



Zoom Setup

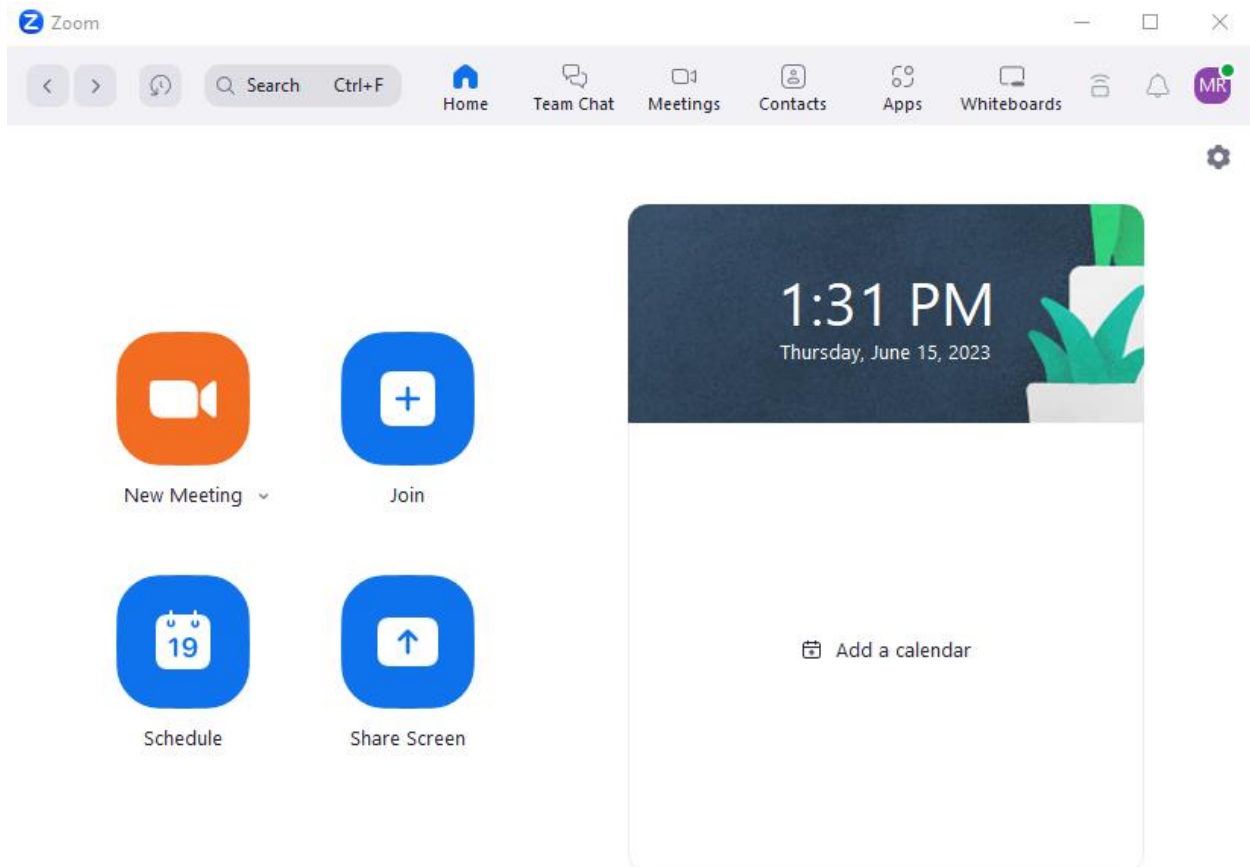
Finding and/or Installing Zoom

To set up a Zoom conference, navigate to the Zoom icon on your desktop, or search for the "Zoom" app from the Windows search pane (Windows Key), or through Macs Finder app (Command+F).

Zoom should already be installed by default on all CPP computers, if it is not it can be found through Software Center – CPP's main installation application. Otherwise, it can be found here: (<https://zoom.us/download>)

Starting a Meeting

Open Zoom and login using your Bronco username, password, and DUO MFA. Once logged in, you can either start a new meeting, join a meeting (Meeting ID required), Schedule a new meeting, or screen share (Sharing Key or Meeting ID required).



Additionally, a Zoom link could already be part of a Calendar invite through Outlook, Microsoft Teams, or Google.



Audio Devices

Once you start a new meeting, you will be prompted to set up your Audio Device.

Z Choose ONE of the audio conference options ✕

Phone Call **Computer Audio**

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining

Selecting "Join with Computer Audio" will most likely work for your setup, but if you are unsure if the devices linked are the correct ones you can click "Test Speaker and Microphone".

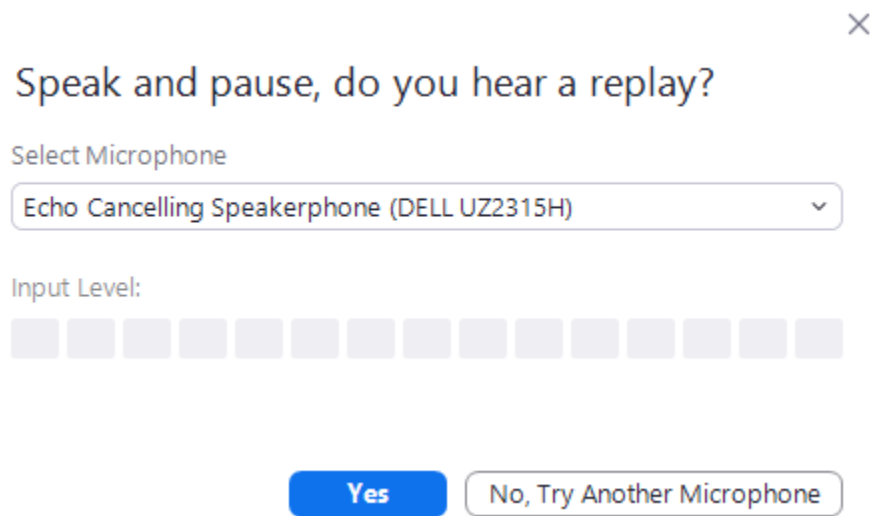
Do you hear a ringtone?

Select Speaker Testing 3/4

DELL UZ2315H (HD Audio Driver for Display Audio) ▾

Output Level:

Zoom will start helping you identify your speaker by playing a ringtone. Select the appropriate device from the speaker drop-down menu until you hear the audio projecting from the correct source then click "Yes".

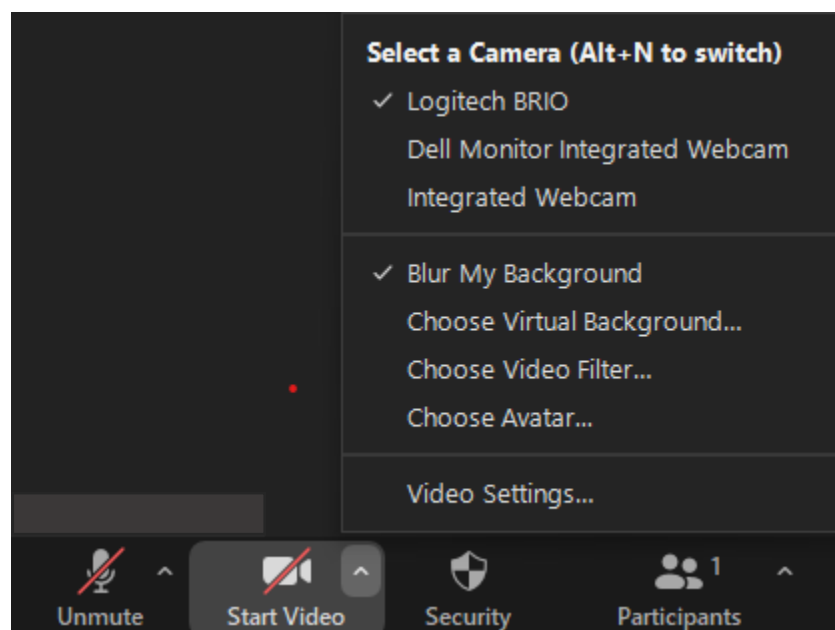


Next you will identify the correct microphone by selecting a source from the drop-down menu and speaking until you can see the input level meter react to your voice and Zoom replays your audio snippet.

Click "Yes", then "End Test", and finally "Join with Computer Audio".

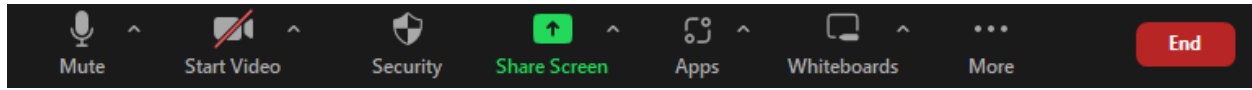
Video Devices

While in the meeting, you will typically be prompted to select a camera you want to use for video in the same format as the audio devices. If that prompt doesn't populate click on the "^" icon next to the "Start Video" button on the bottom left of the Zoom window.





Basic Zoom Settings



Button	Operation	Additional Options (^ icon)
Mute	Used to Mute or Unmute audio.	<ul style="list-style-type: none"> Select microphone input Select speaker output Test speaker and microphone Switch to phone audio (Zoom will prompt you for your phone number) Other audio settings
Start / Stop Video	Used to Start or Stop your camera feed.	<ul style="list-style-type: none"> Camera selection Virtual Backgrounds Video filters Virtual avatars Other video settings
Security	This is where permissions can be allocated to participants such as screen sharing, muting audio, renaming themselves as well as meeting options enabling or disabling whiteboards and third part applications.	N/A
Share Screen	Share your screen – this can either be your entire screen, a portion of a screen, a particular app window, or a file.	<ul style="list-style-type: none"> Screen sharing permissions. Allow multiple participants to share simultaneously.
Apps	These apps add functionality to your zoom meetings like timers, virtual backgrounds, or donations.	Permission settings for app sharing
Whiteboards	A virtual whiteboard with templates for sharing live content, much like a normal whiteboard.	Permission settings for whiteboard
More	Options for viewing participants, inviting others, accessing the meeting link, chat, local recording, and captioning.	N/A
End	End or leave the meeting (meeting hosts will end the meeting for all unless host permissions are transferred to another party).	N/A