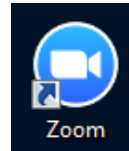# Setting Up and Using Zoom

Connect the microphone by plugging in the USB cord to the computer.

Turn on the TV or projector and remove the lens cap from the camera.

Open Zoom by double-clicking the desktop icon.

In order to join a meeting created by someone else, you do **NOT** need to have an account or sign in. If you would like to create a meeting, sign in is required.

> ***Note**: If an account has been set up for you, you should have received an email with steps to activate your account. This must be done in order to gain login information.
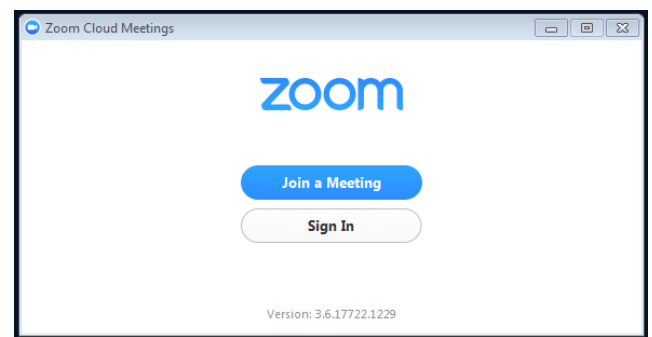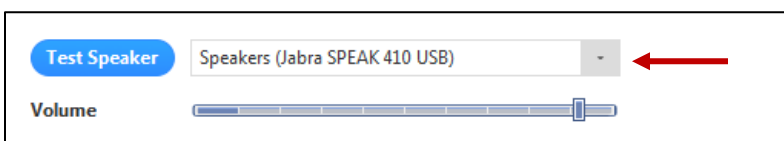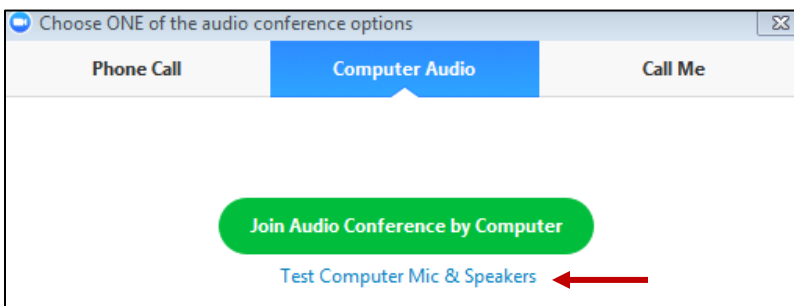
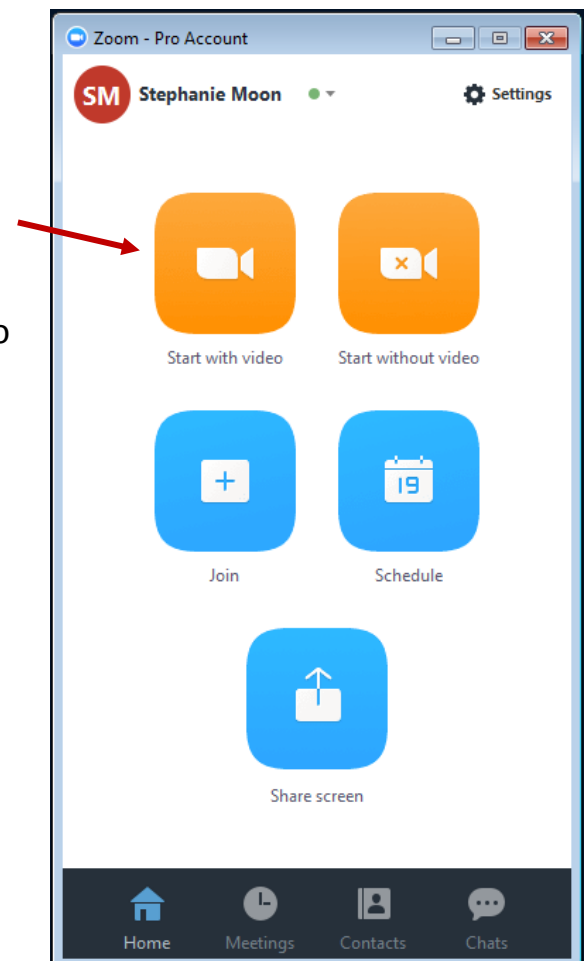## Creating a Meeting (to take place now):

After signing in, this pop-up window will appear.

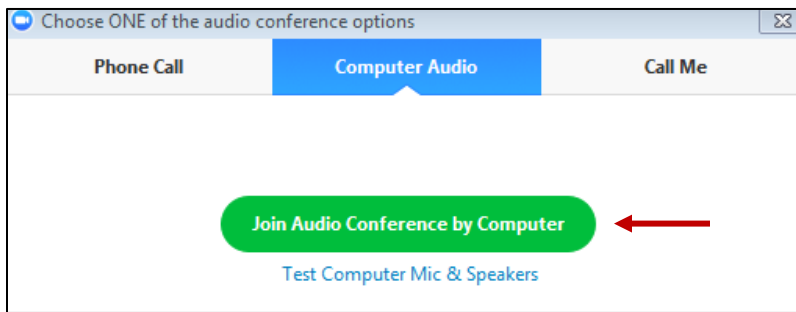To start a meeting, click the **START WITH VIDEO** icon.

Before beginning the session, you can test your speakers to ensure audio is functioning properly.
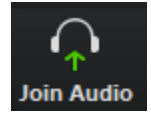
*You have the option to change the speaker from the portable speaker (Jabra) to the SMARTBoard or TV speakers.
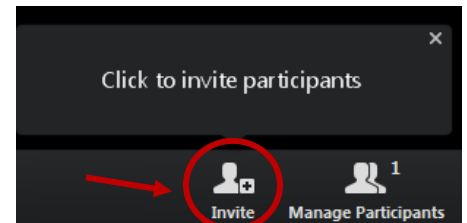
When you are ready, click the **Join Audio Conference by Computer** button.

*NOTE: If you no longer have this box displayed, click the **JOIN AUDIO** button in the lower left corner of your screen. It will redisplay the dialog box.

Invite people to join the conference by clicking on the **INVITE** button at the bottom of the screen.

For hosts who have access to Outlook, click the **Default Email** button and a new meeting invitation will automatically display. If you do not have Outlook, click the **Copy URL** button. Open your school district email through Office 365 and paste the link into the body of an email to send to the participants. Participants will receive a direct link to join the video conference. **They do not need to have a Zoom account or log in in order to join.**
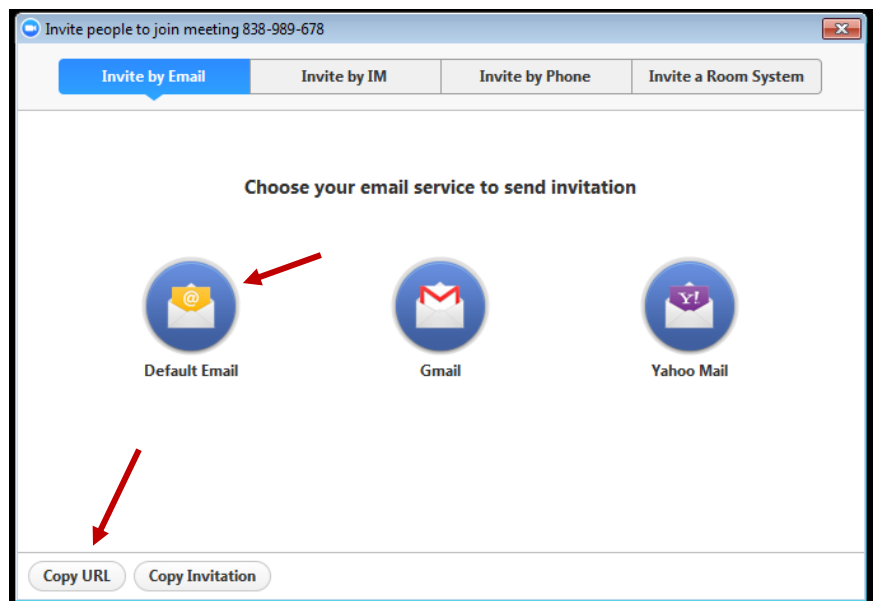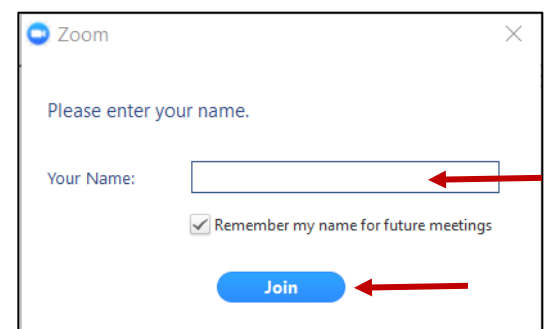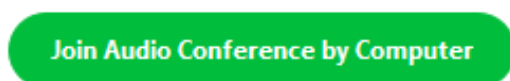
After clicking the link, participants will be prompted to select **Run**.
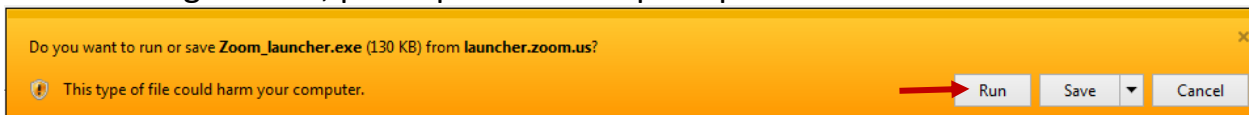
After the program runs, participants will be asked to enter their name in the **Your Name** field and press **Join**.
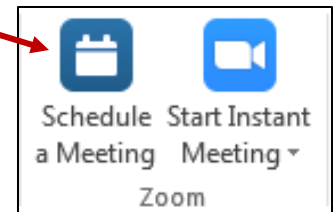
To enter the session, participants will click the **Join Audio Conference by Computer** button.

Scheduling a Meeting for a Future Day and Time:

For Outlook Users:
If you have access to Outlook, you can click the Schedule a Meeting located in the Home tab of your email. This will automatically open a meeting invitation. Make your selections and choose **CONTINUE**.
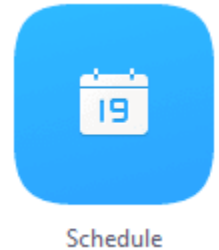
After selecting **Continue**, the meeting information will automatically populate in the body of the email. Select your recipients and press **Send**.

For Non-Outlook Users:
To schedule a meeting for the future, open Zoom using the desktop icon and click on the **Schedule** button.

Choose the day and time for the meeting.

After making all of your selections, click the **SCHEDULE** button at the bottom.

Copy the invitation information by clicking on the **COPY TO CLIPBOARD** button at the bottom.

Open your email and paste this information in an email to send to your selected recipients.

To Enter a Scheduled Meeting:
To enter the scheduled meeting, participants (including you the host) can either click the web address link in the email or calendar appointment to enter the meeting or open Zoom using the desktop icon and click on the Join button. Type the Meeting ID Number that is listed at the bottom of the email.

*Note: This scheduled meeting already has a web address and Meeting ID number associated with it so you can **NOT** use the **Start with Video** button. This would create a brand new meeting with a different web address and Meeting ID number that your participants would not have.

*Note: If participants try to enter the meeting before you as the host enter, they will be prompted to wait you. You will receive an email notifying you that a participant is waiting.

*Note: If participants do not have the Zoom icon loaded on their desktop, they will need to enter the meeting through the website link. After clicking the link, they will be prompted to run the program before entering the meeting.
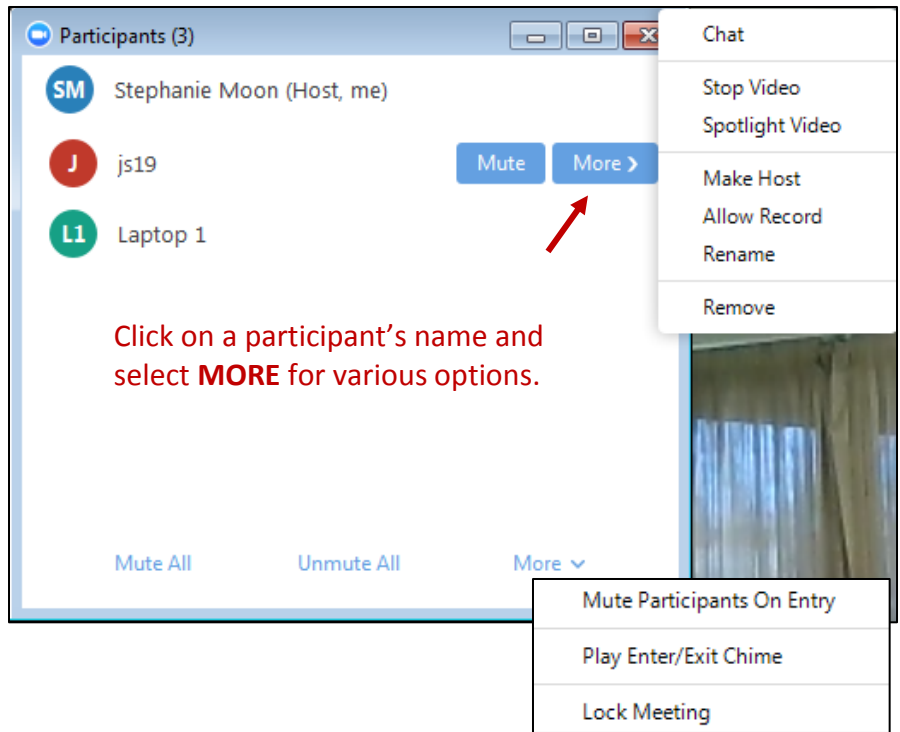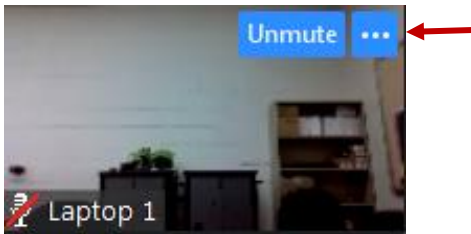
Moderating the Meeting:
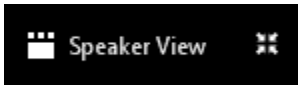
As the moderator, you can control the meeting.

Click on the **Manage Participants** button at the bottom for options.

These same options are also available in the thumbnail videos on the right.

Click on a participant's name and select **MORE** for various options.
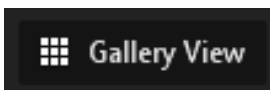
Gallery View vs. Speaker View

The default setting of **Speaker View** will display all participants in thumbnails on the right side. The "active speaker" (i.e. the person currently speaking) will be the one in the large display. As different people speak, this window will change accordingly.

Using these options, you are able to change how the thumbnails are displayed in the top right corner of your screen.

As the moderator, you can spotlight a video so that one person is stationary on the main display. Click on the **Manage Participants** button at the bottom. Click **MORE** next to the person you would like to be on the main display. Choose **SPOTLIGHT VIDEO**.

Gallery View will display equal size displays of all participants in the meeting. The active speaker will have a green outline around their display.

Making Another Participant the Host:

Click on the **Manage Participants** button at the bottom. Click **MORE** next to the person you would like to host. Choose **MAKE HOST**.
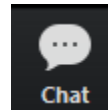
To reclaim the Host Status, click on the **Manage Participants** button at the bottom. Click **Reclaim Host**.
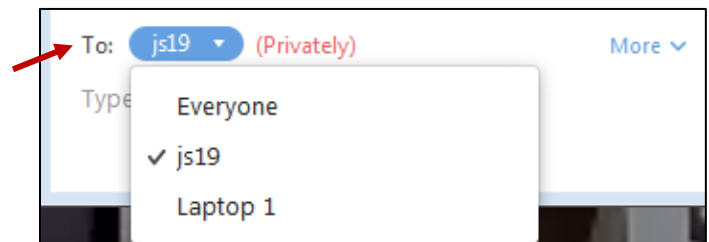
Chats:

Chats can be sent privately to certain participants or can be sent to everyone as a whole. You must select the recipient before sending the chat.

Click on the **Chat** box at the bottom of the screen.

Choose the recipient by clicking on the drop down arrow next to the word "**To:**".

Type your message and press Enter.

Sharing Screens:

All participants including the host are able to share their screen during the meeting. To share your screen, click the **SHARE SCREEN** button at the bottom of the screen.
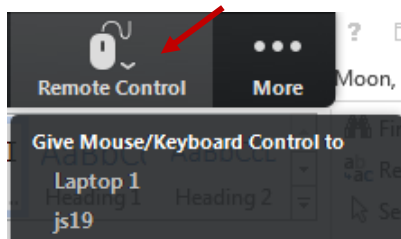
Select a window or an application that you want to share and press the **SHARE SCREEN** button in the bottom right corner.
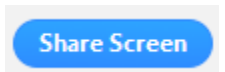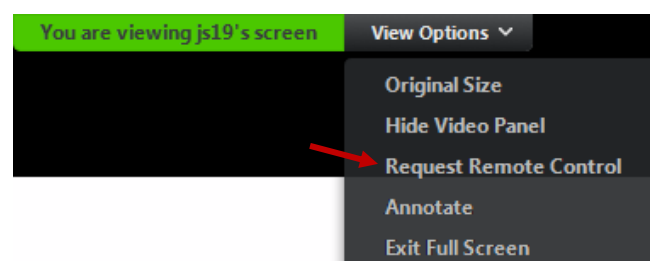
As you share your screen, possible options are displayed at the top of your screen.

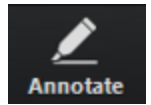You are able to give mouse and keyboard control to other participants during the session.

Participants are also able to request remote control from the person that is sharing their screen.

Annotations:

While sharing screens, you are able to collaborate with others through annotations.

This feature works best with the whiteboard option. All participants are able to draw and type on the canvas unless the person sharing turns off the collaboration.

To turn off annotations from other participants, click the **MORE** button at the top of your screen and choose **DISABLE ATTENDEE ANNOTATION**.
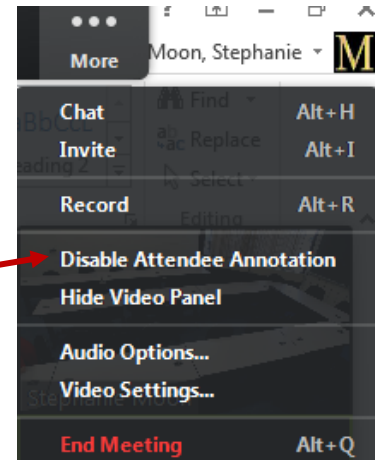
Ending a Meeting:

To end the meeting, click the button in the bottom right corner of your screen.
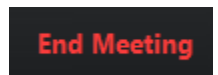
You will be prompted with the following message. If you do not assign a host before leaving, a host will automatically be assigned upon your departure. If you re-enter the meeting, you will be assigned as host again.