

zoom CHEAT SHEET

Install and Download

To download the Zoom Client for meetings, go to unf.zoom.us and click **Download** in the footer

Log in and Set Up Personal ID

ZOOM CLIENT

1. Once the Zoom Client is installed, click the **Sign In** button
2. Click Sign in with **SSO**
3. Enter **unf** when prompted to for your company domain
4. Enter your UNF email and password on the UNF WebLogin screen
5. Click the **Settings** gear icon and go to **Advanced Features**
6. Click **Edit My Profile**, this will take you to your profile in the Web Portal
7. Click **Edit** next to **Personal Meeting ID**
8. It is recommended to change your Personal Meeting ID to your **phone number**

WEB PORTAL

1. Go to **unf.zoom.us** and log in with your UNF email and password
2. Go to your Profile and click **Edit** next to **Personal Meeting ID**
3. It is recommended to change your Personal Meeting ID to your **phone number**

Scheduling Online Office Hours

*Note: consider creating a recurring meeting by clicking the Recurring Meeting checkbox, this way the meeting ID will be the same for each session. Also when holding office hours, if a single student joins the meeting and then leaves, and no further student joins the meeting, it will time out after 40 minutes. If this happens, you can simply rejoin the meeting to open it back up.

ZOOM CLIENT

1. Click **Schedule** button
2. Input meeting details
3. Choose **Generate Automatically** for Meeting ID and click **Save**
4. Copy the **Join URL** or click **Copy the Invitation** and send to attendees through email or by adding it to your Canvas course calendar

WEB PORTAL

1. Sign into **unf.zoom.us**
2. Click **Meetings** in the side navigation
3. Click **Schedule a New Meeting** button
4. Input meeting details
5. Choose **Generate Automatically** for Meeting ID and click **Save**
6. Copy the **Join URL** or click **Copy the Invitation** and send to attendees through email or by adding it to your Canvas course calendar

Meeting with Individual Students

ZOOM CLIENT

1. Click **Meetings** in the top navigation
2. Click **Start**
3. Invite individual students by sharing your **Personal Meeting ID**

WEB PORTAL

1. Click **Meetings** in the side navigation
2. Click **Personal Meeting Room** in the top navigation bar
3. Click **Start Meeting**
4. Invite individual students by sharing your **Personal Meeting ID**

Zoom's Waiting Room

Zoom's Waiting Room feature lets the meeting host decide when a participant joins the meeting. To admit these individuals to the meeting, the meeting host needs to:

1. Click **Manage Participants**
2. In the **Participants** pane, either click **Admit** for individual attendees, or **Admit All** to let in everyone who is waiting.

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Keyboard shortcuts

MAC

Command(⌘)+J: Join Meeting
Command(⌘)+Control+V: Start Meeting
Command(⌘)+J: Schedule Meeting
Command(⌘)+Control+S: Screen Share via Direct Share
Command(⌘)+Shift+A: Mute/unmute audio
Command(⌘)+Control+M: Mute audio for everyone except the host (only available to the host)
Command(⌘)+Control+U: Unmute audio for everyone except host (only available to the host)
Space: Push to talk
Command(⌘)+Shift+V: Start/stop video
Command(⌘)+Shift+N: Switch camera
Command(⌘)+Shift+S: Start/stop screen share
Command(⌘)+Shift+T: Pause or resume screen share
Command(⌘)+Shift+R: Start local recording
Command(⌘)+Shift+C: Start cloud recording
Command(⌘)+Shift+P: Pause or resume recording
Command(⌘)+Shift+W: Switch to active speaker view or gallery view, depending on current view
Control+P: View previous 25 participants in gallery view
Control+N: View next 25 participants in gallery view
Command(⌘)+U: Display/hide Participants panel
Command(⌘)+Shift+H: Show/hide In-Meeting Chat Panel
Command(⌘)+I: Open invite window
Option+Y: Raise hand/lower hand
Ctrl+Shift+R: Gain remote control
Ctrl+Shift+G: Stop remote control
Command(⌘)+Shift+F: Enter or exit full screen
Command(⌘)+Shift+M: Switch to minimal window
Ctrl+Option+Command+H: Show/hide meeting controls
Ctrl+Shift+R: Gain remote control
Ctrl+Shift+G: Stop remote control
Ctrl+\: Toggle the "Always Show meeting controls" options in Settings/Accessibility
Command(⌘)+W: Prompt to End or Leave Meeting
Command(⌘)+K: Jump to chat with someone
Command(⌘)+T: Screenshot

WINDOWS

F6: Navigate among Zoom popup windows.
Ctrl+Alt+Shift: Move focus to Zoom's meeting controls
PageUp: View previous 25 video stream in gallery view
PageDown: View next 25 video stream in gallery view
Alt: Turn on/off the option Always show meeting control toolbar in Accessibility Settings
Alt+F1: Switch to active speaker view in video meeting
Alt+F2: Switch to gallery video view in video meeting
Alt+F4: Close the current window
Alt+V: Start/Stop Video
Alt+A: Mute/unmute audio
Alt+M: Mute/unmute audio for 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+Shift+S: Start/stop new 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
Alt+Shift+R: Gain Remote Control
Alt+Shift+G: Stop Remote Control
Ctrl+2: Read active speaker name
Ctrl+Alt+Shift+H: Show/Hide floating meeting controls
Alt+Shift+T: Screenshot
Alt+L: Switch to Portrait/Landscape View
Ctrl+W: Close current chat session
Ctrl+Up: Go to previous chat
Ctrl+Down: Go to next chat
Ctrl+T: Jump to chat with someone
Ctrl+F: Search
Ctrl+Tab: Move to the next tab (right)
Ctrl+Shift+Tab: Move to the previous tab (left)