# **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 <a href="https://usfca.zoom.us/download">https://usfca.zoom.us/download</a>

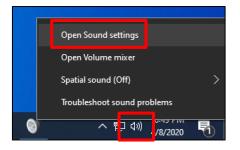
Zoom runs on Mac, PC, iOS and Android devices. After downloading and installing the Zoom application, launch it from either your Mac/PC desktop or laptop. The program icon then appears in your Dock or Taskbar.

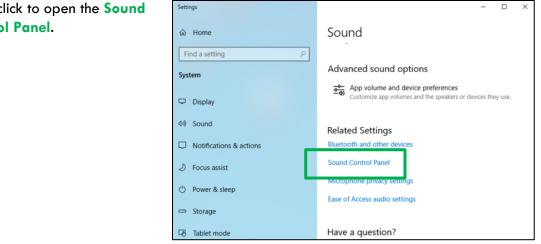
# Setting up an External Microphone

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.** 

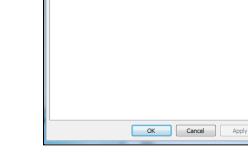
Instructional Technology and Training

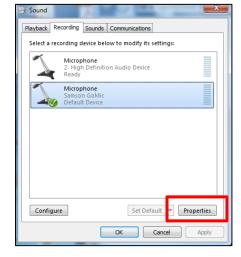
3. Click on the **Recording** tab and select the external microphone you have connected to the PC. Next click Properties and select the Levels tab. Here you can adjust the gain or sensitivity of the microphone through the slider controls.

> Microphone Properties General Listen Levels Advanced

> > Microphone

0



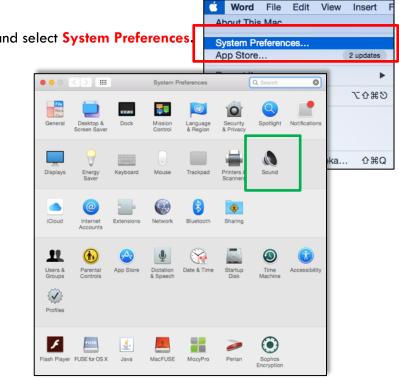


On a Mac

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

26

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



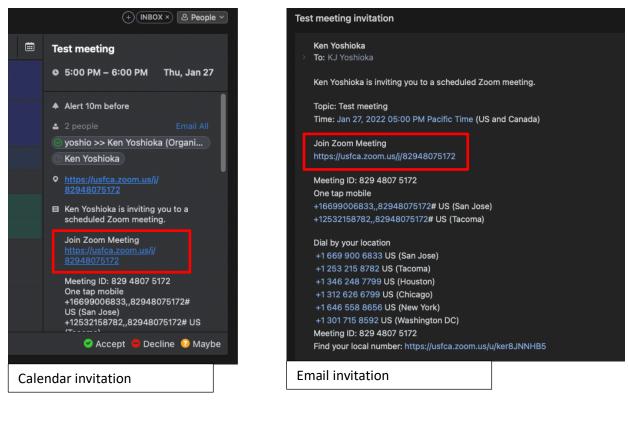
 Click on the Input tab and select the external microphone you have connected to your Mac. You can also adjust the gain or sensitivity of the microphone through the Input volume slider. Close the System Preferences to finish.

	Sound Effects Output Input	
Select a device for sou	ind input:	
Name	Туре	
Internal Microphone	Built-in	
Samson GoMic	USB	
Settings for the selected		
Input vol	d device: ume:	

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.

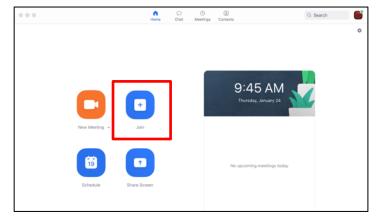
#### Join a Meeting-in-Progress

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.



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.

Join a Meeting	
Meeting ID or Personal I	Link Name ~
Ken Yoshioka	
<ul> <li>Don't connect to audio</li> <li>Turn off my video</li> </ul>	
	Cancel Join

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.

00	Choose ONE of the a	udio conference options
	Phone Call	Computer Audio
		omputer Audio and Microphone
Automatical	ly join audio by computer whe	en joining a meeting

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

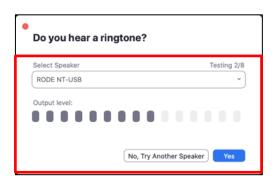
Check if your **microphone** is working properly by speaking and pausing to see if you can hear your voice and to select the correct microphone if neccesary. Click **Yes** after confirming the microphone.

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.

Join Audio	Stop Video	Security	Participants	🂭 Chat	↑ ∧ Share Screen
• • •	Choose ONE of the audio conference options Phone Call Computer Audio				
	Join with Computer Audio Test Speaker and Microphone				
Automatically join a	audio by computer when joining a meeting				





Speak and pause, d	o you hear a replay?
Select Microphone	Testing 2/10
RODE NT-USB	~
Input level:	
No	, Try Another Microphone Yes

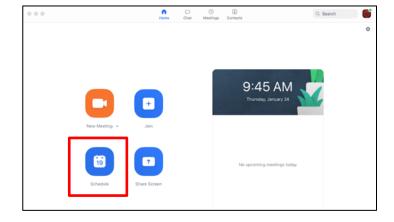
Your device is working properly!					
Speaker:	RODE NT-USB ✓				
Microphone:	RODE NT-USB ✓				
	End Test				

## 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.

 Login to the Zoom app and Click on Schedule to set up a meeting to begin.



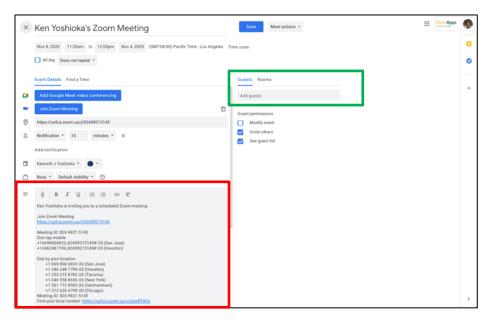
 Enter the details for the Zoom meeting including location, day and time. Choose whether you would like Zoom to generate the meeting ID automatically or if you would like to use your Personal Meeting ID. Select one of the security options for setting a passcode or the waiting room. Click on the link Advanced Options to access additional options.

Recurring meeting     Time Zone: Pacific Time (US and Canada)  Meeting ID     Generate Automatically     Personal Meeting ID 415 422 5570  Security     Passcode     Walting Room  Video Host     On     Off     Participants     On     Off     Audio     Telephone     Computer audio     Telephone and computer audio Dial in from United States     Edit		
Recurring meeting     Time Zone: Pacific Time (US and Canada)       Meeting ID     Osnerate Automatically     Personal Meeting ID 415 422 5670       Security     Personal Meeting ID 415 422 5670       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Personal Meeting ID     Image: Pacific Time (US and Canada)       Video     Image: Pacific Time (US and Canada)       Video     Image: Pacific Time (US and Canada)       Video     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US and Canada)     Image: Pacific Time (US and Canada)       Image: Pacific Time (US		
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 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. Select Google Calendar in the Calendar section. Click Save to continue.

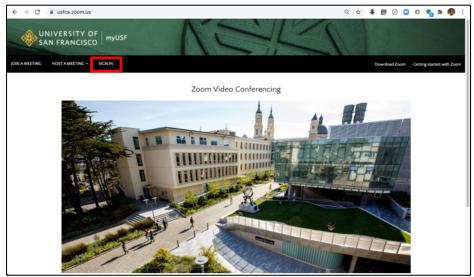
		_	
Advanced Options			
Allow participants to join anytir	ne		
Mute participants upon entry			
<ul> <li>Only authenticated users can jet</li> </ul>	oin: usfca.zoom.us		
Automatically record meeting			
Alternative Hosts:		_	
john@company.com			
		_	
Interpretation			
Enable language interpretation			

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



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.

UNIVERSITY OF SAN FRANCIS	sco	JOIN & MEETING	HOST A MEETING +			
	Important Notice: Based on feedback from our education community, we are giving teachers more control over their Zoon vitual classroom. Starting March 31st, the Waiting Room feature on your account will be automatically turned on by default. For more information on adjusting your Waiting Room settings <u>click.htms</u>					
Important Notice: The privacy and security of our how to turn on participant sharing.	customers is our top priority. Based on feedback from our Education community, as of March 20th, the screen sharing settings within your account have automatically de	faulted to "Only Host." G	<mark>Olick here</mark> to learn	×		
PERSONAL Profile	Meetings Upcoming Previous Personal Room Meeting Templates		Get Trair	ing		
Meetings Webinars	Start Time to End Time	Sched	ule a Meeting	0		
Recordings Settings	Today 11:30 AM - 12:00 PM Ken Yoshioka's Zoom Meeting					

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. You can also configure if the meeting is recurring meeting and if you want to require registration for the session.

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Webinars Recordings	Chrome Plugin 1 Schedule your Zoor	for Zoom n meetings directly from Google Calendar with the Chrome plugin. Click here to download.	$ \cong $ Do not show this message again	
Settings	Topic	My Meeting		
ADMN Dashboard	Description (Optional)	Enter your meeting description		
User Management     Room Management	Use a Template	Select a lemplate *		_
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Attend Live Training Video Tutorials Knowledge Base	Time Zone	(GMT-8:00) Pacific Time (US and Canada) v		
	Registration	Required		
	Meeting ID	Generate Automatically     O Personal Meeting ID 415 422 5670		D

In the bottom portion of the scheduling page, select a security option to enable a passcode or the waiting room. You can configure the video and audio options and in the Meeting 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.

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	Security	Passcode     Z Walking Room			
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	Meeting Options	Allow participants to join anytime			
		Mute participants upon entry			
		Require authentication to join     Breakout Room pre-assign			
		Automatically record meeting			
	Alternative Hosts	Example: mary@company.com, peter@school.edu			
	Interpretation	C Enable language interpretation			
		Save			5

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**.

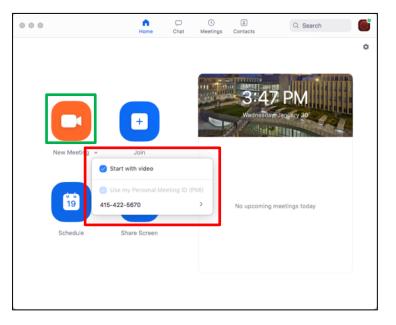
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<ul> <li>Account Management</li> <li>Advanced</li> </ul>	Video	Host Participant	On On		

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.

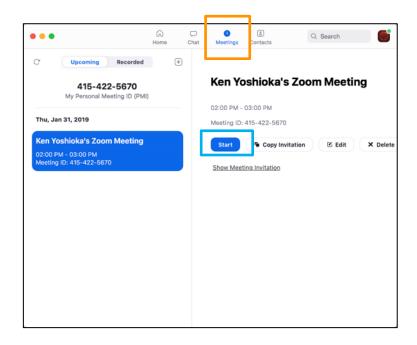
×	Ken Yoshioka's Zoom Meeting		Save More actions *	 Dons Apps	•
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	Event Details Find a Time		Guests Rooms		
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-	Join Zoom Meeting	ŵ	Guest permissions		
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¢	Notification * 30 minutes * X		invite others  See guest list		
	Add notification		and Andre use		
	Kenneth J Yoshioka 🍷 🛛 🗧				
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	B I U ⊟ ≡ ∞ X				
	Ken Yoshioka is inviting you to a scheduled Zoom meeting.				
	Join Zoom Meeting https://wsfca.zoom.us//#2699215145				
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# 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.

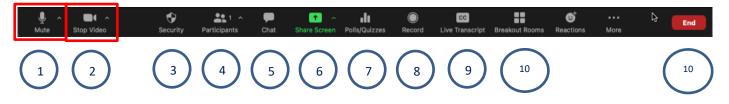


You can start your scheduled Meeting by clicking to the Meetings Tab, single click on the listed meeting and clicking Start.



#### Zoom Meeting Tool Bar

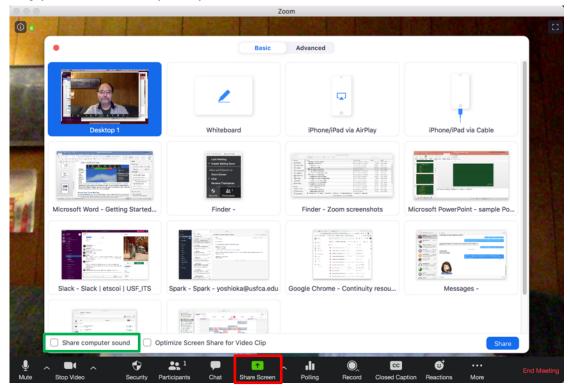
Once the meeting has started, there are tools at the bottom of the meeting window that allow you to configure and manage various aspects of the session.



- 1. 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. Security to manage permissions to share the screen, chat, rename themselves lock the meeting or to enable the waiting room.
- 4. View and manage the list of participants
- 5. Send a message to one person (private chat) or to all participants
- 6. Share your desktop or select a specific application to share (e.g., Microsoft Powerpoint)
- 7. Create and conduct a poll for the online participants
- 8. Record the meeting to the computer or to the cloud.
- 9. Enable Live Transcript
- 10. Create small group discussion in the Breakout Rooms
- 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 right corner of the window to start showing your screen to the participants.



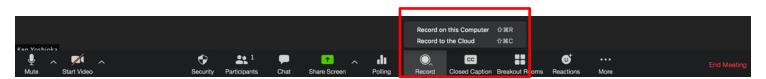
Once you share the screen, the Zoom toolbar moves to the top of the screen and minimizes; if you need to access the toolbar, move your cursor to the green bar showing the meeting ID to expand the toolbar and access the tools.

 Mute	Stop Video	Security	Participants	Polling	↑ New Share	Pause Share	••• More		
			415-422-5670		op Share		Chat		
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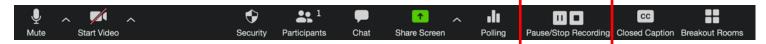
## **Recording a Zoom Meeting**

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 and not use space in your computer.

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



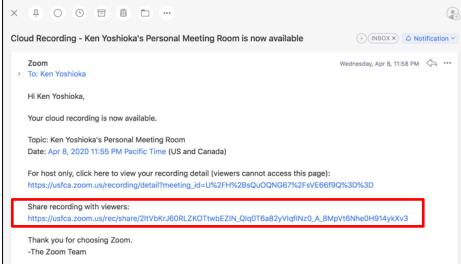
To pause or stop the recording click **Pause or Stop Recording** in the toolbar at the bottom of the meeting window.



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 under **Share recording with viewers** into an email to share.



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 FRANC	ISCO				JOIN A MEETING HOST A MEETING -
PERSONAL Profile	Cloud Recordings Local Recordings				Settings
Meetings	From mm/dd/yyyy To 04/09/2020 All Status	*			
Webinars	Search by ID    Q  Search	Export			Delete Selected Delete All
Recordings	🔲 Торіс	D	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 -
ADMIN Dashboard	Ken Yoshioka's Personal Meeting Room	415-422-5670	Apr 8, 2020 03:00 PM	3 Files (184 MB)	Share More -
> User Management	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.

PERSONAL		
Profile	My Recordings -> Ken Yoshioka's Personal Meeting Room	A Share
Meetings	Apr 8, 2020 11:55 PM Pacific Time (US and Canada) ID: 415-422-5670	
Webinars	0 total views + 0 total downloads Recording Analytics	
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Settings	●         2 files         804 KB           ●         ● Download (2 files)         @ Copy shareable link         *	
ADMIN	Shared screen with speaker view	521 KB
Dashboard	D Audio only	383 KB
> User Management	Audio transcript	Transcribing

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

My Recordings > Ken Yoshioka's Personal Meeting Room		
Ken Yoshioka's Personal Meeting Room	Save	Cancel
Apr 8, 2020 11:55 PM Pacific Time (US and Canada) ID: 415-422-5670		
0 total views • 0 total downloads Recording Analytics		

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

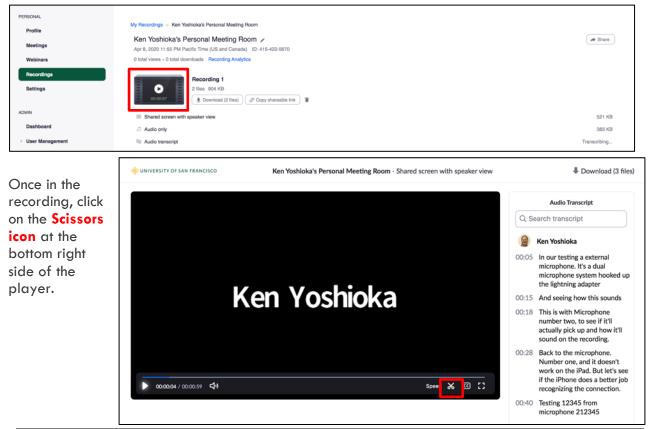
UNIVERSITY OF SAN F	RANCISCO JOIN A MEETI	NG HOST A MEETING -
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ADMIN	Shared screen with speaker view	470 KB
Dashboard		329 KB
> User Management	audio transcript	679 B
> Room Management		
> Account Management		
Advanced		

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Here you can select whether the recording is publicly available or only to the USF authenticated users. There is the option to add an expiration date to the link. You can also change whether the recording can be downloaded as a video file. Finally, the default setting is to require a password and you can choose a password of your choice or disable the option.

Share this cloud recording	
Share this recording	
O Publicly	
<ul> <li>Only authenticated users can view</li> </ul>	
Add expiry date to the link	
Viewers can download	
Viewers can see transcript	
On-demand(Registration Required) 😡	
Passcode protection	
****** 5 <sub>10</sub> 0	
Sharing Information	Hide 🔨
Topic: Ken Yoshioka's Personal Meeting Room Start Time : Oct 15, 2020 04:11 PM	
Meeting Recording:	
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KBani9bvQHmilquDwsOzmTuhDvFPX-	
qaUCaC1GjeKX8SJhbH.Ley5hq3_r7zR3pON	
Access Passcode: wX23+rm12	-
Copy Sharing Information	Done

On the video details page, you can preview the video by clicking on the video icon.



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

Playback Range (00:00:03 - 00:00:55) Cancel Save				
		Save	Cancel	Playback Range (00:00:03 - 00:00:55)

You can click on the Share link on the right side of the recording details page to configure the

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Recordings Settings	Recording 1 2 files 904 KB Download (2 files) @ Copy shareable link	
ADMIN	Shared screen with speaker view	521 KB
Dashboard	Audio only	383 KB
> User Management	Re Audio transcript	Transcribing

permissions and to copy the recording link and the access passcode to share in an email.

Share this cloud recording	
Share this recording	
O Publicly	
<ul> <li>Only authenticated users can view</li> </ul>	
Add expiry date to the link	
Viewers can download	
Viewers can see transcript	
On-demand(Registration Required) 😡	
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Meeting Recording: https://usfca.zoom.us/rec/share/yVyrAKIs0WLtliX-	
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qaUCaC1GjeKX8SJhbH.Ley5hq3_r7zR3pON Access Passcode: wX23+rm12	

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