ZOOM USER GUIDE
GETTING STARTED WITH ZOOM

Before You Start:

Before you can host a meeting with Zoom, you must have the the Zoom Desktop Client software installed on your computer or device. If applicable, visit https://zoom.us/download to download and self-install the **Zoom Client for Meetings**.

SETUP & CONFIGURATION

Zoom Web Portal:

Visit https://www.udel.edu/zoom and click "Sign in." On the UD CAS page, enter your UDelNet ID and password. Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:
- Setting your profile picture (persists through the Zoom platform).
- 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.

After configuring your profile, we recommend going to the **Meeting Settings** tab to configure your preferences based on how you would like to conduct meetings.

Zoom Desktop Client:
1. Once the Zoom Client for Meetings is installed, click the **Sign In** button
2. Click "Sign In with SSO and enter **udel** if prompted for a company domain
3. On the UD CAS page, enter your UDelNet ID and password.

You now have the Zoom client for Meetings installed. Best practice is to have Zoom start when your computer boots up.

Learn more: Zoom Client Settings

- 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.

Zoom offers you several ways to schedule your meetings. If you're using Google calendar or Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

Learn more: Scheduling with Zoom

Web Portal
1. Log in to http://www.udel.edu/zoom
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
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"

Zoom Extension for Google Calendar – Video Tutorial & Instructions
1. Download the Zoom extension for Chrome or Firefox from zoom.us/download
2. Create a new meeting in Google Calendar
3. Click "Make it a Zoom Meeting"
4. Update invitation details and hit "Save"

Details on additional features for scheduled meetings can be found here:
- Alternative Host
- Scheduling Privilege
- Meet Now vs. Schedule Meetings

Audio

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

- Choose "Join Audio by Computer" to connect your computers mic 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. 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, phone, or room system.

Manage Participants

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

Share Screen

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.

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

With Zoom, you can join meetings from your existing H.323/SIP room systems. You can have your H.323/SIP room system dial-in to a Zoom Meeting, or you can dial out to the room system. For more information, visit: Getting Started with H.323/SIP Room Connector

JOIN FROM A ZOOM ROOM

With Zoom Rooms, you can host and join meetings from your equipped conference rooms and huddle spaces.

Learn more: Getting Started with Zoom Rooms

Schedule a Zoom Room via Calendar
1. Open your {Outlook/Google} Calendar
2. Search for room resources that are available at desired time
3. Select and schedule the room

Schedule a Zoom Room via Scheduler Control
1. Select "Reserve" on Scheduler
2. Edit the topic for your reservation
3. Select your time block and select "Reserve" to book

Join a scheduled Zoom Meeting
1. Open "Meeting List" tab on the Zoom Room controller
2. Click "Start Meeting" for the correct meeting and time to start

Start an instant meeting
1. Open the "Meet Now" tab on the Zoom Room controller
2. Search for and Invite other Zoom users in your account
3. Click "Meet Now"

Join a non-scheduled meeting
1. Open the "Join" tab on the Zoom Room controller
2. Enter in meeting ID and click "join"

Share your screen in a Zoom Room
1. If you are a Zoom user, you can use the Screen Share icon on your desktop client
2. Or, click "Share Screen" on the Zoom Room controller
3. Follow instructions to either share via Airplay or share.zoom.us

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

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

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

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

- • Watch the Getting Started Videos
- • Join our Weekly Zoom Meetings and Webinar training

Visit 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