Zoom Basics Usage Guide

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.

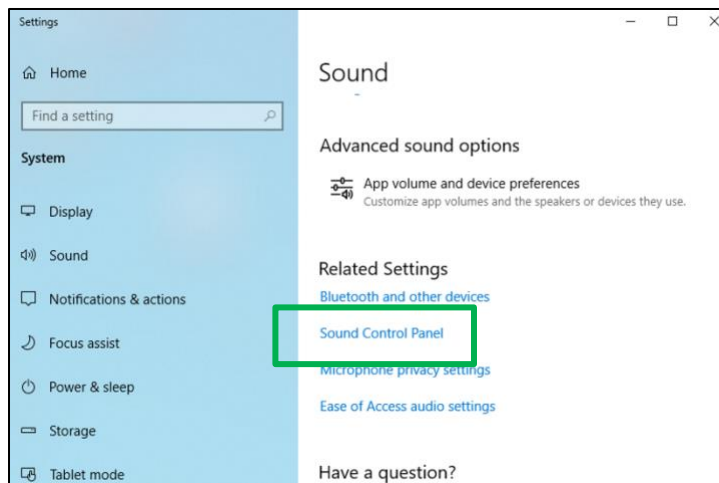## Setting up an External Microphone

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. Right click on the speaker volume icon in the system tray in the lower right corner of your screen and select **Open Sound settings** from the menu.
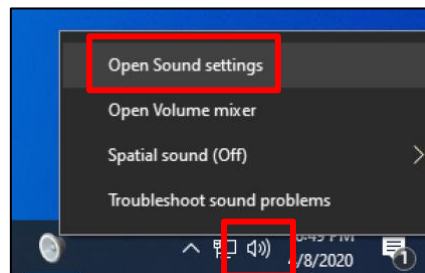
2. Next click to open the **Sound Control Panel**.

3. 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.
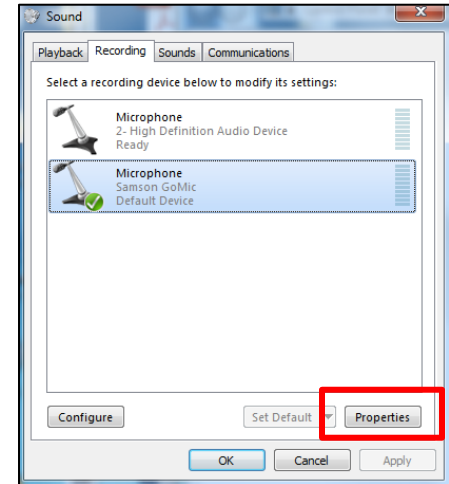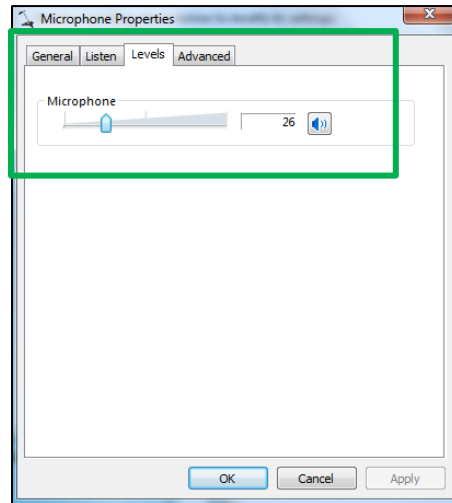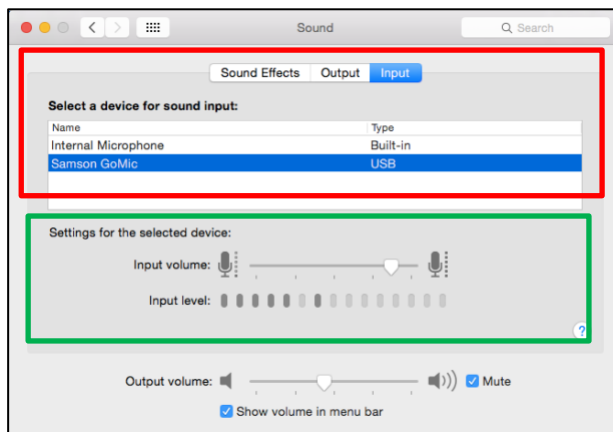
On a Mac

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

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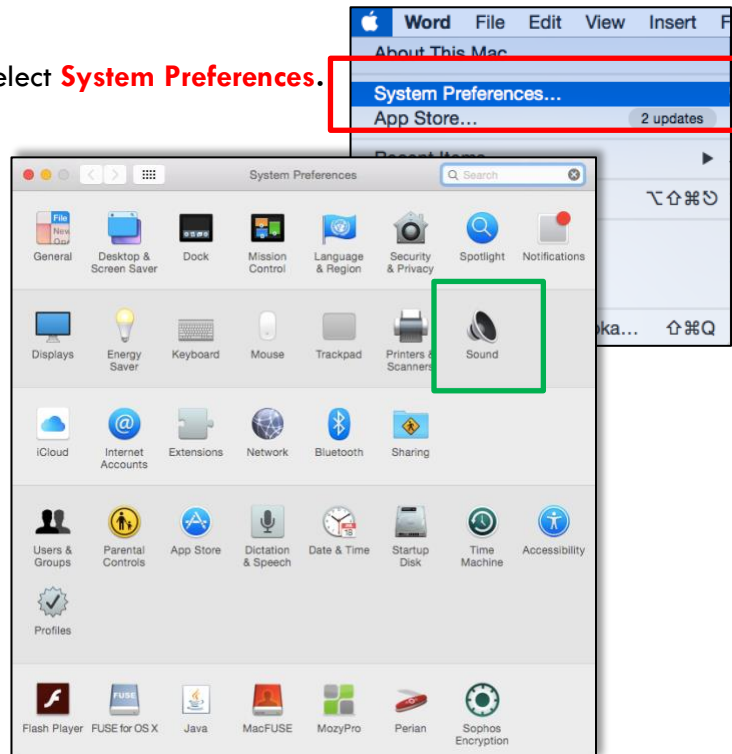
3. Click on the **Input** tab and select the external microphone you have connected to your Mac. You can also adjust the gain or sensitivity of the microphone through the **Input volume** slider. Close the System Preferences to finish.


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

Joining a meeting is done in two ways; the first is through an invitation where the scheduling host sends you a calendar invite with the link or an email with the join link. All you need to do is to click on the **join link** to enter the meeting.
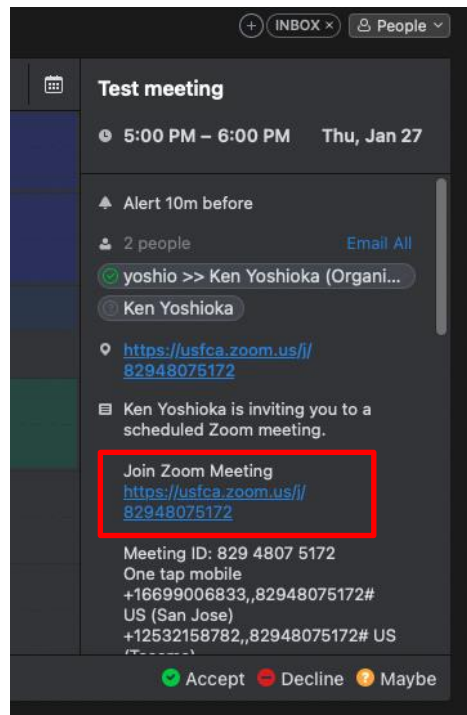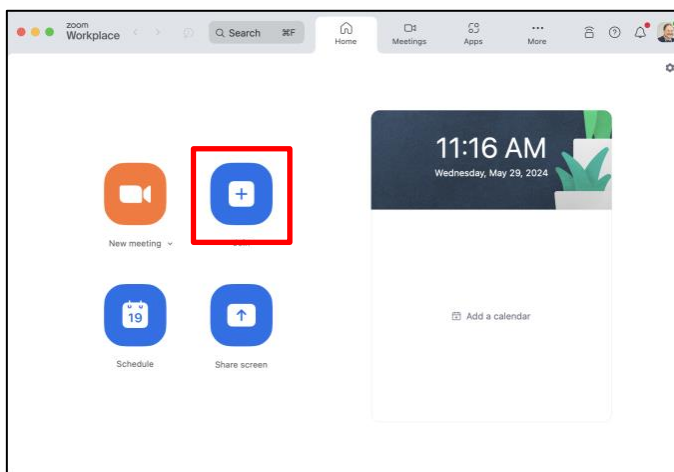

Calendar invitation
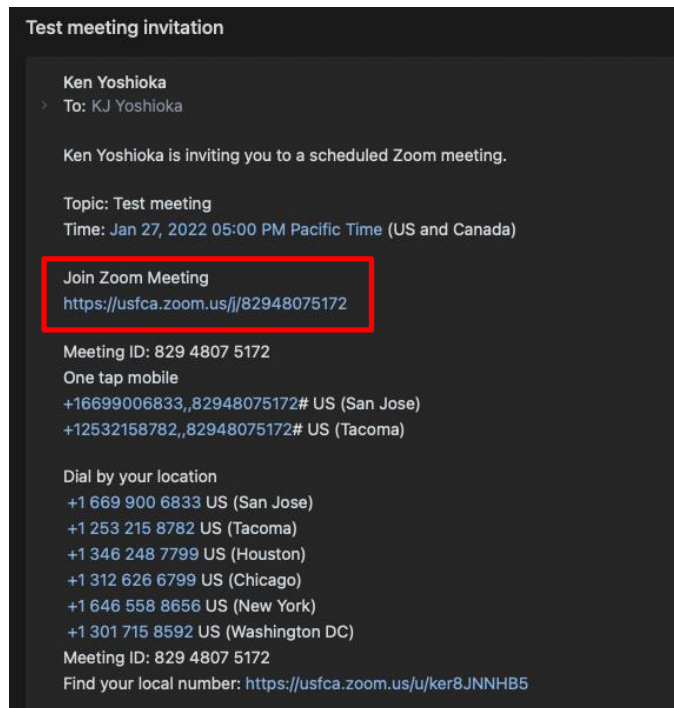

Email invitation

The second way to join is if you have the Meeting ID number. Open the Zoom app on your Mac, PC or mobile device and sign into the app with single sign on to authenticate into your USF Zoom account.

1. To join a meeting-in-progress click on **Join** button on the Home tab of the Zoom app.

2. 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 or 11 digit meeting ID number.**
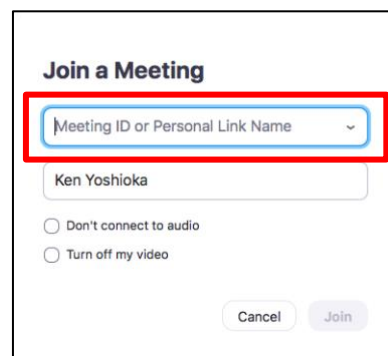
You'll be presented with the following screen to test the audio settings for microphone and speakers.
It is recommended that you check your audio settings before entering the meeting. Click on **Test Speaker and Microphone** to check the settings.

Check if your **Speaker** is working properly and you if have the right speaker selected. Click **Yes** after confirming the speaker.
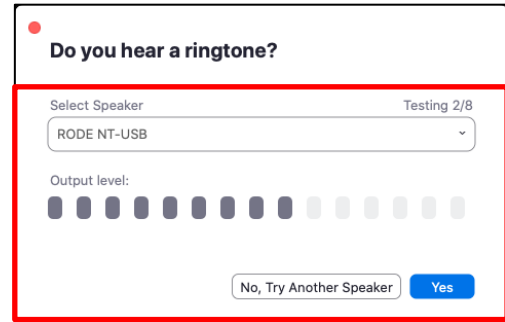
Check if your **microphone** is working properly by speaking and pausing to see if you can hear your voice and to select the correct microphone if neccesary. Click **Yes** after confirming the microphone.
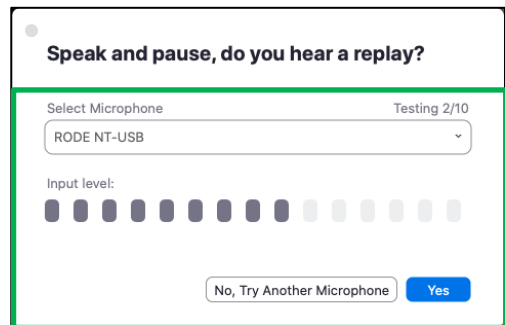
You should then see a confirmation screen asking you to click **End Test**.
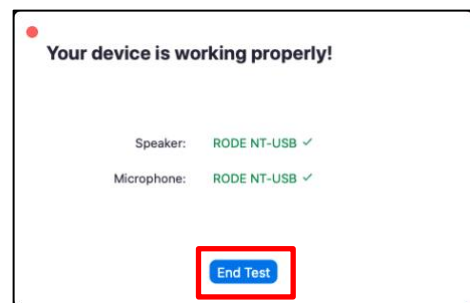
Now click on the **Join Audio** button in the Zoom toolbar and click the button **Join with computer audio** to enter the meeting.
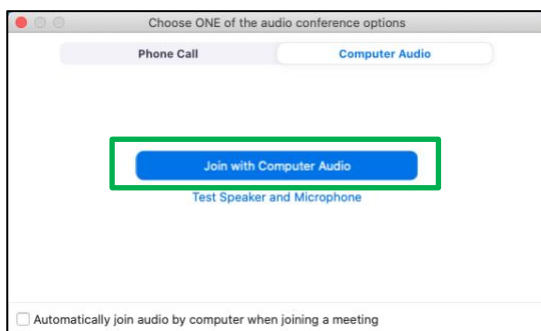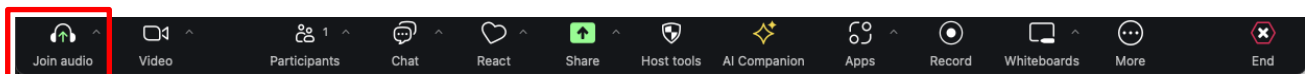
Scheduling your own Zoom Meeting

Scheduling through the Zoom App

Scheduling through the Zoom app on your Mac or PC is great for individual meetings to schedule and place on your Google Calendar.

1. Login to the Zoom app and Click on **Schedule** to set up a meeting to begin.
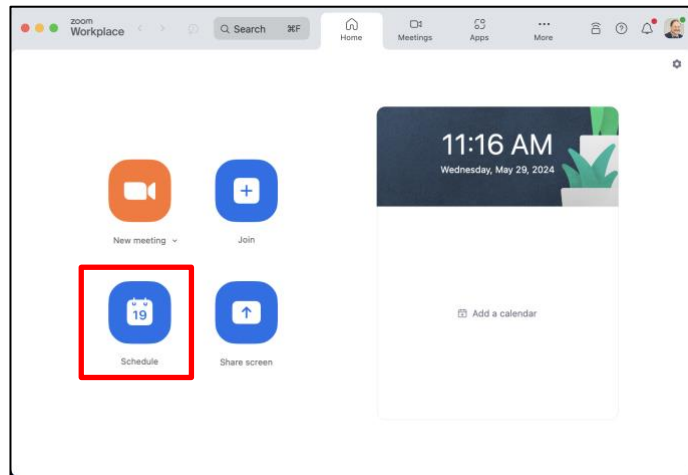
2. Enter the details for the Zoom meeting including location, day and time. Choose whether you would like Zoom to generate the meeting ID automatically or if you would like to use your Personal Meeting ID. Select one of the security options for setting a passcode or the waiting room.

3. Select **Google Calendar** in the Calendar section. Click on the link **Advanced Options** to access additional options. Check the box if you would like to enable any options like **Allow participants to join anytime**, **record the meetings automatically**, or to add **Alternative Hosts**. Click **Save** to continue.

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

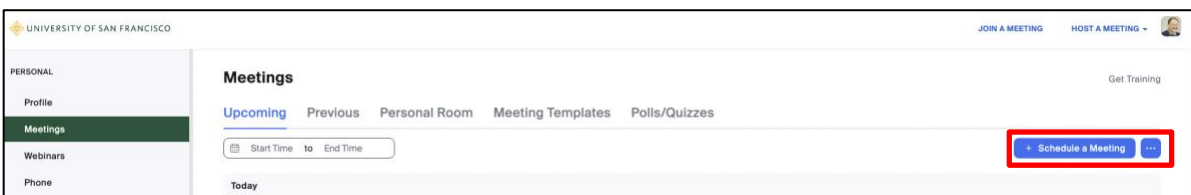### Schedule a Meeting from the USF Zoom Site

You can also schedule a meeting on the web by **signing in** on the USF Zoom account site:
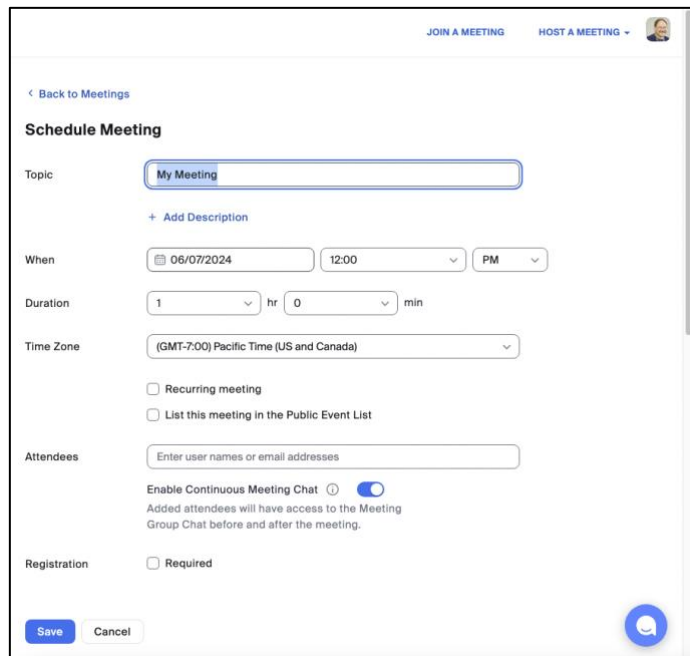https://usfca.zoom.us.
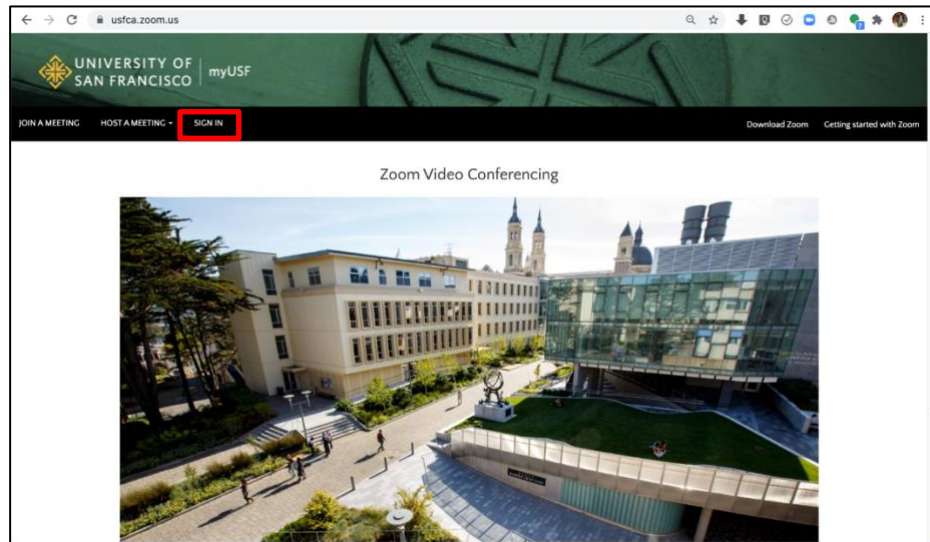
Once you have signed in, click on the **Meetings** link on the left side of the page and click **Schedule a Meeting** on the right side of the page.

Enter the details for the Zoom meeting including location, day and time. You can also configure if the meeting is recurring meeting and if you want to require registration for the session.

In the bottom portion of the scheduling page, select a security option to enable a passcode or the waiting room. You can also configure the video and audio options. Click on the **Show** link to expand the additional meeting options.


In the Options section, enable features like allowing participants to join anytime, pre-assign breakout rooms and automatically record the meeting. In addition, there is the option to add Alternative hosts to make someone the host or co-host when they enter the meeting. Click **Save** to finish the setup.

In the meeting details page, you can then click on one of the options to add the meeting to a Calendar. At USF, we recommend adding the event to your **USF Google Calendar**.
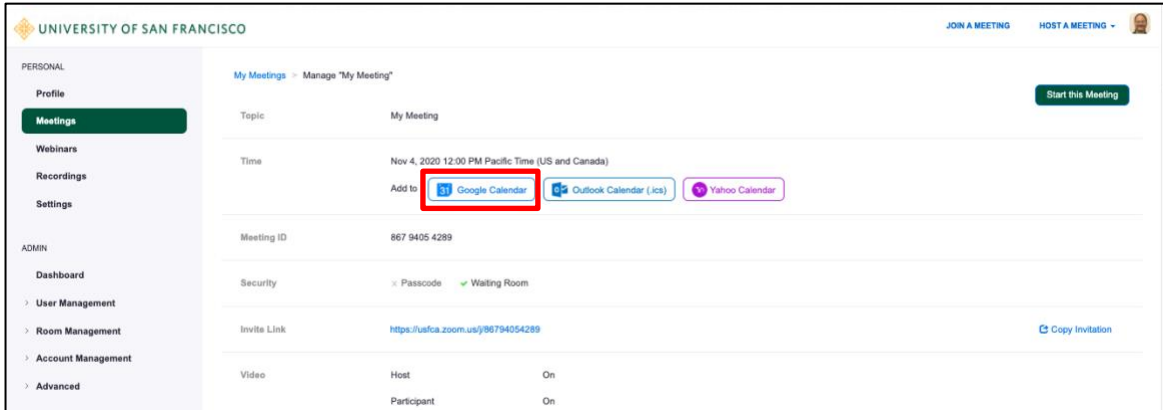

A web browser window will open asking you to login to your DonsApps Google Calendar; You can invite people to the meeting by adding their email addresses in the Add Guests field or copy the **meeting details** in the description area to paste into an email. Click **Save** at the top of the event window to add the meeting to your Google Calendar.
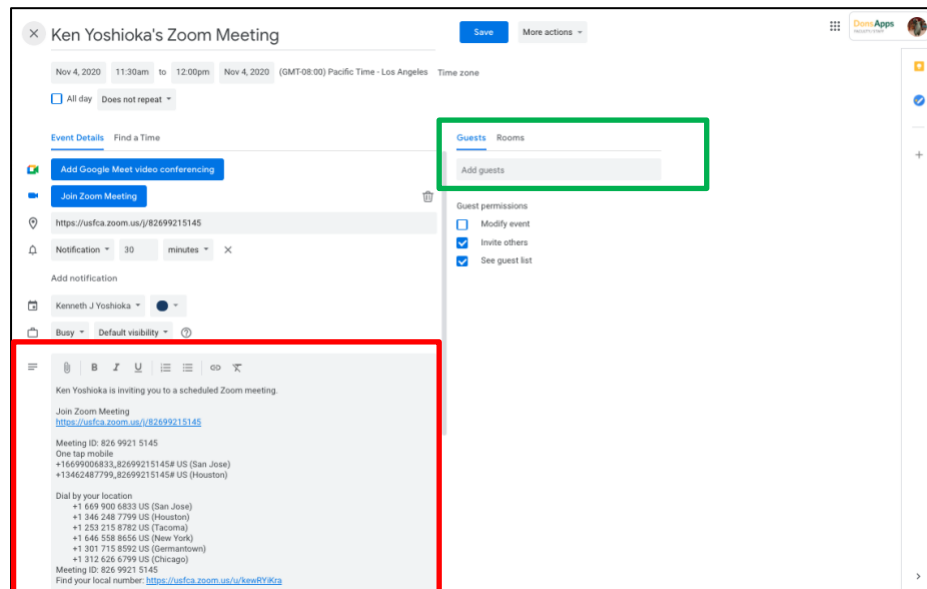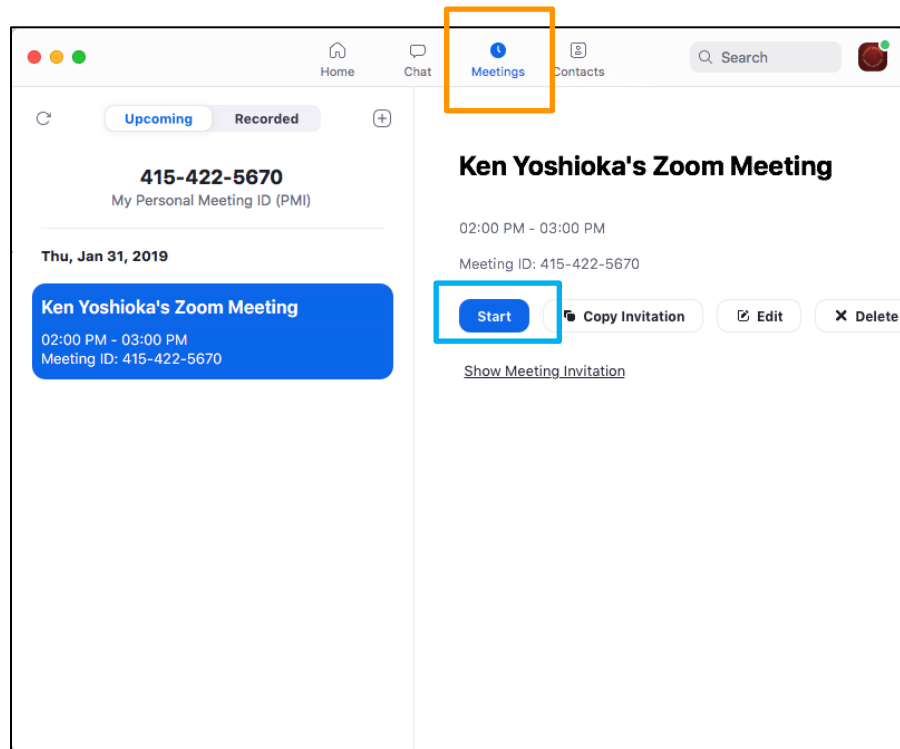
Start a Zoom Meeting

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 an instant meeting.
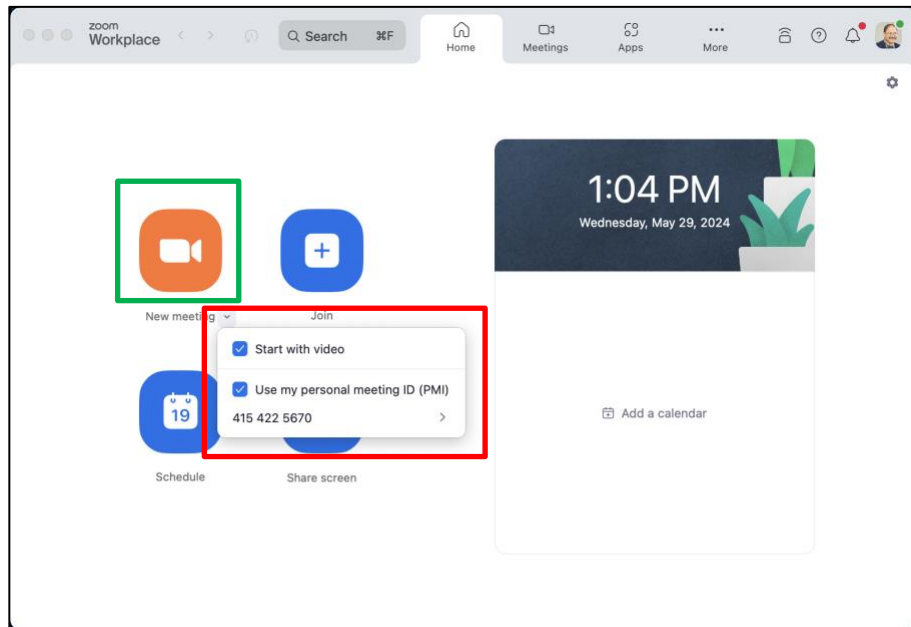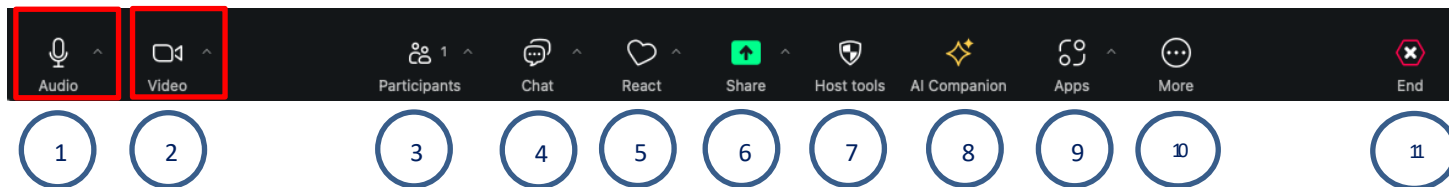

You can start your scheduled Meeting by clicking to the Meetings Tab, single click on the listed meeting and clicking **Start**.

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. Audio: 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. Video: Stop/start your video-the **^ menu** next to the video icon allow you to configure your settings for video.
3. Participants: View and manage the list of participants to enable or disable certain functions for a particular participant like muting the microphone, or assign as a co-host.
4. Chat: Send a message to one person (private chat) or to all participants.
5. React: Tool to respond in a meeting using an emoji or to raise your hand.
6. Share: Share your desktop or select a specific application to share (e. g., Microsoft Powerpoint).
7. Host Tools: Manage permissions to share the screen, chat, rename themselves lock the meeting or to enable the waiting room.
8. AI Companion: When a user enables the Meeting Summary option in their Zoom account the host can then enable the AI companion to summarize the meeting.
9. Apps: Additional apps to extend the capabilities of Zoom meetings. Requesting an app needs to through an approval process for security and accessibility.
10. More:
    a. Captions-Each user can turn on the automated captions for themselves during any meeting.
    b. Breakout Rooms-Hosts and co-hosts can setup and manage breakout rooms.
    c. Polls/Quizzes-Hosts and co-hosts can create and use polls
    d. Notes-Each participant can create notes for themselves for later review or to share to others.
    e. Whiteboards-Open whiteboards which can be created, shared before, during and after the meeting.
11. Link to end the Zoom meeting.
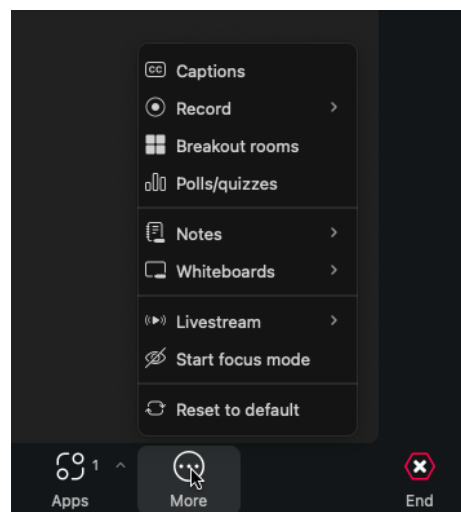
Sharing the Screen

To share your screen, click on the green **Share Screen** button. A window will open asking you to choose your desktop or to choose a specific application or document that you already have open. If you are sharing content that has audio, check the box **Share computer sound** to stream the audio to the Zoom session. Click the blue **Share** button in the lower center of the window to start showing your screen to the participants.
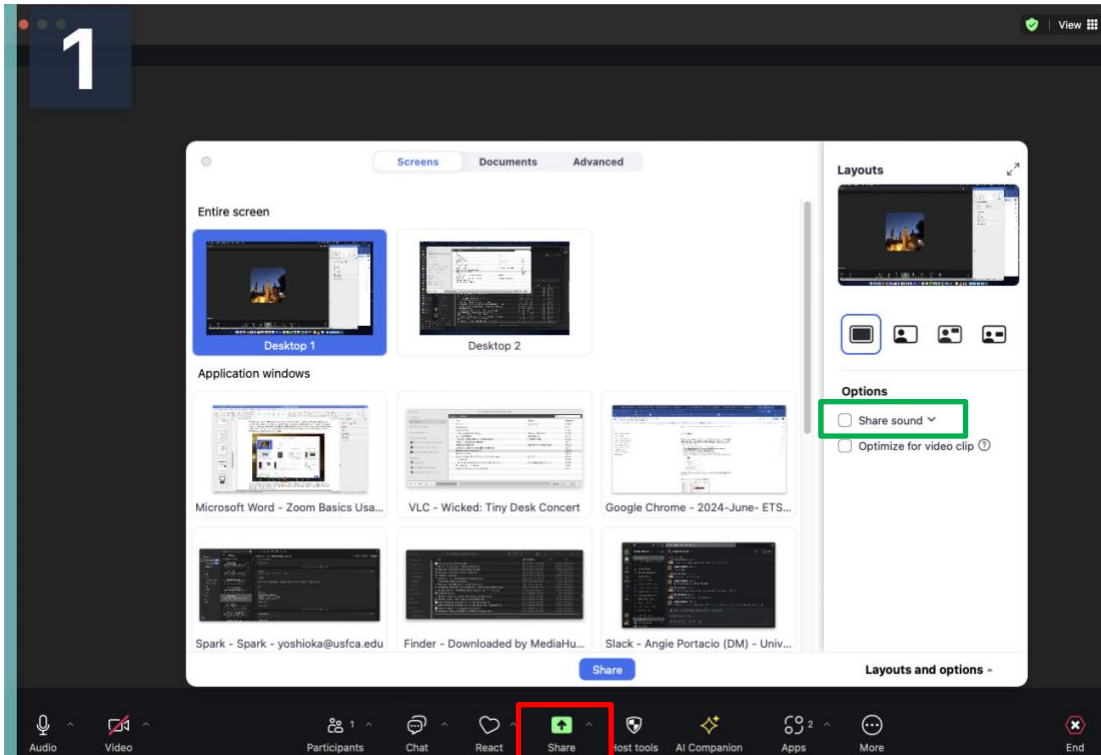

Once you share the screen, the Zoom toolbar moves to the top of the screen and minimizes; if you need to access the toolbar, move your cursor to the green bar showing the meeting ID to expand the toolbar and access the tools. There are fewer tools in the share screen toolbar so you will need to click on the **More** menu on the right side of the bar to access the additional tools.
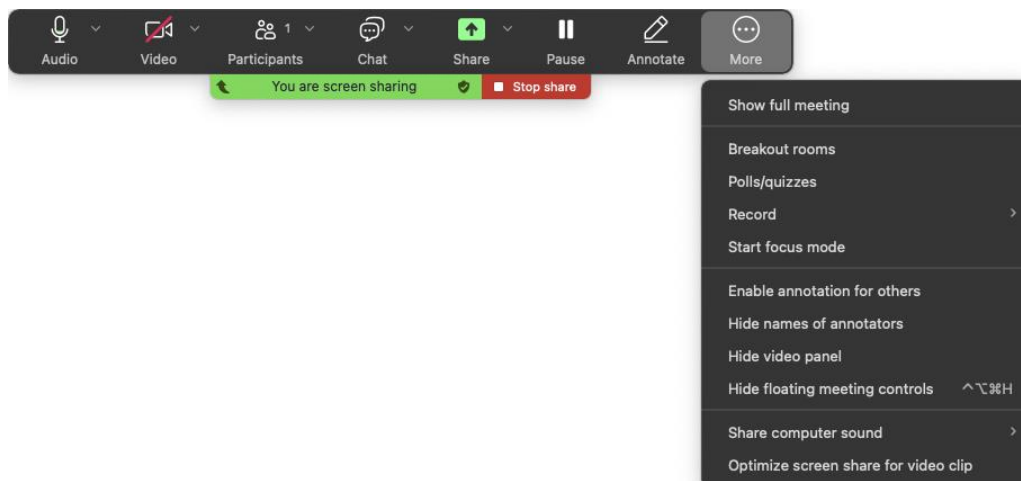
Recording a Zoom Meeting

It is recommended that you use Cloud Recording to record video and audio to the Zoom Cloud so recording can be streamed from a browser and not use space in your computer.

After beginning a Zoom meeting click on the More Menu in the toolbar at the bottom of the meeting window, go into the Record submenu and select **Cloud to the Cloud**.
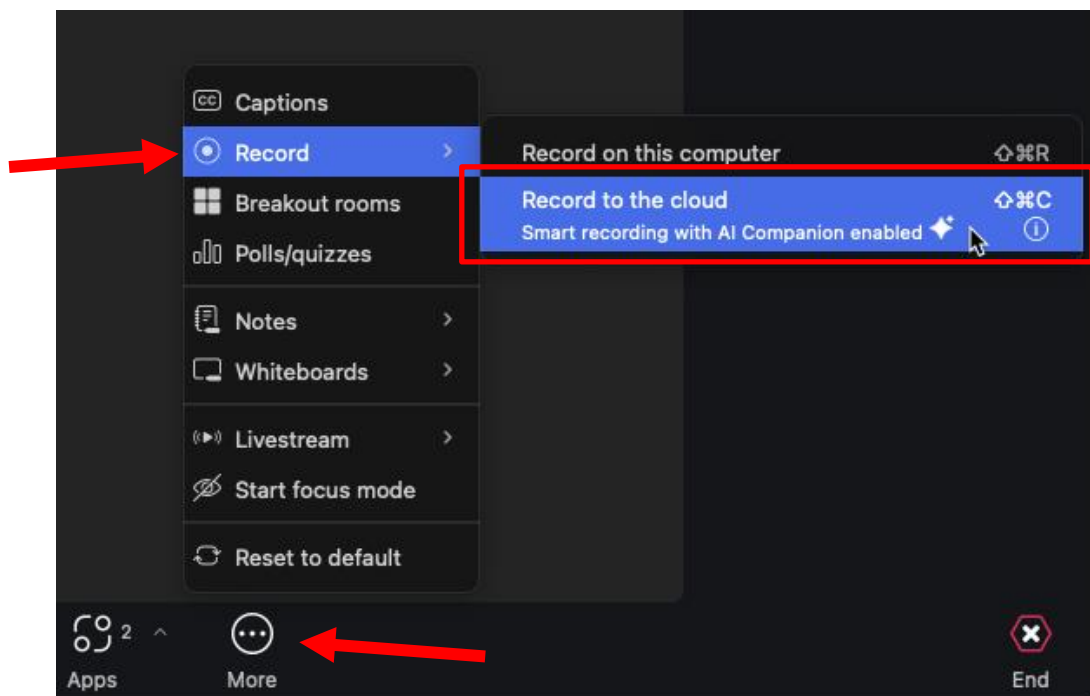

To pause or stop the recording click **Pause or Stop Recording** in the toolbar at the bottom of the meeting window.
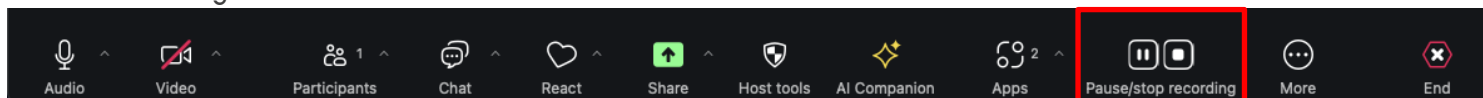
Note that if you are sharing your desktop, the link to pause or stop the recording can be found at the toolbar located at the top of the shared desktop in the **More** menu.

View, edit and share the recording

When the recording is ready, you will receive an email from Zoom with the link to share the recording. You can then copy and paste the link in the **Share section** into an email to share. Also note that all Zoom cloud recordings are subject to the USF Zoom recording retention policy and are set to auto delete in 200 days.
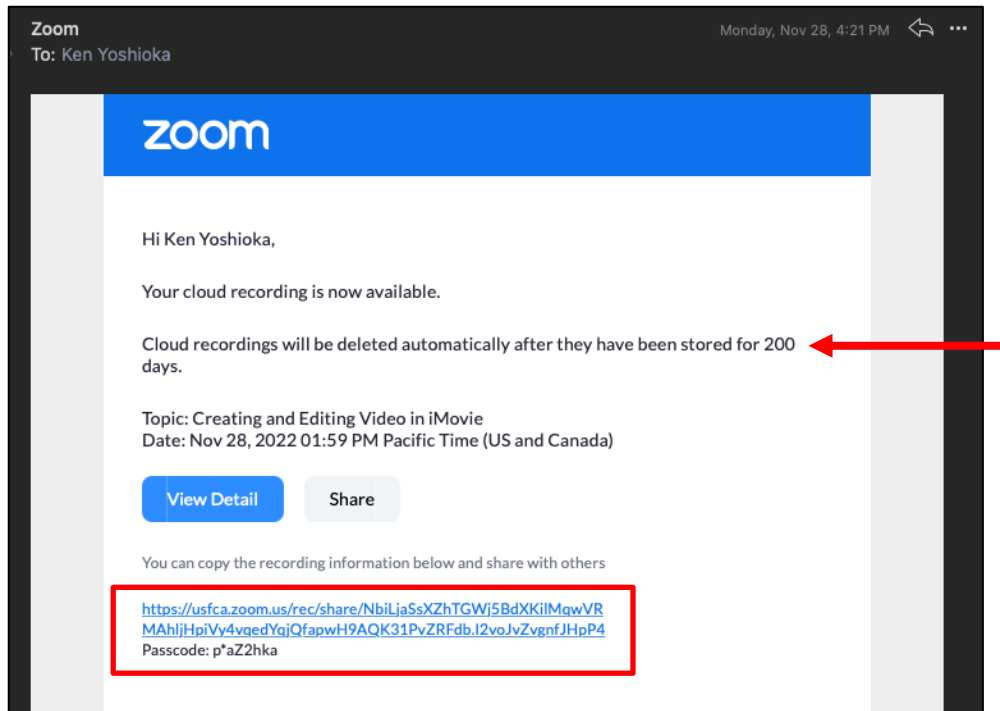
You can also login to your Zoom account at https://usfca.zoom.us and select **Recordings** on the left side of the page. You can see the **list of recordings** from past meetings.
Click on the link with the meeting name to view the recording details.
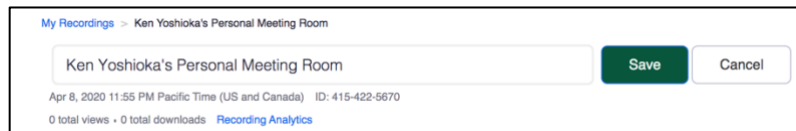
You can change the name of the recording by clicking on the **pencil icon** next to the meeting name.
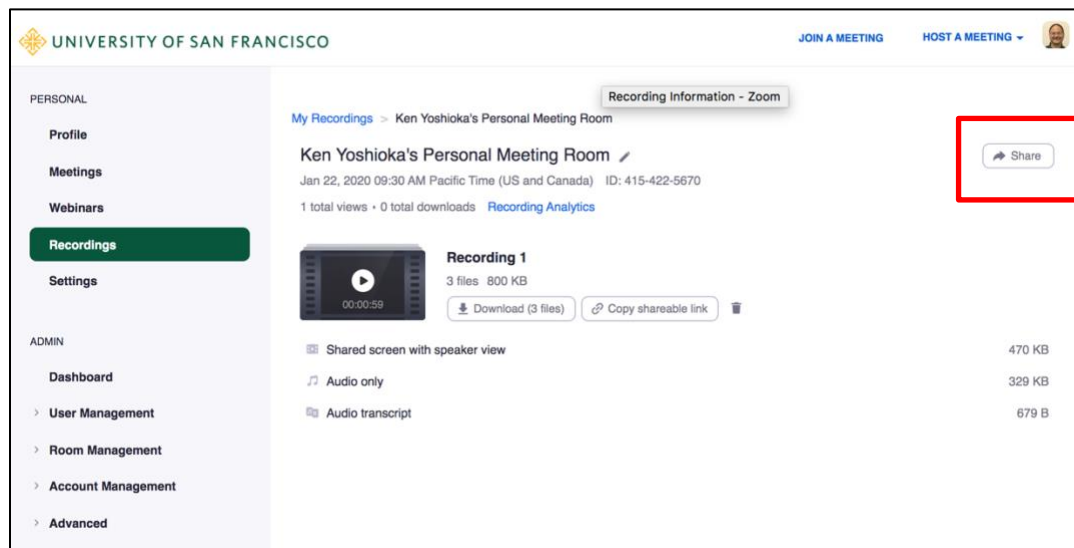
Change the name of the video and click Save to finish.

In the Recording Details page, click on the **Share** icon will provide sharing permissions and options.

Here you can select how you want the recording to be shared. A new option is the ability to **share the recording to specific people**. Enter the person's email address and the recording link is sent only to the email addresses added. The email addresses do not have to be USF addresses.

You can also change who can view the recording by selecting a desired option in the **Who can view** menu. If you choose **signed-in users in my account,** then you can share to specific people only with USF email addresses with an active USF Zoom account.

Finally, you can change additional permissions for the recording by clicking on the link **Share Settings**.

In the **Share Settings,** you can add an expiration date for viewing, choose if the recording can be downloaded, whether the transcript is available and to change or remove the passcode. Click **Save** when finished. If you know you will need to adjust the permissions, send the link after making the changes.

On the video details page, you can preview the video and trim the recording by clicking on the **video icon**.

Once in the recording, click on the **Scissors icon** at the bottom right side of the player.

This will bring up the editor where you can move the end sliders if you need to simply trim the beginning and end of the video. Click **Trim** to finish.


If you need to trim some portions in the middle of the recording as well as the beginning and end, click the **Remove** link just below the recording timeline.


This will clear the entire selection timeline to allow you to click anywhere to add sections that you want to keep. To do this, place your cursor over the timeline and click the **+ symbol** to add a section.

You can then click and drag the **sliders** to create the section. Click on the **+ symbol** while placing your cursor over any other portions of the timeline to select other areas you want to keep in the recording.
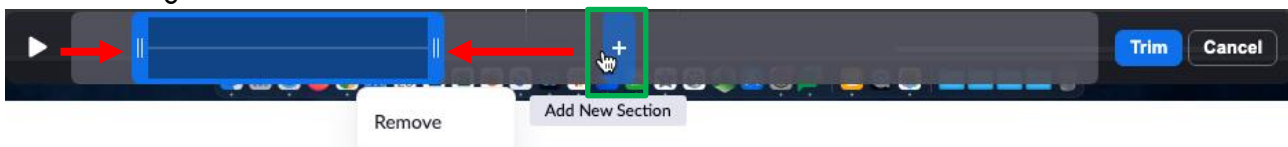
Once you are done, click **Trim** to finish.
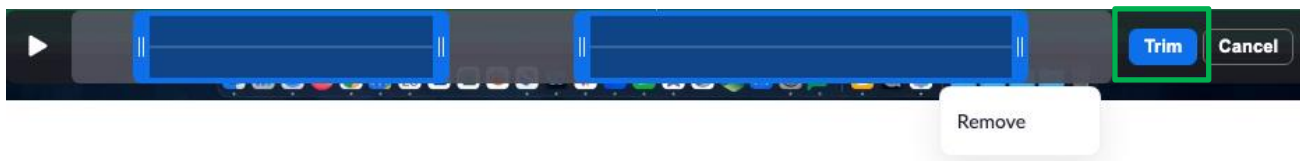
Note that when you record, the link you share does not change so you do not have to re-send an edited link.

You can also edit the transcripts for the recording by clicking on the pencil icon next to each text transcript section to edit the transcript.

Make your edits and click **Save** to finish.