Zoom User Guide

Before You Start:
Before you can host a meeting with Zoom, you must have 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. You may also need to add a 2-factor code. 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
       o 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, open the app and choose "Sign In"
2. Click "Sign In with SSO" on the right side and enter "udel" for a company domain
    a. On the UD CAS page, enter your UDelNet ID, password and 2-factor code

SCHEDULING & STARTING ZOOM MEETINGS

Scheduling in the Web Portal
1. Click the Sign In button at http://www.udel.edu/zoom
2. Click Meetings on the left side of the window.
3. Click "Upcoming Meetings" in the top navigation bar
4. Click the blue "Schedule a New Meeting" button
5. Input details for the meeting and click "Save"
6. You can then copy the URL or Invitation or add to your calendar with available plug in

Scheduling in the Zoom Desktop Client
1. Click the blue"Schedule" button
2. Input details for the meeting and click "Schedule"
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Starting a Meeting
1. Scheduled meeting from Web Portal
    a. Click "Start" in Upcoming Meetings list next to designated meeting
2. Personal meeting from Web Portal
    a. Click the blue "Start" button at top right of window
3. Scheduled meeting from Desktop Client
    a. Click the blue "Start" button next to designated meeting on right of window
4. Quick meeting from Desktop Client
    a. Click the orange "New Meeting" button

**These are icons located at the bottom of the web browser window during a meeting (host and participant icons may be different)

Audio
- When starting/joining a meeting, you can join the audio by phone or computer.
  - Choose "Join Audio by Computer" to connect your computer's mic and speakers to the Zoom Meeting. You can test your 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 green "Share Screen" icon
2. Choose to share your; desktop, specific application, whiteboard, etc.
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
   a. Cloud recording will place a copy directly in your My Media repository.
   b. Publish from My Media to the Media Gallery of a Canvas site.
3. Recording will process once the meeting ends