UNIVERSITY OF
NOTRE DAME
Engineering & Science Computing

Teaching from 154 Fitzpatrick Hall to 161 Fitzpatrick Hall via Zoom

This document is to remain posted in both 154 & 161 Fitzpatrick Hall

1. **In 161 Fitzpatrick Hall**
   a. Turn on A/V system.
   b. Turn on tower computer connected to A/V system.
   c. Log on to tower computer connected to A/V system with your NetID and password.
   d. Launch the Zoom client application.
   e. Join the Zoom meeting room number that you'll be using to teach from in 154 Fitzpatrick Hall.

2. **In 154 Fitzpatrick Hall**
   a. Turn on A/V system.
   b. Turn on tower computer connected to A/V system.
   c. Log on to tower computer connected to A/V system with your NetID and password.
   d. Launch the Zoom client application.
      i. Sign in.
      ii. Utilize "Sign In with SSO".
      iii. Company Domain is "NotreDame" (no space).
      iv. Continue.
      v. At the Okta "Sign In" screen, utilize your NetID & password to sign in.
      vi. Click in the "Open zoom.us" button.
   e. Join the Zoom meeting room number you'll be using for this class.
      i. Join button.
      ii. Input the meeting room number.
      iii. Join button.

3. **Verify video & audio and isolate rooms.**
   a. Verify video between the two rooms.
   b. Verify audio between the two rooms.
   c. Close the door between the two rooms to avoid a feedback loop being created due to the proximity of the two room's microphones and speakers to each other.