

Zoom Features & Settings



Zoom Features & Settings

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Zoom Features & Settings

Overview

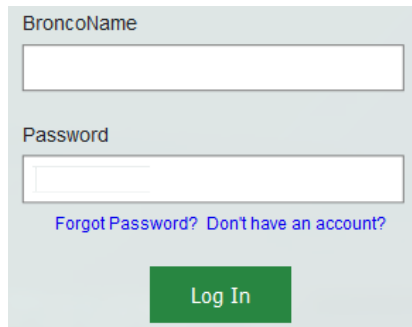
This job-aid provides information on how to get started with Zoom video conferencing software to create, join, record, end, and manage meetings.

Sign in to Zoom

- Navigate to <https://cpp.zoom.us/>
- Click on Sign In

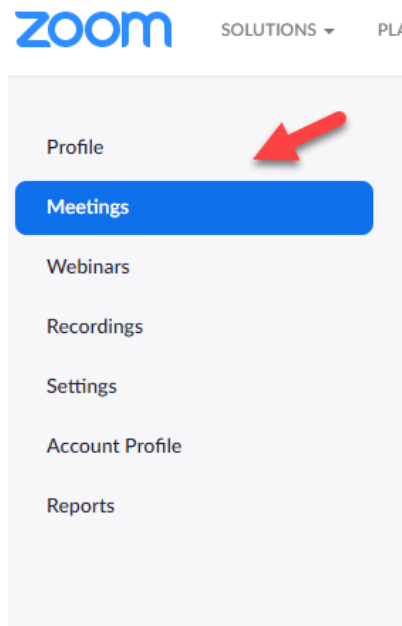


- Use your Bronco name and password to sign in

A screenshot of the Zoom login form. It has a light gray background. At the top is the label 'BroncoName' above a white text input field. Below that is the label 'Password' above another white text input field. Underneath the password field are two links: 'Forgot Password?' and 'Don't have an account?'. At the bottom center is a green 'Log In' button.

Create a Zoom Meeting

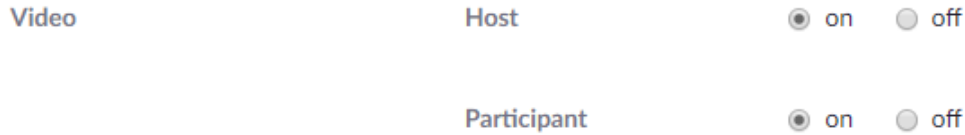
- Instantly create a meeting by clicking on **Meetings**



- And then click on **Schedule a New Meeting**
- Enter the meetings information including name, date & time, duration, time zone

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- In the **video settings** area, be sure to select the radio on button's for both the **Host** and **Participant** to enable the use of video/webcam options. For large meeting of over 20 attendees it is important to consider

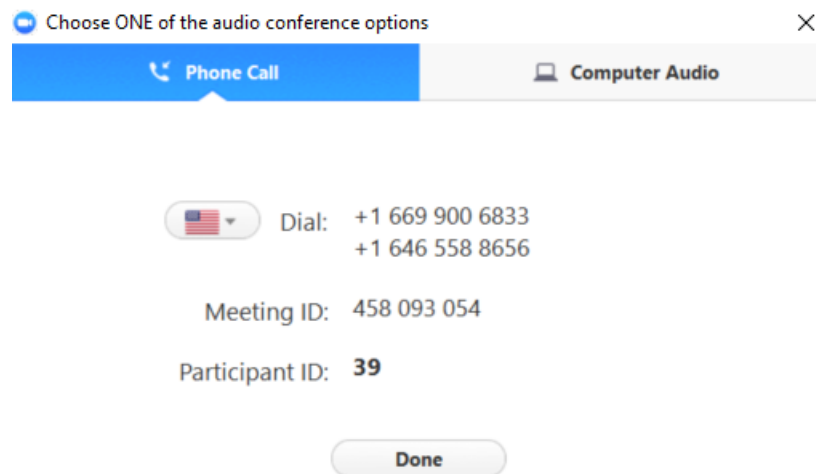


- Click **Save**

Start a Zoom Meeting

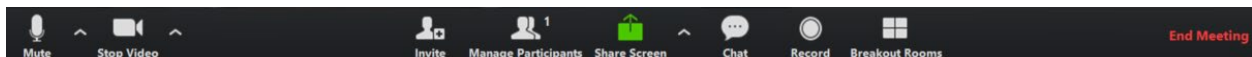
- From the Meetings area, locate the meeting you are ready to start
- Click **Start**

You have a few options for audio when joining the meeting and can choose to join the meeting by using a phone or a computer.

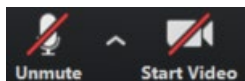


Audio and Video Settings

After you have selected and connected your preferred audio option, you can easily mute your audio or turn off your webcam by clicking on the microphone or camera option from the menu on the bottom of the screen.

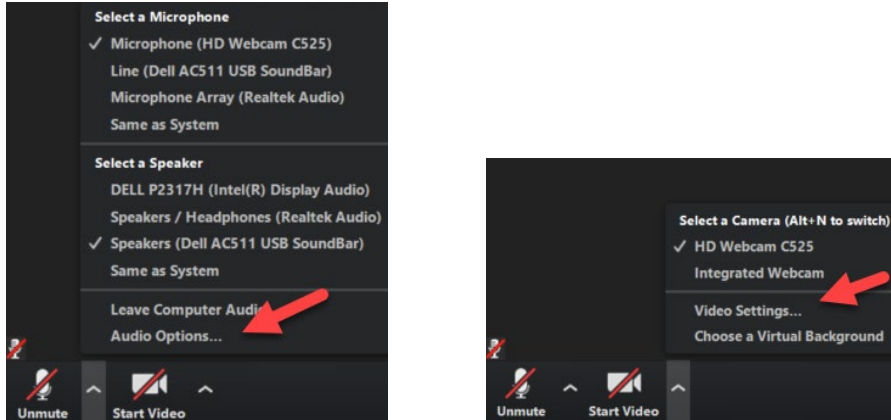


When you have muted or turned off your video or audio, you will notice a red line on these icons



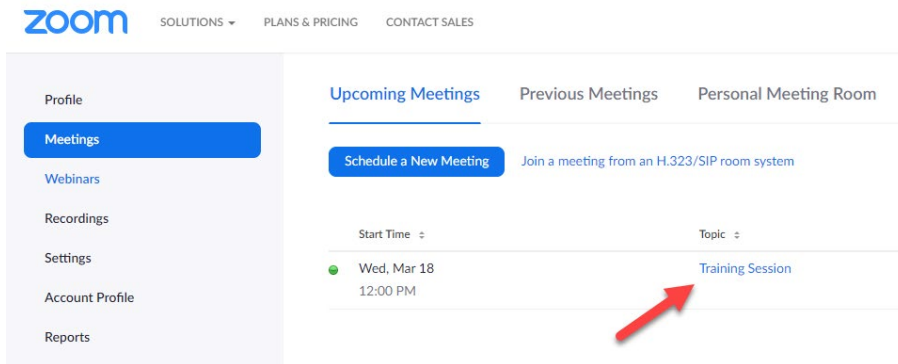
You can find and adjust additional audio options from the pop-out menus

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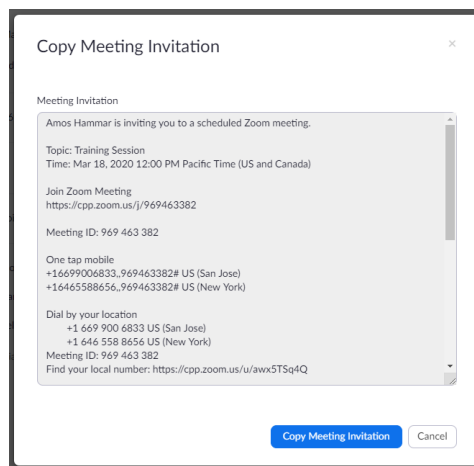


Meeting Invitations

Locate a meeting’s invitation details from the **Meetings** area by clicking on the **Topic** hyperlink for the meeting you want to see the details of.



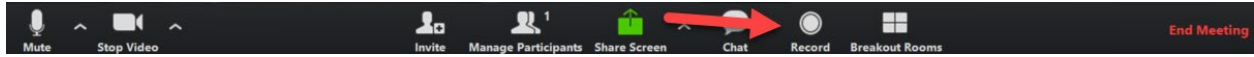
- Next, click on the on the **Copy the invitation** hyperlink
- From the pop-up, click the **Copy Meeting Invitation** button
- Paste the meeting details into your communication to invite others.



Recording Meeting

Press the record button from the bottom menu when you are ready to record your meeting

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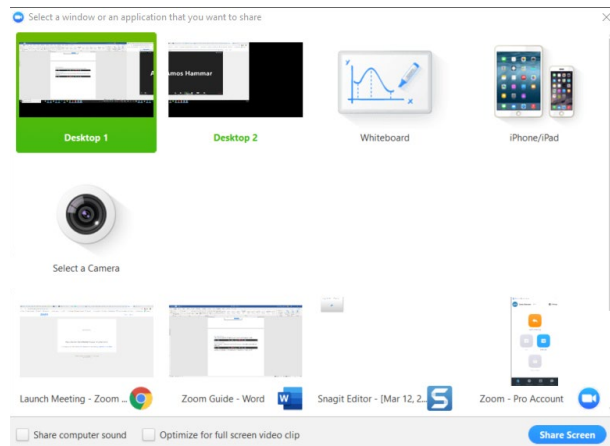


Sharing Your Screen

When you are ready to share your screen with your attendees, click the **Share Screen** button from the bottom menu



Next, you will see the option to select which screen or window to share with your attendees, select the option which best meets the needs of your meeting.

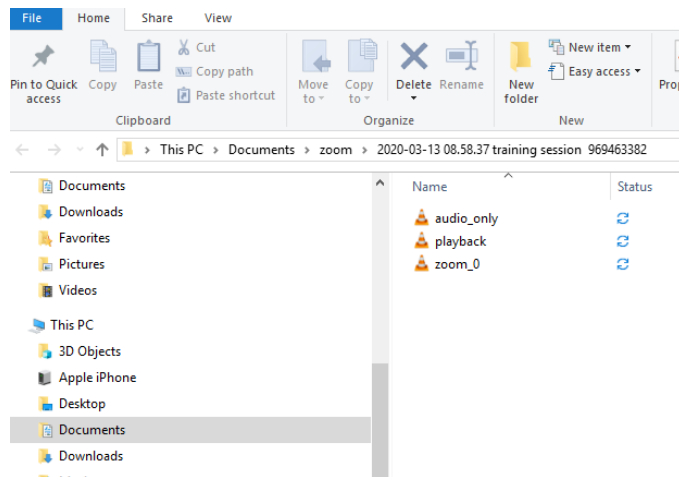


Ending the Meeting

Press the End Meeting button from the bottom menu when you are ready to end the meeting.



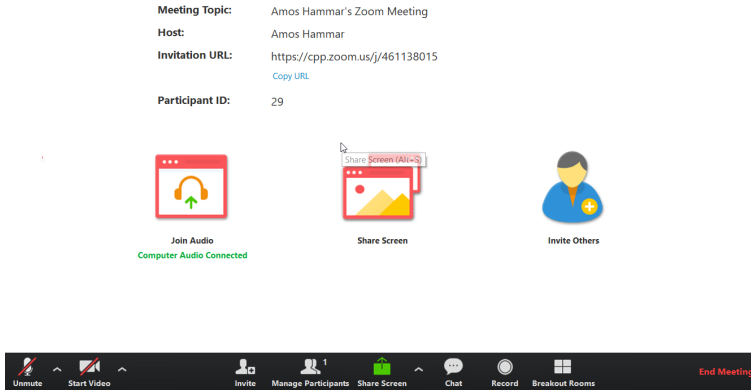
After you end the meeting, Zoom will automatically prepare and save the video recording in your documents area in a folder called Zoom.



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Zoom Menu

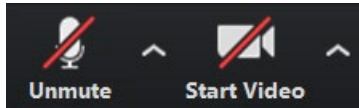
After starting a Zoom meeting, if your camera and audio settings are off you will see the screen below.



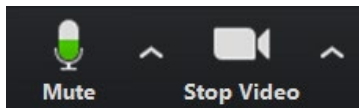
The menu with icons across the bottom autohides itself and it may be necessary to hover your mouse cursor over it to see its options.



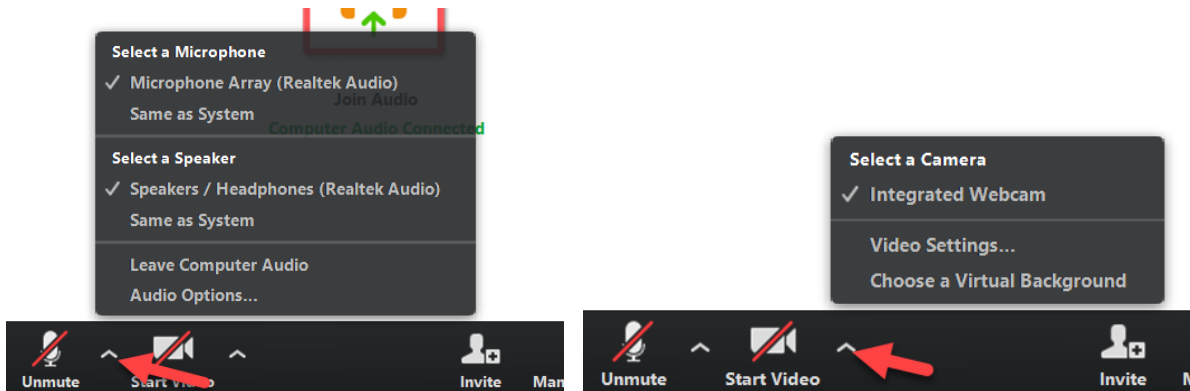
Microphone and Video



The red lines going diagonally through the audio and video icons indicate that both devices are turned off. Both these devices can be turned on by clicking on them.



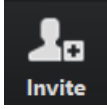
Access the device setting menu by clicking the small arrow to the right of the icon.



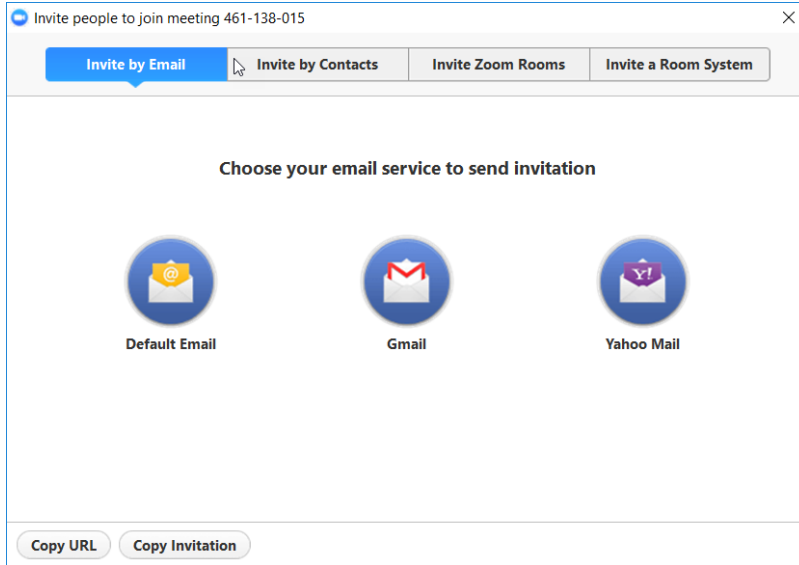
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Invite

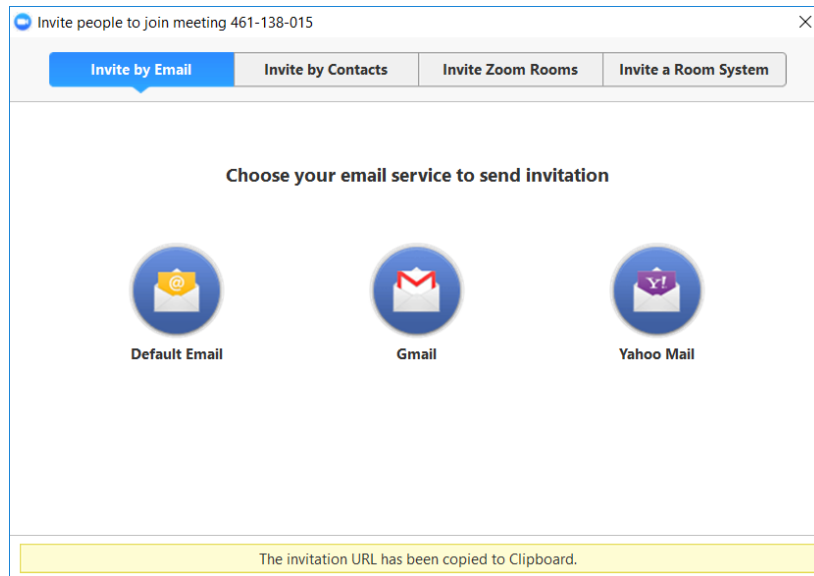
Invite others to the meeting by clicking on the **Invite** icon.



A pop-up window will display the options for inviting others to your Zoom meeting. A simple and quick way to invite others to meetings is to copy the meeting URL or invitation from the bottom left of the pop-up screen.



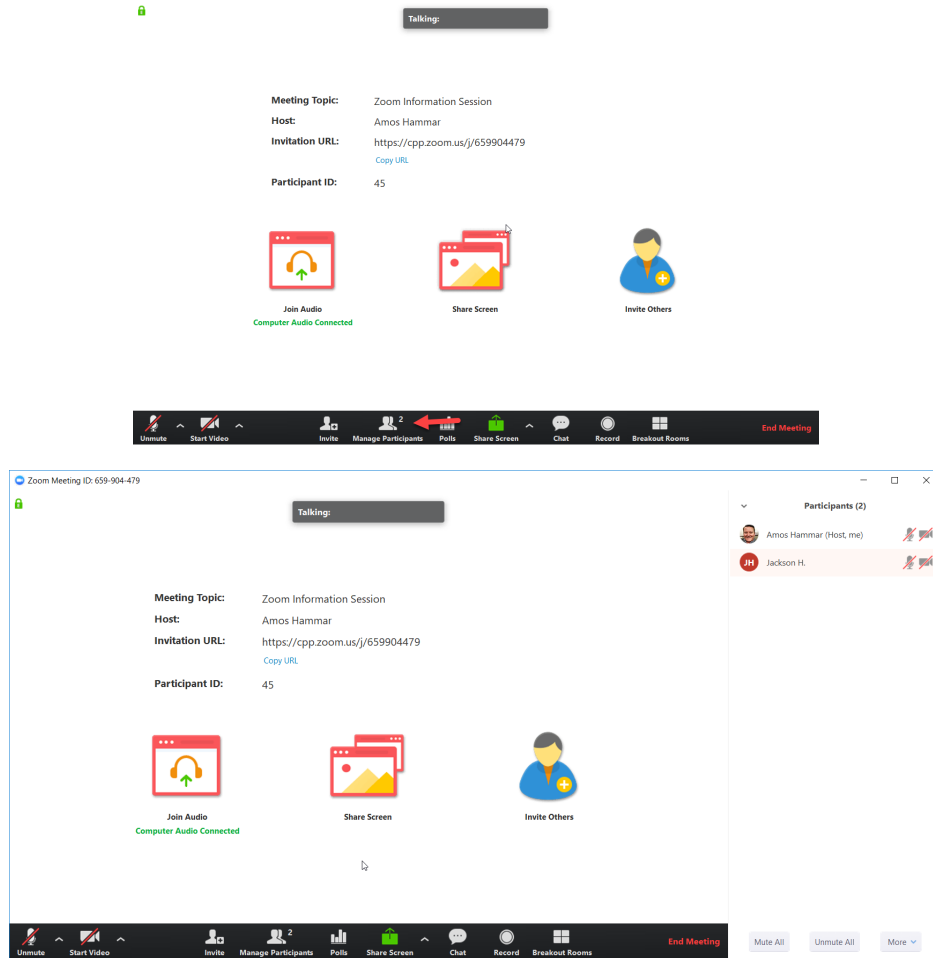
Once copied, you will see a message indicating the URL or invitation is in your clipboard.



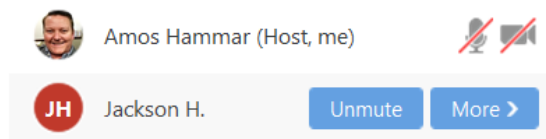
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Manage Participants

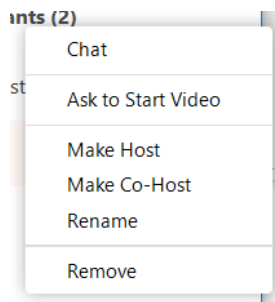
Click the **Manage Participants** icon to see a pop-out menu to the left.



Hover your mouse over an attendee's name to reveal more options



Click **More>** to see a menu of more attendee options



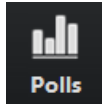
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Polls

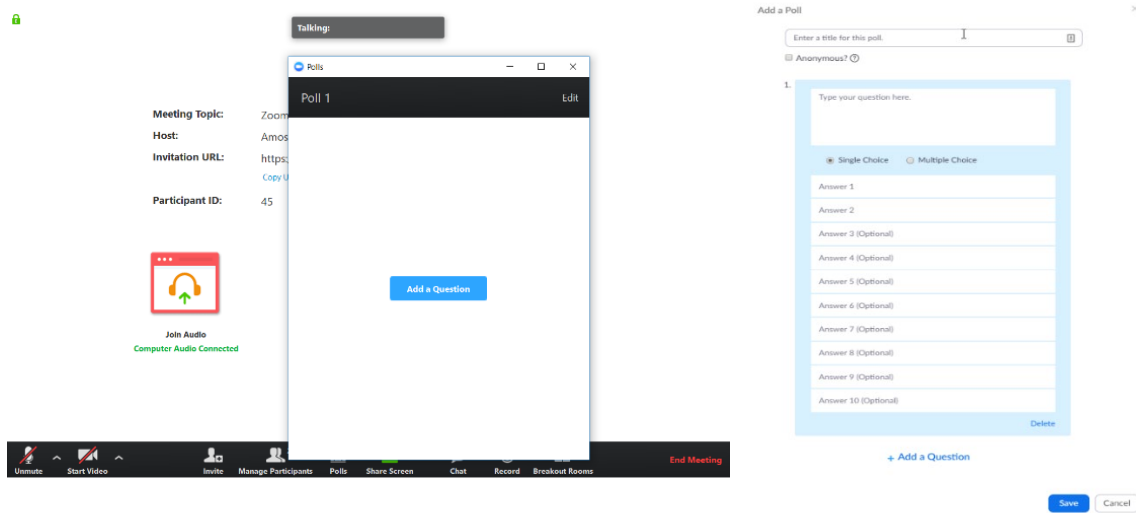
You can use **Polls** in your meetings by visiting the settings area of your account here:

<https://cpp.zoom.us/profile/setting>

Once enabled, you will see the polls icon in your menu during Zoom meetings. Click on the icon to setup a **Poll**.



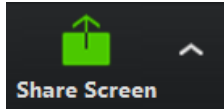
A pop-up window will appear, click on either **Edit** or **Add a Question** to be taken to the Polls page within your online account.



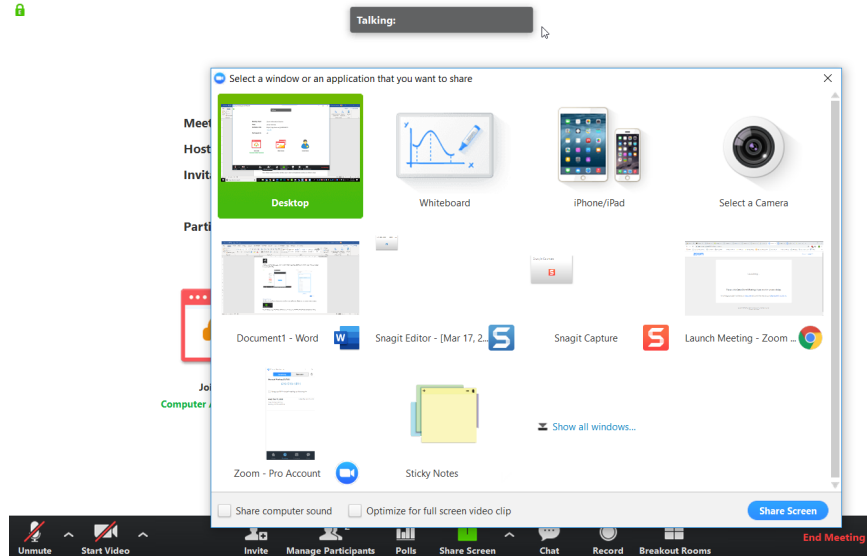
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Share Screen

The **Share Screen** icon will enable you to choose an application window to share with your attendees.

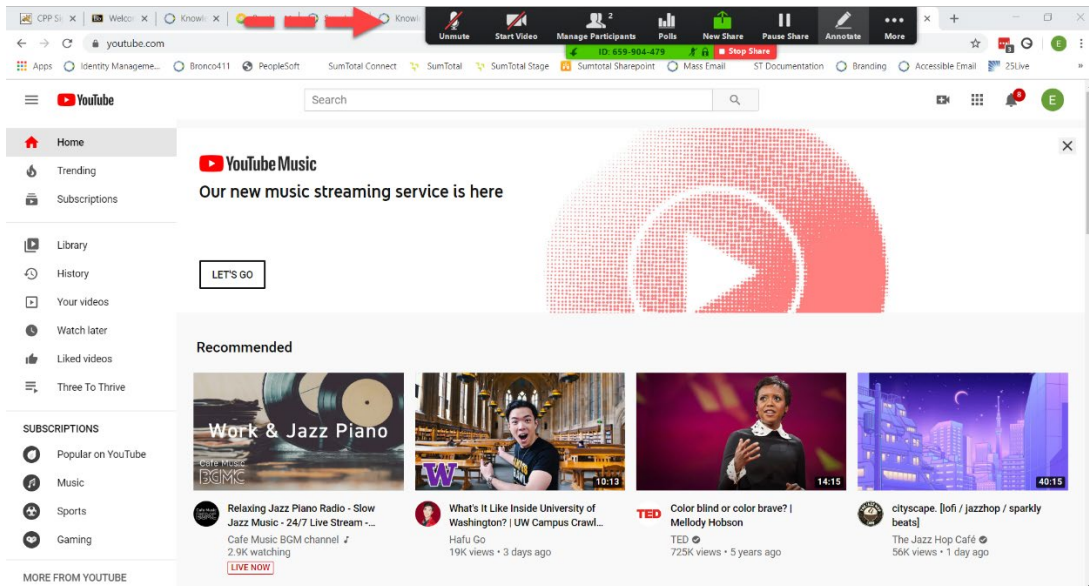


Once clicked, a pop-up window will allow you to select with application window you'd like to share.



Click the desired application to share and the click **Share Screen**.

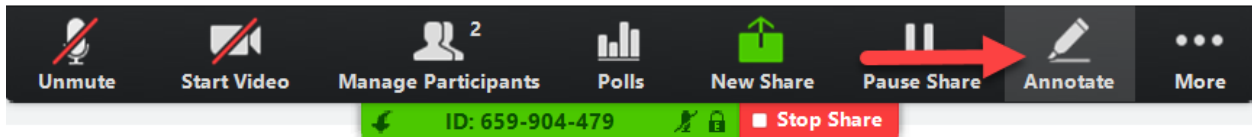
While sharing your screen with others, you will notice that your **menu bar** will move from the bottom of your screen to the top.



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Annotate

While sharing your screen, the **Annotate** icon is available. Annotate gives the ability to draw, stamp, erase, and other features.



Once Annotate has been clicked, you'll notice a secondary menu available. Hover over the different tools to see more options.

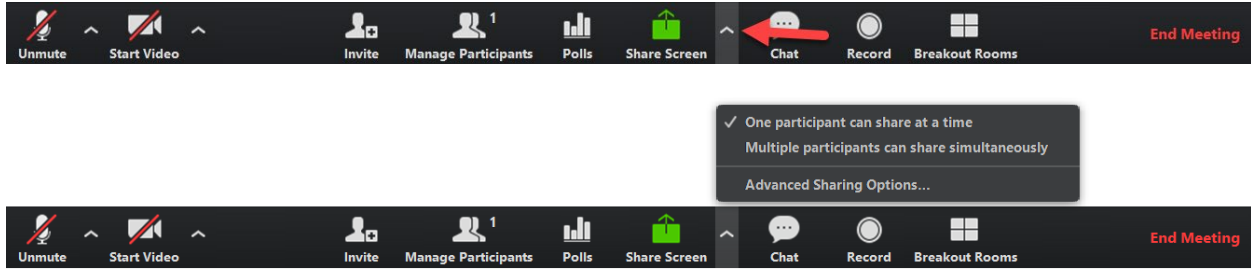


If you do not see the Annotate icon, you may need to enable it within your Zoom account settings. You can enable this feature by visiting: <https://cpp.zoom.us/profile/setting>

- Annotation** Allow participants to use annotation tools to add information to shared screens (v)
- Whiteboard** Allow participants to share whiteboard during a meeting (v)
 - Auto save whiteboard content when sharing is stopped
- Remote control** During screen sharing, the person who is sharing can allow others to control the shared content

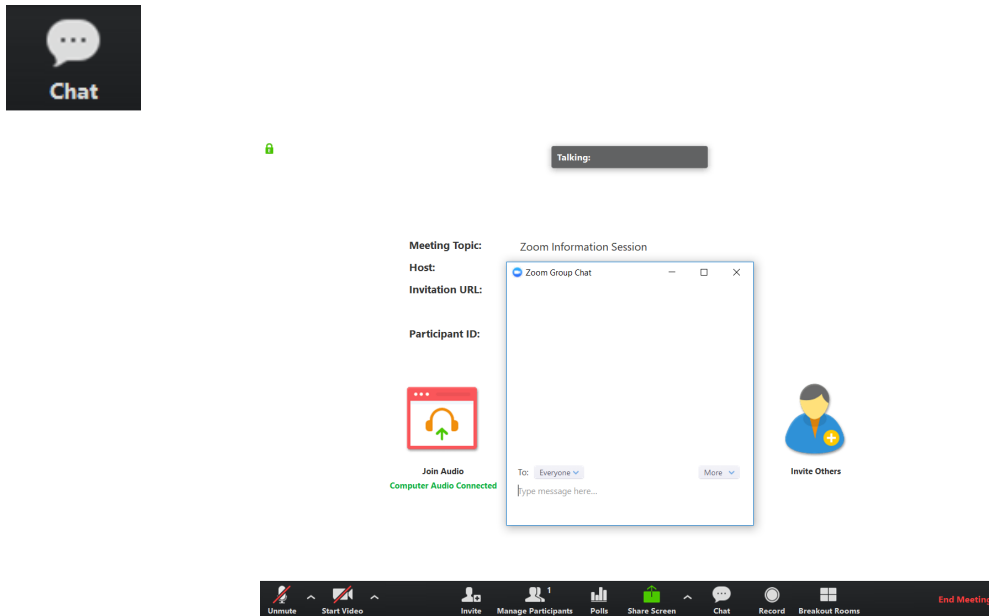
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While using the **Share Screen** feature, you can find additional settings by clicking the small arrow to the right of the icon.

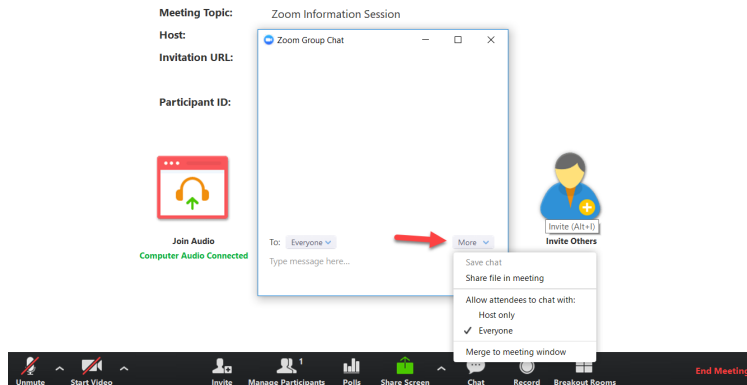


Chat

Click the **Chat** icon to see the meetings chats. A small pop-up window will appear.



Click the **More** button within the chat window to find more chat settings



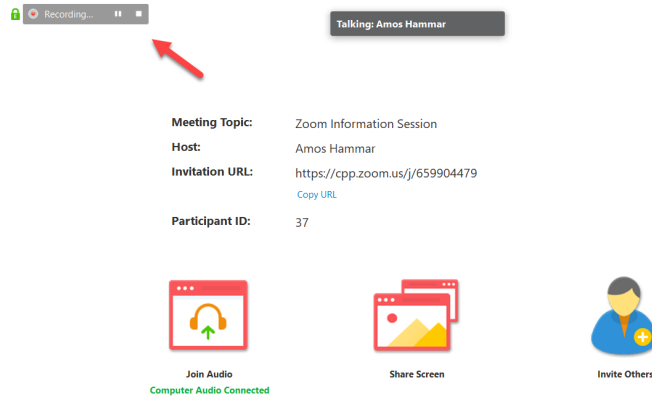
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Record

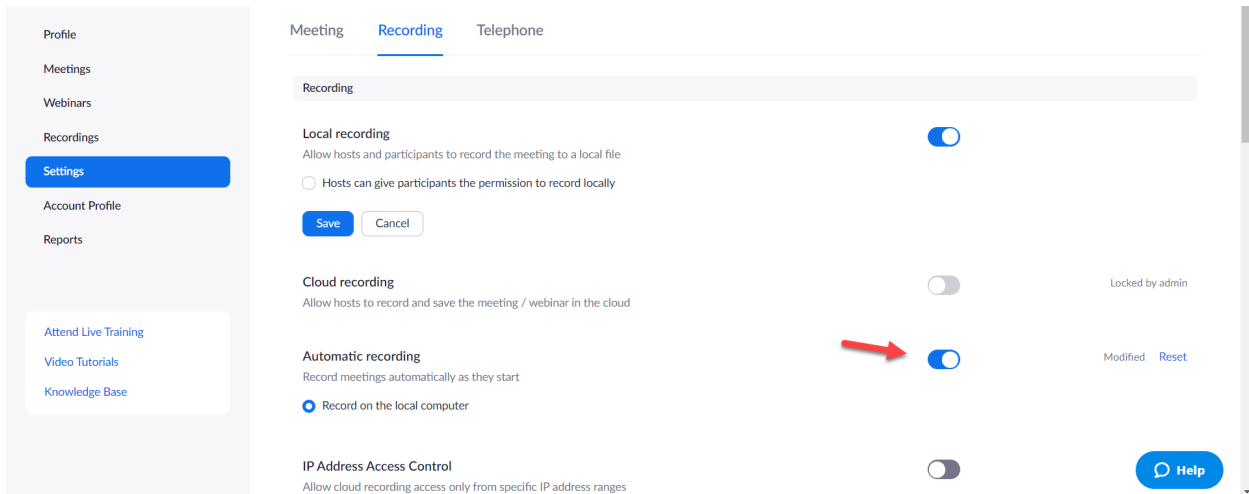
You can click the **Record** icon to start recording your meeting anytime.



Once your recording has started, you will notice an indicator at the top left of the screen that allows you to pause or stop the recording.



If you want all your meetings to automatically start recording once you've started a meeting, you can enable this feature from within your Zoom account **Recording settings**. You can enable this feature by visiting: <https://cpp.zoom.us/profile/setting?tab=recording>

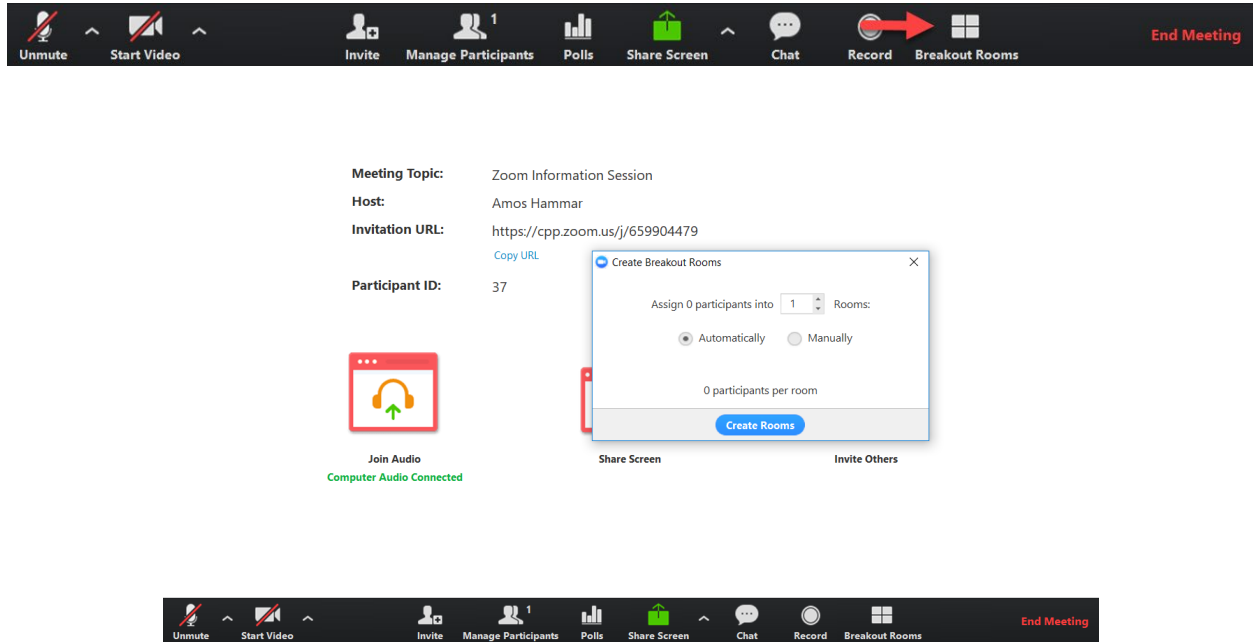


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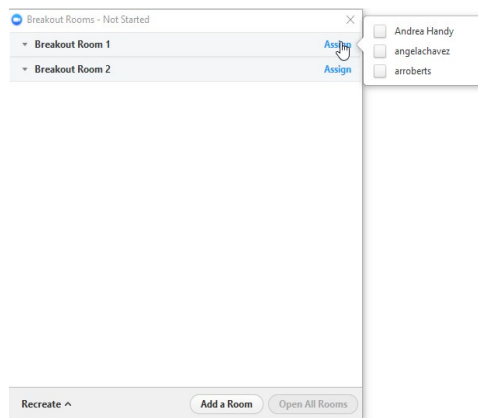
Breakout Rooms

Zoom: Allow attendees to break into private groups while in your Zoom meeting

Click the Breakout Rooms icon to start using this feature. Once clicked you will see a small pop-up window allowing you to either automatically or manually create the rooms.



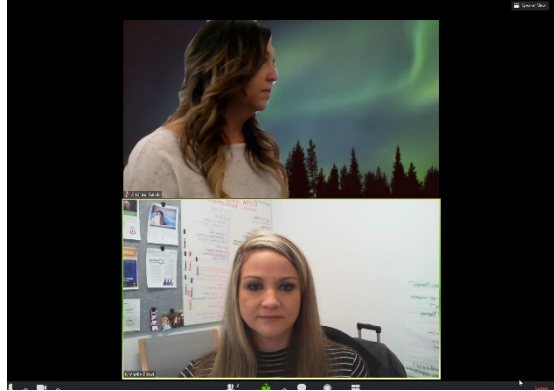
If you are manually assigning participants to the room, make your selections for each breakout. Then click **Open All Rooms**.



Students will see a pop-up window and will need to click on **join breakout room**.

As a facilitator, you can gain access to all of the breakout rooms to see how the conversation is going and provide support. On the main page you will see the breakout list and click on **join room** to the right of each group.

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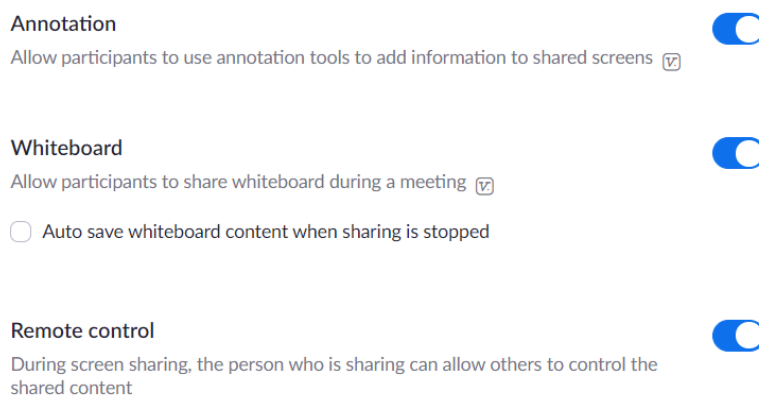
Participants will be able to see you in their room as your camera or picture will be displayed on the top of the Zoom screen.

Once in their breakout group, participants will be able to see the others in their group. If participants need support in their breakout room, they can click on the **ask for help** icon and the facilitator will be notified.

Once their conversation is done, they can click on **Leave Breakout Room**, to return to the main Zoom window with the rest of the class.

Whiteboard

You can use the built-in Whiteboard within Zoom while sharing your screen during a meeting. If you do not see the Whiteboard icon, you may need to enable it within your Zoom account settings. You can enable this feature by visiting: <https://cpp.zoom.us/profile/setting>



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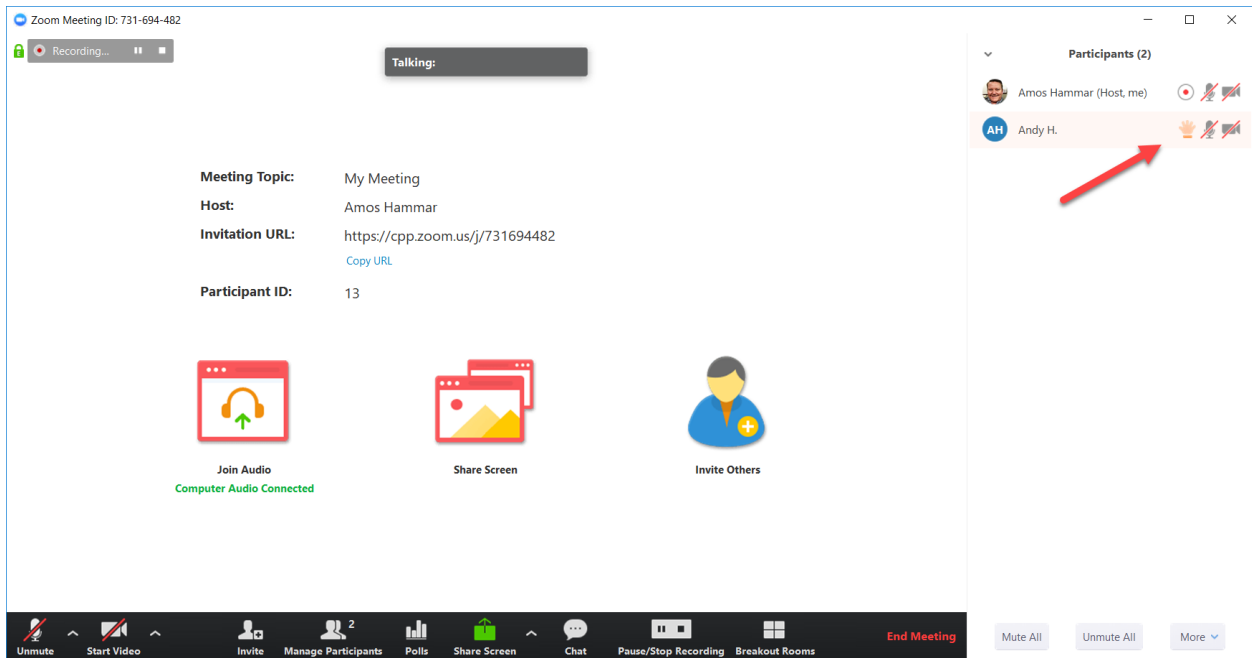
Raise Hand Feature

Zoom: Allow attendees to raise their hand for questions and responses when class is in session.

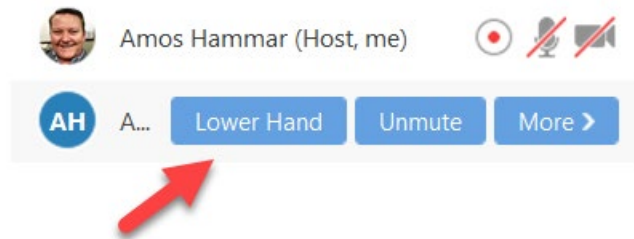
If you would like to see when attendees have raised their hands, click on the Manage Participants Icon on the zoom menu bar then turn your attention to the participant box.



Attendees can raise their hands from the participants menu area by hovering the mouse on their name and selecting the Raise Hand option. Attendees with raised hands are moved to the top of the participants list.



Meetings hosts can lower an attendee's hands by hover over their name.

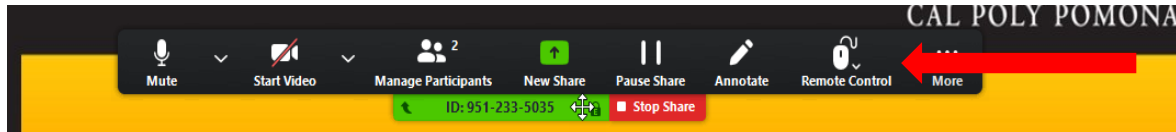


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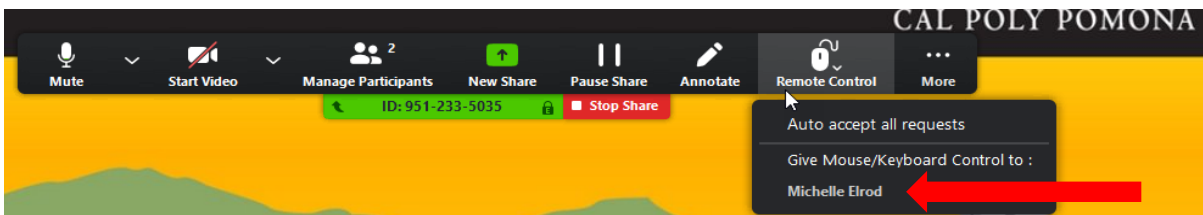
Remote Control Feature

Zoom: Give remote control to another attendee who is in the meeting

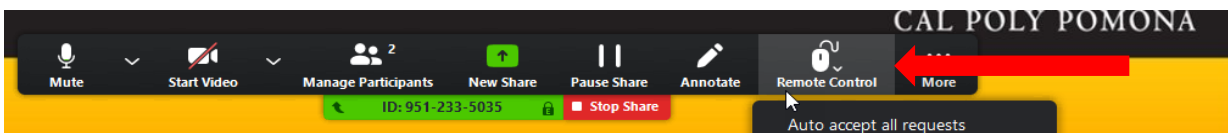
While screen sharing, you can give control to an attendee who is in the meeting by clicking on the remote-control icon on the top Zoom menu bar.



After clicking on the Remote-Control feature, you see a drop-down menu of the participant names appear. Select the name of the person you want to pass the controls to.



Once you are done with the remote-control feature, you can click, and have the participant stop moving the mouse. You will then click on the remote control drop down and choose to *take back control*. You now have control of your mouse.



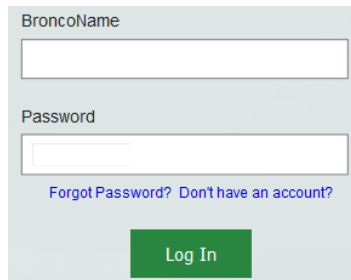
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Kaltura

Kaltura is a product that creates accessible transcripts for videos. After Kaltura works it's magic, your video is made available in the cloud using a URL link, which you can share with others.

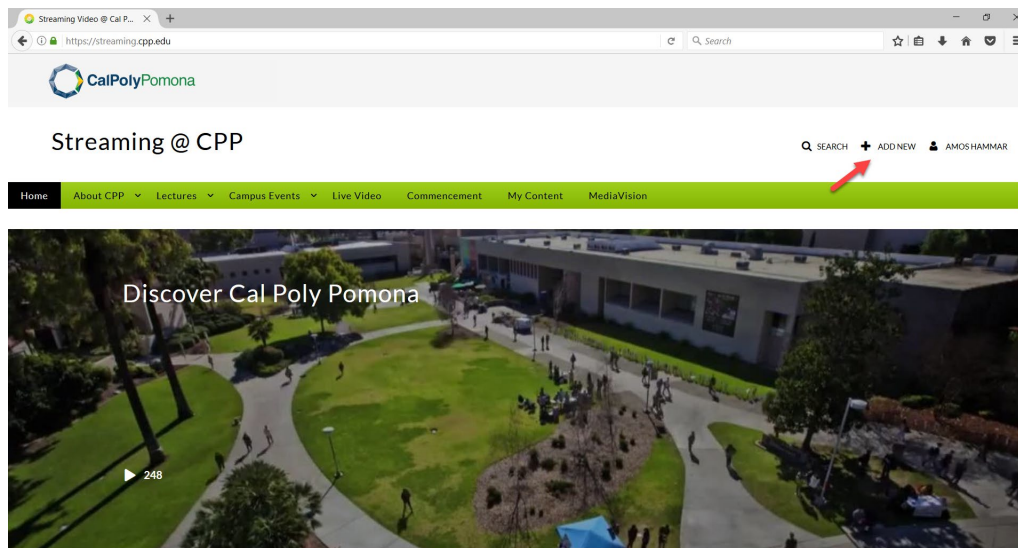
To get started, navigate to <https://streaming.cpp.edu/> Hover your mouse over the Guest icon on the left of the screen and select **Login**

When prompted, enter you **Bronco Name** and **password** into the log in box.

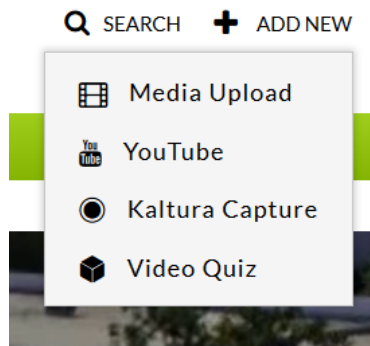


A login form with two input fields: "BroncoName" and "Password". Below the fields are two links: "Forgot Password?" and "Don't have an account?". A green "Log In" button is at the bottom.

Click the **+ Add New** option next your name in the top left of the screen

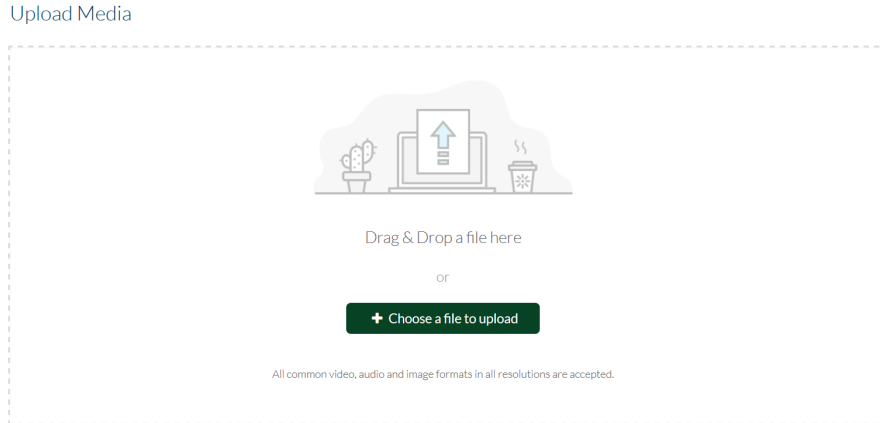


From the options menu, select the **Media Upload** feature

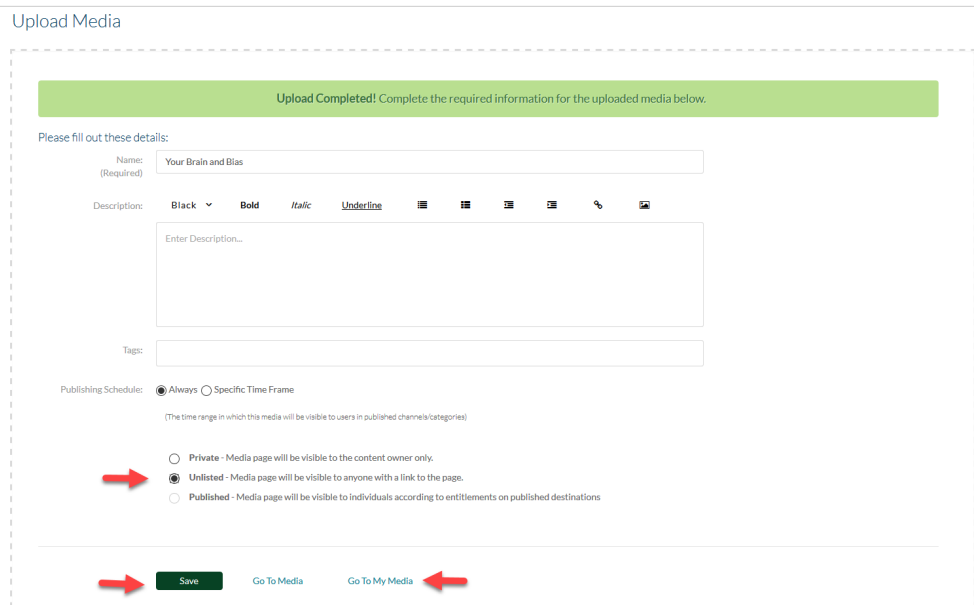


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Next, **drag and drop** a video file or select the **+ Choose a file to upload** button



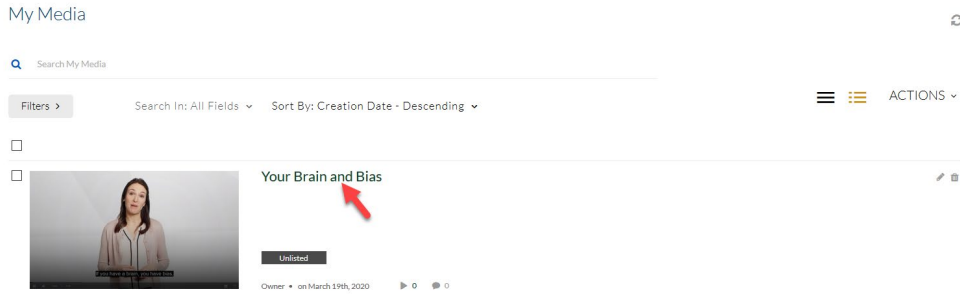
Once your video has been uploaded to Kaltura, you will see message at the top of the screen indicating its completion. If you want your video to be viewable by anyone, select the option under Publishing Schedule that says: **Unlisted** - Media page will be visible to anyone with a link to the page and then click **Save**.



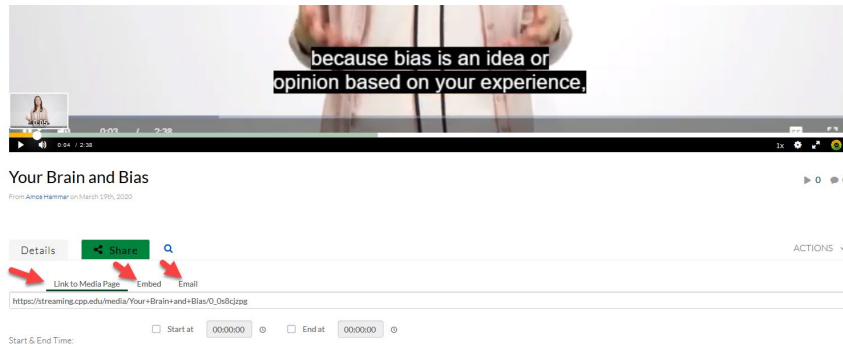
To view you new video, click **Go To My Media**, next to **Save**

From the My Media screen, you can click on the name of your video to view this content

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Just below the video player, click the **Share** button to see shareable options for your video



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Troubleshoot audio problems if they arise

Zoom: Troubleshoot Audio Echo or Feedback in a Meeting

If you are hearing feedback or echoes in your meeting, that means there is a device in the meeting that is channeling your audio back.

There are **3 main causes** of audio echo or feedback in a Zoom meeting:

1. A participant has both the computer and telephone audio active
2. The speakers on participants' computers or telephones are too close to each other
3. There are multiple computers with active audio in the same conference room

Case 1: A participant has both the computer and telephone audio active

If you join from a computer and call in from the telephone, please make sure you either:

Enter your participant ID when calling in, or enter #participant ID# when already in the call Or, use the Audio Settings caret to the right of the Mute/Unmute button to manually Leave Computer Audio.



Case 2: Participants with computer or telephones speakers that are too close to each other

If another participant is too close to you, and both of you have speakers on, either hang up one of the telephone connections or select Leave audio conference on one of the computers.

Case 3: Multiple computers with active audio in the same conference room

If you are in a conference room with multiple devices, disconnect your computer audio from the other devices. Muting your speaker is not enough.

- On a PC or Mac: Select Audio Options > Leave Computer Audio
- On an Android or iPhone: Select Disconnect

To figure out which attendee is causing the echo:

- Mute Options:
 - The host can mute the attendees one at a time
 - The host can mute all of the attendees at once
 - Attendees can mute themselves
 - Un-mute one attendee at a time.