

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>

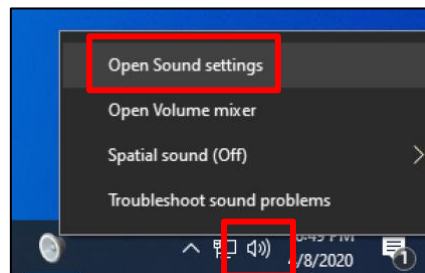
Zoom runs on Mac, PC, iOS and Android devices. After downloading and installing the Zoom application, launch it from either your Mac/PC desktop or laptop. The program icon then appears in your Dock or Taskbar.

Setting up an External Microphone

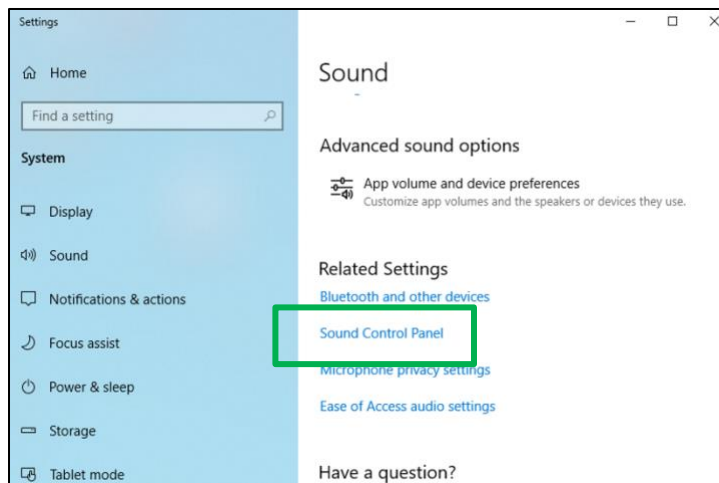
Before joining a Zoom meeting it is important to consider which type of microphone and speaker will you be using for best results. It is recommended that you use an external USB headset instead of using your computer's build-in microphone and speakers. Using a USB wired headset is the best choice as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

On a Windows PC

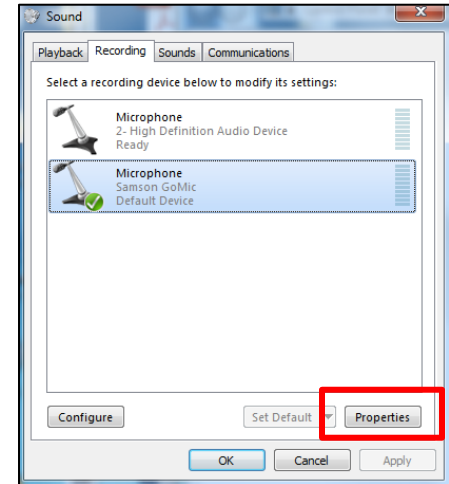
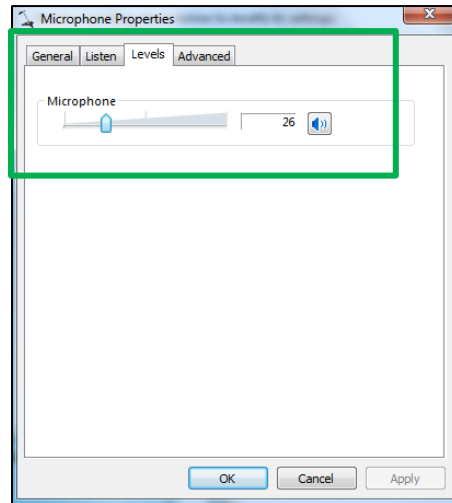
1. Right click on the speaker volume icon in the system tray in the lower right corner of your screen and select **Open Sound settings** from the menu.




2. Next click to open the **Sound Control Panel**.

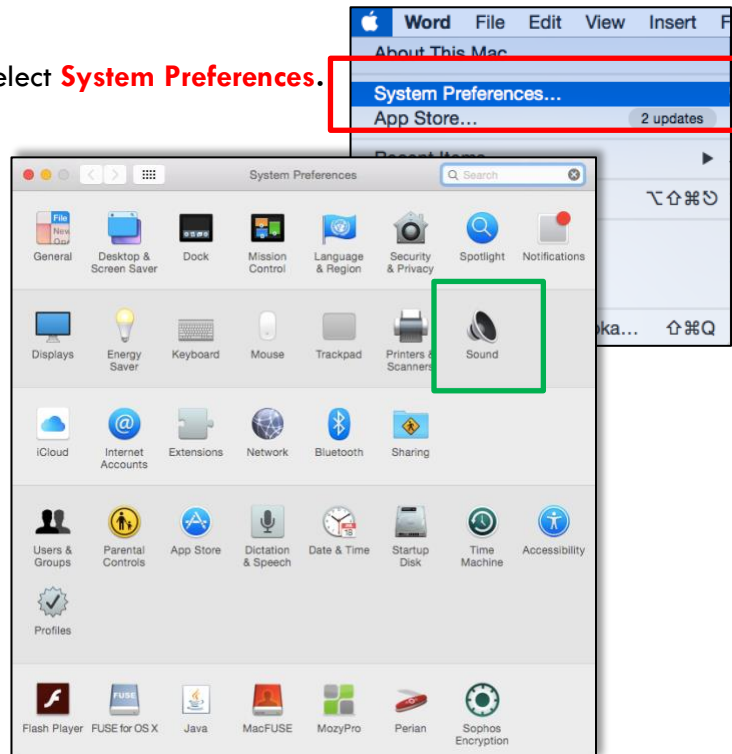


- Click on the **Recording** tab and select the external microphone you have connected to the PC. Next click **Properties** and select the **Levels** tab. Here you can adjust the gain or sensitivity of the microphone through the slider controls.

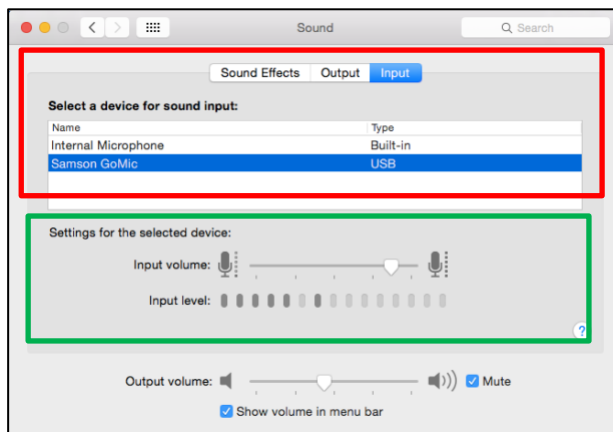


On a Mac

- Click on the Apple menu  and select **System Preferences**.
- Next, click and open **Sound**.



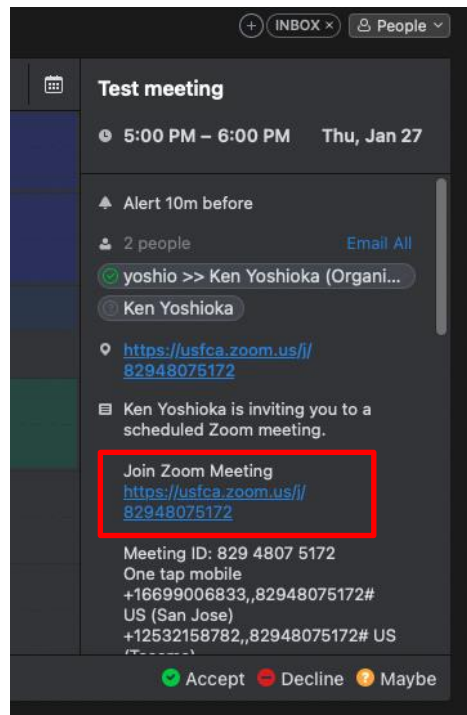
- Click on the **Input** tab and select the external microphone you have connected to your Mac. You can also adjust the gain or sensitivity of the microphone through the **Input volume** slider. Close the System Preferences to finish.



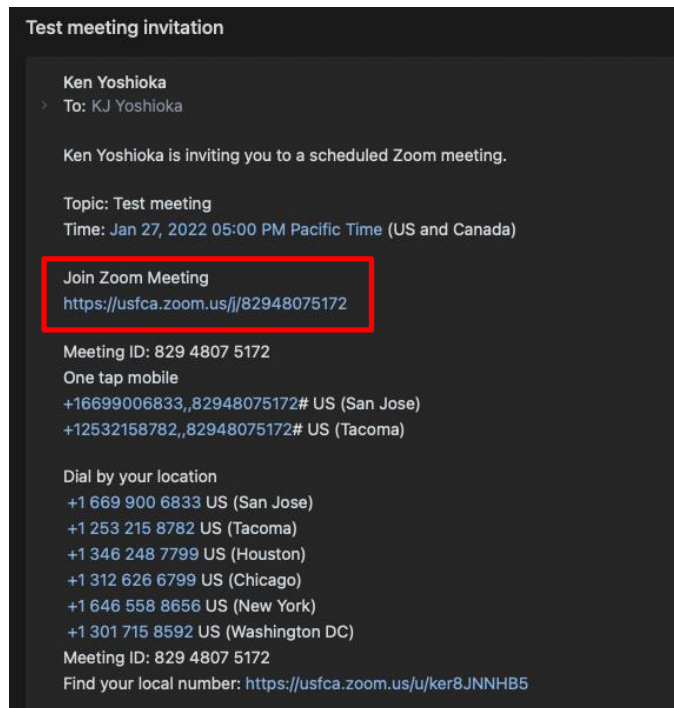
Regardless of whether you use internal or external microphones and speakers, you should spend some time practicing with Zoom and adjusting your audio/video settings before participating in large meetings.

Join a Meeting-in-Progress

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.



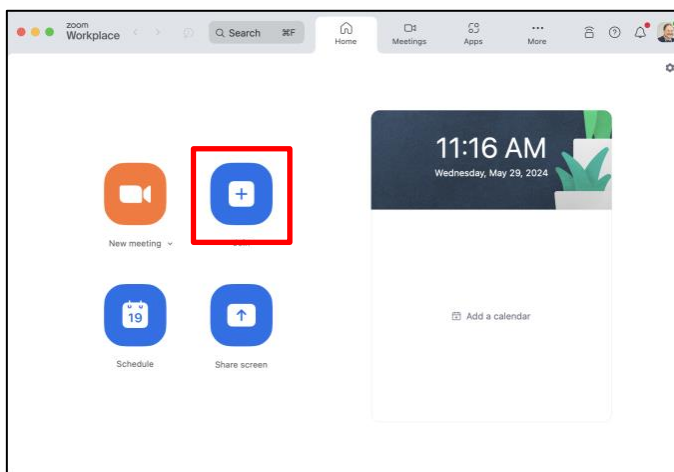
Calendar invitation



Email invitation

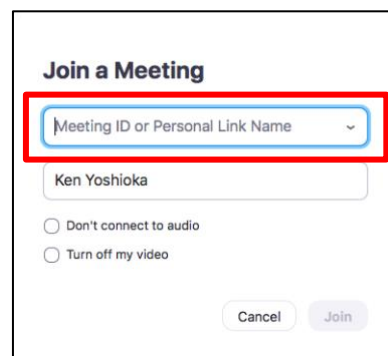
The second way to join is if you have the Meeting ID number. Open the Zoom app on your Mac, PC or mobile device and sign into the app with single sign on to authenticate into your USF Zoom account.

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.

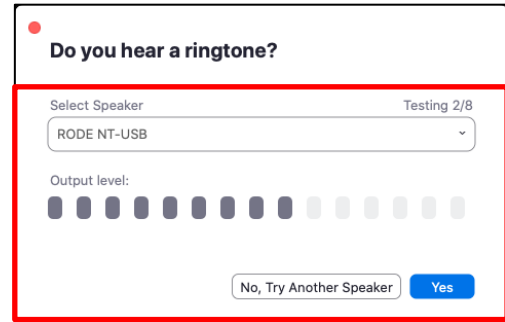


You'll be presented with the following screen to test the audio settings for microphone and speakers.

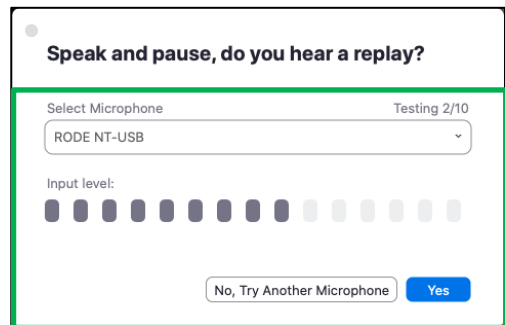
It is recommended that you check your audio settings before entering the meeting. Click on **Test Speaker and Microphone** to check the settings.



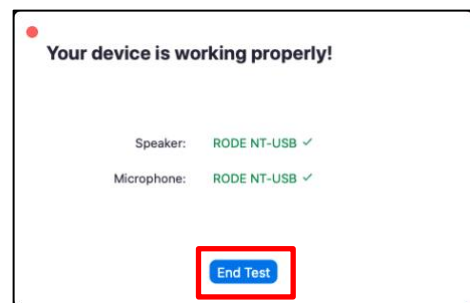
Check if your **Speaker** is working properly and you if have the right speaker selected. Click **Yes** after confirming the speaker.



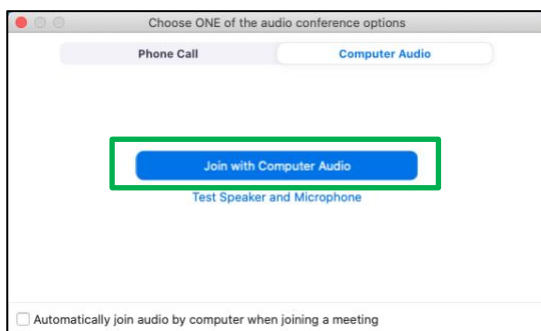
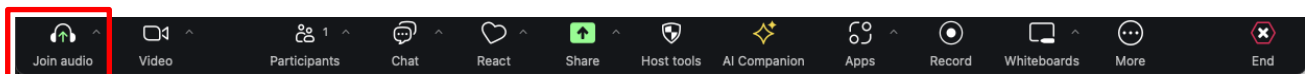
Check if your **microphone** is working properly by speaking and pausing to see if you can hear your voice and to select the correct microphone if necessary. Click **Yes** after confirming the microphone.



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.

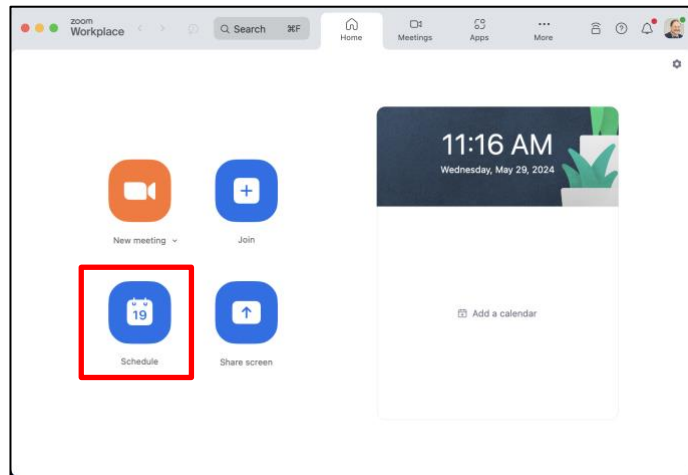


Scheduling your own Zoom Meeting

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.

Schedule Meeting

Topic
Ken Yoshioka's Zoom Meeting

Date & Time
05/29/2024 12:30 PM to 1:00 PM 05/29/2024
Time Zone: Pacific Time (US and Canada)
 Recurring meeting

Attendees
Email or name

 Enable Continuous Meeting Chat. Added attendees will have access to the Meeting Group Chat before and after the meeting.

Meeting ID
 Generate Automatically Personal Meeting ID 415 422 5670

Security
 Passcode
 Waiting Room
 Only authenticated users can join: usfca.zoom.us

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.

Video
Host: On Off Participant: On Off

Audio
 Telephone Computer Audio
 Telephone and Computer Audio
Dial in from United States. [Edit](#)

Calendar
 iCal Outlook Google Calendar Other Calendars

Advanced Options ^
 Allow participants to join 10 minutes before start time
 Q&A
 Mute participants upon entry
 Automatically record meeting
 Automatically start meeting summary
 Enable focus mode when meeting starts
 Show in Public Event List
 Enable additional data center regions for this meeting
 Approve or block entry for users from specific countries/regions

Alternative hosts:

 Allow alternative hosts to add or edit polls

[Cancel](#) [Save](#)

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.

Ken Yoshioka's Zoom Meeting [Save](#) [More actions](#)

Nov 4, 2020 11:30am to 12:00pm Nov 4, 2020 (GMT-08:00) Pacific Time - Los Angeles Time zone

All day Does not repeat

Event Details Find a Time

[Add Google Meet video conferencing](#)

[Join Zoom Meeting](#)

<https://usfca.zoom.us/j/82699215145>

Notification 30 minutes

Add notification
Kenneth J Yoshioka

Busy Default visibility

Guests Rooms

Add guests

Guest permissions
 Modify event
 Invite others
 See guest list

Ken Yoshioka is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://usfca.zoom.us/j/82699215145>

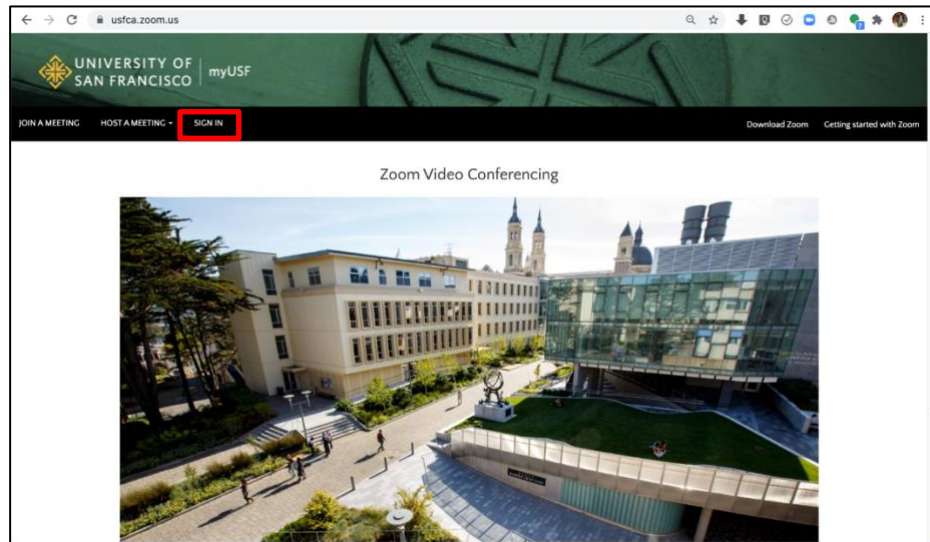
Meeting ID: 826 9921 5145
One tap mobile
+16699006833,82699215145# US (San Jose)
+13462487799,82699215145# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 826 9921 5145
Find your local number: <https://usfca.zoom.us/j/kenRYWca>

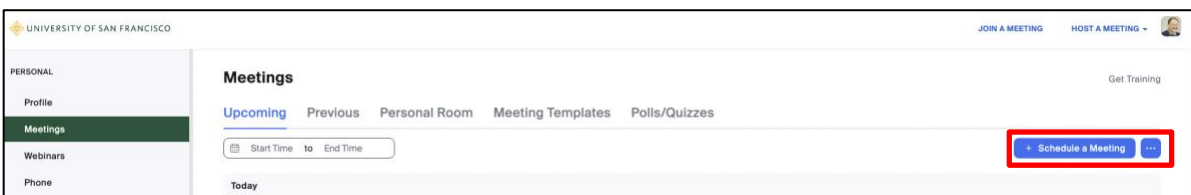
Schedule a Meeting from the USF Zoom Site

You can also schedule a meeting on the web by **signing in** on the USF Zoom account site:

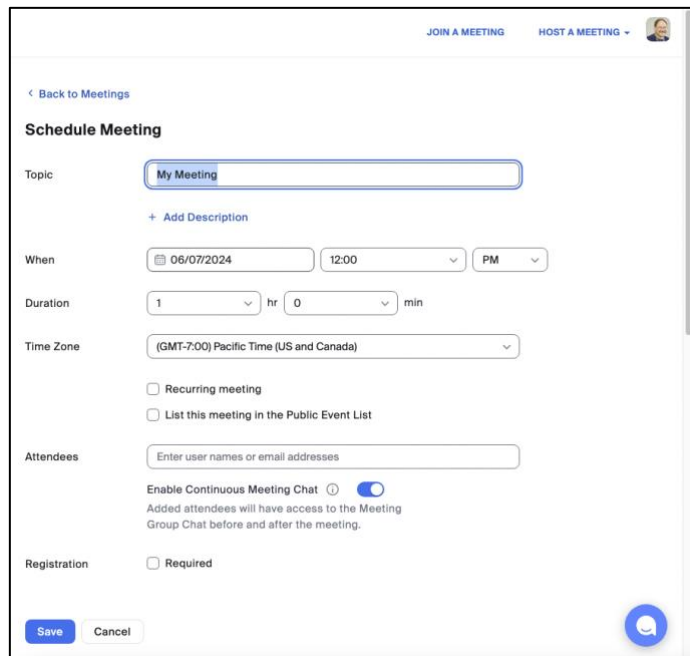
<https://usfca.zoom.us>.



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.



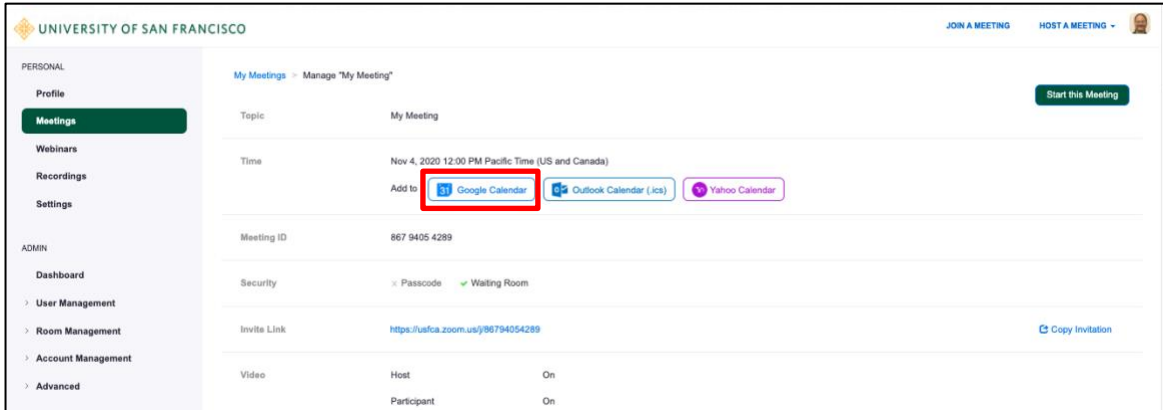
In the bottom portion of the scheduling page, select a security option to enable a passcode or the waiting room. You can also configure the video and audio options. Click on the **Show** link to expand the additional meeting options.

The screenshot shows the 'Options' section of a meeting scheduling interface. At the top right, there are links for 'JOIN A MEETING' and 'HOST A MEETING' with a user profile icon. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 415 422 5670'. Below this is a 'Template' dropdown menu. The 'Whiteboard' section has an 'Add Whiteboard' button. The 'Security' section includes three options: 'Passcode' (unchecked), 'Waiting Room' (checked), and 'Require authentication to join' (unchecked). The 'Video' section has 'Host' and 'Participant' settings, both with 'on' selected. The 'Audio' section has 'Telephone', 'Computer Audio', and 'Both' (selected) options, with a 'Dial from United States' link. An 'Options' section contains a 'Show' link. The 'Interpretation' section has two unchecked checkboxes. At the bottom, there are 'Save' and 'Cancel' buttons and a chat icon.

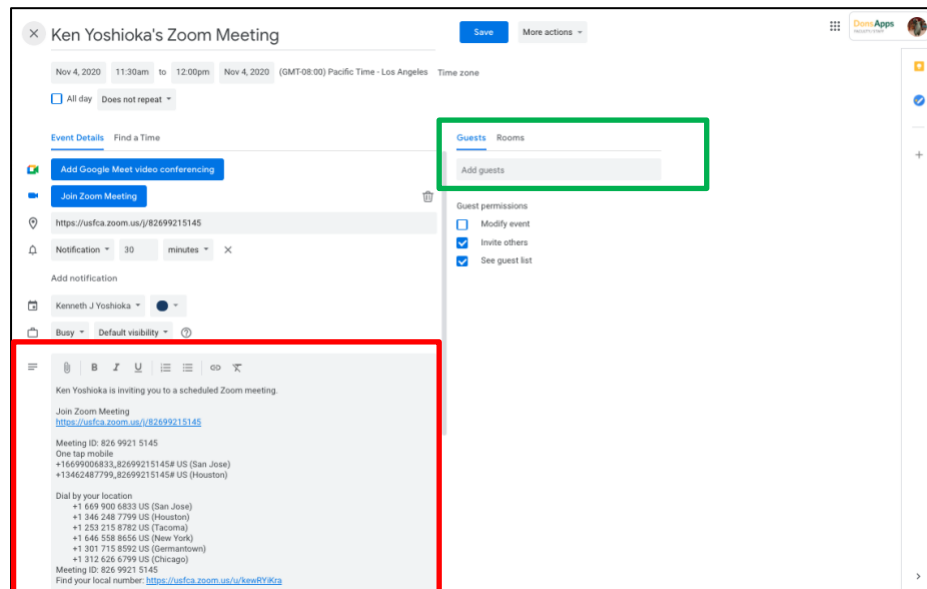
In the Options section, enable features like allowing participants to join anytime, pre-assign breakout rooms and automatically record the meeting. In addition, there is the option to add Alternative hosts to make someone the host or co-host when they enter the meeting. Click **Save** to finish the setup.

The screenshot shows the 'Options' section of a meeting scheduling interface. At the top left, there is a 'Hide' button. The 'Options' section includes a 'Show' link, a 'Hide' button, and a dropdown menu set to '10 minutes before start time'. Below this are several checkboxes: 'Allow participants to join' (checked), 'Q&A' (checked), 'Mute participants upon entry' (unchecked), 'Breakout Room pre-assign' (unchecked), 'Automatically record meeting' (unchecked), 'Automatically start meeting summary' (unchecked), 'Enable focus mode when meeting starts' (unchecked), 'Enable additional data center regions for this meeting' (unchecked), and 'Approve or block entry to users from specific regions/countries' (unchecked). The 'Alternative Hosts' section has a text input field for 'Enter user name or email addresses' and a checked checkbox for 'Allow alternative hosts to add or edit polls'. The 'Interpretation' section has two unchecked checkboxes. At the bottom, there are 'Save' and 'Cancel' buttons and a chat icon.

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**.

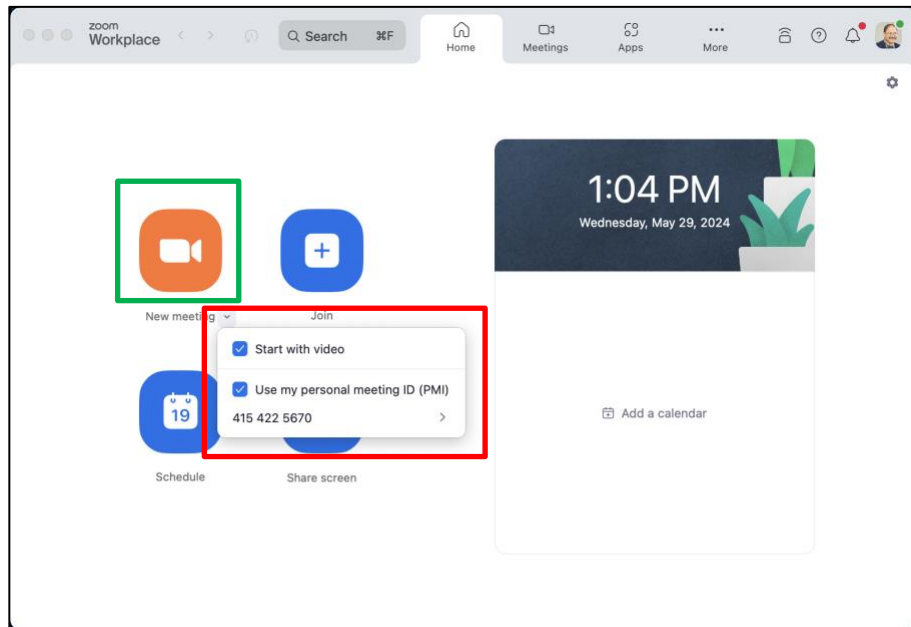


A web browser window will open asking you to login to your DonsApps Google Calendar; You can invite people to the meeting by adding their email addresses in the **Add Guests** field or copy the **meeting details** in the description area to paste into an email. Click **Save** at the top of the event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

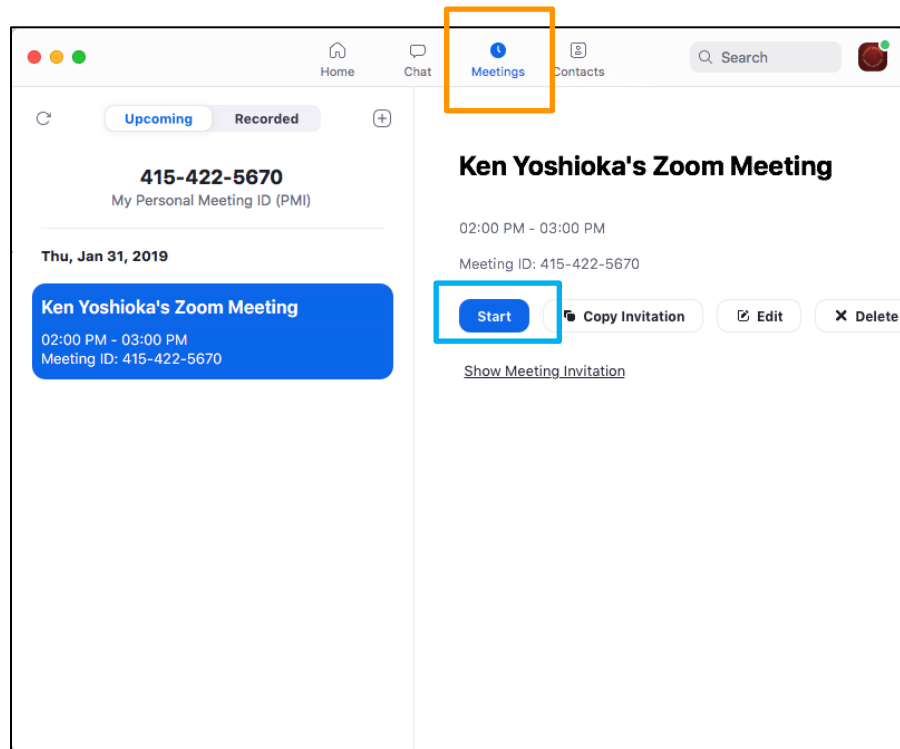


Start a Zoom Meeting

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.

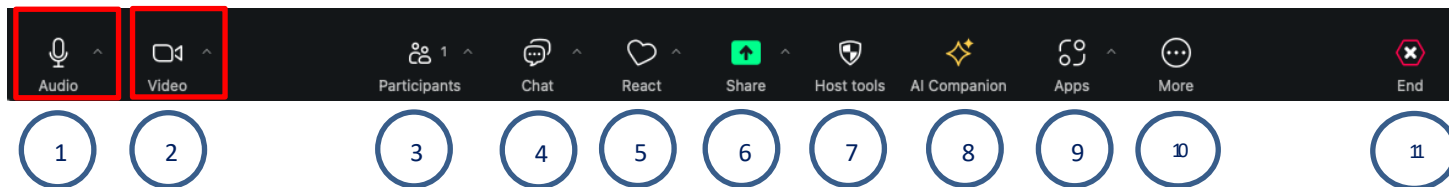


You can start your scheduled Meeting by clicking to the **Meetings Tab**, single click on the listed meeting and clicking **Start**.

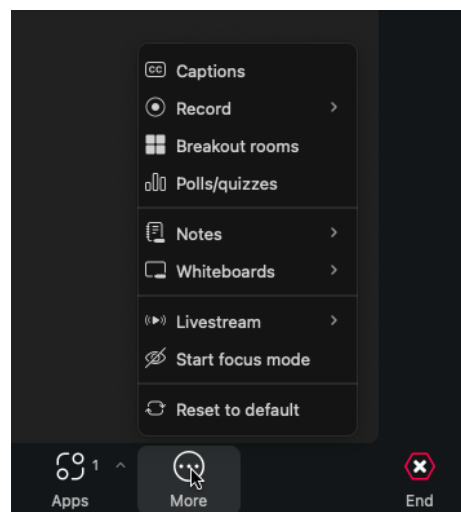


Zoom Meeting Tool Bar

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.

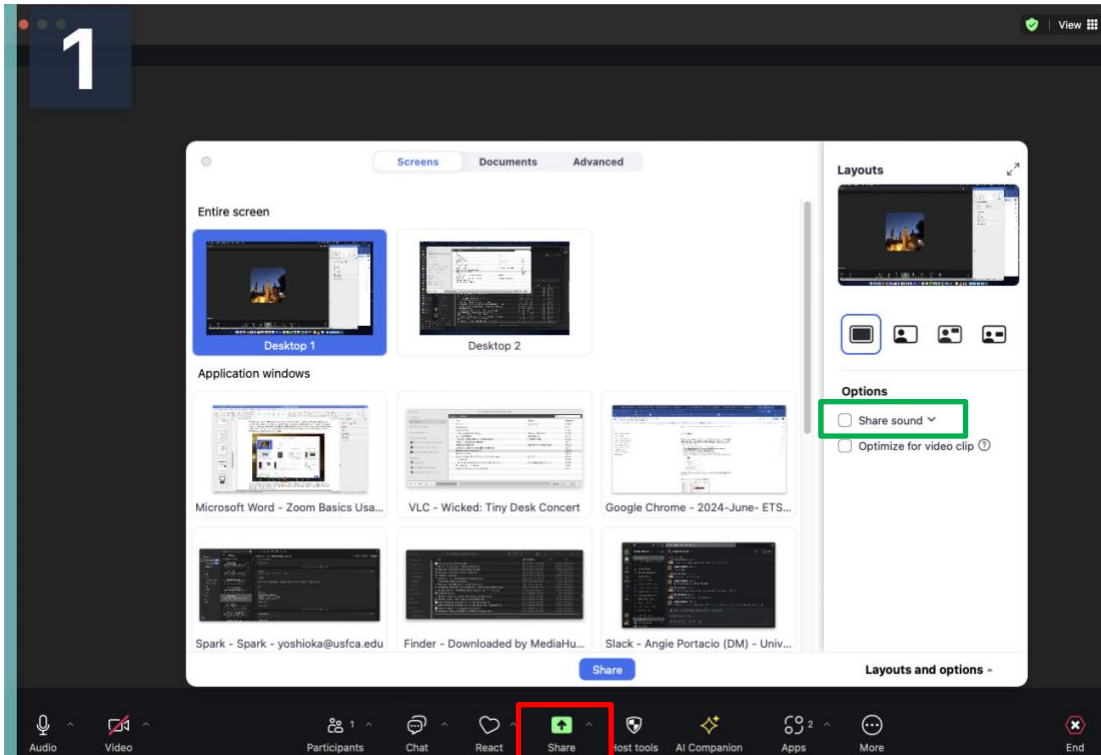


1. Audio: Mute/unmute your audio (not the audio of the participants)-the ^ menu next to the audio icon allow you to configure your settings for audio.
2. Video: Stop/start your video-the ^ menu next to the video icon allow you to configure your settings for video.
3. Participants: View and manage the 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.

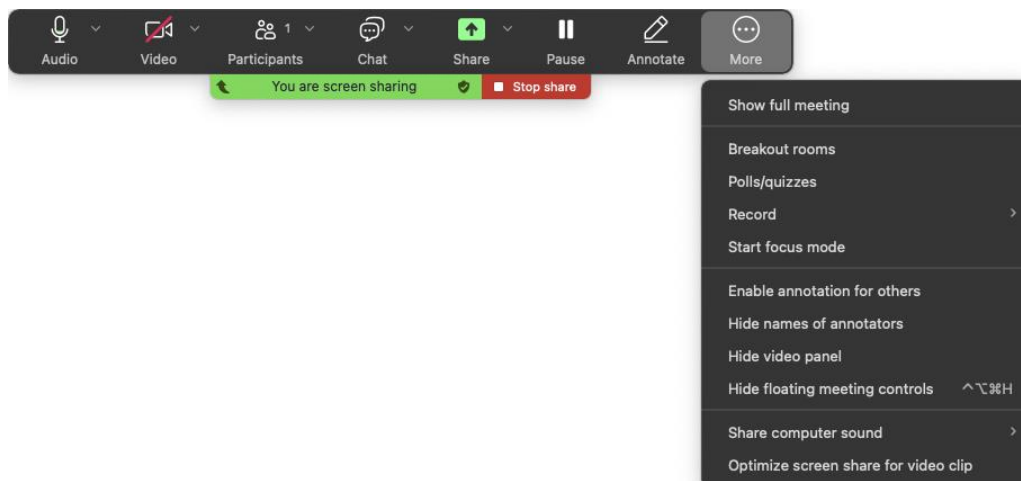


Sharing the Screen

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.



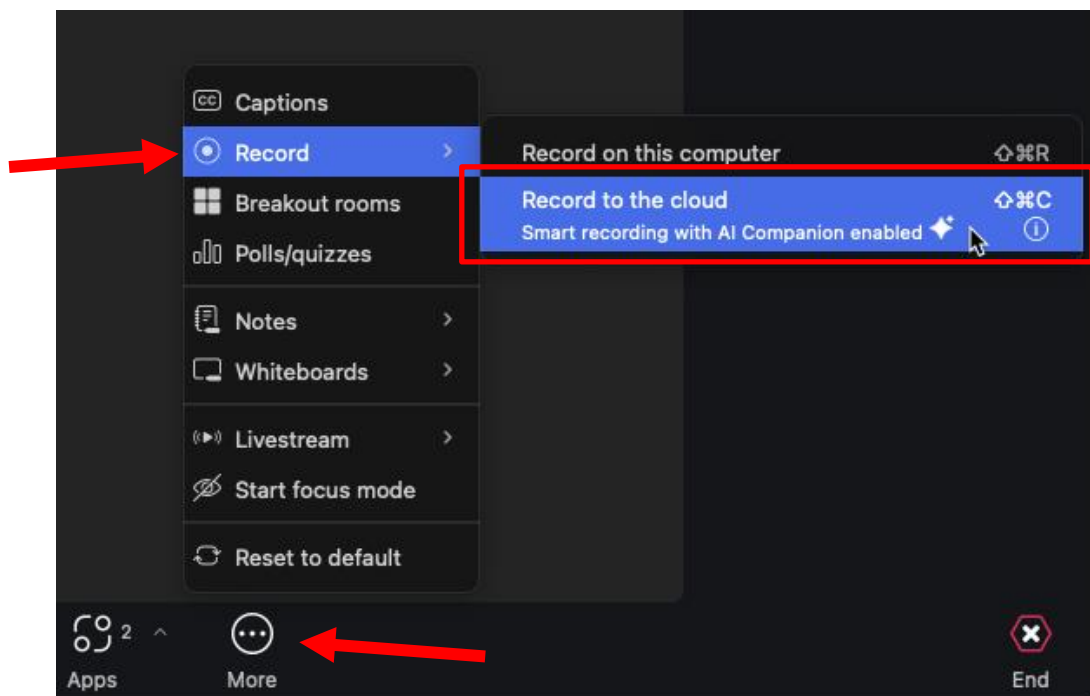
Once you share the screen, the Zoom toolbar moves to the top of the screen and minimizes; if you need to access the toolbar, move your cursor to the green bar showing the meeting ID to expand the toolbar and access the tools. There are fewer tools in the share screen toolbar so you will need to click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



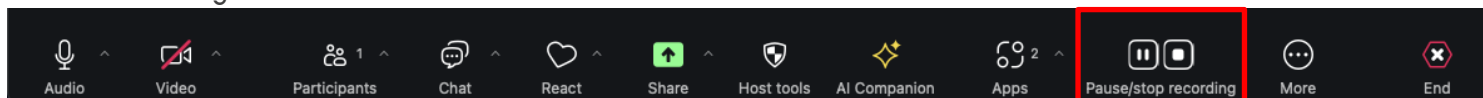
Recording a Zoom Meeting

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**.



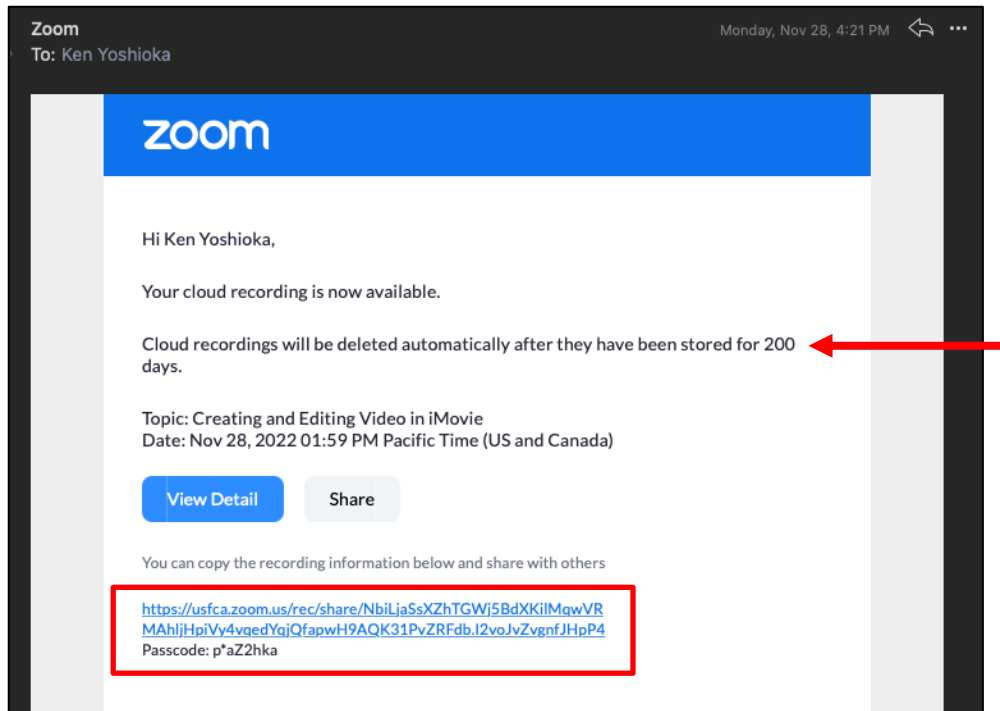
To pause or stop the recording click **Pause or Stop Recording** in the toolbar at the bottom of the meeting window.



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.

UNIVERSITY OF SAN FRANCISCO

JOIN A MEETING HOST A MEETING

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Dashboard

User Management

Cloud Recordings Local Recordings Settings

From: mm/dd/yyyy To: 04/09/2020 All Status

Search by ID Search Export Delete Selected Delete All

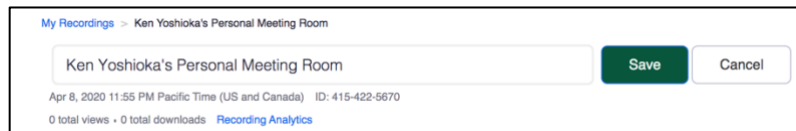
Topic	ID	Start Time	File Size	
Ken Yoshioka's Personal Meeting Room	415-422-5670	Apr 8, 2020 11:55 PM	2 Files (904 KB)	Share... More
Ken Yoshioka's Personal Meeting Room	415-422-5670	Apr 8, 2020 03:00 PM	3 Files (184 MB)	Share... More
Keep Teaching with Zoom 4/3/2020	415-422-5670	Apr 3, 2020 12:55 PM	3 Files (181 MB)	Share... More

You can change the name of the recording by clicking on the **pencil icon** next to the meeting name.



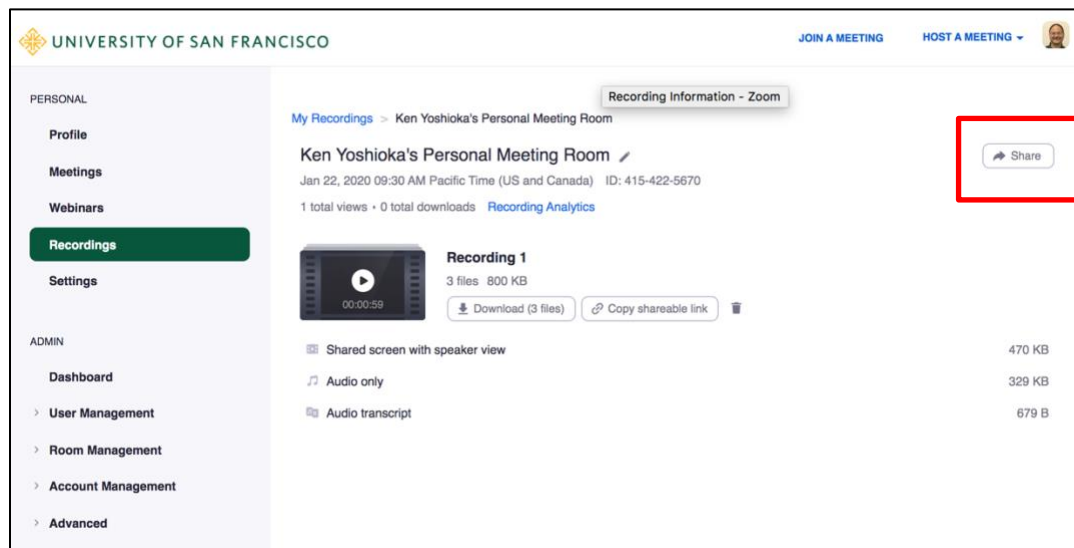
The screenshot shows the Zoom interface for a recording. On the left is a navigation menu with 'Recordings' selected. The main content area shows the recording details for 'Ken Yoshioka's Personal Meeting Room'. The name is highlighted with a green box, and a pencil icon is visible to its right. Below the name, there is a video player for 'Recording 1' and a list of recording files: 'Shared screen with speaker view' (521 KB), 'Audio only' (383 KB), and 'Audio transcript' (Transcribing...).

Change the name of the video and click Save to finish.



The screenshot shows a dialog box for editing the recording name. The current name 'Ken Yoshioka's Personal Meeting Room' is entered in a text field. To the right of the text field are two buttons: 'Save' and 'Cancel'. Below the text field, the recording date and ID are displayed: 'Apr 8, 2020 11:55 PM Pacific Time (US and Canada) ID: 415-422-5670'.

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



The screenshot shows the Zoom recording details page for 'Ken Yoshioka's Personal Meeting Room'. The 'Share' button is highlighted with a red box. The page shows recording information for 'Recording 1' (3 files, 800 KB) and a list of recording files: 'Shared screen with speaker view' (470 KB), 'Audio only' (329 KB), and 'Audio transcript' (679 B). The top of the page includes the University of San Francisco logo and navigation links for 'JOIN A MEETING' and 'HOST A MEETING'.

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.

Share recording - Ken Yoshioka's Personal M... ✕

Shareable Link
 https://usfca.zoom.us/rec/share/xGV63jAJgtxo9skDg8eBtvOtq... Copy

Passcode: *****

Who can view
 Everyone with the recording link

Share with specific people (highlighted with a red box)

Enter a name or email address Send

[Share Settings](#)

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.

Share recording - Ken Yoshioka's Personal M... ✕

Shareable Link
 https://usfca.zoom.us/rec/share/xGV63jAJgtxo9skDg8eBtvOtq... Copy

Passcode: *****

Who can view (highlighted with a red box)

Everyone with the recording link

✓ Everyone with the recording link

Signed-in users in my account

Nobody else can view

[Share Settings](#)

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

Share recording - Ken Yoshioka's Personal M... ✕

Shareable Link
 https://usfca.zoom.us/rec/share/xGV63jAJgtxo9skDg8eBtvOtq... Copy

Passcode: *****

Who can view
 Everyone with the recording link

Share with specific people

Enter a name or email address Send

[Share Settings](#) (highlighted with a red box)

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.

Share Settings

- Set expiration date
- Viewers can download
- Viewers can see transcript
- Viewers need to register to watch
- Passcode

=fD%ba95

Save

Cancel

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

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN


- Dashboard
- User Management

My Recordings > Ken Yoshioka's Personal Meeting Room

Ken Yoshioka's Personal Meeting Room

Apr 8, 2020 11:55 PM Pacific Time (US and Canada) ID: 415-422-5670

0 total views • 0 total downloads [Recording Analytics](#)



Recording 1
2 files 904 KB

[Download \(2 files\)](#) [Copy shareable link](#)

- Shared screen with speaker view 521 KB
- Audio only 383 KB
- Audio transcript Transcribing...

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

UNIVERSITY OF SAN FRANCISCO
Ken Yoshioka's Personal Meeting Room - Shared screen with speaker view
Download (3 files)

Ken Yoshioka

00:00:04 / 00:00:59
Speed ⌵ ⌵ ⌵

Audio Transcript

Ken Yoshioka

00:05 In our testing a external microphone. It's a dual microphone system hooked up the lightning adapter

00:15 And seeing how this sounds

00:18 This is with Microphone number two, to see if it'll actually pick up and how it'll sound on the recording.

00:28 Back to the microphone. Number one, and it doesn't work on the iPad. But let's see if the iPhone does a better job recognizing the connection.

00:40 Testing 12345 from microphone 212345

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.



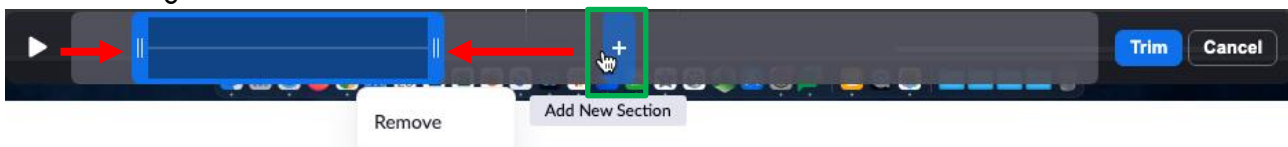
If you need to trim some portions in the middle of the recording as well as the beginning and end, click the **Remove** link just below the recording timeline.



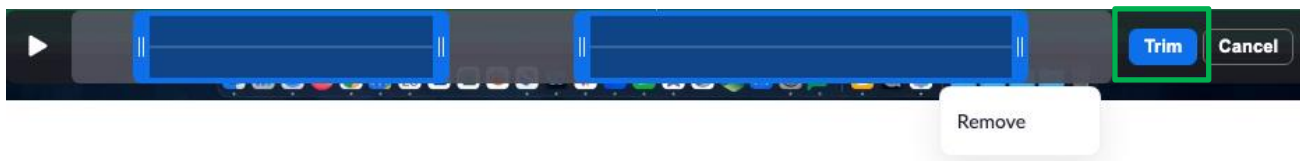
This will clear the entire selection timeline to allow you to click anywhere to add sections that you want to keep. To do this, place your cursor over the timeline and click the **+ symbol** to add a section.



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.

UNIVERSITY OF SAN FRANCISCO Ken Yoshioka's Personal Meeting Room - Shared screen with speaker view Download (3 files)

Ken Yoshioka

00:05 In our testing a external microphone. It's a dual microphone system hooked up the lightning adapter

00:15 And seeing how this sounds

00:18 This is with Microphone number two, to see if it'll actually pick up and how it'll sound on the recording.

00:28 Back to the microphone. Number one, and it doesn't work on the iPad. But let's see if the iPhone does a better job recognizing the connection.

00:40 Testing 12345 from microphone

Powered by Otter.ai™

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

Ken Yoshioka

00:05

In our testing a external microphone. It's a dual microphone system hooked up the lightning adapter

Cancel Save