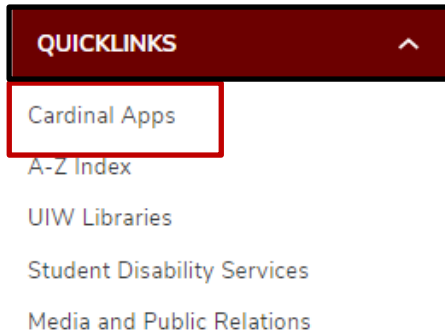


Zoom Set-up and Meeting Controls



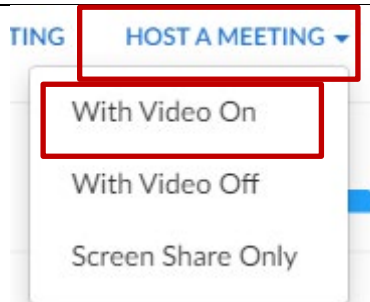
1. Go to www.uiw.edu and click **MENU** (located on the top-left of the screen)



2. Click **Quick Links**
3. Click **Cardinal Apps**



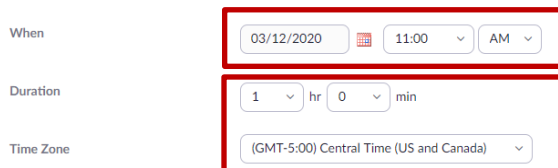
4. Locate the **Zoom App** and click it



5. In the upper right, click **HOST A MEETING**
6. Choose a **Video Option** – we suggest *With Video On*

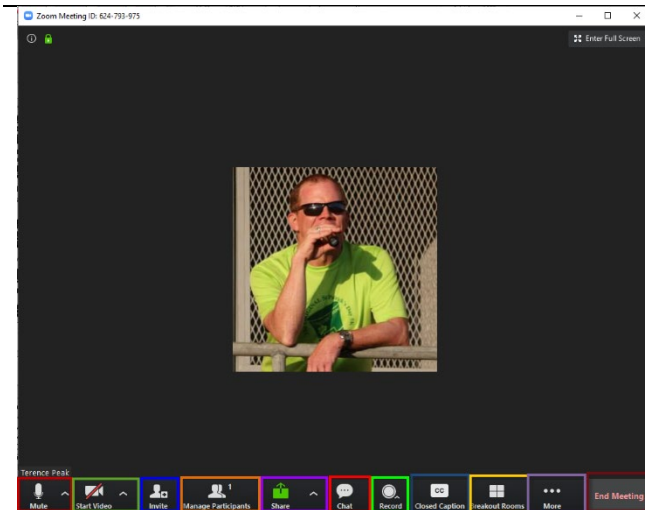


7. You may also schedule a meeting for a future date. Click **SCHEDULE A MEETING**



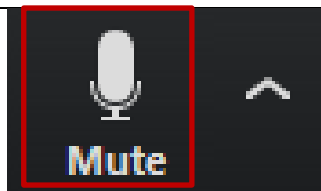
8. Set the **date and time**
9. **Duration and time zone** are pre-set at defaults and *do not need to be changed*
10. Click **Save** to schedule the meeting.

You will receive notification before the scheduled meeting start time that the meeting will begin soon.



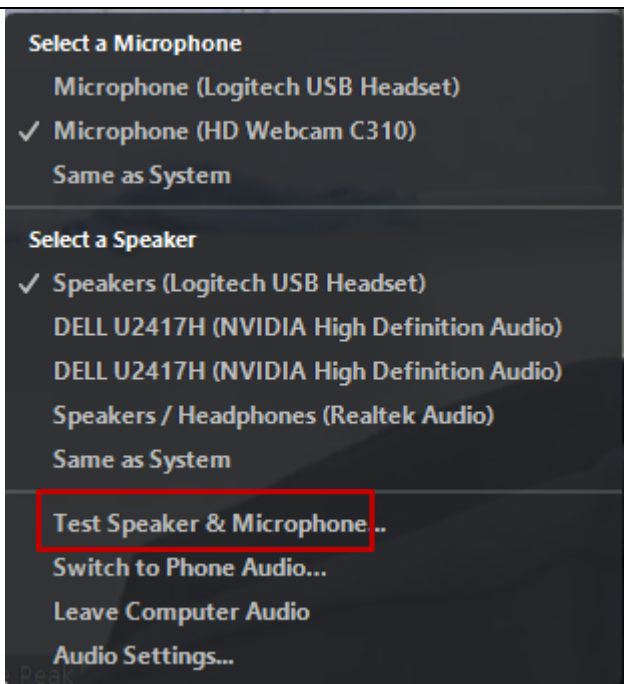
The *Zoom meeting screen opens* There are several options available at the bottom of the screen. The following should be reviewed before continuing


- **Mute**
- **Video**
- **Invite**
- **Manage Participants**
- **Share**
- **Chat**
- **Record**
- **End Meeting**

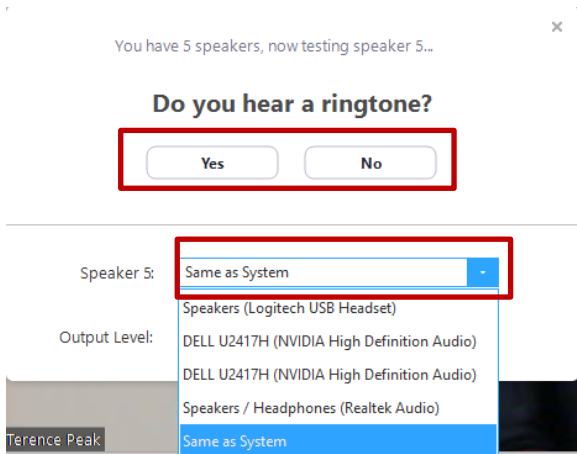


Mute:

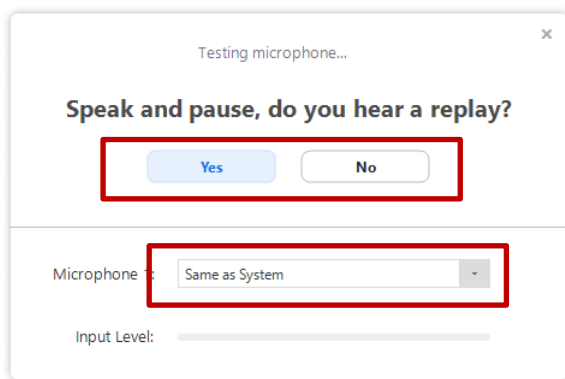
If the button reads **Mute**, then the audio is on. If the button reads **UnMute**, the audio is off.



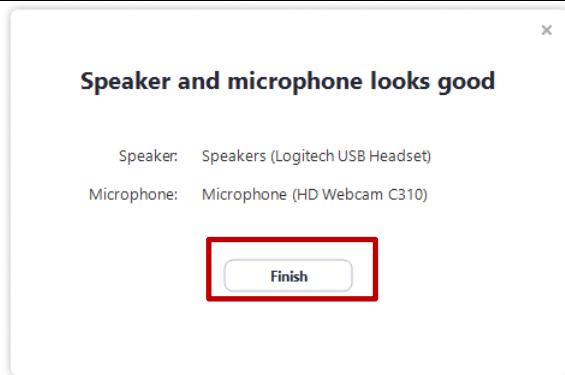
1. Testing the speaker and Microphone (Test before each meeting)
2. Click the **edit button** 
3. Click **Test Speakers & Microphone**



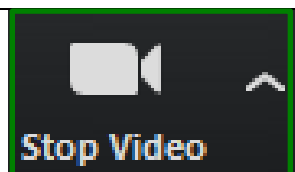
4. A *ringtone* will play if you hear it click **yes**
5. If you don't hear it, click **No**, then check to see if the speaker is set to *Same as System*.
6. If it is set to Same as System and *does not work*, **please contact the help desk at 2721**
7. If it is not set to Same as System, click the **drop-down list**
8. Change the setting to **Same as System**
9. *Run the test again*



10. *Speak and pause.*
11. In a few seconds, your voice will playback. If you hear it click **Yes**
12. If you don't hear it, click **No**, then check to see if the speaker is set to *Same as System*.
13. If it is set to Same as System and *does not work*, **please contact the help desk at 2721**
14. If it is not set to Same as System, click the **drop-down list**
15. Change the setting to **Same as System**
16. *Run the test again*



17. Click **Finish**



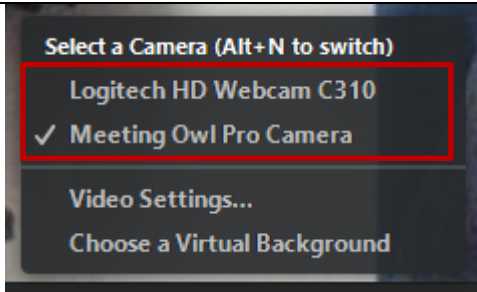
Video and Gallery View


If the button reads **Stop Video**, video is running

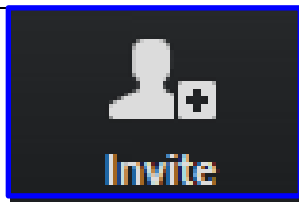
If the button reads **Start Video**, then the video is not running

A key feature of Zoom is the *Gallery View*. Gallery View allows up to 49 participants' images to be displayed on the screen at one time

The Gallery View is only available if video is turned on

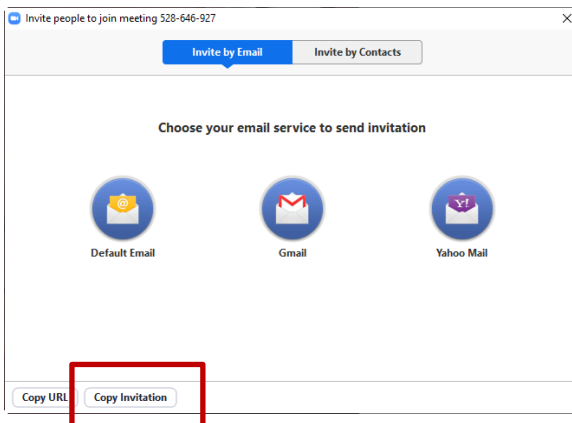


1. Next to Video, click the **Edit** button

2. **Select a camera.** (use the built-in camera or your external camera)



Invite

To invite participants after the meeting begins, click **Invite**

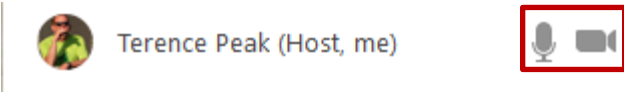


3. On the next menu, click **Copy Invitation**
4. Open your email and **paste** the invitation into the body of the email
5. Address and send the email to the intended participants (*better yet, use the email option in Blackboard*)



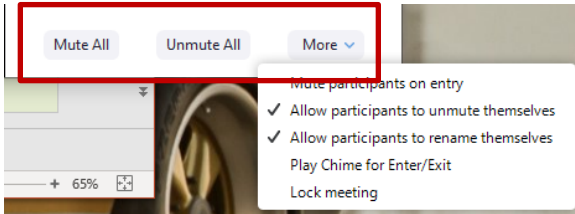
Manage Participants

Click **Manage Participants** to open up a window to the left of the Zoom screen. This window lists the meeting's participants



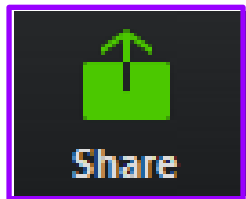
The names of the *host* and the *meeting attendees* appear on the attendees' list

1. Click the **microphone** to *mute and unmute* the attendees
2. Click the **camera** to turn attendees *video camera on or off*



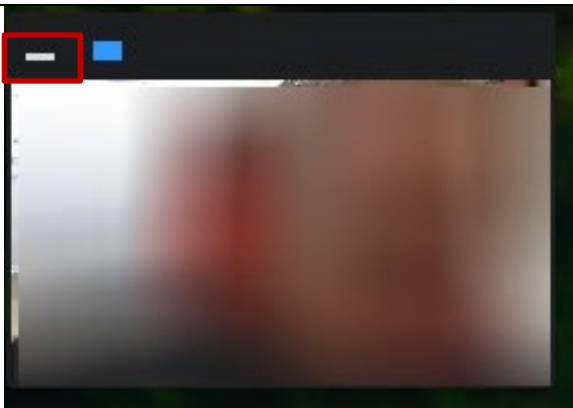
3. At the bottom of the screen, there are controls to **mute, unmute**, among other settings
4. Attendees have a slightly different set of options including the ability to *raise their hand*

Share



Share allows the meeting organizer to share their computer screen. Once in the share mode, the window minimized and the menu appears at the top of the screen

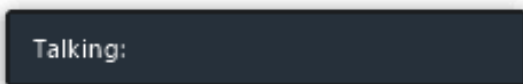
The host can share any content on a shared screen, including a presentation, website, or the integrated whiteboard



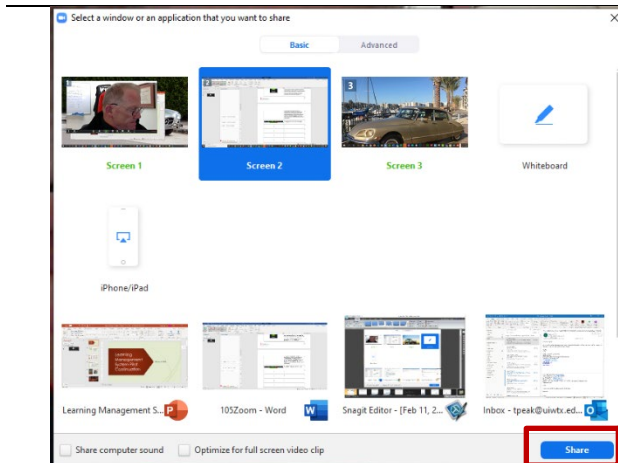
Host screen when sharing (maximum size)

Screen size settings

- When sharing is active, the host video screen is reduced in size and is viewable in the upper right-hand corner of your monitor
- This smaller screen icon can be moved so that it is less obtrusive
- The screen only shows the speaker when the gallery view is on
- This view can be further minimized to show only who is speaking
- This option is only available *if the video option is turned on*



Host screen when sharing (minimum size)

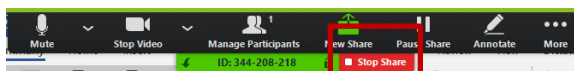


To share the screen

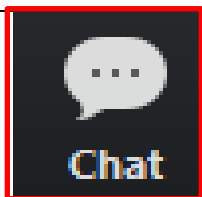
1. Click **Share**
2. Choose a **display (screen)** to share
3. Click **Share**

Note that the share screen controls are moved to the top of the screen

The shared screen is denoted by a *green border*



4. To stop sharing, click **stop share**



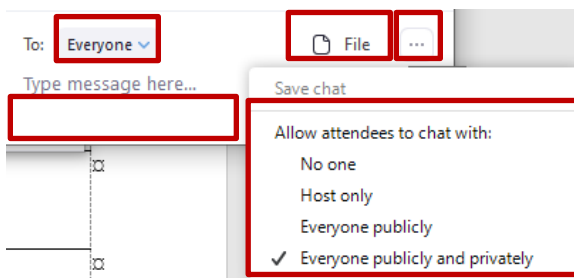
Chat


Chat allows users to text with the meeting host or other meeting participants

Click **Chat** to open up a window to the left of the Zoom screen. This window lists the meeting's participants

All of the event participants will be listed within the window

At the bottom of the chat window are the *chat options*:



- Type your message in the space labeled **Type message here**
- Click **To:** to choose who to chat with, based on the options selected by the host
- Click **File** to attach a file in the chat window
- Click the **Ellipsis**  to determine who attendees may chat with

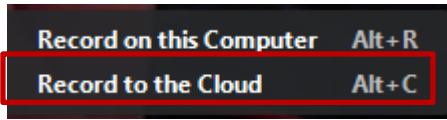


Record

Click Record to record the session

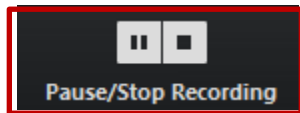
There are two options:

- *Record on this Computer*
- *Record to Cloud*



We recommend **Record to cloud**. As soon as the recording is available, *you will receive an email with a link to download i*

Note that the link to the recorded meeting will be available for 30 days

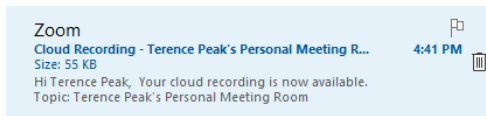


- After clicking record, the button changes allowing the host to *pause or stop* the recording.



End Meeting

Click **End Meeting** to end the meeting



When the meeting ends, you will receive an *email regarding the availability of your recording*