

Zoom Basics Training

Syracuse University

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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> 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> 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