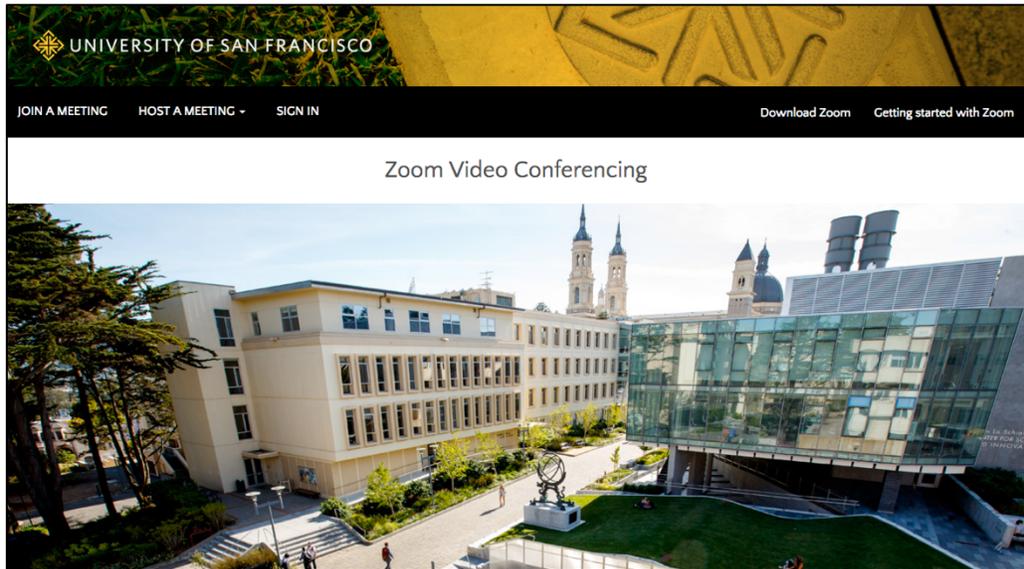


# Quickstart Guide to Setup your Zoom Account

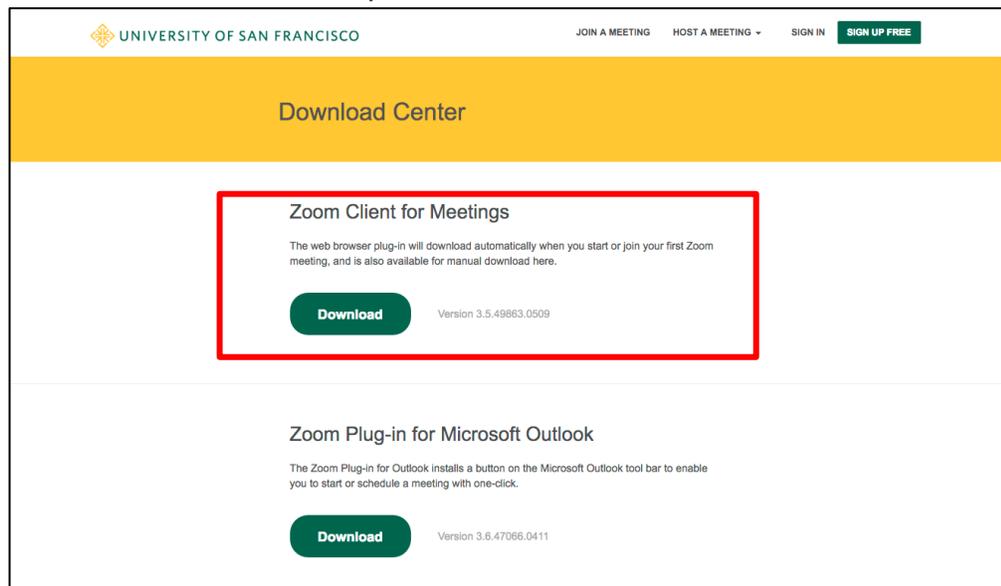
To start, visit the USF Zoom site:

<http://usfca.zoom.us>

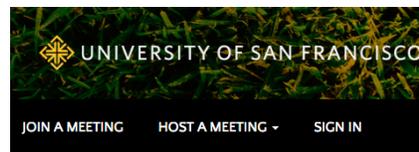


Click on the link **Download Zoom** on the upper right side of the page and then click on the link for **Zoom Client for Meetings** to download the application installer and install Zoom on your Mac or PC.

[Download Zoom](#) [Getting started with Zoom](#)



Next, sign in to activate your USF Zoom Pro account; click on **Sign In** and enter your USF username and password to login.



Once signed in, check the options to personalize your profile and meeting links. To do this click on **Profile** in the left column.

UNIVERSITY OF SAN FRANCISCO

JOIN A MEETING    HOST A MEETING    SIGN OUT

PERSONAL

- Profile**
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

**Ken Yoshioka** [Edit](#)

Phone +1 4154225670  
University of San Francisco  
Account No. 106760

Change Delete

Personal Meeting ID 415-422-5670 [Edit](#)  
https://usfca.zoom.us/j/4154225670  
✓ Use this ID for instant meetings

Personal Link https://usfca.zoom.us/my/yoshioka [Customize](#)

Sign-In Email yoshioka@usfca.edu  
Linked accounts:

User Type Pro

Features Large500, Webinar100

The top section allows you to upload a photo and set your display name as you want it. Click **Edit** and make the changes for name, photo and phone number and click **Save Changes** to finish.

**Ken Yoshioka** [Edit](#)

Phone +1 4154225670  
University of San Francisco  
Account No. 106760

Change Delete

[Change](#) [Delete](#)

Ken Yoshioka

United States (+1) 4154225670

University of San Francisco

**Save Changes** [Cancel](#)

In the section Personal Meeting ID, you can set up a meetingID which can be used for any scheduled or instant meeting. Click on the **Edit** link and type in the 9 or 10 digit number that will be your Personal Meeting ID. Check the box Use **Personal Meeting ID for instant meetings**. Click **Save Changes** to finish.

Personal Meeting ID	415-422-5670	<a href="#">Edit</a>
	<a href="https://usfca.zoom.us/j/4154225670">https://usfca.zoom.us/j/4154225670</a>	
	✓ Use this ID for instant meetings	

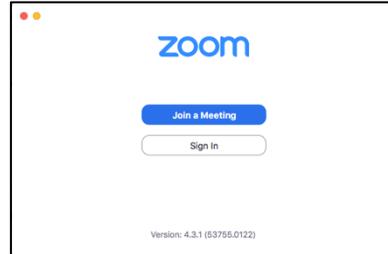
Personal Meeting ID	415-422-5670
	<a href="https://usfca.zoom.us/j/4154225670">https://usfca.zoom.us/j/4154225670</a>
	✓ Use this ID for instant meetings
	<input type="text" value="415-422-5670"/>
	<input checked="" type="checkbox"/> Use Personal Meeting ID for instant meetings
	<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>

In the section Personal Link, you can personalize a meeting link to send out that attendees can click on to join any of your scheduled or instant meetings. Click on the **Customize** link to create a personalized name for your link. Click **Save Changes** to finish.

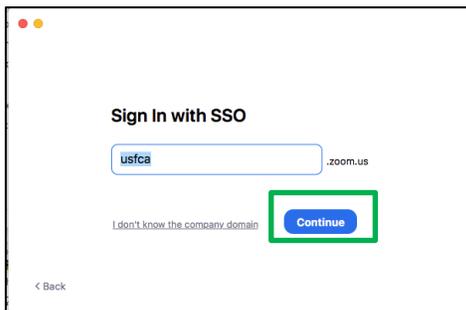
Personal Link	Not set yet.	<a href="#">Customize</a>
---------------	--------------	---------------------------

Personal Link	<a href="https://usfca.zoom.us/my/yoshioka">https://usfca.zoom.us/my/</a> <input type="text" value="yoshioka"/>
	Personal Link is an alias of your personal meeting URL <a href="https://usfca.zoom.us/j/4154225670">https://usfca.zoom.us/j/4154225670</a> . It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").
	<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>

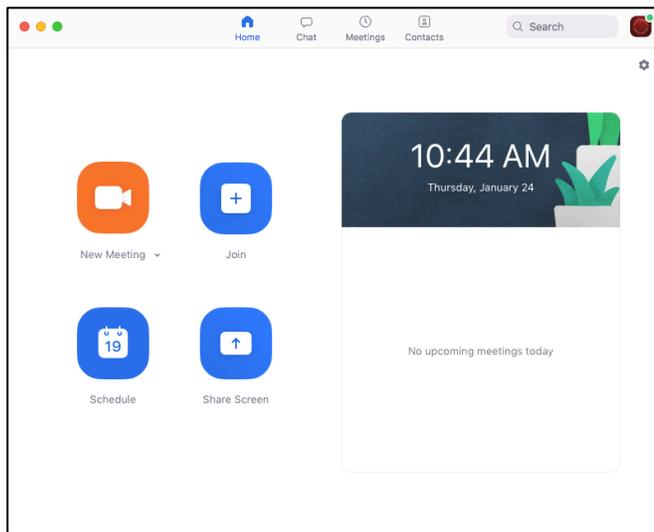
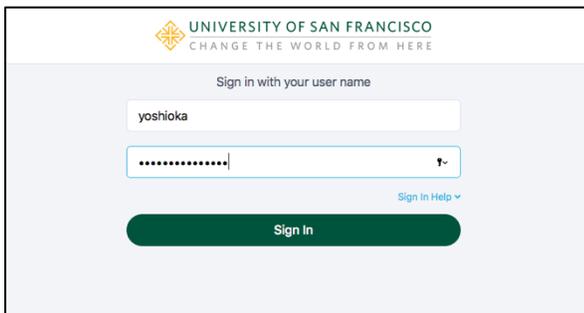
Finally launch the Zoom client you installed earlier and you will view the startup screen. Click **Sign In** to continue.



Click on **Sign In with SSO** and enter **usfca** into the field under **Sign In with SSO** and click **Continue**.



You will be redirected to the USF login page to login with your USF username and password to sign in to Zoom.



# Getting Started with Zoom

Zoom is USF's web and video conferencing tool.

Activate your Professional account at <http://usfca.zoom.us>.

Download a copy of the software from <https://usfca.zoom.us/download>

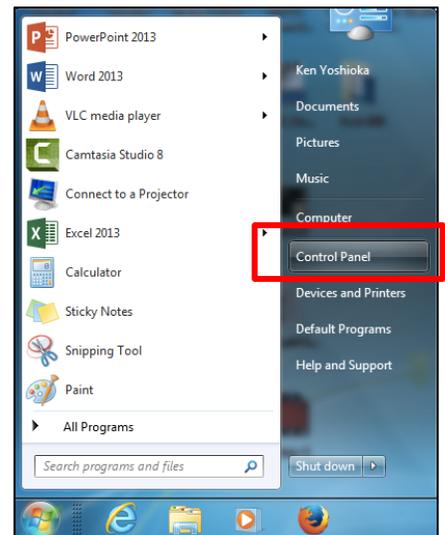
Zoom runs on Mac, PC, iOS and Android devices. After downloading and installing the Zoom application, launch it from either your Mac/PC desktop or laptop. The program icon then appears in your Dock or Taskbar.

## Setting up an External Microphone

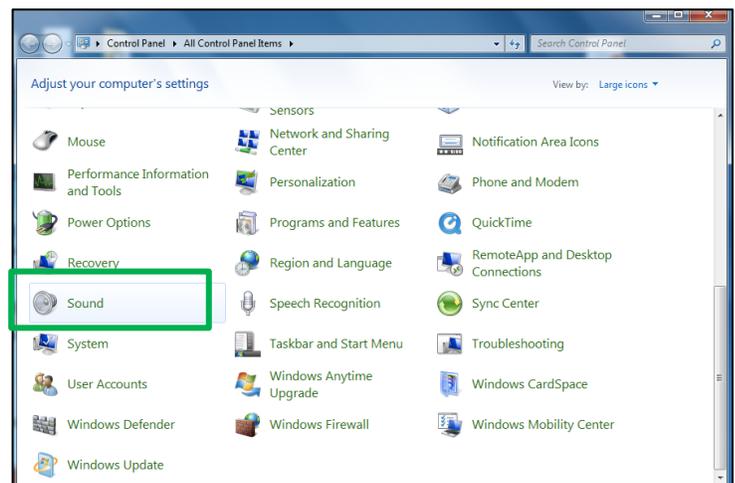
Before joining a Zoom meeting it is important to consider which type of microphone and speaker will you be using for best results. It is recommended that you use an external USB headset instead of using your computer's build-in microphone and speakers. Using a USB wired headset is the best choice as it prevents echo and feedback from your computer to other participants.

### On a Windows PC

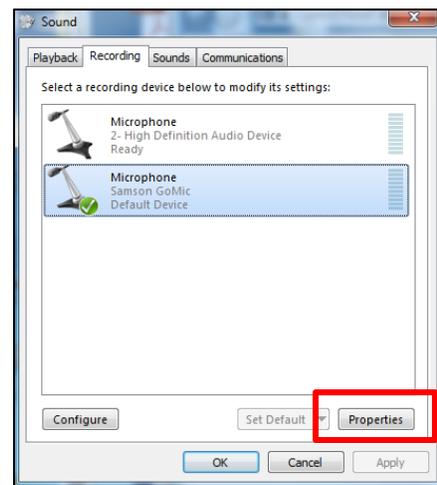
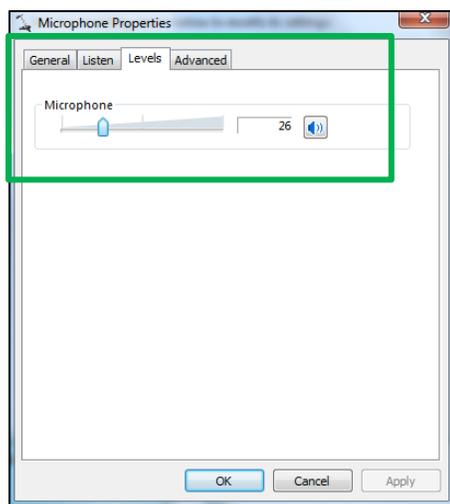
1. Click on the Windows 7 button and select **Control Panel** from the menu. In windows 10, right click on the Windows button and select Control Panel.



2. Next click to open the **Sound** control panel.

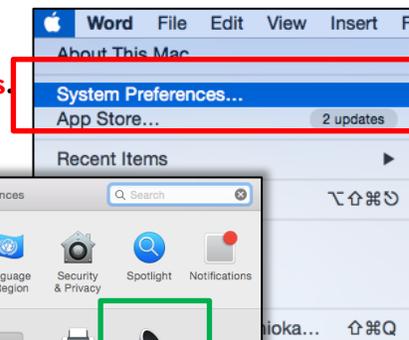


- Click on the **Recording** tab and select the external microphone you have connected to the PC. Next click **Properties** and select the **Levels** tab. Here you can adjust the gain or sensitivity of the microphone through the slider controls.

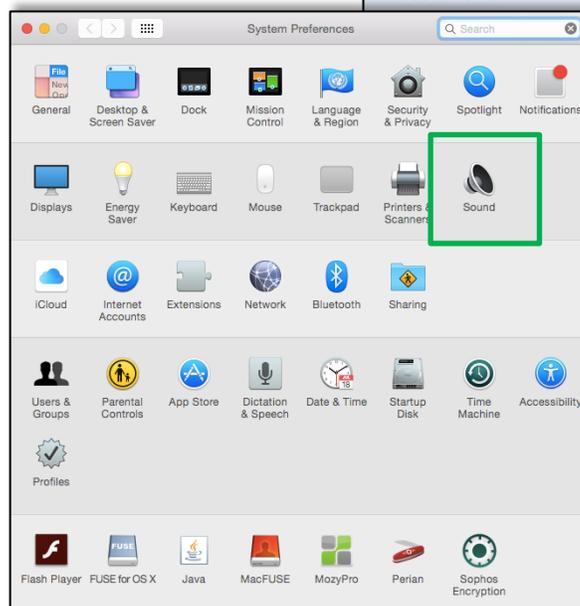


## On a Mac

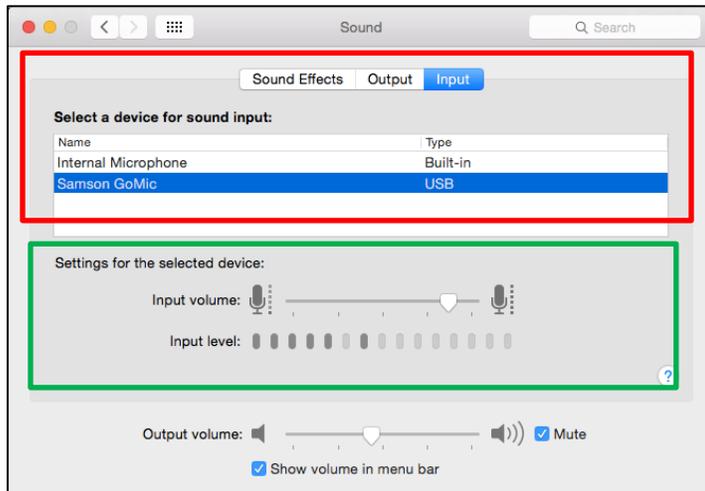
- Click on the Apple menu  and select **System Preferences**.



- Next, click and open **Sound**.



- Click on the **Input** tab and select the external microphone you have connected to your Mac. You can also adjust the gain or sensitivity of the microphone through the **Input volume** slider. Close the System Preferences to finish.

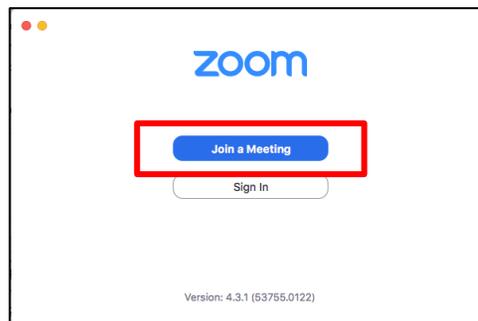


Regardless of whether you use internal or external microphones and speakers, you should spend some time practicing with Zoom and adjusting your audio/video settings before participating in large meetings.

## Join a Meeting-in-Progress

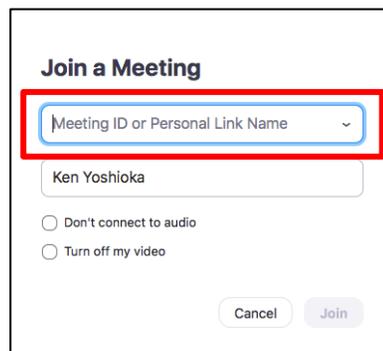
When you first launch the Zoom application, you have two options: join a meeting or sign in. By signing in you will be able to create your own Zoom meeting. (see next section)

- To join a meeting-in-progress click on **Join a meeting**.



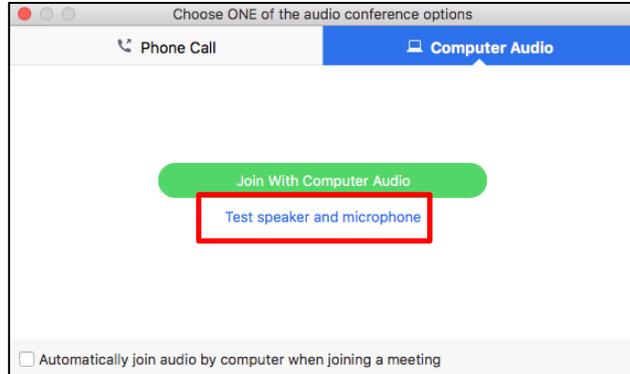
- Enter the **Meeting ID** of the session that you will like to join.

**The person who invited you to this meeting must have shared with you a 10 digit ID.**



You'll be presented with the following screen to test the audio settings for microphone and speakers.

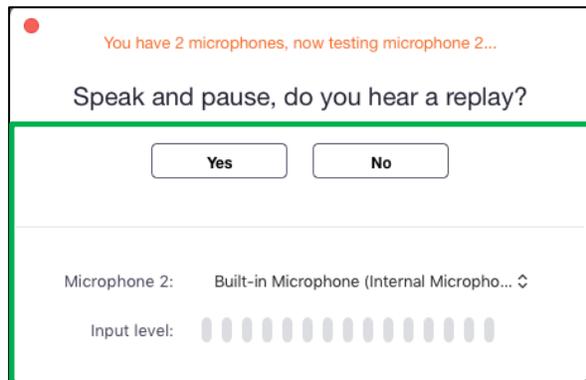
It is recommended that you check your audio settings before entering the meeting. Click on **Test Speaker and Microphone** to check the settings.



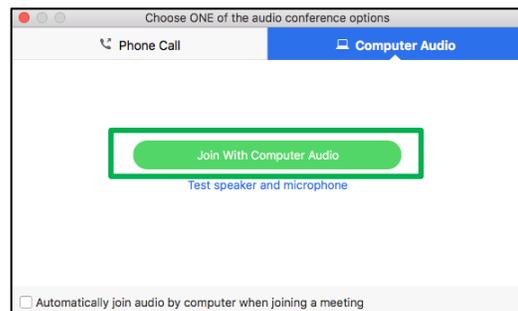
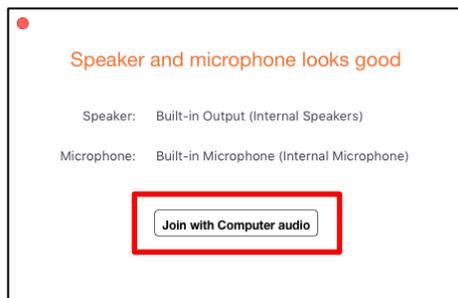
Check if your **Speaker** is working properly and you if have the right speaker selected. Click **Yes** after confirming the speaker.



Check if your **microphone** is working properly by speaking and pausing to see if you can hear your voice and to select the correct microphone if necessary. Click **Yes** after confirming the microphone.

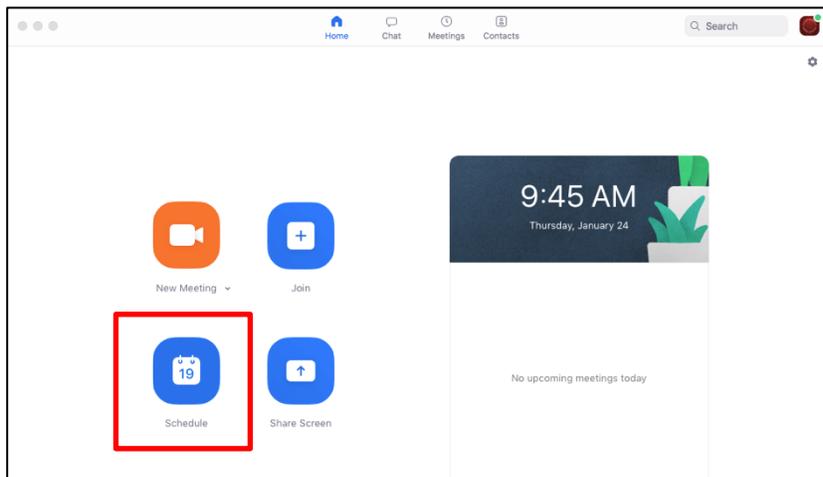


You should then see a confirmation screen asking you to click **Join with computer audio** and then the original screen asking you to click the button **Join with computer audio** to enter the meeting.



## Scheduling your own Zoom Meeting

1. Login to Zoom and Click on **Schedule** to set up a meeting to begin.



2. Enter the details for the Zoom meeting including location, day and time. Click on the link **Advanced Options** to access additional options.

 A screenshot of the 'Schedule a Meeting' form in Zoom. The form includes fields for 'Topic' (filled with 'Ken Yoshioka's Zoom Meeting'), 'Date' (1/30/2019, 3:30 PM to 4:00 PM), and 'Time Zone' (GMT-08:00 Pacific Time). There are sections for 'Video' (Host and Participants settings), 'Audio' (Telephone, Computer Audio, or both), and 'Options' (Require meeting password). The 'Advanced Options' link is highlighted with a red box. At the bottom, there are 'Cancel' and 'Schedule' buttons.

3. Check the box if you would like to use your **Personal Meeting ID** as the room ID and select **Google Calendar** in the Calendar section. Click **Schedule** to continue.

 A screenshot of the 'Advanced Options' section of the Zoom meeting scheduling form. It contains several checkboxes: 'Require meeting password' (unchecked), 'Enable join before host' (checked), 'Mute participants on entry' (unchecked), 'Use Personal Meeting ID 415-422-5670' (checked), and 'Record the meeting automatically' (unchecked). Below this is the 'Alternative Hosts' field with the example 'john@company.com;peter@school.edu'. The 'Calendar' section at the bottom, which includes 'iCal', 'Google Calendar' (selected), 'Outlook', and 'Other Calendars', is highlighted with a red box. 'Cancel' and 'Schedule' buttons are at the bottom right.

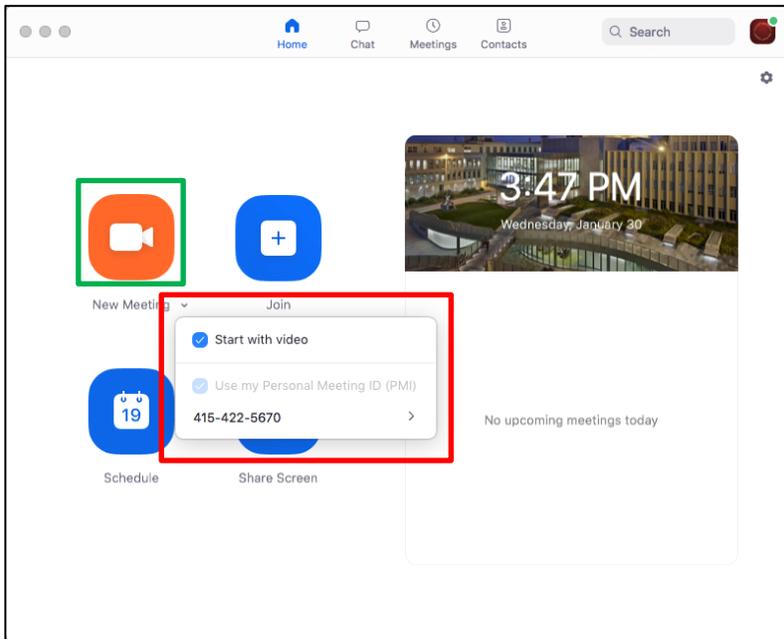
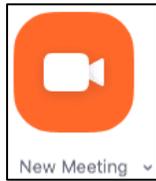
4. A web browser window will open asking you to login to your DonsApps Google Calendar;

The screenshot shows the DonsApps Google Calendar interface. At the top, there is a search bar and a user profile icon. Below the search bar, there are navigation buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. The main content area is titled 'Ken Yoshioka's Zoom Meeting'. It displays the date and time: '10/14/2016 5:00pm to 6:00pm 10/14/2016 Time zone'. There are checkboxes for 'All day' and 'Repeat...'. Below this, there are tabs for 'Event details' and 'Find a time'. The 'Where' field contains the Zoom URL: 'https://usfca.zoom.us/j/4154225670'. There is a 'map' link below the URL. The 'Video call' section has a 'Join Zoom Meeting' button. The 'Calendar' dropdown is set to 'Kenneth J Yoshioka'. The 'Description' field is highlighted with a red box and contains the following text: 'Hi there, Ken Yoshioka is inviting you to a scheduled Zoom meeting. Join from PC, Mac, Linux, iOS or Android: https://usfca.zoom.us/j/4154225670 Or iPhone one-tap (US Toll): +14086380968,4154225670# or +1646588656,4154225670# Or Telephone: Dial: +1 408 838 0968 (US Toll) or +1 646 558 8656 (US Toll) Meeting ID: 415 422 5670 International numbers available: https://usfca.zoom.us/join?m=9Bak7IqjDyK00mONM5EIS1\_T54447oL Or an H.323/SIP room system: H.323: 138.202.192.53 Meeting ID: 415 422 5670 SIP: 4154225670@138.202.192.53 Or Skype for Business (Lync): SIP:4154225670@lync.zoom.us'. To the right of the description, there is a green box containing the 'Add: Guests | Rooms, etc.' section, which includes an 'Enter guest email address' input field and an 'Add' button. Below this, there is a 'Guests can' section with three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked).

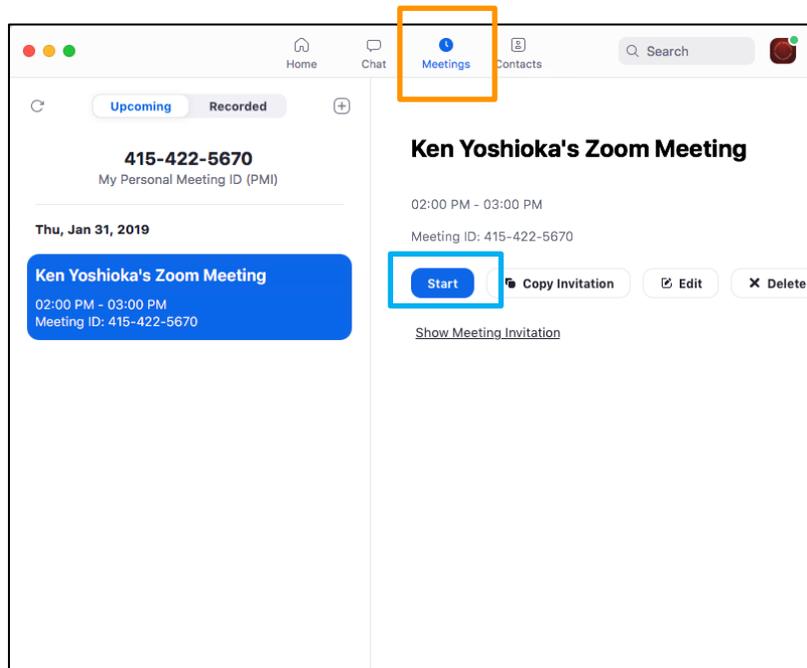
You can invite people to the meeting by adding their email addresses in the **Add Guests** field or copy the **meeting details** in the description area to paste into an email. Click **Save** at the top of the event window to add the meeting to your Google Calendar.

## Start a Zoom Meeting

Click on the menu icon next to the **New Meeting** button to choose to start a meeting with or without **video**. Click on the **New Meeting** button to start a meeting.

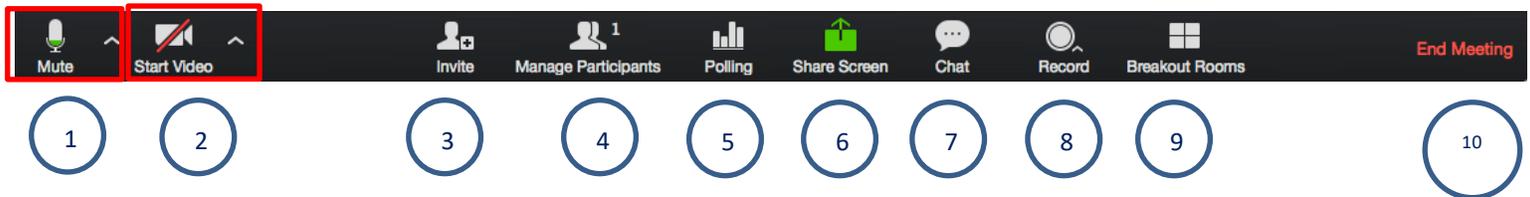


You can start your scheduled Meeting by clicking to the **Meetings Tab**, single click on the listed meeting and clicking **Start**.



## Zoom Meeting Tool Bar

Once the meeting has started, there are tools at the bottom of the meeting window that allow you to configure and manage various aspects of the session.

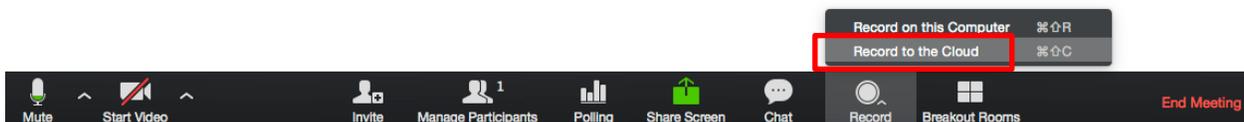


1. Mute/unmute your audio (not the audio of the participants)-the **menu** next to the audio icon allow you to configure your settings for audio
2. Stop/start your video-the **menu** next to the video icon allow you to configure your settings for video
3. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
4. View and manage the list of participants
5. Create and conduct a poll for the online participants
6. Share your desktop or select a specific application to share (e. g., Microsoft Powerpoint)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting to the computer or to the cloud (if you have been granted permission)
9. Create small group discussion in the Breakout Rooms
10. Link to end the Zoom meeting

## Recording a Zoom Meeting

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.

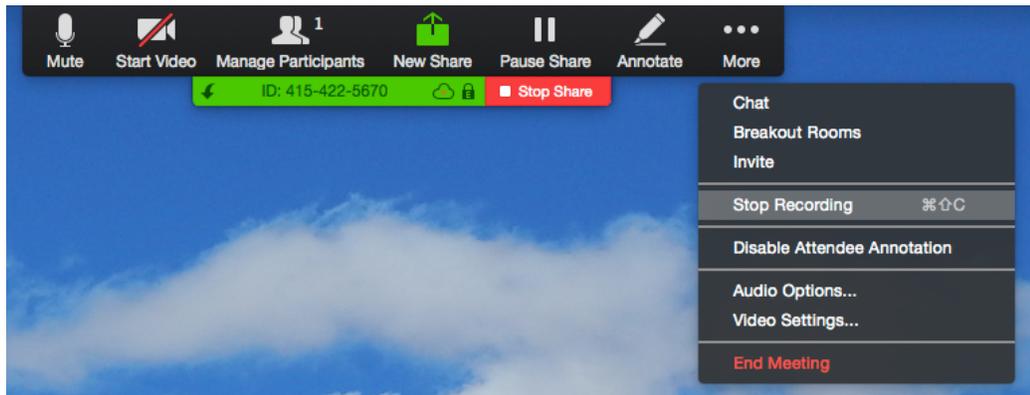
1. After beginning a Zoom meeting click on the Record button in the toolbar at the bottom of the meeting window and select **Cloud Recording**.



To stop the recording click **Stop Recording** in the toolbar at the bottom of the meeting window.



Note that if you are sharing your desktop, the link to stop the recording can be found at the toolbar located at the top of the shared desktop in the **More** menu.



## View and share the recording

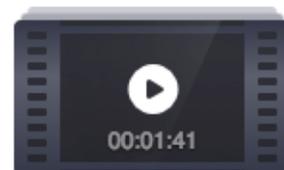
2. Login to your Zoom account and select **Recordings** on the left side of the page. You can see the **list of recordings** from past meetings.

 A screenshot of the Zoom Recordings page. The page header includes the University of San Francisco logo and navigation links for 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar shows 'PERSONAL' and 'ADMIN' sections, with 'Recordings' selected under 'PERSONAL'. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. It features search filters for 'From' (MM/DD/YYYY), 'To' (05/20/2019), and 'All Status'. There are 'Search by ID', 'Search', and 'Export' buttons. Below the filters is a table of recordings:
 

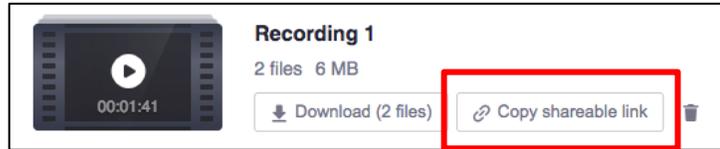
<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Ken Yoshioka's Personal Meeting Room	415-422-5670	Apr 04, 2019 09:55	3 Files(90 MB)	Share... More-
<input type="checkbox"/>	Ken Yoshioka's Personal Meeting Room	415-422-5670	Mar 01, 2019 13:11	3 Files(638 KB)	Share... More-

 The table has 'Delete Selected' and 'Delete All' buttons above it.

3. Click on the recording icon to view the video online.



4. You can click on the link **Copy Shareable Link** to copy the recording web link to share in an email.



5. When the recording is ready, you will also receive an email from Zoom with the link to share the recording. You can then copy and paste the link into an email to share.

