



Mississippi University for Women
Kossen Center for Teaching and Learning

Spring 2019

Zoom Video Conferencing Getting Started Tutorial

Objectives:

- Access Zoom Desk Client or via Canvas
- Schedule Meetings
- Home Screen
- Meeting Settings



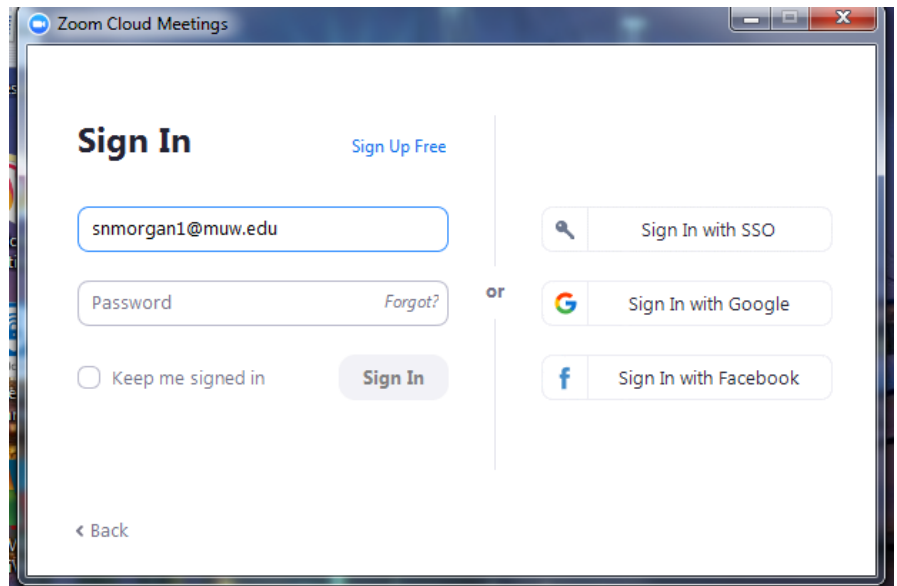
In this tutorial you will gain the skills you need to be an incredible Zoom host from your desktop or directly from your Canvas course. The tutorial tells you about features applicable to Zoom Meetings and using the Zoom Client software. It explains using the settings for web collaboration, scheduling and hosting your events with an emphasis on best practices. Please call Dr. Sheila Morgan at 662-241-6423 for assistance.

Access Zoom on your Desktop

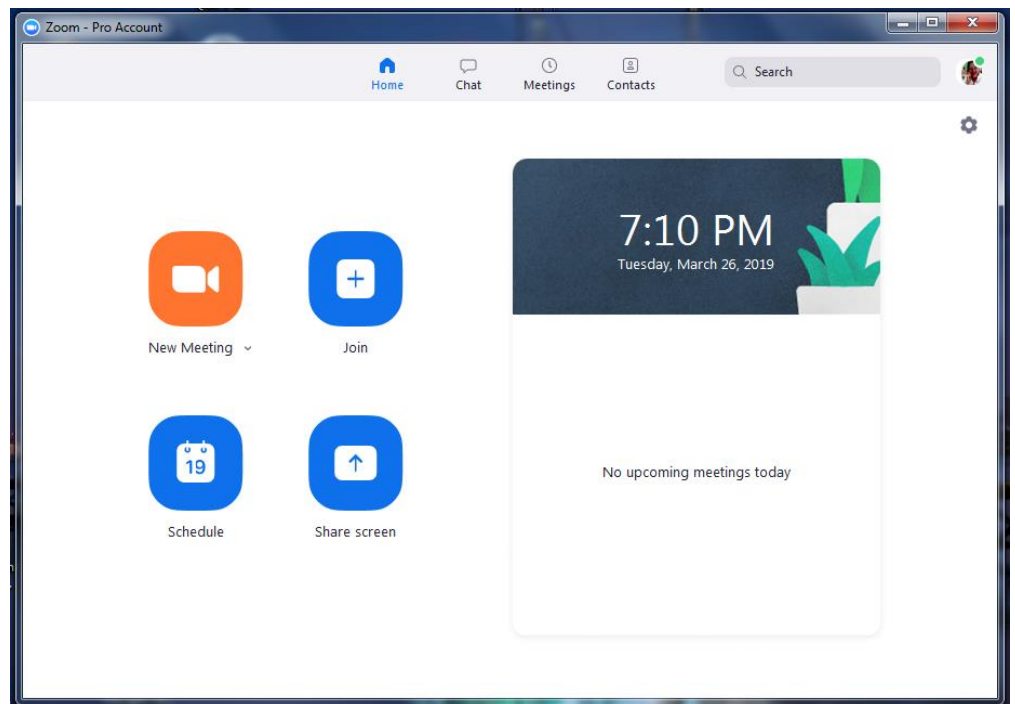
You can access Zoom two different ways: on your desktop and in your Canvas course. First, let's take a look at how you access you from your desktop using the Zoom Client software. Find the Zoom icon on your desktop and click on it. Sign in with your MUW email and password.



Sign In with your MUW email and password.

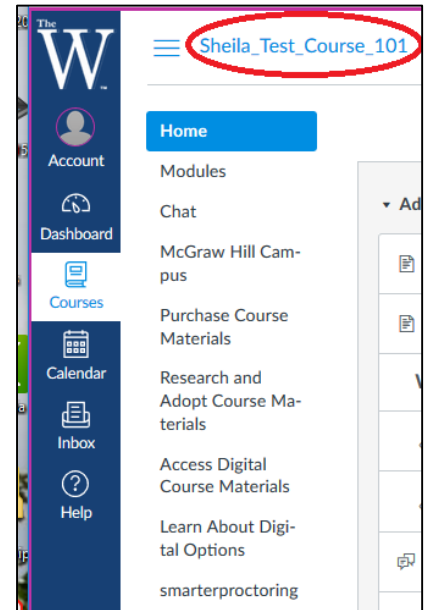


You are now logged in to the Zoom client. It opens on the Home screen area. From this page, you do many things: you can host class meetings with lots of participants, and small group collaborations can work nicely; as well. You can share screens and collaborate in real time.

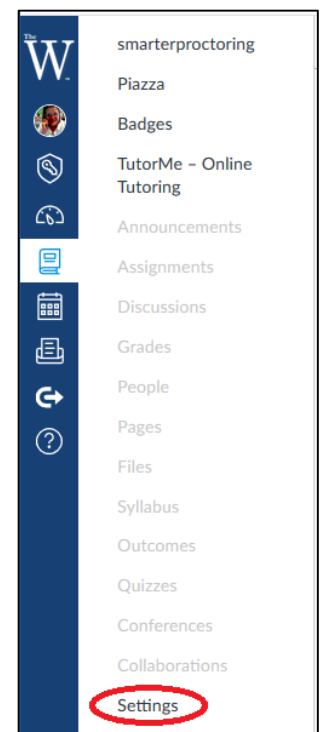
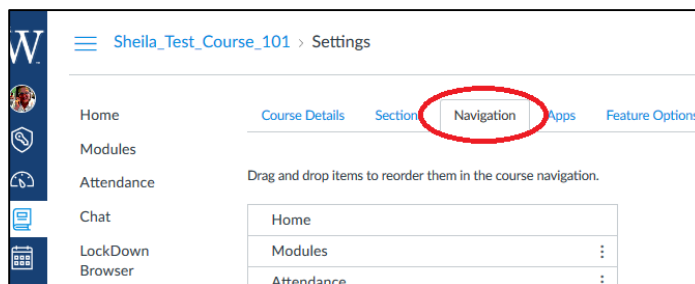


Access Zoom on your Canvas course

Before we jump into the features in Zoom, let's explore the other way to access Zoom directly from your Canvas course. Log into Canvas, then into the specific course where you want your Zoom link posted.

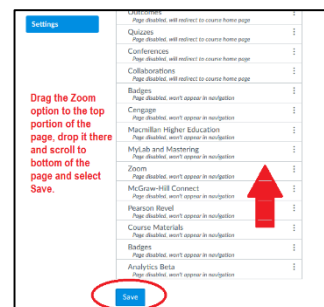


If you do not see Zoom as an option on the menu on the left hand side of the screen, you will need to put it in your course. To do this, go to settings in the course menu, then select the tab for Navigation.



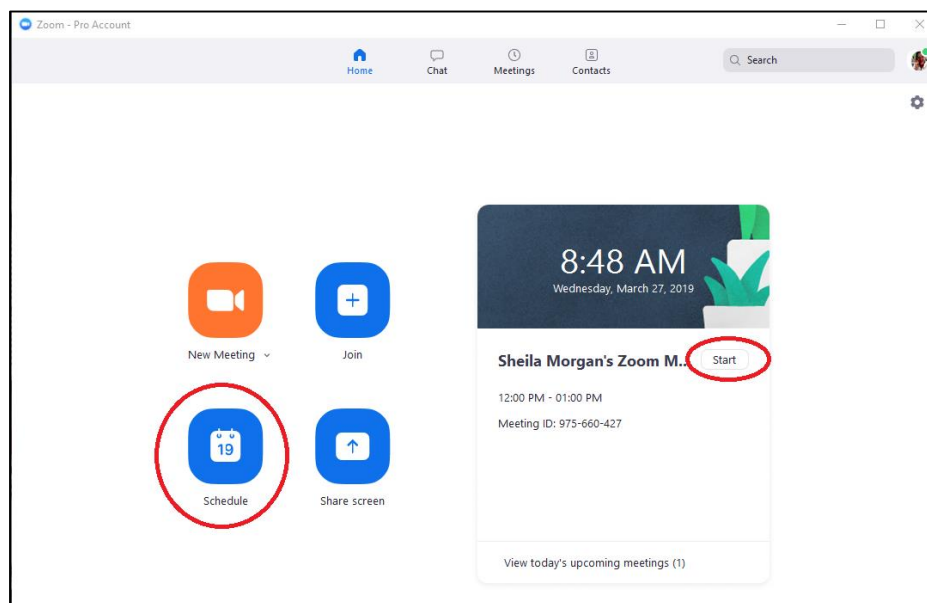
From the Navigation tab, scroll to the bottom of the page and find the option for Zoom and then drag it to the top section of the page to add it to your course, then scroll back to the bottom of the page and select Save. This action put Zoom in your course.

Please see detailed information on how to use [Zoom with Canvas](#)



Schedule Meeting from Desktop Client

You can schedule a meeting from the home screen by clicking the **Schedule** icon. Also notice from the screenshot that you are alerted to upcoming meetings from the home screen and can start the meeting directly from the alert message.



You will be prompted with a **Schedule A meeting** box, consider the options like Start time, duration of the meeting, time zones, reoccurring meetings, how will host the meeting, password requirements and which calendar to sync the meeting. Lastly, select the Schedule option to post the meeting to your calendar. In this example, we will post the meeting to Outlook.

Schedule a Meeting

Topic: Sheila Morgan's Zoom Meeting

Start: Wed March 27, 2019 10:00 AM

Duration: 1 hr 0 Min

Time Zone: (GMT-05:00) Winnipeg

☐ Recurring meeting

Video
 Host: ☐ On ☒ Off
 Participants: ☐ On ☒ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

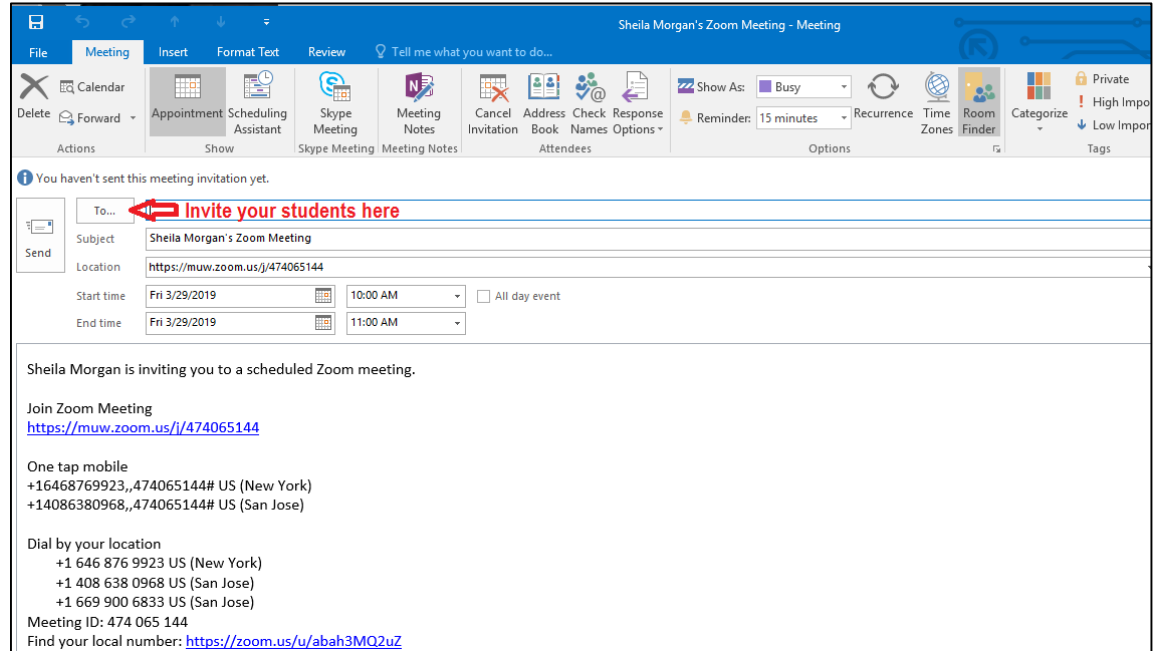
Options
☐ Require meeting password

[Advanced Options](#)

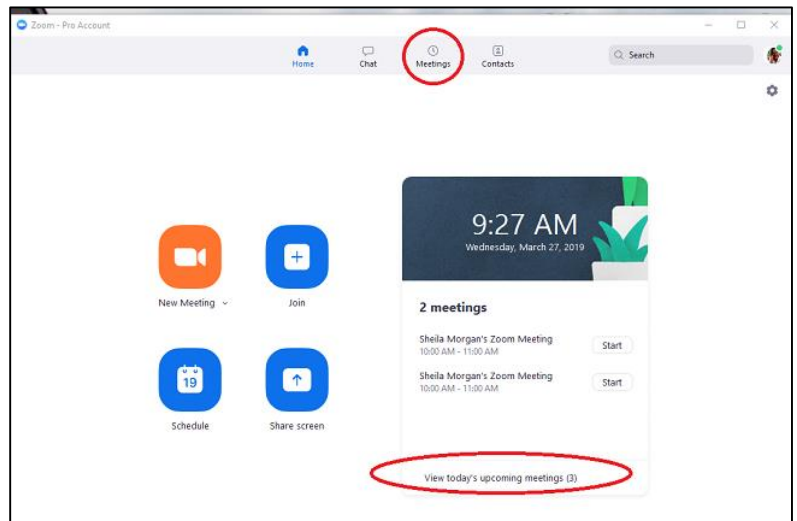
Calendar
☒ Outlook ☐ Google Calendar ☐ Other Calendars

[Schedule](#) [Cancel](#)

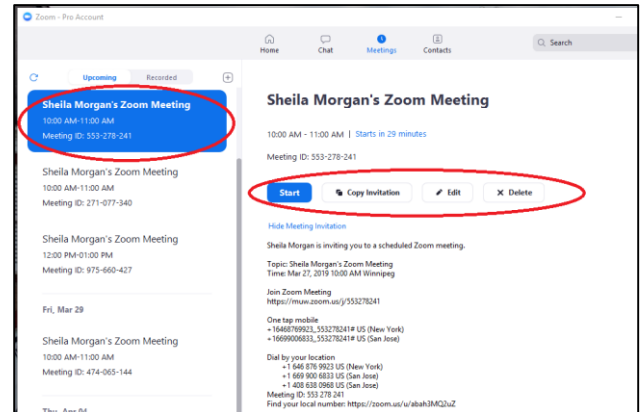
Your Outlook should open to a page with the Zoom meeting room details, with an option to invite others to your meeting. Click to search for participants to invite or type them directly in the invitation's text box area.



Once you have posted your meetings to your calendar, you can quickly look for upcoming meetings from the Home screen by selecting either the Meetings icon at the top of the page or from the View today's upcoming meetings option at the bottom of the screen. Either way takes you to upcoming meetings.

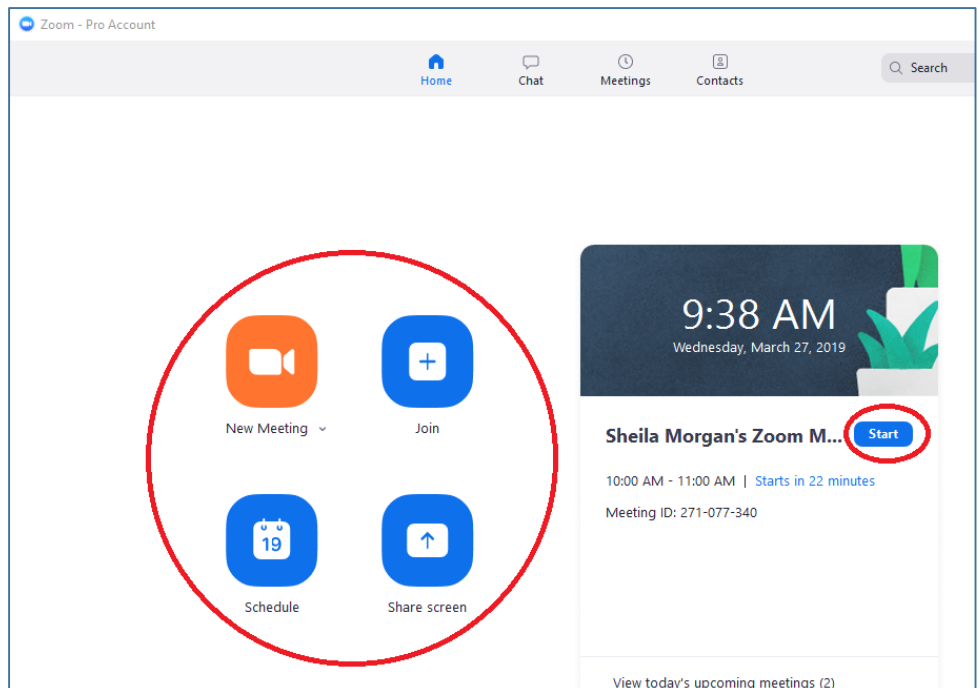


From the upcoming meetings section, you can click on a meeting and start the meeting, copy the invitation details or delete the meeting. In addition, there is an option to show the meeting details in the section, as well.



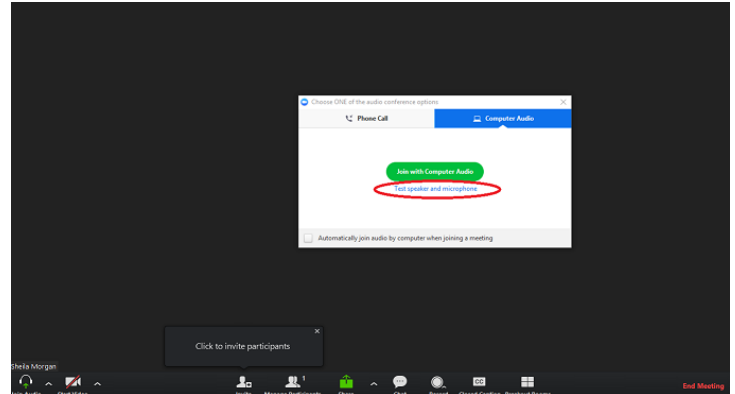
Home Screen on Zoom Desktop Client

From the Home Screen, you have many options to create a new meeting instantly, join a meeting, schedule a meeting, or share your screen. Also please note that you are alerted on the home screen for upcoming meetings and you can start them directly from the Home screen area.

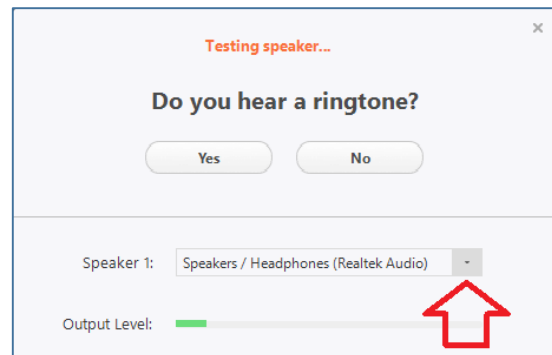


Meeting Settings

We cover scheduling a meeting later in this tutorial, so here; let's look at the New Meeting option. When you choose the New Meeting option, you are instantly taken to your Zoom meeting area. Now it is time to either join the meeting via phone call or computer audio. Please test speaker and microphone options first, before entering the room if you are using computer audio.

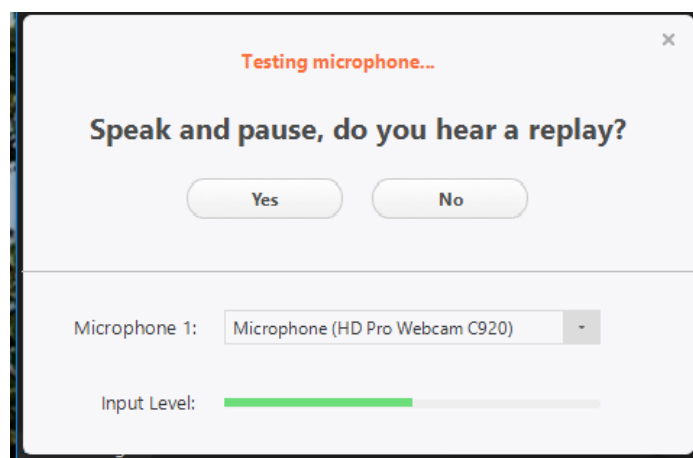


The ringtone test ensures that you can hear the playing; if you do not hear it then you will need to speakers from the pull down menu option.



piano
find your

Test your microphone by speaking, you should hear the recording in a playback. If you do not, select the dropdown menu and find your microphone, then retest to see if it is working properly. Once both test for speaker and microphone passes, you will be prompted to **Join with Computer Audio**.



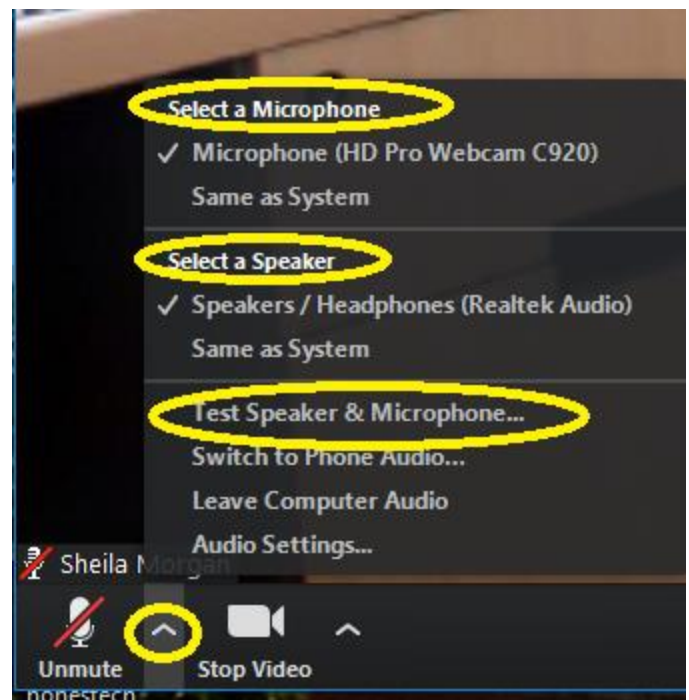
Let's take a look now at the options available in your Zoom meeting, specifically at the bottom of the screen. Notice, there is no slash thru the video icon at the bottom and I am allowing for my video camera to be available. I can mute and unmute,



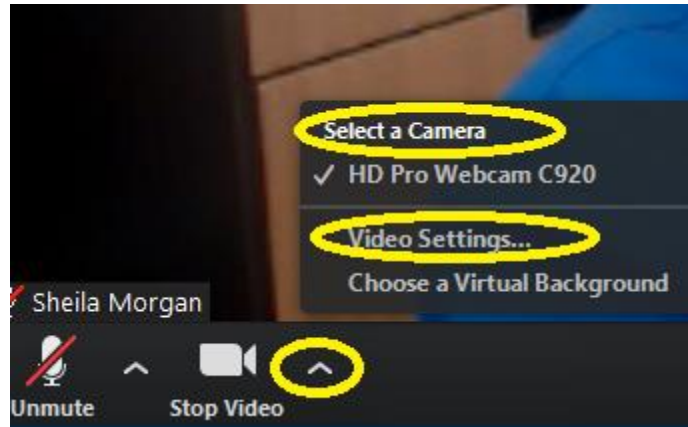
people to them meeting, share my screen with others, chat, record the meeting, add Closed caption, add break out rooms or End the Meeting.



You can also change your audio options in the Zoom meeting, see from screenshot the speaker and microphone being used in the meeting as well as the option to test the speaker and microphone. If you do not hear sound, choose other options for microphone and speakers from this area.

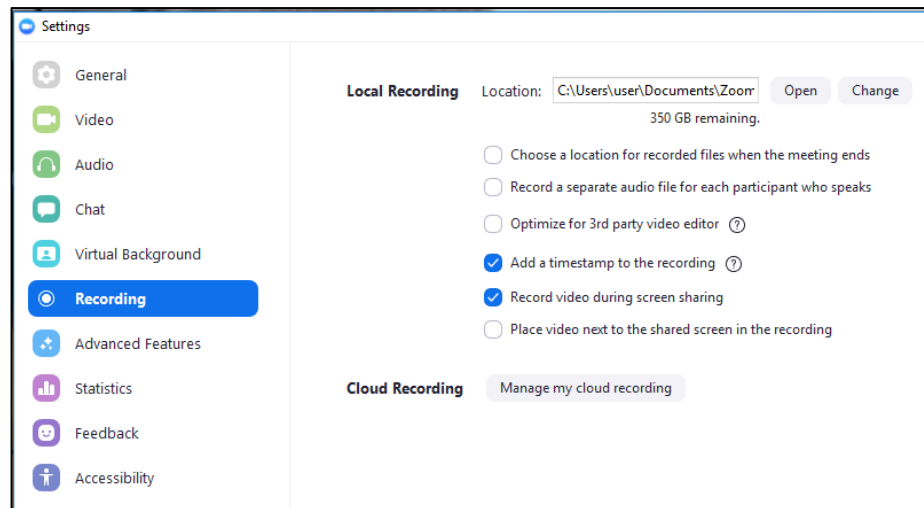


The same concept applies to video as well, you change your video preferences from this area by selecting arrow prompt beside the video icon then consider your settings in this

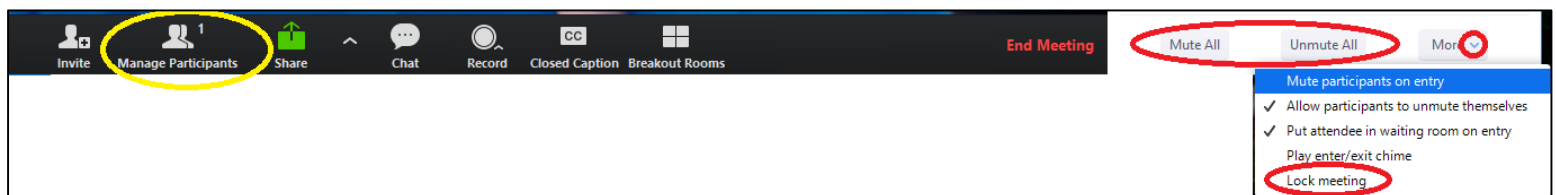


options the and area.

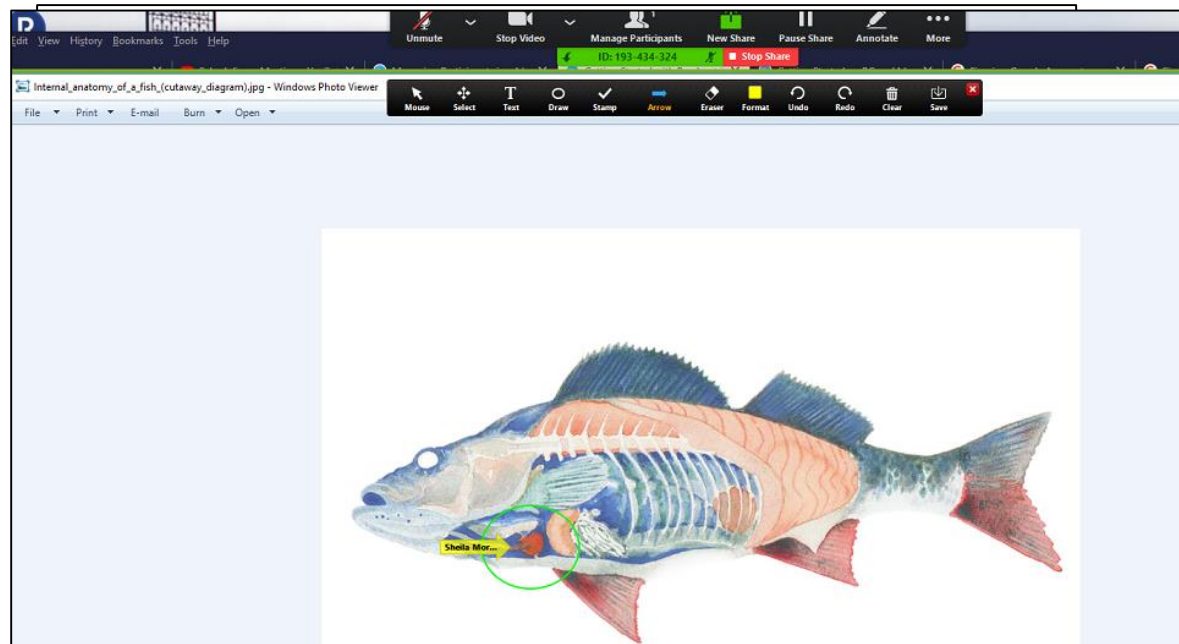
For more specific audio and video options such as where to find recordings, choose the audio or video settings.



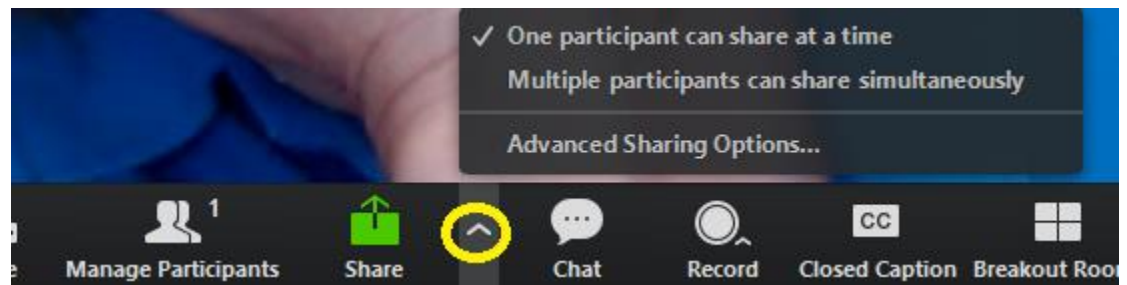
From the ribbon at the bottom of the Zoom meeting, you can also manage all students. For example, if they are loud; you can mute them all. You can hear chimes when they enter and exit them meeting.



You can also manage individual students; such as make them host or co-host or assign them to type the Closed Caption for you as well as other things.

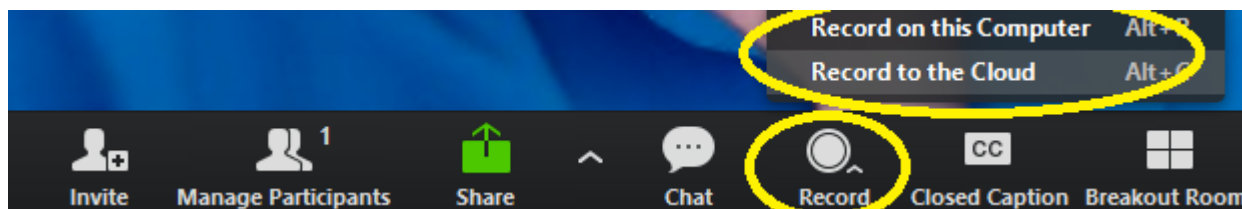


You can share your share with other by selecting the Share icon at the bottom of the Zoom meeting.



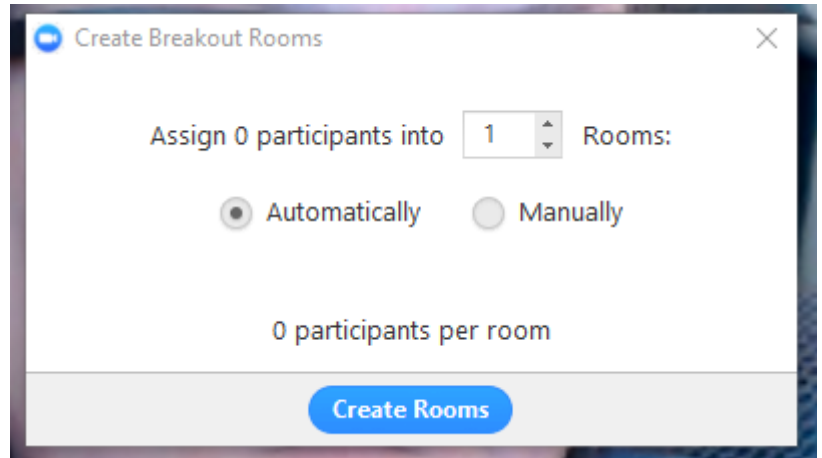
Consider this example of a biology class where the instructor is showing the students the heart of a fish. Once you are done sharing your screen, click the Stop Share option at the top of the page.

You can choose to record your meeting to the

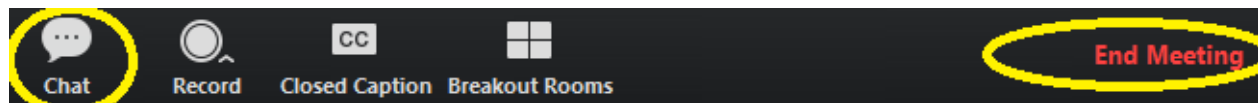


computer or the cloud.

Break out rooms allow the instructor to easily place students into sub-meetings for group discussions, projects or activities. Notice the Breakout Rooms option at the bottom of the ribbon in the Zoom meeting, if you are sharing your screen; the button is under the More menu. Zoom will show you the number of eligible participants and ask how many rooms to create. It will also assign members to rooms automatically. Create breakout room to proceed.



Lastly, you can use the



Chat icon to private chat with students and when you are ready to end the meeting, you can choose the End Meeting link on the lower right portion of the ribbon on the screen.