

# ZOOM USER GUIDE

GETTING STARTED WITH ZOOM

## SETUP & CONFIGURATION

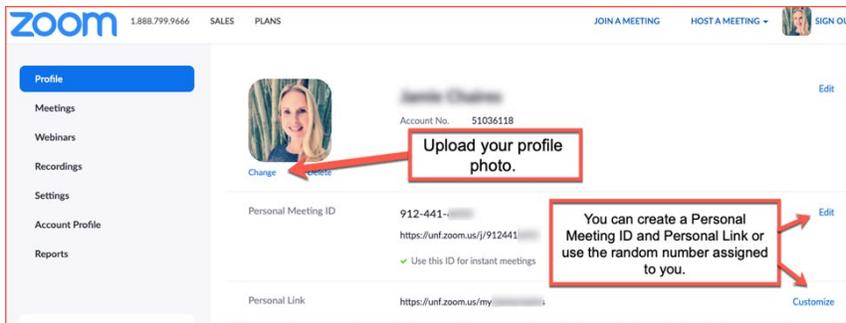
### Zoom Web Portal:

Visit <https://unf.zoom.us/signin> and enter your UNF n# and password. You may be prompted to use two-factor authentication. Your Zoom account will need to be activated the first time you log in. Click on the link in the verification email to activate your account.

Upon sign in navigate to your **Profile** page.

Actions you need to take to setup your account:

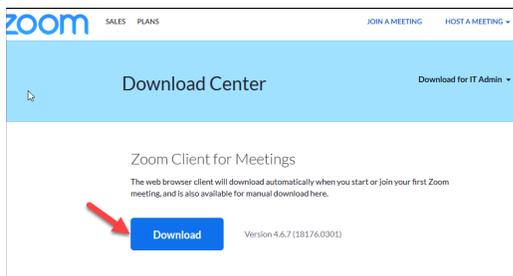
- Setting your profile picture.
- Customize your Personal Meeting ID. This will create a reusable link that you will use to invite students into your virtual classroom (see screenshot below).
- Editing your [Personal Meeting ID/Personal Link](#)
  - This is your personal dedicated virtual meeting space. You can use it at any time or schedule it for future use. You can personalize this so they are easier for you to remember and share.



### Before You Start:

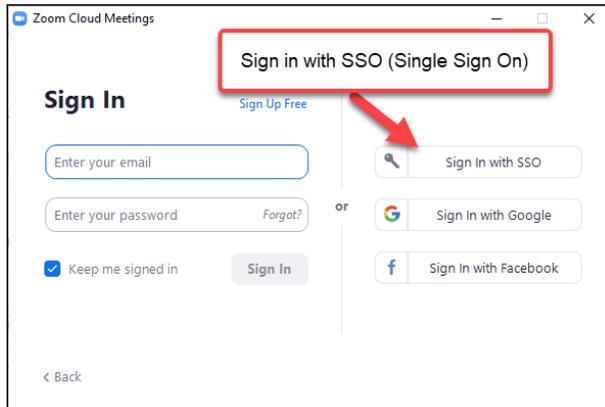


Before you host a meeting with Zoom, it is highly recommended that you download and install the Zoom Desktop Client software on your computer or device. Visit <https://zoom.us/download> to download and self-install the **Zoom Client for Meetings**.

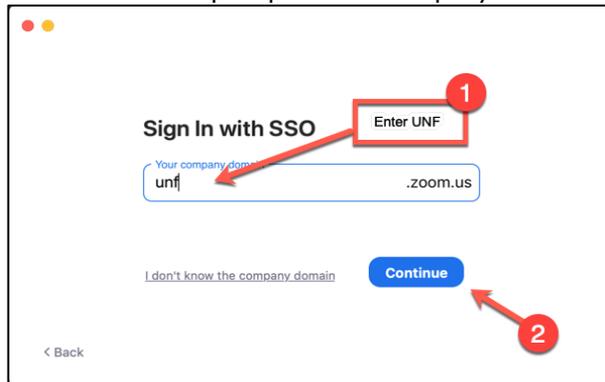


## Zoom Desktop Client:

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button
2. Click “Sign In with SSO”



3. Enter “UNF” when prompted for a company domain



4. Enter in your UNF username and password on the login screen.
5. You now have the Zoom client for Meetings installed.

Learn more: [Zoom Client Settings](#)

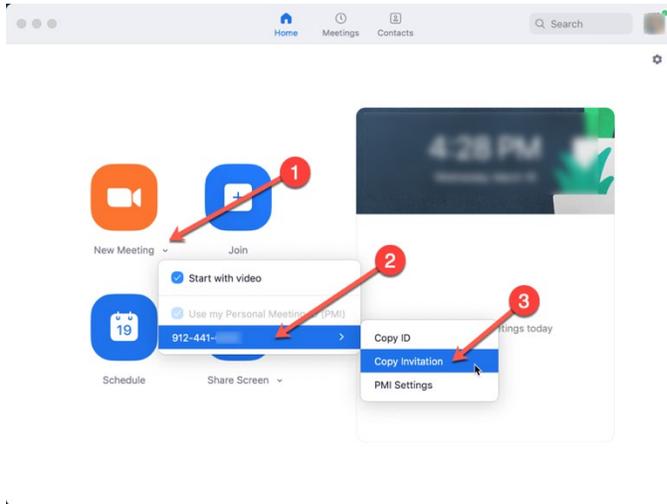
*Power User Tip: If you want to set Zoom to launch whenever you start your computer, do the following:*

- On **Windows**, go to the Zoom client and click on “Settings” at the top right. Click on General and then check the box that says, “Start Zoom when I start Windows”.
- On **Mac**, right-click the Zoom app in the Dock, select Options > Open at Login.

(scroll to next page – intentionally left blank)

## SCHEDULING ZOOM MEETINGS

Zoom offers you several ways to schedule your meetings. The easiest method for faculty is to use the same meeting number for each session. You can use the personal meeting ID you created when you set up your account. To copy your invitation, proceed to the desktop client (the Zoom program) and do the following:



Learn more: [Scheduling with Zoom](#)

### ***Power User Tip – Other ways to schedule meetings (not a required step):***

#### **Web Portal**

1. Log in to <http://zoom.us/signin>
2. Click “Schedule a Meeting” in the top navigation bar
3. Input details for the meeting and click “Save”
4. You can then copy the URL or Invitation or add to your calendar with available plug in

#### **Zoom Desktop Client**

1. Click “Schedule” button on the Zoom App
2. Input details for the meeting and click “Save”
3. You can then copy the URL or Invitation or add to your calendar with available plug in

#### **Outlook Plugin – Video Tutorial & Instructions**

1. Download the Zoom Outlook plugin from [zoom.us/download](http://zoom.us/download)
2. Create a New Meeting in Outlook
3. Click “Add Zoom Meeting”
4. Input Zoom Details for the meeting and click “Continue”
5. Update invitation details and hit “Send”

**Details on additional features for scheduled meetings can be found here:**

- [Alternative Host](#)
- [Scheduling Privilege](#)
- [Meet Now vs. Schedule Meetings](#)

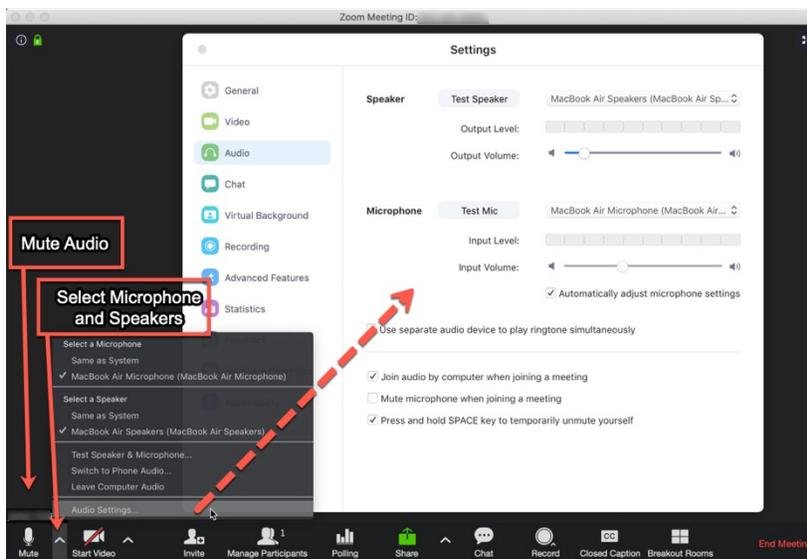
**Please note: some controls may look different from these screen shots based on your settings and version of Zoom.**

### Audio

When starting/joining a meeting, you can join the audio by phone or computer:

- Choose “Join Audio by Computer” to connect your computers microphone and speakers to the Zoom Meeting. You can test you Audio sources by using the “Test Computer Audio” link when joining.
- Choose “Phone Call” and dial the number provided. Enter in the Meeting ID and make sure to input the “Participant ID.”

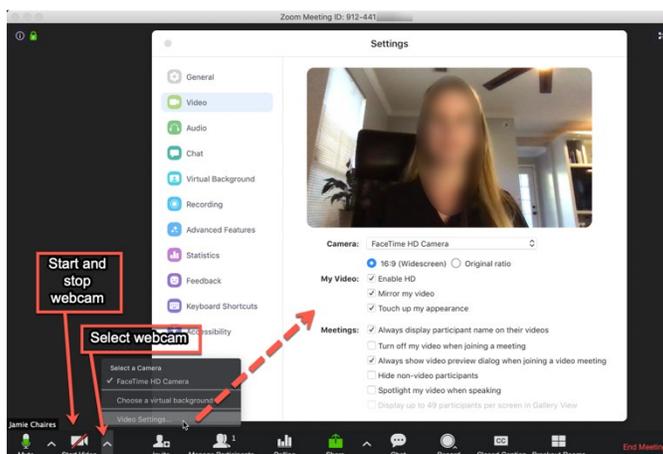
Clicking on the Mic icon will let you mute and unmute your audio once connected.



### Video

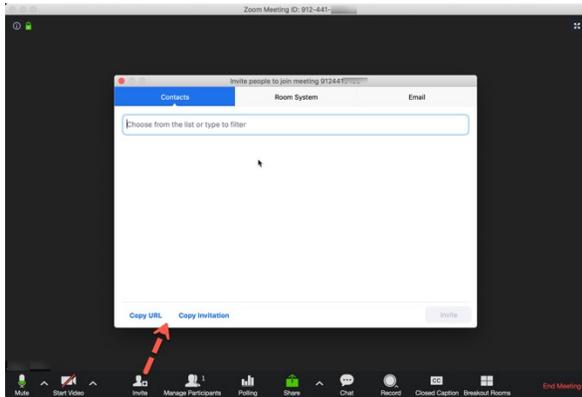
Access Video settings before or during a meeting by clicking on the “Settings” icon on your Zoom Desktop Application. You can also access the settings right from the meeting room (pictured below). On the Video tab you can preview and change your camera source via the down arrow.

Clicking on the Video icon will let you start and stop your video feed.



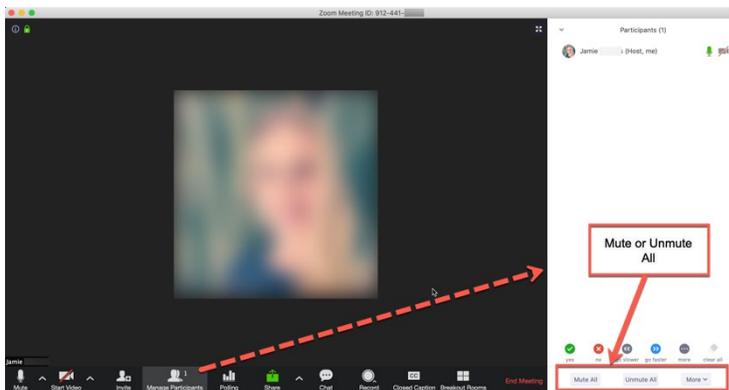
### Invite Participants

During a meeting, click “Invite” to send meeting information to more participants by email, Zoom chat, or phone.

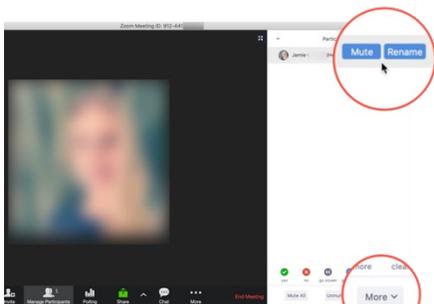


### Manage Participants

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.



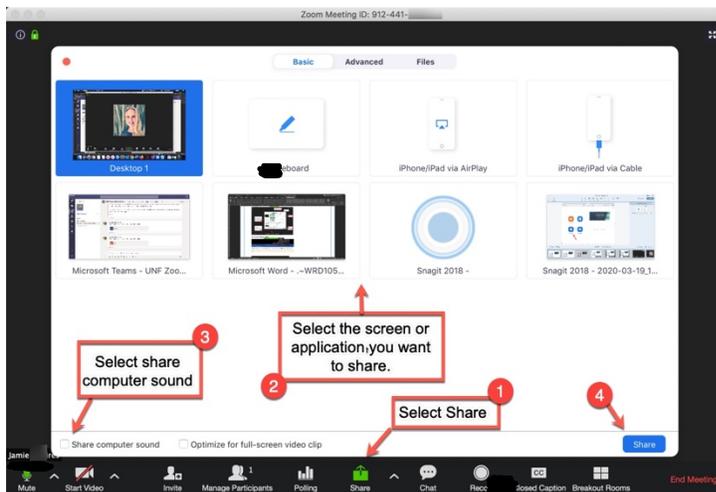
Hover over a user to mute or unmute an individual or rename. You can also click “More” to mute all participants upon entry.



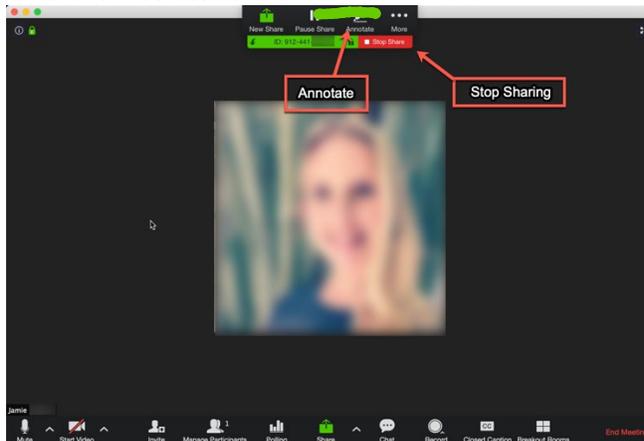
**Share Screen - To share your PowerPoints with your students as you teach, you will want to share your screen. You can draw on your PowerPoints with annotations. Please see annotation screen shot below.**

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Sharing your screen screenshot:

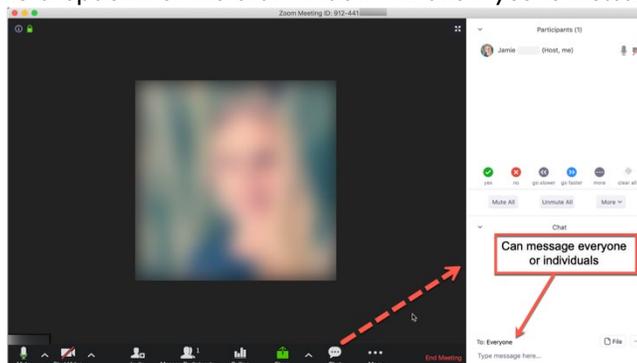


Annotation tools screenshot:



**Chat**

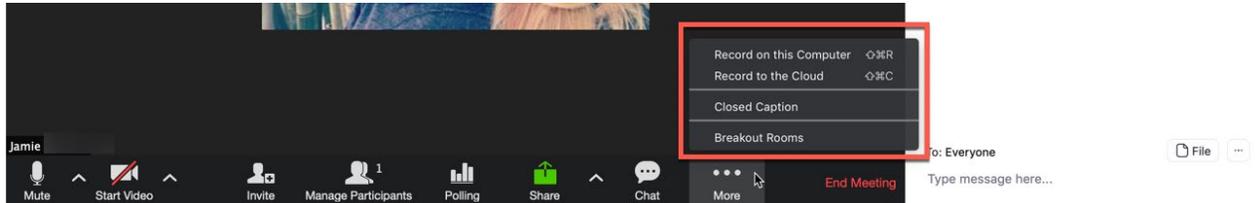
1. Click "Chat" to start an in-meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant



## Record

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the “Record” icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends



## BEST PRACTICES

### Before the Meeting:

- Test your Audio and Video
  - Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups

### Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use “Gallery View” for smaller group/team meetings
- Share your screen
  - Share specific Applications to control displayed content
  - Use “New Share” to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

### Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the screen

Here are some great resources from Zoom’s Knowledge Base to take a deeper dive into using Zoom.

- Watch the [Getting Started Videos](#)
- Join a Zoom weekly hosted training: [Weekly Zoom Meetings and Webinar training](#)

## TECHNICAL SUPPORT

UNF Support:

For support from the UNF Center for Instruction and Research Technology team, email: [cirtlab@unf.edu](mailto:cirtlab@unf.edu). A team member can join your meeting to provide support.

Support from Zoom:

Visit [support.zoom.us](https://support.zoom.us) for additional information about Zoom features and functionality. If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: <https://support.zoom.us/hc/en-us/requests/new>

## Canvas Announcement to Share with Students

Here is the standard announcement you can post in Canvas to share with your students. You will need to insert your conference information into the announcement before posting:

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Dear Students,

Due to the COVID19 school closure, classroom instruction will be delivered virtually at our normally scheduled day and time. You can join the virtual classroom via computer, tablet, or a mobile device; however, the best experience will be to join via your computer or by tablet with a webcam and microphone.

To join the virtual classroom, clicking the link in the conference information below. If it is the first time you are joining a Zoom conference, you will be prompted to download the appropriate app. Please login a few minutes early to ensure your technology is working.

It is important to use your full name when logging into the virtual classroom for your faculty member to be able to track attendance.

The following one-minute videos will show you how to use Zoom:

- [Joining a meeting](#)
- [Using audio and video](#)
- [Zoom meeting controls](#)

*(Insert your web conference information here. See scheduling your meeting above for directions on how to retrieve your conference information)*

Sincerely,  
*insert your name*

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The following is an example of what your conference information will look like. Do not share this example with your students.

Hello,

Mary Smith is inviting you to a scheduled Zoom meeting.

Topic: Mary Smith's Personal Meeting Room

Join from PC, Mac, iOS or Android: <https://UNF.zoom.us/j/XXXXXXXX>

Once you login, you will have the option to join the audio via computer or telephone.

Or join by phone only:

If you are dialing in via a cellphone or landline that does not charge for long distance, please use the following number:

+1 646 558 8656 or +1 669 900 6833 (US Toll)

Meeting ID: XXX XXX XXXX