



# Mississippi University for Women

Center for Teaching and Learning

Fall 2017

## Zoom Video Conferencing Getting Started

### Objectives

- Signing In
- Home Screen
- Settings
- 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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## Zoom Application Sign In

1. **Double** click the **Zoom** icon.
2. **Click Sign In.**
3. Enter your email address and password and **click Sign In.**



## Desktop App Home Screen

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 Start without video** to start a meeting sharing your "desktop" or "application".
3. **Click Start** with video to start a video meeting.
4. **Click Schedule** to set up a future meeting.
5. **Click Join** to join a meeting that has already started.



## Home Screen Drop-Down Menu

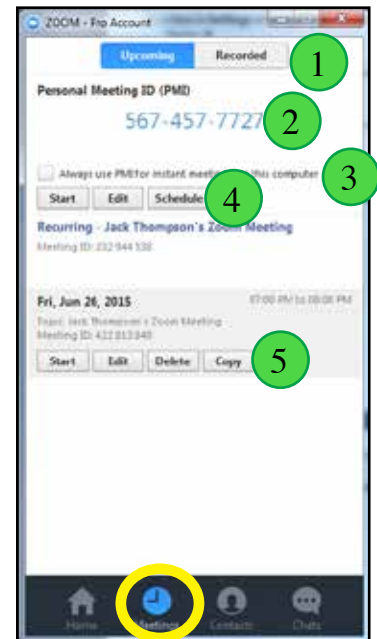
From the Home Screen drop-down menu, you can:

- 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. Select whether you always want to use your Personal Meeting Identifier (PMI) for instant meetings on the current computer.
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.
5. For **Scheduled Meetings**, you can:
  - Start the meeting
  - Edit the meeting settings.
  - Delete the meeting.
  - Copy the meeting invitation.



## Home Screen: Recorded Meetings

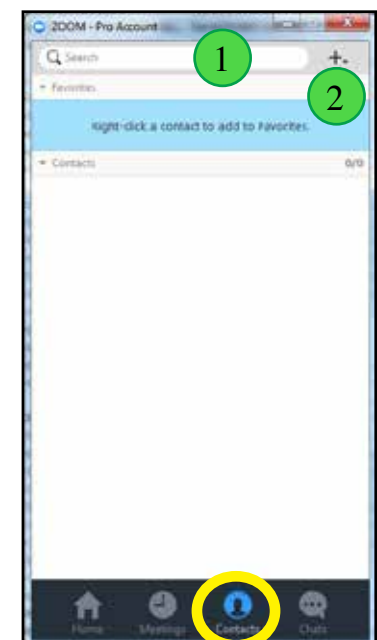
1. When you click **Recorded meetings**, you can:
  - Play the recording with both video and audio.
  - Play Audio plays the audio part of the meeting. It will not play the video if there is any for the meeting.
  - Open will bring you to the folder that contains all your meeting recordings.
  - Delete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



## Home 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.
3. Classify your contacts as Favorites. Right-click a contact name from your contact list and add the name to your favorites.
4. View your list of Contacts.



## Home Screen: Chats

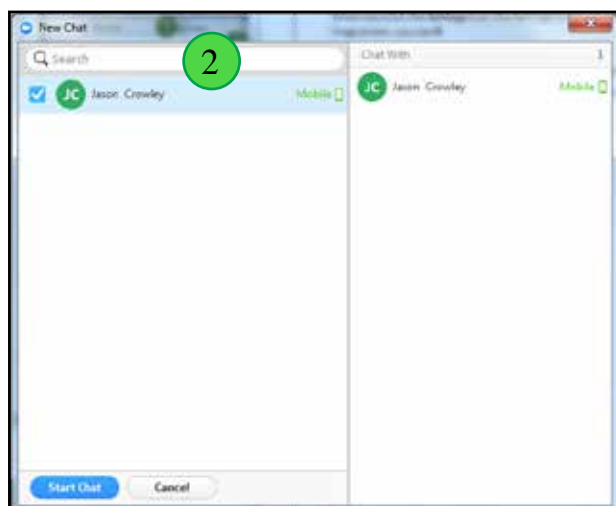
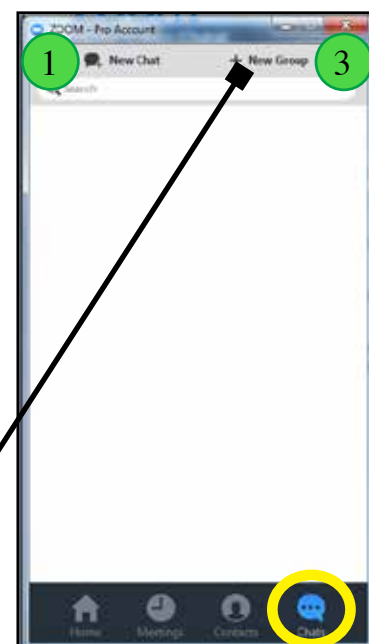
When you **click** the **Chats** icon, you can start a new chat or start or establish a new group chat.

### 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 Group Chat

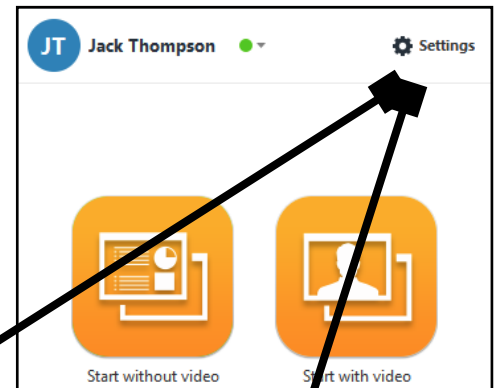
3. **Click New Group** at the top of the window. New Group chat window opens.
4. Enter a unique Group Name for the New Group.
5. Select or search for contacts for the group chat.
6. **Click Create Group** when you have finished adding the contacts you want to your New Group. You can also add or remove 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

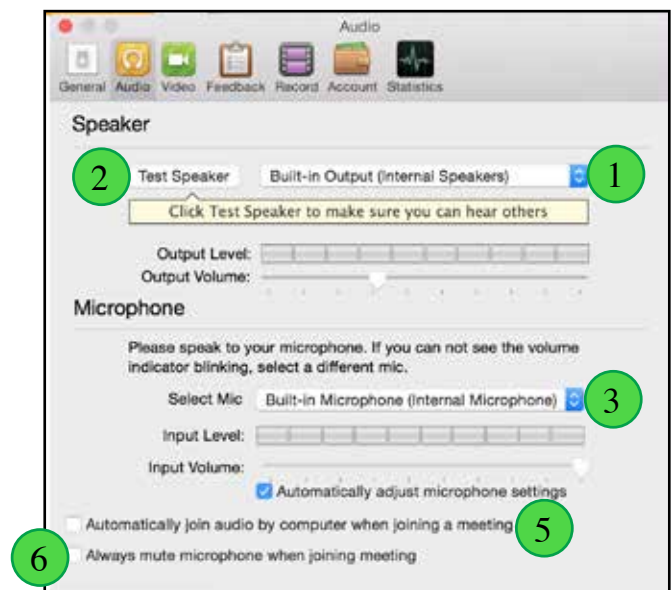
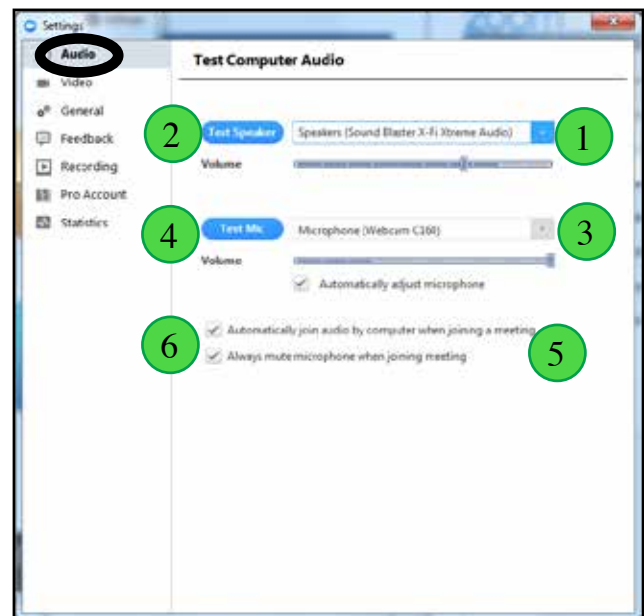
1. Test your computer **Audio**.
2. Select your **Video** source and select settings for video.
3. **Select General** settings for the Zoom application, content sharing, and instant messaging.
4. Provide Feedback to Zoom on the Zoom application.
5. Select a location to save your meeting Recordings.
6. 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

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. **This button is not on the Mac.**
6. Check to Always mute microphone when joining meeting.

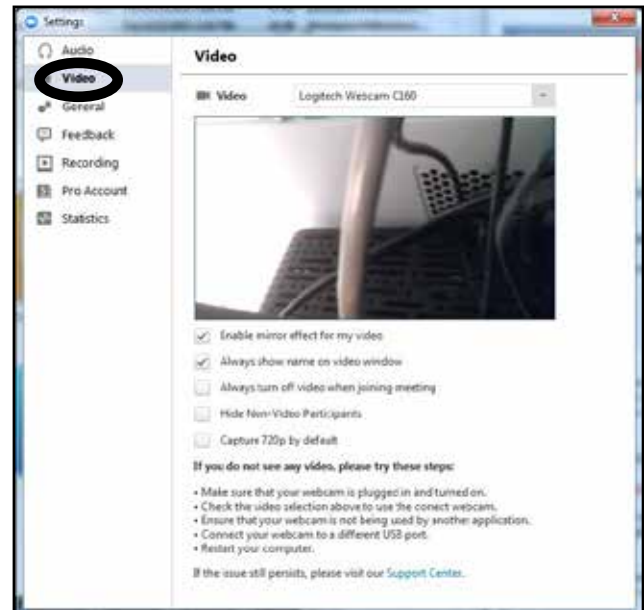




## Settings: Video Options

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: General for PC Only

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

1. For Application, you can select the following settings:

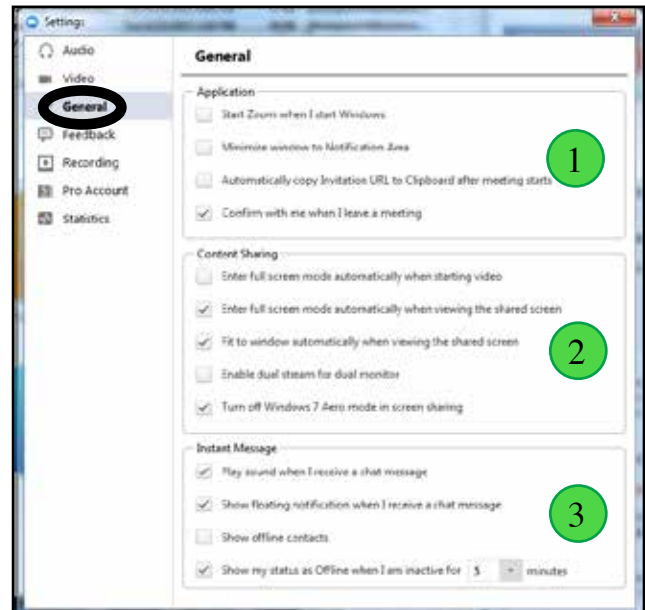
- Start Zoom when I start Windows which loads the Zoom application whenever you start Windows.
- Minimize window to Notification area. This minimizes the Zoom window to the Notification area in the lower right hand corner of Windows.
- Automatically copy Invitation URL to Clipboard after meeting starts. 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.

2. For Content Sharing, you can select the following settings:

- 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, you screen will automatically go into full screen mode.
- 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. You will need to access your computer display settings. Go to Control panel—Appearance and Personalization—Display—screen resolution. Then select Extend these displays.
- Turn off Windows 7 Aero mode in screen sharing. This frees up processing power on your computer.

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

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



## Settings: General for Mac Only

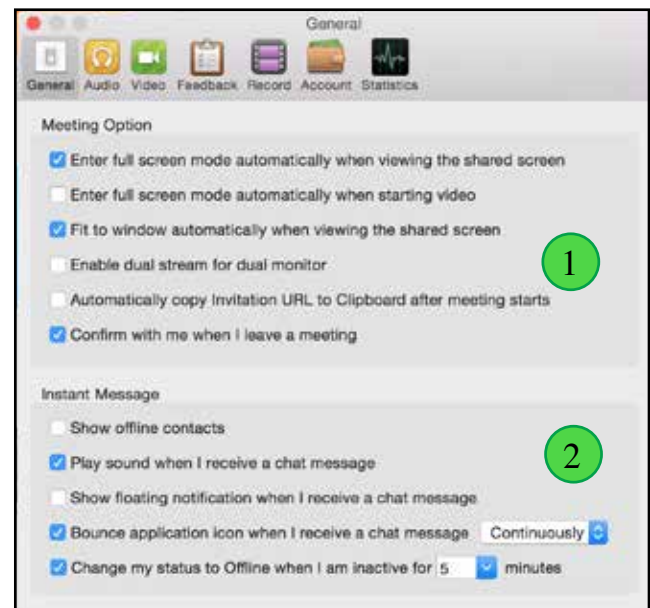
The **General** settings allow you to select Application, Content Sharing and Instant Message settings:

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, your 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 Change File Location** to change the location where you want to store the Zoom meeting recordings. The Browse for Folder screen opens.
  - Browse and select an existing folder, or
  - **Click Make New Folder** to create a new folder to select.
2. Click to **Choose a location for recorded files when meeting ends**. This option allows you to choose the location to save the meeting file each time you save a meeting. When this option is not selected, the recording is saved to a default location.

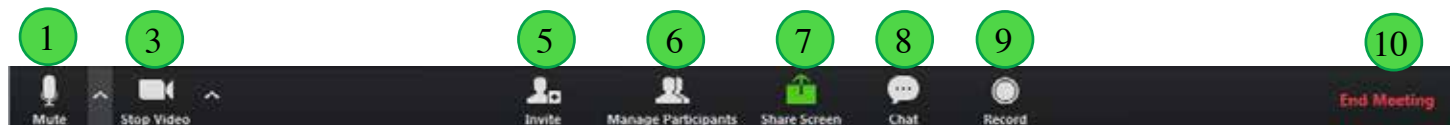
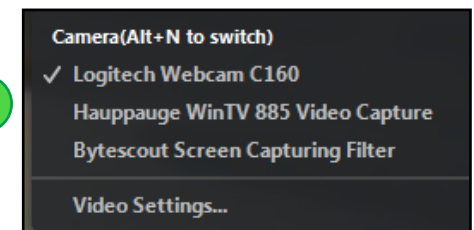
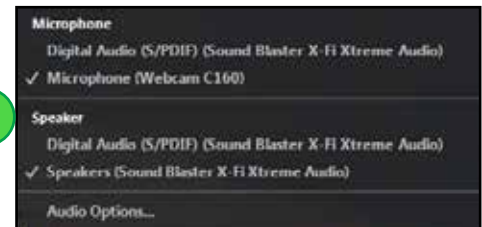


## Meeting Options

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 (Page 13).
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.



2. **Share Screen** lets you share your screen with meeting participants.
3. **Chat** lets you start a private or group chat.
4. **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.
5. **End Meeting** lets you end or leave the meeting.
6. **Click Enter Full Screen** in the upper right hand corner to use full screen mode.



## Meeting Options: Audio Options — Mute or Unmute Audio

Click the **microphone** icon to mute or unmute your meeting audio.



Unmuted



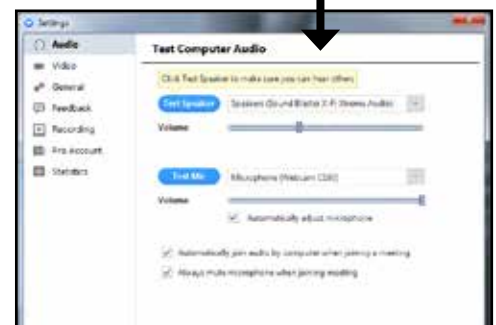
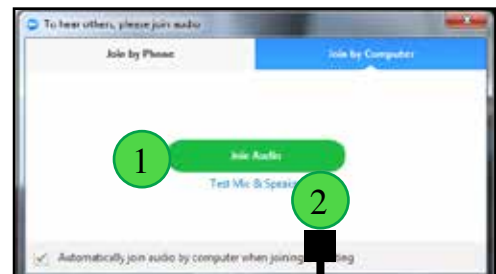
Muted

## Meeting Options: Audio Options — Computer Audio Tab

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

When you click the **Computer Audio** tab, you can:

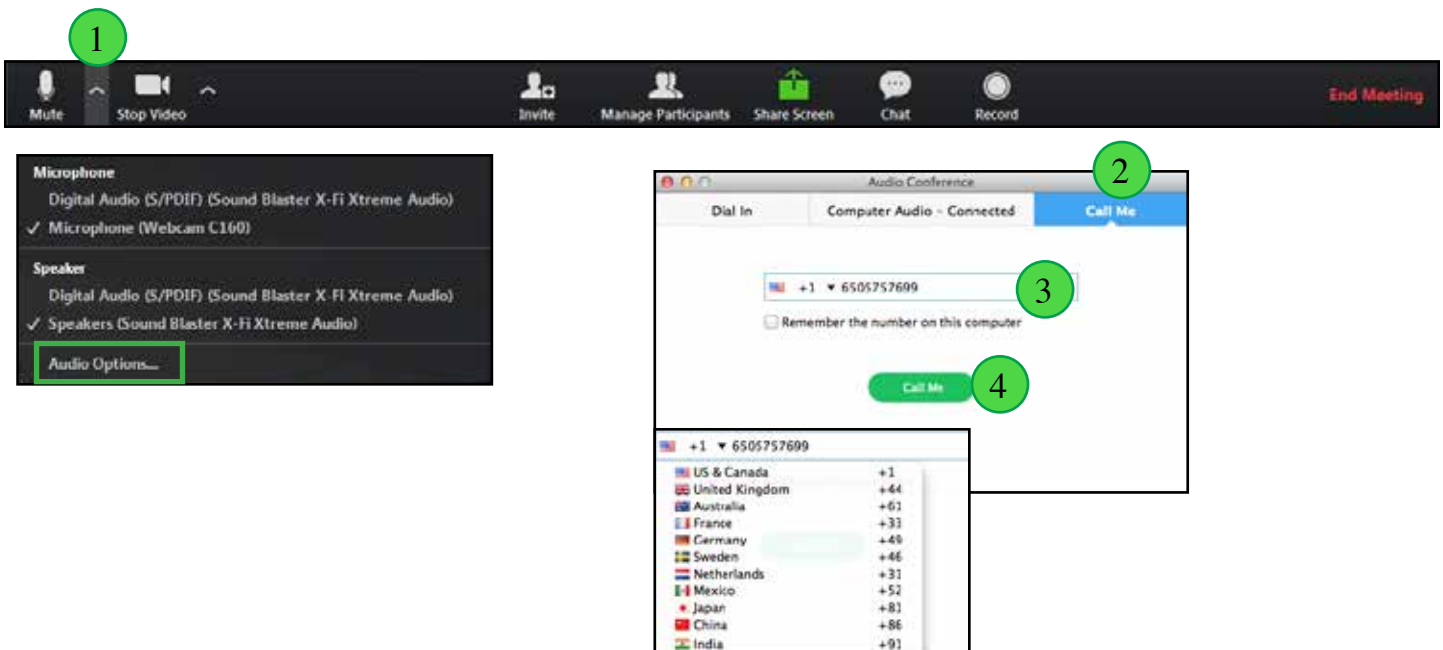
1. Leave Audio or Join Audio in the meeting you are attending.
2. **Click Test Mic & Speaker** to test the your computer speaker(s) or microphone and adjust the volume.
3. If you have a Zoom Pro account, there will be a third tab for the Call Me feature, see Meeting Options: Audio Options — Call Me.



## Meeting Options: Audio Options — Call Me

If you have subscribed to the Call Me feature, Call Me will be listed as one of the Computer Audio tabs. To use this option:

1. During a meeting, **click** the **up arrow** next to Mute and click Audio Options.
2. Select the **Call Me** tab to enter your phone device's number. Select your country code from the drop-down menu.
3. Enter the phone number.
4. **Click Call Me.**



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

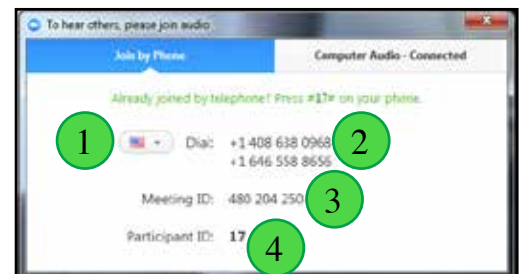
When you click Audio Options you can access the following audio options by clicking either the Join by Phone or Computer Audio tabs.

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.

**Note:** If you decided to Join via telephone after Joining via computer, please select Audio Options and Leave Computer Audio. Then enter #Participant ID#. Otherwise you may hear audio feedback or echo in the meeting.

5. If you have a Zoom Pro account, there will be a third tab for the Call Me feature, see Meeting Options: Audio Options — Call Me.





## Meeting Options: Video

1. Click the **Video camera** icon to turn on or off video for a meeting.

Video On



Video Off



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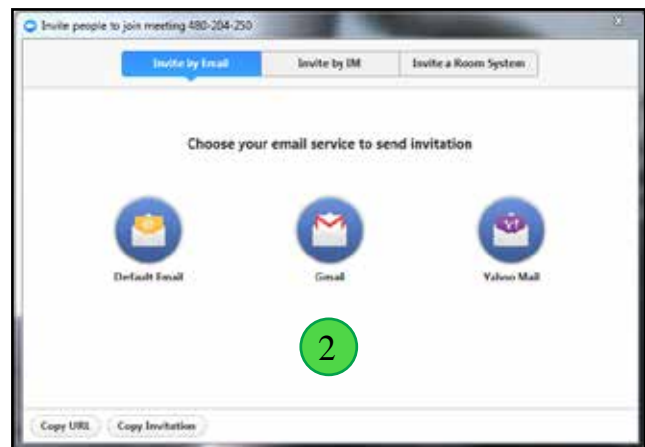
## Meeting Options: Invite

Invite lets you invite people to a meeting.

1. Click **Invite**. The Invite people to join meeting screen opens.
2. Click **Invite by Email** to invite people to a meeting using Outlook, Gmail or Yahoo Mail. Click to Copy URL or Copy Invitation to include in the email.



1

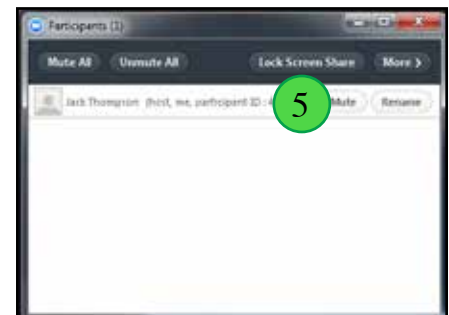
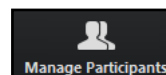


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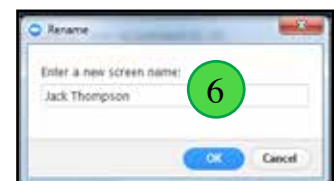
## Meeting Options: Manage Participants

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. By selecting **Lock Screen Share**, 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.
4. Click **More** to select the following:
  - Mute on Entry will mute audio when participant join the meeting.
  - Play Enter/Exit Chime will play a chime whenever a person enters or exits a meeting.
  - Lock Meeting will not allow any new participants to join the meeting.
5. Scroll over a meeting participant's name to Mute or Un-mute the participant.
6. Scroll over a meeting participant's name to Rename the screen name of the participant. Click **Rename**, type in the new name and click **OK**.



5



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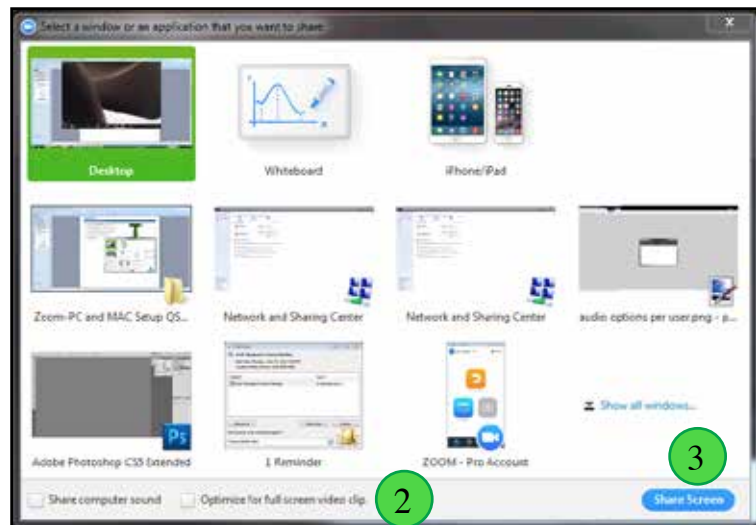


## Meeting Options: Share Screen

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.**



1

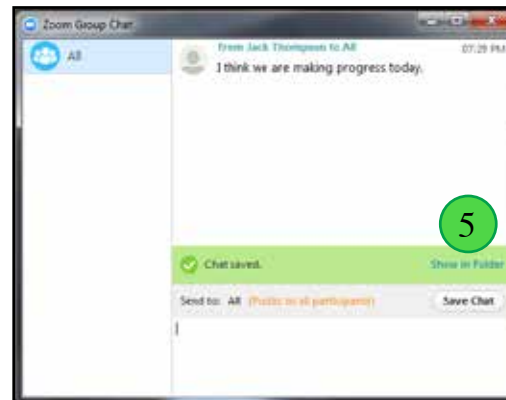
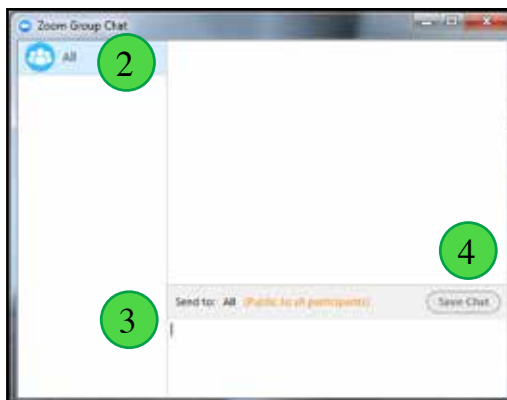


## Meeting Options: Chat

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.
5. To view the chat, click Show in Folder or browse to the folder.



1



## Meeting Options: Record

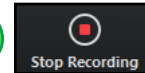
To record or stop recording a meeting audio and video (if selected), do the following:

1. **Click Record** to begin recording. 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.

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2



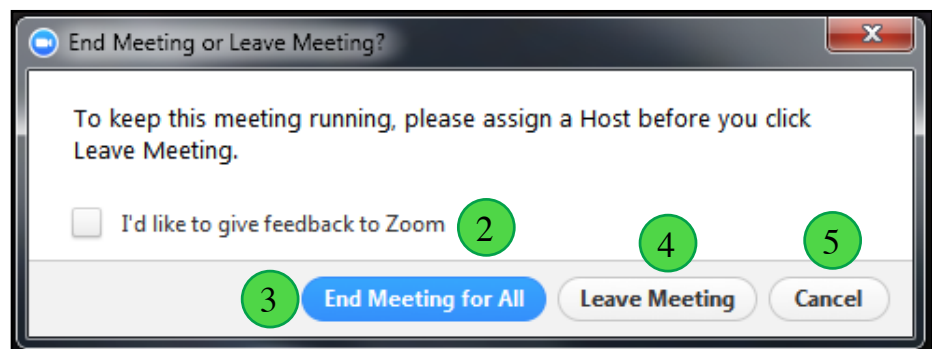
## Meeting Options: End Meeting

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.

End Meeting

1



## Meeting Options: Full Screen

1. If you want to view the meeting in full screen, **click Enter Full Screen** in the upper right corner of the Zoom meeting.
2. To exit full screen mode, **click Exit Full Screen** and your meeting window returns to its original size.

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A publication of The Connie & Tom Kossen Center for Teaching and Learning,  
Mississippi University for Women