

How to share Zoom License among few persons?

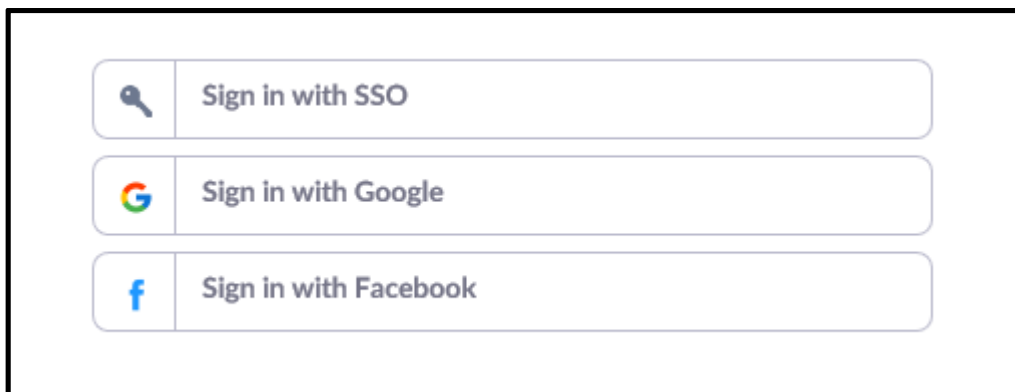
Option 1: Share the username and password of the Zoom license holder.

* ONLY those with the username and password able to use at certain time slot.

** ONLY ONE MEETING ALLOWED FOR ONE ZOOM ACCOUNT AT SAME TIME SLOT.

Zoom license holder:

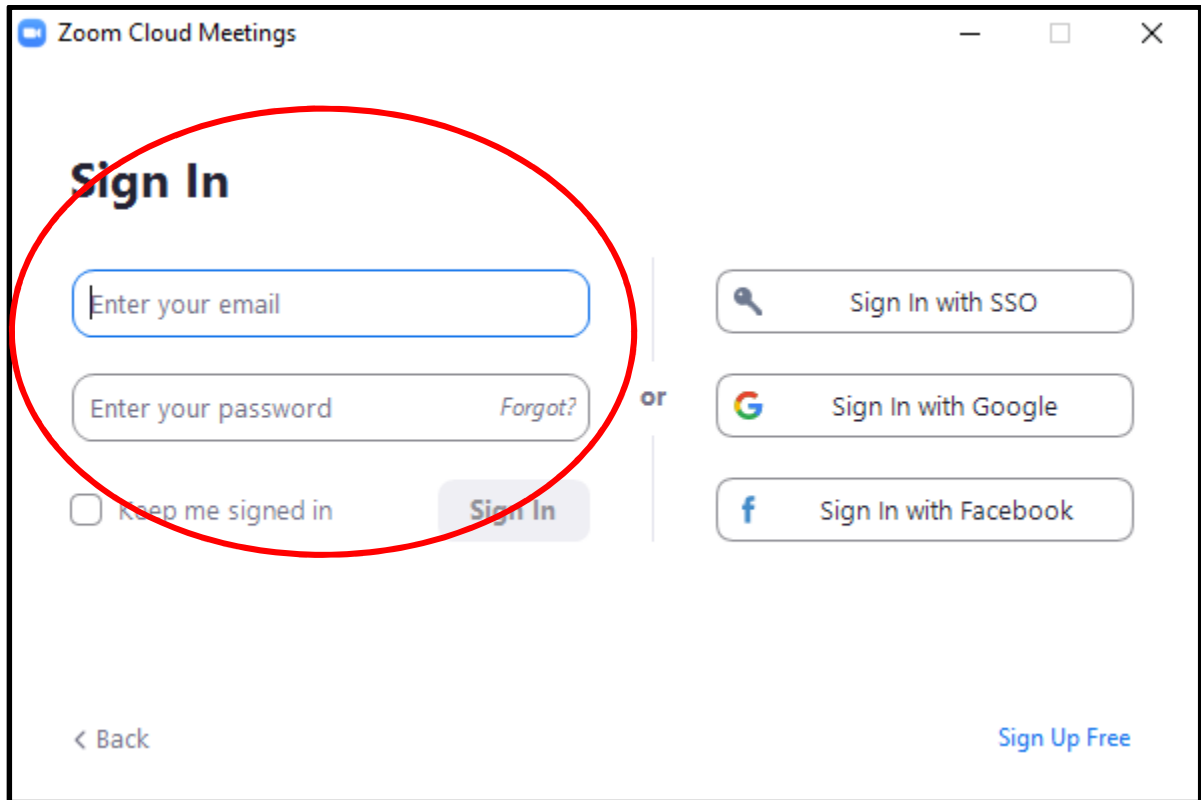
1. Visit to <https://zoom.us/signin>
2. Choose “Sign in with Google”.
3. Sign in using your campus email and password.



4. After login, click “Profile” at the left menu.
5. Scroll down to “Sign-In Password” session.
If you not able to see this session, please go to <https://zoom.us/> to sign up again your zoom account using same email address. Then repeat step 1.
6. Click “Edit” and change the password to a general password such as “DBS@12345” or “DFA@12345”.
This action just change the password of Zoom account. Nothing related to your Gmail password.
7. Click “Save Changes” to confirm the new password.
8. Then, share the Zoom account with someone else needed, for example **TEACHER A**.

TEACHER A:

1. After get the username and password from the Zoom license holder.
2. Start the Zoom desktop apps.
3. Sign in Zoom by using the provided username and password.



4. Now **TEACHER A** can start to create his own meeting and share the meeting link with the particular participants (students).
5. How to use Zoom to create meeting? Please refer to <https://www.newera.edu.my/Covid-19/> or refer back to the training session video.
6. Start the meeting and you are the Host of the meeting now.
7. Remember to let the Zoom license holder know after online class is finished, so that he/she could let others to use it for next session.

Option 2: Share by using HOST-KEY of Zoom License Holder.

*** ONLY those with host-key able to claim as host of the meeting at certain time slot.**

**** ONLY ONE HOST MEETING ALLOWED FOR ONE ZOOM ACCOUNT AT SAME TIME SLOT.**

***** The Zoom license holder is allowed to join others meeting at the same time.**

Zoom license holder:

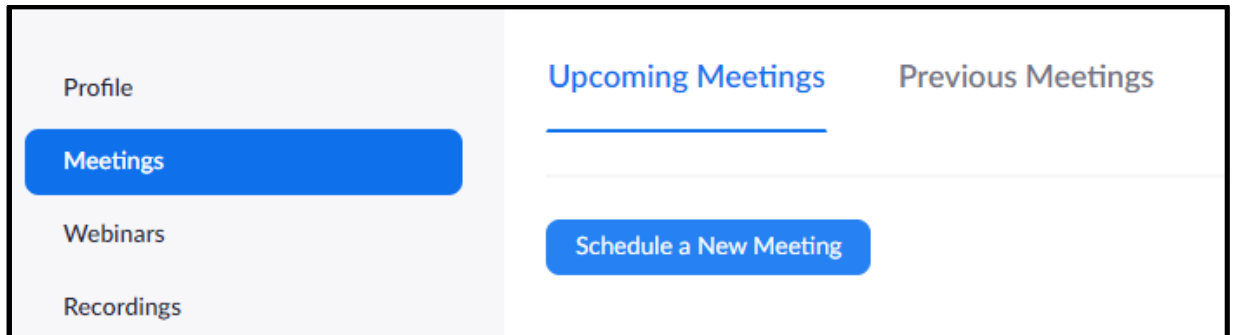
1. Visit to <https://zoom.us/signin>
2. Choose “**Sign in with Google**”.
3. Sign in using your campus email and password.



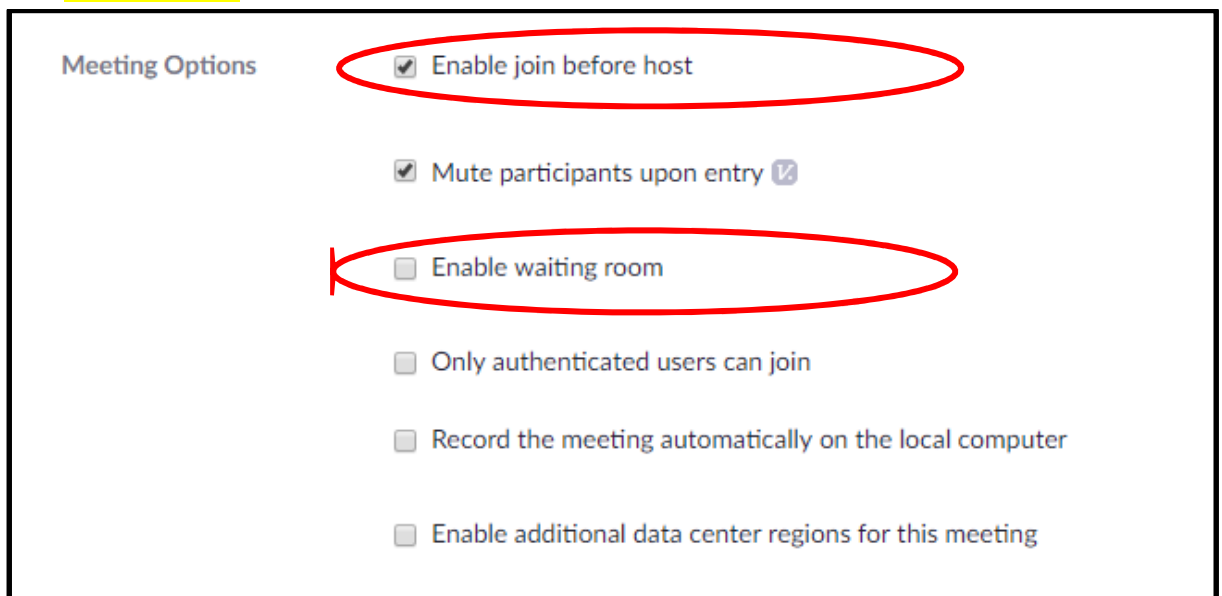
4. After login, click “**Profile**” at the left menu.
5. Scroll down to “**Host Key**” session.
6. Select “**Show**” next to your “**Host Key**” to view your current 6-digit pin.
7. Select “**Edit**”.
8. Input the new host key desired and click “**Save**”.
9. “**Host Key**” is the 6-digit key for others to claim as meeting host of any meetings created by the Zoom license account.
10. Share the “**Host Key**” with those need to use this Zoom license account, for example **TEACHER A**.

Create meeting:

11. The Zoom license holder create a schedule meeting for **TEACHER A** according to his desired time slot.




12. For **EVERY** schedule meeting created, two options must be **TAKE NOTE.**



“Enable join before host” must be CHECKED

“Enable waiting room” must be UNCHECKED

13. After confirm the setting, then click **“SAVE”**.
14. Share the schedule meeting URL and password with the **TEACHER A**.

Meeting Password	*****	Show
Invite Link	https://newera-edu-my.zoom.us/j/92970661956	 Copy Invitation

* 6-digit “Host-key” is unique and it’s paired with the particular Zoom license account.

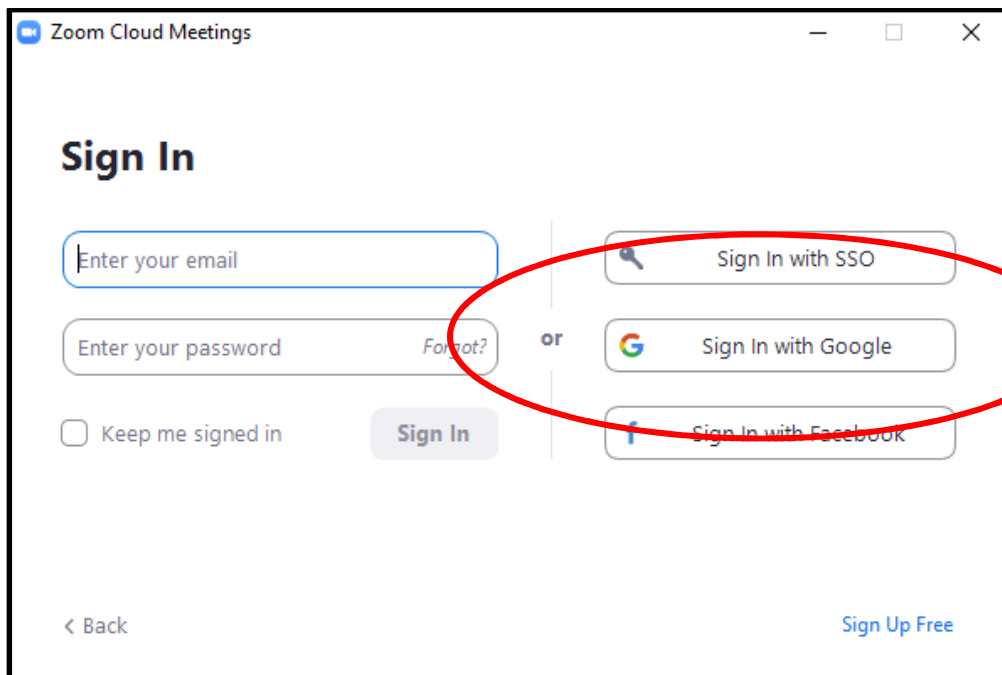
* Only those schedule meeting created by the particular Zoom license account can be claimed by using his “Host-key”.

Now **TEACHER A** should have:

1. **6-digit "Host-key"** of the Zoom license holder,
2. **Schedule meeting URL** and
3. **Password** to join the schedule meeting.

TEACHER A:

1. Share the schedule meeting URL and password to join the schedule meeting with the particular participants (students).
2. Start the Zoom desktop apps when the schedule meeting about to start.
3. Sign in Zoom by using the **TEACHER A** personal zoom username and password (register using personal Gmail or office Gmail).

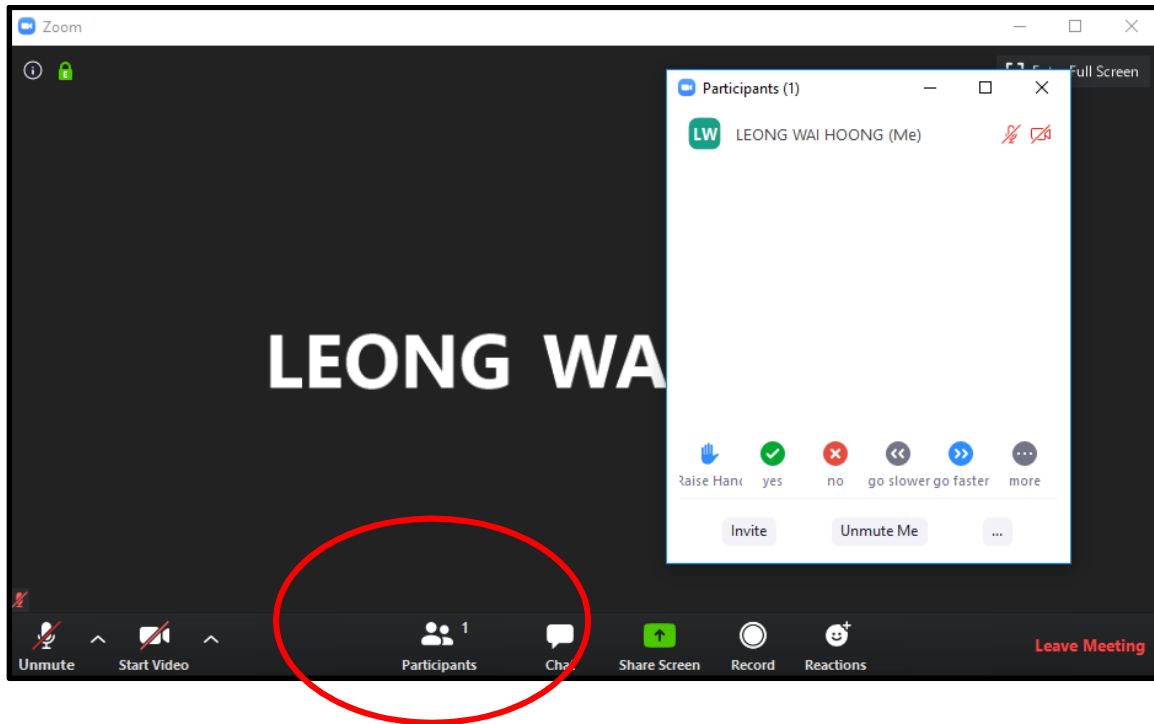


4. Join the schedule meeting using the meeting ID (last 11 digits of the URL) and password.

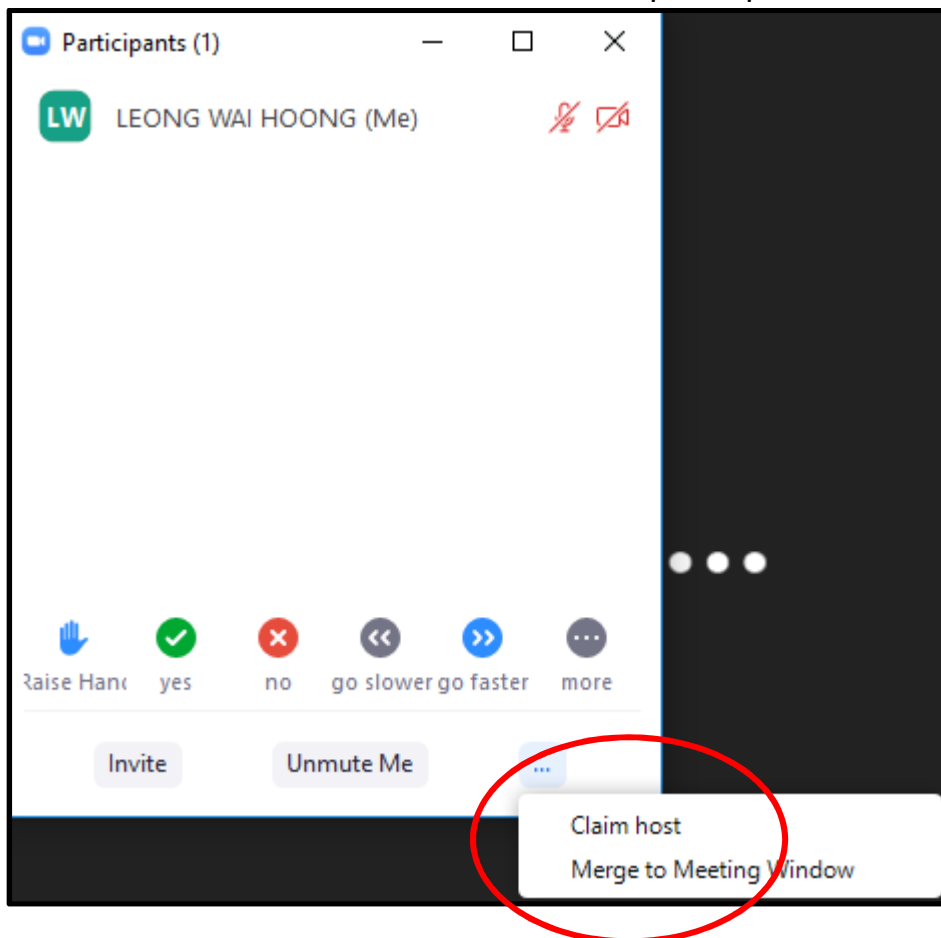
* **TEACHER A** is suggested to join in only when his session is about to start (10 minutes before)

** There may be some other ongoing meetings. **TEACHER A** may need to wait until it's ended.

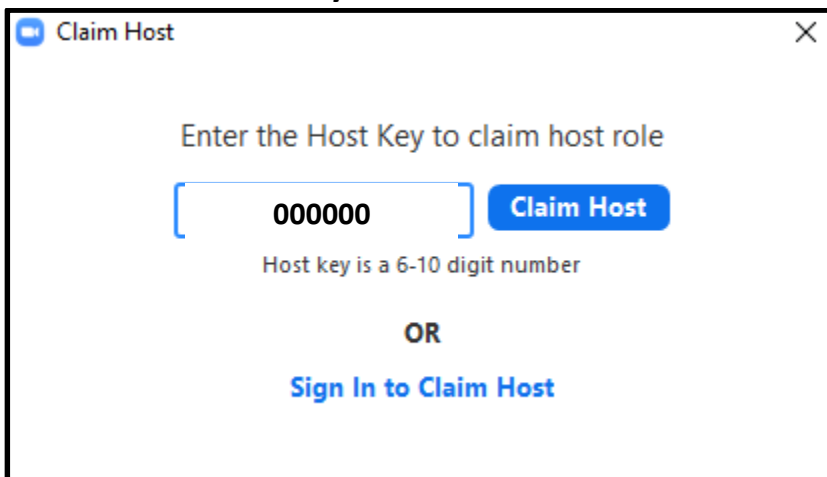
5. After join in meeting, click “**Participants**” and **TEACHER A** will see his name.



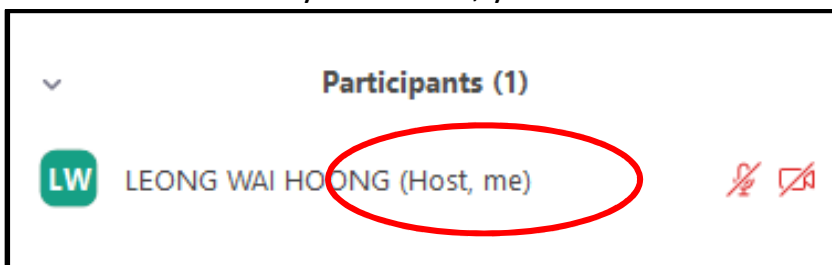
6. Click “**Claim Host**” at the bottom of the participants list.



7. Enter the “Host-key” and click “Claim Host”.



8. Once the host key is verified, you will have host controls in the meeting.



* The same 6-digit “Host-key” can be used on every schedule meeting create by the same Zoom license account.

** The Zoom license account holder must coordinate with **TEACHER A** or more teachers, in order to create all the schedule meetings before their class started.

*** **ONLY ONE HOST MEETING ALLOWED FOR ONE ZOOM ACCOUNT AT SAME TIME SLOT.**

Instructional video on how to process Option 2, please visit:

https://drive.google.com/file/d/1SHW5TDZez5qZ7_0ZoiEWnm6mtUhkDyUc/view

Thanks and Happy Zooming