



# Mississippi University for Women

Center for Teaching and Learning

Spring 2019

## Zoom Video Conferencing Getting Started

### Objectives

- Signing In
- Home Screen
- Setting Options
- Meeting Options



Zoom is the leader in modern enterprise video communications, with a secure, easy cloud platform for video and audio conferencing, messaging, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms.

## Contact Us For Help

The Connie & Tom Kossen Center for Teaching and Learning is dedicated to the goal of providing assistance to faculty with instructional technology. We are currently located on the Second Floor of the Library. Instructors may choose to come by at their convenience or by appointment. Our office is open from 8:00 am to 5:00 pm.

## Instructor

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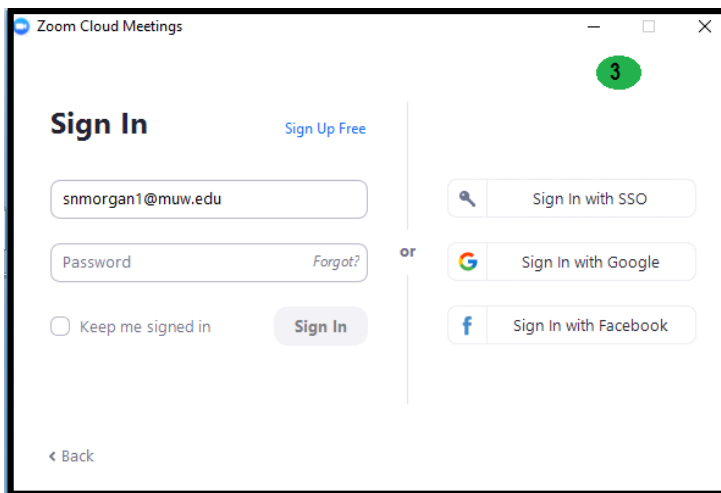
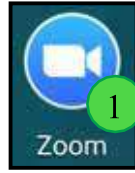
Center for Teaching and Learning

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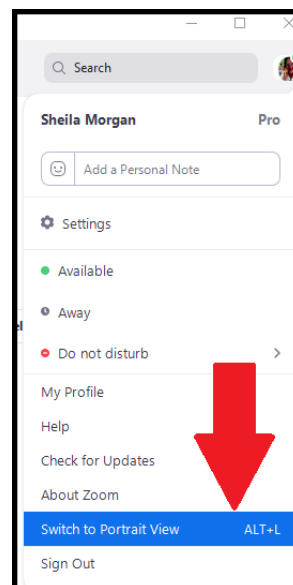
## Zoom Application Sign In

1. **Double** click the **Zoom** icon on your desktop.
2. Click [Sign In](#).
3. Enter your MUW email address and password and click **Sign In**.



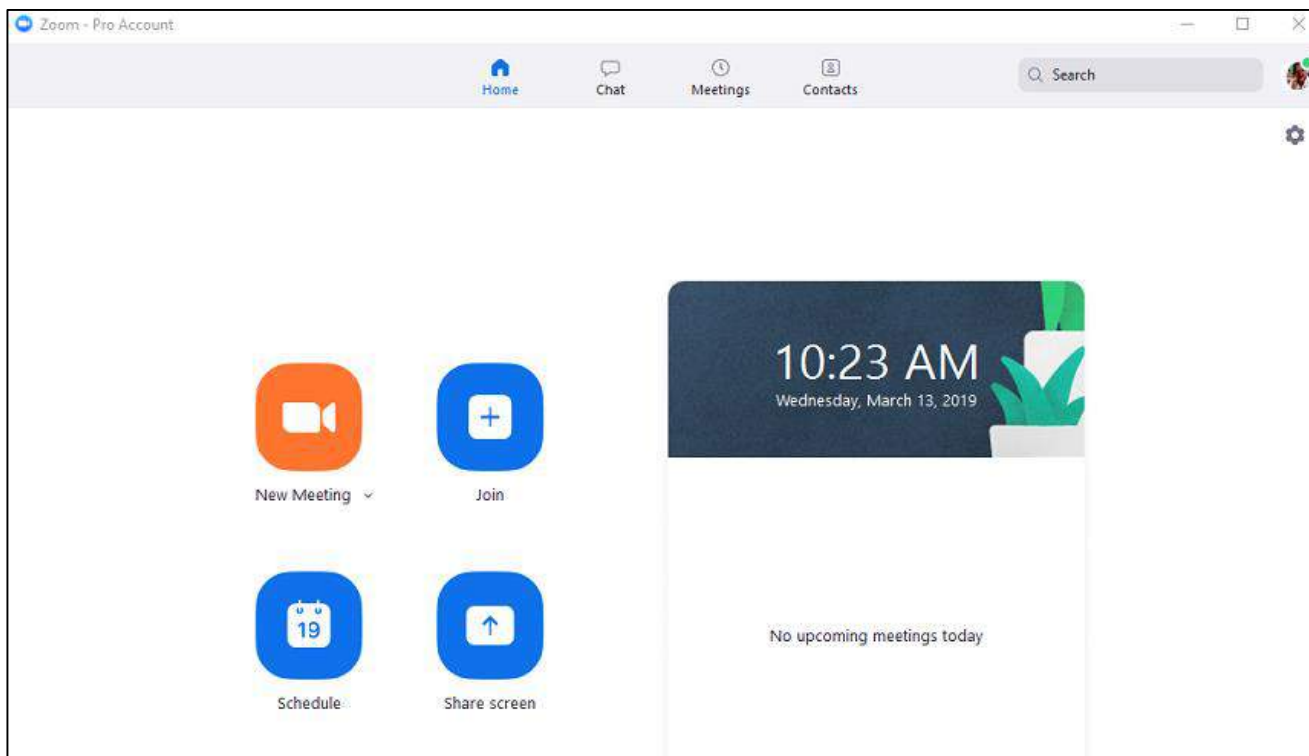
## Desktop App Home Screen Views: Landscape vs. Portrait

In this tutorial, consider both Landscape and Portrait views to navigate this application. We begin the tutorial using Landscape view, but if you prefer using the Portrait view, click on your profile icon and select **Switch to Portrait View**.



Once you have logged in to [Zoom](#), you will see the main dialog box as shown below. The default tab is "Home". Again, you may switch to the Portrait view by choosing your profile icon in the top right portion of the page and select Switch to Portrait view. Also, in this area; you can check for updates, switch accounts and logout.

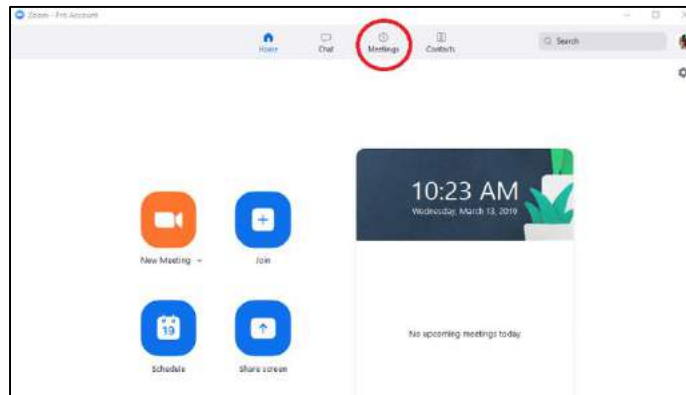
### Landscape View opens on the homepage:



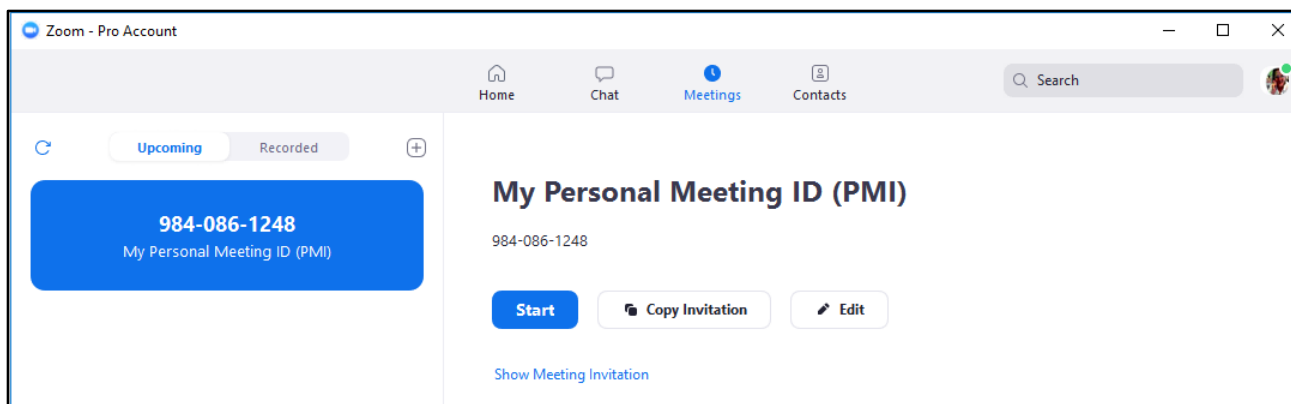
In the Landscape view, you can:

- View what type of account you are logged in with; we have a Pro account; in top left portion of page.
- Click on New Meeting to **Start with Video**
- Click on **Join** to join a meeting that has already been started
- Click on **Schedule** to set up a future meeting
- Click **Share Screen** to share your screen in a Zoom Room by entering in the sharing key or meeting ID

**Meetings:** Select "Meetings" to view, start, edit, and delete your personal meeting ID, scheduled meetings, and recorded meetings. Click here for more information on [Personal Meeting ID\(PMI\)](#).



## Personal Meeting ID Information



You can:

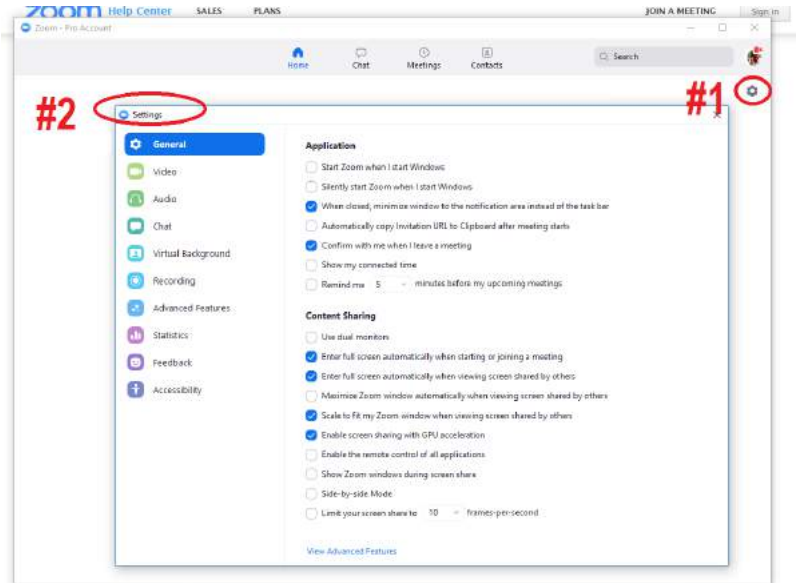
- **Start:** Selecting **start** will start the pre-scheduled meeting that you have listed in your upcoming meetings.
- **Edit:** You can **edit** or update your scheduled meeting.
- **Delete:** Selecting **delete** will permanently delete your scheduled meeting.
- **Copy:** Here you can **copy** your scheduled meeting(s) invitation text and manually paste into an email, IM, SMS etc.

**Note:** if you do not see your scheduled meeting, click the refresh tab in the upper right-hand corner to update/refresh the meeting list.

**Zoom Settings:** Find the Settings option by clicking on **gear icon (#1) in the right portion of the screen**, you will have the following options:

- **General #2:** You can select default preferences
- **Audio:** You can test, select and adjust your speakers, and microphone
- **Video:** You can test and select your video camera
- **Feedback:** We welcome any questions, comments, or feedback
- **Recording:** Here you can browse/open your stored recordings (all recordings are stored on your local device/computer)

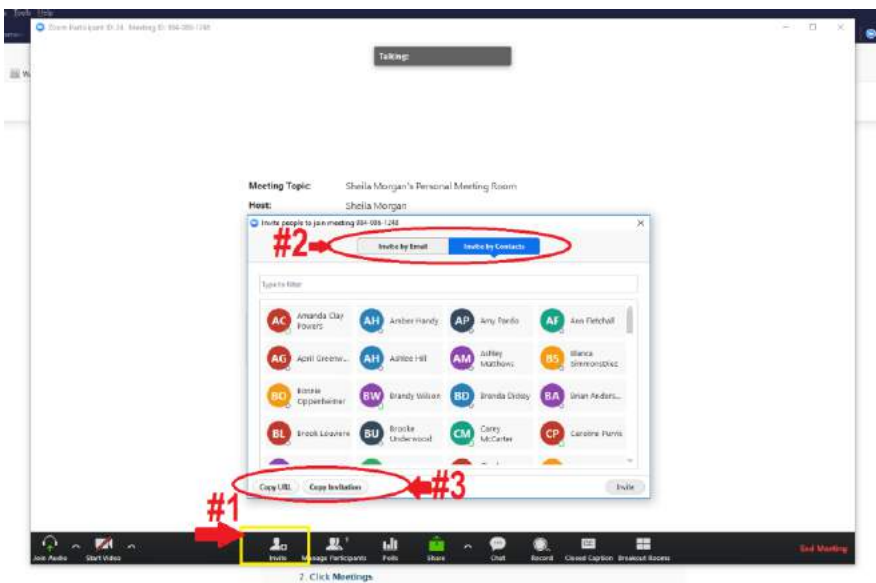
- **Account/Pro account:** Here you can upgrade your account to PRO and manage your account details ([learn more](#))



**Meeting Features:**

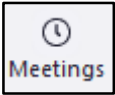
You can:

- **#1-** Invite more people to join by **#2** email, IM, or by **#3** copying the URL or copying the invitation

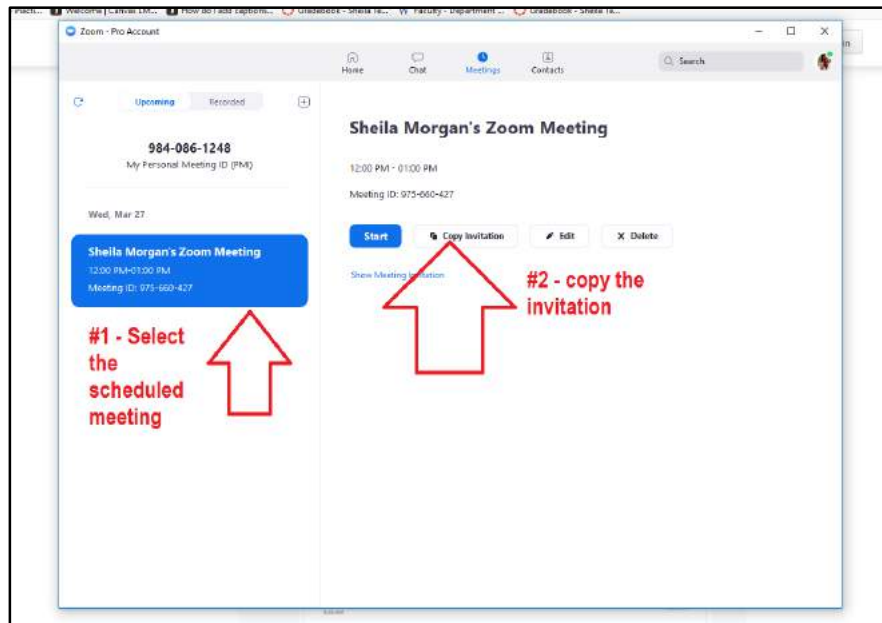


## Scheduled Meeting Invite:

- Log in to the Zoom application.
- Click **Meetings**.

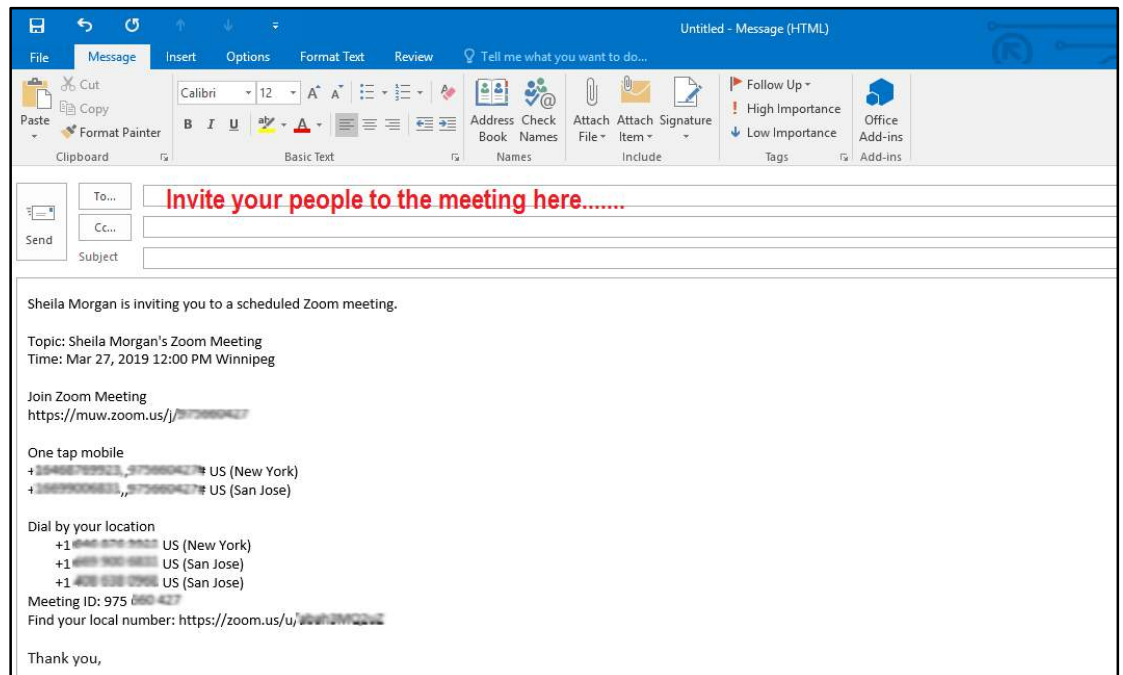


- **#1** -Select the meeting that you want to invite others to
- **#2** - Click **Copy Invitation**.



The meeting invitation will be copied and you can paste that information into an email or anywhere else you would like to send it out.

See an Outlook calendar example for scheduling below:





## Channel or private chat - Getting Started With Channels (Group Messaging)

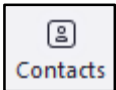
Channels allows you to easily create private or public groups, send group chats, files, screen captures, images and start an instant group meeting with or without video. You can use group messaging on Mac, PC, iOS and Android devices running Zoom.

### Prerequisites

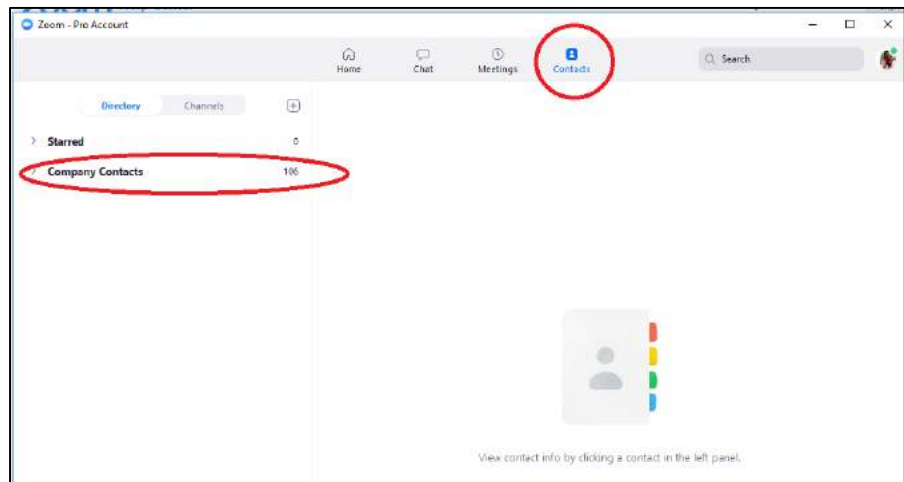
- Zoom desktop client for Mac, PC, or Linux
- Zoom mobile app for iOS or Android

### Viewing and Joining Channels

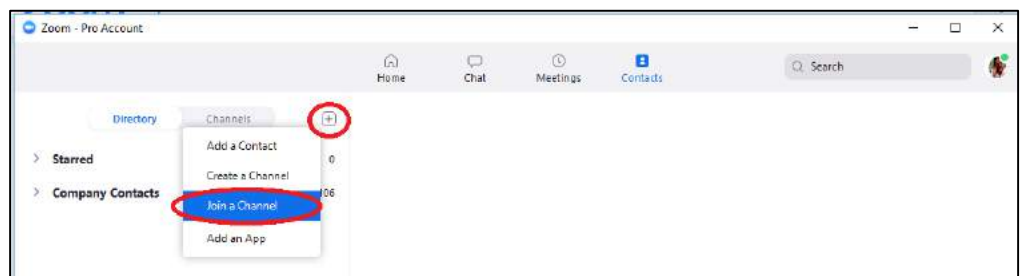
1. Log in to the Zoom client.
2. Click **Contacts**.



3. Click **Channels** to see a list of channels you currently belong to.



4. Click the plus icon (+), then click **Join a channel** to view a list of channels you can join.



## Starring a Channel


You can put a star on important channels, placing them under **STARRED** in your chat panel and allowing you to quickly view them later on.

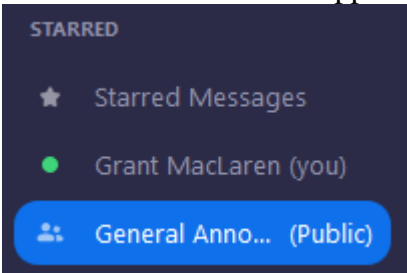
1. Log in to the Zoom client.
2. Click **Chat**.



3. Click the channel you want to star.

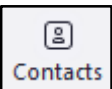



4. Click the star icon .
- The starred channel will appear in the **STARRED** section of the chat panel.



## Creating a Channel

1. Log in to the Zoom client.
2. Click **Contacts**.



3. Click **Channels** to see a list of channels you currently belong to.
4. Click the plus icon , then click **Create a Channel**.

5. Enter the required information to create a new channel:

## Create a Channel

**Channel Name**

**Invite Members** (optional)

Private - Invited members only

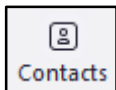
Public - Anyone in your organization can join

- **Channel Name:** Enter a display name to help others identify your channel.
  - **Invite members:** Enter a name to search for people to invite, then click the name to add them to the invite list.
  - Select the privacy setting for your channel:
    - **Private:** Only invited people can join your channel.
    - **Public:** Anyone in your organization can join your channel.
6. Click **Create Channel**.

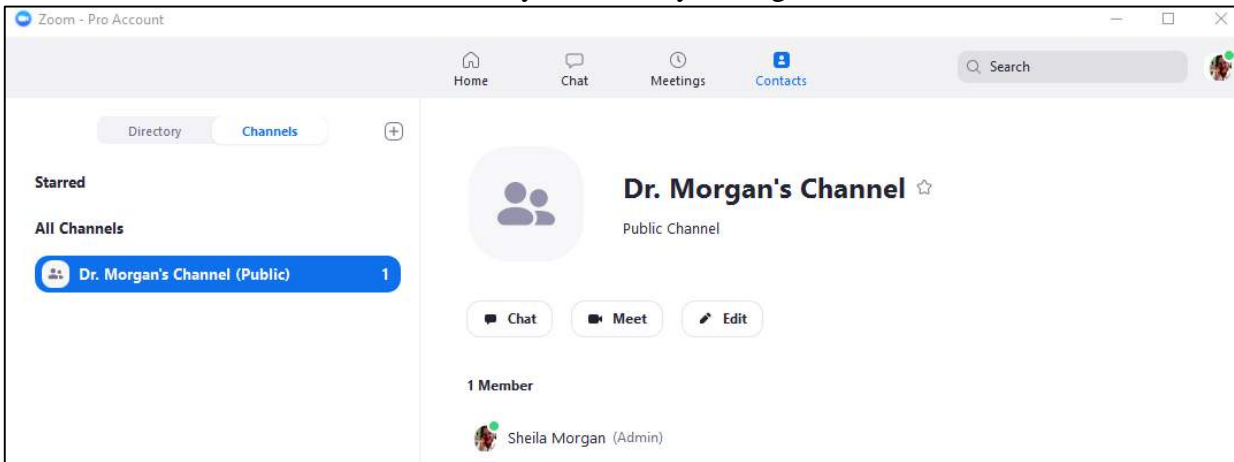
### Editing a Channel

If you created a channel, you can change its name and change channel privacy settings.

1. Log in to the Zoom client.
2. Click **Contacts**.



3. Click **Channels** to see a list of channels you currently belong to.



4. Select the channel that you created, then click **Edit**. You will be able to edit the channel if you are listed as an **Admin**.
5. You can change the following channel settings:

## Edit Channel

**Channel Name**

**Channel Type**

Private - Invited members only

Public - Anyone in your organization can join

**Privacy**

Members in your organization only

New members can see message history

- **Channel Name:** Enter a display name to help others identify your channel.
- **Channel Type:** Select the channel type.
  - **Private:** Only invited people can join your channel.
  - **Public:** Anyone in your organization can join your channel.
- **Privacy:** Adjust privacy settings.
  - **Members in your organization:** Only allow members of your organization to be invited to the channel. This option is only available if your channel is **Private**.

- **New members can see message history:** New members can see chat messages made before they join.

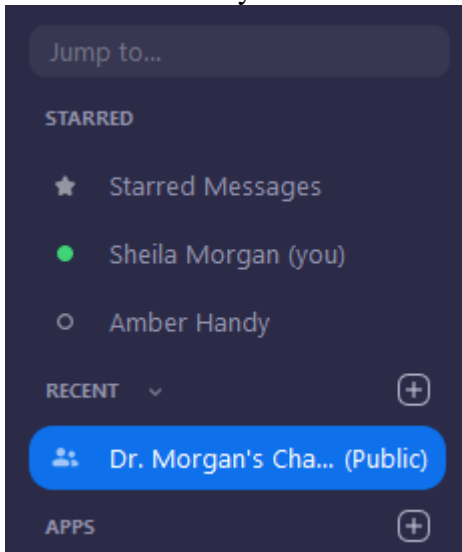
6. Click **Save Changes**.

## Inviting Members to a Channel

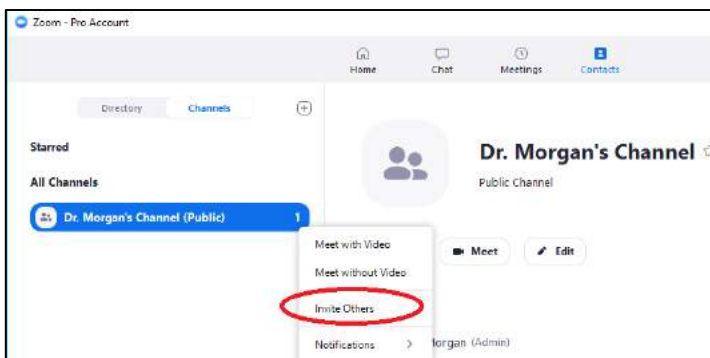
1. Log in to the Zoom client.
2. Click **Chat**.



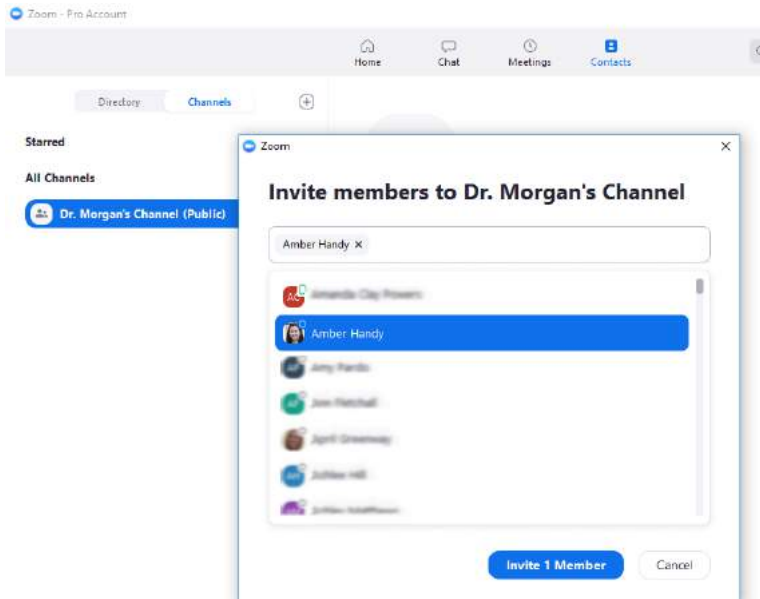
3. Click the channel you want to invite members to.



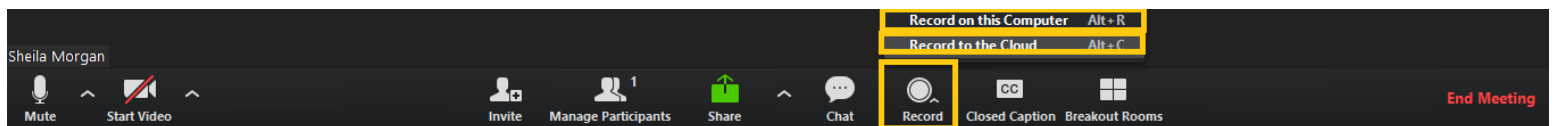
4. Right click the channel title, then click **Invite Others**.



- Use the text box to search for members, select the members you want to invite, then click **Invite Members**.



**Record** your meeting to the computer or to the cloud.



Manage participants - Host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants.

### For Windows:

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 and unmute your microphone.
- **Audio Controls (via the ^ arrow 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 and stop your own video.
- **Video Controls (via the ^ arrow 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.
- **Invite:** Invite others to join your meeting. [Read more about inviting participants.](#)
- **Manage Participants:** This opens up the Participants window. [Read more about managing participants.](#)

- **Polling:** This 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. [Read more about meeting polling.](#)
- **Share Screen:** Click on this to start a screen share. You will be able to select the desktop or application you want to share. [Learn more about screen sharing.](#)
- **Screen Share Controls (via the ^ 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)

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**Who can share?**

Only Host       All Participants

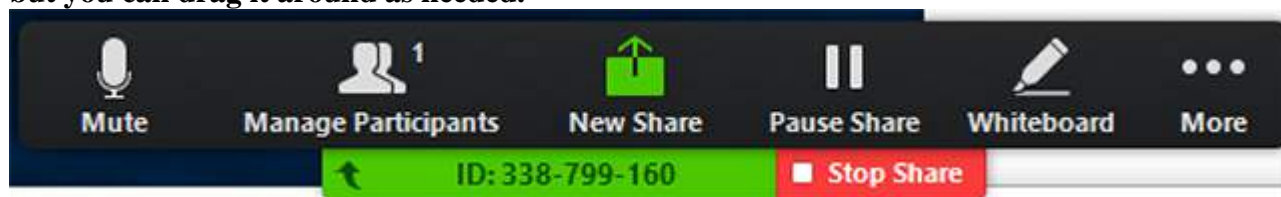
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**Who can start sharing when someone else is sharing?**

Only Host       All Participants

- **Chat:** Access the chat window to chat with the participants. [Read more about in-meeting chat.](#)
- **Record:** Start or stop a cloud or local recording. [Read more about local recording.](#) [Read more about cloud recording.](#)
- **Closed Caption:** If you have enabled closed captioning for your account, click here to access the closed caption options. [Read more about closed caption.](#)
- **Breakout Rooms:** Start breakout rooms. [Read more about breakout rooms.](#)
- **More:** Clicking on More will give you access to additional options.
  - **Live on Workplace by Facebook:** Click this to take your meeting live on Workplace. [Read more about going live on Workplace by Facebook.](#)
- **End Meeting:** This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

When you are screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.



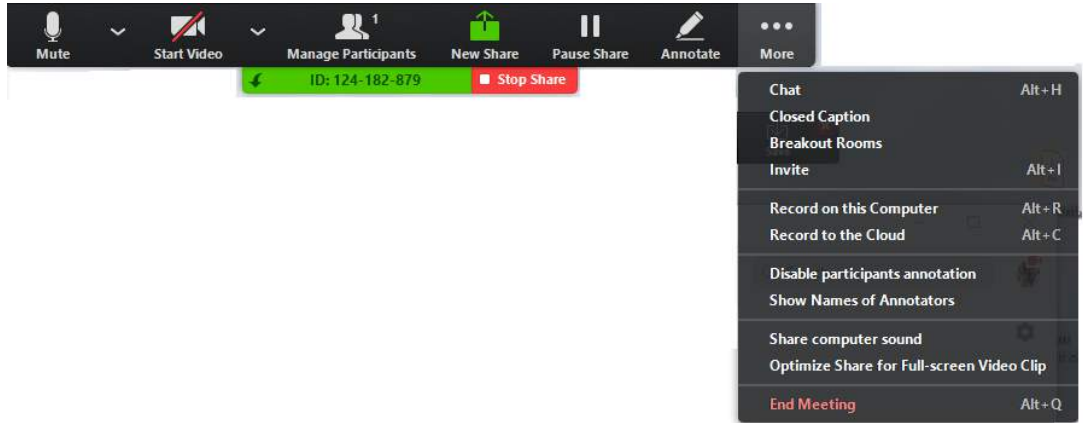
- **New Share:** You can click on **New Share** to start a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing, as you can only share one screen at a time.
- **Pause Share:** This will pause your current share and not show any changes to your screen until you choose Resume Share.

- **Annotate:** This will allow you to annotate on your shared screen. It will open up the annotation options.



- **More:** In addition to the Invite, Recording, and Live Streaming options, the options for Chat, Closed Caption, video and audio settings and ending the meeting move under More. There are also new settings specific to screen sharing.

- **Disable/Enable Attendee Annotation:** If you want to prevent the attendees from being able to annotate on your screen share, select this option.

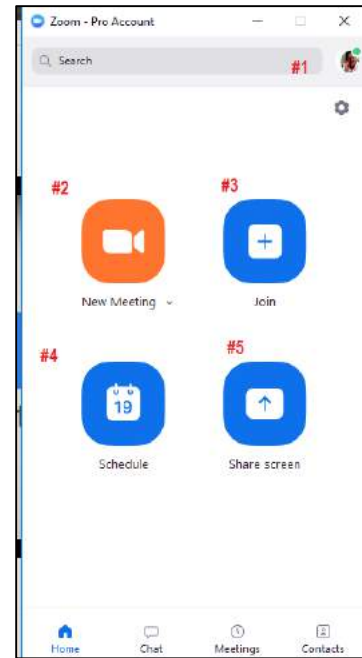


- **Hide Video Panel:** When you are screen sharing, the video will be in a moveable window. If you want to hide the video panel, select this option.
- **Optimize for full-screen video clip:** If you are sharing a video clip in full screen (not your live camera feed), we recommend checking this option.
- **Stop Share:** Select this to stop your screen share.
- **End Meeting option located at the edge of the right hand side of the bottom screen.**



## Portrait View

1. View in Settings the settings for your Zoom meetings. This includes Audio, Video, General (Application, Content Sharing, and Instant Message), Feedback, Recording, Account Type (Basic, Pro, etc.), and Statistics (Overall, Audio, Video, and Screen Sharing). See Home Screen: Settings for more details.
2. Click **New Meeting** and choose whether video will be used or **not** to start a meeting sharing your "desktop" or "application".
3. Click **Join** to join a meeting that has already started.
4. Click **Schedule** to set up a future meeting.
5. Click **Share Screen**

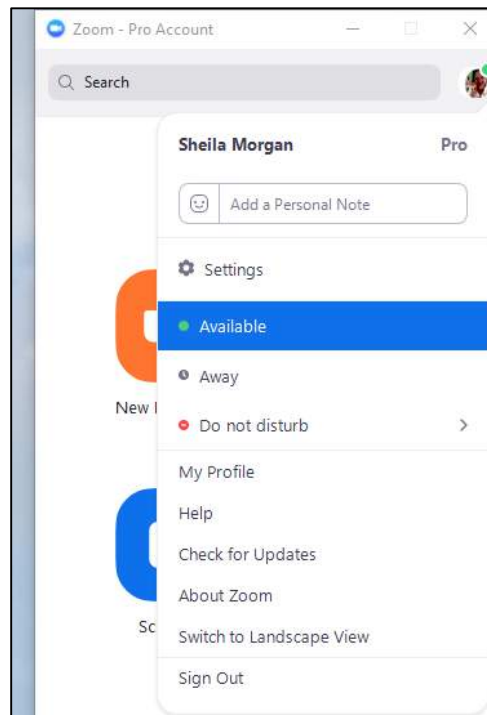


## Portrait View Home Screen Drop-Down Menu

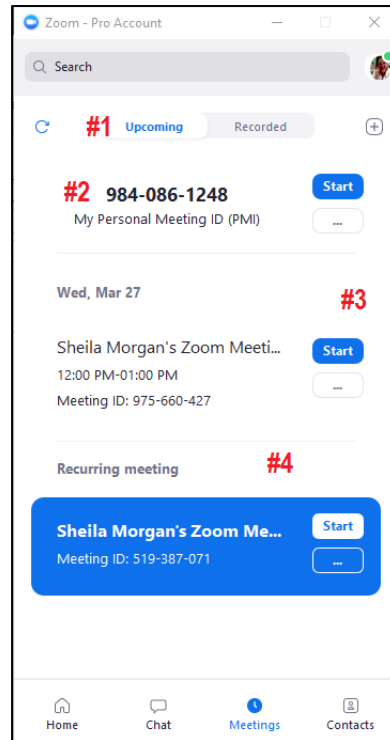
From the Home Screen drop-down menu, you can:

- Set your availability to Available or Busy.
- Change your account picture.
- Check for updates to Zoom.
- Get help using Zoom.
- Switch to another Zoom account
- Log out or exit Zoom.

## Home Screen: Upcoming Meetings

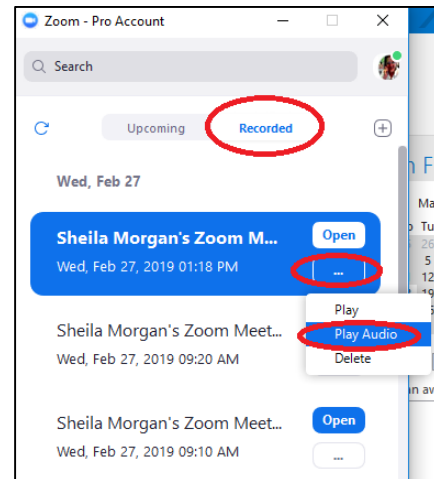


1. View **Upcoming** or **meetings you have Recorded**.
2. View your **Personal Meeting ID (PMI)**.
3. For **Scheduled Meetings**, you can:
  - Start the meeting
  - Edit the meeting settings.
  - Delete the meeting.
  - Copy the meeting invitation.
4. For **Recurring Meetings**, you can:
  - Start the meeting
  - Edit the meeting settings.
  - Schedule the meeting in Outlook or Google Calendar, or, copy the meeting invitation to send via email or message.



## Home Screen: Recorded Meetings

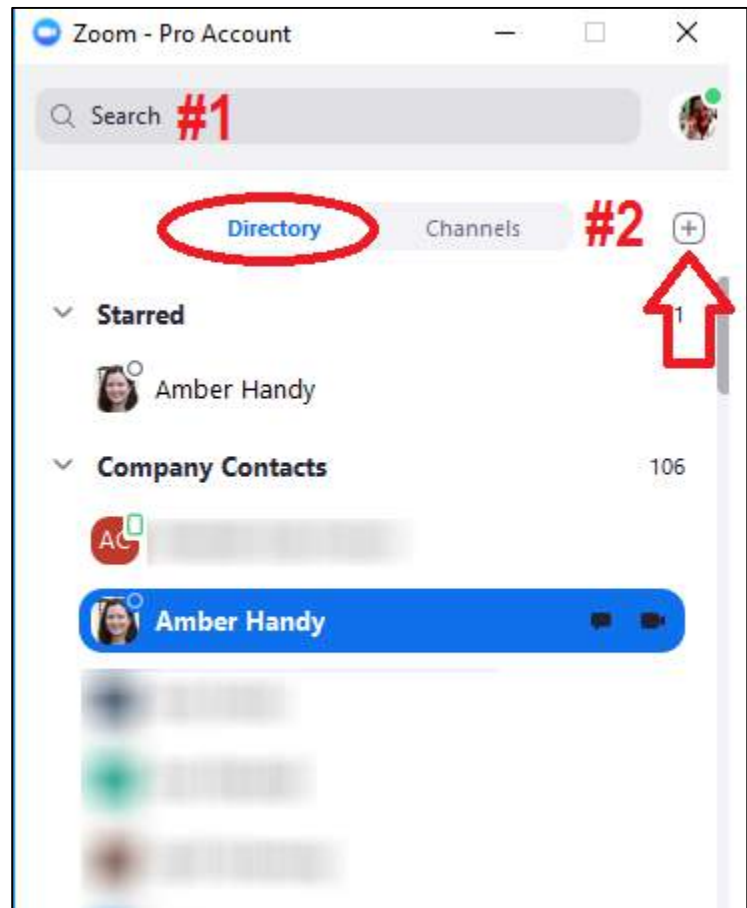
1. When you click **Recorded meetings**, you can:
  - Play the recording with both video and audio.
  - Play Audio plays the audio part of the meeting. It will not play the video if there is any for the meeting.
  - Open will bring you to the folder that contains all your meeting recordings.
  - Delete will delete the recorded meeting.



## Landscape View Screen: Contacts

When you click the Contacts icon, you can do the following:

1. Search for a name in your list of Contacts.
2. Click the + plus sign to add other contacts by email or to copy an invitation to a contact.



## Home Screen: Chats

When you **click** the **Chats** icon, you can start a new chat or start or establish a new group chat.

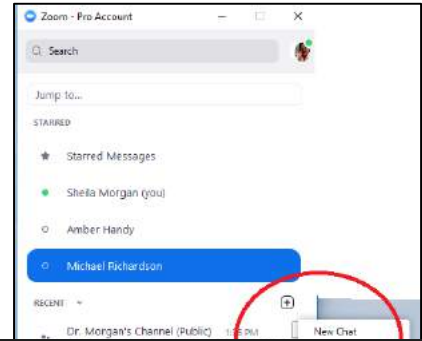
### Start a Chat

1. **Click New Chat** at the top of the window. The chat window opens.
2. Search or select the contact you want to chat with and begin your chat.

### Start a New Channel Chat

3. **Click New Channel** at the top of the window. New Group chat window opens.

4. Enter a unique Channel Name for the New Group.
5. Select or search for contacts for the group chat.
6. **Click Create Channel** when you have finished adding the contacts you want to your New Group. You can also add or remove contacts from a group at any time. You can now begin the group chat.



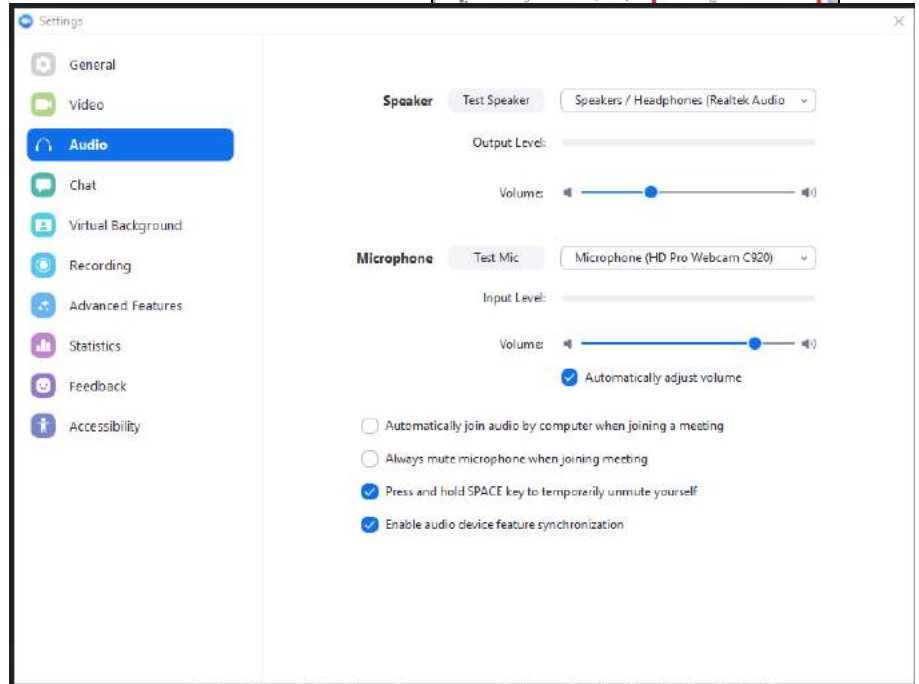
## Home Screen: Settings

On the Home screen, when you click the Settings icon, the Settings screen opens. On the Settings screen, you can

1. Test your computer **Audio**.
2. Select your **Video** source and select settings for video.
3. **Select General** settings for the Zoom application, content sharing, and instant messaging.
4. Provide Feedback to Zoom on the Zoom application.
5. Select a location to save your meeting Recordings.
6. View or make changes to your Zoom Account.
7. View Statistics on the following items:

— CPU and memory usage.

- Audio
- Video
- Screen Sharing

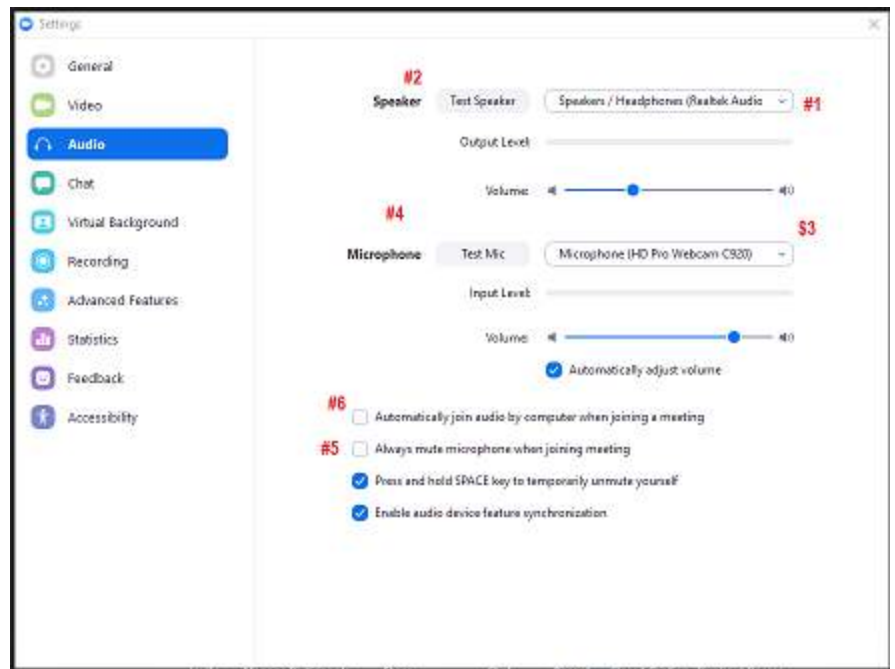


## Settings: Audio Options For PC

The **Audio** settings allow you to test your computer

speakers and microphone. This also includes all microphones connected to the computer through a USB port.

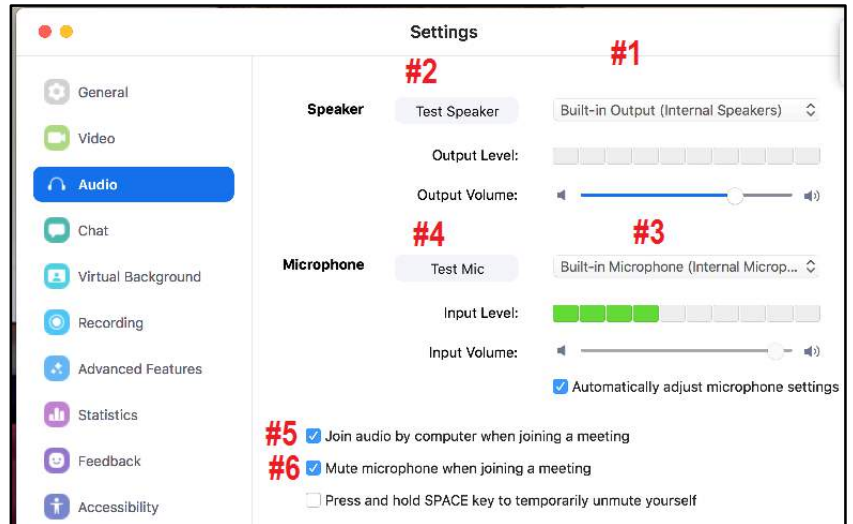
1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the **Test Speaker** button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** **Click the Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume.
5. Check to **Automatically join audio by computer** when joining a meeting if you will use your computer's speakers and microphone for the meeting.
6. Check to **Always mute microphone when joining meeting** if you want to be muted when joining.



## Settings: Audio Options For Mac

The **Audio** settings allow you to test your computer speakers and microphone. This also includes all microphones connected to the computer through a USB port.

1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the Test Speaker button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** Click the **Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume.
5. Check to **Automatically join audio by computer** when joining a meeting if you will use your computer's speakers and microphone for the meeting.
6. Check to **Always mute microphone** when joining meeting if you want to be mute when joining

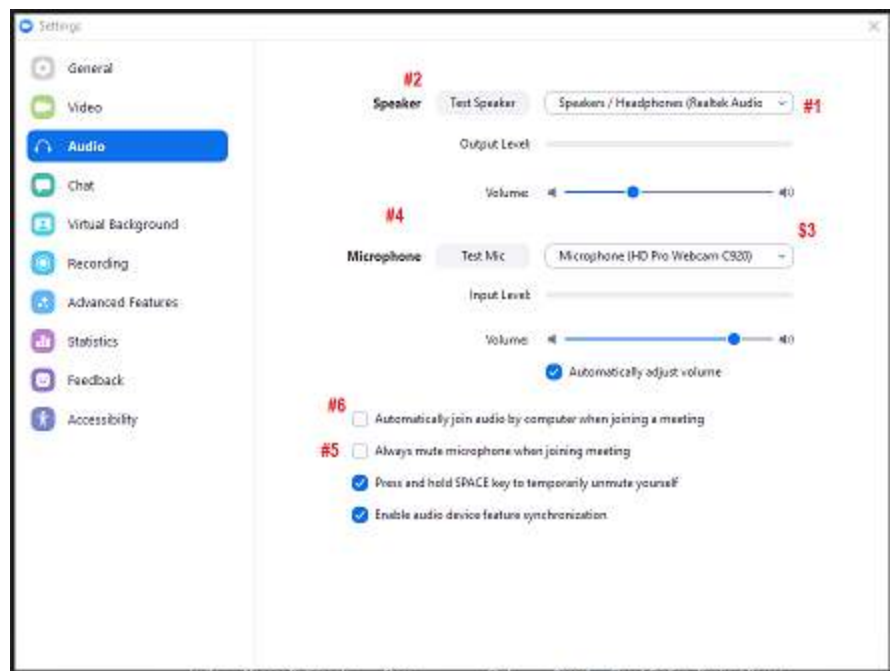


## Settings: Audio Options For PC

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speakers and microphone. This also includes all microphones connected to the computer through a USB port.

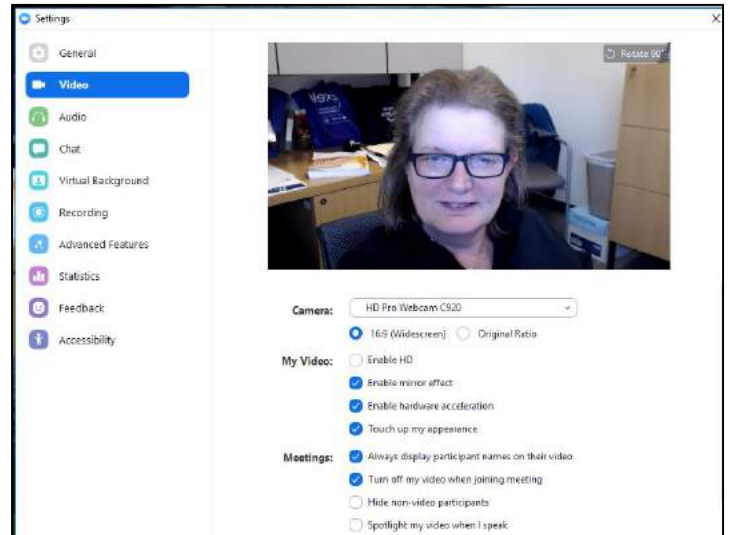
1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the **Test Speaker** button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** **Click the Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume.
5. Check to **Automatically join audio by computer** when joining a meeting if you will use your computer's speakers and microphone for the meeting.
6. Check to **Always mute microphone when joining meeting** if you want to be muted when joining.



## Settings: Video Options PC

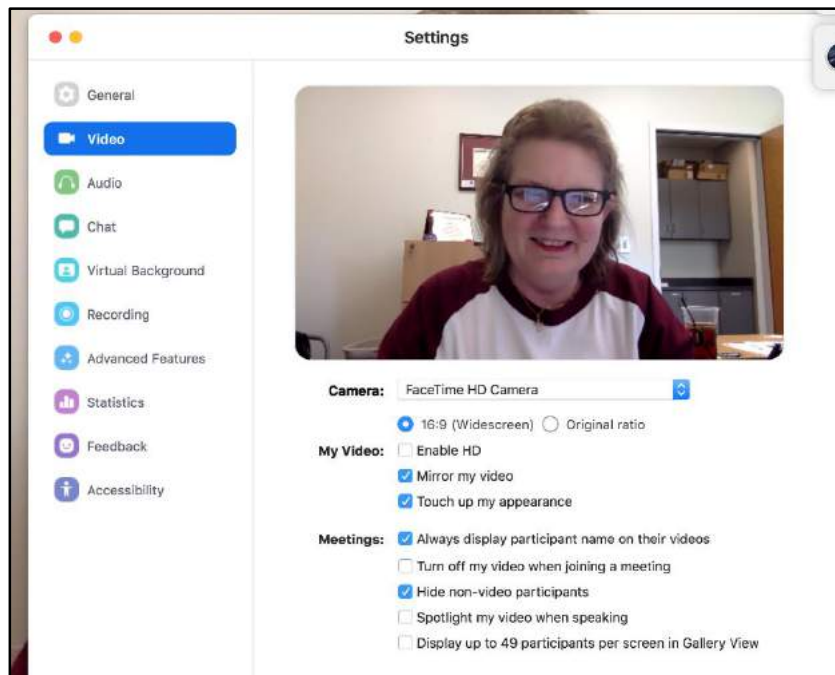
The **Video** settings allow you to make the following settings for video:

1. Select video source for Zoom video meeting.
2. Select or deselect the following video options:
  - Check to Enable mirror effect for my video.
  - Check to Always show name on video window.
  - Check to Always turn off video when joining meeting.
  - Check to Hide Non-video participants.
  - Check to Capture 720p by default.



## Settings: Video Options Mac

1. Select video source for Zoom video meeting.
2. Select or deselect the following video options:
  - Check to Enable mirror effect for my video.
  - Check to Always show name on video window.
  - Check to Always turn off video when joining meeting.
  - Check to Hide Non-video participants.
  - Check to Capture 720p by default.

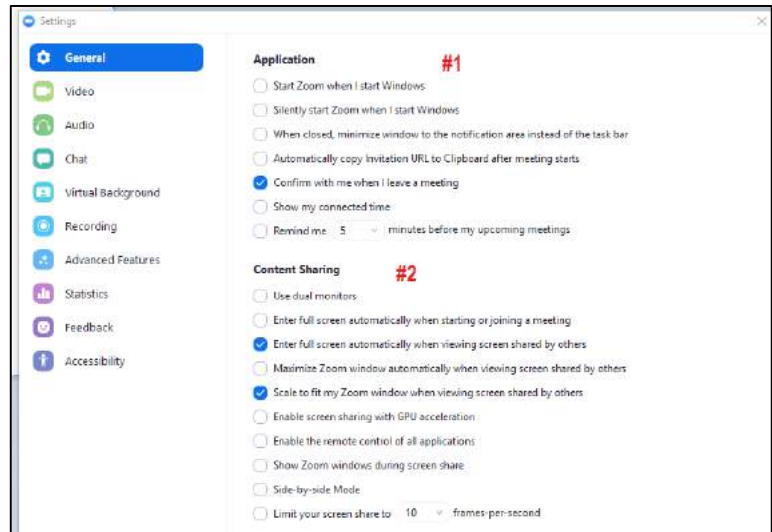




## Settings: General for PC Only

The **General** settings allow you to select Application, Content Sharing and Instant Message settings:

- For Application, you can select the following settings:
  - Start Zoom when I start Windows which loads the Zoom application whenever you start Windows.
  - Minimize window to Notification area. This minimizes the Zoom window to the Notification area in the lower right hand corner of Windows.
  - Automatically copy Invitation URL to Clipboard after meeting starts. This makes the URL available for you to paste.
  - Confirm with me when I leave a meeting. This will allow you to confirm you are leaving and even assign another host.
- For Content Sharing, you can select the following settings:
  - Use Dual Monitors
  - Enter full screen mode automatically when starting video.
  - Enter full screen mode automatically when viewing the shared screen. Whenever you or a meeting participant shares a screen, your screen will automatically go into full screen mode.
  - Scale to fit my Zoom window when viewing screen shared by others
  - Enable screen sharing with GPU acceleration
  - Enable the remote channel of all applications
  - Show Zoom windows during screen share
  - Side by Side Mode
  - Limit your screen share to 10 or more frames per second.



## Settings: General for Mac Only

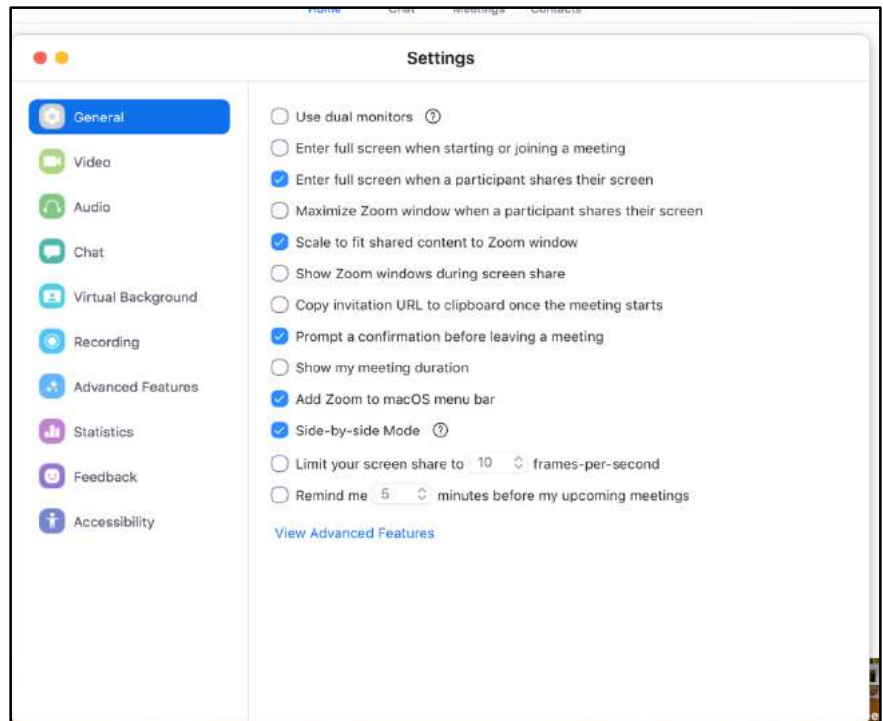
The **General** settings allow you to select Application, Content Sharing and Instant Message settings:

1. For Meeting Option, you can select the following settings:

- Enter full screen mode automatically when viewing the shared screen. Whenever you or a meeting participant shares a screen, you screen will automatically go into full screen mode. You will need to access your computer display settings.
- Enter full screen mode automatically when starting video.
- Fit to window automatically when viewing the shared screen.
- Enable dual stream for dual monitor. If you have a "Dual monitor" setup at conference room, office or room, please make sure that you have your monitors/ HDTV connected via HDMI cables (preferred) or VGA cables. Go to the Apple menu, choose System Preferences, go to the View menu, choose Displays, click the Arrangement tab, and enable Mirror Displays in the bottom left-corner.
- Automatically copy Invitation URL to Clipboard after meeting starts. This makes the URL available for you to paste.
- Confirm with me when I leave a meeting. This will allow you to confirm you are leaving and even assign another host.

2. For Instant Message, you can select the following settings:

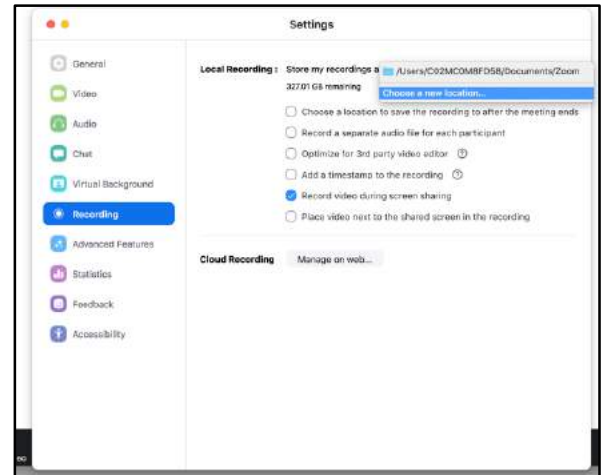
- Show offline contacts.
- Play sound when I receive a chat message.
- Show Floating notification when I receive a chat message.
- Bounce application icon when I receive a chat message. Select either Continuously or Once.
- Show my status as Offline after I am inactive for XX minutes. Select the number of minutes from the drop down menu.



## Settings: Recording

The **Recording** setting lets you select where and when to save Zoom meeting recordings.

1. **Click Open** to change the location where you want to store the Zoom meeting recordings. Use the pull down menu to browse for Folder.
  - Browse and select an existing folder, or **click Make New Folder** to create a new folder to select.

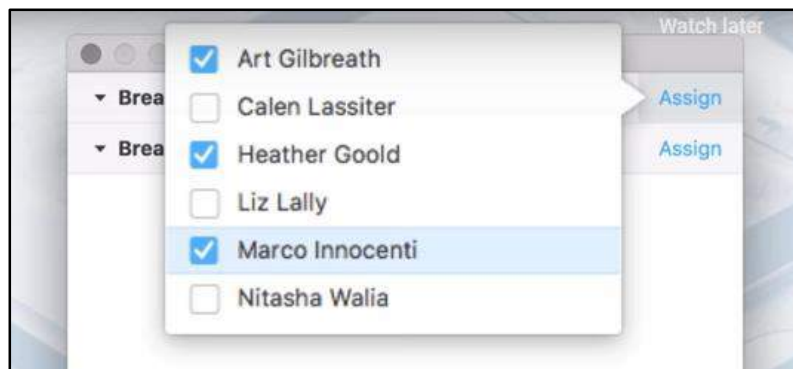
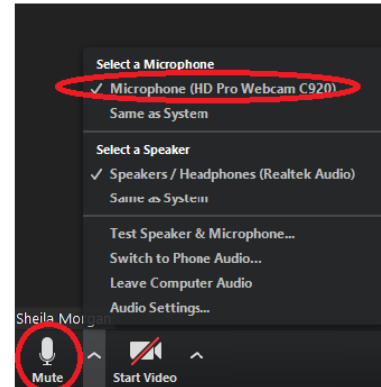


## Meeting Options

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

1. **Mute** and **Unmute** your audio and select **Audio** options.
2. Access the **Microphone** and **Speaker** options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the **Audio Settings**. See Meeting Options: Audio Options
3. **Stop** and **Start** the video portion of the meeting.
4. Access the **Video** options by clicking the up arrow next to **Video**. This allows you to change your computer's video input. You can also access the Video Settings. See Settings: Video.
5. **Invite** more people to join by email, instant messaging or a Room System.
6. Manage **Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.
7. [Share Screen](#) lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. [Add Closed Caption](#)
11. [Breakout Rooms](#)
12. **End Meeting** lets you end or leave the meeting.

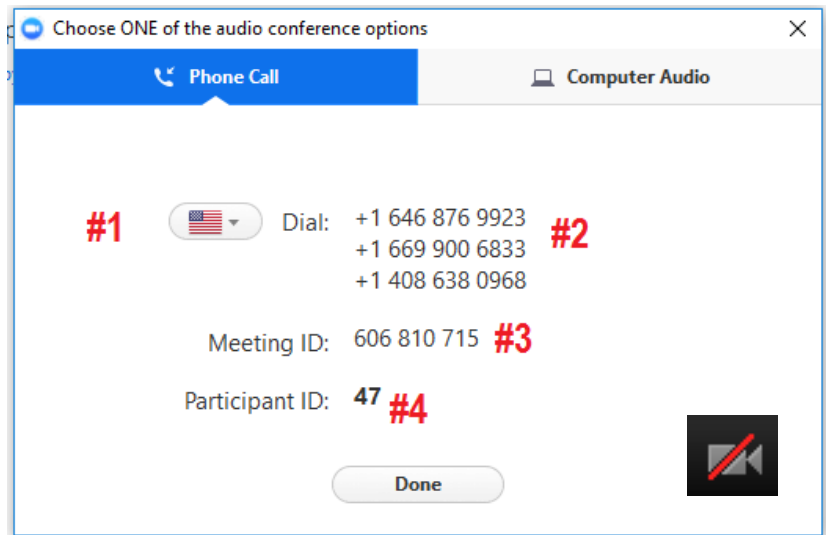


## Meeting Options: Audio Options — Join by Phone Tab

When you click Audio Options you can access the following audio options by clicking either the Join by Phone or Computer Audio tabs.

When you click the Join by Phone tab, you can:

1. Select the flag drop-down to find your country.
2. Dial the number listed for your country.
3. Enter the meeting ID as seen on the screen when you receive the prompt on your phone.
4. Enter the participant ID as seen on the screen when you receive the prompt on your phone.

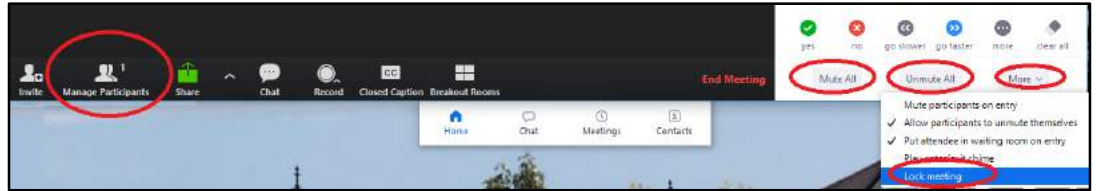


## Meeting Options: Video

Click the Video icon to show camera or click it to hide camera.

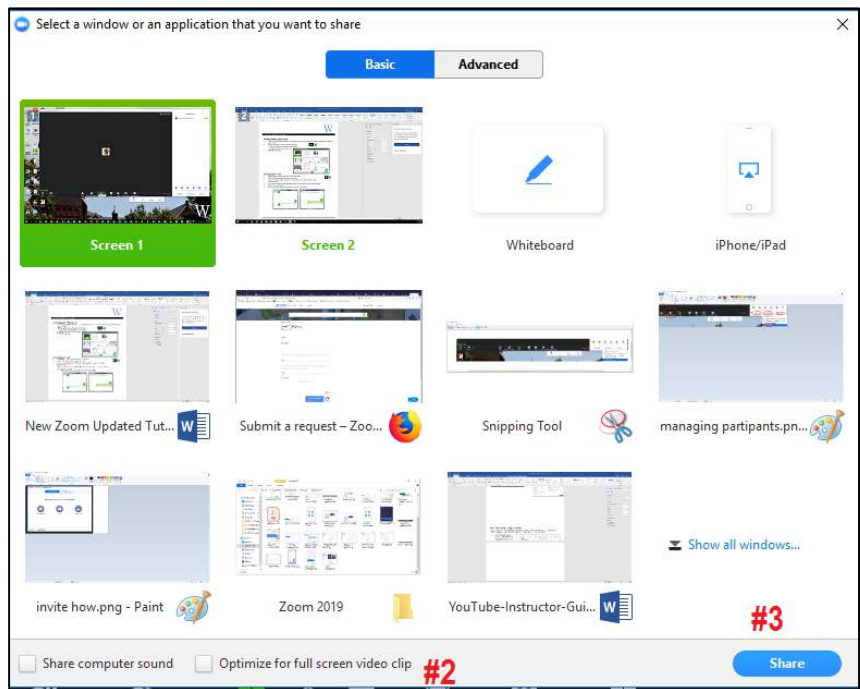
**Meeting Options: Manage Participants** When you click Manage Participants, the Participants screen appears. On this screen, you can:

1. **Mute All** meeting participants.
2. **Unmute All** meeting participants.
3. **Click More** to select the following:
  - Mute on Entry will mute audio when participant join the meeting.
4. By selecting **Lock Meeting**, all participants in a meeting will not be able to share a screen. The host will still be able to share a screen. Select Unlock Screen Share to allow all participants to share a screen.



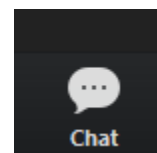
### Meeting Options: Share Screen

1. When you **click Share Screen**, a screen opens where you can select the window or application that you want to share.
2. Select, if needed, one of the following options:
  - Share computer sound when screen sharing
  - Optimize for full screen video clip
3. **Click Share Screen.**



### Meeting Options: Chat

1. **Click Chat** to send a group chat to a selected Group.
2. Select a Group from the left side of the screen.



3. Type in a message and press Enter. The message is sent to all members in the selected Group.
4. If you want to keep the chat, **click Save Chat**. The message is saved in the meeting folder on your computer.

### Meeting Options: Record

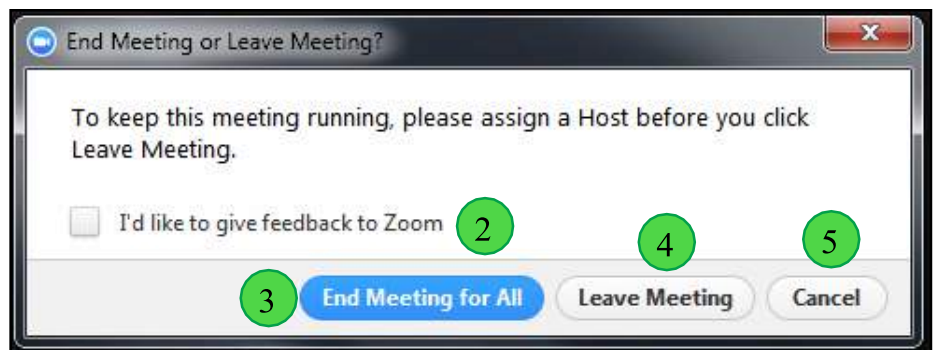
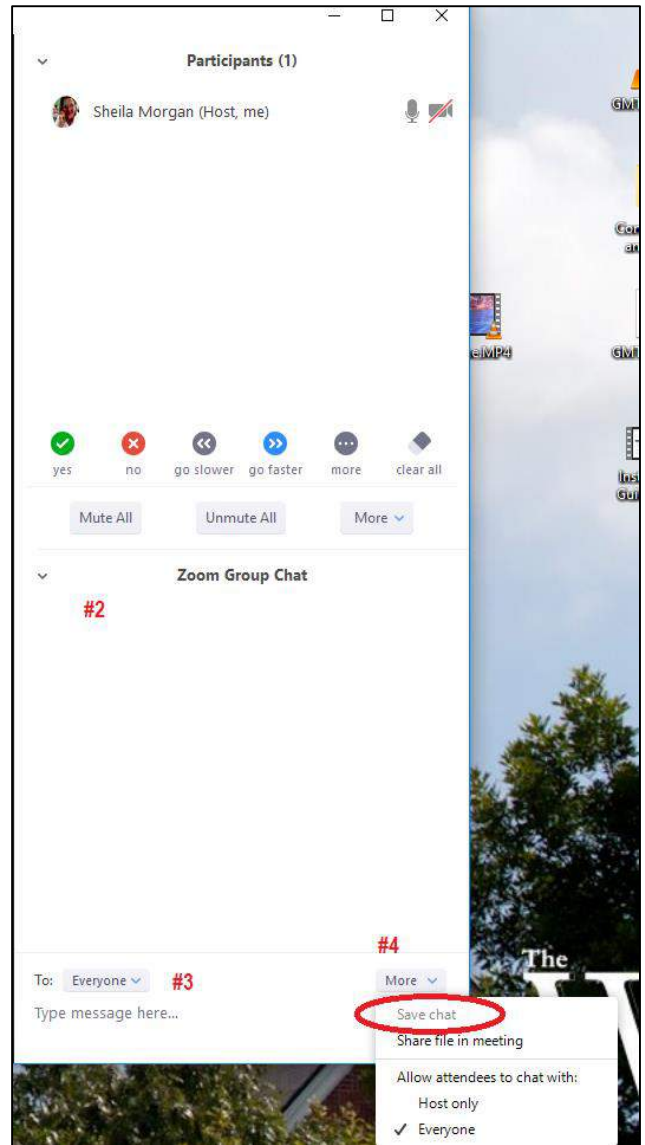
To record or stop recording a meeting audio and video (if selected), do the following:

1. **Click Record** to begin recording on the computer or in the cloud. Zoom will record the meeting's audio and video (if selected).
2. **Click Stop Recording** to end all audio and video recording of the meeting. The recording will not be saved until you end the meeting.

### Meeting Options: End Meeting

To end a meeting:

1. **Click End Meeting**. The End Meeting and Leave Meeting screen appears.
2. **Click the I'd like to give feedback to Zoom** if you want to provide feedback on the conference call you just hosted or attended.
3. Select End Meeting for All to end a meeting for which you are a host.
4. **Click Leave Meeting** if you want to leave a meeting you joined.
5. **Click Cancel** if you decide you do not want to end or leave the meeting.



### Meeting Options: Full Screen

2. To exit full screen mode, **click Exit Full Screen** and your meeting window returns to its original size.



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