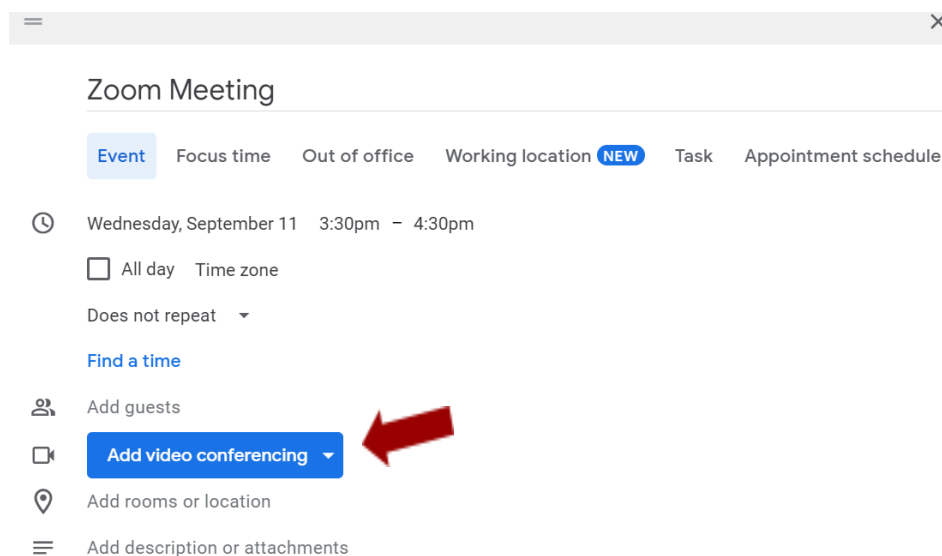


How do I connect to the Zoom conference system? (NCS RM156)

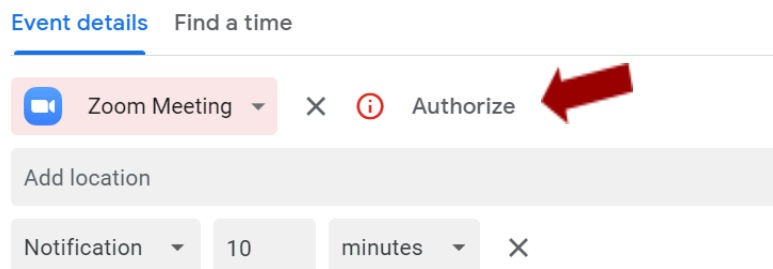
Please note: Creating a scheduled Zoom conference does not book the room for that time slot, and needs to be completed separately, although it can be done simultaneously. For more information go to Calendar Reservation [FAQ](#).

To begin the process, create a Google Calendar event for your meeting and from there you can create a zoom link, invite participants, and secure the conference connection to the Zoom system present in New Computer Science Building Room 156. In the Google Calendar event, you will need to (1) Add video conferencing, (2) Add room as a guest and (3) Add physical room or location (this is what needs to be done separately for booking a room and can be found in the FAQ above).

(1) First, go to create the Google Calendar event if not already there. After selecting the proper time and date for the meeting, go to the next section and click on 'Add video conferencing' then select Zoom meeting.



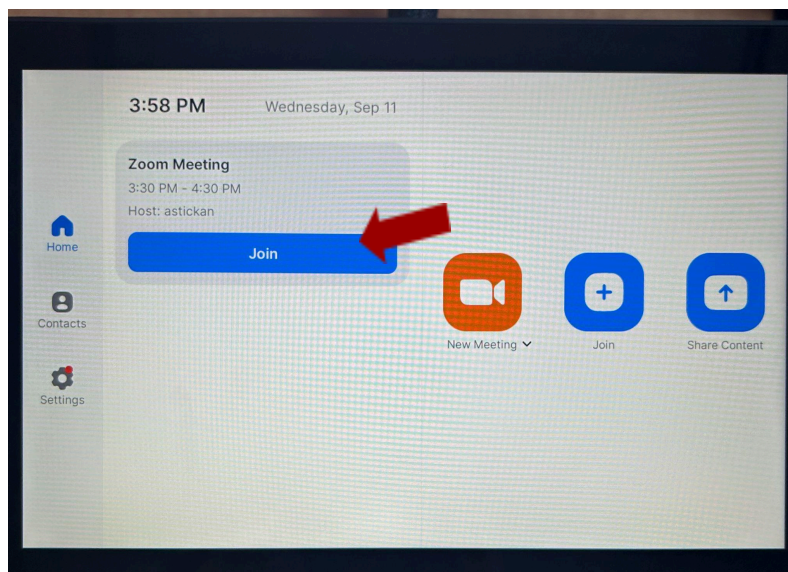
(Click **Authorize** if prompted (shown below), and connect your @cs.stonybrook.edu email to allow Zoom for G Suite to access your account. Additionally another login prompt will appear to sign into Zoom.)



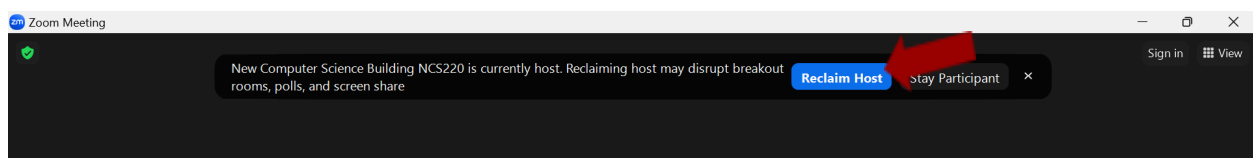
(2) Find the 'Add guests' section above video conferencing. Here you can search for the email **zoom220@cs.stonybrook.edu**, Zoom 220 should appear (as seen below), invite this account as a guest in order for the meeting to appear in the conference room itself.



Upon entering the conference room at your scheduled time, the tablet on the table will appear as shown below, with the scheduled meeting shown on the homescreen.



Additionally, after clicking join from the conference room, the 'New Computer Science Building NCS220' becomes host, and from the tablet you can access host controls. If you want your email account to remain host, when joining the zoom on a separate device, simply click 'Reclaim Host' that pops up on your screen, you can manage the controls of the camera and microphone of the conference room system from the tablet.

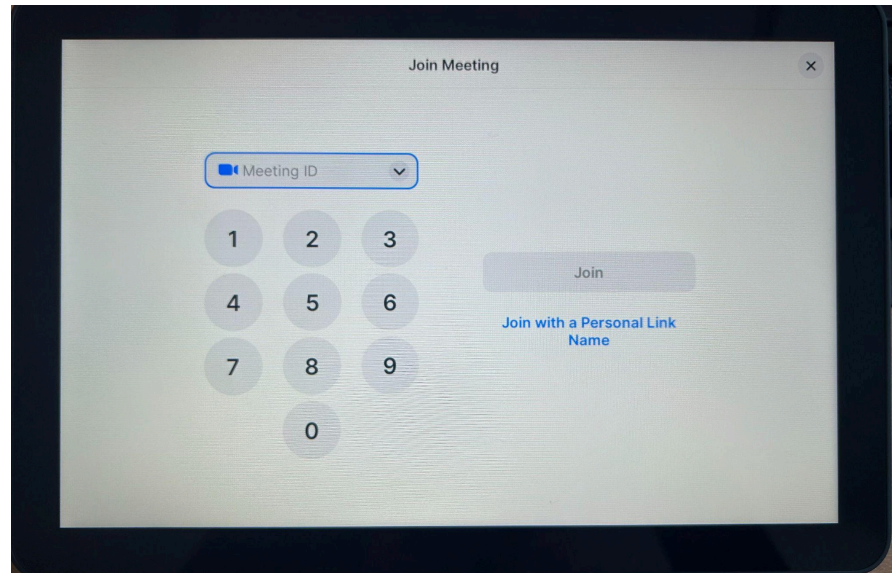


Already have a Zoom meeting created?



Join

If you have already created a Zoom meeting and sent out invitations, then you can easily join through the tablet in Room 156 without having to recreate your meeting. On the home screen, press the join icon.



As shown in the image above, Meeting ID is labeled on the tablet above the keypad. Simply type in the meeting ID as well as the password once prompted and you will be taken into the Zoom meeting. You can navigate the controls to perform actions such as turn the camera/microphone on and off, share content, and allow other participants to screen share.