

HyFlex Instructions

Zoom + Webcam + Secondary Monitor

- Log into the classroom computer
- Setup content
- Turn on the projector
- Open appropriate Zoom session
- Position the webcam
- As participants begin to populate the Zoom gallery, **click & drag** gallery window labeled **Zoom Meeting** to the large monitor
 - *Zoom task bar moves to the secondary monitor*
- Share digital content through Zoom
 - *Zoom task bar moves to the computer monitor*

★ **To properly project PowerPoint** ★

From PowerPoint *Slide Show* tab:

Change **Monitor** from Automatic to **Primary**
Uncheck Presenter View

Trouble locating the mouse? Make it **LARGER!**

See Mouse Video on the HyFlex Classroom webpage:
duq.edu/HyFlex

Difficulty accessing Zoom from within Blackboard?

Click Zoom icon on the desktop



Questions or Problems?

Office of Classroom Technologies

396- 4614

Wireless Device connectivity instructions on back

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Quick Tips

Wireless Device Connection

HOST Zoom on the classroom computer

JOIN from the wireless device

Enable **CO-HOST permissions** to the wireless device

iPad Note

Enable **Do Not Disturb** function to prevent unexpected notifications

Connecting a Wireless Device

- Log into the classroom computer
- Open appropriate Zoom session
- **Join** the session from the wireless device
 - *Easy way:* go to **Zoom.us**
 - Click **Join a Meeting**
 - Enter the Zoom **meeting ID**
 - Mute device speaker and microphone
- From the classroom computer Zoom session, make the wireless device a **Co-host**
 - Click **Participants**
 - Click **More** next to the wireless device name
 - Select **Make Co-Host**
- Share device content through Zoom

Connecting an iPad

Follow the steps above for joining Zoom, then proceed as follows:

- From iPad Zoom app, select **Share Content**
- Select Share **Screen**
 - Select **Start Broadcast**
- Select desired app on home screen to share