

ZOOM Conferencing Software 101 For Hosts / Instructors (PC Users)

This is a supplemental tool that works best if you follow along with the software open.

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Downloading Zoom

- 1. Go to the main ZOOM page: <u>www.zoom.us</u>
- 2. Hover your mouse over "Resources" and then click "Download Zoom Client" from the options.

ZOOM SOLUTIONS + PLANS & PRICING CONTACT SALES	JOIN A MEETING HOST A MEETING V S Download Zoom Client Video Tutorials Live Training Webinars and Events
Zoom for video, conference rooms & phone.	Zoom Blog: FAQ 10:42
Enter your work email Sign Up Free	

- 3. Click "Download" under "Zoom Client for Meetings" and click the file that shows up.
 - a. Give your computer the necessary permissions and the file will download automatically. If you are the administrator on your personal computer, this should be a simple "do you trust this program" question. If you are using a computer where you are not the administrator, the administrator's password may be needed to approve the program.



	S - PLANS & PRICING CONTACT SALES	JOIN A MEETING	HOST A MEETING -	SIGN IN	SIGN UP, IT	S FREE
	Zoom Client for Meetings The web browser client will download automatically meeting, and is also available for manual download	here.	first Zoom			
仑	Zoom Plugin for Microsoft C The Zoom Plugin for Outlook installs a button on th you to start or schedule a meeting with one-click.		to enable			3 Help
Coominstaller.exe						Show all

4. A zoom window should open automatically.

zoom	
Join a Meeting	
Sign In	
Version: 4.6.7 (18176.0301)	



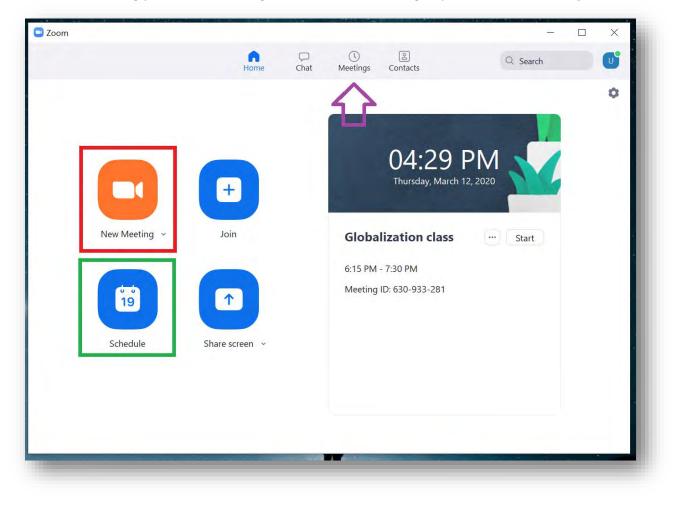
Starting a Meeting

Log into your Zoom Account.

USERNAME: PASSWORD:

You'll have two options from the main screen:

- 1. For a meeting set at a future date, click the blue square "Schedule." You can see any future meetings you have scheduled under the "Meetings" tab (purple arrow).
- 2. For a meeting you'd like to start right now, click on the orange square for "New Meeting."

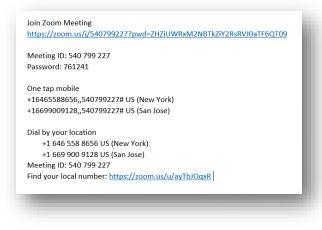


New Meeting

If you choose to start the meeting immediately, you can then invite people into it by clicking the "Invite" button at the bottom of your Zoom screen (red arrow). It will make a window pop up, as below. The easiest option then is to click "Copy Invitation," then right click on your mouse and hit "Paste" into the body of your preferred email sending service

(<u>(</u>	🖸 Invite people	e to join meeting 324-54	17-872				×	2 Enter Full Screen
			Contacts	Email				
	Type to filte							
U								
		(1			
	Copy URL	Copy Invitation			Meeung Pa	issword, 629441	Invite	
		<u>۷</u>		1.2	~			
		2+ 2:	1 💽	~	O,			End Meeting

The invitation will include: a direct Zoom link, a call-in number, and the 9-digit meeting ID code.





Schedule Meeting

Торіс		
Labor Law Cl	lass	
Start:	Thu March 12, 2020 V 05:00 PM	▲ ▼
Ouration:	1 hour • 0 minute •	
ecurring i	meeting Time Zone: Eastern Time (US and C	anada) 🗸
Password	Automatically O Personal Meeting ID 367-768-2002	
Password Require me	eeting password	
Password Require m /ideo /ios On Audio	eeting password Off Participant	udio
Password Require m /ideo /ios On Audio	eeting password Off Participant On Off Computer Audio	udio

If you are "Scheduling" a meeting for a later date, you'll get a window like the following with several choices:

- 1. Type in the name of your meeting, it's start time, and duration.
- 2. "Recurring Meeting" is unchecked.
- 3. "Generate Automatically" is **checked.**
- 4. "Require Meeting Password" is unchecked.
 - a. For ease of access, not having a meeting password will make it easier for participants to join the meeting with fewer technical barriers.
- 5. Video for "Hosts" and "Participant" is ON.
- 6. "Telephone and Computer Audio" is checked.
- 7. OPTIONAL: Choose which calendar you use and Zoom will add it to your schedule

Scroll down past "Calendar" and click on **"Advanced Options."** We recommend **"Mute Participants on Entry"** to create the least disturbances by those joining late. If you have another individual you trust to host the class in case you have any difficulties, you can enter their email under "Alternative Hosts."

Calendar			
Outlook	 Google Calendar 	 Other Cale 	ndars
Advanced Options	s ^		
Enable waiting ro	om		
Enable join befor	e host		
Mute participants	s on entry		
Only authenticate	ed users can join: Sign in to Zoom		
Automatically red	ord meeting		
Alternative hosts	:		
Example:john@	company.com;peter@school.edu		
		Schedule	Cancel
		Schedule	Cancel

Clicking "Schedule" will generate an invitation that will include: direct Zoom link, a call-in number, and the 9-digit meeting ID code. Click "Copy to Clipboard" (red), then right click on your mouse and hit "Paste" into the body of your preferred email sending service

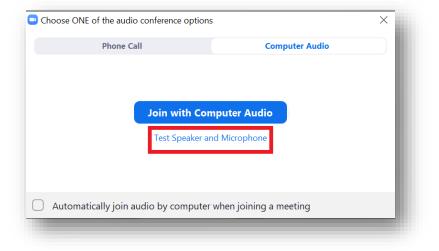
Your meeting	has been scheduled.	
Click the butto	n below to copy the invitation to clipboard.	
unionsforener meeting.	gydemocracy@gmail.com is inviting you to a scheduled Zoom	
Topic: Labor L	aw Class	
•	2020 06:00 PM Eastern Time (US and Canada)	1
Join Zoom Me	peting	
	us/j/287508573?pwd=K3hqdmIvelExUHcwVENzc1lQQm1hdz09	
Meeting ID: 28	37 508 573	
One tap mobi	le	1
+1646558865	6,,287508573# US (New York)	
+1669900912	8,,287508573# US (San Jose)	1
Dial by your lo	ocation	
	58 8656 US (New York)	11
	00 9128 US (San Jose)	
Meeting ID: 28	37 508 573	
Onen	with default calendar (.ics) Copy to Clipboard	٦

Scheduled meetings will now appear under the **"Meetings"** tab in your home screen. From there, you'll be able to start your meeting at the meeting time, copy more invitations to send out, edit any of the details discussed above, or delete the meeting.

	Home	Chat	Neetings	Contacts	Q Search		U
Upcoming Recorded	(+)						
Today		Sa	mple Z	oom Meetin	g		
Test My Meeting	1	5:00 F	PM - 6:00 PN	1 Starts in 3 minutes			
11:00 AM-1:00 PM Meeting ID: 938-238-720		Meet	ing ID: 548-5	96-070			
Sample Zoom Meeting		St	tart	Copy Invitation	🖋 Edit	X Delete	
5:00 PM-6:00 PM							
Meeting ID: 548-596-070		Show	Meeting Invit	ation			
Globalization class							
6:15 PM-7:30 PM							
Meeting ID: 630-933-281							
Fri, Mar 13							
Study with Lala							
1:00 PM-2:00 PM							
Meeting ID: 298-317-297							



Testing Audio and Speakers



Before you officially join the meeting, it's recommended you click the option to test your **audio and microphone.** You should get a window that looks like below. Click "Test Speaker and Microphone."

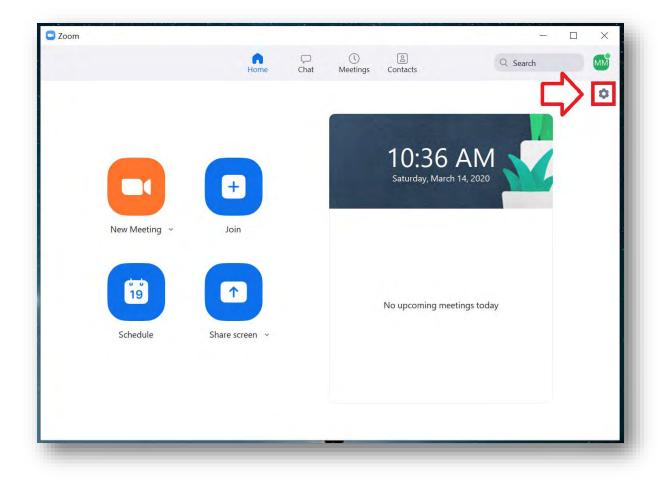
Make sure your computer volume is up and then click the **"Test Speaker"** and **"Test Mic"** options and follow the prompts. Unless you have plugged in external speakers or an external microphone, there will be only one option in the drop-down menu.

General	and the second se
C Video	Speaker Test Speaker Speakers (Realtek(R) Audio)
n Audio	Output Level:
Share Screen	Volume: 🛋 🔷 🔷 🛶 📣
Virtual Background	
O Recording	Microphone Test Mic Microphone Array (Realtek(R) Au, *
Statistics	Input Level:
E Feedback	Volume: 🛋 🔷 📥 🐗 🗤
Keyboard Shortcuts	Automatically adjust volume
Accessibility	Use separate audio device to play ringtone simultaneously
	Automatically join audio by computer when joining a meeting
	Mute my microphone when joining a meeting
	Press and hold SPACE key to temporarily unmute yourself
	Sync buttons on headset
	Advanced

Once you've made sure both work, exit out of the window, then click "Join With Computer Audio."

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If you have any issues with your computer audio or video during your session, you can access this page by clicking the "Settings" icon on the main Zoom page.





Running a Meeting

By clicking "New Meeting" or hitting "Start" on a Scheduled Meeting, your Meeting will begin. You will get a screen that looks like the following. Arrows are color-coded for the different functions and explained in the following pages.



"Mute/Unmute," "Start/Stop Video," and "Join Audio"

When your video is on and your microphone is connected, the buttons will give you the option for "Mute" and "Stop Video."

"Invite," "Invite Others," and "Copy URL"

If you wish to invite more people to the meeting, this will take you through the invite and copy invitation options we've discussed above.



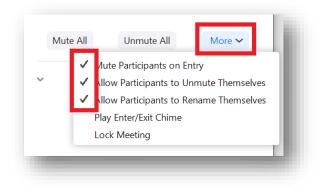
"Manage Participants"

Allows you to see who is in your meeting. A number next to the icon will tell you the number of participants (green arrow). Clicking the button will open up a side window.

		-		×
~	Participa	nts (2)		
ноя	ST (Host, me)) 1 /2
M Mel	anie	Cha	it	
		Ask	to Start \	/ideo
		Mal	ke Host	
		Ma	ke Co-Ho	st
		Ren	ame	
		Ren	nove	
Mute Al	l Unmute	All	More	~

The icons next to a name indicate if that participant has their microphone and video on or off. Clicking the name of a participant offers you the above options. (Most are self explanatory. "Chat" will be discussed in the next section.)

At the bottom of the window, you'll have "Mute All," "Unmute All," and "More." Clicking "More" offers you the below options. We recommend making sure the following are checked: "Mute Participants on Entry," "Allow Participants to Unmute Themselves," and "Allow Participants to Rename Themselves."





"Share Screen"

If you need to show a PowerPoint, handout, or website to the group, click "Share Screen."

	Basic Adv	anced Files	
Melanie Martinez	2	æ	
Screen	Whiteboard	iPhone/iPad	
Presentation 1 - PowerPoint			
hare computer sound 🗌 Optimiz	e Screen Sharing for Video Clip		Share

Choose the window that has the necessary program/document (whether this be PowerPoint, Word, Adobe, or any web browser) and click "Share." The program will open as normal but will now have a Zoom "heading."



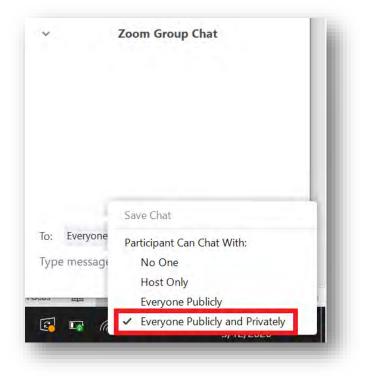
Without leaving your active program (in this example, PowerPoint), you can now mute/unmute, start/stop video, check participants, change your share screen, pause your sharing, and even add text, stickers, and notes on top of the screen you are showing. Clicking "Stop Share" takes you back to your main Zoom video.

"Chat"

Clicking "Chat" will open up a "Zoom Group Chat" like the one below. Typing a message and hitting enter will send messages to everyone in the meeting. If you'd like to message an individual participant, you can click **"Everyone"** and choose a participant's name from the drop-down menu.

∨ Zoom Grou	ıp Chat
	- 1
To: Everyone ✓ Type message here	🗅 File 🛄

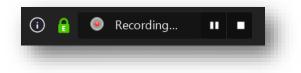
Clicking the three dots (...) on the lower right of the screen produces the pop-up menu below. You can then choose if you want participants to be able to chat with each other, the host, both, or none. This is up to the teacher's preference, but it is preset to "Everyone Publicly and Privately."



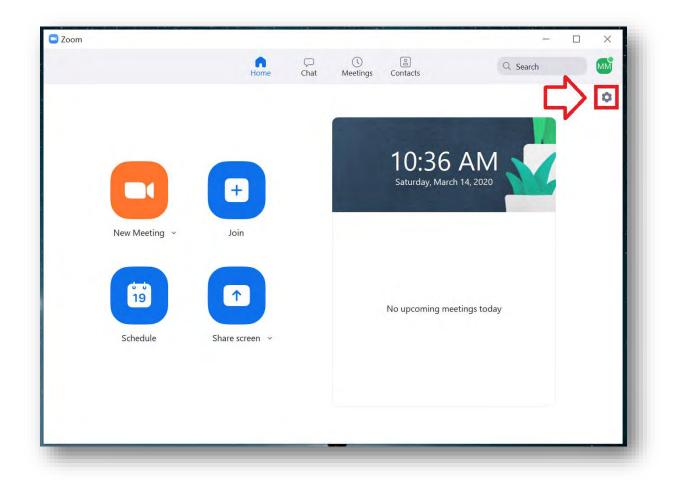
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"Record"

If you want to record your session for yourself or students who missed it, you can click the "Record" button. The icon below will show up in the upper left hand of the screen:



You can pause the recording in case the session goes on break. When you want to stop recording, hit the stop button. You'll receive a message that the recording will be available when the meeting ends. You can choose where this recording is saved by clicking the **"Settings"** icon on the home page.





Click the "Recording" tab (red), where you'll be able to choose where your recordings are saved. Click "Change" (green) and a "Browse for Folder" window will pop up. For easiest access, we recommend saving them to your Desktop. The folder will automatically be called "Zoom" and it will save video, audio, and chat files.

General	Local Recording	Location:	C:\Users\Melanie\Documents\Zo Open Change
Video			42 GB remaining.
Audio		Choos	e a location for recorded files when the meeting ends
Share Screen		-	l a separate audio file for each participant who speaks ize for 3rd party video editor ⑦
Chat		🗌 Add a	timestamp to the recording ⑦
Virtual Background		Record	l video during screen sharing
		D PI	ace video next to the shared screen in the recording
Recording		C Keep 1	emporary recording files ⑦
Profile			Browse For Folder ×
Statistics			Please select the folder where you would like the recorded
Keyboard Shortcuts			files to be saved.
			 Desktop Stopbox-NamespaceExtensionRole.Personal
Accessibility			ConeDrive
			> 瀺 Melanie
			3D Objects
			PICS from iPHONE
			< >
			Make New Folder OK Cancel

No other significant settings should be changed. "Record video during screen sharing" will automatically be selected and we recommend leaving it like that.



"Breakout Rooms"

You can break up your large group of participants into smaller groups but using the "Breakout Rooms" function. **Choose how many rooms** you would like, select "Automatically" if you have no preference on who goes where (you can move people around in the next step), and then click **"Create Rooms"** to go to the next window.

Create Breakout Rooms	×
Assign 6 participants into 3 Rooms:	
Automatically O Manually	
2 participants per room	1.14
Create Rooms	
	_

Once the rooms are created, click the title of the breakout room to rename or delete it. Clicking "Assign" (purple) next to a room will allow you to choose which participant is in which room. Under "Options" (green), we recommend "Allow participants to return to the main session at any time" and a 60 second timer for closing the rooms. When ready, "Open All Rooms" (red).

Breakout Rooms - Not Started	×
▼ Breakout Room 1	
Guest	
▼ Breakout Room 2	Assign
▼ Breakout Room 3	Assign
 Move all participants into breakout rooms automatically Allow participants to return to the main session at any time Breakout rooms close automatically after: 30 minutes Notify me when the time is up 	
✓ Countdown after closing breakout room	
Set countdown timer: 60 v seconds	
Recreate Y Options Y Add a Room Open Al	l Rooms

You should receive a confirmation message and your participants will receive a room request that they will have to click "Join."

	iting you to join Breakout Room: Breakout Room 1
All participants have been invited to join	
Breakout Rooms.	loin Late

The Breakout Rooms window will then change from "Not Started" to "In Progress." You'll be able to see when a participant has accepted their invitation and joined the breakout room (blue). As the host, you can also join any of the rooms by clicking "Join" next to the selected room (purple). If you need to message all the participants across all the individual rooms, click "Broadcast a message to all" (red) and send your message as you would in Chat. NOTE: Students won't be able to see anything you post in Chat while in the breakout rooms; the only way to communicate with them is through the Broadcast Message option.

When you're ready for the breakout rooms to dissolve and come back into the main video, "Close All Rooms" (green) and then close the Breakout Rooms window.

Breakout Rooms - In Progress	×
▼ Breakout Room 1	Join
• Guest	
▼ Breakout Room 2	Join
▼ Breakout Room 3	Join
Type your message here	
Broadcast	
broadcast	
Broadcast a message to all 💙	Close All Rooms

For any further questions, please reach out to Melanie Martinez at melanie.martinez@slu.cuny.edu

