## Short user guide of BdREN Zoom use

## Initial Steps to get access to BdREN Zoom Account:

Send email to <u>helpdesk@bdren.net.bd</u> by keeping the honourable Vice-Chancellor of Jahangirnagar University (<u>vc@juniv.edu</u>) in CC. Send the email from your academic email address (xxxx@juniv.edu), if possible.

## (Sample e-mail)

Dear Sir/Madam,

We are very grateful to the Ministry of Education, University Grants Commission of Bangladesh, Bangladesh Research & Education Network (BdREN) and other concerned authorities to facilitate online classes to minimize the loss and suffering of the students due to the ever worst outbreak of Novel Corona Virus.

Considering the student's loss and suffering, I would like to take online classes of the students of Jahangirnagar University.

My particulars are given below:

Name: -----Position: ------Jahangirnagar University

Email: Cell Phone:

It would be highly appreciated if you kindly take necessary steps regarding the above issue. Thank you in advance for your cooperation

Regards,

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Within 24 hours, you will get a mail from zoom to activate your zoom account. And you will also get a **Confirmation Email from BdREN Zoom Team.** It will request you to open your Zoom account with the same email address you gave them (your juniv.edu account), <u>do not sign in with Google or Facebook account</u>.

## To know more please visit <u>https://www.bdren.net.bd/service/zoom</u>

In the above link, bdren tried to explain how you can conduct classes using zoom and how students will be able to participate in your created virtual class. You must activate the zoom account from your desktop/Laptop. And have to set a password for your zoom account. To activate zoom in your mobile, you have to install zoom Cloud meeting in your mobile from Google play store. Then sign in to zoom in your mobile by using your email id (juniv.edu account and password). After Sign in to your zoom account, you will get a new meeting option to start a meeting. Provide the meeting ID and password (you will get it at the top of your mobile screen) to your students before starting the class.

ধন্যবাদান্তে,

অধ্যাপক ডঃ অজিত কুমার মজুমদার, সভাপতি অধ্যাপক ডঃ মোঃ জাহিদুর রহমান, সদস্য অধ্যাপক ডঃ সৈয়দ হাফিজুর রহমান, সদস্য অধ্যাপক ডঃ এম মেসবাহউদ্দিন সরকার, সদস্য জনাব মোহাম্মদ নাজমুল ইসলাম, সদস্য জনাব মো. আবু হাসান, সদস্য সচিব

অনলাইন ক্লাস ম্যানেজমেন্ট টেকনিক্যাল কমিটি, জাহাঙ্গীবনগর বিশ্ববিদ্যালয়