

Zoom Conferencing – How to

Installing Zoom

- If you have used Zoom previously, you've already been prompted to download the appropriate software or app. If you haven't used Zoom previously, go to the Zoom Download Center at <https://Zoom.us/download>, and you'll see a number of options. For example, to run Zoom from your computer, click the Zoom Client for Meetings Download button and follow the instructions. For Outlook users, the Zoom Plugin for Microsoft Outlook is a useful option as it allows you to start or schedule Zoom meetings with one click from inside Outlook. Browse the Download Center page to download and install the most appropriate apps and plug-ins for your needs.

Starting Zoom

Start Zoom through the Zoom client on your computer, the Zoom app on your mobile device, or on the Zoom website.

Start Zoom from the Zoom client or app:

- Be sure the Zoom application is installed on your computer or mobile device (<https://Zoom.us/download>).
- Launch the Zoom application.
- Click the Sign In button, and log in (may not be necessary on your mobile device).
- From this window, you can schedule meetings, start scheduled or instant meetings, review and modify scheduled meetings, join meetings, review and modify your device settings.

Start Zoom from the Zoom website

- Browse to the Zoom website <https://Zoom.us/>
- Sign-in with your credentials.
- From this window, you can schedule meetings, start scheduled or instant meetings, review and modify scheduled meetings, join meetings, review and modify your account settings.

Scheduling a Zoom meeting

For regular class meetings, we recommend that you schedule “recurring” meetings, and post the meeting ID and URL (which will not change) in Momentum.

There are a few ways to schedule Zoom meetings: from the Zoom client or app, or from the Zoom website.

Schedule a Zoom meeting from the Zoom client or app

- Open the Zoom client or app.
- Click the Schedule button (sign-in, if prompted).
- From the next window, set your meeting parameters (recurrence; video; etc.).
- Copy and paste the meeting link into an email to students/participants and to post in your course.
- The link takes the participant directly to the meeting.

- The meeting ID allows a participant to easily join the meeting from the Zoom client, the Zoom app, the website, or a phone.
- The phone numbers are useful if someone is having trouble with Internet connectivity (could be useful to students).
- Ignore the H.323/IP part.

Schedule a Zoom meeting from the Zoom website

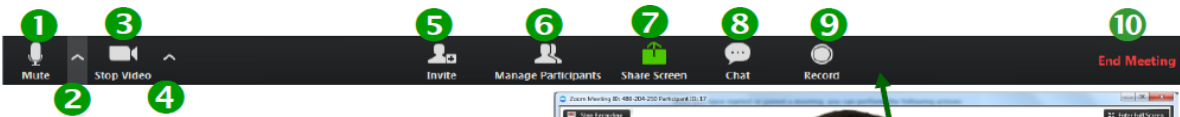
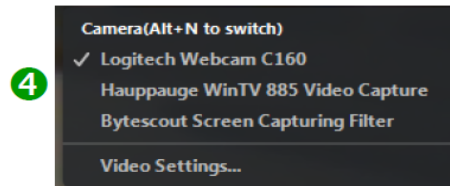
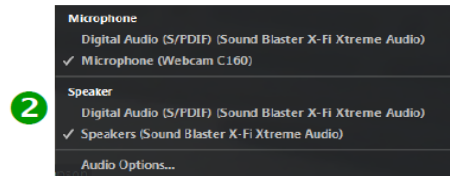
- Start Zoom from the Zoom website (<http://Zoom.us/>)
- Click on Schedule a Meeting
- From the next window, make selections as appropriate for your meeting. Change the topic date and time, recurrence, video and audio options, etc. as needed. Once you have finalized your selections, click Schedule.
- From the next window, click Copy the Invitation (toward the bottom), and share with students.

Features that are available during a Zoom meeting

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

1. **Mute** and **Unmute** your audio and select Audio options.
2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings. See [Meeting Options: Audio Options](#).
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings. See [Settings: Video](#).
5. **Invite** more people to join by email, instant messaging or a Room System.
6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.



7. **Share Screen** lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. **End Meeting** lets you end or leave the meeting.
11. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.

