

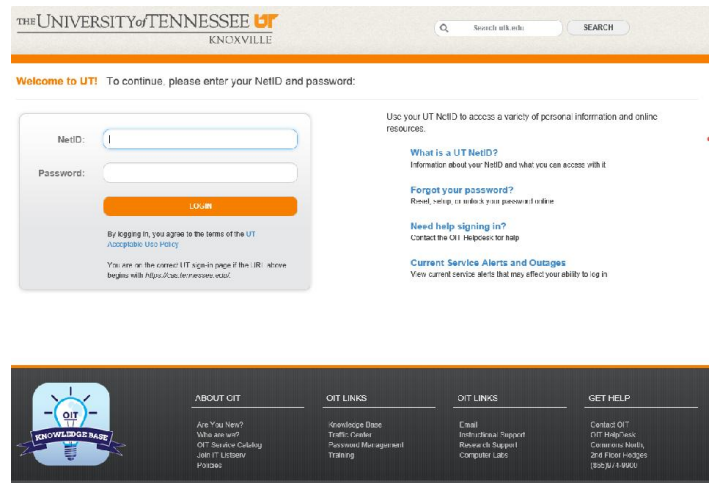
# Getting Started with Zoom

The Institute of Agriculture has recently purchased a site license for a new cloud-based video conferencing service known as Zoom. If you have ever connected to a GoToMeeting, WebEx, Fuze, Adobe Connect, or even Blackboard Collaborate, you should find Zoom familiar and easy to use.

## These steps will get you up and running with your new Zoom account.

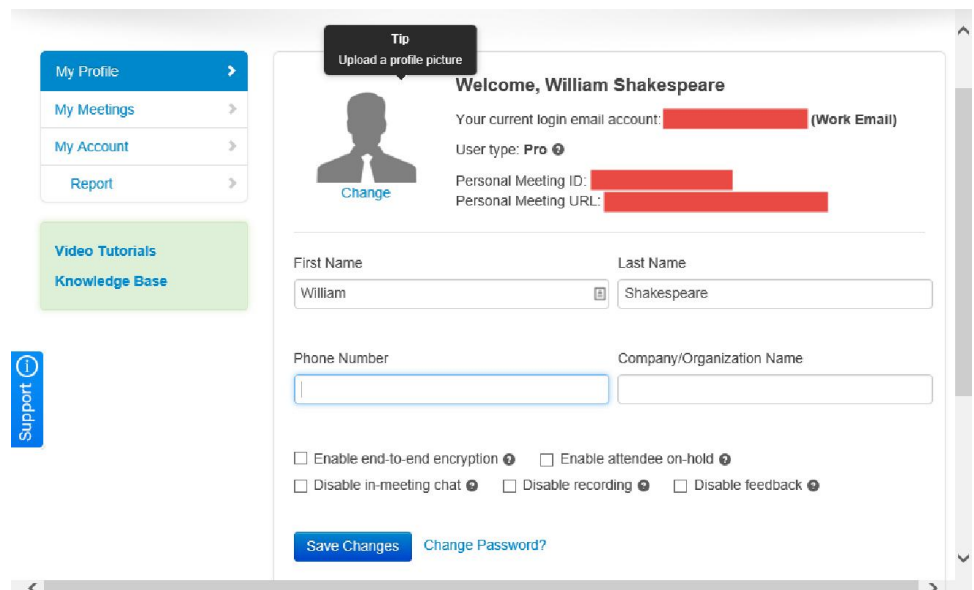
First, in a web browser, go to <https://utia.zoom.us>, then click the **Login** button in the top right-hand corner of the screen. You will be taken to the UT NetID Single Sign On Portal, shown here.

Sign in with your **NetID** (not your email address) and **NetID Password** and click the **Login** button.



The screenshot shows the UT NetID Single Sign On Portal. At the top, it says "THE UNIVERSITY of TENNESSEE UT KNOXVILLE". Below that, there's a search bar. The main heading is "Welcome to UT!" followed by "To continue, please enter your NetID and password:". There are two input fields: "NetID:" and "Password:". Below these is a blue "Login" button. To the right of the login fields, there are several links: "What is a UT NetID?", "Forgot your password?", "Need help signing in?", and "Current Services Alerts and Outages". At the bottom, there's a navigation bar with "ABOUT OIT", "OIT LINKS", and "GET HELP" sections.

Uploading a profile picture here will enable that picture to be used during video conferences when your video is disabled.



The screenshot shows the Zoom user profile page. On the left, there's a sidebar with "My Profile", "My Meetings", "My Account", and "Report" buttons. Below that is a "Video Tutorials Knowledge Base" section. A "Support" button is also visible. The main content area has a "Tip" box that says "Upload a profile picture". Below that is a "Welcome, William Shakespeare" message. It shows the user's current login email account (redacted), user type "Pro", personal meeting ID (redacted), and personal meeting URL (redacted). There are input fields for "First Name" (William) and "Last Name" (Shakespeare). Below that are input fields for "Phone Number" and "Company/Organization Name". At the bottom, there are checkboxes for "Enable end-to-end encryption", "Enable attendee on-hold", "Disable in-meeting chat", "Disable recording", and "Disable feedback". There are "Save Changes" and "Change Password?" buttons.

## Installing the Zoom app (desktop or mobile)

Using Zoom with a Windows PC, Mac, or mobile device (iOS or Android) requires the installation of an app. If not previously installed, Zoom will prompt you to download and install the app when it is needed.

Zoom users can also install the app in advance of using the service to join or host a meeting by going to <https://utia.zoom.us/support/download>

An app is also available for iOS from the [Apple App Store](#) and for Android from [Google Play](#). At either location, search for “zoom”.

## Using the Zoom app

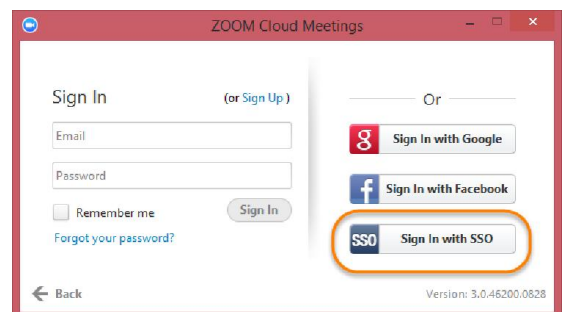
Once you’ve installed the client, launch Zoom by clicking on the icon



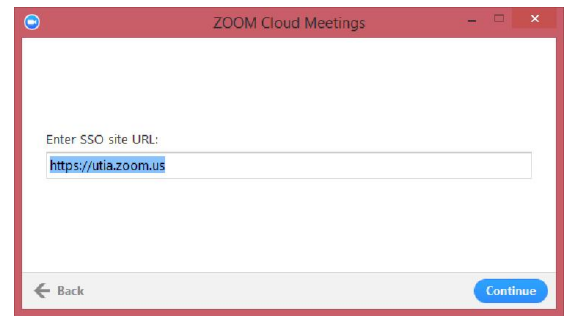
When you launch Zoom for the first time, you will be asked if you want to join or sign in. Click **Sign In**.



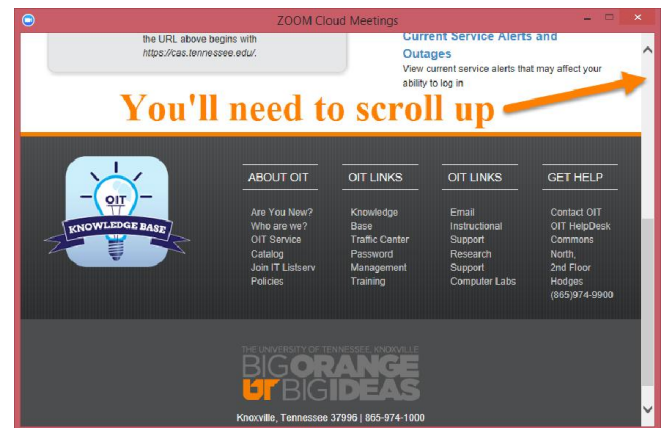
Click the **Sign In with SSO** button on the right. Do not enter your email address and password on the left.



When prompted for the SSO site URL, enter <https://utia.zoom.us> and click the **Continue** button.

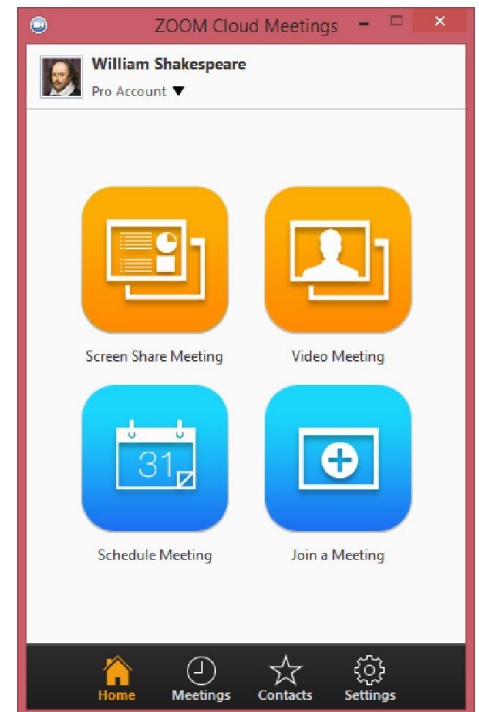


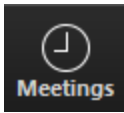
You will need to scroll up at the next window, then you can enter your **NetID** and **Password** and click the **Login** button.



Once logged in, you will be presented with the main Zoom window. At this point you can:

- Click on **Screen Share Meeting** to start a meeting sharing your desktop or application.
- Click on **Video Meeting** to start a video meeting.
- Click on **Schedule Meeting** to setup a future meeting.
- Click on **Join a Meeting** to join a meeting that has already started.
- Click on **Meetings** to start or edit a meeting you already have scheduled





## Meetings

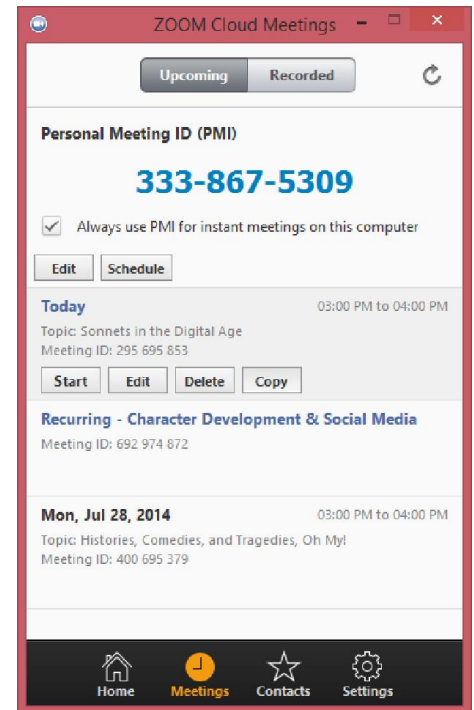
The *Meetings* tab displays your upcoming or recurring meetings. The *Recorded* tab allows you to view previously recorded meetings.

You will also find that a **Personal Meeting ID (PMI)** is assigned to you automatically as a permanent virtual meeting room. You can start it at any time or schedule it for future use.

Your Personal Meeting ID becomes your Personal Meeting URL as well, for example:

<https://utia.zoom.us/j/3338675309>

You can customize the 10 digit PMI to something more personal and easy to remember, such as your office phone number. To customize, hit the Edit button below the PMI to change it.



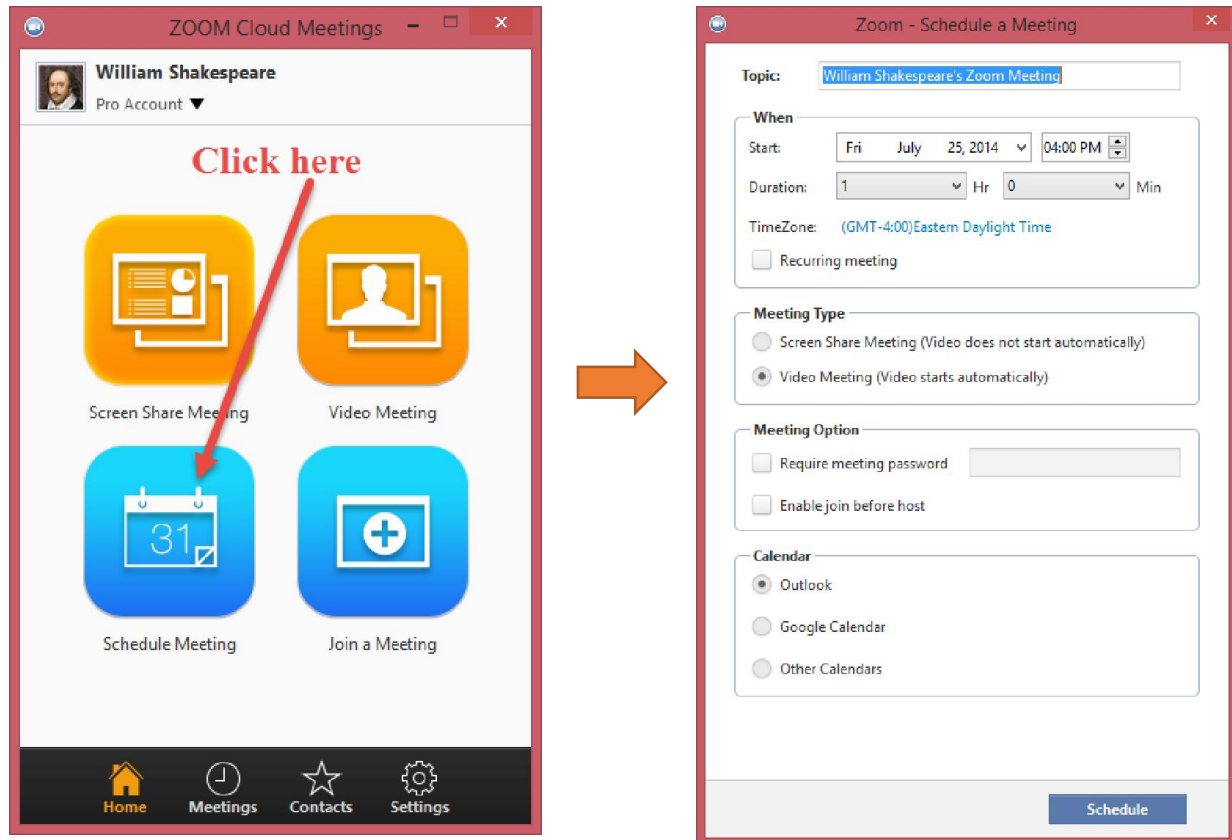
To take action on a scheduled meeting, choose one of the following options:

- **Start:** Starts the pre-scheduled meeting listed in your upcoming meetings.
- **Edit:** Edit or update your scheduled meeting.
- **Delete:** Selecting delete will permanently delete your scheduled meeting.
- **Copy URL:** Copy the web link for the meeting so you can paste it into an email or IM.

Note: if you do not see your scheduled meeting, click the refresh icon in the upper right-hand corner to update/refresh the meeting list.

# How to Schedule a Meeting in Zoom (Individual and Recurring)

To schedule a meeting, you must first log in to Zoom, and then click on the **Schedule Meeting** icon (see below).



Once you have opened the Zoom scheduler, use the following options to help setup your meeting:

- **Topic:** Enter a meeting topic. The topic will appear in your Meetings list and is also used for as the subject of the meeting invitation, so be sure to choose a meaningful name.
- **When:** Select a date and time for your meeting.
- **Recurring:** Choose this if you want the meeting ID to be persistent for the recurring meetings so that attendees can use the same link for every instance of the meeting. Recurring meeting links are valid for one year from the date of creation.
- **Video Meeting:** Start your meeting in video mode, using your webcam.
- **Screen Sharing Meeting:** Start your meeting in screen sharing mode (no video).

- **Password:** You can select and input a password here so that users will need the password to join your meeting. Setting a meeting password is optional.
- **Enable join before host:** Allow participants to join your meeting before you.
 

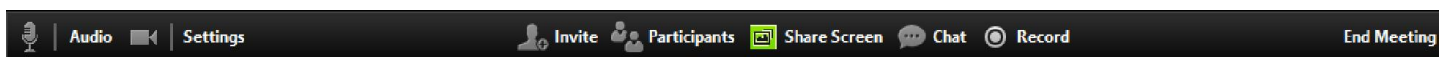
NOTE: If you choose this option:

  - And enter the meeting without logging into your Zoom account beforehand, you will join only as a participant like everyone else. Any controls available only to the host will not be available to you (e.g., the ability to mute the microphones of participants or to allow someone else to control the presenter's mouse).
  - Participants will potentially be able to see and talk with one another before you arrive, and indeed whether you arrive or not. Depending on your use-case, this may or may not be desirable.
- **Calendar:** Choose what calendar type via which you wish to send your meeting invitation. You should select Outlook.

After you have finished setting up your scheduled meeting, click the **Schedule** button on the lower right-hand side of the menu.

## The Zoom Menu Bar

Once you have started your Zoom meeting, several actions are available from the menu bar located at the bottom of the meeting window.



- Mute and unmute your audio
- Stop and start your video
- [Configure your settings](#)
- [Invite more people](#) to join via email, IM, SMS (mobile users), or meeting ID
- [Share Screen](#) – either your entire desktop or a specific application window
- Manage Participants
- Group or Private Chat
- Record the meeting
- Leave or end the meeting

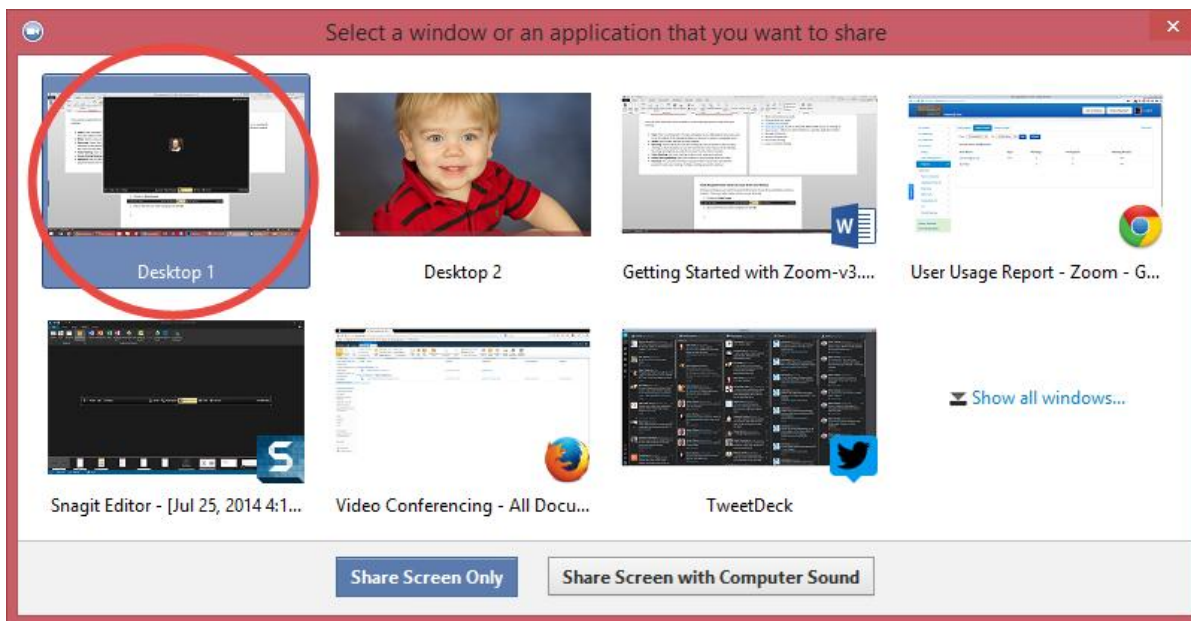
## Switching Between Views (Screen Share and Video)

During a meeting you can switch back and forth between Screen Share and Video as often as needed. If you are in video mode, switch to screen share by:

1. Clicking on **Share Screen**:

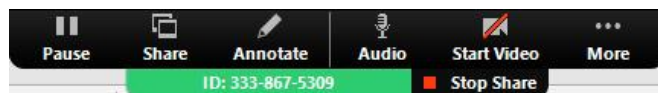


2. Click on the item you wish to display and click either Share Screen Only, or Share Screen with Computer Sound, depending on your needs.



If you are sharing your screen, you can switch to video mode by:

1. Clicking **Stop Share**:



2. The view immediately switches back to video.

# What to Know About Audio

## Feedback

Audio Feedback sometimes occurs during large group meetings, but there are a few things you can do to prevent (or at least minimize) distracting feedback.

- Ask participants to mute their lines until they are ready to speak.
- Mute all participants if needed.

## How to Mute Your Audio

Your own audio is muted by clicking on the microphone in the lower left-hand corner of the meeting window.



## How to Mute Others

As the host, you can mute others.

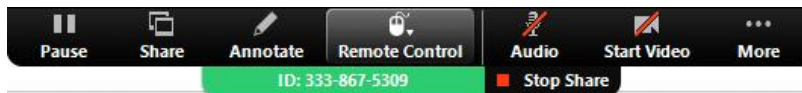
- Mute an individual by rolling over a name in the participant list and clicking on **Mute**.
- Mute all participants at once by clicking on the **Mute All** button.



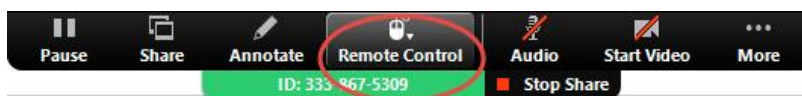
# How to Give Mouse and Keyboard Control

While Screen Sharing in a Zoom meeting, you can give mouse/keyboard “Remote Control” to another participant in the meeting.

1. Locate the sharing/annotation menu at the top of the screen:



2. Then select **Remote Control** and choose a participant’s name:



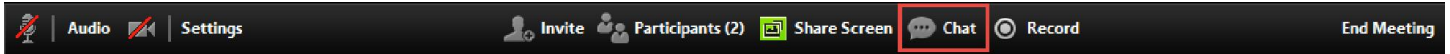
3. Regain control over mouse and keyboard simply by clicking anywhere on your screen.



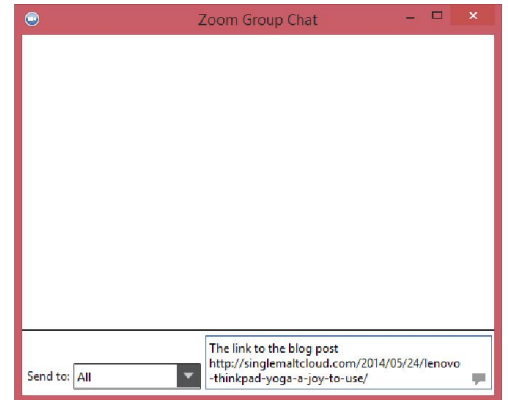
# Chat

The chat feature provides you and your participants the ability to chat during the session. You can send messages privately to an individual participant or publicly to all participants.

1. Click on **Chat**:



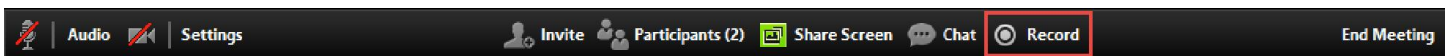
2. Type a message and hit **enter** on your keyboard to send. You can message an individual participant via private chat by selecting his/her name from the **Send to** drop down menu before you send the message.



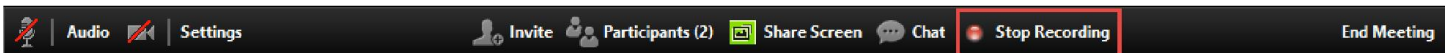
# How to Record a Meeting

To record a meeting, you'll need to either be the host, or the host must grant permission to record.

1. Record the meeting by clicking on the **Record** button.



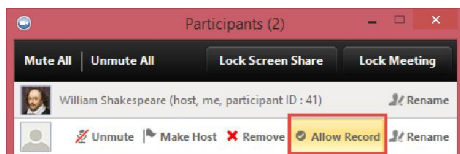
2. Click **Stop Recording** to end the recording. This ends the recording, not the meeting.



3. After the meeting, you'll find the recorded session listed in **Meetings** under the **Recorded** tab.

- **Play Video:** Plays the saved meeting with your default media player.
- **Open:** Opens the folder where the recording is saved.
- **Delete:** Erases the stored meeting from the list in your Zoom client, but not from the saved location on your computer.

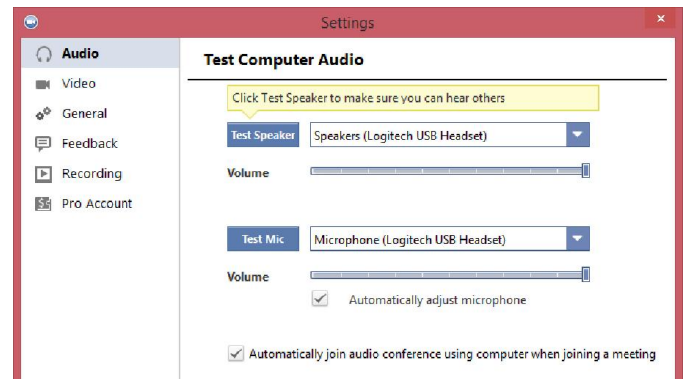
4. You can allow other participants to record your meeting by rolling over their names in the participant list and clicking on **Allow Record**.



## How to Configure the Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking **Settings**, you have the following options:

- **Audio:** Test, select, and adjust your speakers and microphone.
- **Video:** Test and select your video camera.
- **General:** Select additional preferences.
- **Feedback:** Send questions, comments, or feedback directly to Zoom.
- **Recording:** Here you can browse/open your stored recordings. All recordings are stored on your local device/computer.
- **Account:** Here you can upgrade your account or manage your account details. Note – All UTIA users already have Pro accounts.



## How to End a Meeting

Conclude the meeting by clicking **End Meeting** in the bottom right-hand corner of the menu bar:

