ZOOM. Streamlined Instructions

This will only work with **CPDonline Subscribers-** (Individual Subscription, Firm Subscription)

Host: Open Zoom and schedule, or invite, your colleagues to a ZOOM meeting.

Host: Access a CPDonline Video

1. Log into CPDonline.ca at www.cpdonline.ca

2. Select the video your group would to like to watch under Law Videos.

3. Click on the thumb image to open it to the Play screen

   Note: The **Multi-Viewer field** is below the screen.

4. Enter each of your guest's email addresses in the **Multi-Viewer** field one-by-one, and click 'Add'
   Note: Use the email address associated to their **CPDonline subscription**.
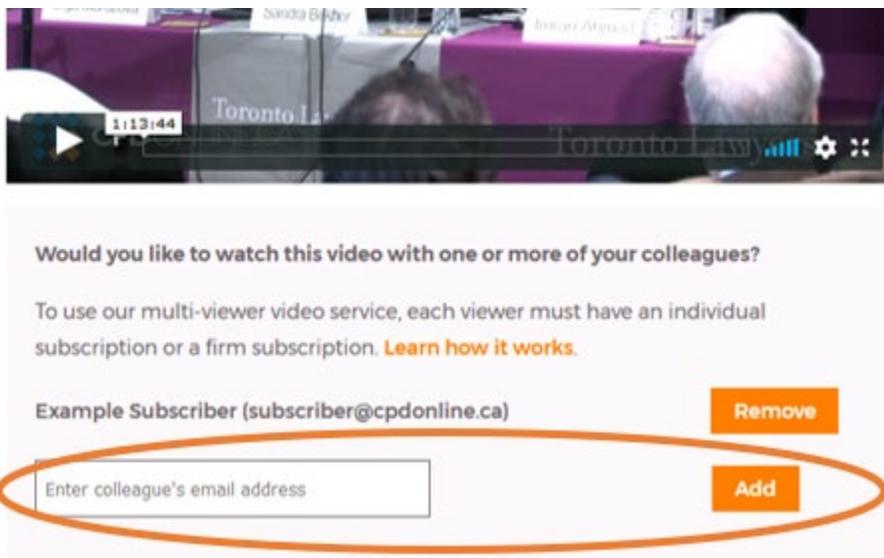
Note: You will see a success message if it worked, or an error message if they are not a subscriber. You will see them listed in the multi-viewer section as each guest is added.

Host – Play the CPDonline Video

1. At the bottom of the Zoom screen, Select the "Share" button.

2. Select the screen showing the CPDonline video.

   Note: Be sure to select "Share computer sound" before clicking "Share" so everyone can hear the video.
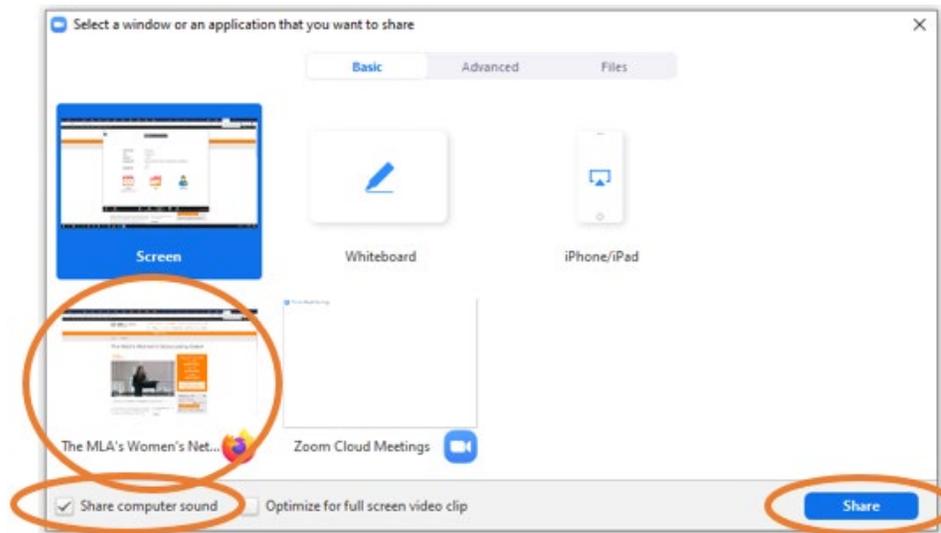
3. Click "Unmute" in the bottom left hand corner of the window so that everyone in the meeting can hear your microphone. If it says "Mute", disregard this directive.

Note: Be sure you are sharing your screen and audio. You may need to modulate the volume of the video so that guests can hear each other speak over the sound of the video. Use the volume slider circled in the screenshot below.

Confirmation of Attendance

Once the video has been watched to completion, the Host and all Guests (added using the **Multi-Viewer**) will automatically be emailed a **Confirmation of Attendance**.

40 minute Timeout. (ZOOM free version, with 3 or more on call)

If the <u>Host</u> is using the FREE version of ZOOM, and there are 3, or more, on the call, it will timeout at 40 minutes.

Two Options:

a. Host can purchase a 20.00 per mo. 'Pro' ZOOM licence to avoid timeouts. **ZOOM.US Plans.**
b. Pause the CPDonline video, start a new ZOOM call, complete the CPDonline video.

Mobile Devices. Screen Share Resources

- See this resource for iOS devices: https://support.zoom.us/hc/en-us/articles/115005890803-iOS-Screen-Sharing

- See the 'Android' section on this page for Android devices: https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen