Virtual Conference with Zoom and Teams Integration
Adding Zoom to Teams

1. Click on **Apps**.
2. Enter Zoom in the search box.
3. Click on the Zoom app.

Please ignore slides 2-4 if Zoom icon is already installed.
Click **Add** to add Zoom bot.
Adding Zoom to Teams

1. Click on the three dots.

2. Right click on Zoom icon to side bar. Click on Pin.
1. Click on Zoom icon.
2. Click on three dots to add the Zoom.
Adding Zoom to Teams

Right click on Zoom icon to pin to the bar below.
Click on the camera icon to start a meeting.
Adding Zoom to Teams

1. When you click on **Start a meeting** for the first time, you will be prompted to sign in to Zoom account using your District credentials.

2. Click on **Sign in**.
Adding Zoom to Teams

Select **Sign in with SSO.**
Type `dadeschools` and click `Continue`. 
Click **Authorize** to allow Microsoft to access your Zoom account.
Click **Accept** to allow Microsoft to access your Zoom account.
You are now ready to start using Zoom with Microsoft Teams. Type the name of the meeting and click Start.

Zoom First Meeting

Start
Adding Zoom to Teams

You can either download a desktop client or start using Zoom from your browser.

System Requirements:
- Internet Explorer 10 or higher.
- Microsoft Edge 38.14393.0.0 or higher.
- Google Chrome 53.0.2785 or higher.
- Safari 10.0.602.1.50 or higher.
- Firefox 49.0 or higher.

Click on **Start from Your Browser**.
1. To schedule a meeting, select a class from your Teams’ list and select the channel.

2. Click on camera to Schedule a meeting.
Scheduling a Meeting

1. Provide information for the meeting.

2. Change **Time Zone** to Eastern if not correct and enter time.

3. Click **Save** when done.
Starting a Meeting

1. Click on Open Zoom.
2. Click My Meetings.
3. Click on Start.
Managing Participants

1. In the Participant window, you have the options to Admit or Remove participants.

2. Click More in waiting room to get additional options.

3. Uncheck Allow Participants to Unmute Themselves. Uncheck Allow Participants to Rename Themselves.

4. Click Lock Meeting once all students have entered the meeting.