

Getting Started with Zoom



Zoom is USF's web and video conferencing tool.
Request a Professional account from cit@usfca.edu

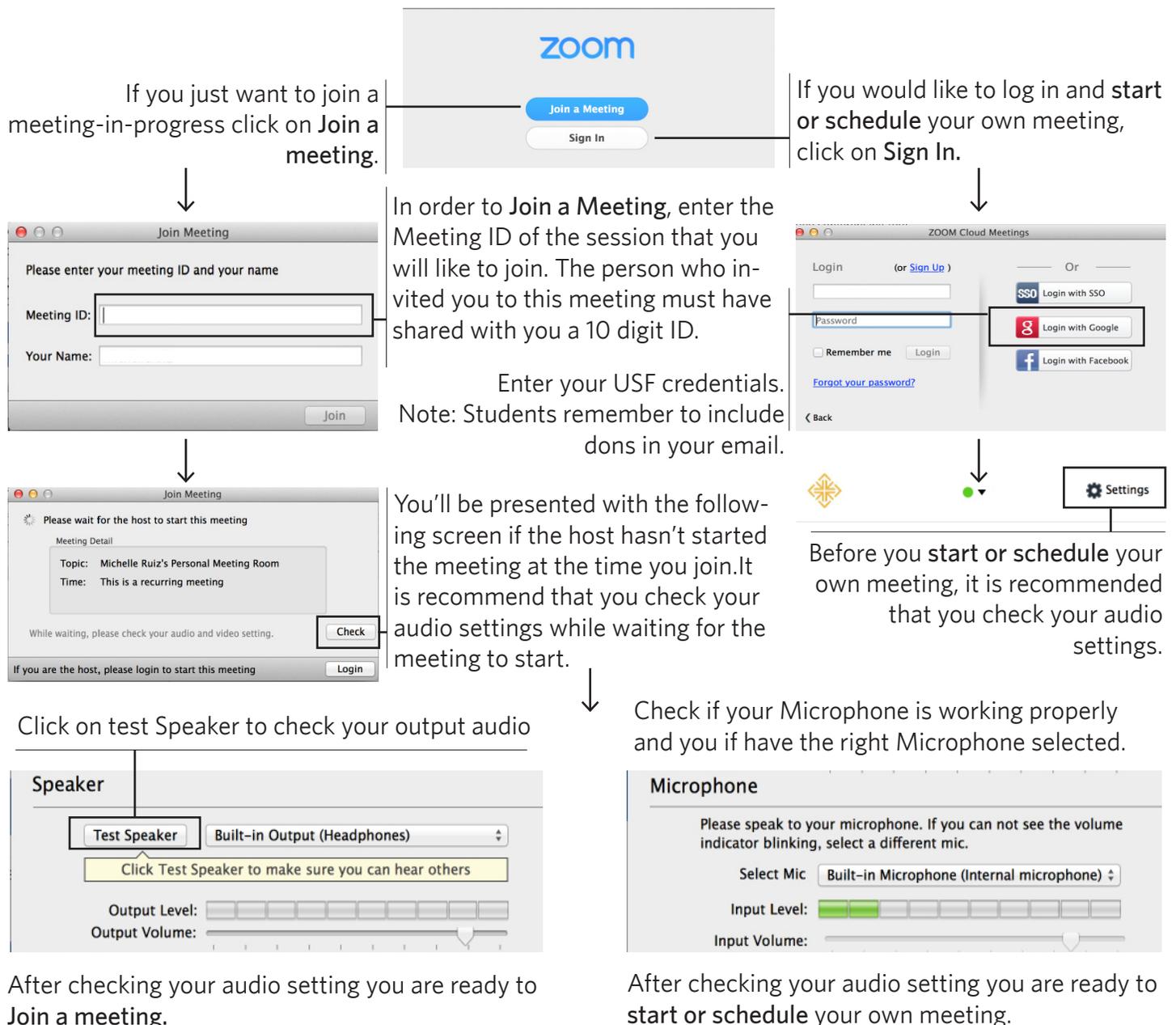
Set up

Download a copy of the software from <https://usfca.zoom.us/download>
Zoom runs on Mac, PC, iOS and Android devices.

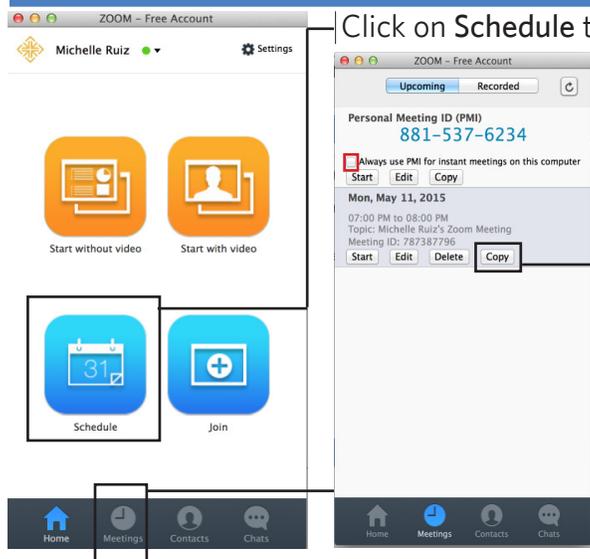
After downloading and installing the Zoom application, launch it from either your Mac/PC desktop or laptop. The program icon then appears in your Dock or Taskbar.

Launching a Zoom Session

When you first launch the Zoom application, you have two options: join a meeting or sign in.



Scheduling your own Zoom Meeting



Click on **Schedule** to set up a future meeting and enter your meeting's details.

After setting up your Meeting details, click the **Meetings** tab and check the box under your Meeting ID.

Click **Copy** and then paste the information in an email to share the details of your meeting with others.

The invitation will appear like the following:

Hi there,
 Name is inviting you to a scheduled Zoom meeting.
 Topic: Zoom Meeting
 Time: May 11, 2015 7:00 PM (GMT-7:00) Pacific Time (US and Canada)
 Join from PC, Mac, iOS or Android: <https://usfca.zoom.us/j/787387796>
 Or join by phone:
 +1 (415) 762-9988 or +1 (646) 568-7788 (US Toll) Meeting ID: 787 387 796
 International numbers available: <https://usfca.zoom.us/zoomconference>

Start your Zoom Meeting



Click on **Start without video** to start a meeting sharing your **desktop** (share everything in your screen) or **application** (share an application window). Click on **Start with video** to start a video meeting.

You can also **Start** your scheduled Meeting by going to the **Meetings** Tab and Click **Start**.

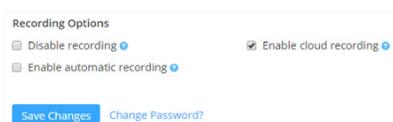
Zoom Menu Bar



1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
5. View a list of participants
6. Share your desktop or select a specific application to share (e. g., Microsoft Word)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. Leave or end the video meeting

Recording a Zoom Session

It is recommended that you use **Cloud Recording** to record video and audio in the Zoom Cloud so that the file can then be downloaded and/or streamed from a browser via HTML 5 or Flash and not use space in your computer.



Enable Cloud Recording on Your Account:

Log in to your Profile page and under the Recording Options, select **Enabled Cloud Recording** and **Save Changes**



Recording a Meeting to the Cloud

Start a meeting, Select the **Record** button in the Zoom toolbar
 Select **Start Cloud Recording**.