ZOOM TELECONFERENCE USER GUIDE

This user guide is intended to provide you enough information for you to get started with Zoom. It will help you from account setup, to installing convenient tools you will require to schedule Zoom meetings, then how to host/attend Zoom meetings. At the end of this document, there are links to the handy online Zoom support and training resources including short videos that are a few minutes each and handy if you would prefer to work through a live video tutorial than read information.

## 1. Sign Up With Your BGS Email For A Zoom Account

It is a pre-requisite that you create a Zoom account if you intend to host any Zoom meetings.

1. Sign up with your school email ID for a new free account at Zoom: https://zoom.us/signup
2. Click on the activation email you will receive shortly after signup, and enter your name/desired password to finish off the account setup.
4. Once registered you'll see a Personal Meeting URL. You can keep this handy somewhere, as it can be useful to refer back to your personal URL to setup meetings moving forward if necessary.

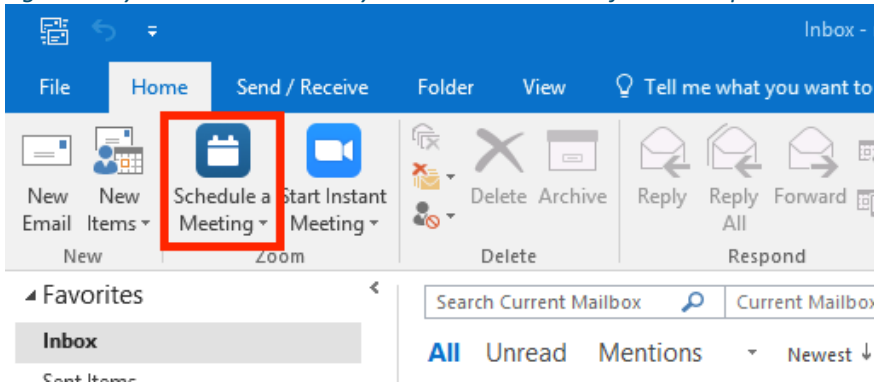## 2. Install Zoom plugin to Outlook (schedules Zoom meetings from your calendar):

Installing the Outlook plugin will allow you to conveniently schedule (or update) any meetings in your Outlook calendar with one-click to create a Zoom meeting.

1. Download the **Zoom Plugin for Microsoft Outlook** from the Zoom website: https://zoom.us/download
2. Once the download is complete, run the MSI file and follow the install wizard to complete the installation. You will need to **restart Outlook** before using the Plugin. Then you will see the new Zoom icons on the ribbon:
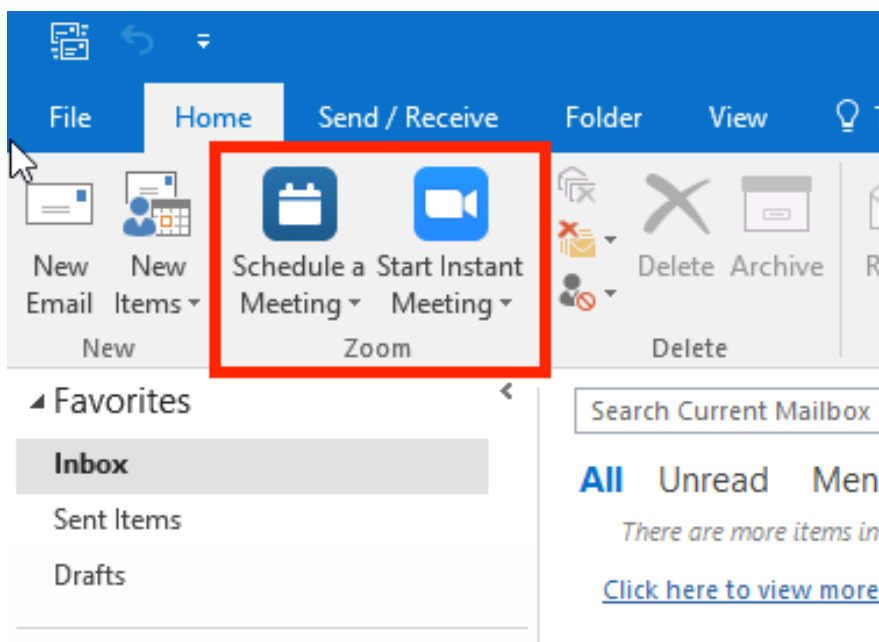
3. How to Schedule a Zoom meeting via Outlook:

1. Click the **Schedule a Meeting** button from your toolbar as installed from the plugin*
   note you need to have signed into Zoom for it to associate to your Outlook. By checking the sign-in option "Stay signed in" you will automatically connect via Outlook for this step to work.

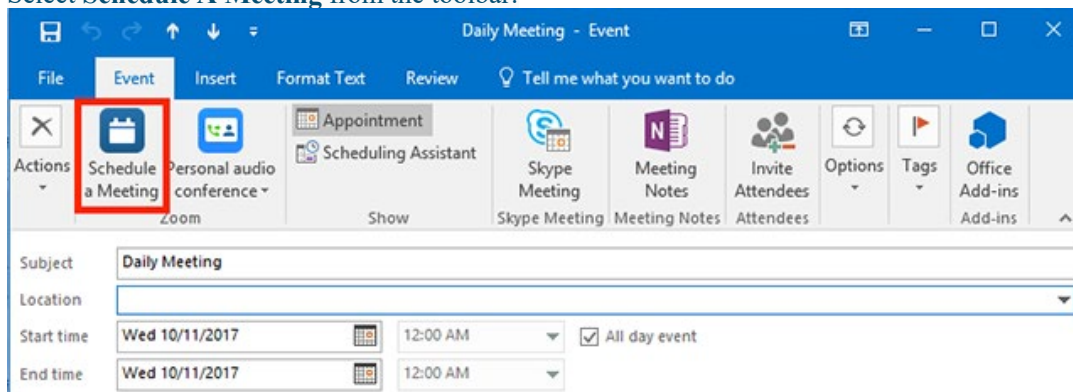2. Select your desired Zoom settings for scheduling a meeting:

- ○ **Video - Host**: If you select on, the host's video will be automatically started when starting the meeting. If you choose off, the host's video will be off, but they will be able to turn it on.
- ○ **Video - Participant**: If you select on, the participant's video will be automatically started when joining the meeting. If you choose off, the participant's video will be off, but they will have the option to turn it on.
- ○ **Audio Options**: Choose whether to allow users to join using Telephone only, Computer Audio only, Telephone and Computer Audio, or 3rd Party Audio (if enabled for your account).
- ○ **Require meeting password**: Enter a password if you want to require participants to enter it to join the meeting.
- ○ **Enable join before host**: Allow participants to join the meeting without you or before you join.
- ○ **Mute participants upon entry**: If join before host is not enabled, this will mute all participants as they join the meeting.

- Use Personal Meeting ID: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Recording the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) instead of cloud for best performance.
- **Force include Join URL in location field**: This will include the join URL in the location field even if you attempt to remove it.
- **Insert meeting details above the invite:** Insert the Zoom meeting details at the top of the meeting invite (before any custom text entered in the meeting invite).
- **Select a language to send invitation**: This option allows you to choose the language you would like the Zoom invite to be in.
- **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
- **Save and do not show again**: Check this if you would like to use these same settings as a default for other meetings going forward. The settings window will not pop up and you will need to manually open it to edit the settings.

3. Click **Continue**.
The calendar invitation will automatically generate with the Zoom meeting information.
Note: You can cancel the Zoom meeting or change the settings of the Zoom meeting in the calendar invitation by selecting the corresponding buttons in the menu.

4. Making an Existing Meeting into a Zoom meeting:

1. Open any existing calendar meetings or events that you have setup in Outlook*
note: you will NOT see Zoom options to change the Meeting/Event if you are not the organizer of the event.
2. Select **Schedule A Meeting** from the toolbar:

3. Select your desired Zoom settings for scheduling your meeting. Refer to the *Scheduling a Meeting* section prior for full details.
4. Click Continue. The invitation will now automatically fill-in the Zoom dial in link and details.
5. Click Save & Close.

5. Joining a Zoom Meeting – as a Host

As the host who created the Zoom meeting from your account, you can join your meeting via a number of different methods: by clicking the meeting link; going to the web URL: join.zoom.us and entering in the meeting ID; or if you have downloaded the Zoom desktop app, you can click on Meetings to see all your upcoming meetings to select from, or click Start to join using your personal message ID.
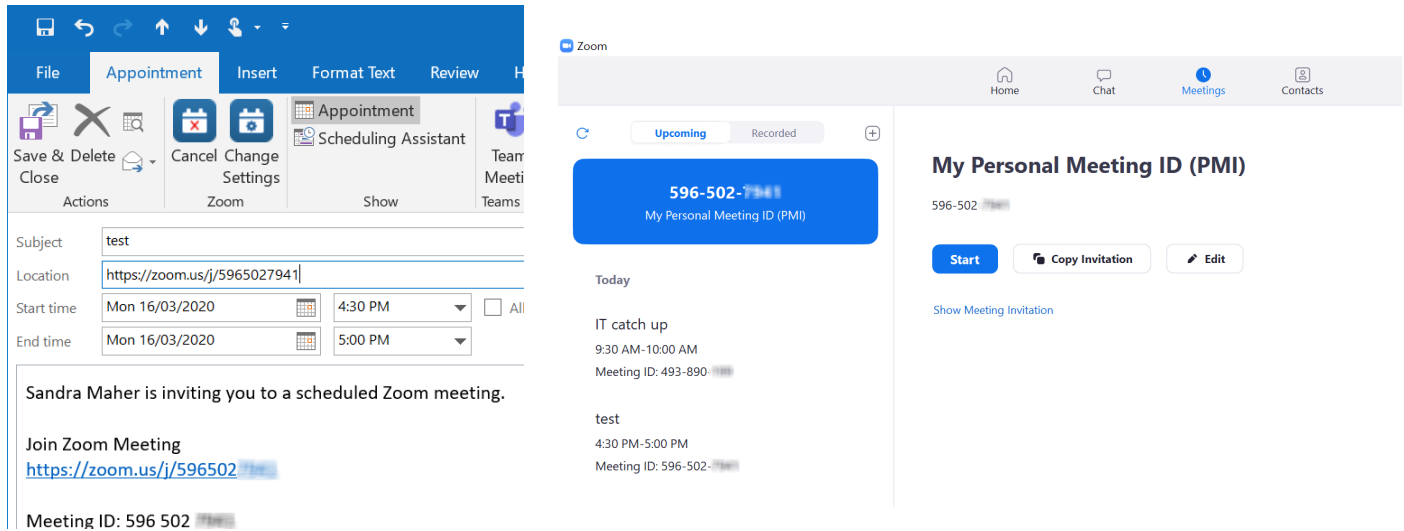
The host who scheduled the meeting will have the following main controls will appear at the bottom of your screen if you are not currently screen sharing.
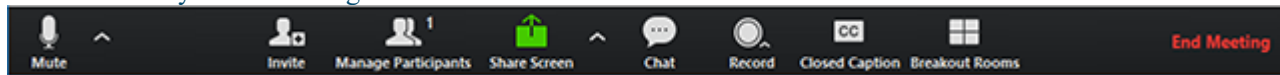
- **Mute/Unmute**: This allows you to mute or unmute your microphone.
  - Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
  - TIP if you have a lot of background noise from participants, you can pop up the Mute options ^ and select to mute all (or selected) participants so all attendees can hear clearly. Meeting courtesy is to keep your microphone muted if you do not need to speak.
- **Start/Stop Video**: This allows you to start or stop your own video.
  - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Invite**: Invite others to join your meeting.
- **Manage Participants**: Opens the Participants window.
- **Share Screen**: Start sharing your screen. You will be able to select the desktop or application you want to share. Ensure you have your desired document(s) ready and anything private closed.
- **Screen Share controls** (click ^ next to **Share Screen**): Select who can share their screen in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.
- **Chat**: Access the chat window to chat with the participants.
- **Record**: Start or stop a cloud or local recording.
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

6. Joining a Zoom Meeting – as a Participant

You can join a meeting by clicking the meeting link or going to the web URL: join.zoom.us and entering in the meeting ID.

When you click on the link, you can join using your computer audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. If you have background noise or are taking part in confidential Zoom meetings, you may wish to use headphones (they will require a microphone, for example iPhone headphones)

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.
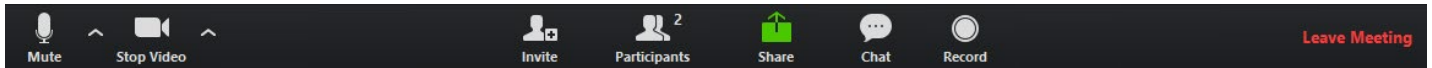
Attendees have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
  Audio Controls (click the **^** arrow next to Mute / Unmute to pop out): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
- **Start Video** / **Stop Video**: Turns your webcamera on or off.
  Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled, or access your full video settings.
- **Invite**: Invite others to join your meeting
- **Participants**: See who's currently in the meeting.
- **Share Screen**: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- **Chat**: Access the chat window to chat with the participants without verbally interrupting
- **Leave Meeting**: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

7. ONLINE ZOOM TRAINING RESOURCES:

https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions