ZOOM 101

VIRTUAL COMMUNICATION MADE EASY

FALL 2020

A GUIDE TO ZOOM

CONTENTS

FOR MORE INFO

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ZoomQuick Reference Sheet

Zoom Main Window
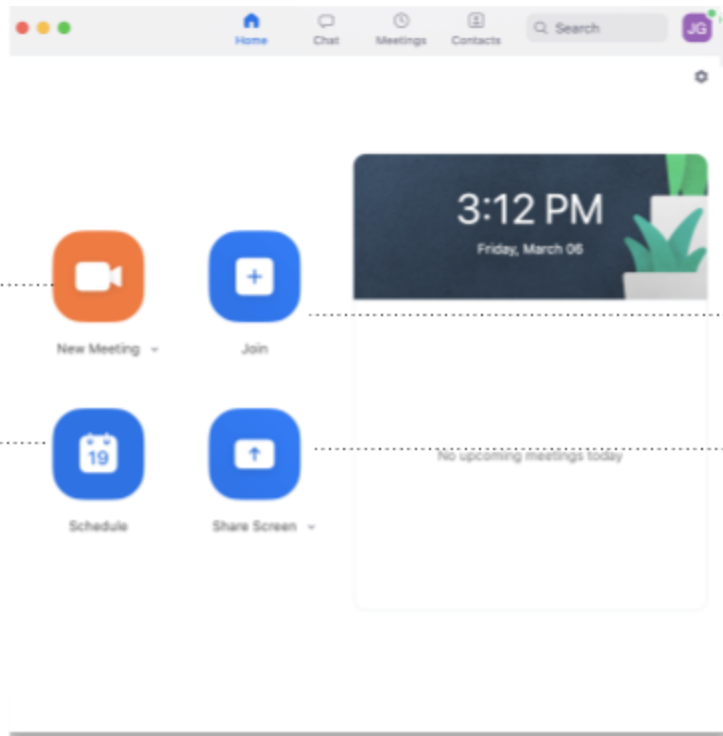

New Meeting: Starts an instant meeting.

Join: Join a meeting that is in progress.

3:12 PM
Friday, March 06

No upcoming meetings today

Schedule: Allows for setting up future meetings.

Share Screen: Shares your screen in a Zoom Room by entering in the sharing key or meeting ID.
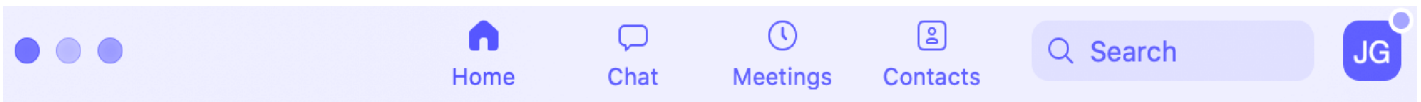
Home
After signing in, the Home tab is the default tab.

Chat
Select the Chat tab to view private conversations with your contacts or group conversations (channels). This feature is very similar to Slack.

Meetings
Select the Meetings tab and click Upcoming to view, start, edit, and delete scheduled meetings. As a default, this view displays your "Personal Meeting ID" (PMI). This number provides a way to invite people to do an improv Zoom session with you.

Contacts
This tab allows you to view and manage your contacts. Company Contacts contains everyone who has a Zoom account at UCSB.

Search
It allows you to search for meetings or contacts.

Profile
Additional options are available under the profile image to reveal these click on the image.

- Add a personal note.
- Settings: Access settings you can change in the client.
- Change your status to Available, Away, or Do Not Disturb.
- My Profile: Open the Zoom web portal to edit your profile.
- Help: Open the Zoom Help Center.
- Check for Updates: Check if Zoom is up to date.
- About Zoom: View the current version.
- Switch to Portrait View: Switch the Zoom window to a portrait view if you prefer a narrower window.
- Sign out

Zoom Meeting Host Controls
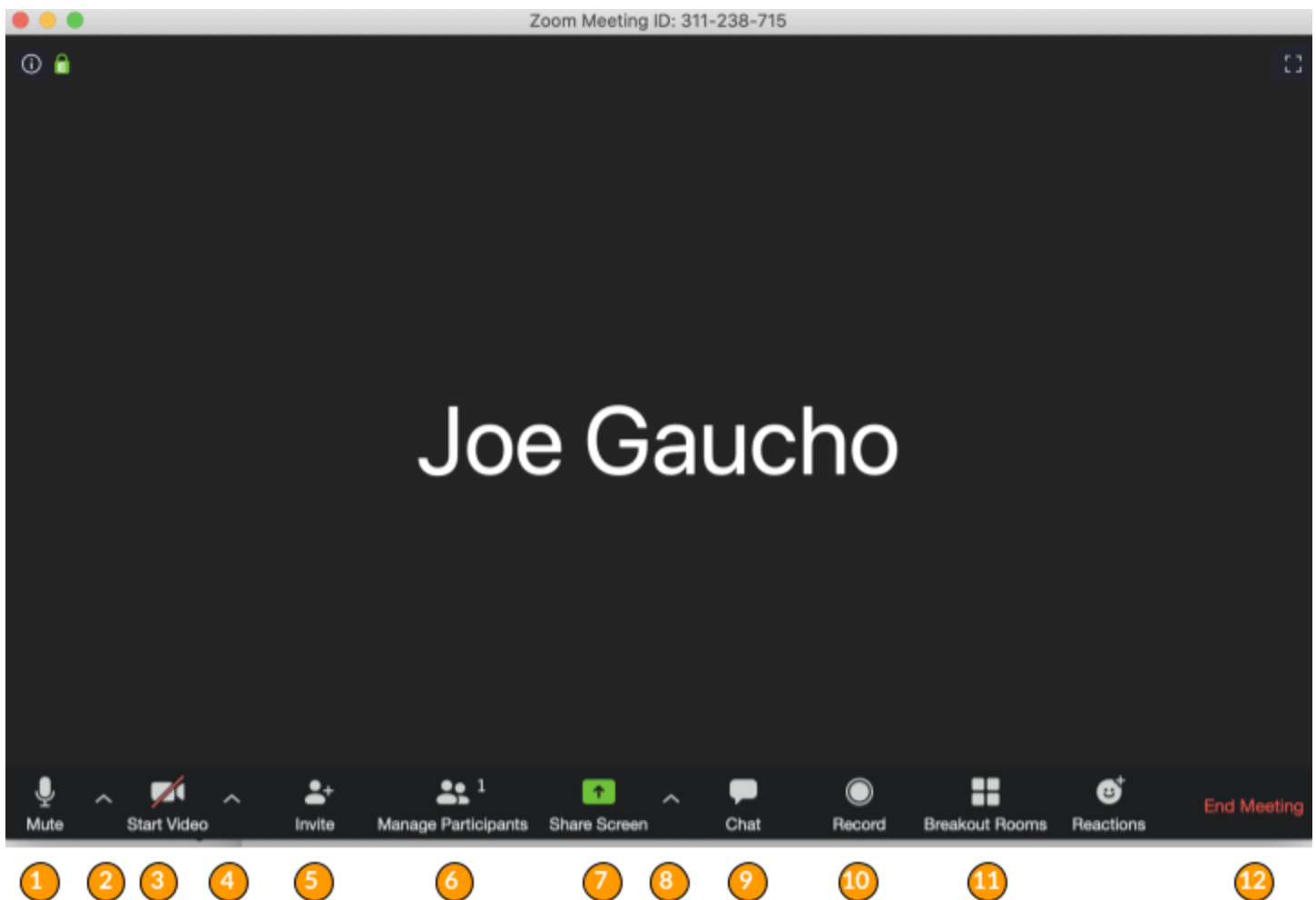
1. Click to mute/unmute your microphone.
2. Click the "chevron" (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the "chevron" (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting.
6. Click to show a list of participants in the meeting. From this panel, you can mute/unmute all participants, designate host controls and more.
7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting.
8. Click the "chevron" to reveal sharing options like allowing multiple screens to be shared simultaneously.
9. Click to open the Chat panel where you can start or respond to a chat.
10. Click to record your meeting. Only available to meeting hosts or persons designated to record.
11. Allows for the organization of breakout rooms for discussions.
12. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room, and ending the meeting will disconnect all participants from the meeting room.

For a comprehensive list and description of controls consult the official Zoom host control guide:
https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-

For Zoom training support contact Pilar Huffman, Professional Development Manager at: phuffman@compton.edu
For Zoom technical support contact I.T. at 310-900-1234

How to Zoom -First Steps

Step 1: Before a video conference:

You will need a computer, tablet, or smartphone with speaker or headphones.

Next: The agenda will include the Zoom link to join the meeting and the 9-digit Meeting ID as well as a call in number to listen into the meeting.

On the agenda, this is where you find the Zoom link.
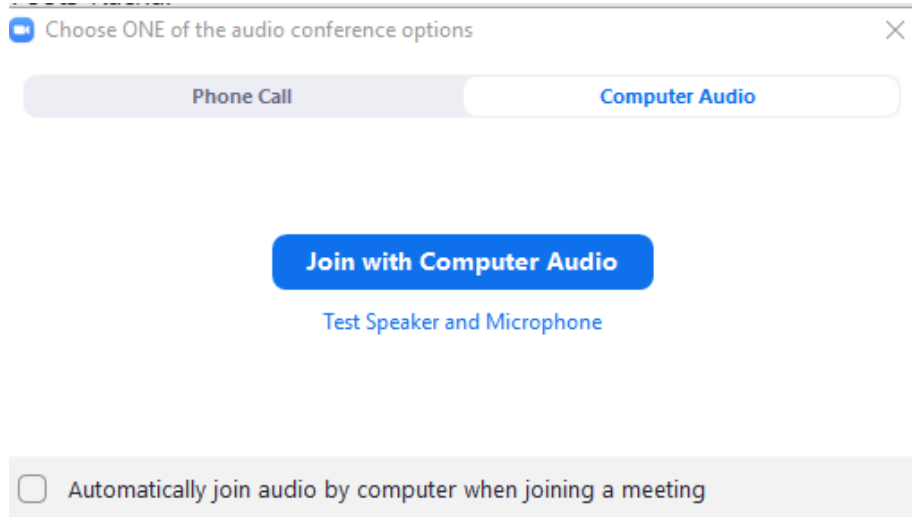
On the agenda, this is where you find the meeting ID.

Step 2: At the start time of your meeting, click on the Zoom link on the agenda to join via computer. You may be instructed to download the Zoom application. For more information **click here** for instructions on how to download the Zoom application.

Note: You may also join a meeting without clicking on the agenda Zoom link by going to **join.zoom.us** on any browser and entering the Meeting ID provided.

To join the meeting, click the link next to "**Join Zoom Meeting**".

Step 3: You have an opportunity to test your audio at this point by clicking on "Test Speaker and Microphone." Once you are satisfied that your audio works, click on "Join audio by computer.

If you do not want to listen through your computer, click "Phone Call", and call the number listed on the agenda.
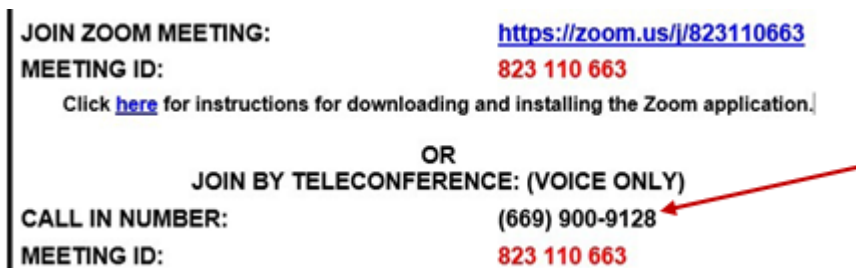
On the agenda, this is where you find the call in number.

Tips:

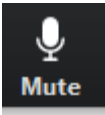If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
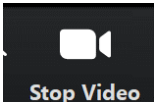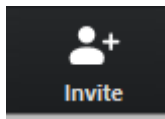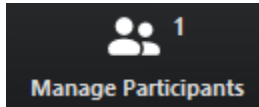
1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in the agenda) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.
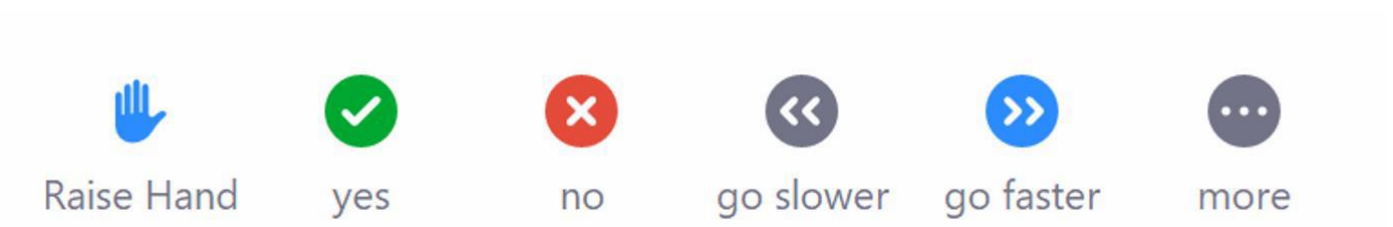
How to Zoom – First Steps

Participant controls in the lower left corner of the Zoom screen:
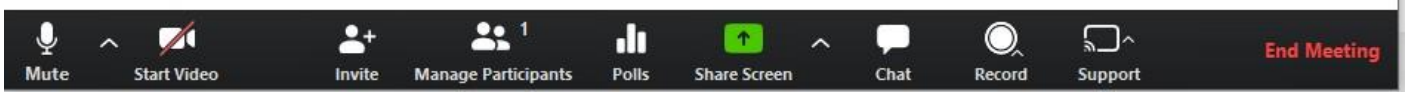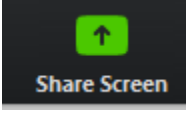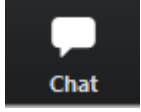

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute   Unmute your microphone (far left)

- Turn on   Turn off camera ("Start/Stop Video")

- Invite other participants

- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand.

Pop out screen looks like this, and includes non-verbal options:

How to Zoom – First Steps

o Share your screen

o Chat (Talk with others in the meeting)

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view.

- "Speaker view" shows the active speaker.

- "Gallery view" tiles all of the meeting participants.

Helpful tools to learn how to Zoom:

- [How to Use Zoom - Free Video Conferencing & Virtual Meetings](#)
- [Zoom Video Tutorials](#)
- [Zoom Live Training Webinars](#)

# How to use Zoom Breakout Rooms

Zoom supports up to 50 breakout rooms and up to 200 participants per room. If a meeting is recorded in the cloud, it will record only the main room. If you select local recording, it will record the room the participant is in. Multiple participants can record locally.

Breakout room participants have the full capabilities of audio, video and screen share in their rooms.
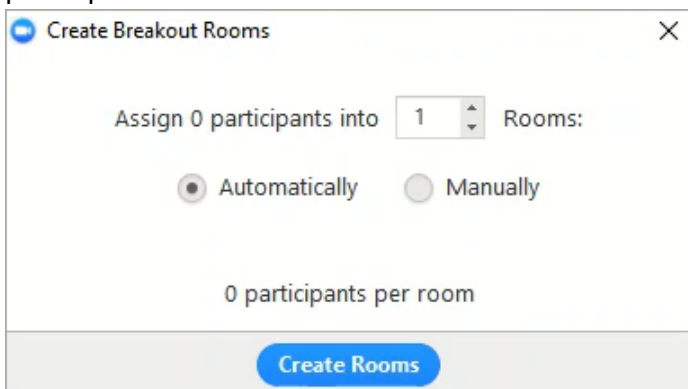
1. To access Zoom breakout rooms, click on **Breakout Rooms** on your Zoom navigation bar.
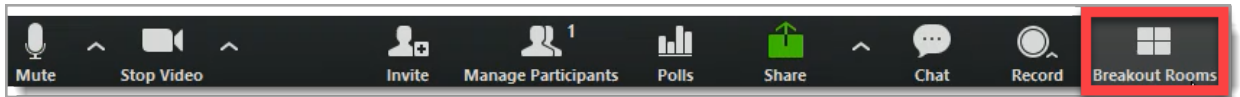
    If your Zoom screen is minimized, you will have to click on **More …** to access Breakout Rooms.
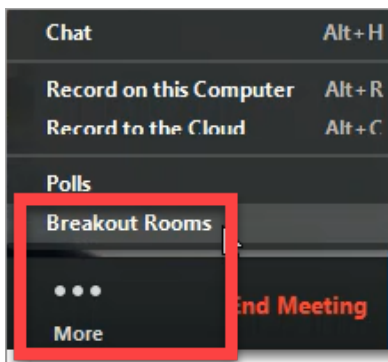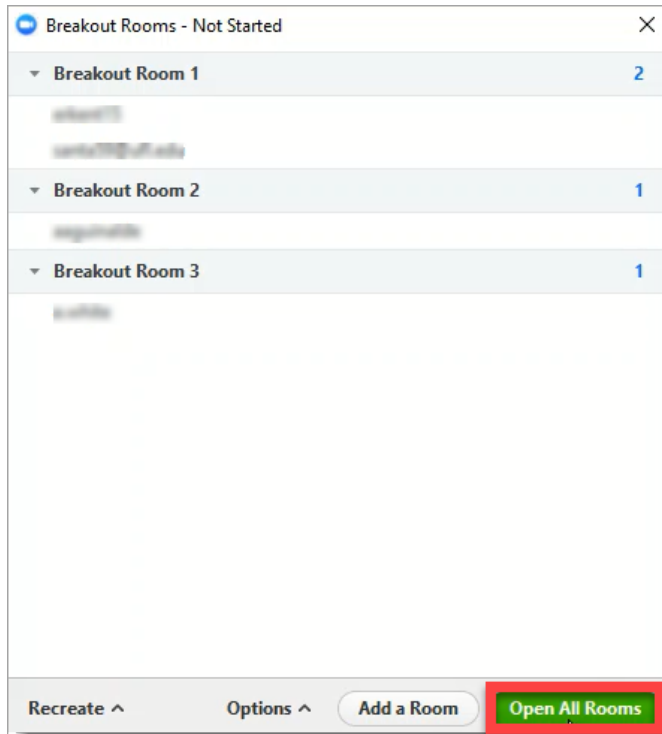

2. Enter the number of rooms you would like to create and how you want to assign participants to those rooms.
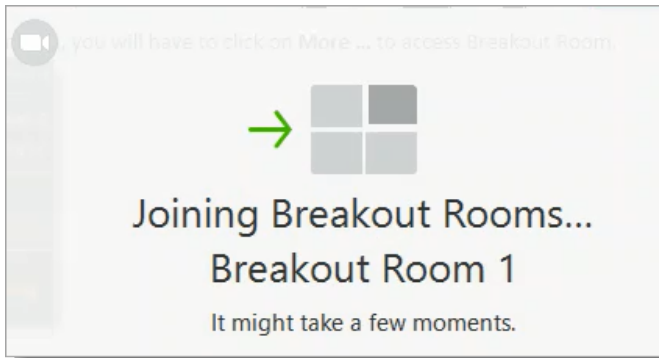
3. Before opening the rooms check **Options** for the settings you would like to use for your rooms.
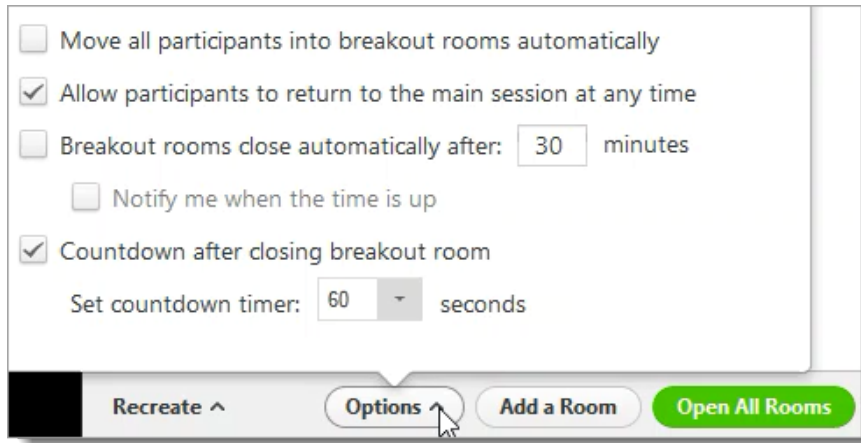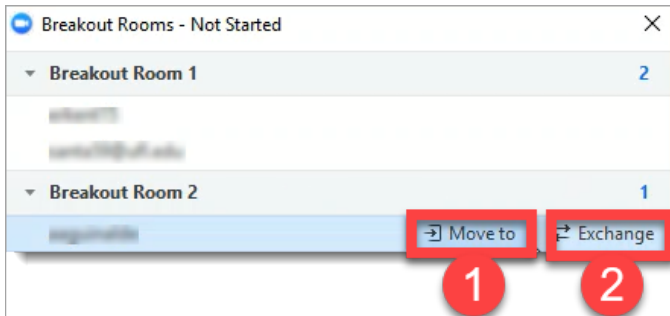

4. Once you are ready, **Open All Rooms** to start the breakout session.

5. Once you **Open All Rooms**, participants will receive a prompt to join the room they are assigned to.
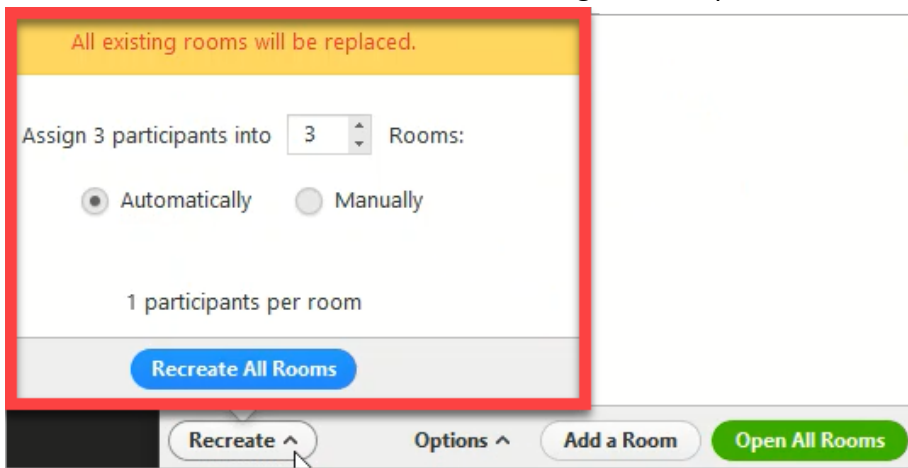

6. You can move [1] or swap [2] participants between rooms.
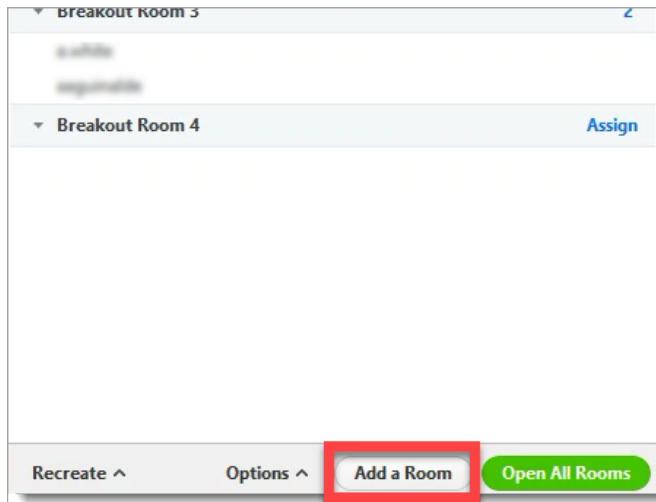

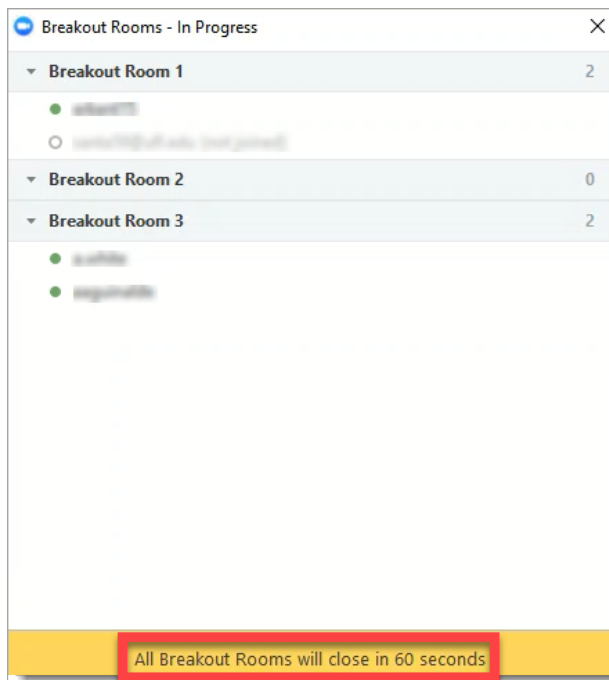7. As a host you stay in the main room until you decide to join a breakout room.

8. You can **Recreate All Rooms**; however, doing so will replace all existing rooms.

9. You can also add a new room.

10. Once you close all rooms, participants will automatically return to the main room after 60 seconds.

Note:
If the meeting is cloud recorded, only the main room will be recorded.
If the meeting is locally recorded, it will record only the room the participants who is recording is in. Multiple participants can record locally.