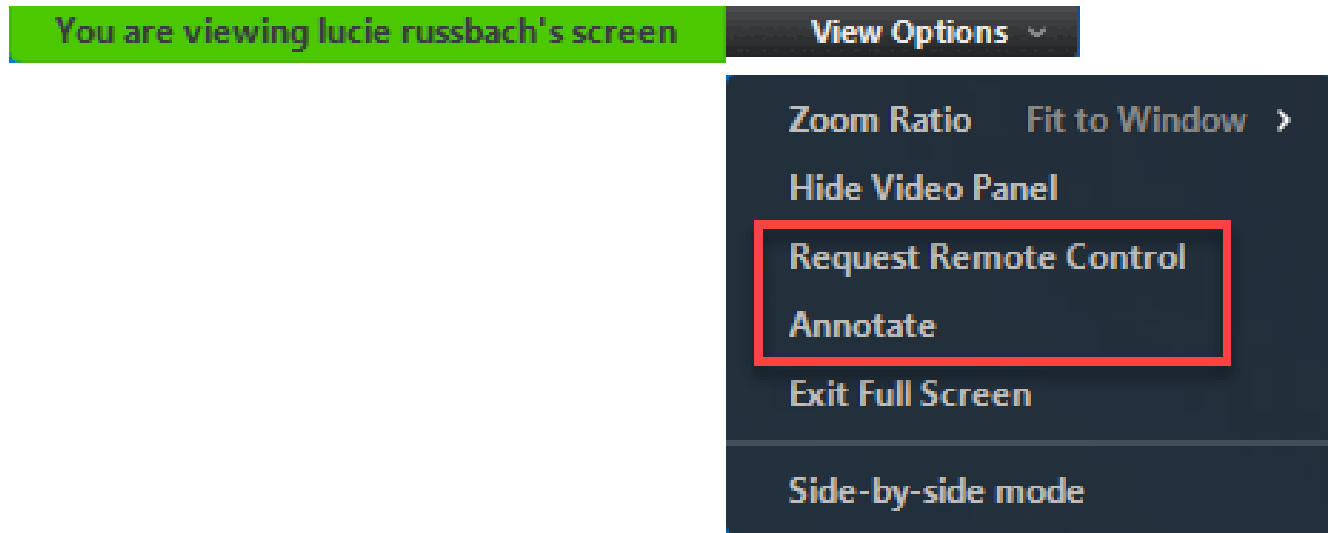
This menu allows you to control your microphone and webcam, raise your hand and use the various non-verbal controls (say yes/no, ask for a break, etc.)



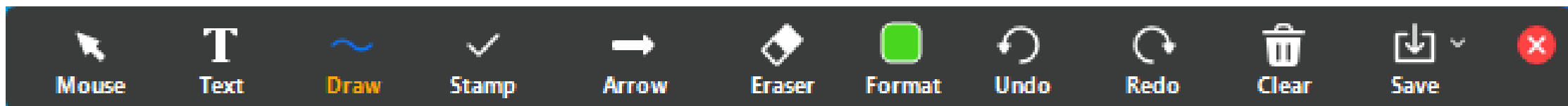
The "Reactions" button allows you to express yourself non-verbally during a meeting. Note that the "Raise your hand" features shows in the Participant menu, not under the Reactions button.

FONCTIONNALITÉS DISPONIBLES PENDANT UNE RENCONTRE

When someone shares his/her computer screen, with his/her permission, you can annotate on their screen or send them a request to control their computer. To do so, click the Display options, then choose the desired option.



The following bar will appear while you are in Annotation mode.



ASK FOR HELP WHILE YOU ARE IN A BREAKOUT ROOM

When you are in a breakout room, you can ask your teacher for help by clicking the "Ask for Help" button. Your teacher will be notified and join your breakout room when he/she becomes available.



FIND YOUR RECORDINGS AFTER A MEETING

If your teacher recorded a session and makes the recordings available to students, you will find these by clicking the Zoom tab on your course page. Once you are in the Zoom interface, click on "Cloud Recordings" to open the available list and select your desired content.

zoom

Your current Time Zone is (GMT-04:00) Montreal. [🔗](#)

Upcoming Meetings Previous Meetings **Cloud Recordings** [Auto-formations et didacticiels](#)

From To

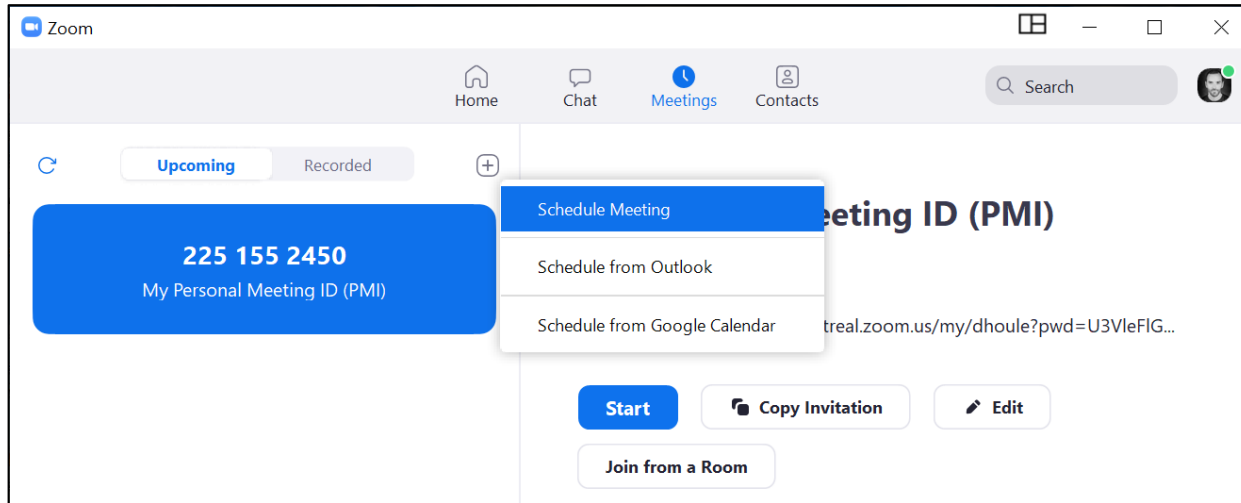
Search By ID

Topic	ID	Start Time
Test ateliers alternés	923 2946 9089	Aug 12, 2020 15:37

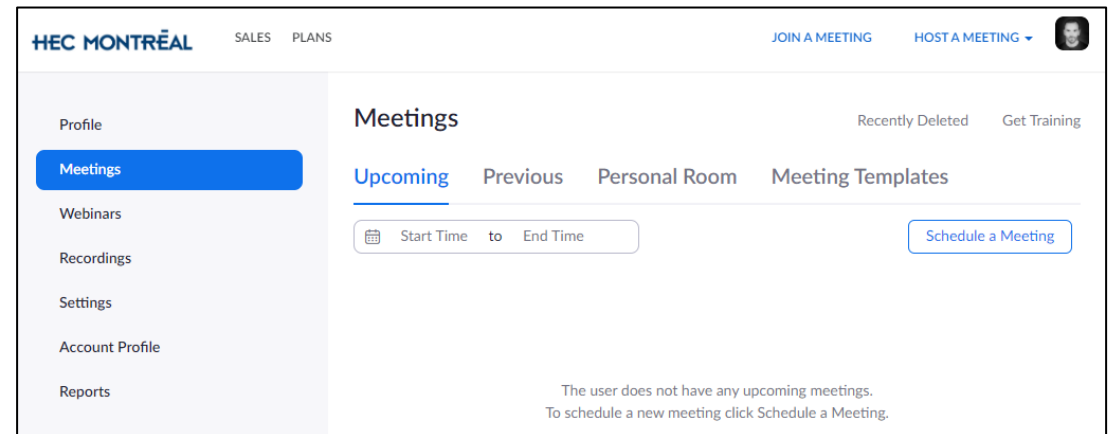
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ORGANIZE A ZOOM MEETING

As a student, you can organize Zoom meetings through the Zoom app by clicking Schedule, or New Meeting if you want to start your meeting right away.



You may also schedule a meeting through hecmontreal.zoom.us > Meetings > Schedule a Meeting.



TUTORIALS

Other Zoom tutorials with more detail are also available on their [website](#).

Please note that when a tutorial refers you to the zoom.us website, you should make sure to use the [HEC Montréal web portal](#) instead.



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