

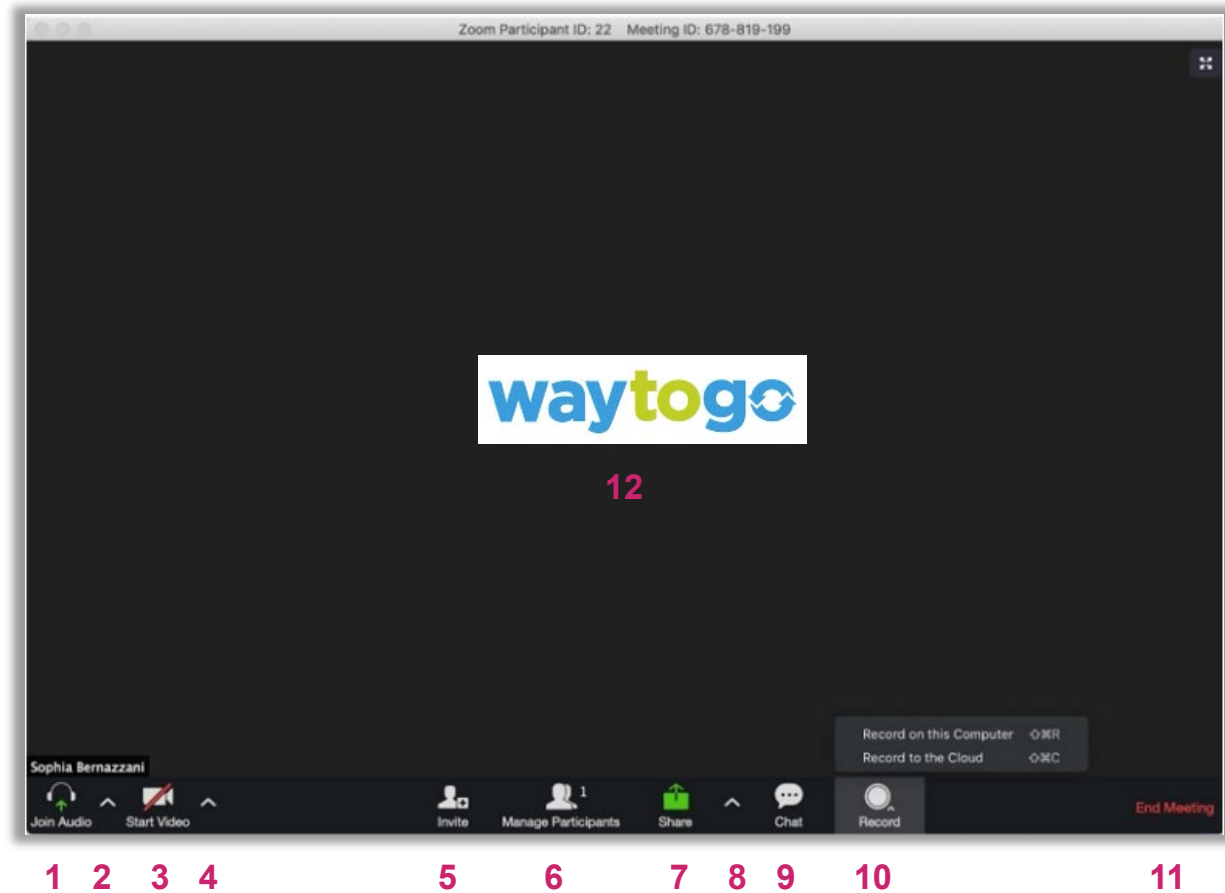
Zoom Meetings Tutorial

SPRING 2020



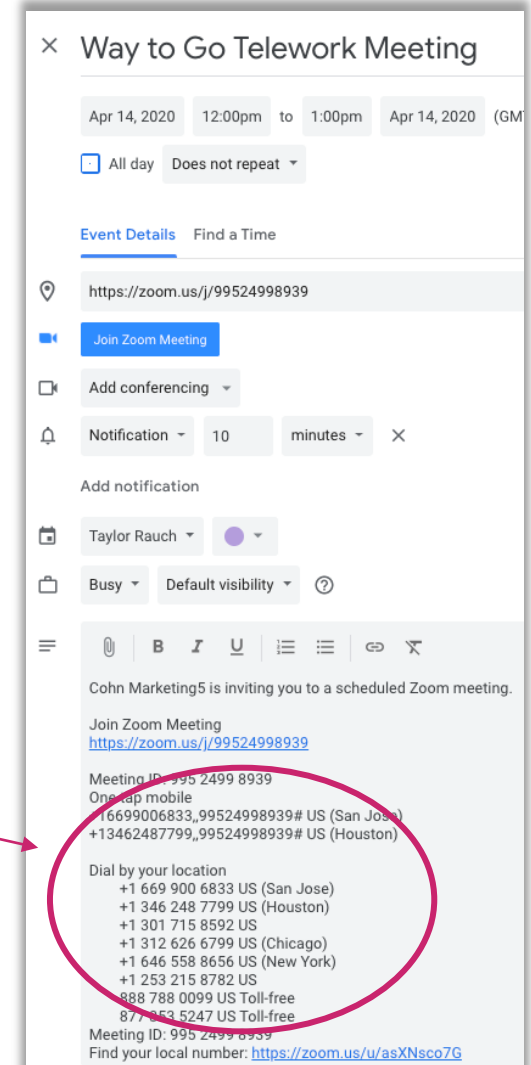
Key Features

1. Mute / Unmute Audio
2. Microphone / Speaker Settings
3. Start / Stop Video
4. Video Settings / Virtual Backgrounds
5. Invite More Participants During a Meeting
6. View the List of Participants
7. Screen Share
8. Screen Share Settings
9. Chat Feature (Private or to All Participants)
10. Record Meeting
11. Leave / End Meeting
12. Zoom Profile Picture
13. Full Screen Feature



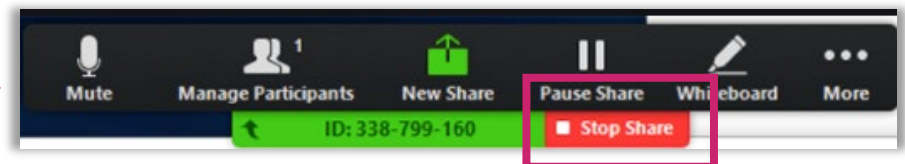
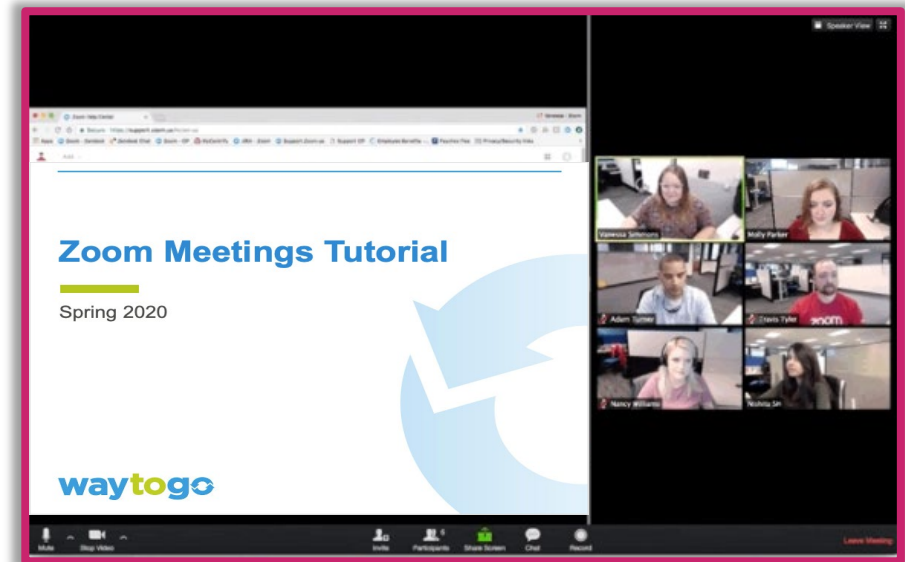
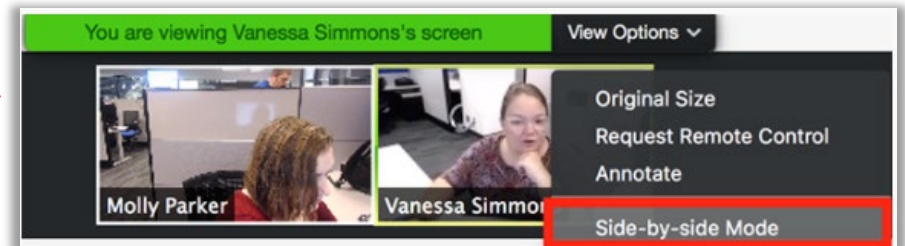
How to Set Up a Meeting

1. Log into your Zoom account or app (an account is needed to host a meeting)
2. Click “Schedule a Meeting”
3. Customize Calendar Settings / Defaults
 1. Name the meeting
 2. Enter in “When & Duration” details
 3. Tip: Select “Both” under “Audio” section so user can either dial in from phone or use their computer audio
 4. Tip: Enable ”Join Before Host” so users are able to join the Zoom line before the host is on
4. Hit “Save”
5. Copy the invitation and paste into the calendar invite
 1. Tip: Remove extra information (unless needed)
6. Add attendees to calendar invite and send invite



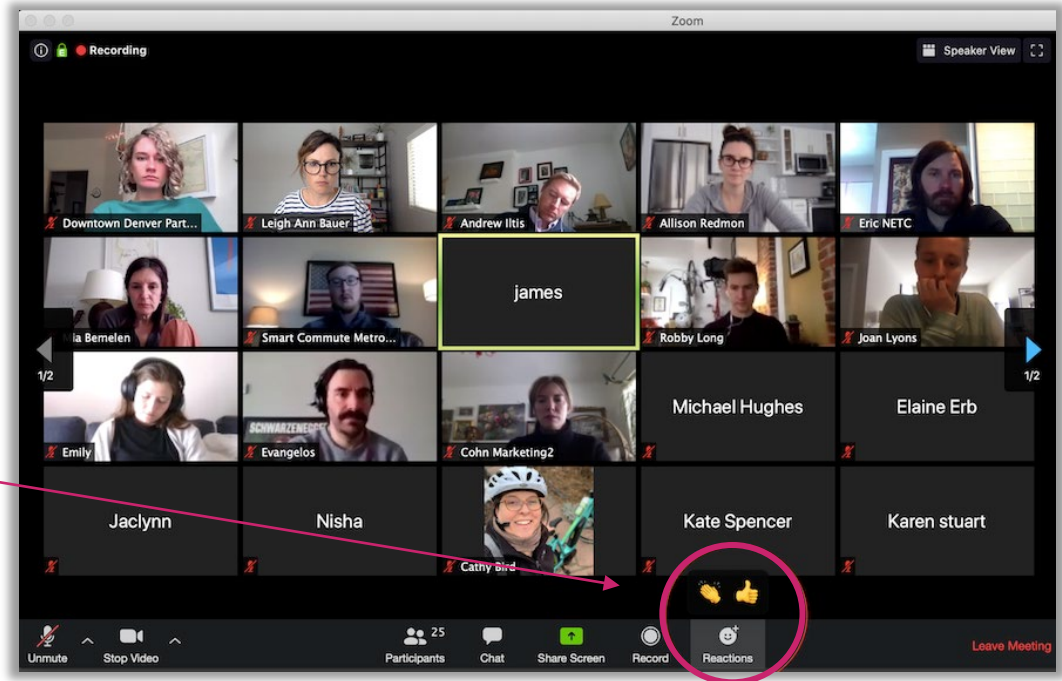
5 Minutes Before *Hosting* a Meeting

- Silence your phone
- Have charging cord near by
- Have presentation files open on screen
- Open the Side-by-side slider feature to see participants as well as presentation
 - Click “View Options” in Main Menu while screensharing
 - Click Side-by-Side Mode to activate
- Click “Share Screen” and select which window you’d like to share
- If you wish to stop sharing your screen at any point in time, hover over the menu bar and hit “Stop Share”



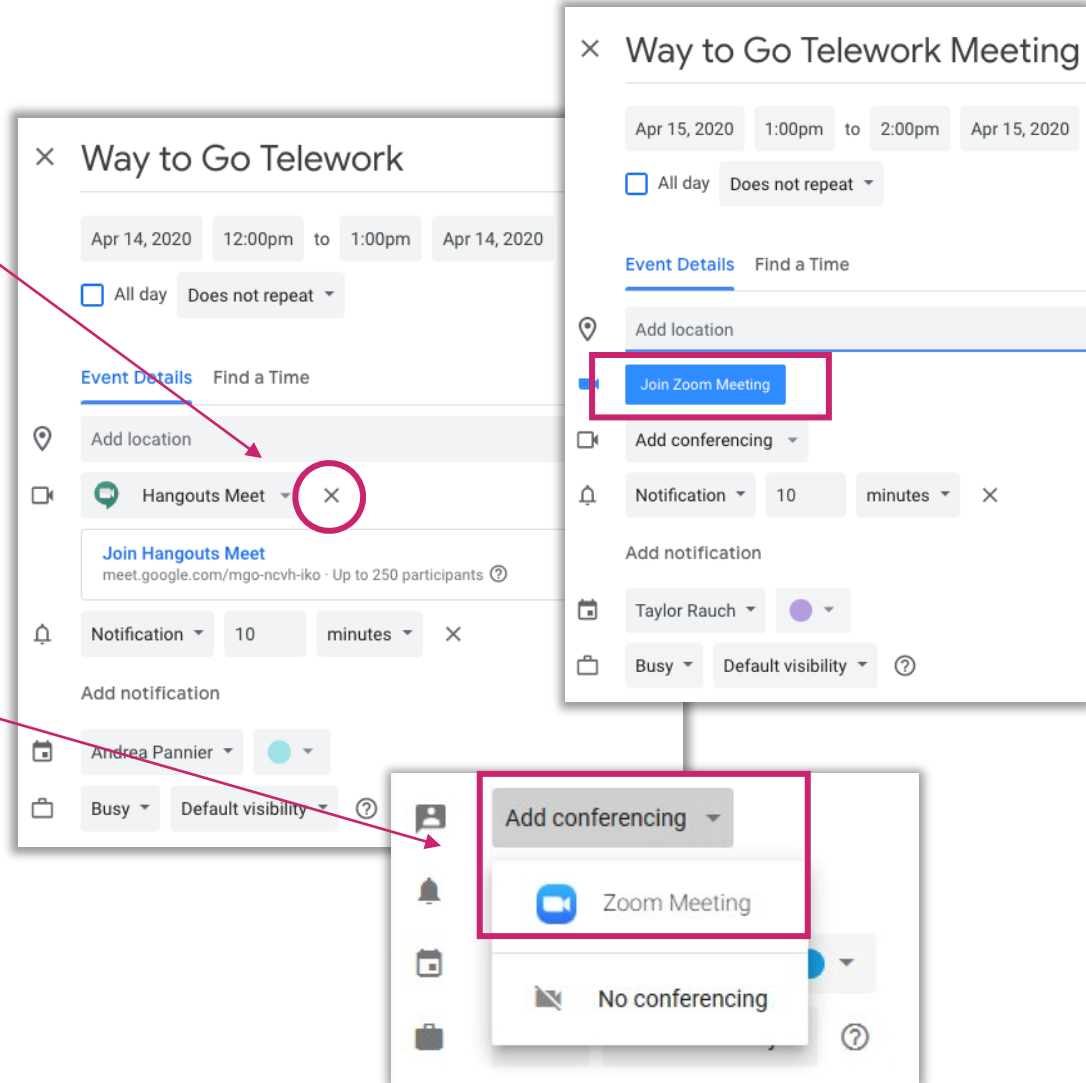
Virtual Meeting Tips

- Test your technology and audio setup prior to meeting
- Remind attendees to download Zoom software before meeting starts if they are new to the platform
- Full screen helps viewers see content better
- Mute microphone when not speaking
- Option to utilize the “Reactions” feature
- If using computer audio, refrain from typing on laptop while meeting is in session
- Gauge dress code prior to meeting (if video is going to be used)
- Customize your Virtual Zoom Background (pending participant base)



Google Calendar Tip

1. Remove Hangouts link in calendar invite
2. Install the Zoom Chrome Extension by downloading it from the [Chrome Web Store](#)
3. Follow the Chrome Web Store prompts to complete installation
4. Open calendar and "Create New Event"
5. In the "Add Conferencing" dropdown menu, select "Zoom Meeting"
6. "Join Zoom Meeting" button will now live in calendar events



The image displays three screenshots from the Google Calendar interface illustrating the process of adding a Zoom Meeting to a calendar event.

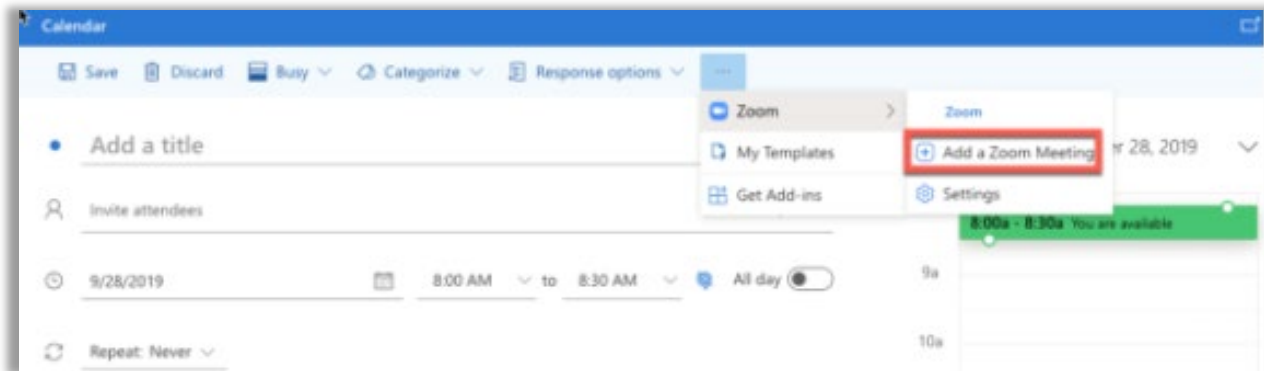
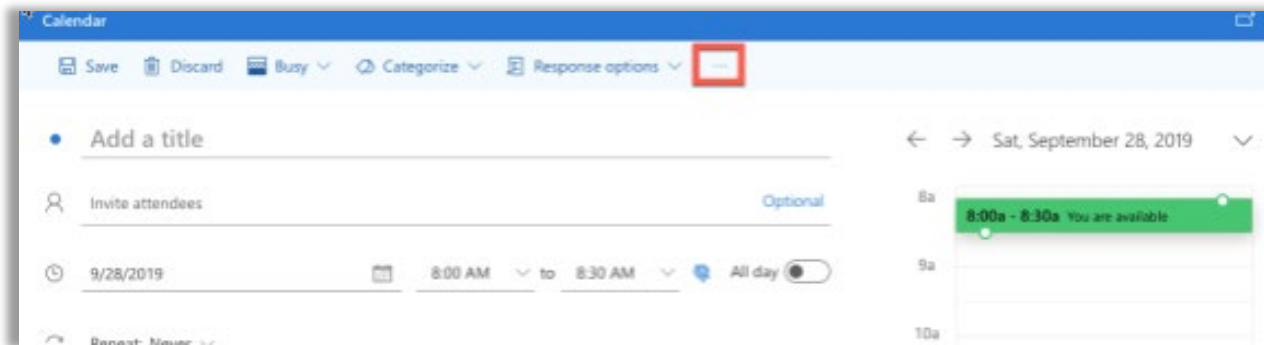
- Top Screenshot:** Shows the "Way to Go Telework" event creation screen. The "Add conferencing" dropdown menu is open, and "Zoom Meeting" is selected. A red box highlights the "Zoom Meeting" option.
- Middle Screenshot:** Shows the "Way to Go Telework" event details. The "Hangouts Meet" link is circled in red, and a red arrow points to it, indicating its removal. The "Join Zoom Meeting" button is highlighted with a red box.
- Bottom Screenshot:** Shows the "Add conferencing" dropdown menu with "Zoom Meeting" selected. A red box highlights the "Zoom Meeting" option.

Mac Shortcuts

- **Space Bar:** Push to talk when muted
- **Command(⌘)+Shift+A:** Mute/unmute audio
- **Command(⌘)+Control+M:** Mute audio for everyone except the host (only available to the host)
- **Command(⌘)+Control+U:** Unmute audio for everyone except host (only available to the host)
- **Command(⌘)+Shift+V:** Start/stop video
- **Command(⌘)+Shift+S:** Start/stop screen share
- **Command(⌘)+Shift+T:** Pause or resume screen share
- **Command(⌘)+Shift+R:** Start local recording
- **Command(⌘)+Shift+C:** Start cloud recording
- **Command(⌘)+Shift+P:** Pause or resume recording
- **Command(⌘)+Shift+W:** Switch to active speaker view or gallery view, depending on current view
- **Command(⌘)+Shift+F:** Enter or exit full screen
- **Command(⌘)+W:** Prompt to End or Leave Meeting
- **Command(⌘)+T:** Screenshot
- **Command(⌘)+W:** Close the current window

Outlook Calendar Tip

1. Download the Zoom for Outlook plugin from the Microsoft App Store
2. Follow the Microsoft App Store prompts to complete installation
3. Open calendar and hit “New”
4. Enter meeting details
5. Click the three dots in the top toolbar
6. Zoom sidebar will open, prompting for your Zoom credentials
7. Click “Zoom”
8. Click “Add a Zoom Meeting”
9. Sign into your account



PC Shortcuts

- **Space Bar:** Push to talk when muted
- **Alt+F2:** Switch to gallery video view in video meeting
- **Alt+V:** Start/Stop Video
- **Alt+A:** Mute/unmute audio
- **Alt+M:** Mute/unmute audio for everyone except host **Note:** For the meeting host only
- **Alt+S:** Launch share screen window and stop screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+Shift+S:** Start/stop new screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+T:** Pause or resume screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+R:** Start/stop local recording
- **Alt+C:** Start/stop cloud recording
- **Alt+P:** Pause or resume recording
- **Alt+F:** Enter or exit full screen
- **Alt+Shift+T:** Screenshot
- **Ctrl+W:** Close current chat session

Other Questions?

- Please visit Zoom Tutorials online:

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

THANK YOU!

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