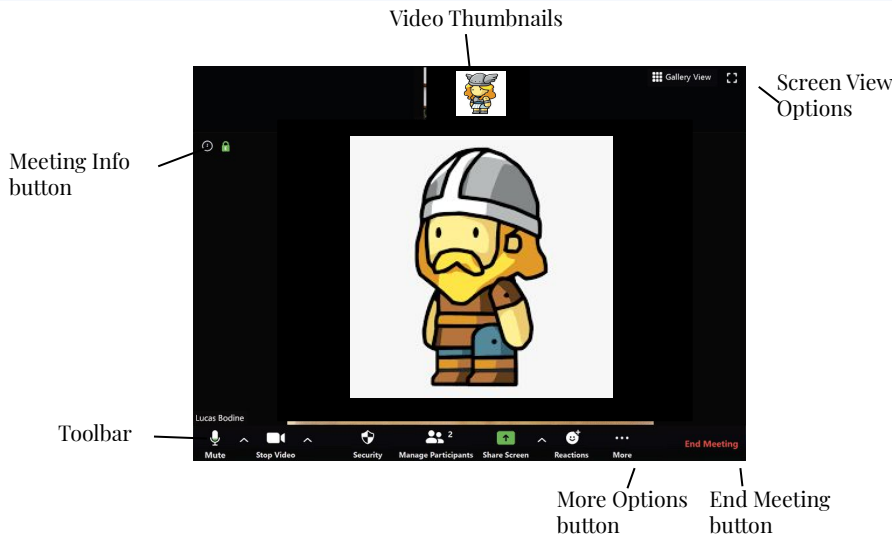




Quick Reference Guide

The Zoom Meeting Screen



Meeting Controls

Mute / Unmute: Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. While your microphone is muted, you can press and hold the spacebar to temporarily unmute yourself.

Stop / Start Video: Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions.

You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.

Security: Control several security settings for your meeting. You can lock the meeting, toggle whether to use a waiting room, and control whether participants can mute themselves, toggle their camera, or share their screen.

Manage Participants: Pop out the Participants pane, where you can see who is in the meeting and who is in the waiting room. You can mute specific people, mute everyone, invite new people, and remove people from the meeting.

Chat: Pop out the Zoom Group Chat pane, where you can send chat messages to everyone else in the meeting, or choose a specific person to send a message to. You can also share files here.

Share Screen: Lets you share your entire screen, a single window, or a whiteboard that you and meeting attendees can draw on.

Record: Record a video of the meeting. Depending on the features of your account, you can record a meeting to the cloud or to your computer.

Reactions: Display a reaction emoji on the screen that other meeting participants can see. You can choose from a hand raise emoji, or an applause emoji.

Getting Started

Download the Zoom app: Visit the Zoom website at zoom.us, click the **Resources** link at the top of the Zoom page, select **Download Zoom Client**, then click the **Download** button next to the version of the app you want.

Sign In: Open the **PV LaunchPad** & click on Zoom app to log in.

Join A Meeting

Via a Link: Click a Zoom meeting link, give the Zoom app permission to open, wait for the meeting host to admit you, then click Join with Computer Audio.

Using a Meeting Code: Click the Join button. Enter the meeting ID, then click Join. Enter the meeting password, then click Join Meeting.

Meeting Tips

Prepare Your Space: Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others. If you'll be sharing your screen, don't have unnecessary windows or browser tabs open.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

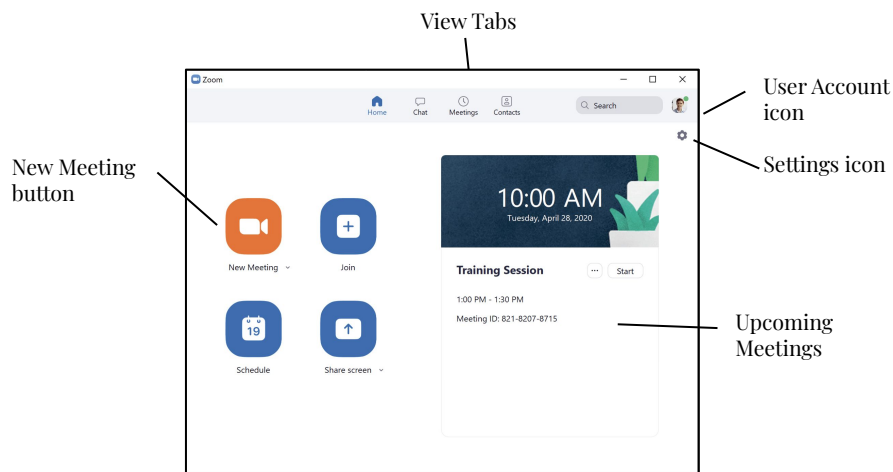
Use Headphones: When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.

Test Your Camera and Microphone Ahead of Time: You can test both your camera and microphone in the Zoom app's Settings screen to make sure that both are working properly before joining a meeting. This prevents you from delaying a meeting by setting up your camera and microphone after it starts.

Wires Over Wireless: Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible, and use a headset that connects by USB or audio jack instead of Bluetooth.



The Zoom App Screen



Screen Sharing

Share Your Entire Screen: Click the Share Screen button, select Screen, and click Share.

Share a Single Window: Click the Share Screen button, select a window, and click Share.

Share a Whiteboard: Click the Share Screen button, select Whiteboard, and click Share. Click a drawing tool on the toolbar to use it to draw on the screen.

Share a Portion of your Screen: Click the Share Screen button, click the Advanced tab, select Portion of Screen, then click Share. Click and drag the green box to move the shared portion, or click and drag the edges of the box to resize it.

Pause Sharing: Move your mouse to the top of the screen to reveal the toolbar, then click Pause Share. Click Resume Share to resume sharing your screen.

Annotate the Screen: Move your mouse to the top of the screen to reveal the toolbar, then click Annotate. Click an annotation tool from the toolbar, then draw on the screen. Click Mouse to stop drawing, or click the annotation toolbar's Close button to close it.

Stop Sharing: Click the **Stop Share** button at the top of the screen.

Host a Meeting

Host from the Zoom App: Click the New Meeting button, then click the Join with Computer Audio button.

View Meeting Info: Click the Info button in the upper-left corner of the meeting window. Click outside of the Info popup to close it.

Admit a Guest: Click the Admit button that appears when a guest joins the meeting, or click the Manage Participants button and click the Admit button next to a guest's name.

End a Meeting: Click the End Meeting button in the bottom-right corner of the meeting window, then click End Meeting for All.

Schedule a Meeting

Start a Scheduled Meeting: Click the Start button for a meeting when it appears in the Upcoming Meetings pane, or click the Meetings tab at the top of the app window, select a scheduled meeting in the left pane, then click the Start button in the right pane.

Edit a Scheduled Meeting: Click the Meetings tab at the top of the app window, select a scheduled meeting in the left pane, then click the Edit button in the right pane. Modify a meeting's information, then click Save.

Delete a Scheduled Meeting: Click the Meetings tab at the top of the app window, select a scheduled meeting in the left pane, click the Delete button in the right pane, then click Yes.

Manage Scheduled Meeting

Schedule from the Zoom App: Click the Schedule button, then enter a meeting topic and description. Set a date, time, and duration for the meeting, set a meeting ID and password, and choose audio and video options. Choose a calendar to save the meeting to, then set the final meeting options and click Schedule.

Schedule from the Zoom Website: Click the Schedule a Meeting link, then enter a meeting topic and description. Choose a meeting date, time, and duration, then set a meeting ID and password. Choose audio and video options, then click Save.

Manage Meeting Participants

View Meeting Participants: While in a meeting, click the Manage Participants button to display the Participants pane.

Mute and Unmute Participants: In the Participants pane, click the Mute button next to a guest's name. Click Unmute to unmute them.


Hide Participant Profile Picture(s) - This feature allows you to hide the profile pictures of participants and only their names will be displayed if they are not sharing their video


Remove a Guest: In the Participants pane, click the More button next to a guest's name and select Put in Waiting Room (to send them back to the waiting room until you re-admit them) or Remove Guest (to remove them entirely).

Lock a Meeting: In the Participants pane, click the More Options button in the bottom-right corner and select Lock Meeting.


Change a Meeting Host: In the Participants pane, click the More button next to a guest's name and select Make Host.


Whiteboard & Annotation Tools


 Mouse: Stop annotating and resume using the mouse on the screen.


 Select: Select drawings and annotations.


 Text: Add text to the whiteboard or screen.


 Draw: Draw lines, arrows, and shapes.


 Stamp: Insert a selected shape wherever you click.


 Spotlight: Use a laser pointer or insert an arrow with your name.

 Eraser: Remove individual shapes, stamps, drawings, or text.


 Format: Choose the color and thickness of drawings, or the font, size, and style of text.

 Undo: Undo your last drawing edit.

 Redo: Redo an undone action.

 Clear: Clear the entire whiteboard or annotated screen.

 Save: Save the whiteboard or annotated screen as an image.

 If using the annotation feature, the host can select "Only the user who is sharing can annotate" to disable participants from annotating while the host is sharing.



Security Features

These settings are **highly encouraged** for staff to consider and can be accessed via users' Zoom account settings and/or during meetings.

Security Icon

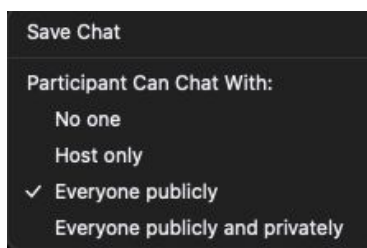
During the meeting click on the Security icon at the bottom of your meeting window to access the following:



- Lock your virtual classroom once class starts so no one else can enter
- Force all new participants joining a meeting to enter the Waiting Room (where you can admit them on an individual basis).
- Enable or disable participants from sharing their screens
- Disable the chat feature to prevent participants from chatting with each other and the host
- Prevent participants from renaming themselves
- Prevent participants from unmuting themselves

Save the Chat

Meeting chats can be saved manually or automatically. Manual saving must be done prior to the host ending the meeting. In settings, ensure that Chat is turned on and that “prevent participants from saving chat” is not selected. (Recognize this means that any participant could save the chat.)



To **MANUALLY** save...

- Click the “Chat” icon
- Click “Save Chat”
- This will save your chat to your local recording location. The default is your Documents folder/Zoom/Folder with meeting name, date, and time.

To **AUTOMATICALLY** save...

- Sign into your Zoom account
- Click “Settings”
- Go to “In Meeting (Basic)” section
- Click the toggle switch to enable Auto-saving chats

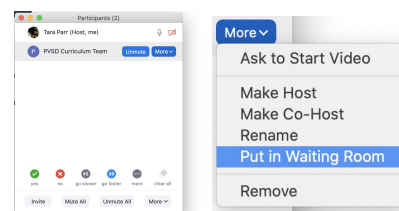
Send to the Waiting Room

Send a Participant to the Waiting Room

If needed, hosts can remove a participant from the meeting to the waiting room. For example, if a participant is disruptive during class, the teacher can quickly move them to the waiting room without removing them entirely from the class.

The participant could then be admitted to the class when the host is ready. This could be at the end of class when other participants have left or even during class when other participants have been placed in breakout rooms or have been asked to work asynchronously so that the host and participant could discuss why they were moved to the waiting room.

- In the Participants window, click **More** next to the participant's name and choose “Put in Waiting Room”



Send a Message to the Waiting Room

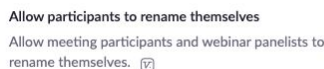
Hosts can send a chat message to those participants in the waiting room if necessary.

- Click “Chat”
- Click the dropdown menu next to “To”
- Select “Everyone in the Waiting Room”
- Type and send your message

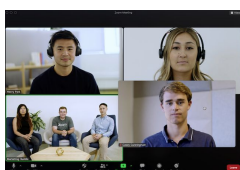
Rename Participants

Ensure this setting is turned off to prohibit participants from changing their name. This setting can be found under Settings → In Meeting (Basic).

Hosts can rename participants if needed.



Custom Gallery View



When in Gallery View, the host can click and drag videos to create a **custom organization**. After the first change, all other participant tiles will remain in place until moved. New participants will be added to the bottom-right, on the last page if multiple are present. Host's custom order will be seen only by the host.

- Click and drag any participant video to the desired location on the grid.
- Continue as needed to achieve desired on-screen order.

Usage Reports

Wondering *who attended my zoom session?* and *how long they was each participant present?* Check out Usage Reports. When signed in to Zoom:

- Choose “Reports” (left menu item)
- Select “Usage”
- Filter by date and choose Search
- Locate your meeting under the “Topic” column and then find the “Participants” column
- For a list of participants. click on the # in the “Participants” column.
- Duration will be listed for each participant.

Creation Time	Start Time	End Time	Duration (Min)	Participants
5/08/2019 09:01:34	5/08/2019 11:31:08	5/08/2019 13:15:05	104	4
2/06/2019 09:28:08	5/17/2019 08:31:20	5/17/2019 10:56:24	146	4
2/06/2019 09:28:08	5/24/2019 11:35:07	5/24/2019 11:38:07	4	2
2/06/2019 09:28:08	5/24/2019 11:42:43	5/24/2019 11:44:20	2	3

