

zoom @ York U

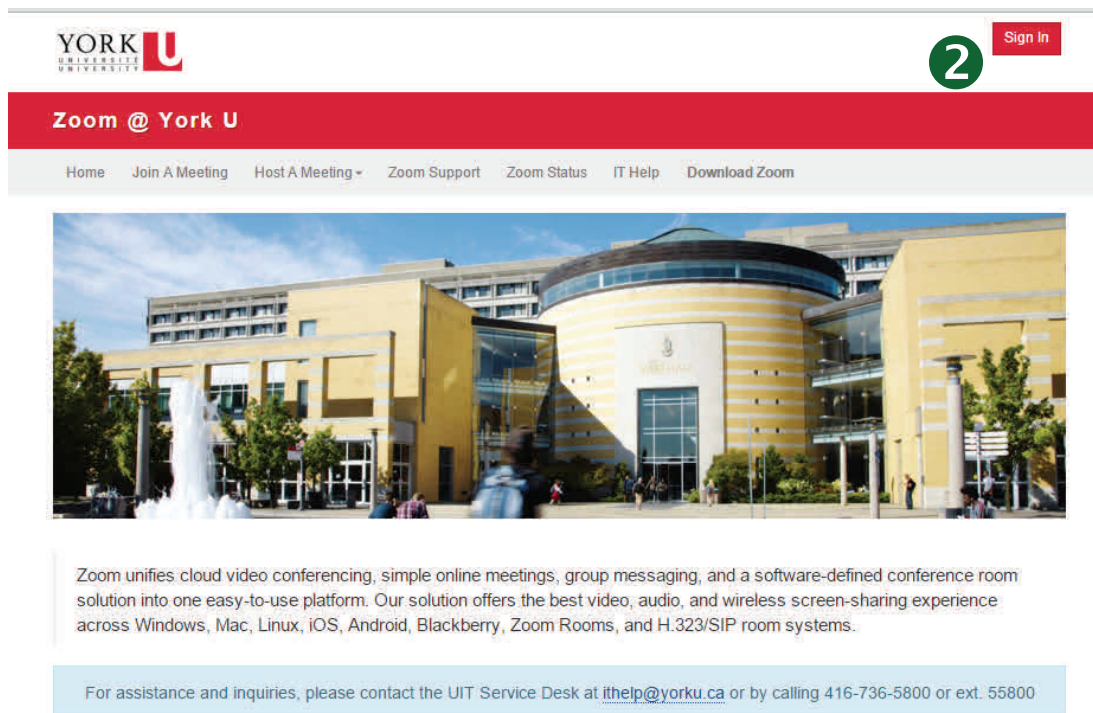
User Reference Guide

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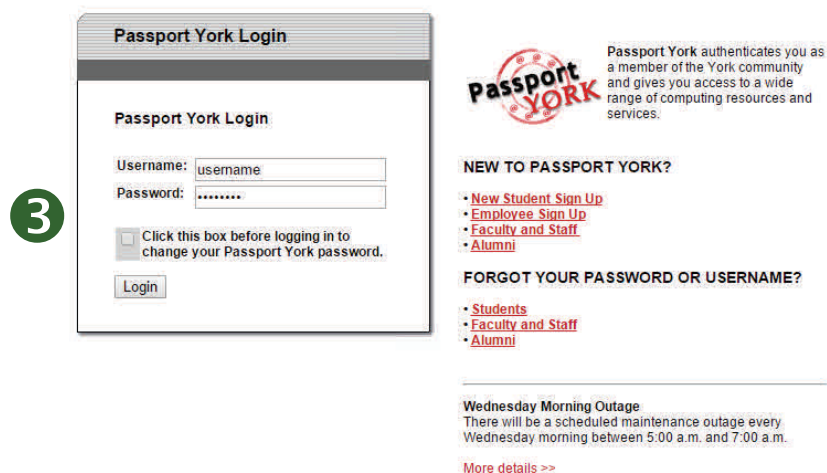
Signing In for the First Time

1. Go to yorku.zoom.us.
2. Click **Sign In**.
3. Enter your Passport York credentials and click **Login**.
4. The Passport York site will redirect you to your Zoom profile.



Zoom unifies cloud video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems.

For assistance and inquiries, please contact the UIT Service Desk at ithelp@yorku.ca or by calling 416-736-5800 or ext. 55800



Passport York Login

Passport York Login

Username:

Password:

Click this box before logging in to change your Passport York password.

Login

Passport YORK

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

NEW TO PASSPORT YORK?

- [New Student Sign Up](#)
- [Employee Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

FORGOT YOUR PASSWORD OR USERNAME?

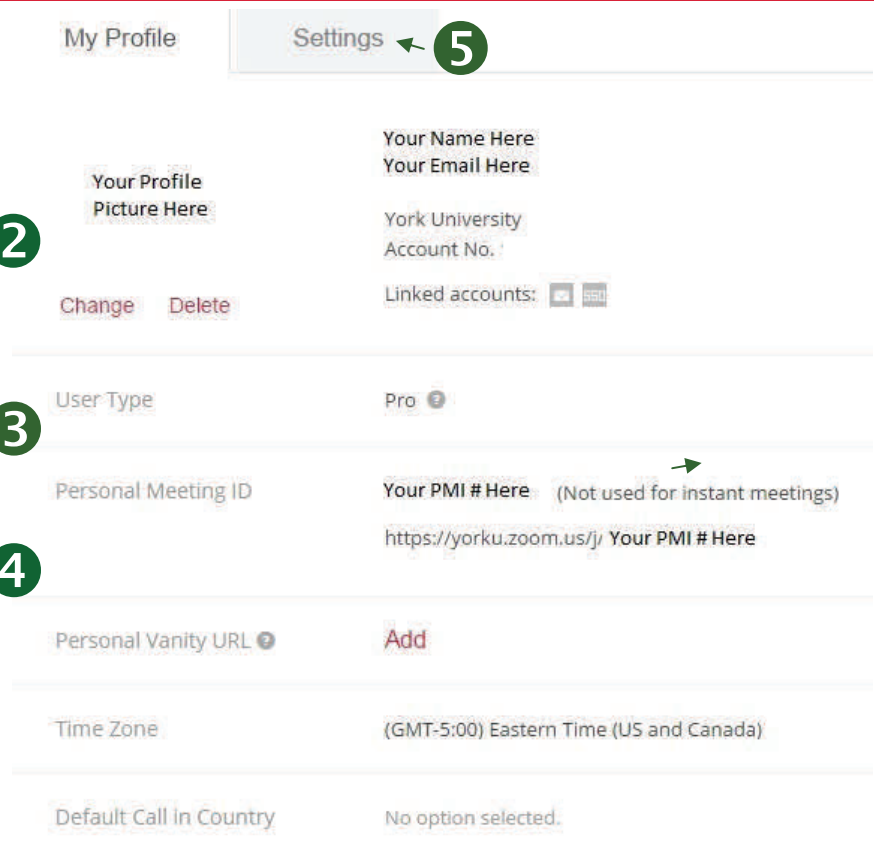
- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

Wednesday Morning Outage
There will be a scheduled maintenance outage every Wednesday morning between 5:00 a.m. and 7:00 a.m.

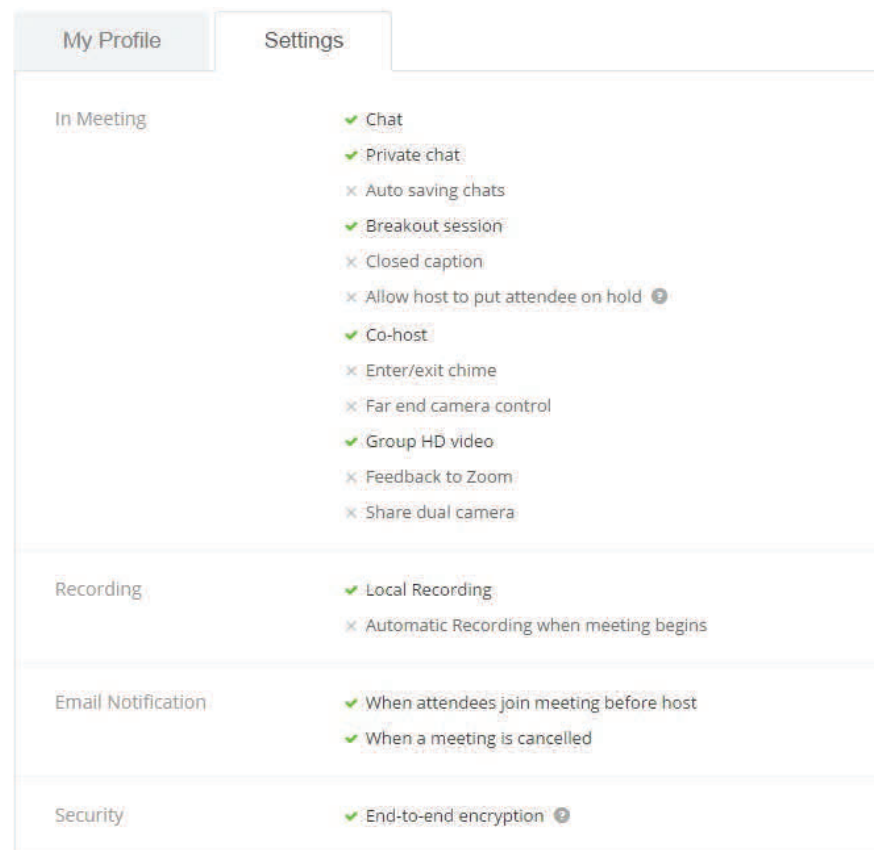
[More details >>](#)

Update Your Profile

1. Click **My Profile**. If you have not signed in, **Sign In** and then click **My Profile**.
2. Upload a Profile photo by clicking **Change**. Click **Upload** to upload the new photo and click **Save**.
3. Should you choose, you can change your **Personal Meeting ID** by clicking **Edit**. Type in the new ID and click **Save Changes**.
4. Should you choose, you can add a **Personal Vanity URL**. Your personal vanity URL is an alias of your personal meeting URL (e.g., https://yorku.zoom.us/my/vanity_url). It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".").
5. Select the **Settings** for your profile. Here you can edit the default settings for your meetings.
6. See a description of each option in the table on the next page. You can also click the **?** question mark next to the option for a description.



The screenshot shows the 'My Profile' tab selected. A green circle with the number '5' points to the 'Settings' tab. A green circle with the number '2' points to the 'Your Profile Picture Here' section, which includes 'Change' and 'Delete' buttons. A green circle with the number '3' points to the 'User Type' dropdown menu, which is currently set to 'Pro'. A green circle with the number '4' points to the 'Personal Meeting ID' section, which shows a 'Your PMI # Here' field and a 'Personal Meeting ID' field with a 'Change' button. Below that, the 'Personal Vanity URL' section has an 'Add' button. The 'Time Zone' is set to '(GMT-5:00) Eastern Time (US and Canada)' and the 'Default Call In Country' is 'No option selected'.



The screenshot shows the 'Settings' tab selected. The 'In Meeting' section includes: Chat (checked), Private chat (checked), Auto saving chats (unchecked), Breakout session (checked), Closed caption (unchecked), Allow host to put attendee on hold (unchecked), Co-host (checked), Enter/exit chime (unchecked), Far end camera control (unchecked), Group HD video (checked), Feedback to Zoom (unchecked), and Share dual camera (unchecked). The 'Recording' section includes: Local Recording (checked) and Automatic Recording when meeting begins (unchecked). The 'Email Notification' section includes: When attendees join meeting before host (checked) and When a meeting is cancelled (checked). The 'Security' section includes: End-to-end encryption (checked).

Profile Settings

Profile Settings

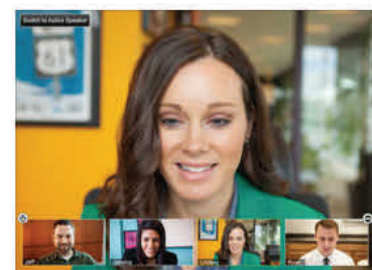
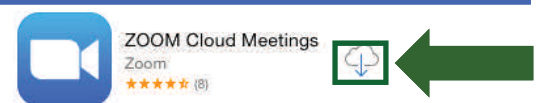
Chat	Enable group chat by default in your meetings
Private Chat	Enable private chat with specific participants by default in your meetings
Auto Saving Chats	Automatically saves group chat contents by default in meetings. The chat file will be saved to your local PC in the folder you designate for Zoom recordings.
Breakout Session	Enable Breakout Session functionality in meetings
Closed Caption	FUTURE ENHANCEMENT —this option will enable closed captioning for you in meetings by default.
Allow Host to Put Attendee On Hold	Allows the host to stop video and audio transmission to and from a participant or participants. Useful for interviews.
Co-Host	Allows you to assign another user in the meeting hosting privileges. This feature is enabled by default and cannot be disabled.
Enter / Exit Chime	Plays a chime every time a participant enters or joins a meeting.
Far End Camera Control	Allows another user in the meeting to take control of your camera and use pan-tilt-zoom functionality of the camera (if your camera supports these features). The meeting host is the only user that can request and initiate far end camera control.
Group HD Video	FUTURE ENHANCEMENT
Feedback to Zoom	Allows the user to provide feedback to Zoom. This feature is disabled by default and cannot be enabled.
Share Dual Camera	FUTURE ENHANCEMENT — Allows the meeting host to share two cameras in a meeting, viewable by the other participants. Useful for large conference spaces.
Local Recording	Allows for the local recording of meetings including full video, audio and shared content. The file will be saved to your local PC in the folder you designate for Zoom recordings.
Automatic Recording When Meeting Begins	Automatically begins recording of meetings at start— you must either be the meeting host or be given permission to record by the meeting host.
Email Notification - When Attendees Join Meeting Before Host	Sends you an email if your attendees have joined the meeting before you, if you are the meeting host.
Email Notification— When a Meeting is Cancelled	Sends you an email if your scheduled meeting has been cancelled.
End to End Encryption	Provides end to end AES 128 bit encryption to secure meeting data. This feature is enabled by default and cannot be disabled.

Download the Desktop App

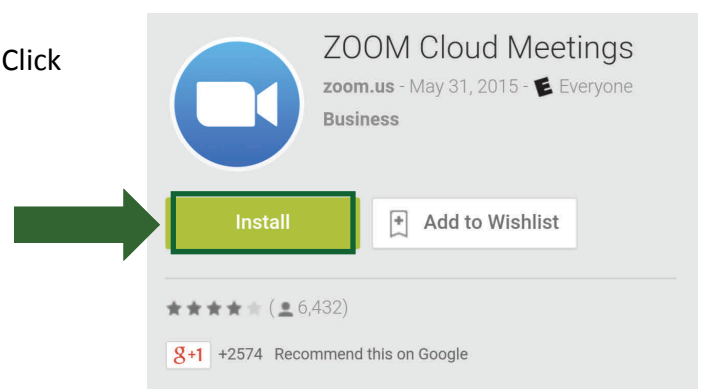
1. Go to yorku.zoom.us
2. Click **Download Zoom**
3. Run the downloaded file to install the program.

Download the iOS or Android App

- For **iOS**, visit the Apple [App Store](https://www.apple.com/app-store/) and search "zoom". Click to download.



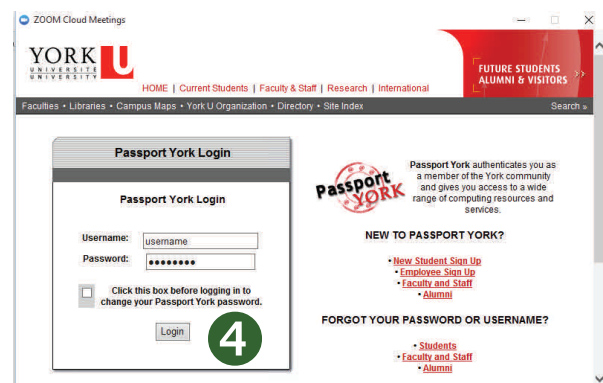
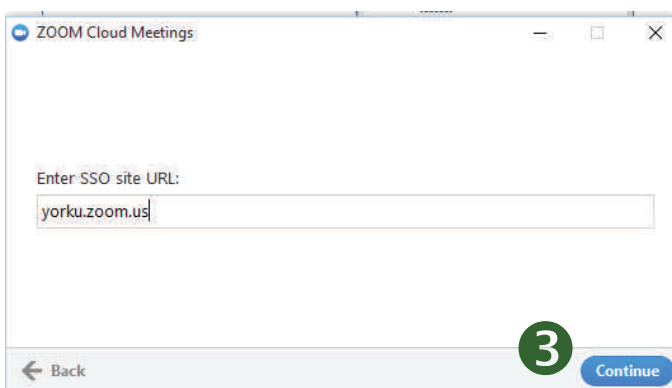
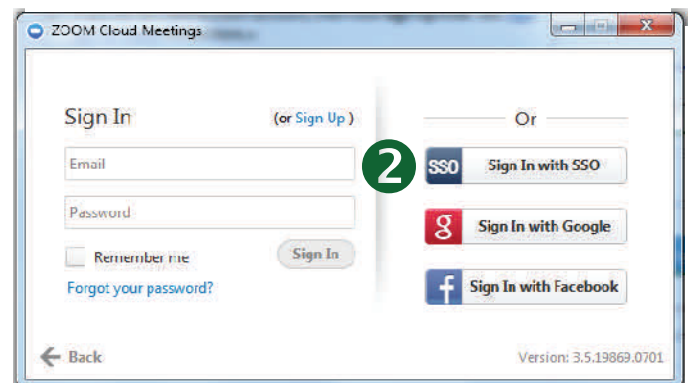
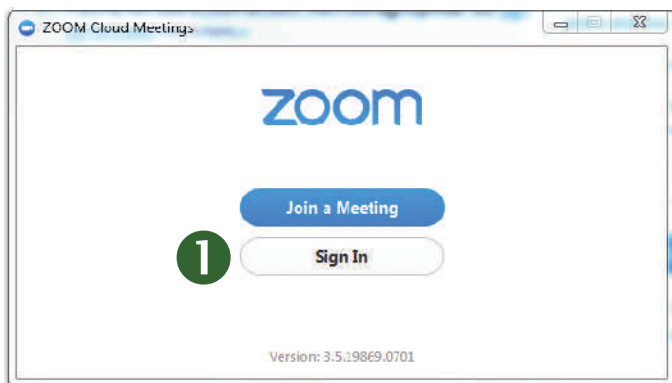
- For **Android**, visit [Google Play](https://www.google.com/play/) and search "zoom". Click Install.



Application Sign In

You can also sign into the Zoom service directly from the desktop and/or mobile client!

1. Click **Sign In** after opening the Zoom program.
2. Click **Sign In with SSO**
3. Enter **yorku.zoom.us** and press **continue**
4. Enter your Passport York credentials and click **Login**. Allow the site to automatically load the Zoom client



Desktop App Home Screen

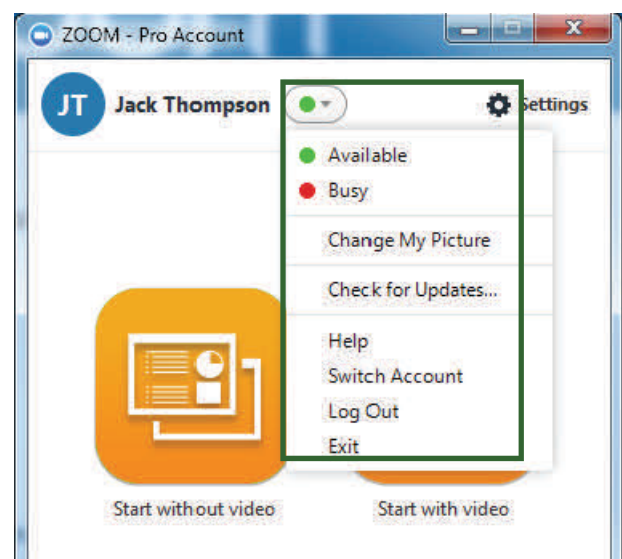
1. View in **Settings** the settings for your Zoom meetings. This includes Audio, Video, General (Application, Content Sharing, and Instant Message), Feedback, Recording, Account Type (Basic, Pro, etc.), and Statistics (Overall, Audio, Video, and Screen Sharing). See [Home Screen: Settings](#) for more details.
2. Click **Start without video** to start a meeting sharing your "desktop" or "application".
3. Click **Start with video** to start a video meeting.
4. Click **Schedule** to set up a future meeting.
5. Click **Join** to join a meeting that has already started .



Home Screen Drop-Down Menu

From the Home Screen drop-down menu, you can:

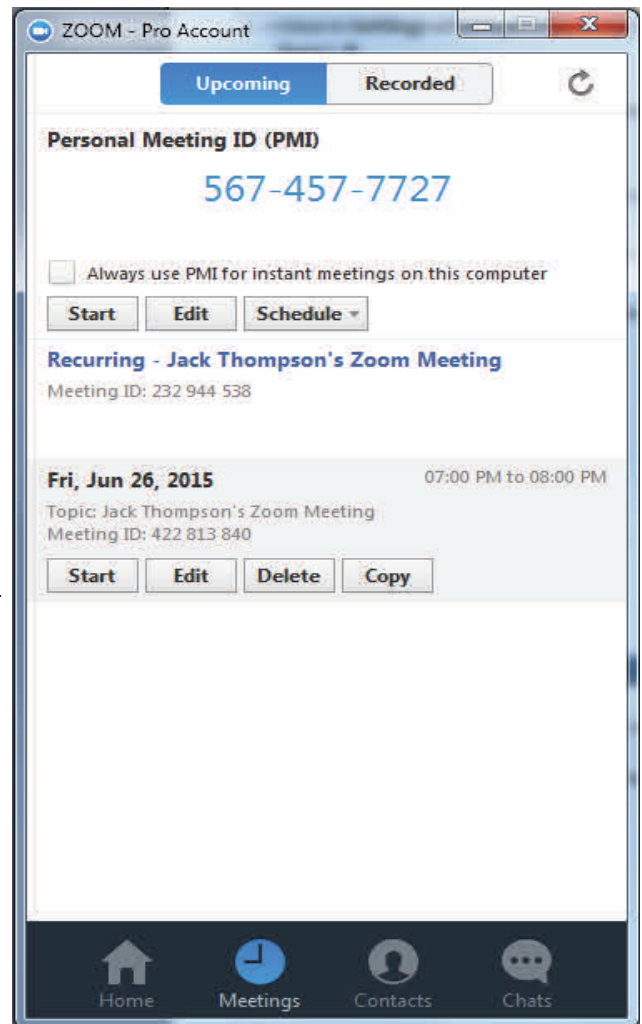
- Set your availability to Available or Busy.
- Change your account picture.
- Check for updates to Zoom.
- Get help using Zoom.
- Switch to another Zoom account
- Log out or exit Zoom.



Home Screen: Upcoming

When you click the **Meetings** icon, you can:

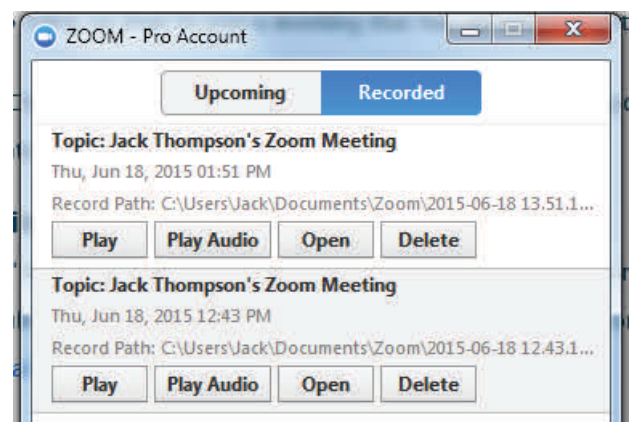
1. View **Upcoming** or meetings you have **Recorded**.
2. View your **Personal Meeting ID (PMI)**.
3. Select whether you **always** want to use your **Personal Meeting Identifier (PMI)** for instant meetings on the current computer.
 - Always use PMI for instant meetings on this computer
4. For **Recurring Meetings**, you can:
 - Start the meeting
 - Edit the meeting settings.
 - Schedule the meeting in Outlook or Google Calendar, or, copy the meeting invitation to send via email or message.
5. For **Scheduled Meetings**, you can:
 - Start the meeting
 - Edit the meeting settings.
 - Delete the meeting.
 - Copy the meeting invitation.



Home Screen: Recorded Meetings

When you click **Recorded** meetings, you can:

- **Play** the recording with both video and audio.
- **Play Audio** plays the audio part of the meeting. It will not play the video if there is any for the meeting.
- **Open** will bring you to the folder that contains all your meeting recordings.
- **Delete** will delete the recorded meeting.

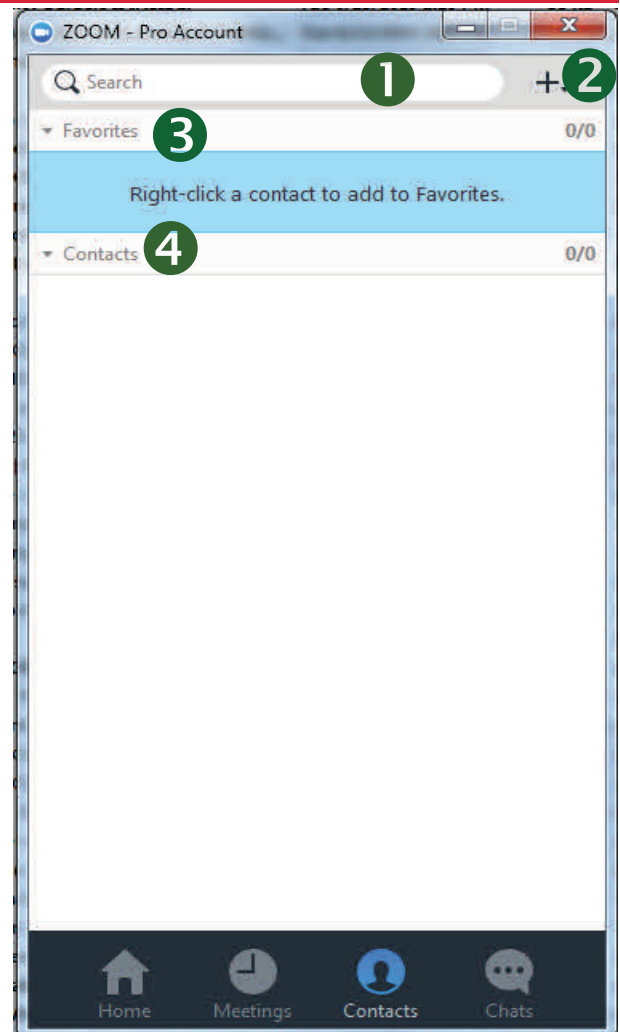


NOTE: Recordings will only appear in this window if the user is accessing the Zoom program on the device on which the meeting was recorded. Cloud recording is not enabled at this time.

Home Screen: Contacts

When you click the **Contacts** icon, you can do the following:

1. **Search** for a name in your list of Contacts.
2. Click the **+** plus sign to add other contacts by email or to copy an invitation to a contact.
3. Classify your contacts as **Favorites**. Right-click a contact name from your contact list and add the name to your favorites.
4. View your list of **Contacts**.



Home Screen: Chats

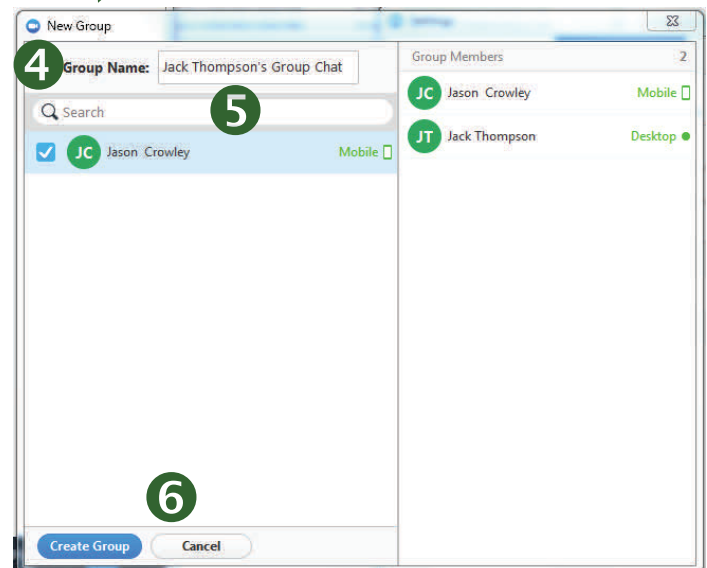
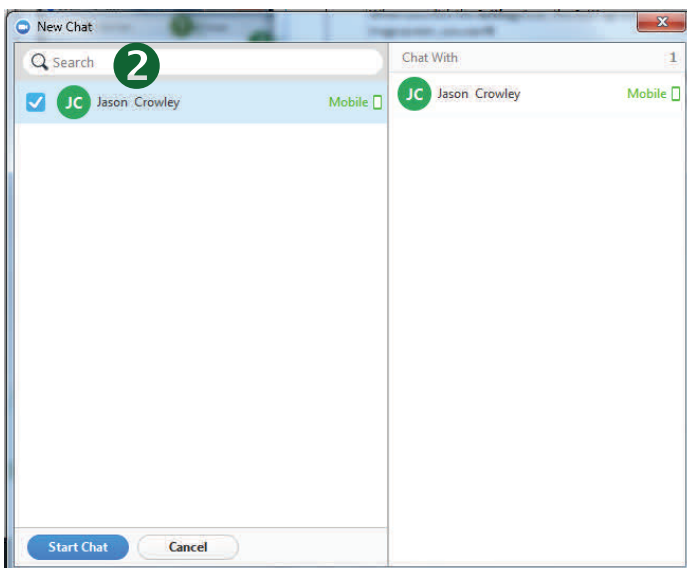
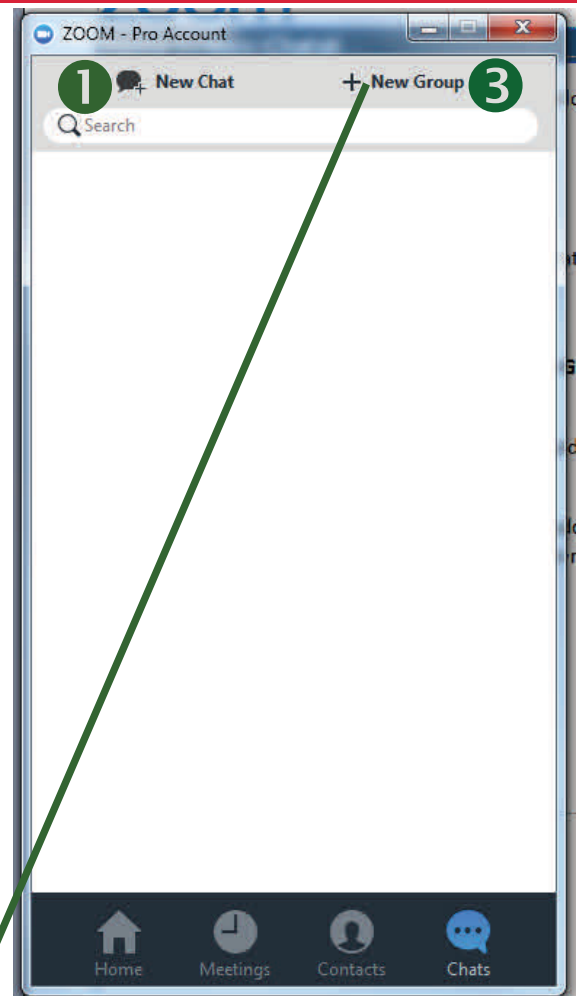
When you click the **Chats** icon, you can start a new chat or start or establish a new group chat.

Start a Chat

1. Click **New Chat** at the top of the window. The chat window opens.
2. Search or select the contact you want to chat with and begin your chat.

Start a New Group Chat

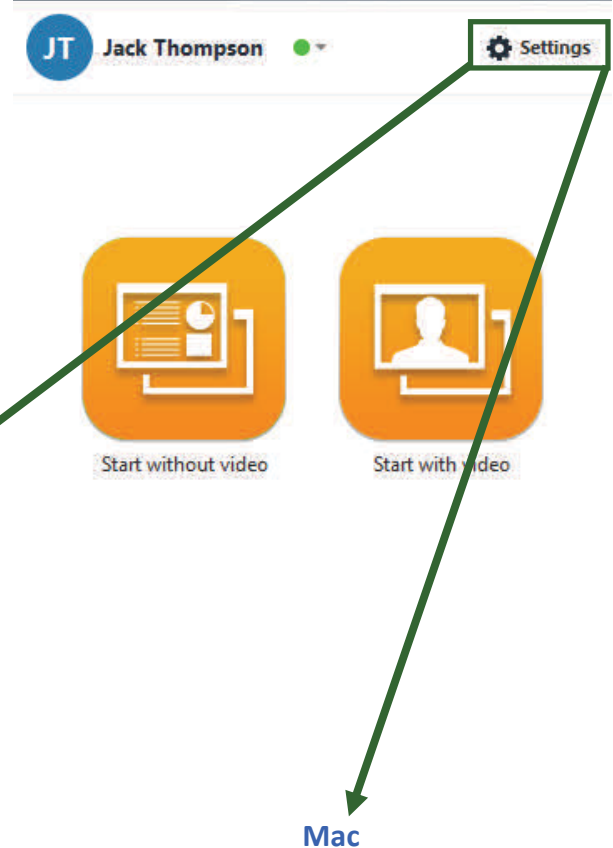
3. Click **New Group** at the top of the window. New Group chat window opens.
4. Enter a unique **Group Name** for the New Group.
5. Select or search for contacts for the group chat.
6. Click **Create Group** when you have finished adding the contacts you want to your New Group. You can also add or remove contacts from a group at any time. You can now begin the group chat.



Home Screen: Settings

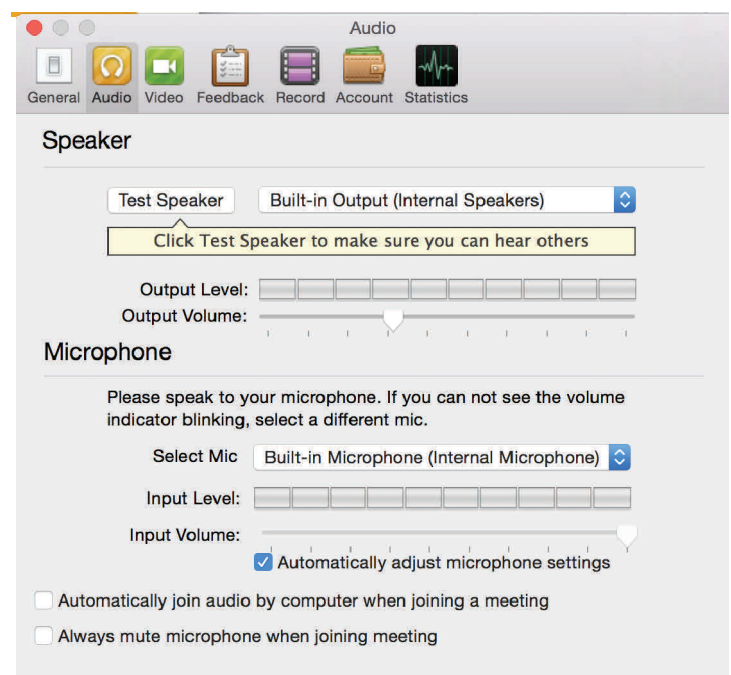
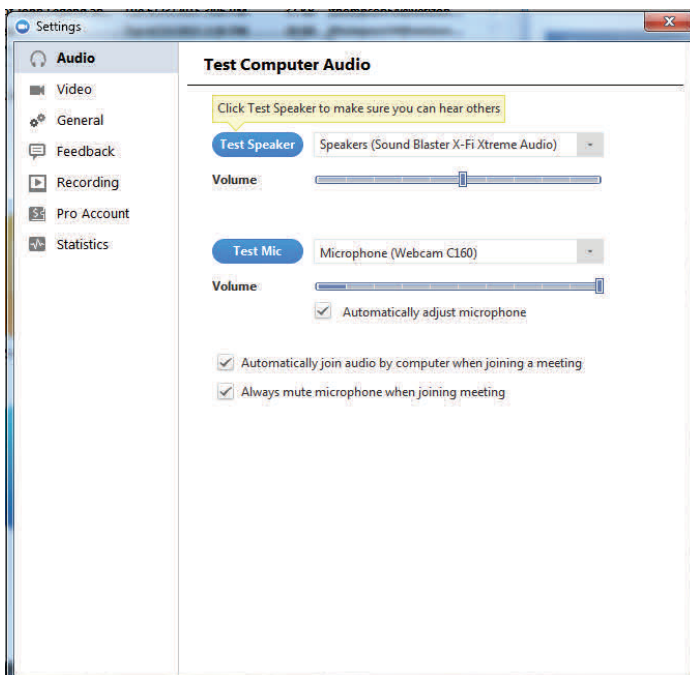
When you click the **Settings** icon, the Settings screen opens. On the Settings screen, you can

1. Test your computer **Audio**.
2. Select your **Video** source and select settings for video.
3. Select **General** settings for the Zoom application, content sharing, and instant messaging.
4. Select a location to save your meeting **Recordings**.
5. View or make changes to your Zoom **Account**.
6. View **Statistics** on the following items:
 - CPU and memory usage.
 - Audio
 - Video
 - Screen Sharing



PC

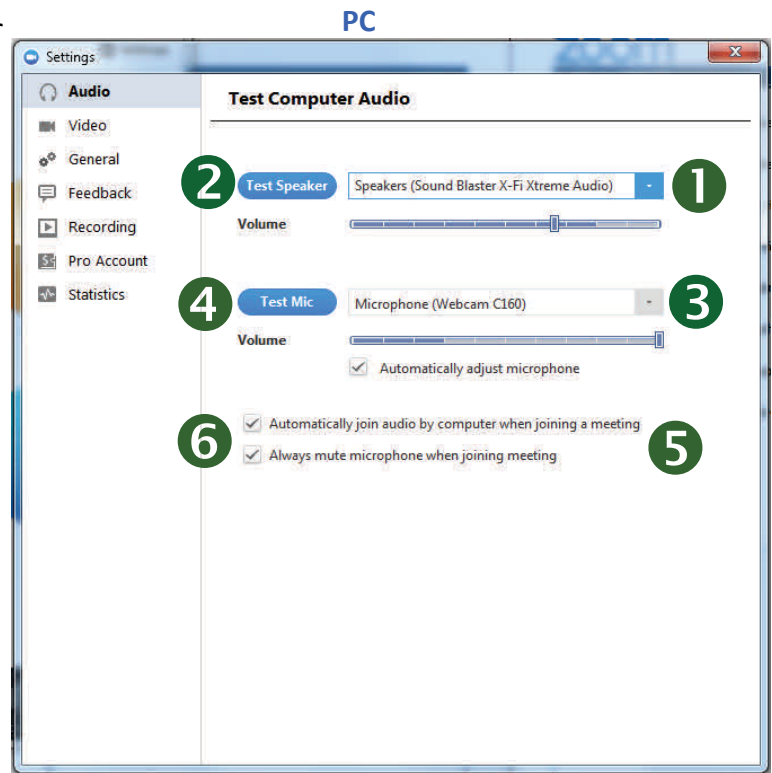
Mac



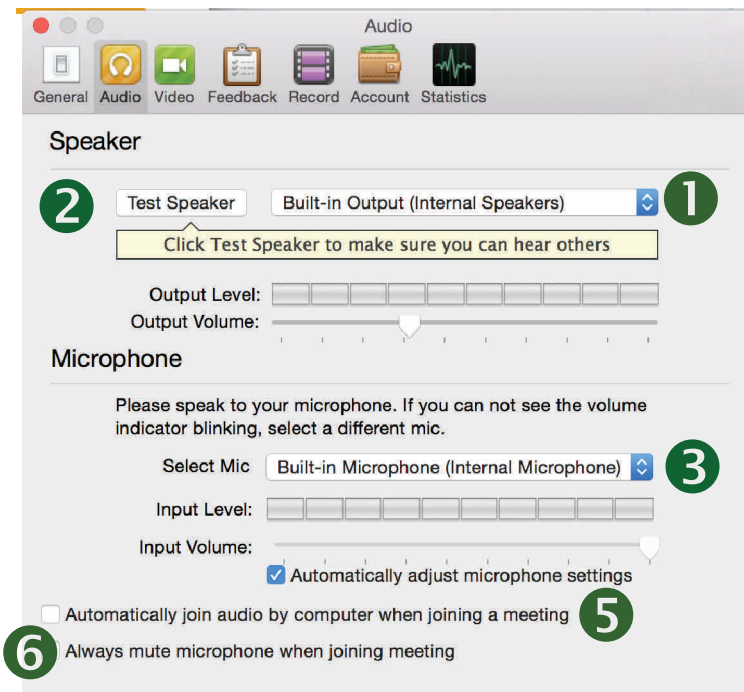
Settings: Audio Options

The Audio settings allow you to test your computer speakers and microphone. This also includes all microphones connected to the computer through a USB port.

1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the **Test Speaker** button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** Click the **Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume. **This button is not on the Mac.**



Mac



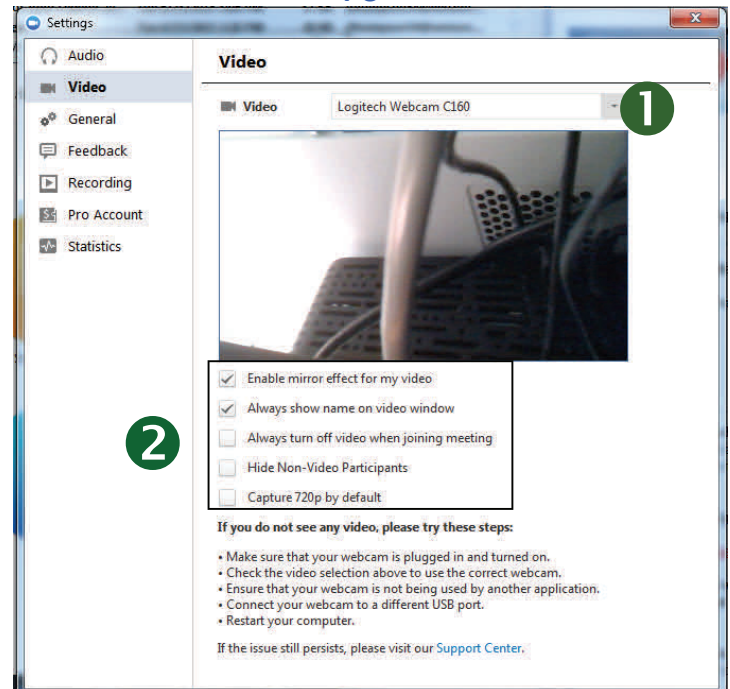
5. Check to **Automatically join audio by computer when joining a meeting**. This will use your computer's speakers and microphone for the meeting.
6. Check to **Always mute microphone when joining meeting**.

Settings: Video Options

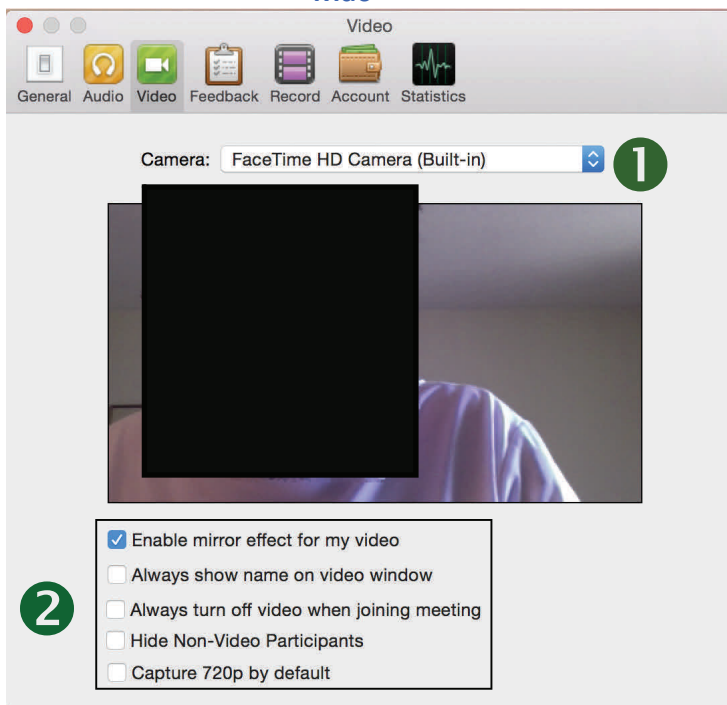
The Video settings allow you to make the following settings for video:

1. Select video source for Zoom video meeting.
2. Select or deselect the following video options:
 - Check to **Enable mirror effect for my video.**
 - Check to **Always show name on video window.**
 - Check to **Always turn off video when joining meeting.**
 - Check to **Hide Non-video participants.**
 - Check to **Capture 720p by default.**

PC



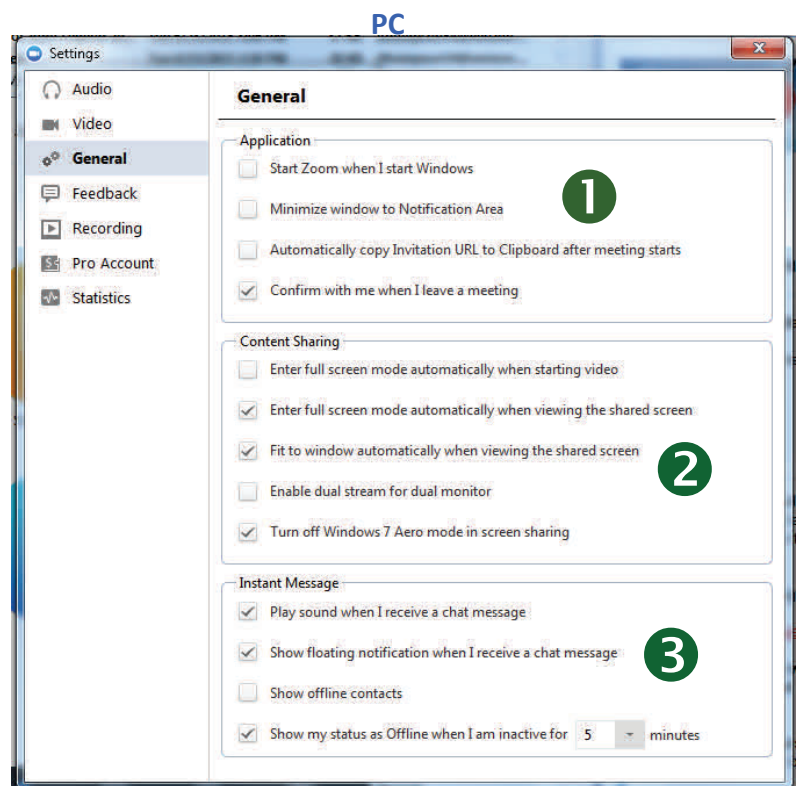
Mac



Settings: General for PC Only

The General settings allow you to select Application, Content Sharing and Instant Message settings :

- For Application, you can select the following settings:
 - Start Zoom when I start Windows** which loads the Zoom application whenever you start Windows.
 - Minimize window to Notification area.** This minimizes the Zoom window to the Notification area in the lower right hand corner of Windows.
 - Automatically copy Invitation URL to Clipboard after meeting starts.** This makes the URL available for you to paste.
 - Confirm with me when I leave a meeting.** This will allow you to confirm you are leaving and even assign another host.



- For Content Sharing, you can select the following settings:
 - Enter full screen mode automatically when starting video.**
 - Enter full screen mode automatically when viewing the shared screen.** Whenever you or a meeting participant shares a screen, you screen will automatically go into full screen mode.
 - Fit to window automatically when viewing the shared screen.**
 - Enable dual stream for dual monitor.** If you have a "Dual monitor" setup at conference room, office or room, please make sure that you have your monitors/HDTV connected via HDMI cables (preferred) or VGA cables. You will need to access your computer display settings. Go to **Control panel—Appearance and Personalization—Display—screen resolution.** Then select **Extend these displays.**
 - Turn off Windows 7 Aero mode in screen sharing.** This frees up processing power on your computer.
- For Instant Message, you can select the following settings:
 - Play sound when I receive a chat message.**
 - Show Floating notification when I receive a chat message.**
 - Show offline contacts.**
 - Show my status as Offline after I am inactive for XX minutes.** Select the number of minutes from the drop-down menu.

Settings: General for Mac Only

The General settings allow you to select Application, Content Sharing and Instant Message settings :

1. For Meeting Option, you can select the following settings:

- **Enter full screen mode automatically when viewing the shared screen.** Whenever you or a meeting participant shares a screen, your screen will automatically go into full screen mode. You will need to access your computer display settings.
- **Enter full screen mode automatically when starting video.**
- **Fit to window automatically when viewing the shared screen.**
- **Enable dual stream for dual monitor.** If you have a "Dual monitor" setup at conference room, office or room, please make sure that you have your monitors/

HDTV connected via HDMI cables (preferred) or VGA cables. Go to the **Apple** menu, choose **System Preferences**, go to the **View** menu, choose **Displays**, click the **Arrangement** tab, and enable **Mirror Displays** in the bottom left-corner.

NOTE: Dual stream consumes excess processor power, and should only be used by computers with an i7 processor. Use by an i5 processor or below is not recommended.

- **Automatically copy Invitation URL to Clipboard after meeting starts.** This makes the URL available for you to paste.
- **Confirm with me when I leave a meeting.** This will allow you to confirm you are leaving and even assign another host.

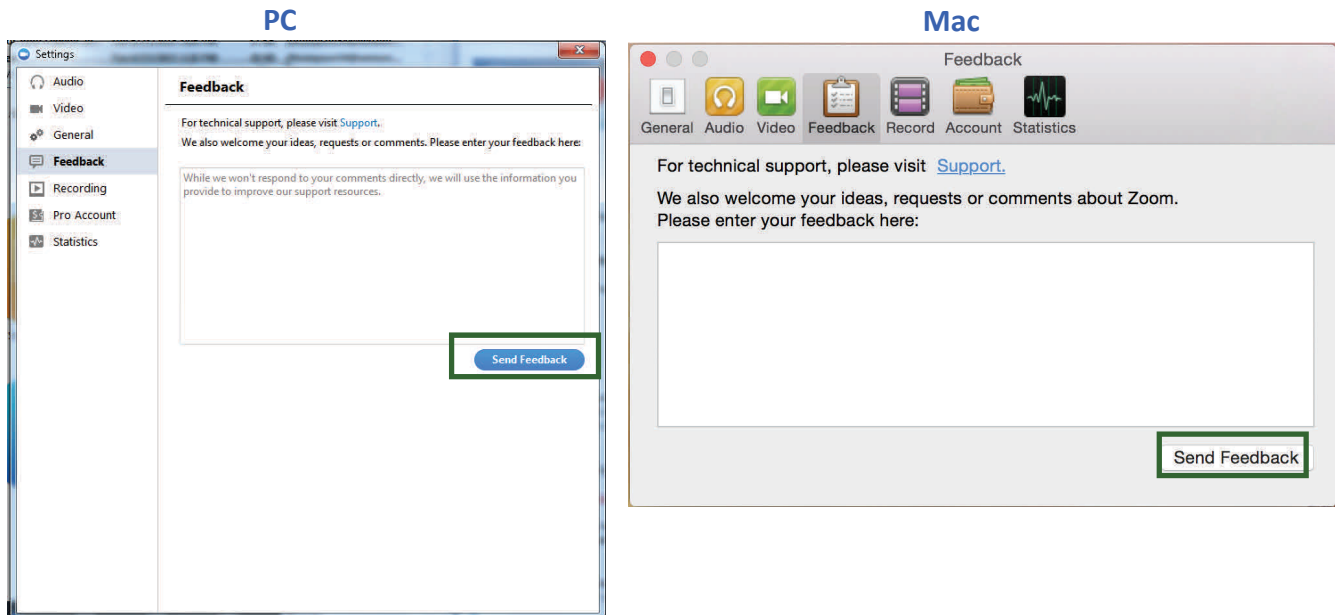
2. For Instant Message, you can select the following settings:

- **Show offline contacts.**
- **Play sound when I receive a chat message.**
- **Show Floating notification when I receive a chat message.**
- **Bounce application icon when I receive a chat message.** Select either Continuously or Once.
- **Show my status as Offline after I am inactive for XX minutes.** Select the number of minutes from the drop-down menu.



Settings: Feedback

The **Feedback** setting allows you to type in feedback to Zoom. After typing your feedback, click **Send Feedback**.



Settings: Recording

The **Recording** setting lets you select where and when to save Zoom meeting recordings.

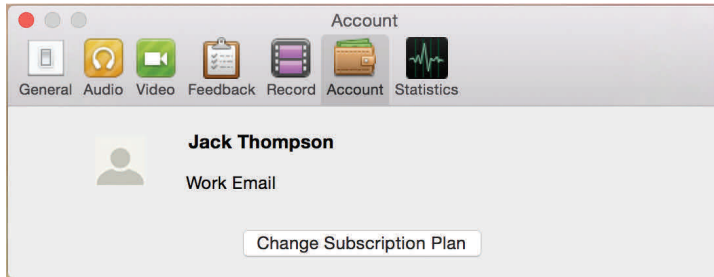
1. Click **Change File Location** to change the location where you want to store the Zoom meeting recordings. The Browse for Folder screen opens.
 - Browse and select an existing folder, or
 - Click **Make New Folder** to create a new folder to select.
2. Click to **Choose a location for recorded files when meeting ends**. This option allows you to choose the location to save the meeting file each time you save a meeting. When this option is not selected, the re-



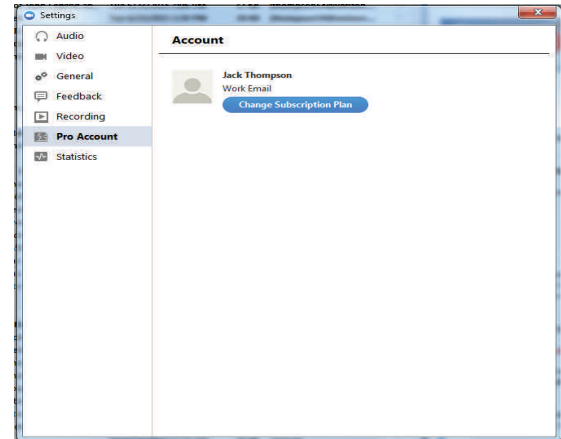
Settings: Account

The **Account** setting displays the current account you have for Zoom. If you want to change your subscription plan, please contact Client Services at ithelp@yorku.ca or 416-736-5800 or extension 55800 for assistance.

Mac



PC

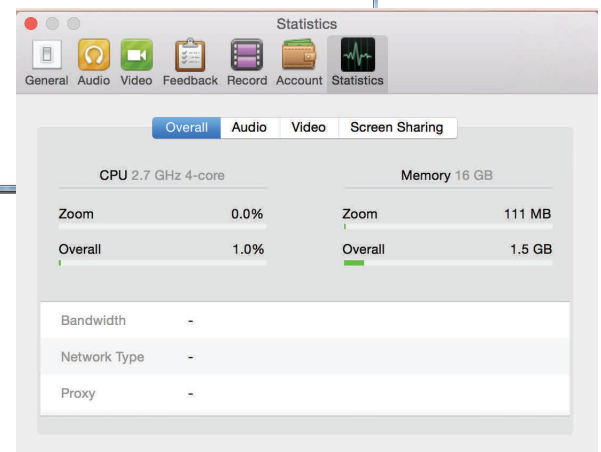


Settings: Statistics

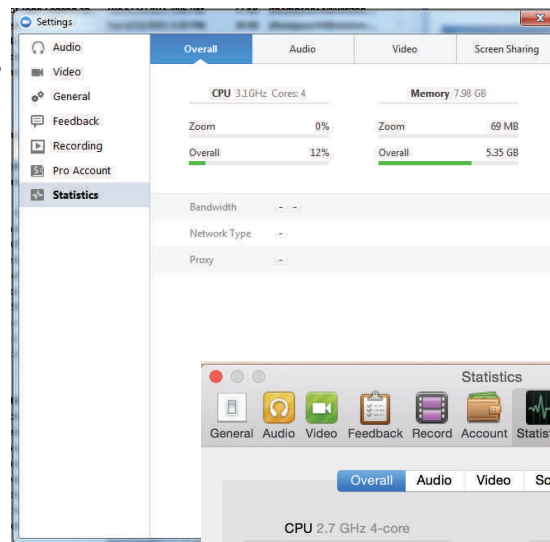
The **Statistics** settings allows you to view statistics for your Zoom application. It is useful in troubleshooting issues you may be having with your Zoom conferences. The settings displayed include:

- **Overall** statistics for CPU, Memory, Bandwidth, Network Type and Proxy setting.
- **Audio** statistics for Frequency, Latency, Jitter, and Packet Loss.
- **Video** statistics for Latency, Jitter, Packet Loss, Resolution, and Frame Per Second.
- **Screen Sharing** statistics for Latency, Jitter, Packet Loss, Resolution and Frame Per Second.

Mac



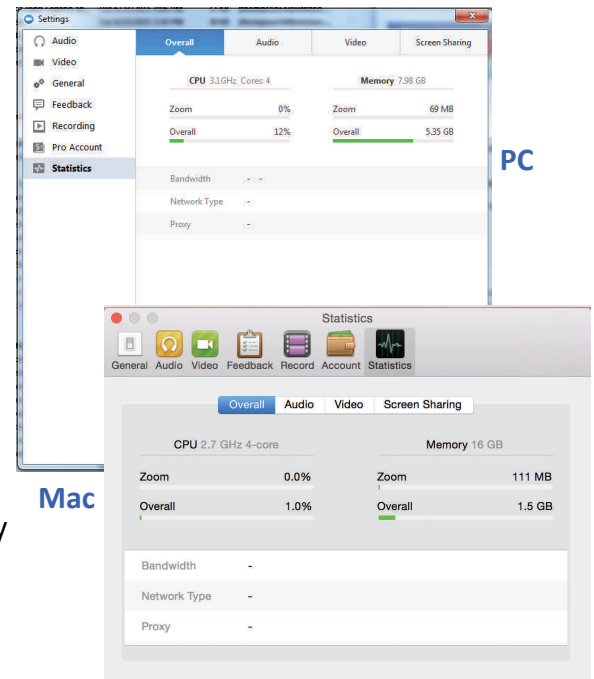
PC



Statistics: Overall

The **Overall** Statistics displayed include:

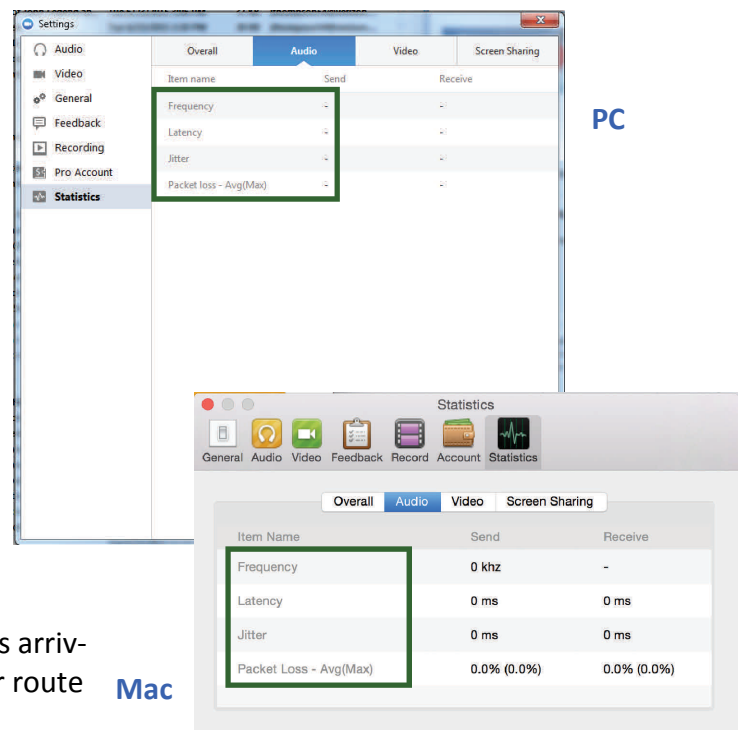
- The speed of the Central Processing Unit (**CPU**) of your computer.
- The number of CPU **cores** your computer contains.
- The amount of **Memory** available on your computer.
- The amount of CPU and Memory used by the Zoom application and by your computer overall.
- The **Bandwidth** shows the send and receive rate you are experiencing during the call. Higher bandwidth numbers usually indicate a stronger connection.
- The **Network Type** identifies if you are using a WiFi, LAN or other network.
- **Proxy** identifies your network's proxy settings.



Statistics: Audio

The **Audio** statistics show the following information for both Send and Receive:

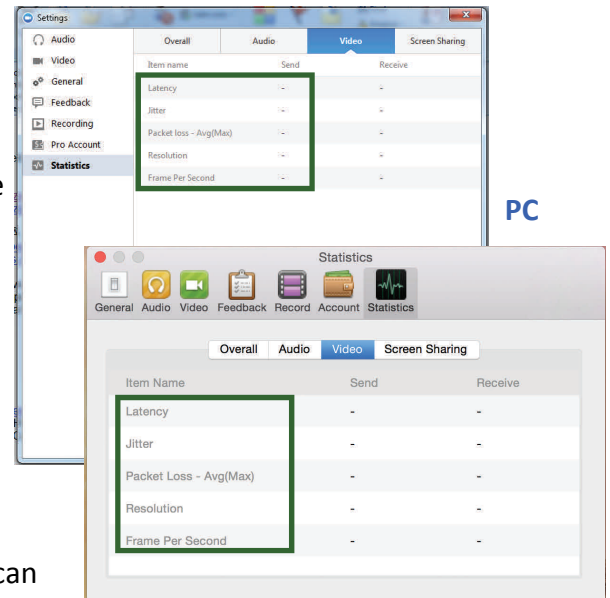
- **Frequency** — A frequency is the sampling frequency which is the number of samples per second in a sound. Usual values for sampling frequency is 44100 Hz (CD quality) or 22050 Hz (speech). The higher the frequency the better the audio quality.
- **Latency** — The delay between packet being sent and received. For example the time between you speaking and the other user receiving the audio on their end.
- **Jitter** — The variation in the time between packets arriving, caused by network congestion, timing drift, or route changes.
- **Packet Loss** — The total amount of data that fails to reach the final destination.



Statistics: Video

The **Video** statistics show the following information for both Send and Receive:

- **Latency** — The delay between packet being sent and received. For example the time between you speaking and the other user receiving the audio on their end.
- **Jitter** — The variation in the time between packets arriving, caused by network congestion, timing drift, or route changes.
- **Packet Loss** — The total amount of data that fails to reach the final destination.
- **Resolution** — The number of pixels in each dimension that can be displayed. Higher usually means higher quality.
- **Frames Per Second** — Frequency (rate) at which an imaging device displays consecutive images called frames.



PC

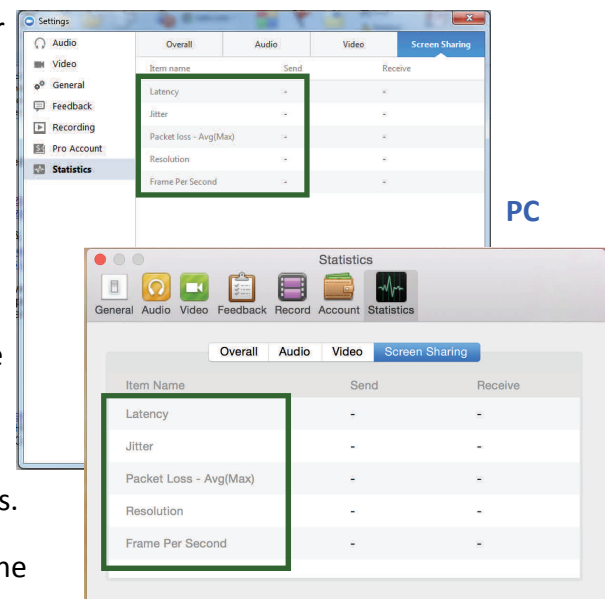
Mac

Statistics: Screen Sharing

The **Screen Sharing** statistics show the following information for Send (when sharing a screen with others) and Receive (when viewing another shared screen):

Note: Depending on whether on your sharing your screen or viewing a shared screen, either the Send or Receive will be blank.

- **Latency** — The delay between packet being sent and received. For example the time between you speaking and the other user receiving the audio on their end.
- **Jitter** — The variation in the time between packets arriving, caused by network congestion, timing drift, or route changes.
- **Packet Loss** — The total amount of data that fails to reach the final destination.
- **Resolution** — The number of pixels in each dimension that can be displayed. Higher usually means higher quality.
- **Frames Per Second** — Frequency (rate) at which an imaging device displays consecutive images called frames.



PC

Mac

Statistics: Warnings

The statistic pages provide two types of warnings:

1. **Red** indicates that there most likely will be quality issues, as seen in the packet loss of audio seen here.
2. **Orange** indicates that there may be some quality issues as shown here with packet loss in audio.

The screenshot shows the Zoom Settings window with the Audio tab selected. The 'Statistics' section is expanded, showing a table of audio performance metrics. A red warning icon is present next to the 'Packet loss - Avg(Max)' row.

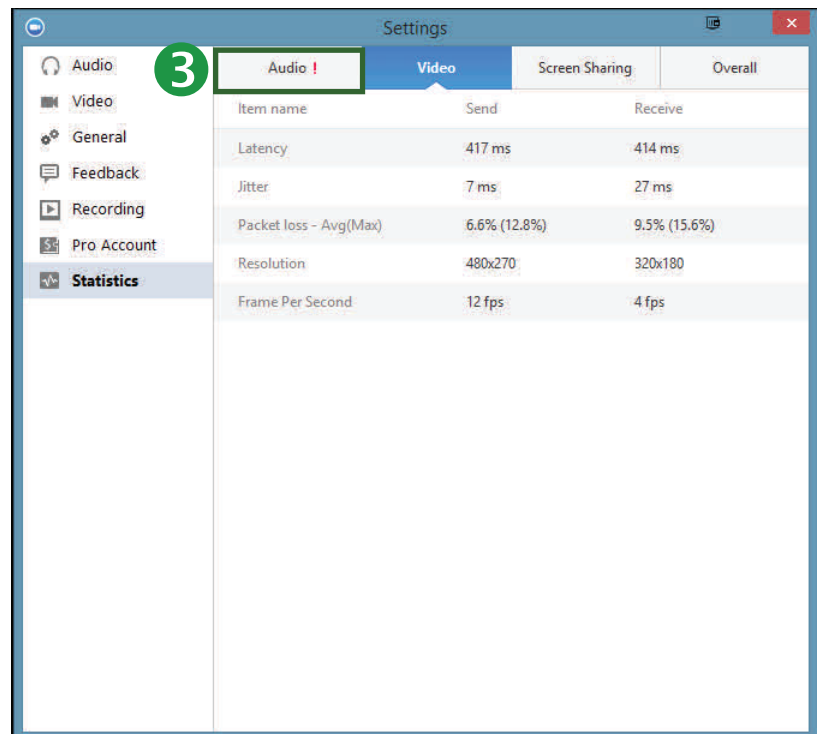
Item name	Send	Receive
Frequency	32 KHz	24 KHz
Latency	445 ms	444 ms
Jitter	22 ms	16 ms
Packet loss - Avg(Max)	12.0% (50.0%)	0.0% (0.0%)

The screenshot shows the Zoom Settings window with the Audio tab selected. The 'Statistics' section is expanded, showing a table of audio performance metrics. An orange warning icon is present next to the 'Packet loss - Avg(Max)' row.

Item name	Send	Receive
Frequency	32 KHz	24 KHz
Latency	506 ms	441 ms
Jitter	14 ms	3 ms
Packet loss - Avg(Max)	19.4% (25.4%)	0.0% (0.0%)

Statistics: Warnings (continued)

- The statistic page displays a red ! exclamation point indicating there is an issue with a tab you currently are not on



Meeting Options



Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

1. **Mute** and **Unmute** your audio and select Audio options.
2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings. See [Meeting Options: Audio Options](#).
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings. See [Settings: Video](#).
5. **Invite** more people to join by email, instant messaging or a Room System.
6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.
7. **Share Screen** lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. **End Meeting** lets you end or leave the meeting.
11. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.

Meeting Options: Audio Options — Mute or Unmute Audio

Click the microphone icon to mute or unmute your meeting audio.



Unmuted



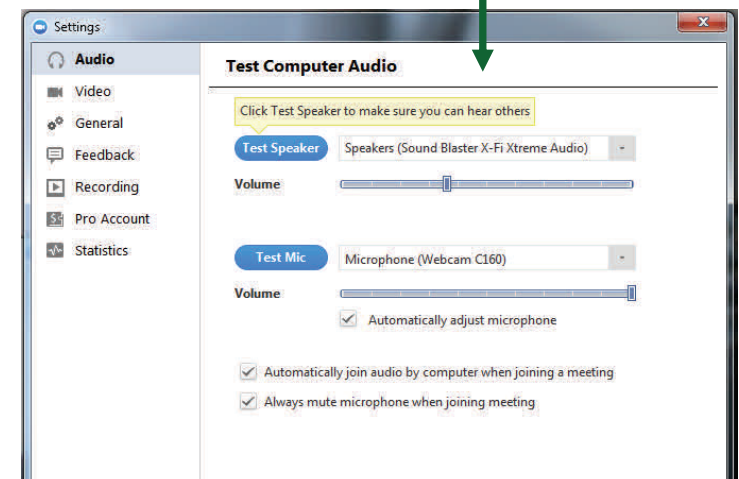
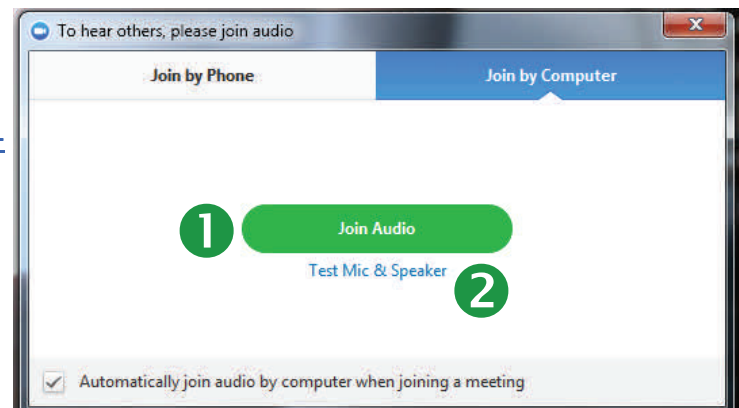
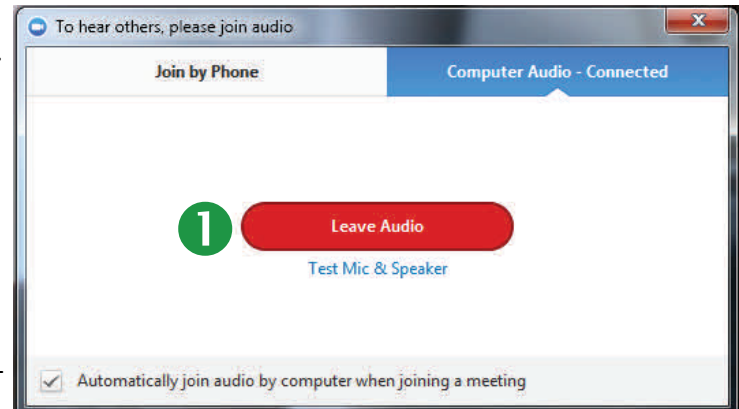
Muted

Meeting Options: Audio Options — Computer Audio Tab

When you click Audio Options you can access the following options by clicking either the [Join by Phone](#) or **Computer Audio** tabs.

When you click the **Computer Audio** tab, you can:

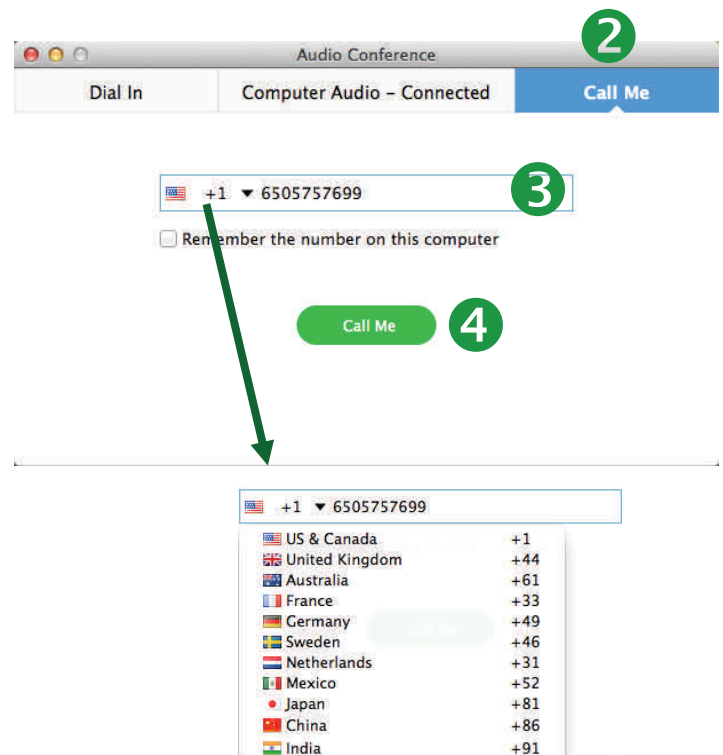
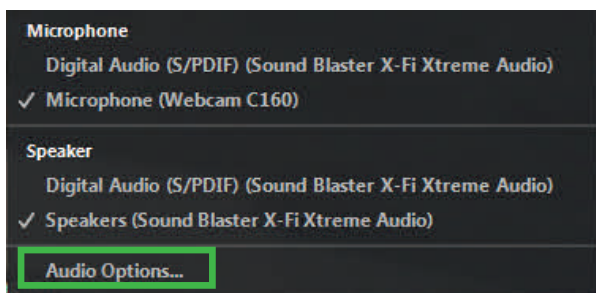
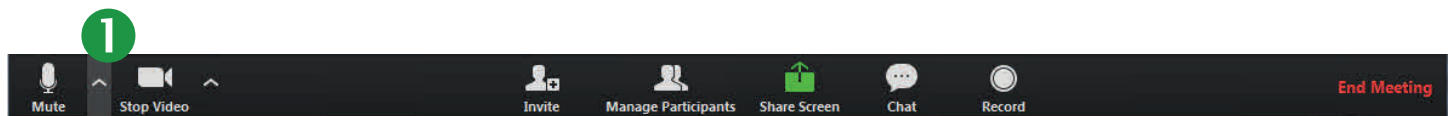
1. **Leave Audio** or **Join Audio** in the meeting you are attending.
2. Click **Test Mic & Speaker** to test your computer speaker(s) or microphone and adjust the volume.
3. If you have a Zoom Pro account, there will be a third tab for the Call Me feature, see [Meeting Options: Audio Options — Call Me](#).



Meeting Options: Audio Options — Call Me

If you have subscribed to the **Call Me** feature, Call Me will be listed as one of the Computer Audio tabs. To use this option:

1. During a meeting, click the up arrow next to Mute and click **Audio Options**.
2. Select the **Call Me** tab to enter your phone device's number. Select your country code from the drop-down menu.
3. Enter the phone number.
4. Click **Call Me**.



Meeting Options: Audio Options — Join by Phone Tab

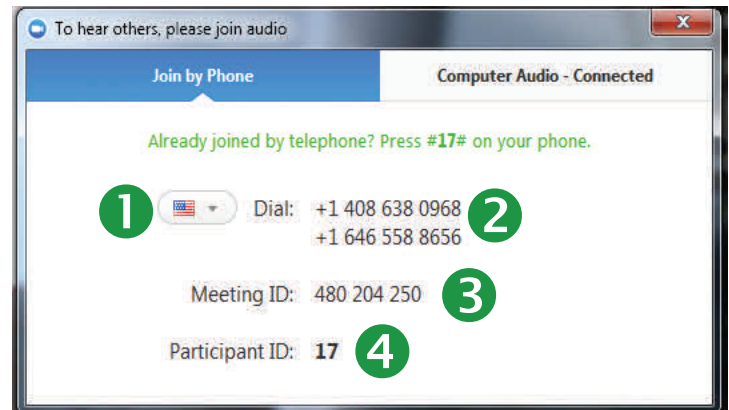
When you click Audio Options you can access the following audio options by clicking either the **Join by Phone** or [Computer Audio](#) tabs.

When you click the **Join by Phone** tab, you can:

1. Select the flag drop-down to find your country.
2. Dial the number listed for your country.
3. Enter the meeting ID as seen on the screen when you receive the prompt on your phone.
4. Enter the participant ID as seen on the screen when you receive the prompt on your phone.

Note: If you decided to **Join via telephone** after **Joining via computer**, please select **Audio Options** and **Leave Computer Audio**. Then enter **#Participant ID#**. Otherwise you may hear audio feedback or echo in the meeting.

5. If you have a Zoom Pro account, there will be a third tab for the **Call Me** feature, see [Meeting Options: Audio Options — Call Me](#).



Meeting Options: Video

1. Click the Video camera icon to turn on or off video for a meeting.

Video On



1

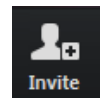
Video Off



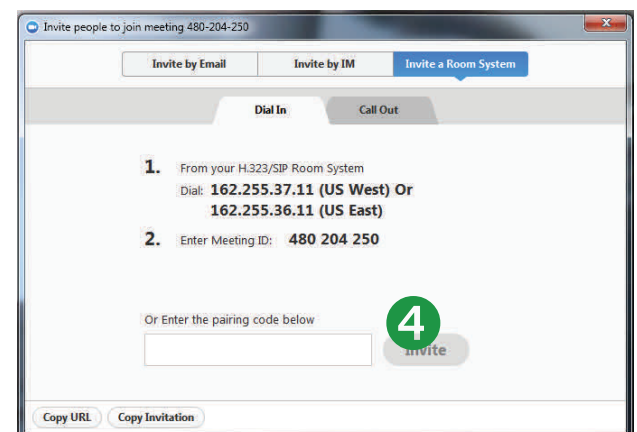
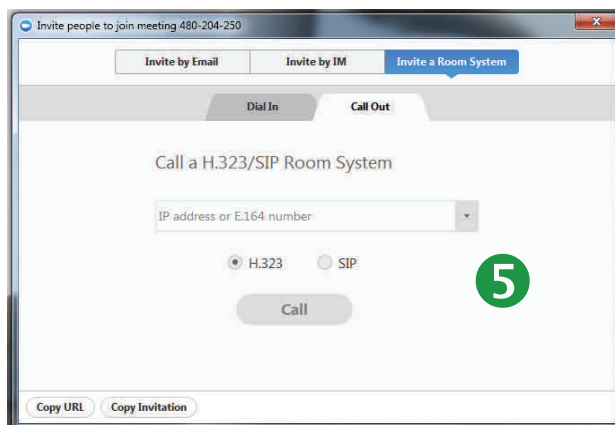
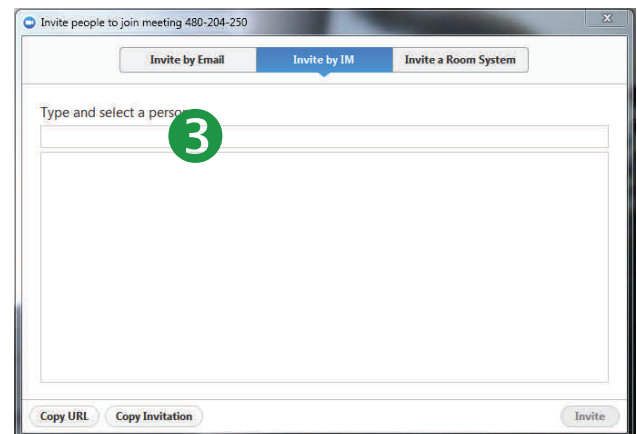
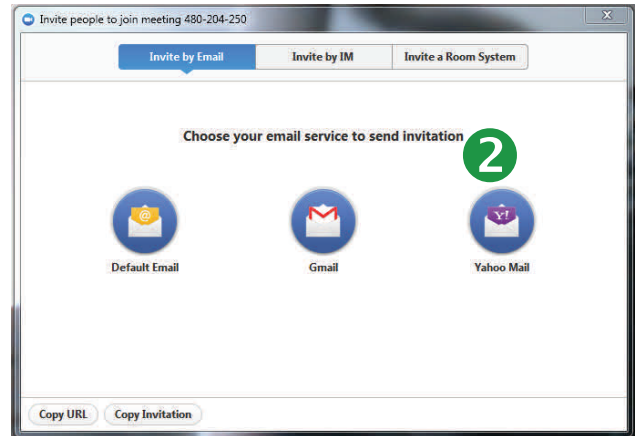
Meeting Options: Invite

Invite lets you invite people to a meeting.

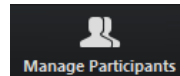
1. Click **Invite**. The Invite people to join meeting screen opens.
2. Click **Invite by Email** to invite people to a meeting using Outlook, Gmail or Yahoo Mail. Click to **Copy URL** or **Copy Invitation** to include in the email.
3. Click **Invite by IM** to invite people using instant messaging. Type in the person's name and select the person. Click to **Copy URL** or **Copy Invitation** to include in the email. Click **Invite** to send the invitation.
4. Click **Invite by a Room System**. Select **Dial In** to an H.323 /SIP Room System using a Meeting ID or a Pairing Code to invite people to a meeting.
5. Click **Invite by a Room System**. Select **Call Out** to use an H.323/SIP room system to invite people to a meeting. Enter an IP address or E.164 number. Select H.323. or SIP and then click **Call**.



1



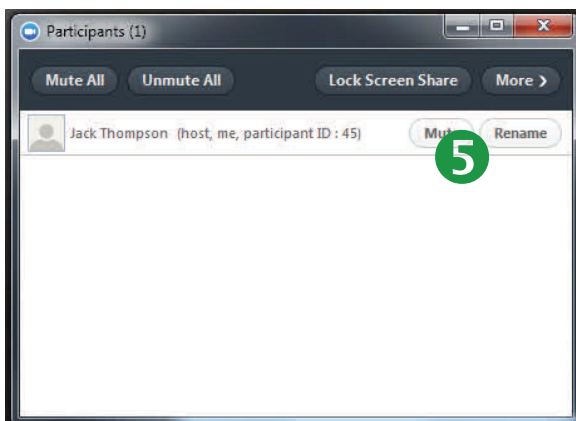
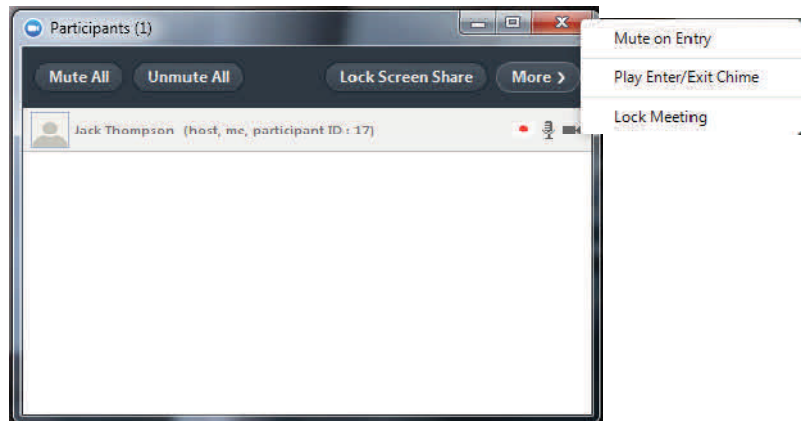
Meeting Options: Manage Participants



When you click **Manage Participants**, the Participants screen appears. On this screen, you can:

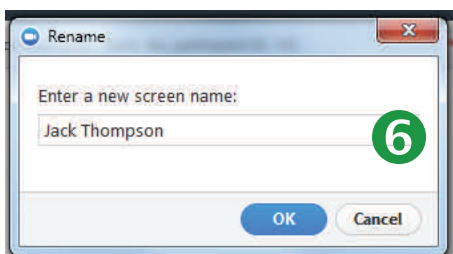
- 1
- 2
- 3
- 4

1. **Mute All** meeting participants.
2. **Unmute All** meeting participants.
3. By selecting **Lock Screen Share**, all participants in a meeting will not be able to share a screen. The host will still be able to share a screen. Select **Unlock Screen Share** to allow all participants to share a screen.



4. Click **More** to select the following:

- **Mute on Entry** will mute audio when participant join the meeting.
- **Play Enter/Exit Chime** will play a chime whenever a person enters or exits a meeting.
- **Lock Meeting** will not allow any new participants to join the meeting.

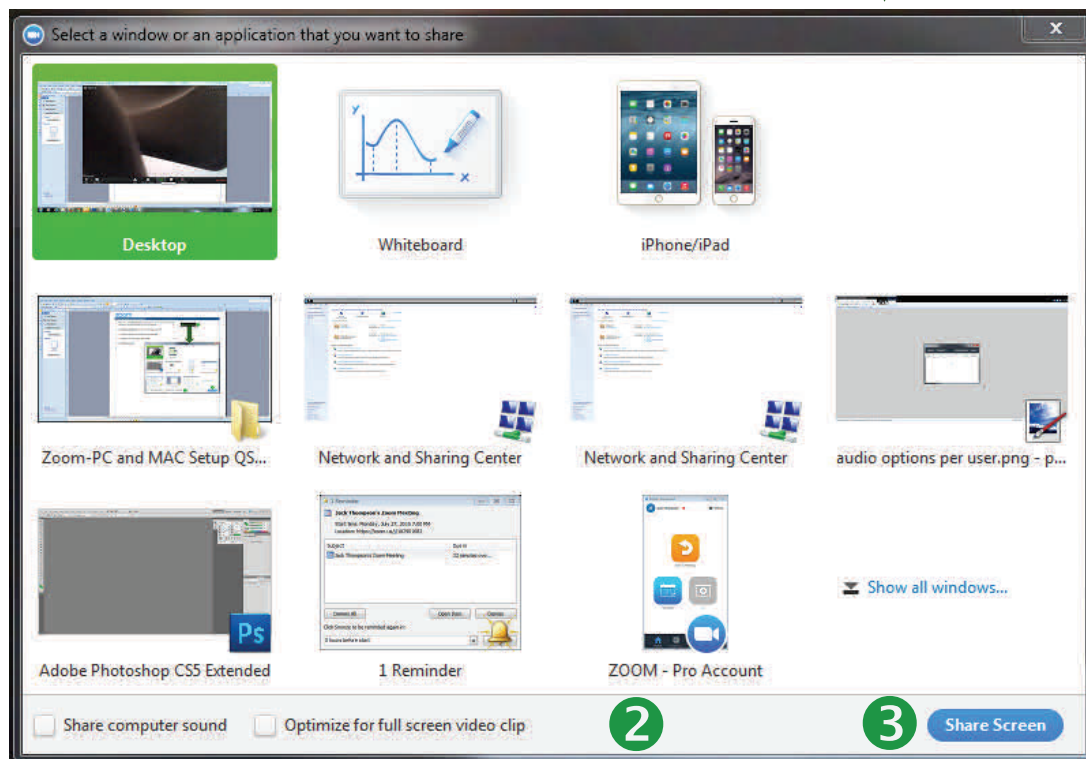


5. Scroll over a meeting participant's name to **Mute** or **Unmute** the participant.

6. Scroll over a meeting participant's name to **Rename** the screen name of the participant. Click **Rename**, type in the new name and click **OK**.

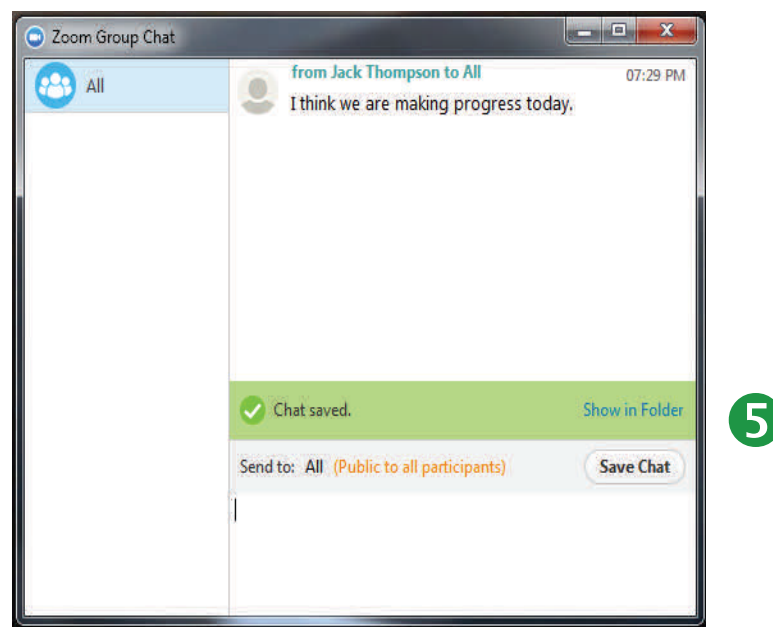
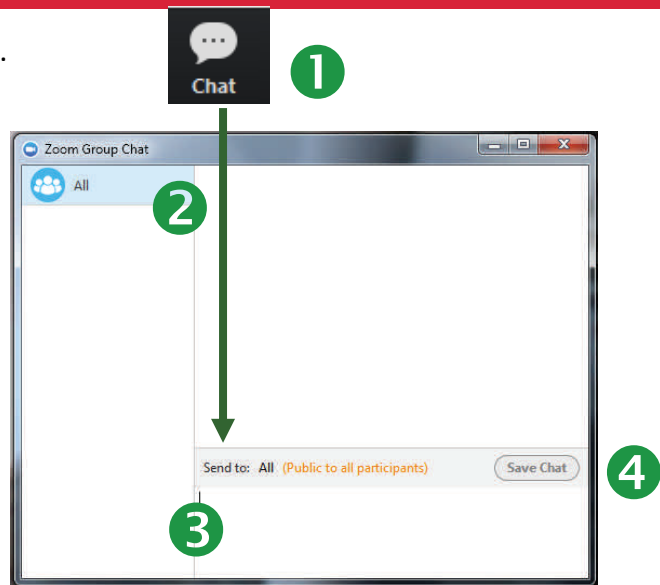
Meeting Options: Share Screen

1. When you click **Share Screen**, a screen opens where you can select the window or application that you want to share.
2. Select, if needed, one of the following options:
 - Share computer sound when screen sharing
 - Optimize for full screen video clip
3. Click **Share Screen**.



Meeting Options: Chat

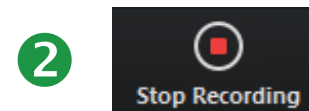
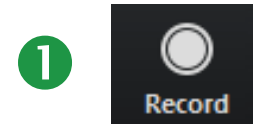
1. Click **Chat** to send a group chat to a selected Group.
2. Select a Group from the left side of the screen.
3. Type in a message and press Enter. The message is sent to all members in the selected Group.
4. If you want to keep the chat, click **Save Chat**. The message is saved in the meeting folder on your computer.
5. To view the chat, click **Show in Folder** or browse to the folder.



Meeting Options: Record

To record or stop recording a meeting audio and video (if selected), do the following:

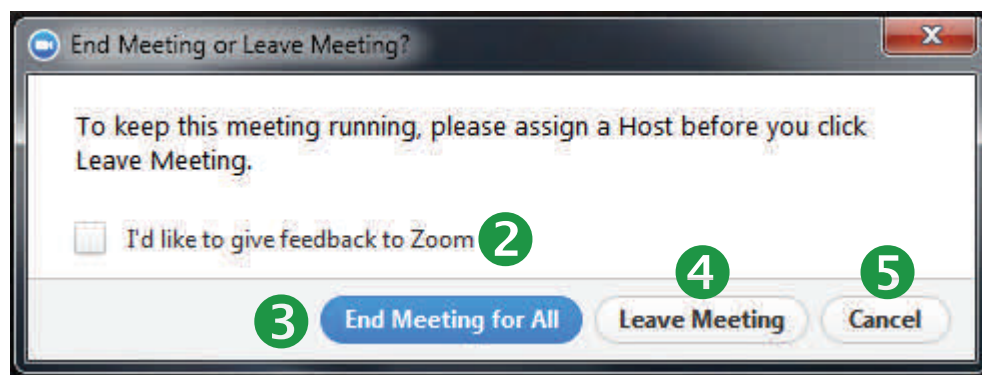
1. Click **Record** to begin recording. Zoom will record the meeting's audio and video (if selected).
2. Click **Stop Recording** to end all audio and video recording of the meeting. The recording will not be saved until you end the meeting.



Meeting Options: End Meeting

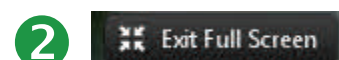
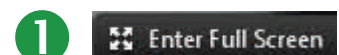
To end a meeting:

1. Click **End Meeting**. The End Meeting and Leave Meeting screen appears.
2. Click the **I'd like to give feedback to Zoom** if you want to provide feedback on the conference call you just hosted or attended.
3. Select **End Meeting for All** to end a meeting for which you are a host.
4. Click **Leave Meeting** if you want to leave a meeting you joined.
5. Click **Cancel** if you decide you do not want to end or leave the meeting.



Meeting Options: Full Screen

1. If you want to view the meeting in full screen, click **Enter Full Screen** in the upper right corner of the Zoom meeting.
2. To exit full screen mode, click **Exit Full Screen** and your meeting window returns to its original size.



Meeting Options: Breakout Sessions

To assign your participants to breakout sessions in a meeting, use the following steps:

1



1. Click **Breakout Sessions** to begin.
2. Create up to 50 breakout sessions and assign participants either manually or automatically. Click **Create Sessions** when finished.
3. After confirming your assignments, click **Start All Sessions**
4. As the meeting host, use the **Join** button beside each session to join groups
5. To bring all participants back to the main meeting, click **Stop All Sessions**. Within 30 seconds, all breakout sessions will end and the participants will rejoin the main meeting.

