

# zoom

*QUICK START GUIDE*

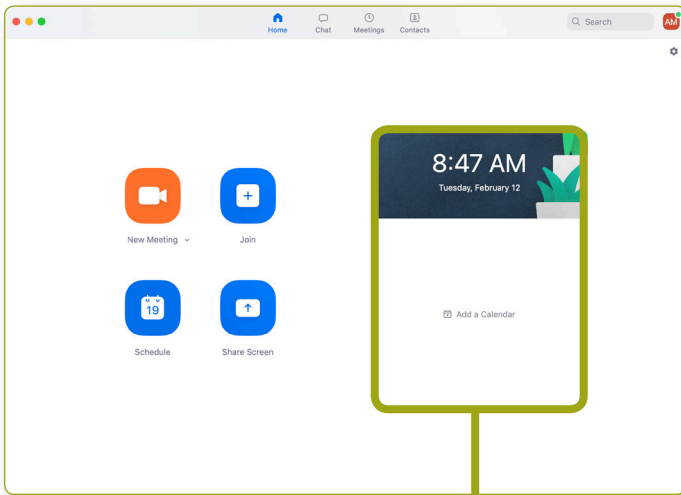


# NAVIGATION

Getting Started...

## BASIC NAVIGATION

includes the following:



\*note: this space will contain upcoming Zoom meetings. The background image in the header can be customized.



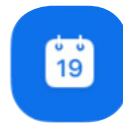
### Start New Zoom Meeting

Starts an impromptu Zoom meeting. The meeting will be hosted using your Personal Meeting ID (found on Meetings tab).



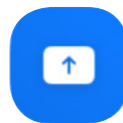
### Join Zoom Meeting

Join a Zoom meeting by entering the meeting ID number into the pop up dialogue box.



### Schedule Zoom Meeting

Allows you to schedule and configure settings for a one-time or recurring Zoom meeting.



### Share Screen

Share screen to Zoom Room or to Zoom meeting without joining with audio or video. Join by typing in meeting ID or Zoom Room pairing code.

The essential

## MENU BAR

Splits up information accordingly:



### Home

Default view when application opens.



### Chats

Instant message and send files to individuals or groups.



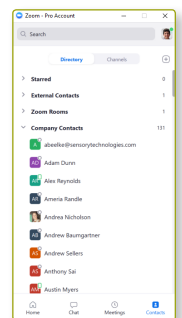
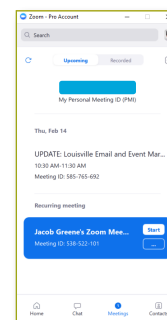
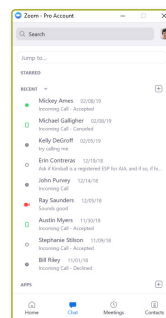
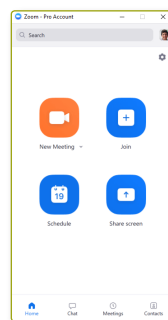
### Meetings

Shows your personal meeting ID, as well as upcoming meetings and webinars.



### Contacts

Shows all internal and external Zoom contacts. Contacts can be divided into departmental or user-created groups.

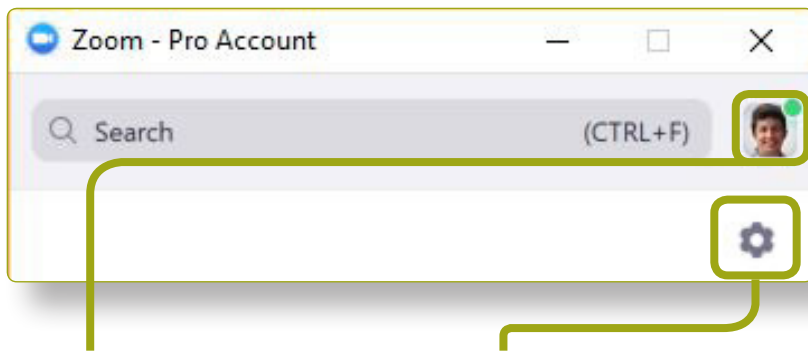


# HOME SCREEN

Knowing the ...

## HOME SCREEN

In even the small detail:



### Status Button

Shows the status that is displayed to your contacts. By clicking on the button, you can change your status, check for updates, or log out.

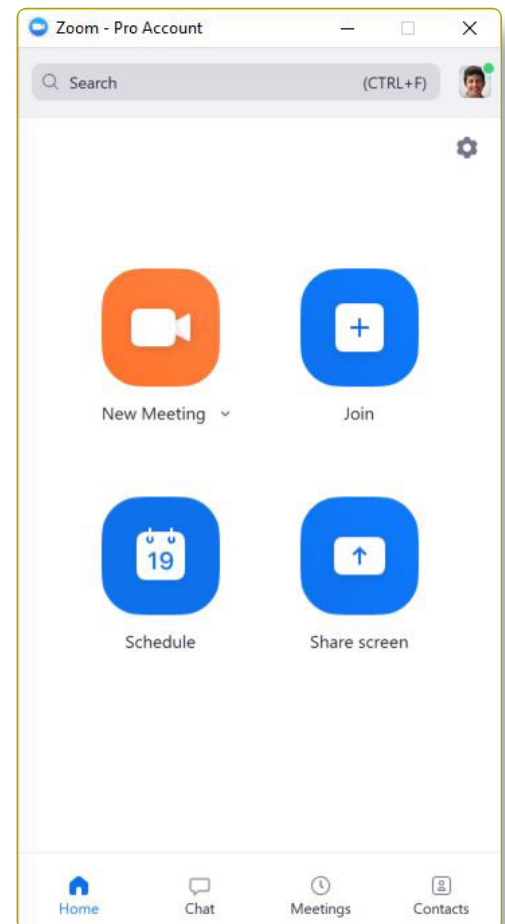
*Note: The dropdown arrow displays details on profile, updates, accounts, etc.*

### Settings

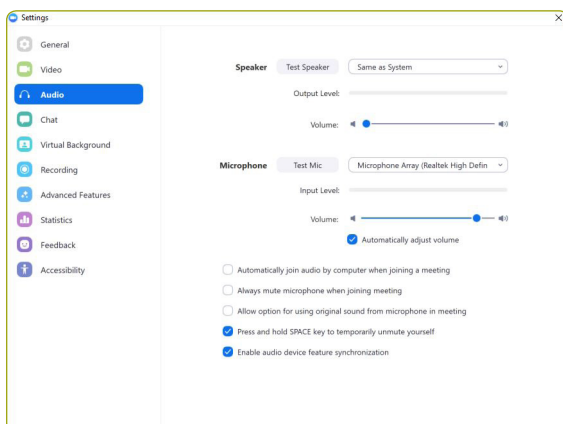
Allows you to change application settings such as audio, video, recording, and instant messaging.

*\*Note: Screen captures are taken from the "portrait" orientation of the menu. This change can be made by selecting your Status > Switch to Portrait View.*

Once you have logged in, you will see the main dialog box as shown below.



*\*Details regarding primary buttons can be found on page 1 of this quick start guide*



### More About Settings...

For optimal experience when using Zoom it is critical to make sure the video conferencing software is using the correct microphone(s) and camera(s) enabled on your device. Additionally, you are able to control the volume at which your microphone is projected and the output level of your selected speaker(s). These settings are the most critical to edit when initializing the software.

There are several other settings and preferences you can customize to better optimize your usage of Zoom.

*\*Note: Additional advanced settings can be enabled through the Zoom Web*

# STARTING MEETINGS

Getting familiar with ...

## MEETINGS

and how they work:

Select "Meetings" from the home screen to view, start, edit, or delete your upcoming meetings. This view also includes a tab for managing recorded meetings and displays your Personal Meeting ID (PMI).

### Start:

You can start a scheduled meeting listed in your upcoming meetings

### Edit:

You can edit or update your scheduled meeting

### Delete:

You can permanently delete your scheduled meeting

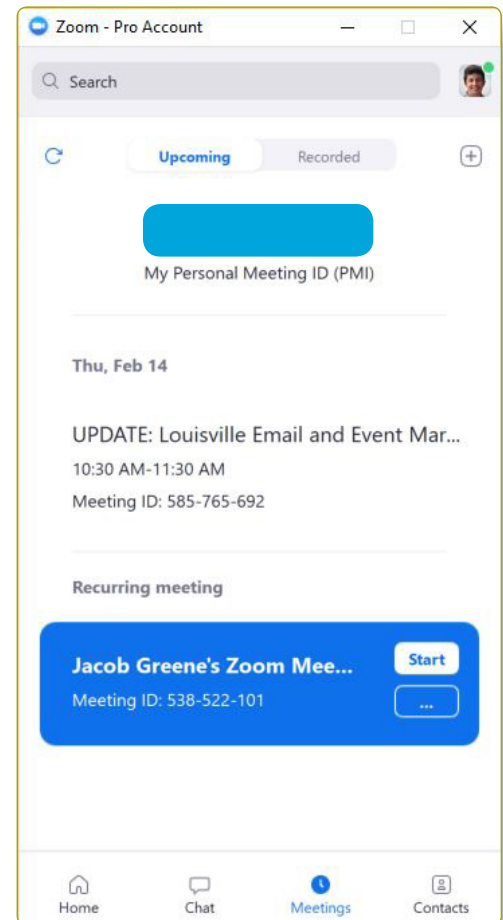
### Copy:

You can copy a meeting invite text and paste it in an email, IM, etc.

*\* Note: If you do not see your scheduled meeting, click the refresh tab in the upper right-hand corner to update/refresh the meeting list.*

### Meeting Features

Once you have started or joined a meeting, you can perform various actions from the menu bar located at the bottom of the meeting display window.



- Invite more people to join by email, IM, SMS (mobile only)
- Invite more people through a meeting ID
- Screen share your desktop or specific application window
- Group or private chat
- Record your meeting
- Manage participants
- Mute and unmute your audio
- Select audio options
- Stop and start your video
- Configure your settings
- Leave or end the meeting

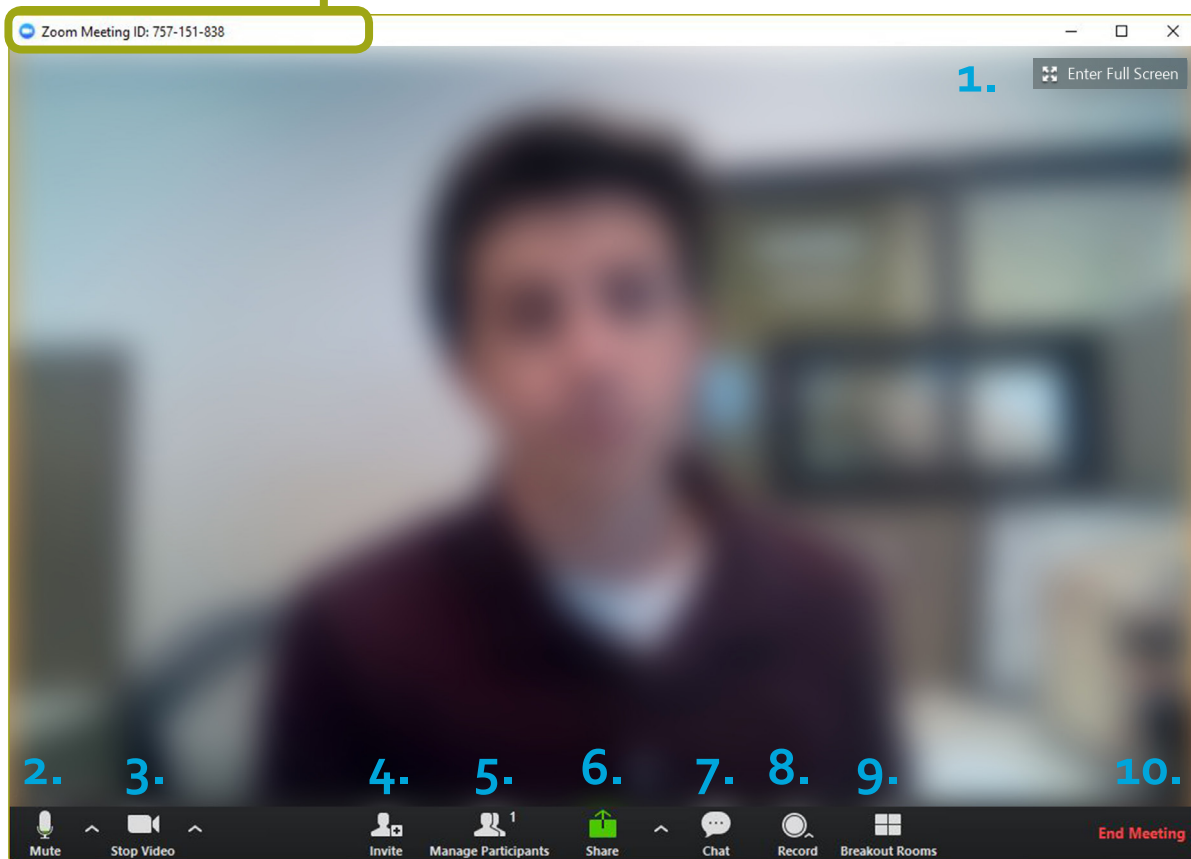
# IN MEETING CONTROLS

Making sure you know...

## IN MEETING CONTROLS

and which each buttons does:

Meeting ID



- 1. Change Views:** Switch between Gallery and Speaker View, or between full-screen or windowed view.
- 2. Mute Microphone & Audio Controls:** Click to mute or unmute microphone. Click on the arrow to change basic audio options, including selecting speaker and microphone.
- 3. Stop Video & Video Controls:** Click to stop or start video. Click on the arrow to change basic video options, including selecting webcam.
- 4. Invite:** Invite participants by sending an email, calling contacts directly or calling Zoom Room( SIP/H.323 endpoint requires additional licensing).
- 5. Manage Participants:** View all current participants on the call. Mute, remove or give host controls to participants from this menu.
- 6. Share Screen:** Share screen, application, document camera or iPhone/iPad to meeting. Make sure to click "Optimize for Full Screen video" when sharing content. Also allows for annotation & remote pc control.
- 7. Chat:** Send text messages or files to individuals or all participants.
- 8. Record:** Record meeting to be saved to local computer or cloud (Local computer storage is recommended. cloud storage requires paid license).
- 9. Breakout Rooms:** Place meeting attendees into sub meetings for group discussion, activities, and more!
- 10. End/Leave Meeting:** Leave meeting, or if host, choose to leave the meeting or end for all participants.

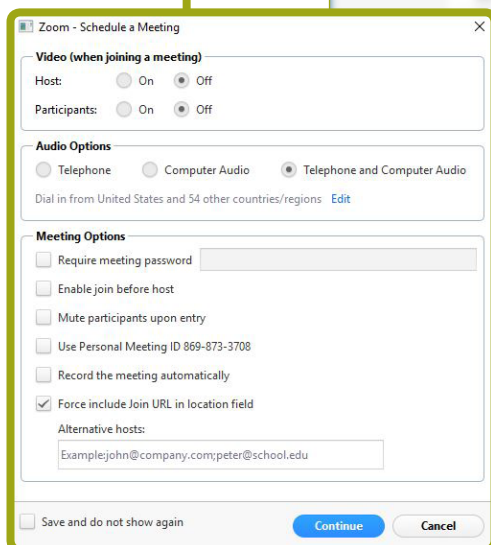
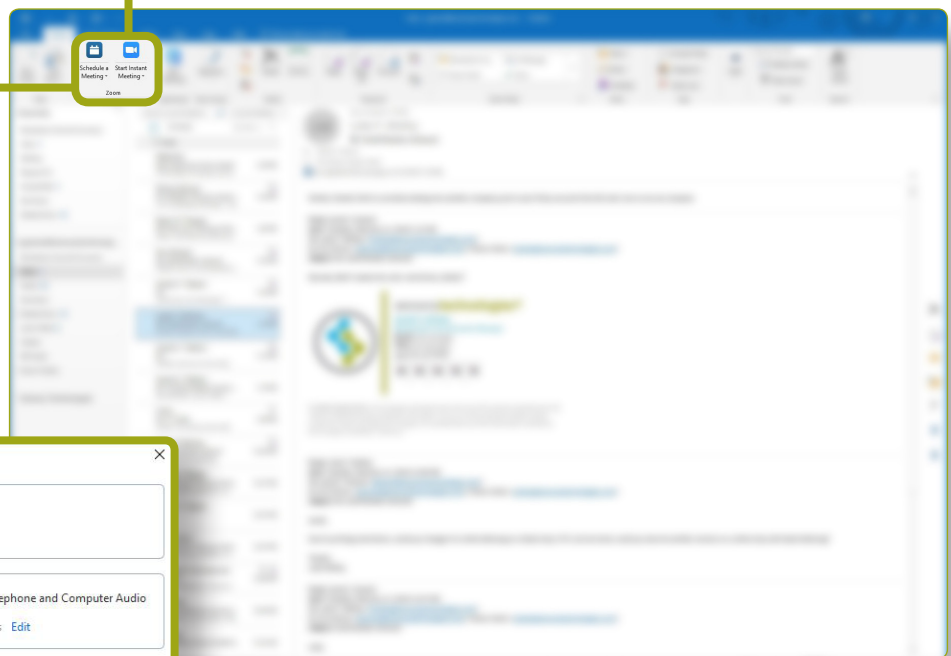
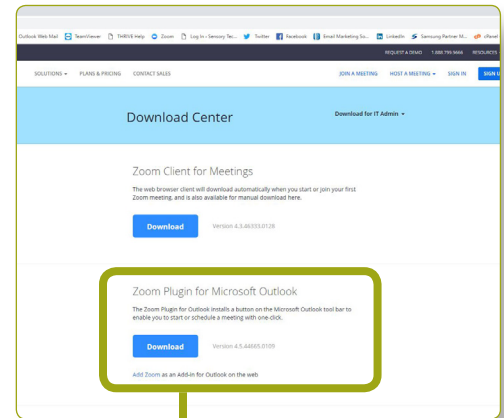
# OUTLOOK INTEGRATION

Scheduling...

## MEETINGS USING OUTLOOK

in a few easy steps:

1. Download the Zoom Plugin for Microsoft Outlook at: <https://zoom.us/download>
2. Once you have the plugin installed, open Outlook and in your "Home" tab you will have a new Zoom section. Click on "Schedule a Meeting" in the Zoom section of your Outlook calendar.
3. Configure Zoom meeting setting in pop-up menu.
4. Add location, time and participants (including Zoom Rooms, if Zoom Rooms are available).
5. Click "Send."



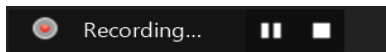
# RECORDING WITH ZOOM

Capture valuable conversations...

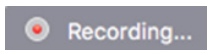
## USING RECORDING FEATURE

and never lose sight of your goals:

1. The host must record the meeting or grant a participant the ability to record.
2. Start a Zoom meeting as the host.
3. Click the option to Record.
4. When you choose to record you will be given two options on where the recording is stored. You can choose to store it on your **computer** or in the **cloud** (*the cloud has limited space that can be increased by purchasing more space by paid users*).
5. Hosts will see the following recording indicator in the top left corner when the recording has started.



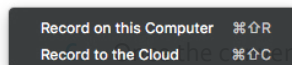
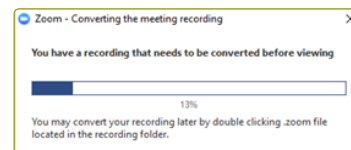
6. The meeting will be recorded in the current layout that the host is recording. (Thus, if the host is recording in Gallery View the recording will be in gallery view. This is independent of what the participants are viewing.)
7. Participants will see the following indicator in the top left corner when the recording has been started by another user. If the above recording icons are not visible in the meeting, the conference is not recording.



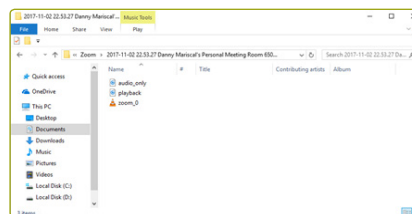
8. During a Zoom recording, a user can Stop or Pause the recording.
9. If a user stops the recording and starts it again, a new video file will be created for the next recording segment.
10. If a user pauses the recording and starts it again, Zoom will record to the same video file.
11. Clicking the Participants menu will also display a recording indicator next to the user who is actively recording.
12. Dial-in participants will hear a message saying that the meeting is being recorded - unless disabled by Host.



8. After the meeting has ended, a prompt will appear stating You have a recording that needs to be converted before viewing.
9. Wait for the recording to convert before it can be accessed.



7. Note: *If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable.*



- By default, the audio/video file (MP4) will be named "Zoom\_o.mp4."
- The audio only file (M4A) is named "audio\_only.m4a."
- By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

PC: C:\Users\User Name\Documents\Zoom

Mac: /Users/User Name/Documents/Zoom



# RECORDING WITH ZOOM

To access a recorded meeting, select **Meetings** and click on the **Recorded** tab.

- **Play Video:** This will play the recorded meeting with the default media player.
- **Play Audio:** This will play the recorded meeting audio with the default media player.
- **Open:** This will open the folder that contains the recording files.
- **Delete:** This will remove the meeting from the recording list on the Zoom Client only. Deleting the recording from the Zoom Client does not delete it from the local computer or folder.



*Additional...*

## OPTIONS RELATED TO RECORDING

*with Zoom:*

- Under **Settings**, click the **Recording** tab to view options.
- **Store my recordings at:** Click on arrow and Choose a Location to place local recordings on your computer.
  - Setting the default location to a cloud syncing folder (such as Dropbox, Google Drive, or One Drive), an external drive, or network storage device may cause issues with saving and converting the recording.
  - Zoom strongly recommends keeping the default location on a local drive for recordings.
- **Choose a location for recorded files when meeting ends:** Check this option to always choose where you would like local recordings to be saved to on your computer.
- **Recording a separate audio file for each participant who speaks:** Check this option to generate an audio-only file for each participant who speaks during the meeting.
- **Optimize for 3rd party video editor:** Check this option to generate your local recording video files with a standard format that is compatible with 3rd party video editors. This may increase file size.
- **Record thumbnails when sharing:** Check this option to include thumbnails of the participants' videos when screen sharing. If you are in active speaker view, it will record only the active speaker's video. If you are in gallery video, it will record multiple participants' videos.
- **Add timestamp to the recording:** Check this option to add a timestamp to the recording. It will show the time in the time zone of the computer where the meeting is being recorded.