1. **Join a Zoom Meeting**
   - Do not need to have a Zoom account to join a meeting
   - Link with embedded password
     - Click on the link to join meeting
   - Meeting ID and Password
     - Go to [http://zoom.syr.edu](http://zoom.syr.edu) and click on Join a Meeting
     - Enter Meeting ID and Password

2. **Waiting Room**
   - Waiting room to add security to prevent unwanted participants
   - Host needs to admit to the room
     - Admit all option for large meetings
     - Can configure and test audio while waiting

3. **Zoom Roles**
   - Two roles; participant and host
   - In a classroom setting, students would be participants
   - Other role is that of Host (instructor)
     - Can only be one host but can be multiple co-hosts
     - Co-hosts have elevated permission but not ALL of the capabilities of the host
     - Host is the person that starts the meeting (can be configured)
     - Can transfer the host role to another user in the meeting
     - Can give permissions to participants without needing to elevate their role to host, including option to share screen

4. **Audio Options**
   - When you join the meeting, asked if you want to use the computer audio or dial in via phone
   - Phone – follow prompts to enter the meeting ID and password
     - While on phone *6 will toggle mute on and off; *9 will raise hand

5. **Zoom App** – May need to move mouse over window to make controls appear
   - *Control Bar* – Bottom of Screen – most important controls
     - Left-hand side – Mute button for audio and start/stop video
       - Carrot next to item will bring up options
         - Audio – Select a Microphone and Select a speaker
         - Test microphone and speaker
         - Option to switch to phone audio
-Audio settings (advanced)
-When muted, hold space bar to temporarily unmute – when released, mute is back on
-Video – select camera
-Virtual background
-Video settings (advanced)

**Participant Pane**
-List of people in meeting
-Indicators of audio, video and screen sharing
-Reactions at bottom of screen – Raise hand, shows in list, can then lower hand
-Carrot at top of screen will allow to pop-out (decouple) from window
  -To reconnect, select merge button at bottom
-Host has additional controls including mute, mute all, stop video, ask to start video (cannot start without permission from host)
-Also under carrot – Close the participant pane

**Chat Pane**
-Text Chat – Type message at bottom of screen, read panel at top
  -Scroll bar will appear when needed
  -Can expand the Entry Panel – hover mouse over divider line and drag upward
  -Default is to send message to “Everyone” but can also select from individual participants and host (can be controlled by host)
-Pop-out – can decouple from screen
  -Click on three dots to merge again
-When both participant pane and chat pane are open, they will stack
  Can minimize and close from carrot

**Share Screen** – More about this later (Host disabled)

**Record** – Another option that you can allow for participants

**Reactions** – Clap and Thumbs up

**Upper Right-hand corner of window**
-Box to allow to go to full screen; exit full screen back to windowed view
-Toggle for Gallery View of Videos – “Brady Bunch” view
  -Up to 49 video streams on screen
-Speaker view – Big video for person speaking and smaller strip at top with other videos – scroll
  -In this view, can “pin” a video so that it doesn’t switch with speaker (three dots in corner of video)
    -This is key for sign language interpretation
Video setting is controlled by each user – cannot be set by host

_Upper left-hand corner of window_
- “I” shows meeting information
- Green Shield indicates encryption
- Recording indicator

_Leave Button – Lower Right-hand side of Zoom Control Bar_

6. **Screen Sharing**
- By default, only the host and co-host can share content
- Can be enabled for participants
- Start sharing button – select what you want to share
  - Desktop or individual application window
  - Can share video – select options for video optimization and computer sound
  - Content from second camera
- Multiple people can share at the same time – side by side view

7. **Recording**
- Two options for recording
  - Cloud recording – recording is online and can be shared
  - Local recording – saved to your computer, can then be edited and then uploaded to any streaming video service to share

8. **Scheduling a Meeting**
- Must have an account to schedule a meeting
- Go to [http://zoom.syr.edu](http://zoom.syr.edu) and login with NetID and NetID password
- This will automatically create a Zoom account for you if you do not already have one using your @syr.edu email address
- If you already have a Zoom account using your @syr.edu email (free or paid) will need to attach to the Syracuse Enterprise Account
  - When login, will send you and email that you will need to accept to join the account
- Select Meetings in the Side panel, then click on the “Schedule a New Meeting” Button
  - Topic - Name of meeting
  - When – Date and Time
  - Duration – how long the meeting will last
  - Time Zone – Default is Eastern Time
  - Recurring Meeting
  - Meeting ID – Generate Automatically
  - Password – Required by default; random number that can be changed
  - Video – status of video when starting meeting (can be changed in the meeting)
  - Audio options – Computer, phone or Both (default)
  - Options
Enable Join before host – off and should stay off
Waiting Room – On and should stay on
Alternative Hosts – Other people that can start the meeting, will be assigned as co-hosts automatically – enter @syr.edu email address

9. Inviting people to Your Meeting
   - Invite link
   - Copy Invitation – Includes link and meeting ID/Password

10. Starting your Meeting
    - Click the Start this Meeting button at any time

11. Settings
    - Meeting Settings – basic and advanced
    - Recordings