

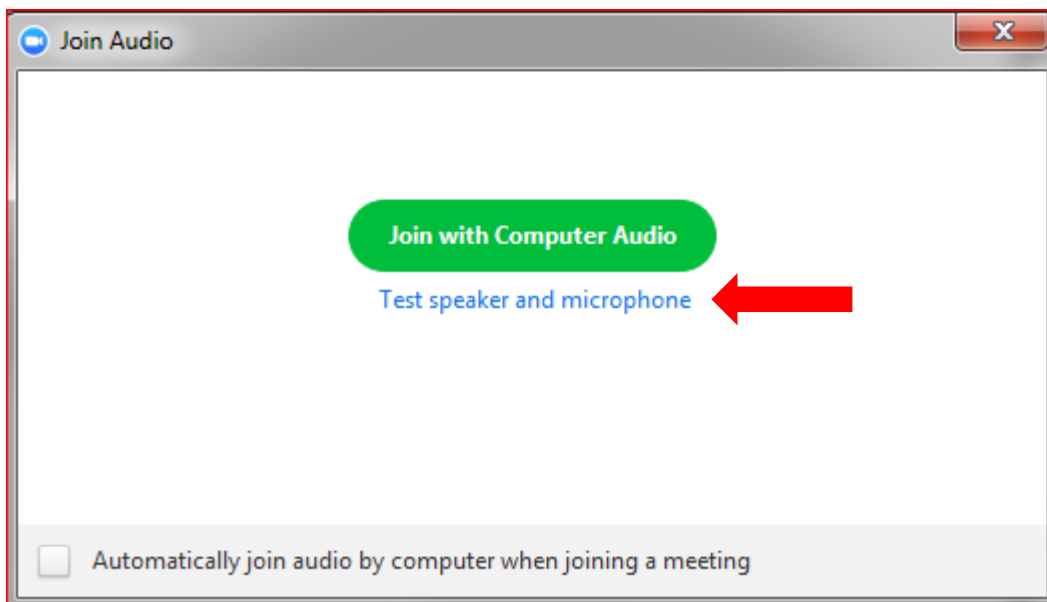
# How to Use Zoom in a Meeting

**Note:** First time you access a Zoom link you may be asked to download the Zoom client. Follow the instructions to download ZoomInstaller.exe. Click on in the .exe file and it will self-install.

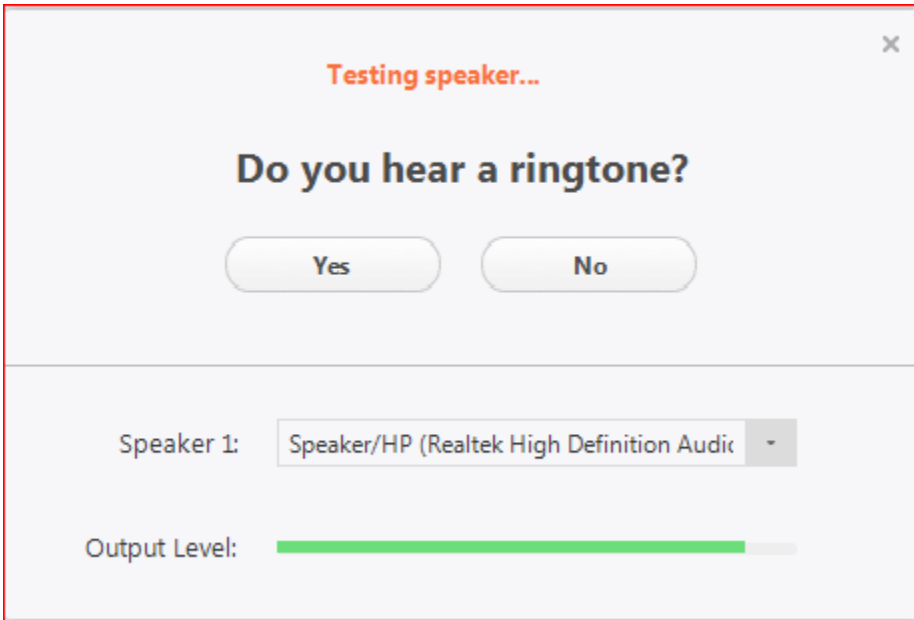
**Remember:** For additional job aids and videos from Zoom, please go to <https://support.zoom.us/hc/en-us>.

## Access a Zoom Meeting

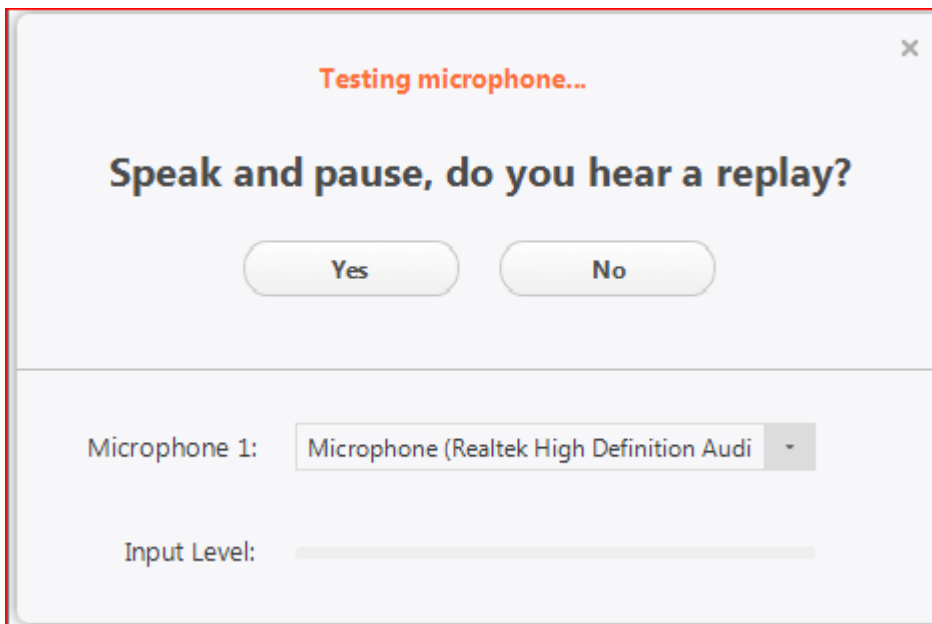
1. First action is to test the speaker and microphone. Click on the [Test speaker and microphone](#) option



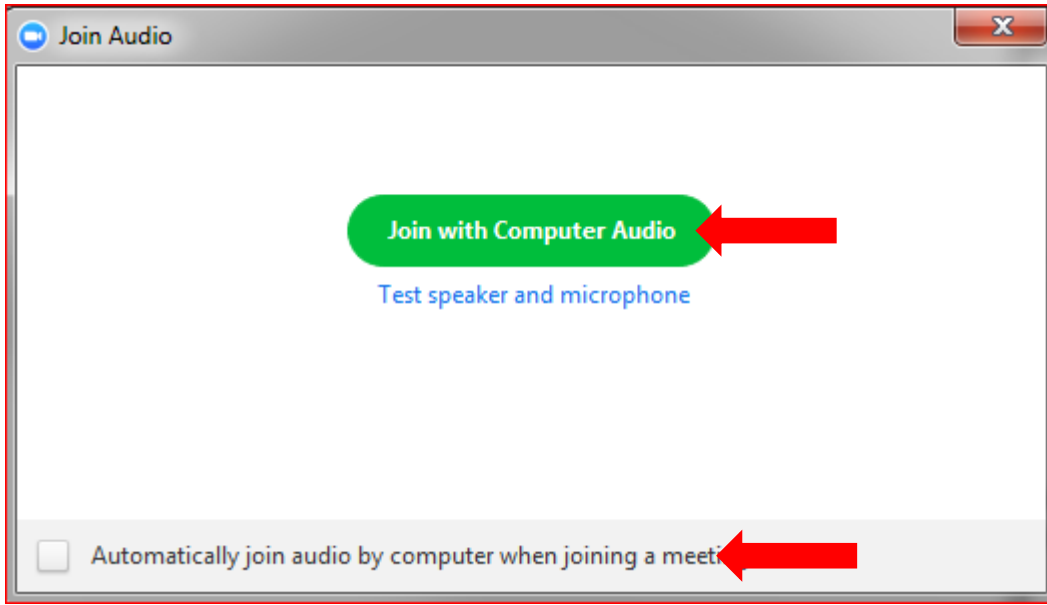
2. Test out the speaker. Click on Yes or No depending on if you hear the ringtone.



1. Test out the microphone. Speak into your microphone, pause and listen to the replay. Click on Yes or No depending on if you hear the replay.

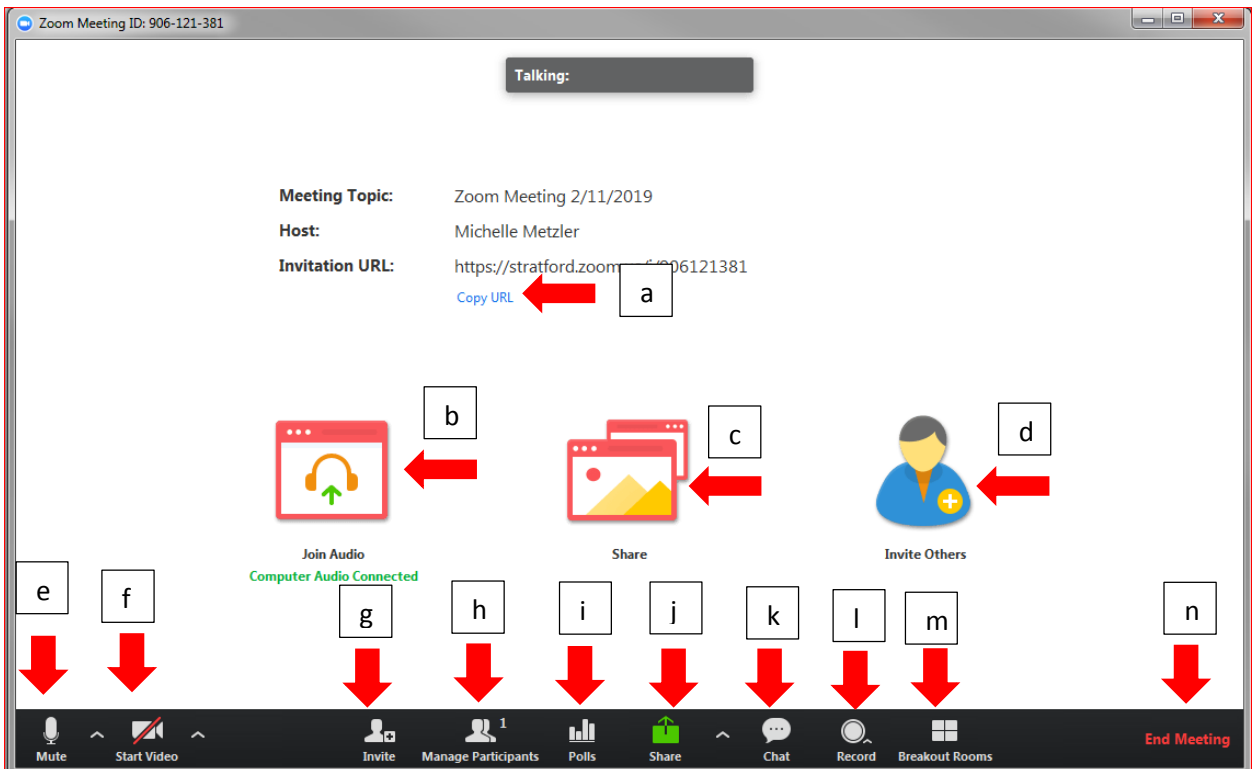


3. When the testing on the audio is done, click on the Join with Computer Audio button

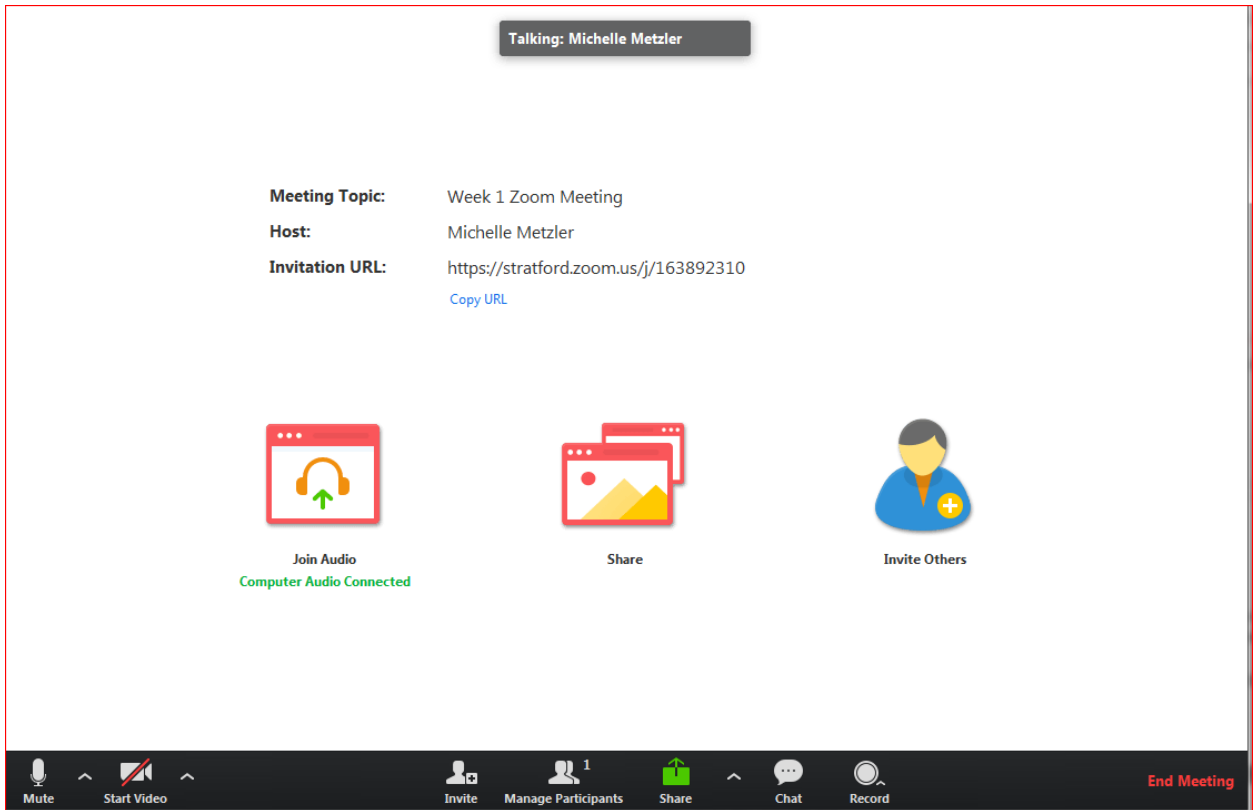


**Note:** You may want to set your zoom setup by clicking on the box to the left of the text - Automatically join audio by computer when joining a meeting. If you do this, you won't have to go through the audio testing every time.

4. Options available when hosting a zoom meeting:



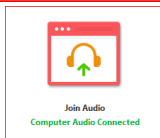
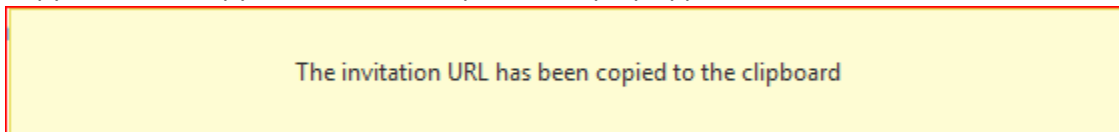
- a. Copy URL - Allow the user to copy the URL of the meeting to send to a participant (Use Paste or CTRL-V to insert URL into an email, text box, etc.)
  - b. Join Audio icon – Allow the participant to use their audio
  - c. Share icon – Allow the user to share their screen
  - d. Invite Others icon – Allow the user to invite others to this meeting
  - e. Mute menu option - Allow the user to mute the session
    - i. Select the microphone, select the speaker, test audio, set audio settings, etc.
  - f. Start Video menu option – Allow the user to turn on the camera so that the user can be seen by others
    - i. Set video settings – Allows the user to configure video settings for the meeting
  - g. Invite menu option – Allow the user to invite others to this meeting
  - h. Manage Participant menu option – Allow the user to see and manage all the participants in this meeting
  - i. Polls menu option – Allows the user to create polls to use during the zoom session
  - j. Share menu option – Allow the user to share their screen
    - i. There can be one or multiple participants that can share
    - ii. There are also advanced sharing options like who can share, who can start sharing, etc.
  - k. Chat menu option – Allow the user to bring up a chat area where all participants can chat
  - l. Record menu option - Allow the user to record the meeting
    - i. User can record to the cloud or a device
  - m. Breakout Rooms menu option – Allows the user to group students to work together
  - n. End Meeting menu option – Allow the user to end the meeting
5. Student options available when you are a participant in a Zoom meeting



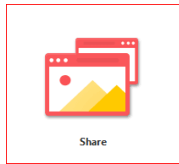
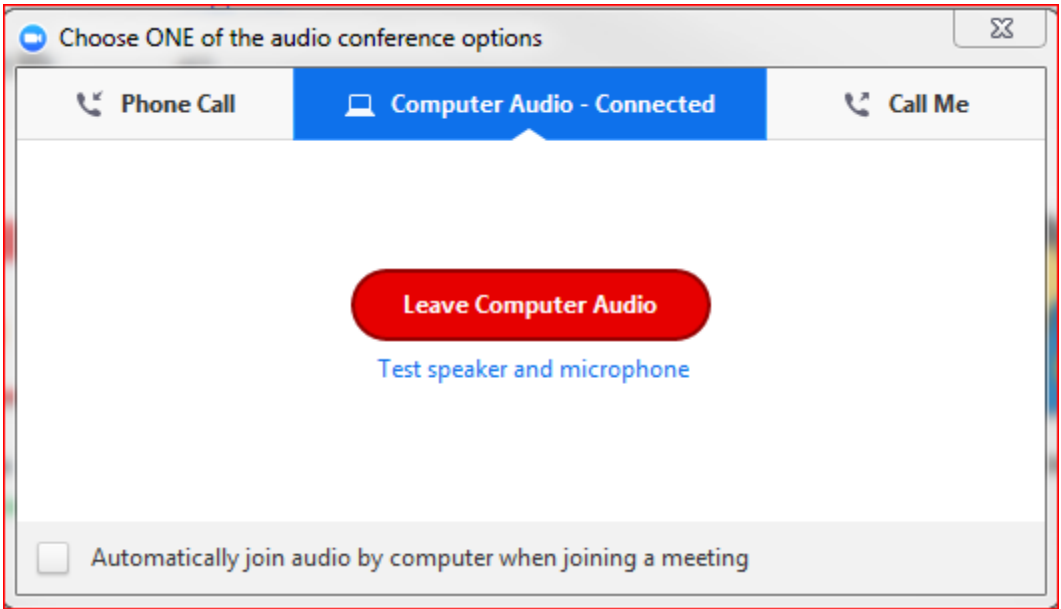
**Note:** Participants have less menu options and privileges.

## Detail on Icons and Options

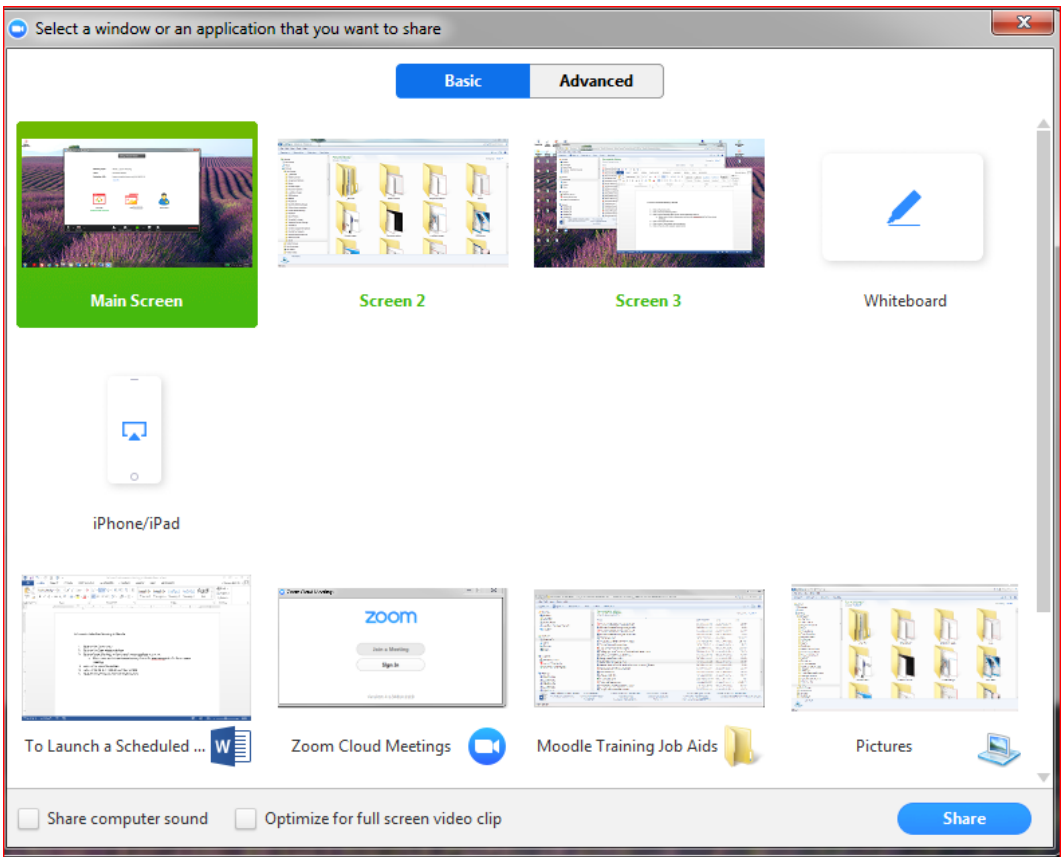
1. Copy URL – will copy the URL to the clipboard. Pop-up appears on the screen



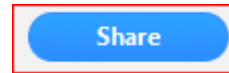
2. Join Audio icon will allow the user to choose one of the audio conference options (based on how the zoom meeting was setup:
  - a. Phone call
  - b. Computer audio
  - c. Call me

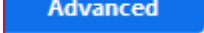


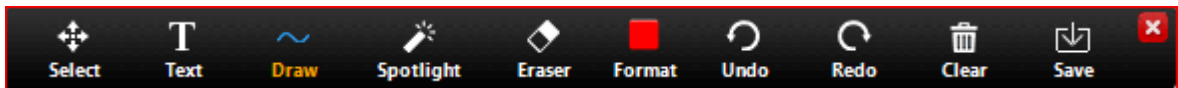
3. Share icon will allow the user to select a screen or open up a whiteboard.



- a. User clicks on the screen to share and then clicks on the Share button

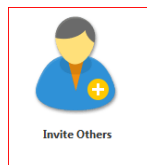


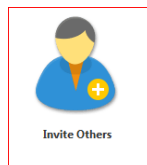
- b. Advanced option  provides the user the capability to:
  - i. Share only a portion of the screen
  - ii. Share the computer sound only not the screen
  - iii. Share the content from a 2<sup>nd</sup> camera
- c. Whiteboard allows the user to use a blank screen to create/build content using the following options:

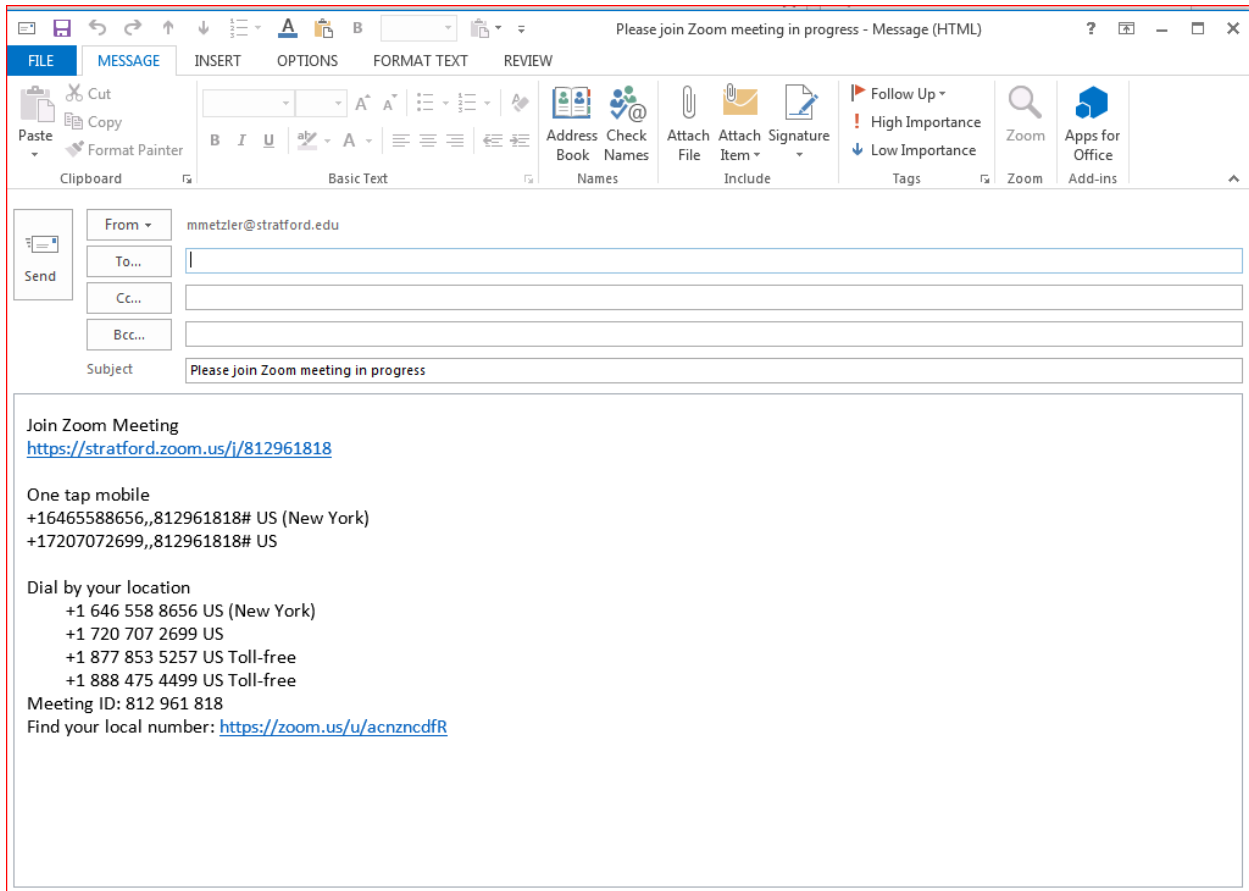


**Note:** These options work similar to other digital whiteboards.

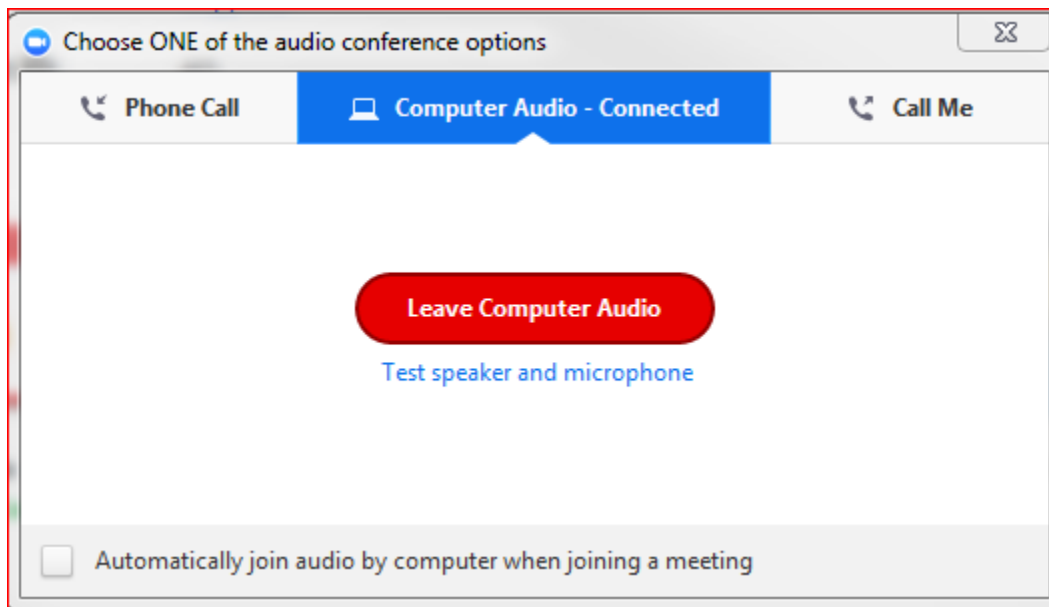
- a. Select – select an item to be formatted, erased
- b. Text – Add text
- c. Draw – Draw a picture
- d. Spotlight – point to an item on the whiteboard
- e. Eraser – remove something that has been selected
- f. Format – format an item
- g. Undo – undo something
- h. Redo – bring it back
- i. Clear – clear the white board
- j. Save – save the whiteboard (Saved as an image; .png, to your device’s Zoom folder in your Documents folder)




4. Invite Others  icon will allow a user to invite others by email or phone.
  - a. For email, there are (3) options
    - i. Default email (outlook)

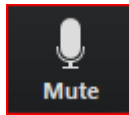


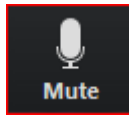
- ii. Gmail – Must have a Gmail account
- iii. Yahoo mail – must have a Yahoo mail account
- b. For phone – the user will be required to type in the name, phone number and click on the Invite button

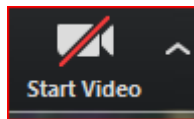
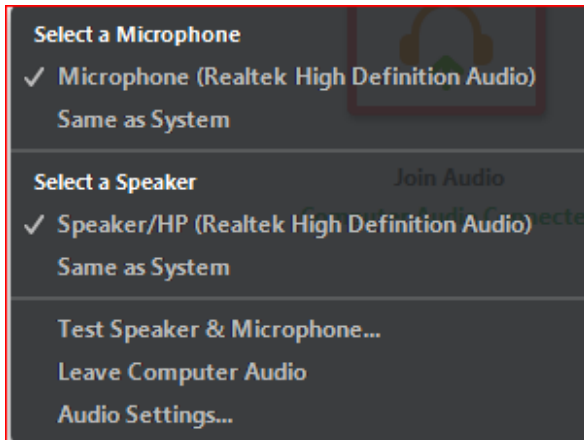


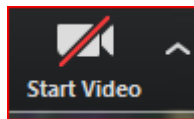


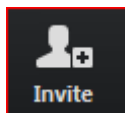
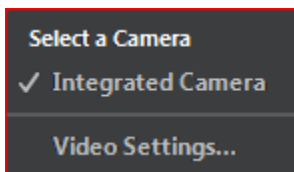
- c. Use the Copy URL or Copy Invitation  to paste into email, text etc.

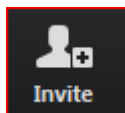


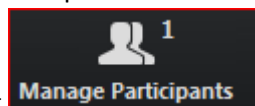
5. Mute menu  option – allows the user to select the microphone, select the speaker, test audio, set audio settings, etc.

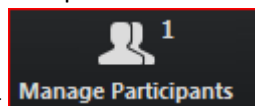


6. Start Video  menu option – Allow the user to turn on the camera so that others can be seen them and set video setting for how the video works in this meeting



7. Invite  menu option – Same as Invite Others icon above




8. Manage Participant  menu option list all participants

- a. Status icons for user. The more option provides, from left to right:

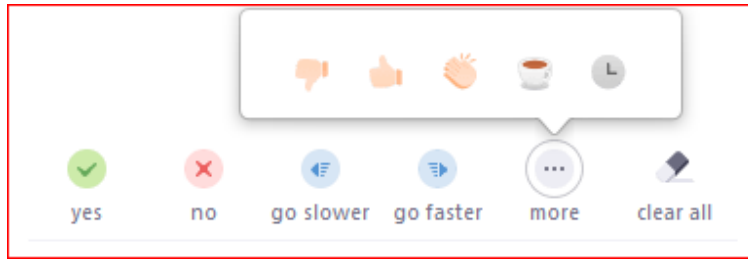
i. Dislike - 

ii. Like - 

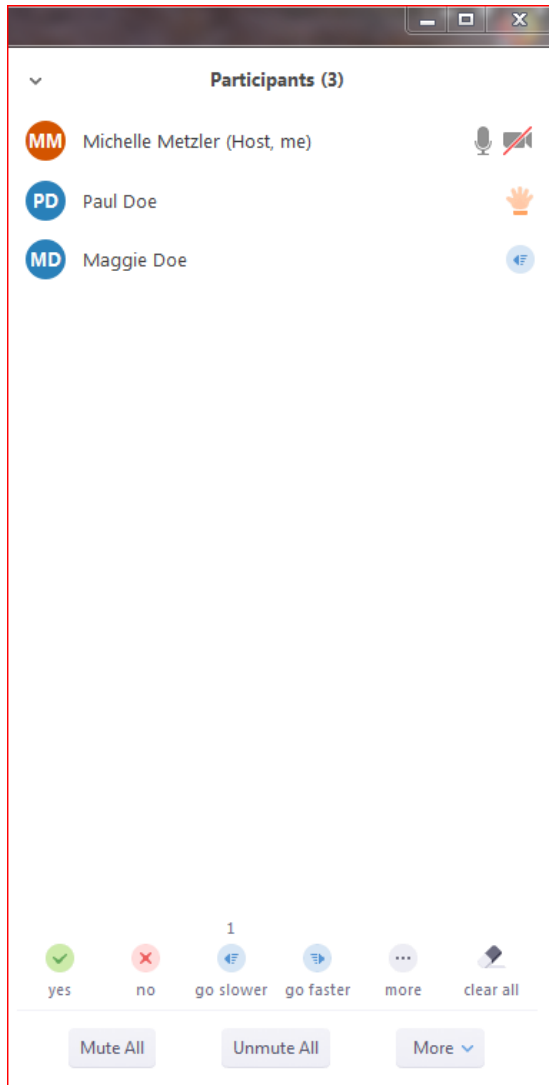
iii. Clap - 

iv. Need a break - 

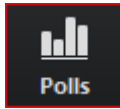
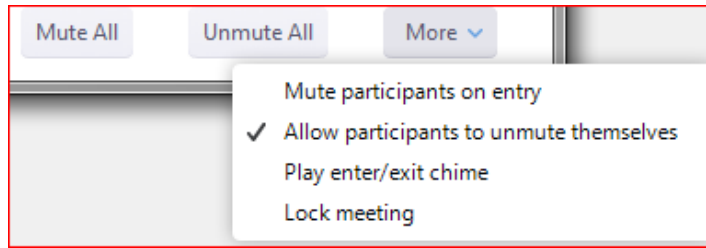
v. Away - 



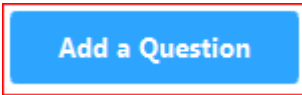
- b. Once a user clicks on the status, it will be placed next to their name in the participant's list.



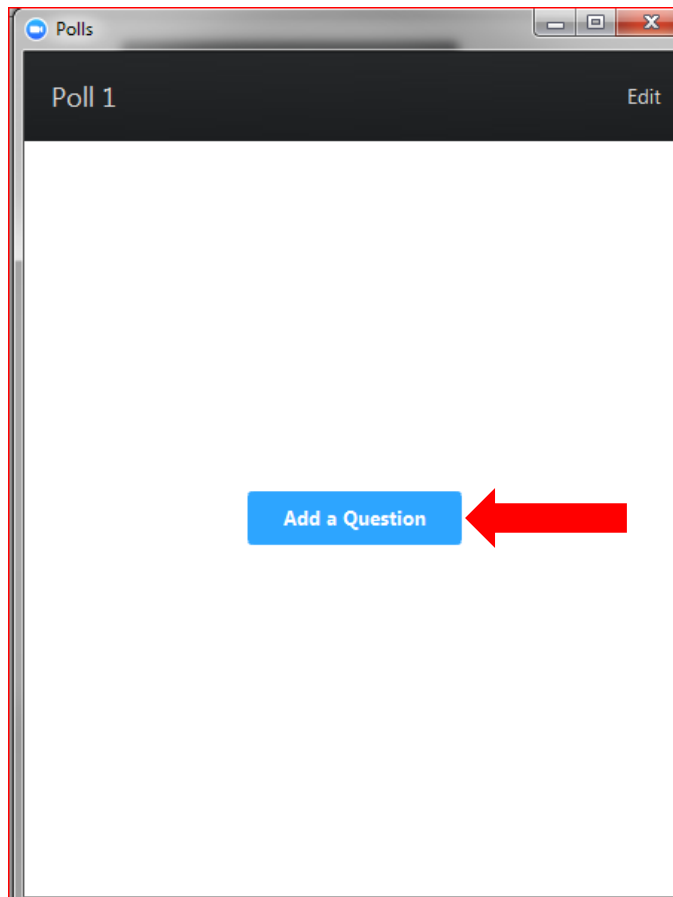
- c. Additional area pops up button to:
- i. Mute all
  - ii. Unmute All
  - iii. More – allows the user (4) additional options seen below



9. Polls menu option –is an opportunity that provides engagement. The user can build a poll before class starts and then access during class for review of content, understanding of the content, feedback on the course, start a brainstorming sessions, solicit a reaction on a topic, offer suggestions before a breakout, etc. Steps to create a poll:



- a. Click on the Polls menu and then click on the Add a Question button
  - i. Add an Question will take the use to their meeting space for this meeting at startford.zoom.us so that they can create a poll that will be attached to this Zoom meeting





10. Enter a Poll name, a question and then the answers. Click the Save button when done.

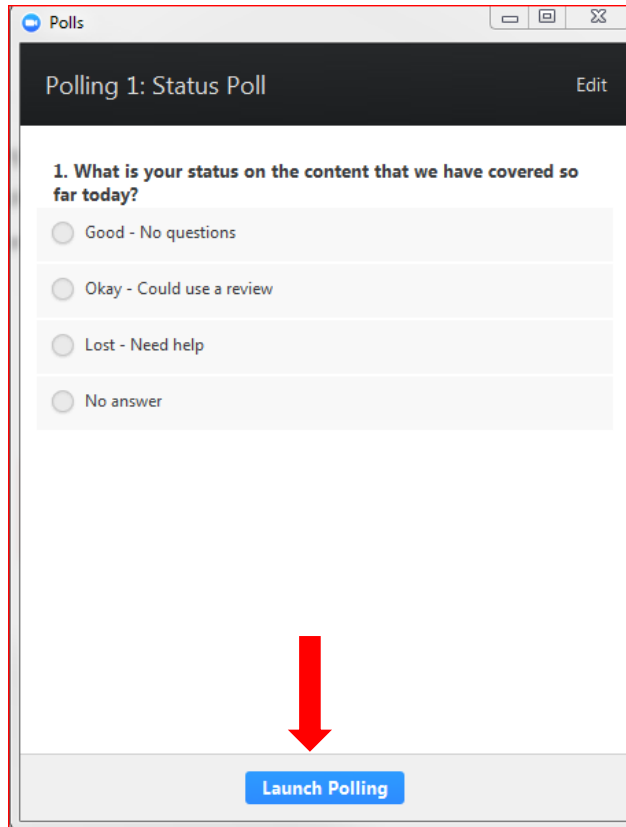
a. Question and answers – 255 characters

A screenshot of a poll creation interface. At the top, there is a text input field containing "Status Poll" with a red arrow pointing to it labeled "Poll Name". Below this is a question input field containing "1. What is your status on the content that we have covered so far today?" with a red arrow pointing to it labeled "Question". Underneath the question are two radio buttons: "Single Choice" (selected) and "Multiple Choice". Below these are several answer options in a list: "Good - No questions", "Okay - Could use a review", "Lost - Need help", "No answer| X 246", "Answer 5 (Optional)", "Answer 6 (Optional)", "Answer 7 (Optional)", "Answer 8 (Optional)", "Answer 9 (Optional)", and "Answer 10 (Optional)". A red arrow points to the "Okay - Could use a review" option, labeled "Responses". At the bottom of the list is a "Delete" link. Below the list is a "+ Add a Question" link. At the very bottom are two buttons: "Save" (blue) and "Cancel" (white), with a red arrow pointing to the "Save" button.

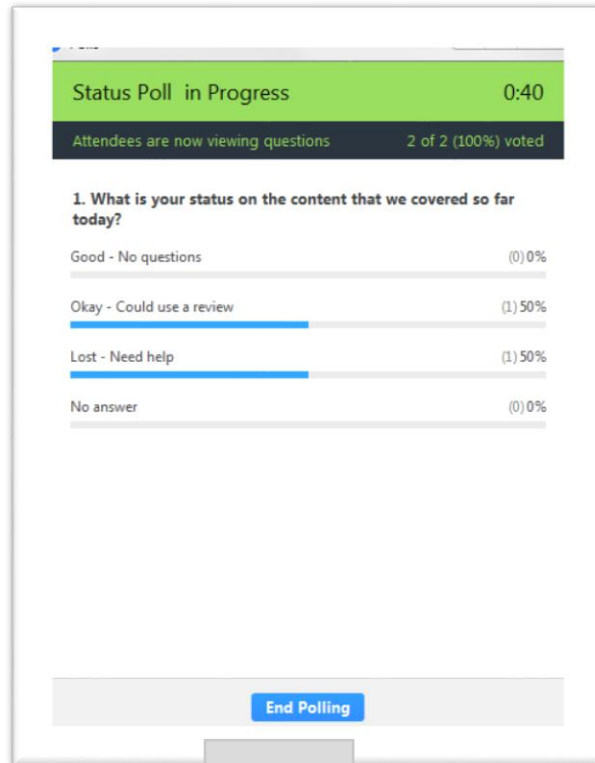
11. The poll will appear on the host screen on the have been saved. Click on the Launch Polling



button to launch the poll.



12. Instructor will see the responses coming in and the students will see the poll that they can respond to and submit



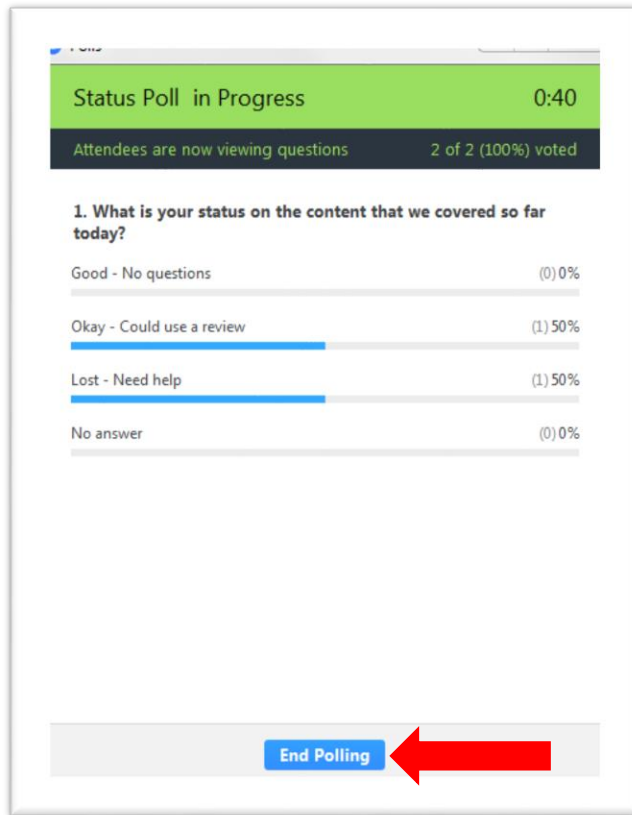
**Polls** Status Poll

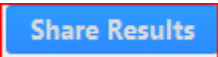
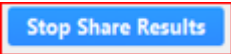
**1. What is your status on the content that we covered so far today?**

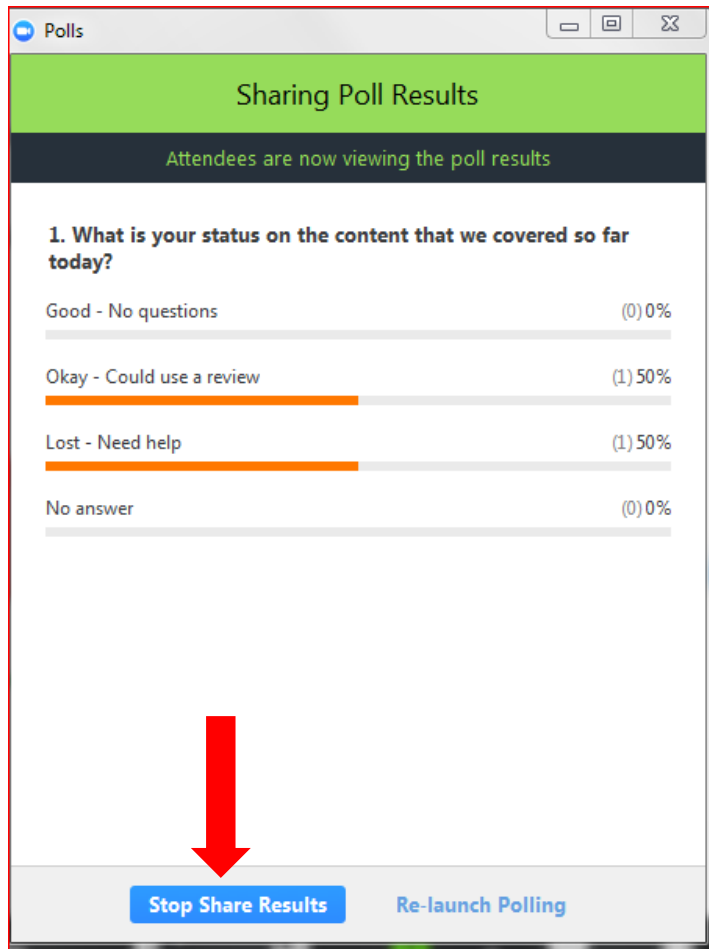
- Good - No questions
- Okay - Could use a review
- Lost - Need help
- No answer

**Submit**

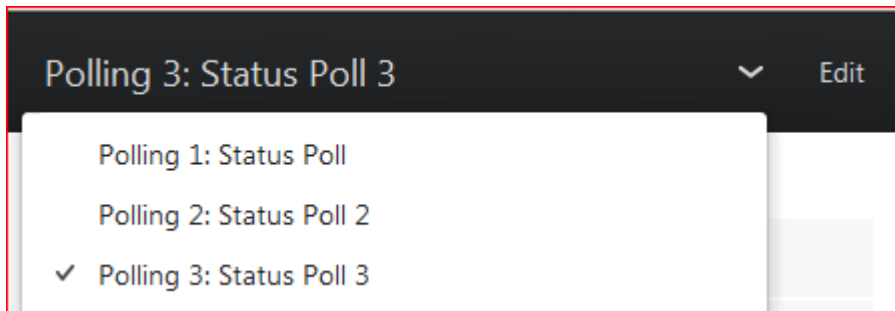
- a. Instructor will click on the End Polling  when the poll is done



13. Click the Share Results  button to share the results with the participants.
14. Click Stop Share Results  button when done



**Note:** A user can create polls in advance. When a poll is needed the instructor can then click on the drop down menu and select the poll to use



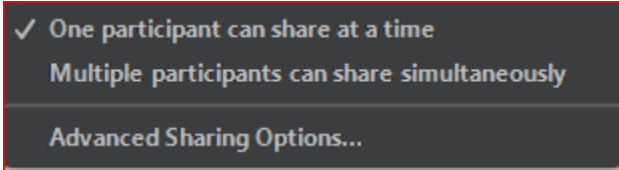
**Note:** If they click on the Edit option the first time they click on the Polls menu option and create the polls for the class.



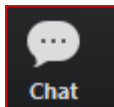
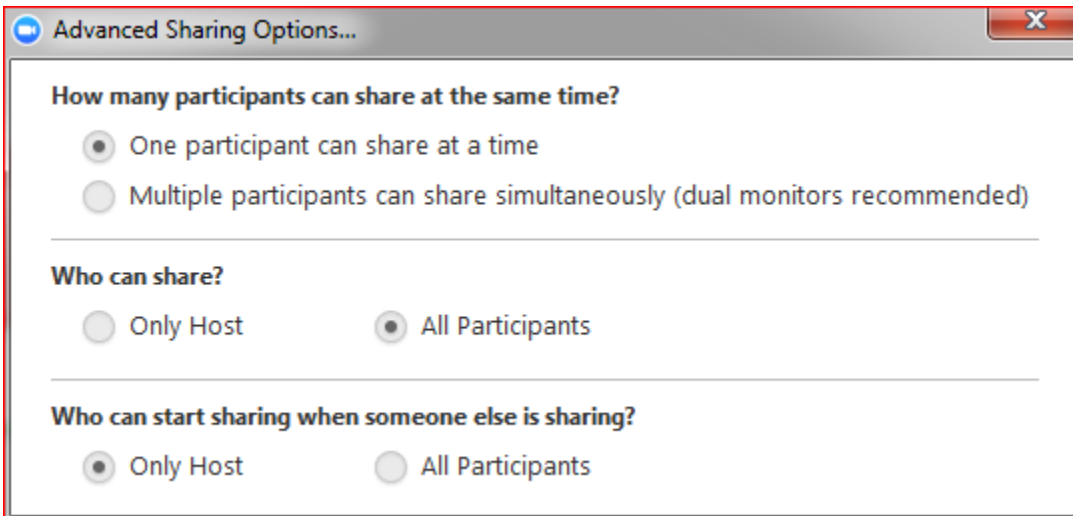




15. Share menu option – Same as Share icon
- Can setup Sharing options using the drop down menu




- Advanced sharing Options provides –




16. Chat menu option – allows the user to add text, links, files to the chat area. Participants can chat only to the host or to everyone and that chat can be saved. You can also share a file in the meeting by choosing that option under the More button or drag the file into the chat area. Examples of file types that can be shared are:

Zoom Group Chat


From Me to Everyone:

 20180726\_185315.mp4  
7.44 MB


From Me to Everyone:

 Books 24x7 Links.pdf  
187.22 KB


From Me to Everyone:

 IMG\_0194.MOV  
47.53 MB


From Me to Everyone:

 IMG\_1436.JPG  
4.01 MB


From Me to Everyone:

 Job Description for Student ...  
15.61 KB

From Me to Everyone:

 TTerm5UnboundFCxlsx.xlsx  
17.90 KB

From Me to Everyone:

 AddSubmissionsButton.PNG  
1.39 KB

File (AddSubmissionsButton.PNG) sent successfully. ✕

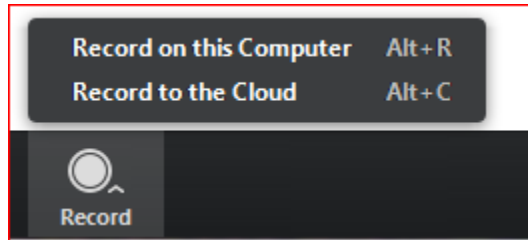
To: Everyone ▾ More ▾

Type message here...

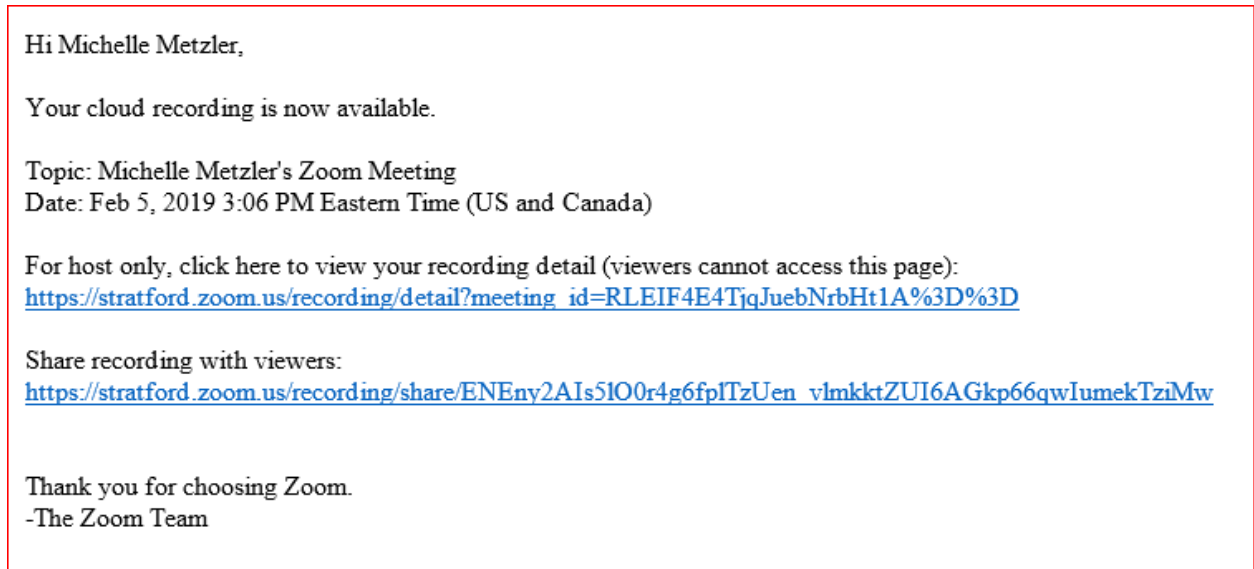


17. Record menu option - Allow the user to record the meeting

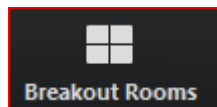
a. User can record to the cloud or on this computer



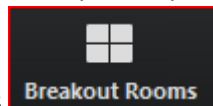
- b. Pop-up appears in the top left hand corner that the meeting is being recorded
- c. Record button changes to allow for starting and stopping of the recording
- d. Record to Computer - is stored as an .mp4 in your device's Zoom folder in your Documents folder
- e. Record to the Cloud – Zoom will send the user an email when their recording is available



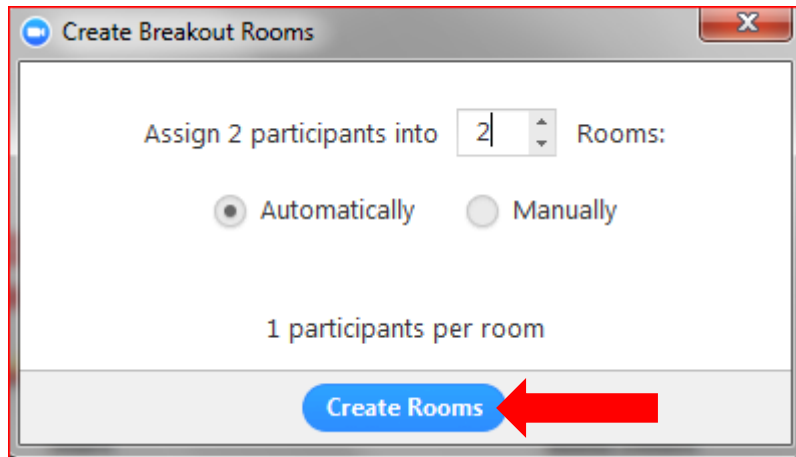
**Note:** Add the recorded link to a Moodle course or send the link out via email to those that want/need to view the recorded session.



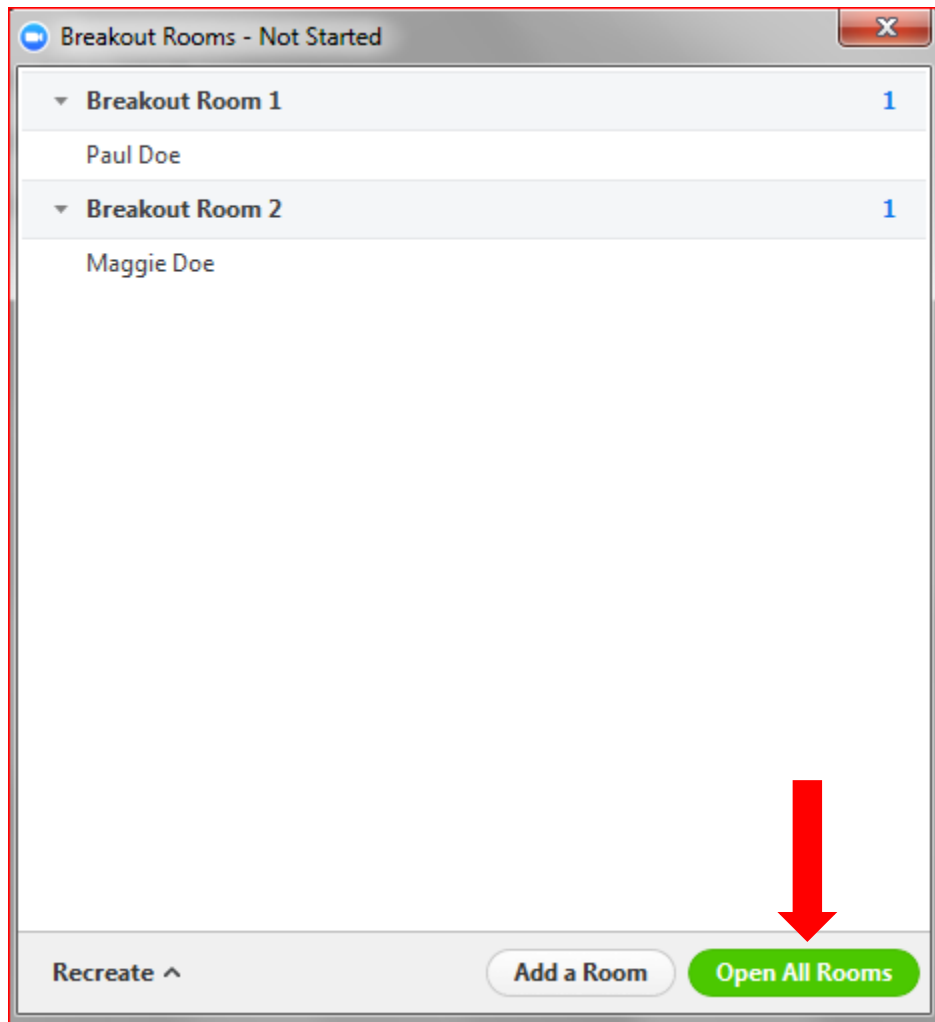
18. Breakout Room menu option – provides grouping of participants.



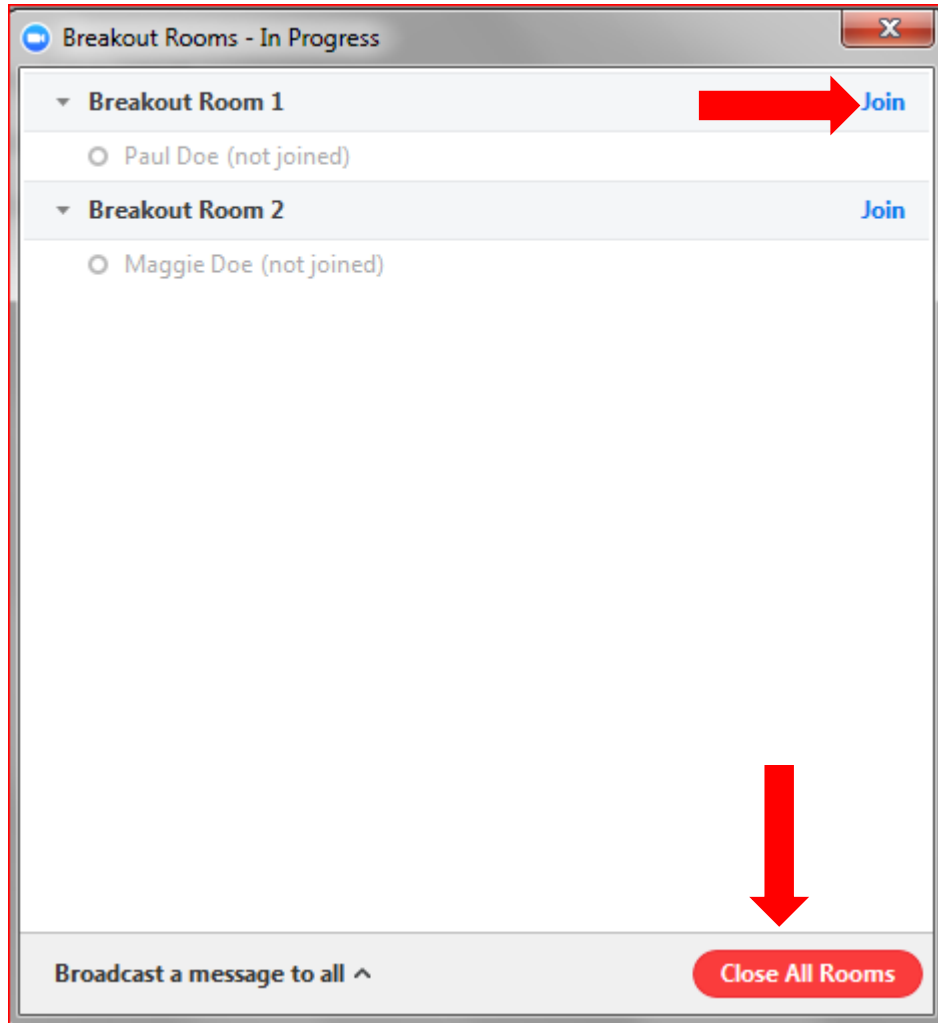
- a. Click on the Breakout Rooms menu option
- b. Select the number of rooms, to automatically or manually and the participants to the rooms and then click the Create Rooms button
  - i. If you choose manually you can then click on the Join option and select which participant to add the room



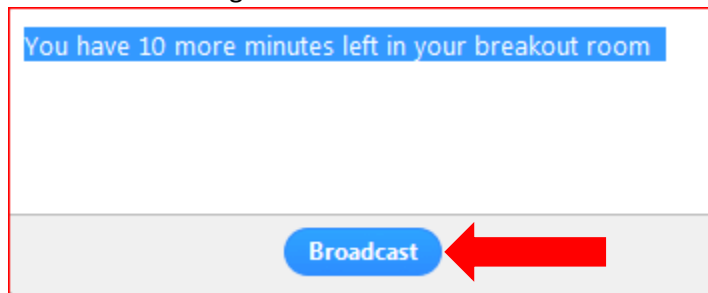
- c. The instructor will click on the Open All rooms button



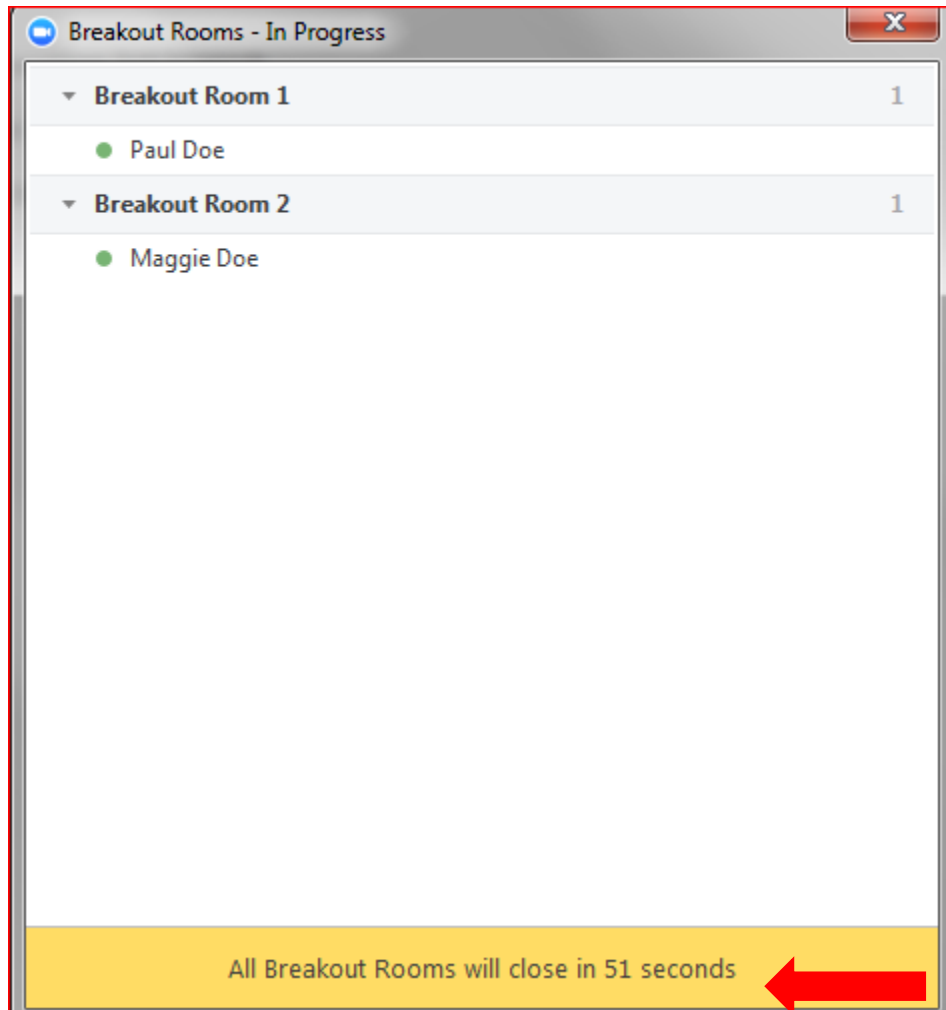
- d. The breakout room will display the following until the students join the break out room
  - i. Students will receive a popup on their screen to join the breakout room



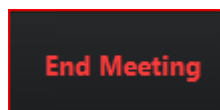
- e. Once the participants join the meeting the instructor can:
  - i. To join a breakout room, click on the Join option to the right of the room
  - ii. Once the host is in the breakout room, clicking on the Leave option will replace it with the Join option
    - 1. You can also click on the Join for another room to leave
- f. To broadcast a message to all participants in all each break out room, click on the Broadcast a message to all and click on the Braodcast button



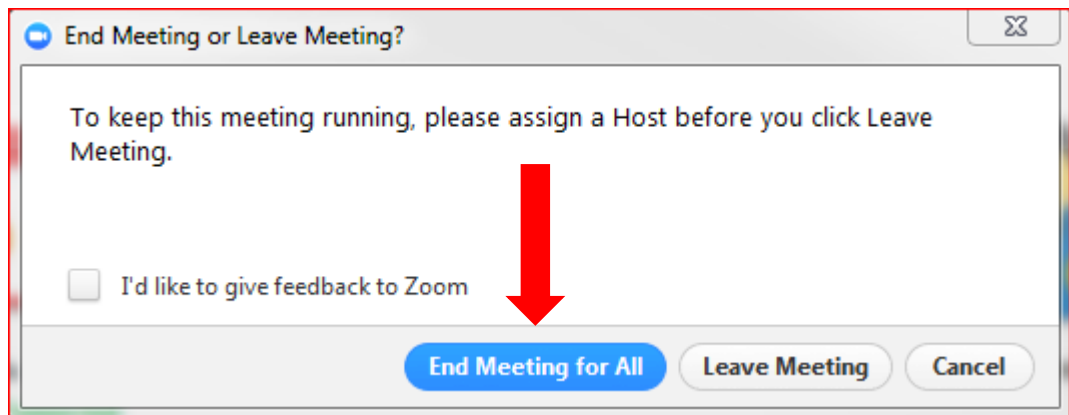
- g. To close the breakout rooms, click on the Close All Rooms button and that will give the participants 60 seconds to finish up. A close messgae will appear at the bottom of the break out room.



**Note:** Practice with Breakout Rooms **BEFORE** using it in a live session.



19. End Meeting menu option – allows the user to leave the meeting or end the meeting for all



## Training Links

Zoom has an extensive library of short training videos:

View Live Training: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

- Join Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- Schedule a Meeting: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->
- Meeting Controls: <https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Video-Breakout-Rooms>
- Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
- Questions: <https://support.zoom.us/hc/en-us/articles/203686015-Getting-Started-with-Question-Answer>

Audio Video, and Sharing Articles- <https://support.zoom.us/hc/en-us/categories/201137166>

- Recording a Zoom Meeting: <https://support.zoom.us/hc/en-us/sections/200208179-Recording>
- Joining & Configuring Audio & Video:
  - <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->
  - <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Sharing Your Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Sharing Multiple Screen Simultaneously: <https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously>
- All About Recordings: <https://support.zoom.us/hc/en-us/articles/205347605-Recording-Management>
- Different video layouts: <https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->

Here are a few Zoom training videos on YouTube:

- How to Start a Meeting: <https://youtu.be/vFhAEoCF7jg>
- Meeting Controls: [https://youtu.be/4w\\_pRMBEALE](https://youtu.be/4w_pRMBEALE)
- Joining & Configuring Audio & Video (Can be used to assist students with connecting): <https://youtu.be/HqncX7RE0wM>
- Sharing Your Screen: <https://youtu.be/9wsWpnqE6Hw>

**Note:** For additional job aids and videos from Zoom, please go to <https://support.zoom.us/hc/en-us>.