

## STEPS TO JOIN A ZOOM ONLINE EXAMINATION VIA MOODLE

For security purpose, the University has tightened the usage of ZOOM online sessions during examination period. Your ZOOM examination rooms can be locked so that only users with an account created under the “<https://hkbu.zoom.us>” domain would be allowed to attend the online examinations.

### **Important Note (Switch Account):**

If you have ever registered a ZOOM account with your university email address at <https://zoom.us>, you need to switch your account on <https://hkbu.zoom.us> and sign-in with your SSOid, before attending the online examination.

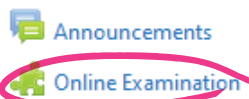
**After switching to the new account, you can get into the ZOOM online examination with the following steps:**

1

Log into Moodle as usual

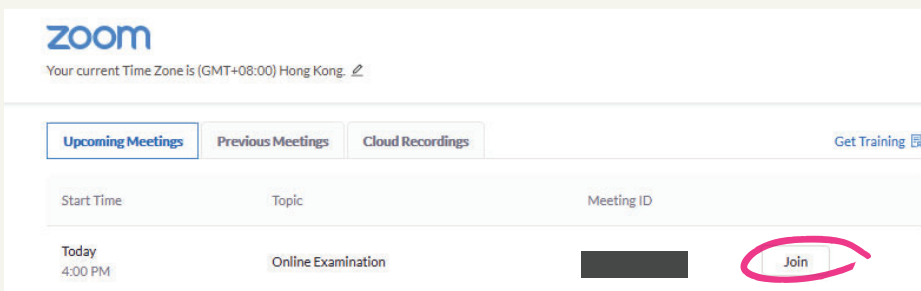
Go to the Moodle course page and click ZOOM “Online Examination”

General



2

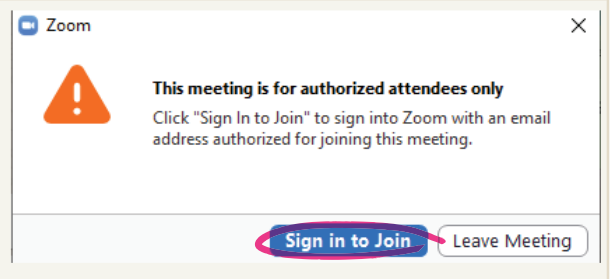
Click “Join” to enter the ZOOM meeting “Online Examination”



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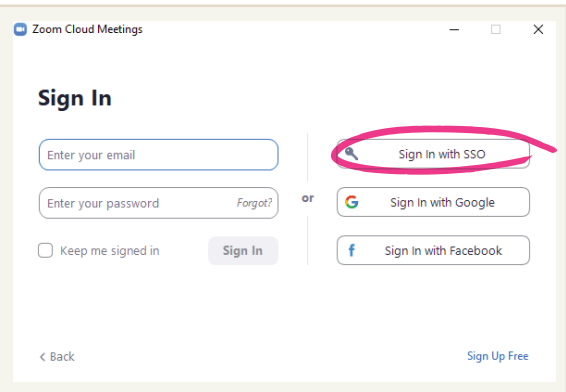
3

This message will be shown, click “Sign in to Join”.



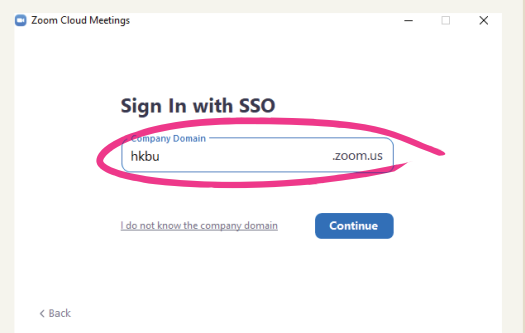
4

Click “Sign in with SSO”



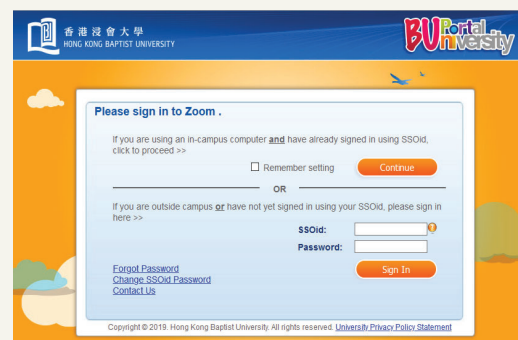
5

Input “hkbu” and click “Continue”



6

Click “Sign in” and login with your SSOid



After the successful login, you should be able to join the online examination.