Date: 13.04.2020

NOTICE

All the Teaching, Non-Teaching Staff and Students of the Institute are hereby informed that the Assembly for students and meeting with the Teaching and Non-teaching Staff with the undersigned will be held on **15.04.2020 (Wednesday)** via **ZOOM Application** as per the following schedule. All the Faculty members are requested to inform the respective students of their classes about the schedule of the Assembly so as to enable the students to participate in the assembly.

S. No.	Class	Link, User ID & Password for join the meeting on ZOOM App	Activation Time	Meeting Time
1	B.P.Ed & M.P.Ed	https://zoom.us/j/94671665020?pwd=SkJYNWd3dm94VlJadS9scDJLVThyZz09 Meeting ID: 946 7166 5020 Password: 027113	5.00 PM To 5.20 PM	5.20 PM To 5.40 PM
2	B.Sc (PE, HE & SS)	https://zoom.us/j/97780771928?pwd=dk42c1MzL01rKzFwbWo2RUZjL3FrUT09 Meeting ID: 977 8077 1928 Password: 009512	5.40 PM to 6.00 PM	6.00 PM To 6.20 PM
3	Teaching and Non-Teaching Staff	https://zoom.us/j/97280512188?pwd=Z0p2Q3V2SUlKUytmMzBBTlBWNjRtZz09 Meeting ID: 972 8051 2188 Password: 000319	6.20 PM to 6.50 PM	6.50 PM To 7.20 PM

All are requested to upload the ZOOM Application in your mobile from playstore and join the meeting in their respective group by clicking the meeting link, userid and password a   given above. The respective group meeting link will be activated as per scheduled given above. The literature for How to Join meeting on ZOOM App is attached herewith.

All concerned may please note the same and attend the assembly / meeting as per above schedule.

(Dr. Dhananjoy Shaw)
Officiating Principal
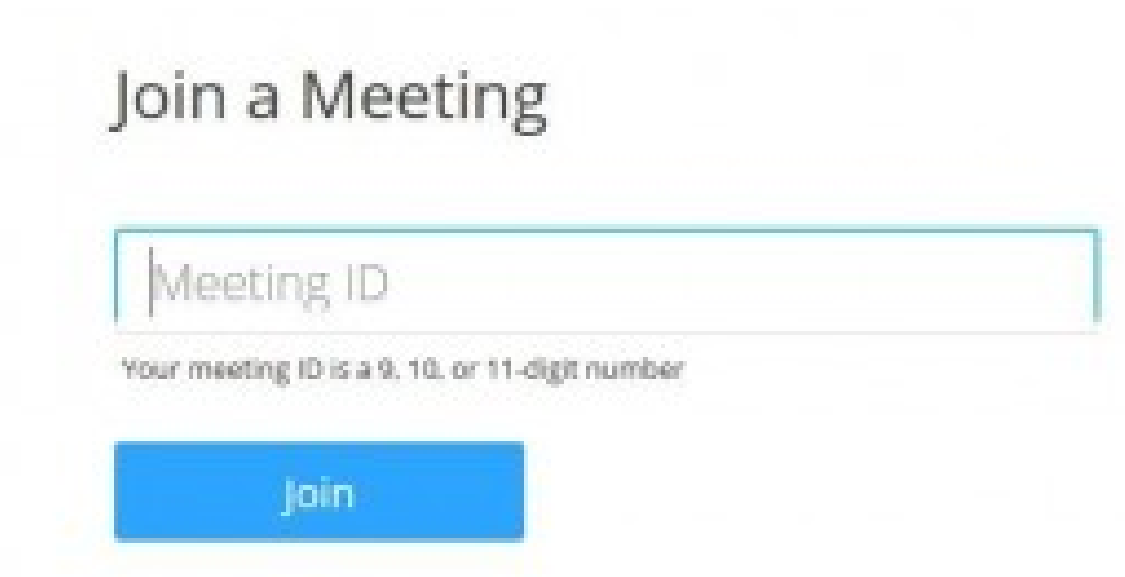
How to Join a Zoom Meeting – step by step

Basic steps to join a meeting in Zoom app either from a mobile device or from a PC, under the circumstances of COVID-19.

COVID-19

Under the present circumstances of lockdown under COVID-19 the classes will be held online till the next notification. The E-Classes will be held with the help of Zoom app, and this presentation will make you aware of how to join a meeting in zoom app either from a mobile device or from a PC.

Step by Step Instructions

- Go to https://otago.zoom.us/join and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)

If Joining From A Mobile Device

- If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

- See [here](#) for more details

If Joining From A Computer

- When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

- This process is easy to complete on all commonly used browsers. The examples are further shown using Mozilla Firefox and Google Chrome.

Mozilla Firefox

- Click 'Save File' and follow the instruction in the orange box.
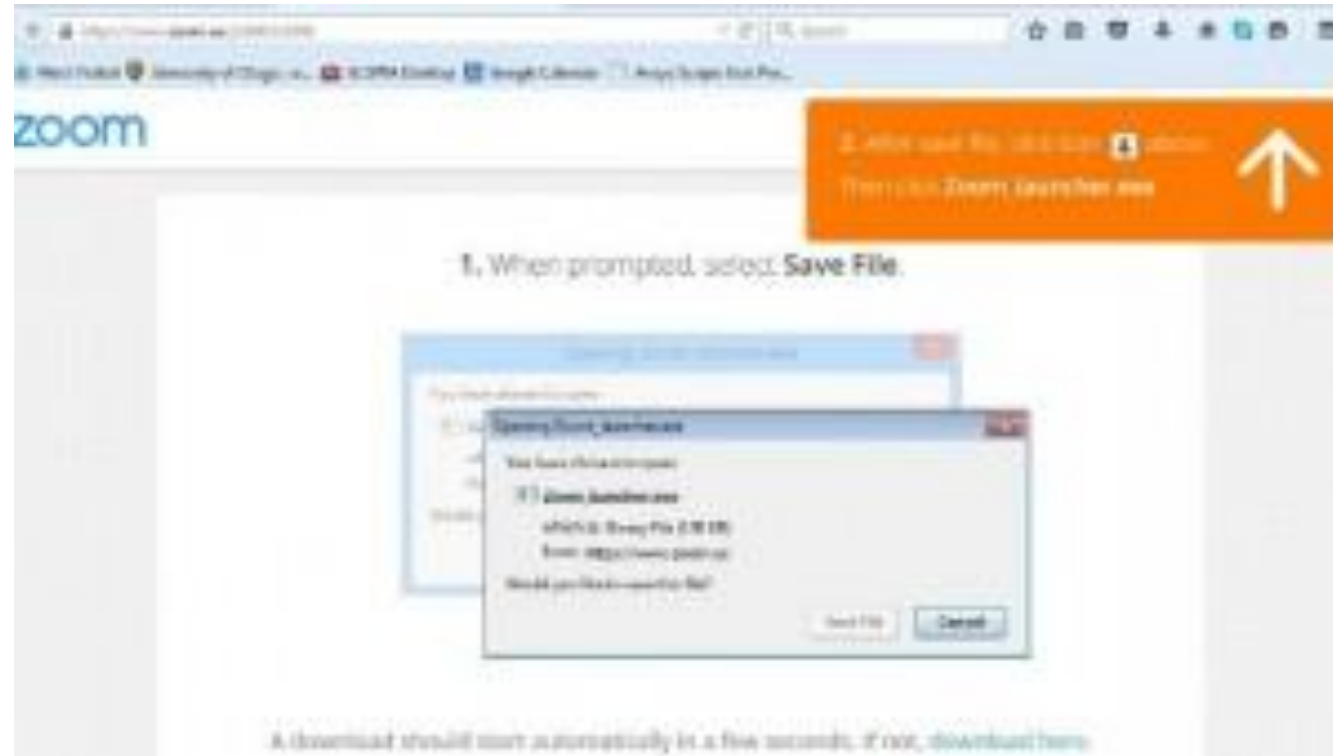
Google Chrome

- Google Chrome should automatically download the file and point to it as shown above. Clicking on the Zoom_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation.

- If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the '*Remember my choice...*' option box and then click 'OK'

When prompted, select **OK**.

When prompted, select **Launch Application**.
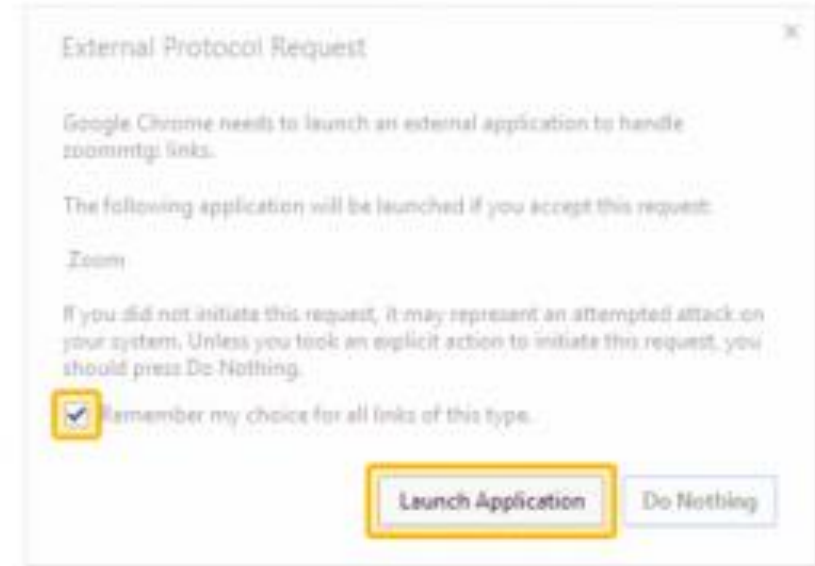
If nothing prompts from browser, try again or download & run Zoom.

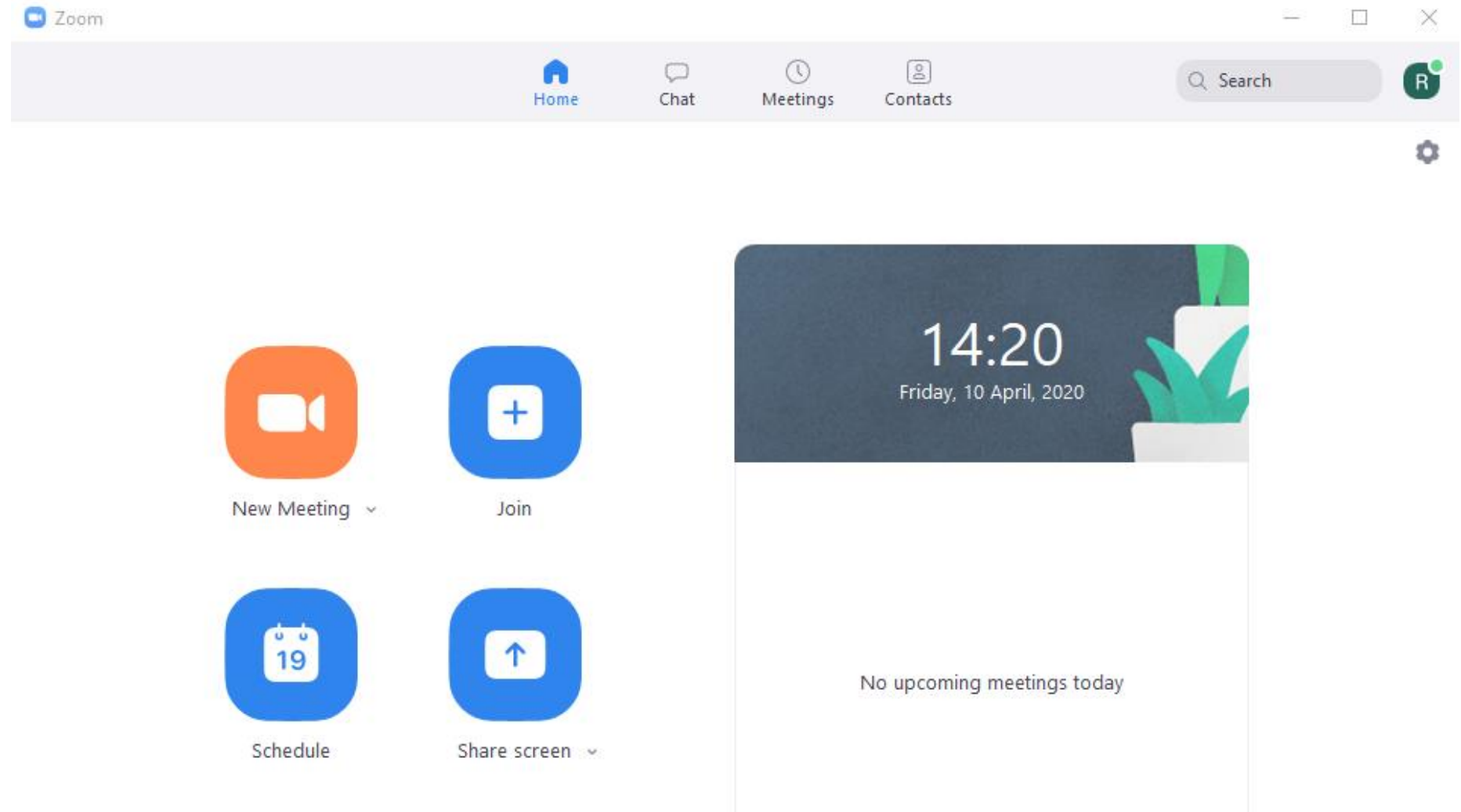If nothing prompts from browser, download & run Zoom.

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting and is not connected to your University username.

Join Audio Via Computer

- You will then be prompted how you wish to join your audio. Simply select Join Computer by Audio *(TIP: by ticking the "Automatically join audio by computer…" option box first, will mean you won't get prompted again in the future)*

You can conduct your own Meeting or Join one

# You can get invitation code and invite to anyone

Using Chat

- You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.

- Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.

- A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.
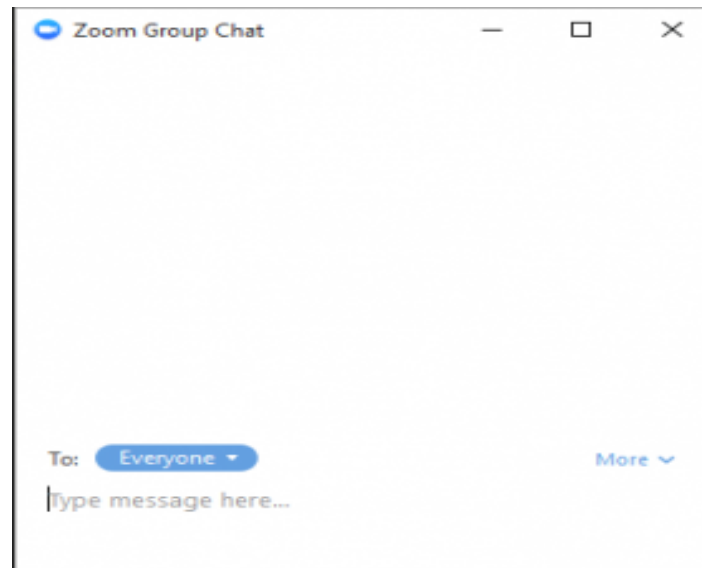
Audio only

- It is possible that during the conference participants will be ask to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth.

- To do this simply click on the camera icon at the bottom of the Zoom window.
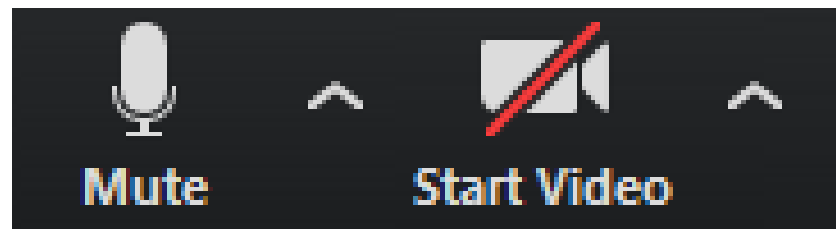
Share Your Presentation or Desktop Content

1.Start or join a Zoom meeting.

2.Click **Share** in the meeting controls.

3.Select your primary monitor then click **Share**. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.

4.While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.