

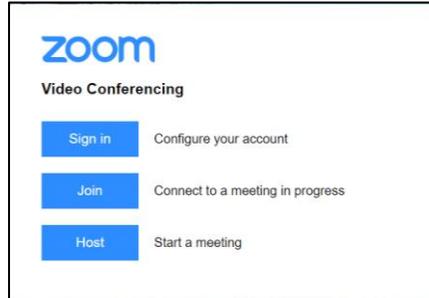
# Zoom Meeting Basics

## Sign-in to your account

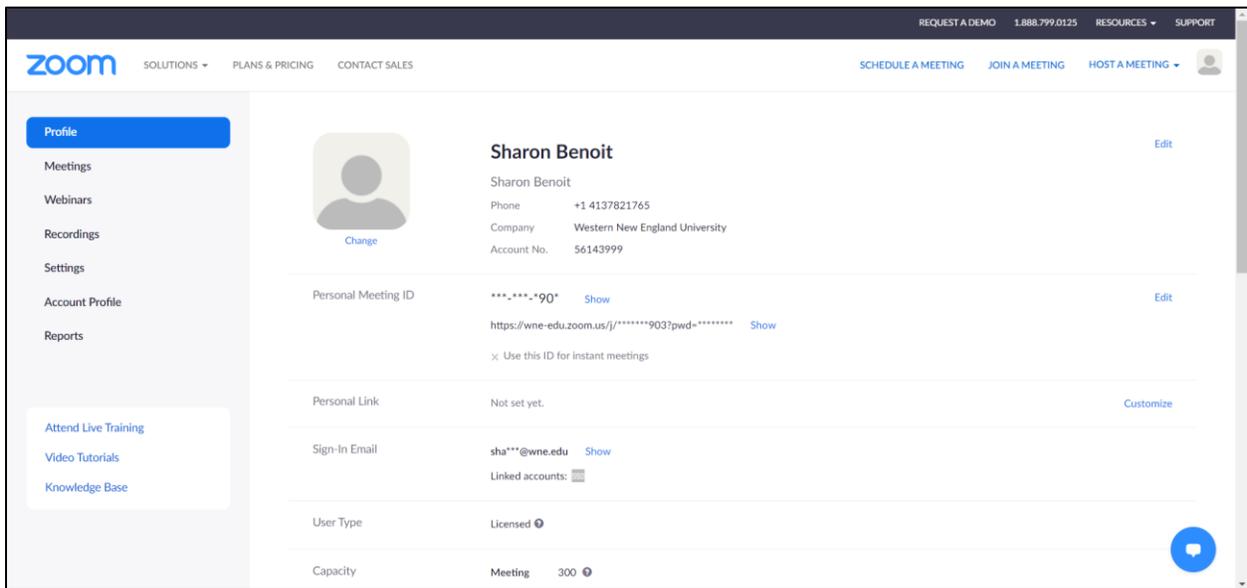
### From the Web

You can access Zoom by going to **wne-edu.Zoom.com**

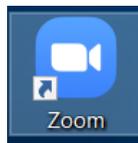
From this screen choose Sign In



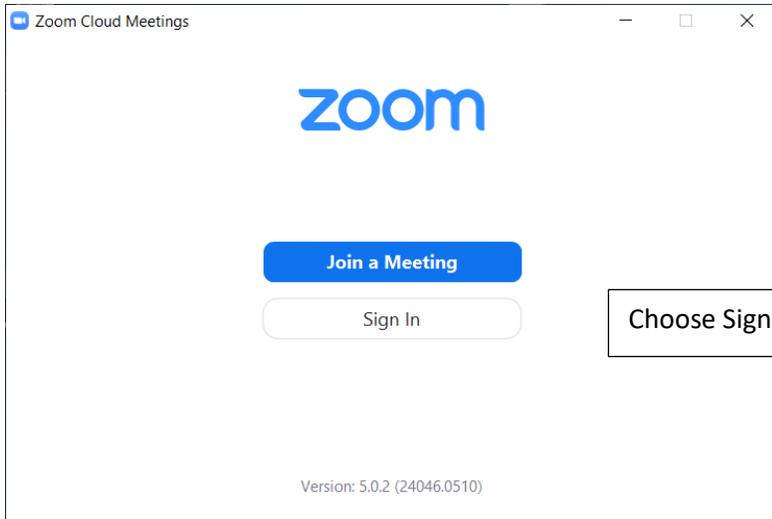
You have more functionality when you sign in this way and you will be brought to a screen similar to the one here. You can see that you have much more functionality this way. We recommend this approach.



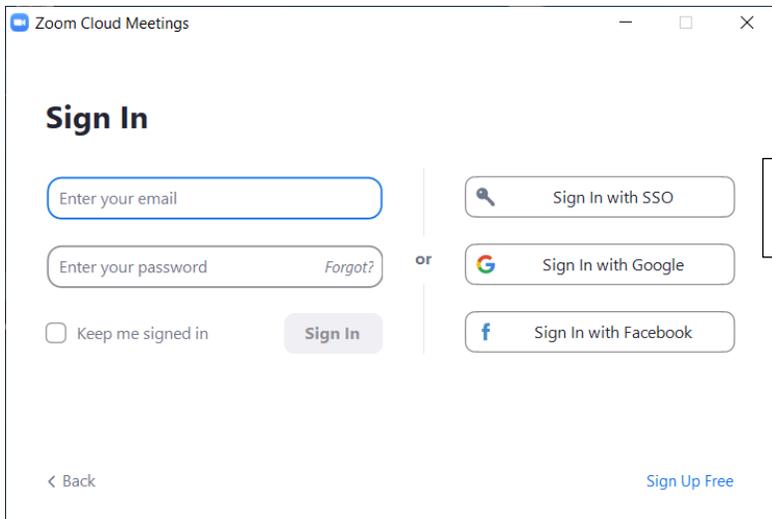
### From the Zoom App on your desktop



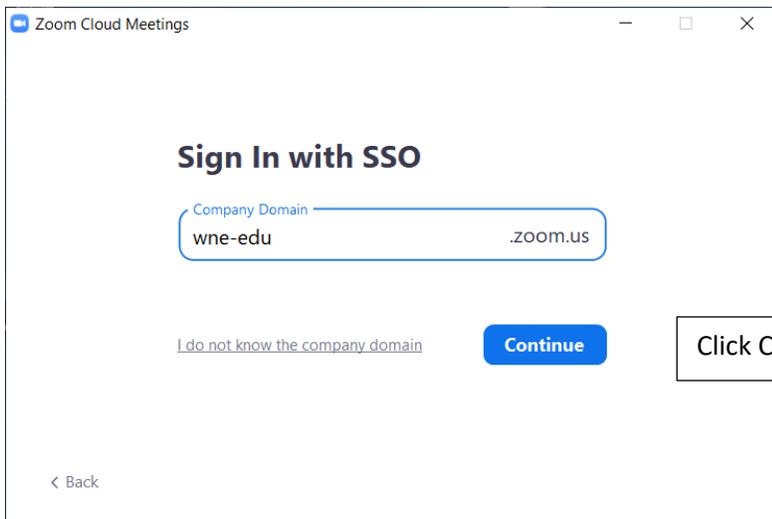
# Zoom Meeting Basics



Choose Sign In

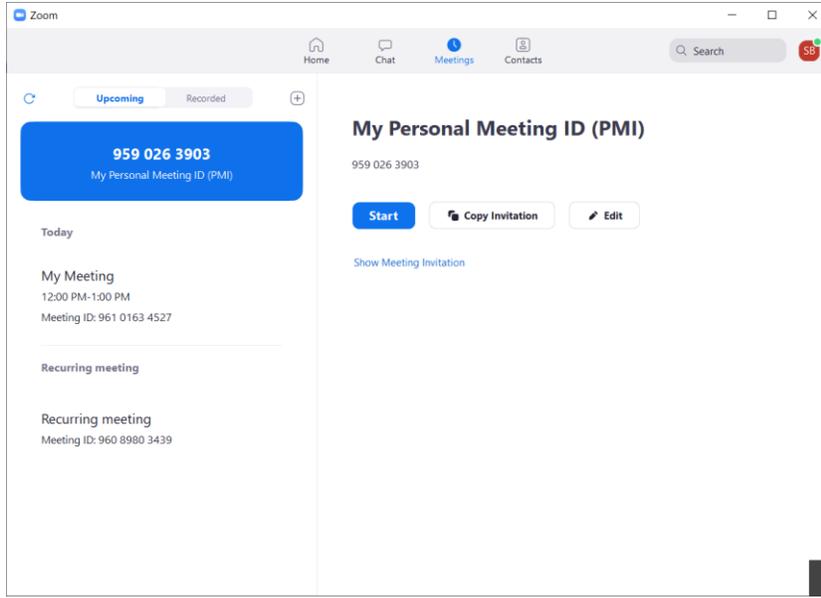


Choose Sign In with SSO



Click Continue

## Zoom Meeting Basics



You can see that you have more limited interface.

### Joining a Meeting

When joining a meeting, it is best to join via the desktop app and not from the browser. The Zoom web client allows joining a Zoom meeting or webinar without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome. Participants joining through the web client will need to be signed in to a Zoom account.

Through your settings, you can control if the **Join from Browser** link appears automatically or if it only appears once the participants attempt to download the Zoom client.

**We suggest having everyone download the Zoom Desktop App.** To download the zoom desktop app, use the steps outlined here.

### How to download Zoom on your PC

1. Open your computer's internet browser and navigate to the Zoom website at Zoom.us.
2. Scroll down to the bottom of the page and click "Download" in the web page's footer.
3. On the Download Center page, click "Download" under the "Zoom Client for Meetings" section.
4. The Zoom app will then begin downloading.
5. The Zoom app – download and launch

Or here is the link for the Windows download:

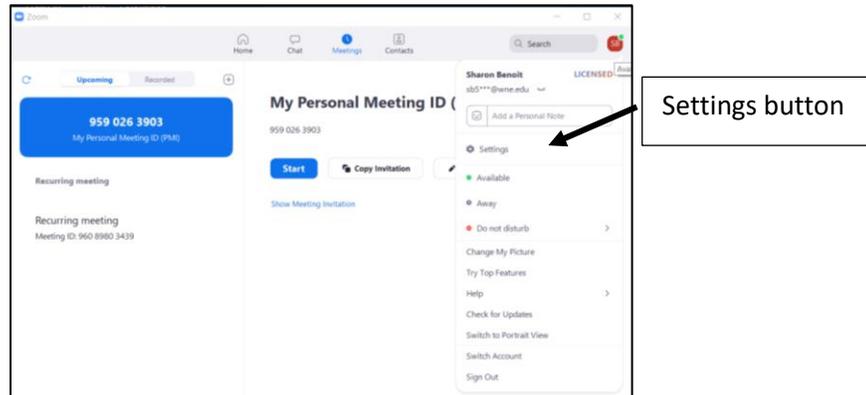
<https://zoom.us/support/download>

Here is a link to the steps to download to a Mac

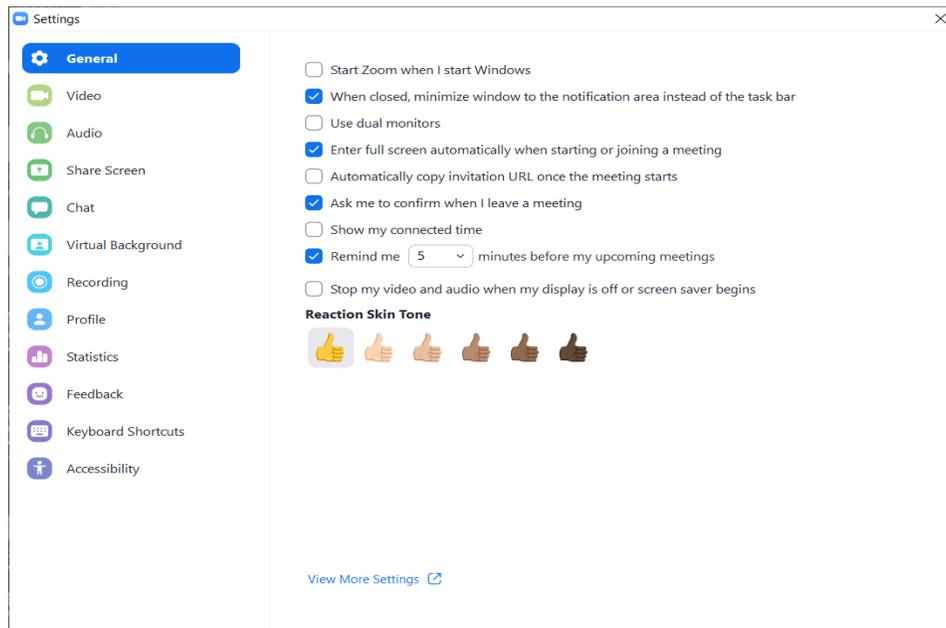
<https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>

## Zoom Meeting Basics

When you launch the desktop app, you will see the screen displayed below. From this screen, you can create a new meeting, join an existing meeting, schedule a new meeting or share your screen. From this screen, you are able to view and adjust your settings.



Clicking on Settings will display the setting screen.

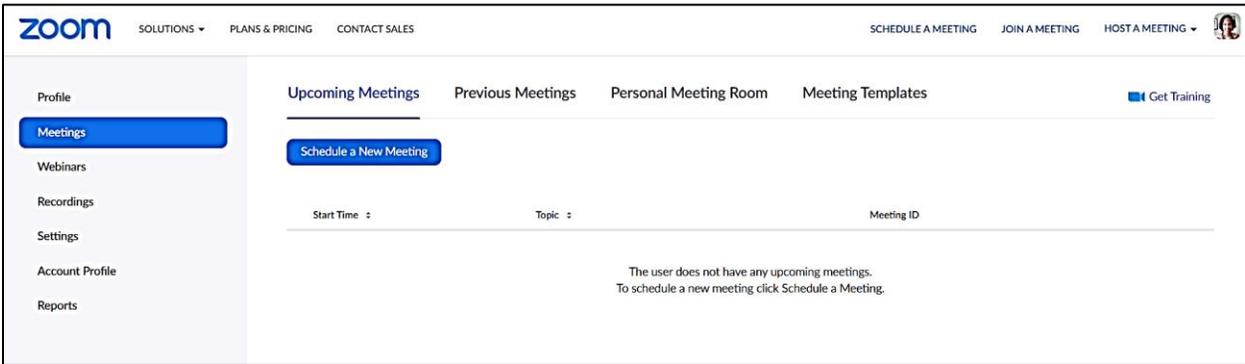


## Launch from Zoom Web Portal

Entering Zoom from the Zoom Web Portal will give you much more control. Enter Zoom as outlined above.

## Zoom Meeting Basics

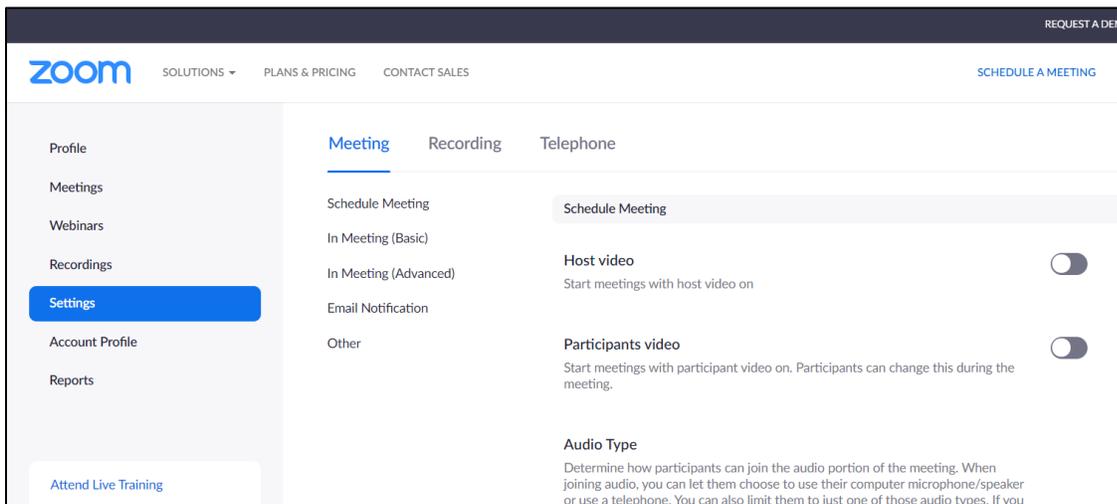
Once you have signed in, you will be brought to the main account screen. From this screen you have access to all of the account features.



## Settings

Your meeting settings allow you to enable or disable features for your meetings. These settings control the availability of many features, such as breakout rooms, recordings, and chat. Settings are tiered and can be turned on/off or locked by your admin. Use this link to learn the specifics for **all of your settings**.

<https://support.zoom.us/hc/en-us/articles/115005756143-Changing-your-meeting-settings>



**This list includes the settings we will address in our training.**

**Webcams:** We suggest that you and your participants enter the meeting with webcams turned off.

**Audio:** Enable both telephone and computer audio.

**Join Before Host:** Turn this on if you would like participants to enter the meeting early and keep it off if you do not want participants to enter before you do.

**Require a password:** This is a good idea to ensure only those you have invited are able to join. Passwords can be changed but must be all digits.

## Zoom Meeting Basics

**Chat:** You can turn on private chat if you would like your participants to chat with each other. If you turn this off, you will still have chat availability but participants are only able to participate in the group chat.

**File transfer:** This feature would allow the host to upload a file to chat that can then be downloaded by participants. This is a way to share a file without having to email it.

**Polling:** If this is enabled you are able to create up to a 10-question poll and launch it any time in the meeting.

**Screen Share:** Allow host and participants to share their screen or content during meetings. You can allow only the host to be able to share or both host and participants.

**Breakout rooms:** Allow host to split meeting participants into separate, smaller rooms. The host has the option to enter any of the breakout rooms. Participants are able to ask for help from the host and invite the host to join their room.

**Waiting Rooms:** When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host.

## Creating / Schedule a Meeting

To schedule a meeting from the Zoom desktop app, click on Schedule. Check and adjust all of the settings and then click Schedule.

The screenshot shows the 'Schedule Meeting' window in the Zoom desktop app. The 'Topic' field contains 'Sharon Benoit's Zoom Meeting'. The 'Start' time is set to 'Tue May 5, 2020' at '03:00 PM'. The 'Duration' is set to '1 hour' and '0 minute'. The 'Recurring meeting' checkbox is unchecked. The 'Time Zone' is set to 'Eastern Time (US and Canada)'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password '93972830'. Under 'Video', 'Host' is set to 'Off' and 'Participants' is set to 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Outlook' is selected. At the bottom, there are 'Schedule' and 'Cancel' buttons.

Select the date and time of your meeting. Note that scheduled meetings can be started by the host any time, regardless of the date and time settings.

### Advanced Options

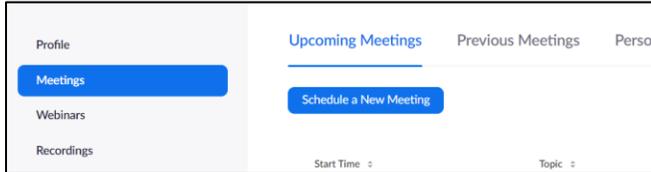
- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting
- Enable additional data center regions for this meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

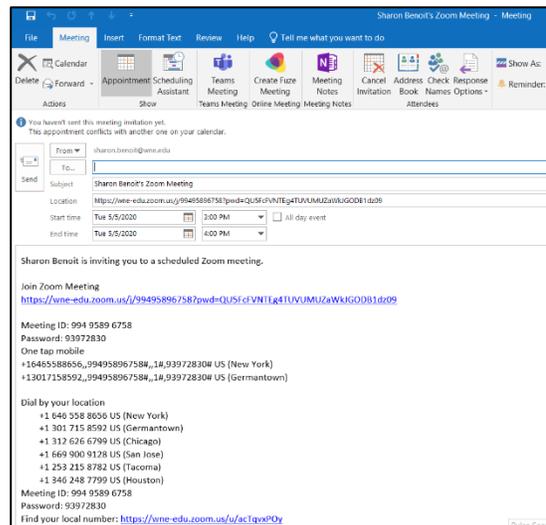
## Zoom Meeting Basics

If you signed in using the Zoom Web Portal, click Meetings in the Navigation pane and then choose Schedule a New Meeting. You will be taken to the same settings screen. Check the settings and then click Save. If you want to see all of the settings available, choose settings before choosing Schedule a New Meeting. This settings screen has some of the options above and some additional setting. Choose your settings and then click schedule.

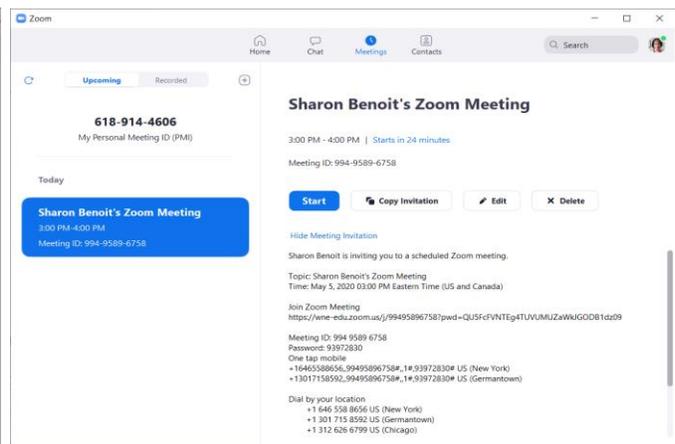
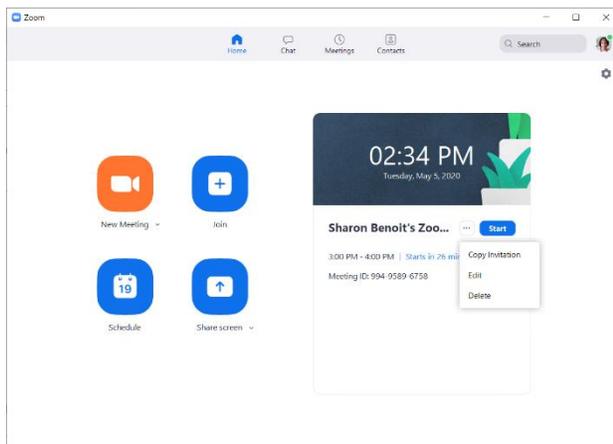


### Inviting others to join a meeting

Once you have scheduled the meeting you can email the link to invite participants. If you have Outlook running, the meeting will be added to your calendar and an email invitation will be created.

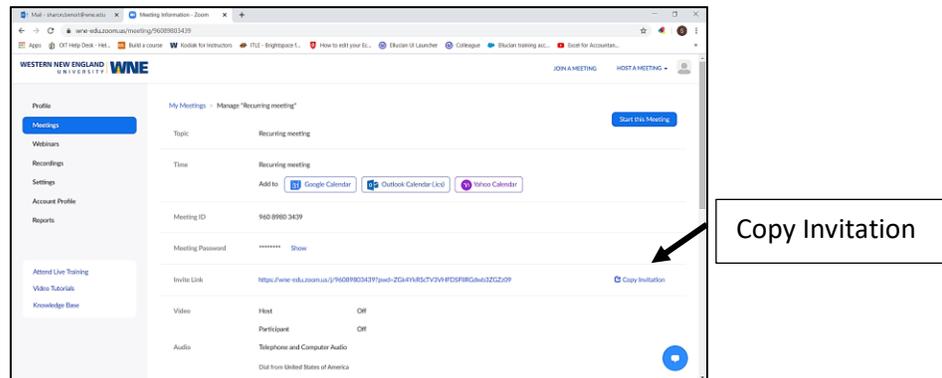


If you scheduled from the Zoom App, you can click on the 3 dots (...) next to your scheduled meeting and copy the invitation. Or click Meeting and then copy invitation



## Zoom Meeting Basics

From the Web Portal, click on meetings and then select the meeting you want the link for  
When the details screen is displayed, choose copy the invitation.



Finally, you can copy the meeting link and password and put them in your Kodiak classroom.

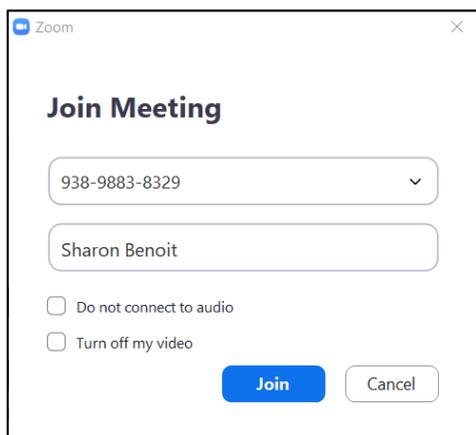
## Join a Zoom Meeting

### Join from Kodiak Classroom

Find the join link in Announcements or a Content module and click the link. Enter with Computer Audio. Depending on the meeting settings, you will enter either with Webcam on or off. When you enter a classroom, it is a good practice to turn your audio off and only turn it on when you need to speak.

### Join from Zoom Desktop App

- Click Join
- In the Join Meeting box, enter the meeting ID and your name
- Choose your audio and video options
- Click Join



#### Audio

If you enter without connecting to audio, you can turn it on in the meeting.

#### Video

If you enter your video turned off, you can turn it on in the meeting.

## Zoom Meeting Basics

### Join from Zoom Web Portal

- Enter the meeting ID number and your display name
- If you're signed in, change your name if you don't want your default name to appear
- If you're not signed in, enter a display name

Once you enter the meeting room, if no webcams are on, you will see a screen like this one.



Once someone enters with a webcam on the interface will change.

**Best practice:** It is good to enter the room early and either turn on your webcam for share your screen with a PowerPoint open. This default screen can be a bit confusing if it is what your class sees when they enter.

## Manage a Zoom Meeting

Manage your meeting using the Zoom meeting controls that appear at the bottom of the screen.

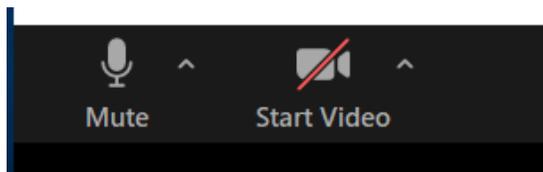


### Audio and Video

On the far left you control both your sound and video. Each participant has the same controls. It is a good practice to mute your microphone when you are not speaking.

Click the arrow to the right of the microphone to change or adjust your setting. You can choose a microphone and speaker and you can test your sound.

From the arrow to the right of video you can choose a webcam or adjust settings.



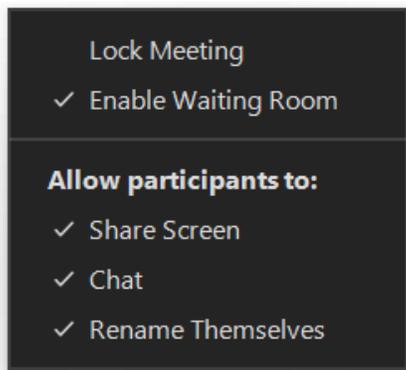
The center controls are for controlling the meeting



## Zoom Meeting Basics

### Security

If you choose security you have the options shown in the box below.



### Participants

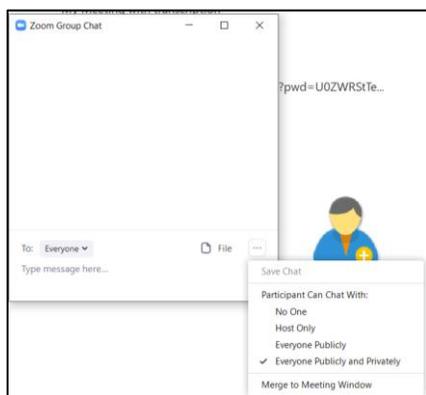
Clicking the participants button will open a window with a list of people who are attending the meeting. From here you can mute or unmute all or just a specific individual. It is here where you could make someone else the host.

### Polls

This option will be visible if the polling setting is turned on. It is possible to create a poll of up to 10 questions that can be launched at any time during the meeting. This is also where you would go to launch an existing poll. You can create a maximum of 25 polls for a single meeting. Poll questions are multiple choice only.

### Chat

This will appear if chat has been enabled.



### Share Screen

This will appear if Screen Share has been enabled. It can be enabled for only the host or for the host and participants. From here, it is possible to share your entire screen or just an open app.

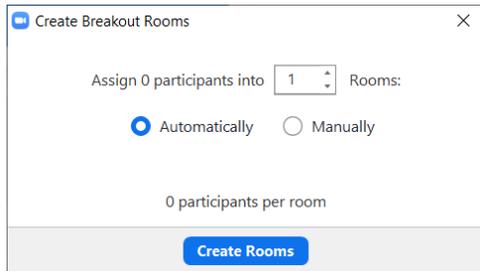
# Zoom Meeting Basics

## Record

To be able to record your meeting, you need to enable it. You can enable recording to the computer only or record to the cloud. If you have both features on, when you click to start recording you will need to choose the storage location.

## Breakout Rooms

It is possible to enable breakout rooms. They can be created prior to the start of the meeting or while the meeting is in progress. When you choose the Breakouts button you will be asked for the number of rooms to create and whether you want participants added automatically or manually.



On the far right, End will end the meeting. A meeting cannot exist without a host. If you need to leave the meeting, you can make another participant the host and then leave the meeting.

## Recording a Meeting and Distributing the Recording

There are 2 recording options available. You can record to the computer or you can record to the cloud. If you record to the cloud, your recording is automatically transferred to your Echo360 library.

To create a recording, click on the record button. If you have enabled cloud recording, you can choose Computer or Cloud. Once recording has begun, you can pause and resume the recording. When you are done, choose end recording.

Zoom has very limited editing capabilities. You can trim from the beginning or end of the recording. If you need to do more extensive editing, you will need to download the recording and use a video editor.

Sign in to Zoom using the Web Portal to find your recordings. Once you choose Recording in the Navigation bar, your recordings will be listed by date. This is where you can go to share a cloud recording, delete it or download.

Topic	ID	Start Time	File Size	
<input type="checkbox"/> My Meeting with transcription	938-9883-8329	May 6, 2020 08:39 AM	2 Files (6 MB)	Share... More ▾
<input type="checkbox"/> Sharon Benoit's Zoom Meeting	994-9589-6758	May 6, 2020 08:26 AM	2 Files (755 KB)	Share... More ▾

## Zoom Meeting Basics

### Keyboard shortcuts for common actions

- **Ctrl+Alt+Shift:** Move focus to Zoom's meeting controls
- **Alt:** Turn on/off the option “Always show meeting control toolbar” in Accessibility Settings
- **Alt+V:** Start/Stop your Video
- **Alt+A:** Mute/unmute your Audio
- **Alt+M:** Mute/unmute everyone except host Note: For the meeting host only
- **Alt+S:** Launch share screen window and stop screen share Note: Will only work when meeting control toolbar has focus
- **Alt+T:** Pause or resume screen share Note: Will only work when meeting control toolbar has focus
- **Alt+R:** Start/stop local recording
- **Alt+C:** Start/stop cloud recording
- **Alt+P:** Pause or resume recording
- **Alt+N:** Switch camera
- **Alt+F:** Enter or exit full screen
- **Alt+H:** Display/hide In-Meeting Chat panel
- **Alt+U:** Display/hide Participants panel
- **Alt+I:** Open Invite window
- **Alt+Y:** Raise/lower hand