

Zoom

Quick Start Guide

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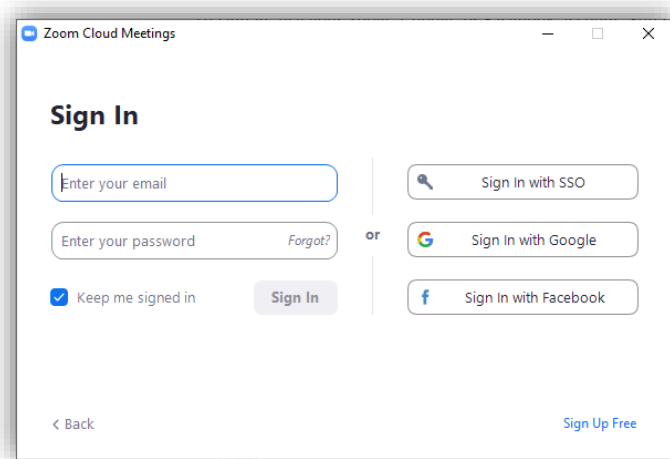
How do access ZOOM?

You will receive a Zoom account invitation in your Cameron University employee email account. This invitation informs you that an account has been created for you. Please click the acceptance link and create your password. If you did not see the invitation or it is expired please contact Margot Gregory margotg@cameron.edu.

- Your Zoom username is your Cameron University employee email address.
- You will create your password when you accept the account. If you are unable to remember your password go to [Forgot Password](#) and enter your CU email address. A reset link will arrive in your inbox.

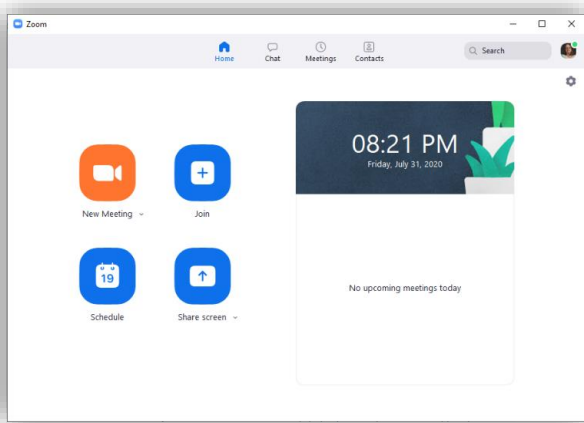
ZOOM Meeting Client?

- Download and install the [Zoom Client for Meetings](#).
- Once the client is installed launch it and Sign In.

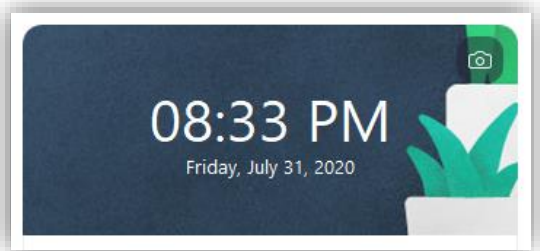


HOME

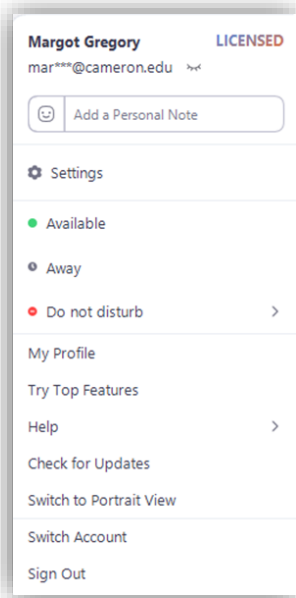
- After signing in, you will see the **“Home”** tab, where you can select the following options.



- **New Meeting:** Start an [instant meeting](#). Click the downwards arrow to enable video or use your [personal meeting ID \(PMI\)](#) for instant meetings.
- **Join:** [Join a meeting](#) that is in progress.
- **Schedule:** [Set up a future meeting](#).
- **Share Screen:** [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.



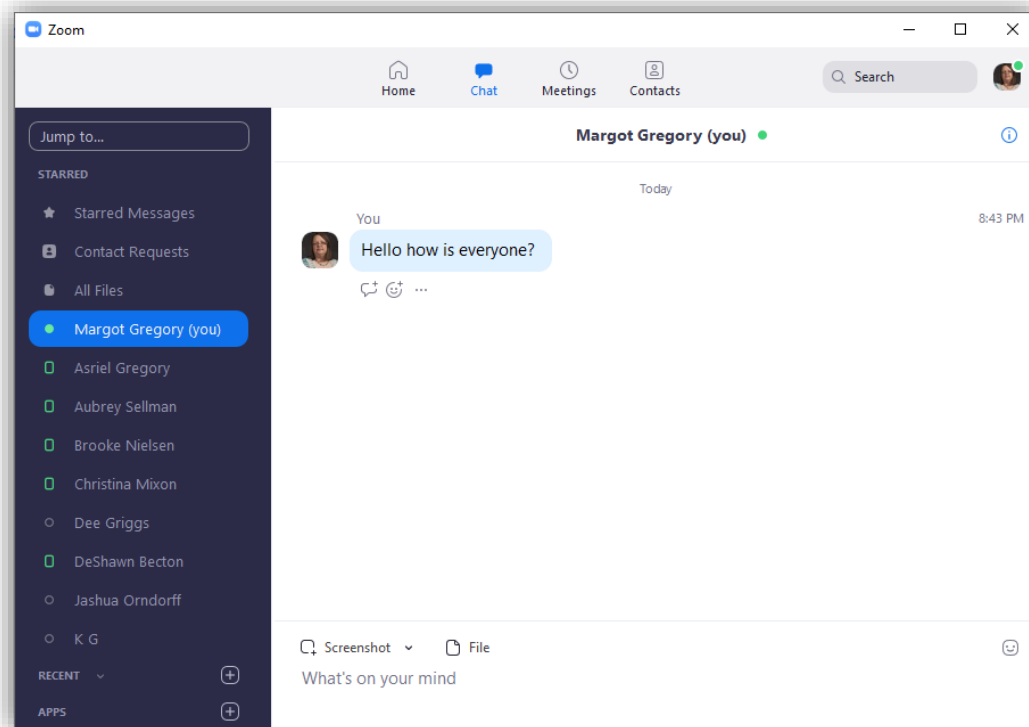
- **Upcoming meeting:** Displays the next meeting for the current day. [Add a third-party calendar service](#) if you want to sync upcoming meetings.
- Click your profile picture for these options:



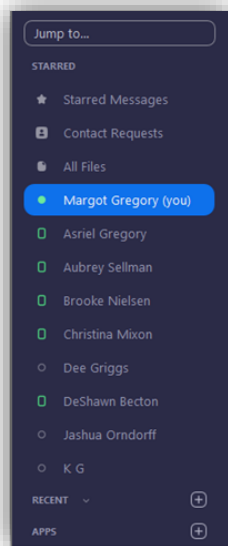
- Add a personal note.
- **Settings:** Access settings you can change in the client.
- Change your status to **Available, Away,** or **Do Not Disturb.**
- **My Profile:** Open the Zoom web portal to edit your profile.
- **Help:** Open the Zoom Help Center.
- **Check for Updates:** Check if Zoom is up to date.
- **About Zoom:** View the current version.
- Switch to Portrait View: Switch the Zoom window to portrait view if you prefer a narrower window.
- **Sign out**


ZOOM Chat

Select the **Chat** tab to view private conversations with your contacts or group conversations ([channels](#)).



- You can access these features in the left-side panel:

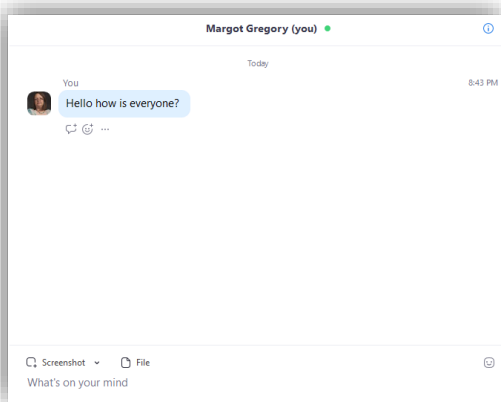


- **Jump to** search box: Search for a contact or channel.
- **Starred Messages:** View messages you have [starred](#).
- Click your name to use your [personal chat space](#).
- Add icon  (next to **Recent**): Start a new chat with one of your contacts, [create a channel](#) for group chats, or [join an existing channel](#).

- Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a [status icon](#) before their name.



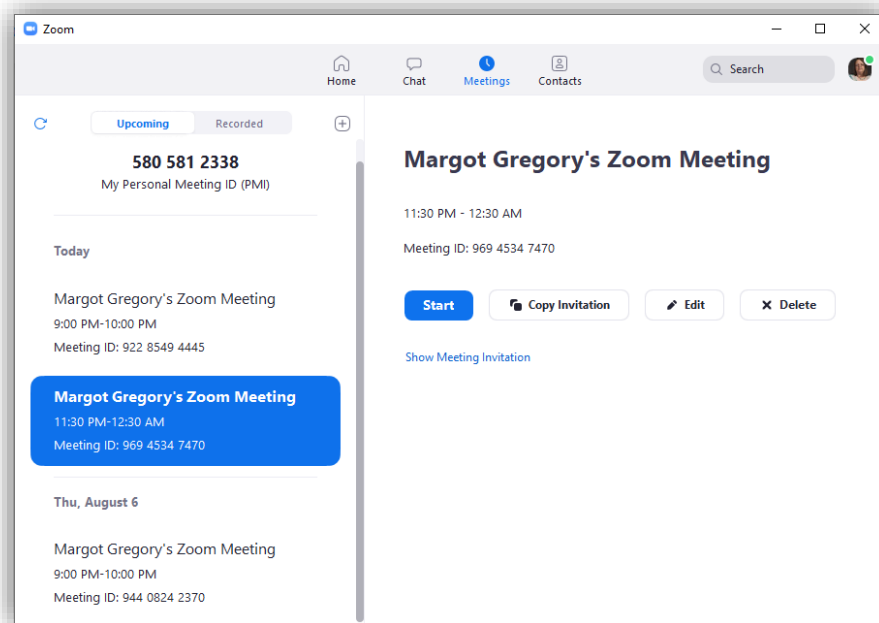
- Under **Recent**, click a [channel](#) (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.
- After selecting a contact or channel in the left-side panel, you can use these features in the chat window:





- Star icon ☆: Add the contact or channel to your [starred list](#), giving you quick access to those contacts or channels.
- Video icon 📹: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.
- New window icon 🗑️ (hover your pointer over the contact or channel name to display this icon) : Opens the selected chat in a new window.
- Info icon ⓘ: View additional options for the contact or channel. Also gives you quick access to files, images, and [starred messages](#) in the selected chat.
- Message box: Compose and send messages to your contact or channel. You can also send [screenshots](#), [files](#), [code snippets](#), and [animated GIFs](#).

ZOOM Meetings

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.

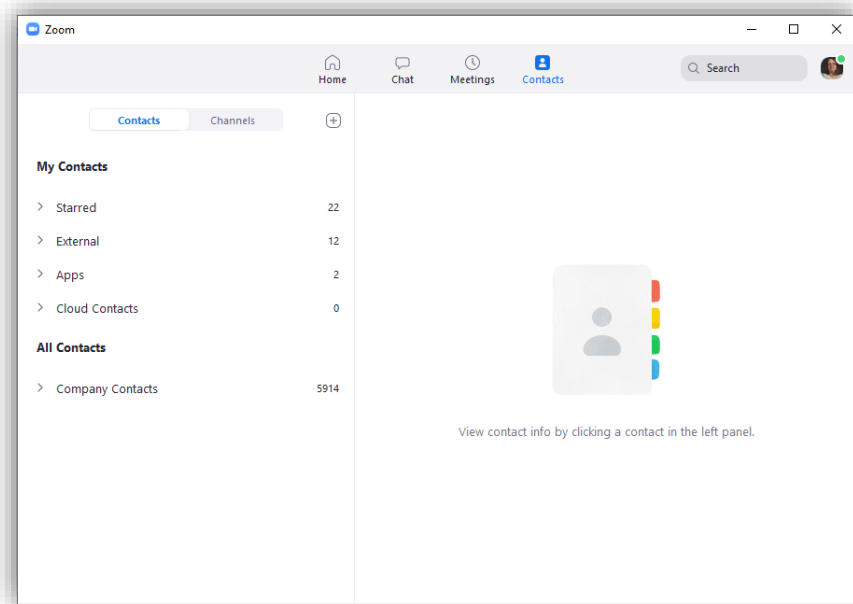


You can click the following options after selecting a scheduled meeting in the left-side panel:

- Add icon : [Schedule a new meeting](#).
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- **Start:** [Start the scheduled meeting](#) that you have selected in your upcoming meetings.
- **Copy Invitation:** Copy the scheduled meeting's [invitation text](#), allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit:** Edit the [meeting options](#) for your scheduled meeting.
- **Delete:** Permanently delete your scheduled meeting.

Contacts

Select the Contacts tab to view and manage your contacts.



- **Directory** tab: View a directory of all your contacts, including [starred](#), external, and [auto answer](#) contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.
- **Channels** tab: View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- Add icon (+): Show options for [contacts](#) and [channels](#). You can add a contact, create a contact group, create a channel, or join a channel.

In-Meeting Controls

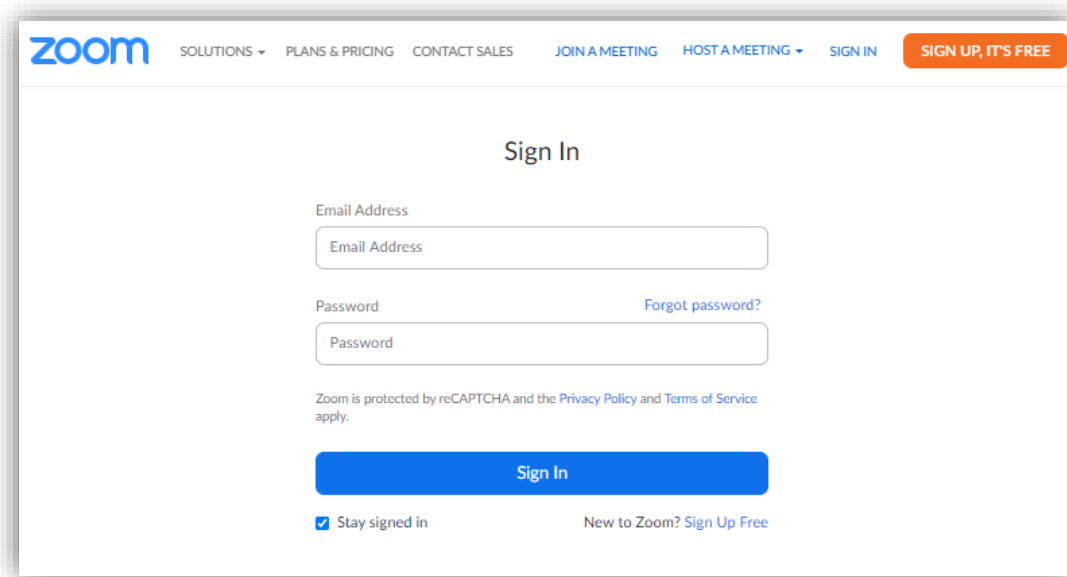
Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for [hosts](#), [co-hosts](#), and [attendees](#). You can also [join a test meeting](#) to familiarize yourself with meeting controls before joining a scheduled meeting.

Schedule a Recurring Meeting

Go to <https://zoom.us/>

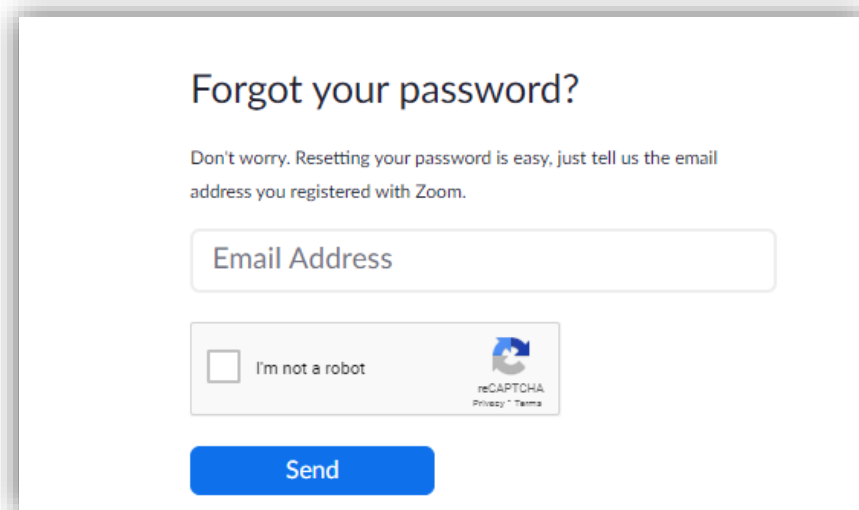
Select [SIGN IN](#).



The screenshot shows the Zoom website's sign-in page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent orange button says "SIGN UP, IT'S FREE". The main heading is "Sign In". Below it are two input fields: "Email Address" and "Password". A link for "Forgot password?" is next to the password field. A blue "Sign In" button is centered below the fields. At the bottom, there is a checked checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free". A small disclaimer at the bottom states: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply."

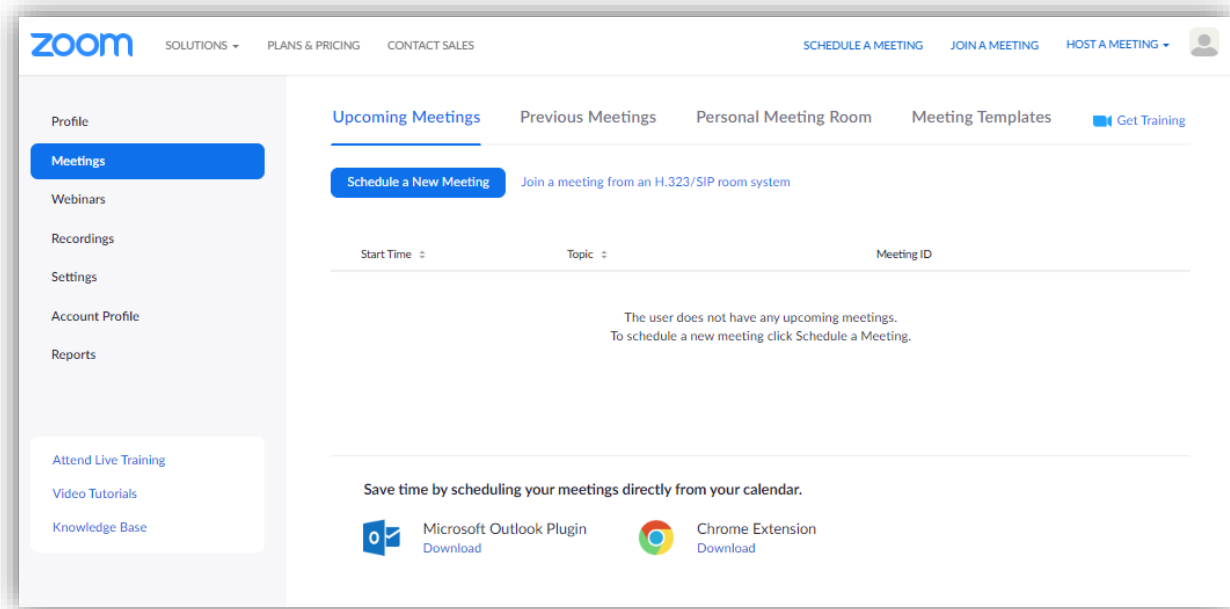
Enter your Cameron University email address and password.

If you are unable to remember your password choose [Forgot password?](#) And enter your CU email address in the provided field. Check **I'm not a robot** and click Send. A password reset link will be sent to your CU email account.



The screenshot shows the "Forgot your password?" page. The heading is "Forgot your password?". Below it is a message: "Don't worry. Resetting your password is easy, just tell us the email address you registered with Zoom." There is an "Email Address" input field. Below the field is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo and links for "Privacy" and "Terms". A blue "Send" button is at the bottom.

Once you are logged in to your Zoom account select Meetings from the Menu located on the left hand side of the screen. This will take you to the Meetings Page.



Select Schedule a **New Meeting**. (See the example at bottom page)

- **Topic:** Enter the Course number and CRN.
- *Entering the course number and CRN will aid in identifying archived course recordings.*
- **Description (Optional):** Enter the course title.
- **When:** Enter the course start date and time.
- **Duration:** For a 1hr 15min course set the duration for 1 hr 30min
- **Time Zone:** Central Time
- Select Recurring meeting
- **Recurrence:** Weekly
- **Repeat every:** 1 week
- **Occurs:** Check the meeting Days
- **End date:** Select the semester end date
- **Registration:** Leave Unchecked
- **Security:** Select Passcode and enter a password
- **Video:** Select On for both Host and Participant.
- **Audio:** Select Both
- **Meeting Options:**
 - Select Enable join before host

If you would like to record your meeting select **Record the meeting automatically** and check **In the Cloud**. *Your recording will be automatically copied into your Zoom folder in Panopto.*

Select Save

See Example Below.

Schedule a Meeting

Topic

PS3633_18129

Description (Optional)

American Political Thought - 02:00-03:15pm - MW - 16

When

08/17/2020



2:00



PM



Duration

1



hr

30



min

Time Zone

(GMT-5:00) Central Time (US and Canada)



Recurring meeting Every week on Mon, Wed, until Dec 11, 2020, 34 occurrence(s)

Recurrence

Weekly



Repeat every

1



week

Occurs on



Sun



Mon



Tue



Wed



Thu



Fri



Sat

End date



By

12/11/2020



After

7



occurrences

Registration

Required

Security

Passcode

855719

Waiting Room

Video

Host



on



off

Participant



on



off

Audio

Telephone

Computer Audio



Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

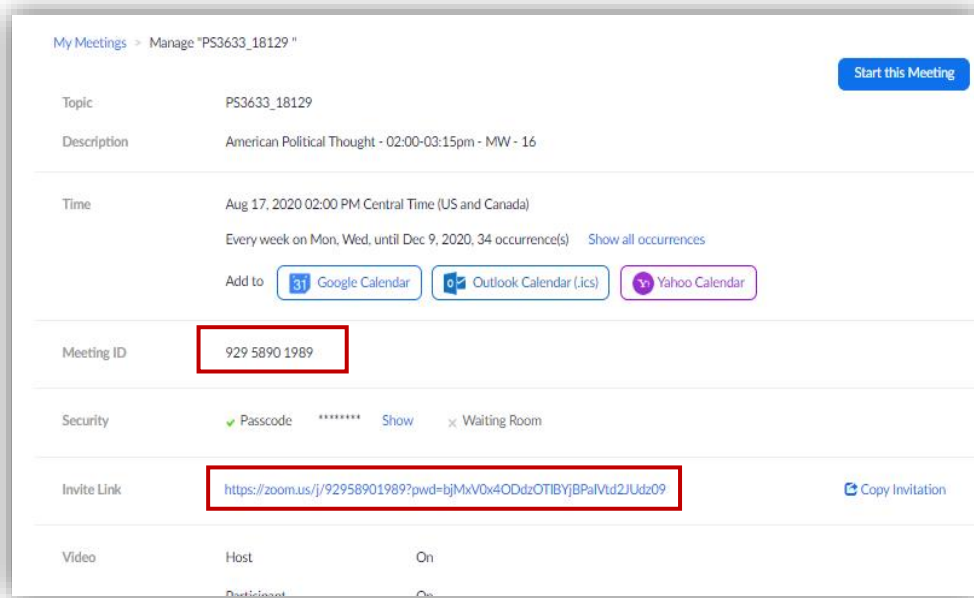
Only authenticated users can join

Record the meeting automatically On the local computer In the cloud

Once you saved the meeting settings you need to provide the **Meeting ID or Invite Link** and **password** to the students.

You can copy the URL and add it into your course menu as a web link or you can choose to copy the invitation and email it to the students. If you create the web link in the course menu in your blackboard course remember to also provide the password to the students.

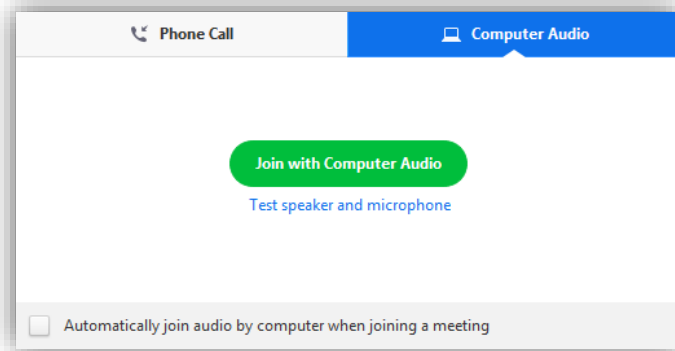
See Example below.



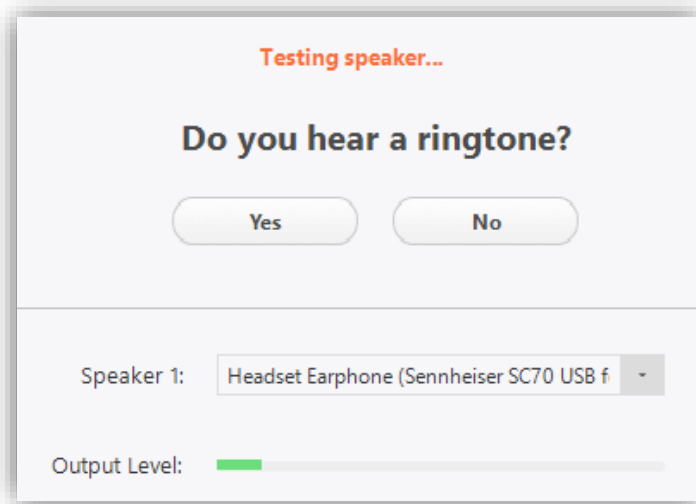
Testing Audio before Joining a Meeting

If you haven't enabled the [setting to automatically join by computer audio](#), you can test your speaker and microphone before joining a meeting:

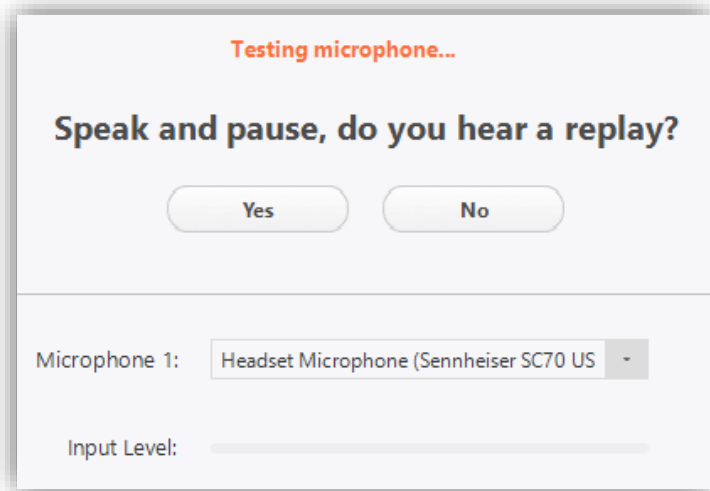
1. After [joining a meeting](#), click **Test speaker and microphone**.



2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



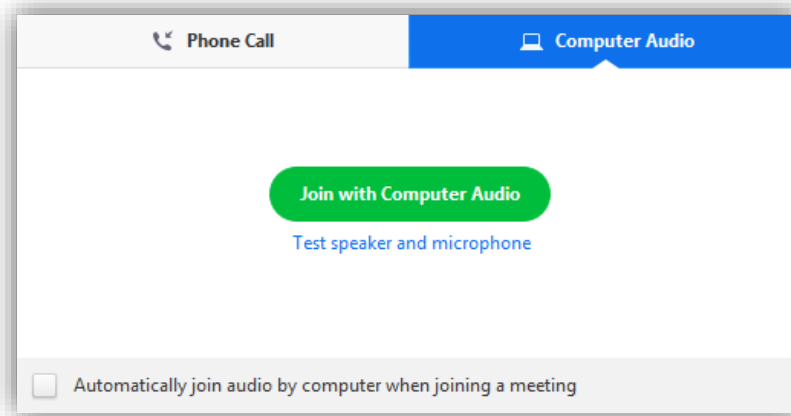
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



4. Click **Join with Computer Audio**.



5. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.



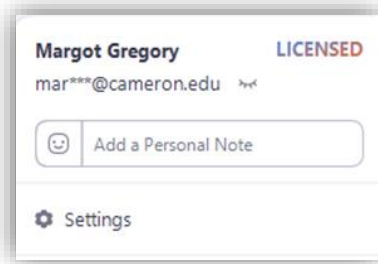
Testing Audio Using Audio Settings

To test your audio, navigate to your audio settings before or during a meeting:

Before a meeting

1. Log in to the Zoom client.

2. Click your profile picture then click **Settings**.



3. Click the **Audio** tab.

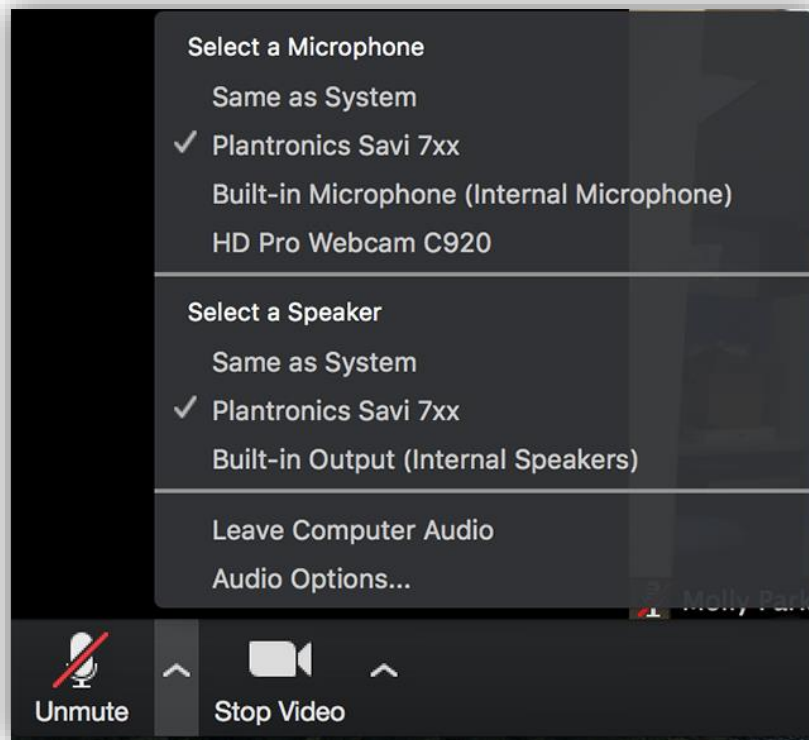


4. Follow the sections below to test your [speaker](#) or [microphone](#).

During a Meeting

You can access your audio settings and test your audio when you are already in a meeting.

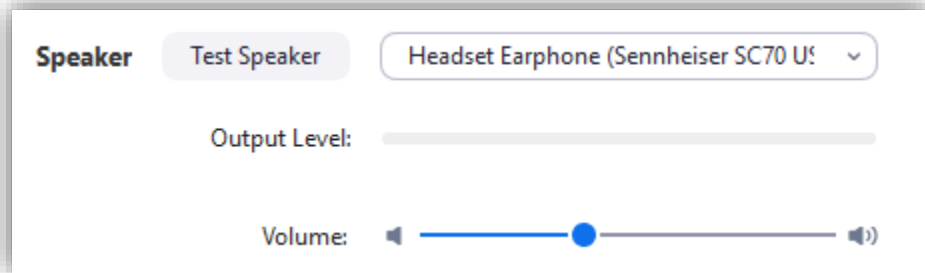
1. In the meeting controls, click the arrow next to **Mute/Unmute**.



2. Click **Audio Options**. This will open your audio settings.

Testing your Speaker

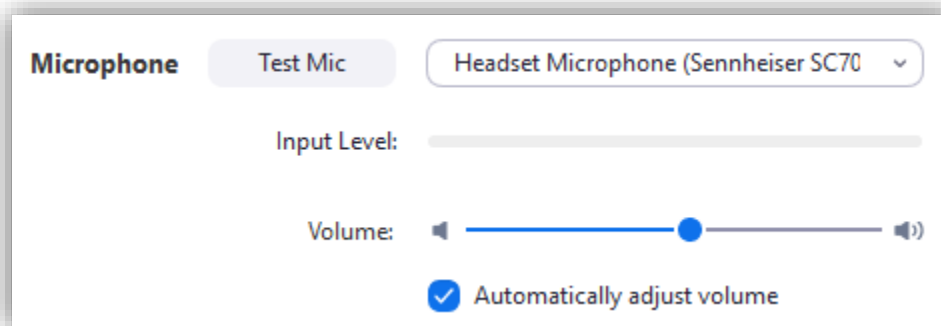
1. Click **Test Speaker** to play a test tone.
2. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.



[Learn more about audio settings.](#)

Testing your Microphone

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



[Learn more about audio settings.](#)

Microphone Troubleshooting

- If you are on on Mac OS 10.14 Mojave or earlier and can't access the microphone, check your operating system permissions to confirm that Zoom has access to the microphone. [See Using the Zoom Client and Zoom Rooms with Mac OS 10.14 Mojave for more information.](#)

- If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to **Microphone privacy settings**. Switch on the **Allow apps to access your microphone** toggle, and enable access for Zoom.

Joining a Meeting

[Join a Meeting - Instructional YouTube Video](#)

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [the Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

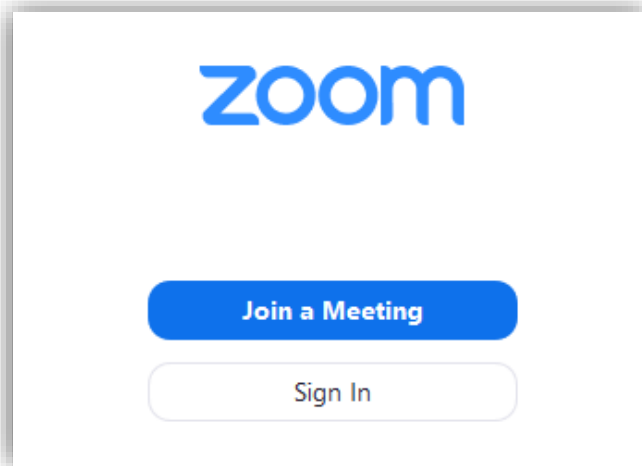
You can also [join a test meeting](#) to familiarize yourself with Zoom.

Prerequisites

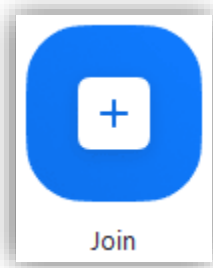
- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting.



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then click **Join**.



3. Enter the [meeting ID](#) number and your display name.

- If you're signed in, change your name if you don't want your [default name](#) to appear.
- If you're not signed in, enter a display name.

A white dialog box titled "Join a Meeting" in bold black text. It contains a text input field with the placeholder "Meeting ID or Personal Link Name" and a dropdown arrow. Below this is another empty text input field. There are two radio button options: "Do not connect to audio" and "Turn off my video". At the bottom, there are two buttons: "Join" and "Cancel".

4. Select if you would like to connect audio and/or video and click **Join**.

Host and co-host controls in a meeting

Host controls allow you as the host to control various aspects of a Zoom meeting, such as managing the participants.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must [assign a co-host](#). There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start [closed captioning](#) and assign someone or a third-party to provide closed captioning

- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

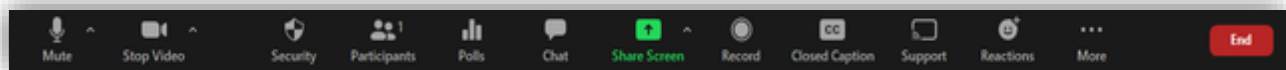
Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#).

Prerequisites

- Host permission in the meeting, or co-host permission ([set by the host](#))
- Zoom desktop client for Mac, PC, Chrome OS or Linux
- Zoom mobile app for iOS or Android



The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
 - Audio controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Security:** Access [in-meeting security options](#).
- **Manage Participants:** Opens the window to [manage participants](#) and [invite others to join the meeting](#).
- **Polling:** Allows you to create, edit, and launch your [polls](#). The options to create or launch polls will open up the Zoom web portal in your default browser.

- **Share Screen:** Start [sharing your screen](#). You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
 - **Screen Share controls** (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

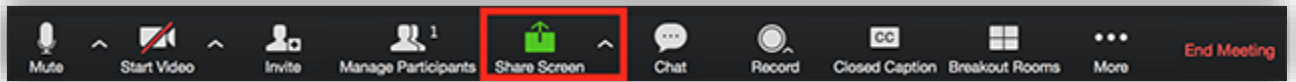
Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

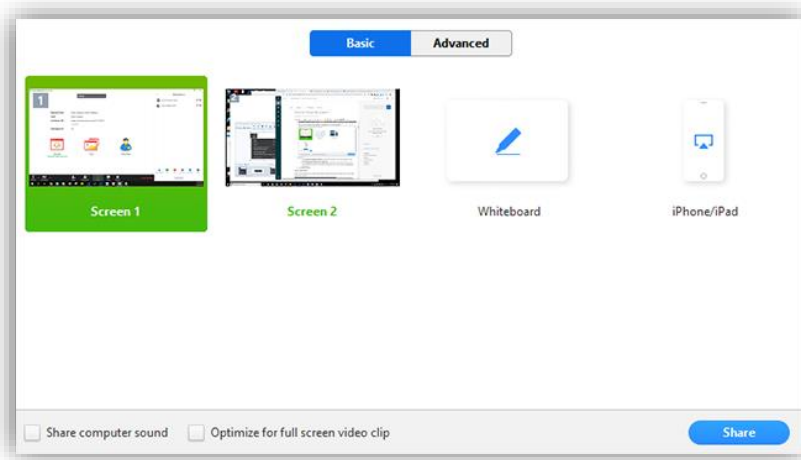
- **Chat:** Access the chat window to [chat with the participants](#).
- **Record:** Start or stop a [cloud](#) or [local](#) recording.
- **Closed Caption** (only available to the host): If you have enabled [closed captioning](#) for your account, click here to access the closed caption options.
- **Breakout Rooms** (only available to the host): Start [breakout rooms](#).
- **More:** Clicking on **More** will give you access to additional options.
 - **Live on Workplace by Facebook:** Broadcast your meeting live on [Workplace by Facebook](#).
 - **Live on Custom Live Streaming Service:** Broadcast your meeting live on a [custom streaming platform](#).
- **End** (only available to the host): Display the following two options.
 - **End Meeting for All:** End the meeting for yourself and all participants.
- **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

Sharing your screen



Click the Share Screen button located in your meeting controls.

1. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).



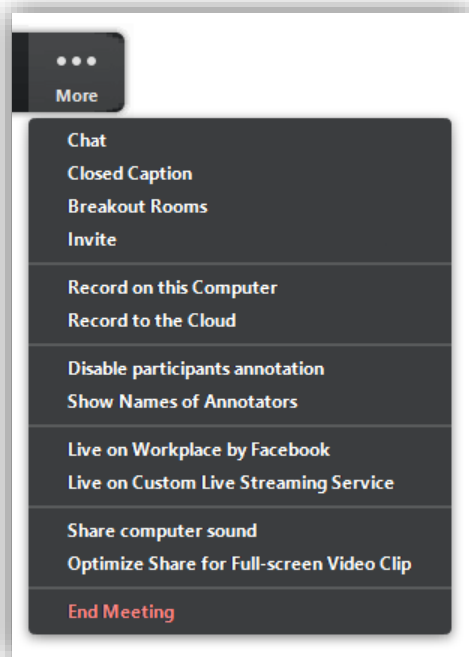
2. (Optional) Enable these features:
 - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
 - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
3. Click **Share**.
 - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
 - To disable automatic full screen when viewing a shared screen, disable this option in your [desktop client settings](#): **Enter full screen automatically when a participant shares screen**.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Start or stop your in-meeting video.
- **Participants/Manage Participants:** View or [manage the participants](#) (if the host).
- **New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share:** Pause your current shared screen.
- **Annotate / Whiteboard:** Display [annotation tools](#) for drawing, adding text, etc.
- **More:** Hover over more for additional options.



- **Chat:** Open the chat window.
- **Invite:** [Invite others](#) to join the meeting.

- **Record:** Start recording [locally](#) or [to the cloud](#).
- **Allow/Disable participants annotation:** Allow or prevent the participants from [annotating on your shared screen](#).
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.

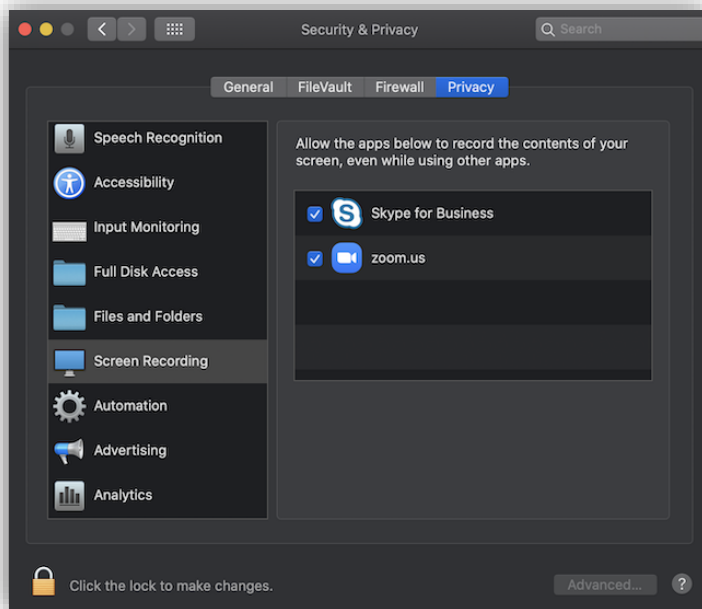


- **Live on Workplace by Facebook:** Share your meeting or webinar on Workplace by Facebook. [Learn more about live-streaming a webinar.](#) [Learn more about live-streaming a meeting.](#)
- **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode.
Note: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.
- **End Meeting:** Leave the meeting or end the meeting for all participants.

Using dual monitors

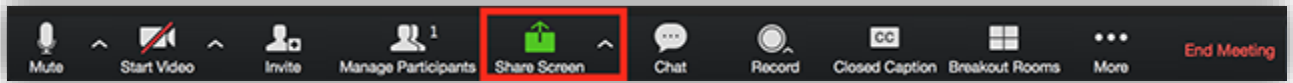
If you are using a dual monitor set-up, you can turn on the [Use Dual Monitors](#) feature to see the screen sharing on one monitor and participants on the second.

Note: On Mac OS 10.15 Catalina, you need to allow Zoom access to screen recording to share your screen. You can do this in your **System Preferences > Security & Privacy > Privacy > Screen Recording**. Check the option for **zoom.us**. [Learn more.](#)

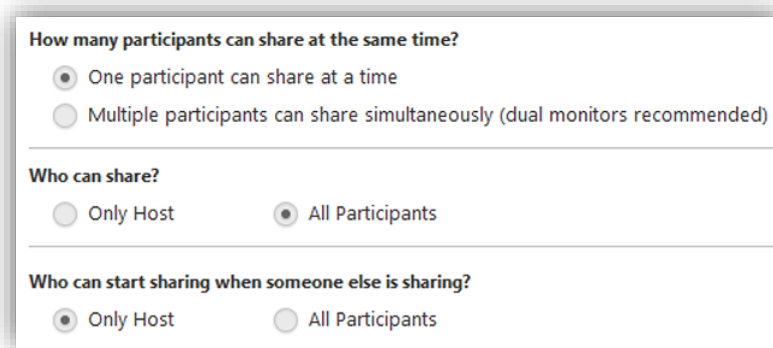


Changing sharing settings in a meeting

1. Click the arrow next to **Share Screen**.



2. Click **Advanced Sharing Options**.
3. Click the radio button for **All Participants**.



Enabling sharing for all participants in the meeting

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Settings**.
3. Under **In Meeting (Advanced)**, click the option for **All Participants**.



Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.