## Zoom

Zoom provides users a way to record sessions, collaborate on projects, and share or annotate on one another's screens. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, iOS, and Android. As of this document, Zoom’s base offering supports up to 100 simultaneous connections in a meeting. The top tier version supports 500.

* + 1. **Setup**

Contact technical support to set an allowance for your site.

* + 1. **Using the Application**

The below steps can be followed to begin a testing session once the application has been configured for use inside the ITS Secure Browser.

1. From a proctoring session, create a Zoom meeting. There are multiple ways to do this, below is one of them.
   1. From **Zoom**, click the **New Meeting** button on the start page of the application.
   2. Click the **Join with Computer Audio** button if prompted.
2. Invite people to join.
   1. Click the **Invite+** button in the menu found in the bottom-center of the screen.
   2. From there you can invite additional people or copy the meeting info to send via e-mail or other communication.
3. Provide the following instructions to candidates:
   1. Instruct the candidate to join the meeting via the link you have provided. The candidate must join via the app and not the web browser. If the candidate joins via the web browser, you will not be able to see their video feed once the ITS Secure Browser has started.
   2. Instruct the candidate to enable video and audio if they have not done so already.
   3. Verify the candidate is in a secure testing environment.
   4. In the meeting chat, include the link to download the ITS Secure Browser.
   5. Instruct candidates to not share their screen.
      1. Note, the following about screen sharing:
         1. Only one person can share the screen, and it is visible to the whole meeting room.
         2. If screen sharing is started, then all users are visible during use of the ITS Secure Browser to the user sharing the screen.
         3. The meeting host can stop a screen share.
         4. Screen sharing cannot be started once inside the ITS Secure Browser.
   6. Instruct candidates that recording is not allowed.
      1. By default, Zoom does not allow participants to record. They must request permission from the meeting organizer.
   7. Instruct candidates on what to expect when the Secure browser is launched
      1. All applications will be hidden, including Zoom. Only the test will be displayed.
      2. You will still be able to see the candidate.
      3. You will still be able to hear the candidate.
   8. Instruct candidates to launch the ITS Secure Browser and begin testing.

Note: Once the secure browsers have launched, the ITS Secure Browser will prevent any screen sharing from occurring. You will not be able to see the candidate’s screens, but you will still be able to hear and see them. All applications features will be unavailable to the candidate, including chat. If you need the candidate to perform any actions on their device, they will first need to exit the ITS Secure Browser.