



# Guide for Staff / Meeting Hosts

## What is Zoom

Zoom is a web-based video conferencing tool that allows users to meet online from their desktop, mobile, tablet or telephone.

The powerful features of the easy-to-use interface enables users to deliver presentations, share content, screen-share, collaborate on projects, perform application demonstrations, create breakout/smaller discussion groups, poll participants and record meetings.

## How to Access your Zoom Account

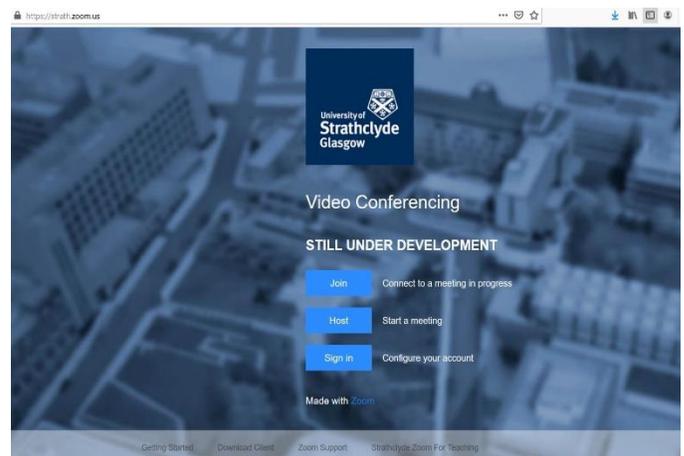
### Using the Zoom Web Interface

- Go to <https://strath.zoom.us>
- Click the 'SIGN IN' button at the bottom of the screen.
- Enter your DS email address.
- Sign in with your DS login details.

Note the help links on the website bottom bar.

### Download the Zoom Desktop App (Zoom Client)

- Go to <https://strath.zoom.us/download>.
- Click the 'Download and install' button.
- Once download, open the App.
- Go to the 'Sign in with Google' button.
- Enter your DCU login details.



### Download the Zoom Mobile App

- Go to <https://zoom.us/download>.
- Click the 'Download in App Store' button for apple iphone or 'Download in Google Play' for android.
- Once downloaded, open the App.
- Go to the 'Sign in with Google' button.
- Enter your DCU login details.

# How to Start a Meeting

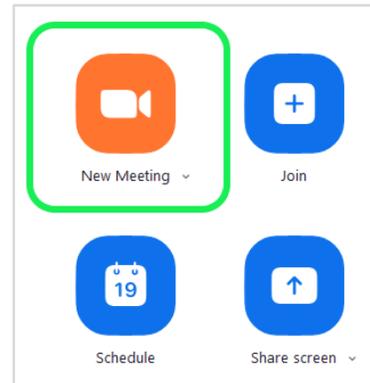
## From the Zoom Web Interface

1. Go to the '[HOST A MEETING](#)' tab on the top right hand corner of the screen.
2. Select video on or off option.
3. Launch the Zoom application (open link).
4. Select 'Join with Computer Audio'.



## From the Zoom Desktop App

1. Click on the 'New Meeting' icon.
2. Select 'Join with Computer Audio'.



## From the Mobile App

1. Click on the 'New Meeting' icon.
2. Select 'Join with Computer Audio'.

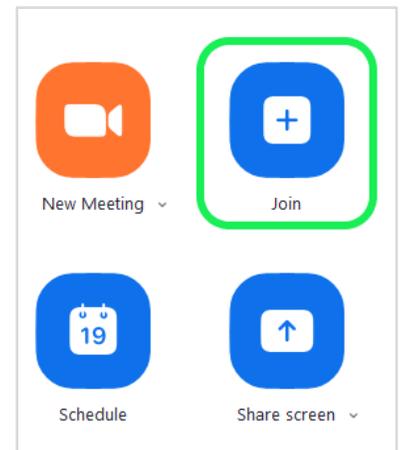
# How to Join a Zoom Meeting

## Using Meeting ID

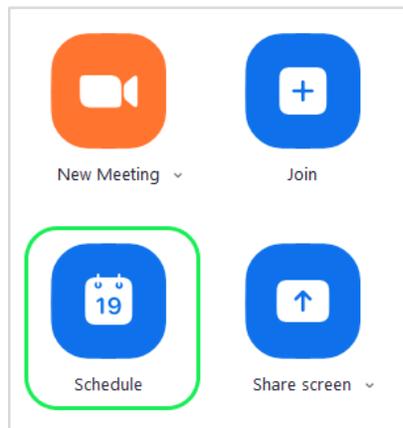
1. From the Zoom Web interface go to the '[JOIN A MEETING](#)' tab on the top right hand corner of the screen. From the desktop or mobile App select the 'Join' icon.
2. When prompted, add your designated Meeting ID (The Meeting ID can be a 9, 10, or 11-Digit number). The Meeting ID should be provided to participants by the host.
3. Click 'Join' and your meeting will start.

## From an Email Invitation

1. Click on the Zoom link shared with you through email.
2. Click 'launch application' which will install the Zoom app on your computer.
3. After the Zoom app is installed, your meeting will start.



# How to Schedule a Zoom Meeting



1. From the Zoom Web interface, desktop or mobile App, click on the 'Schedule' icon.
2. Add a meeting title, date and start time, timezone, set a recurring meeting (optional), set a password for your meeting (optional) etc.

A screenshot of the 'Schedule a Meeting' form in the Zoom app. The form is titled 'Schedule a Meeting' and is set against a dark blue background. It contains several sections: 'Topic' with a text input field containing 'Video Conferencing 1's Zoom Meeting'; 'Start' with a date and time picker set to 'Tue March 17, 2020' at '14:00'; 'Duration' with dropdowns for '1 hour' and '0 minute'; 'Time Zone' with a dropdown set to '(GMT+00:00) London'; a 'Recurring meeting' checkbox which is unchecked; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 768-545-1361'; 'Password' with a checked 'Require meeting password' checkbox and an input field containing '007885'; 'Video' with radio buttons for 'Host' (selected 'On') and 'Participants' (selected 'Off'); 'Audio' with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected); 'Dial in from' with a link to 'Edit'; 'Calendar' with radio buttons for 'Outlook' (selected), 'Google Calendar', and 'Other Calendars'; and 'Advanced Options' with a dropdown arrow. At the bottom right, there are two buttons: a blue 'Schedule' button and a white 'Cancel' button.

3. By selecting 'outlook Calendar' from the Calendar field in the settings, the meeting will be added to your calendar on outlook..
4. Click 'Schedule' when complete.

## Audio & Video Setup

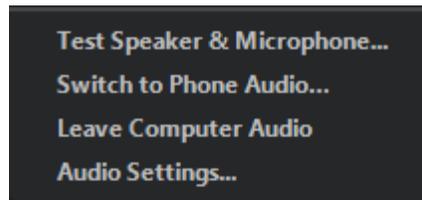
Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line.

If you need to change your audio input device (e.g. change from computer speaker and mic to headset), click the ^ arrow next to the microphone icon and select the appropriate device.



*Tip: If you are using a headset, plug it into your device before you join the Zoom meeting.*

Should you experience problems connecting your audio, click the ^ arrow again and choose 'Audio Options', then 'Test Speaker & Microphone'.



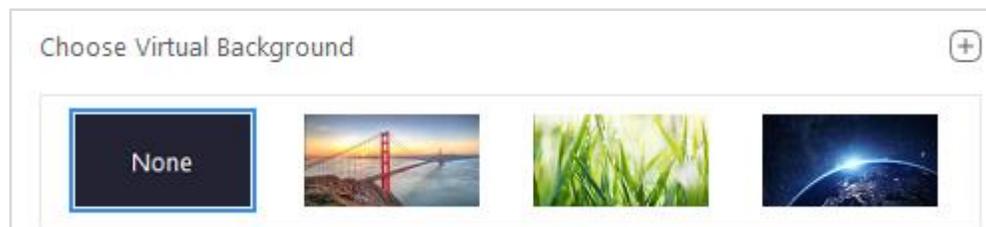
Your webcam will turn on automatically when the meeting launches.



If you need to change your webcam input device, click the ^ arrow next to the video icon and select the appropriate device.

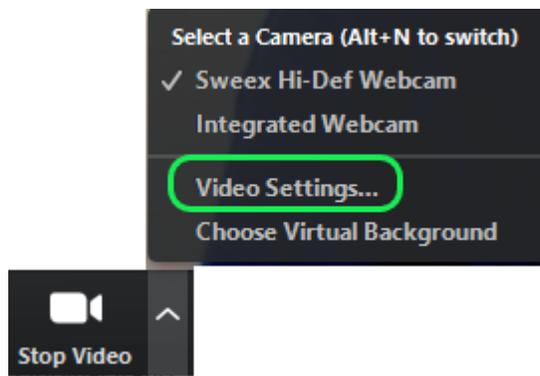


You can choose a virtual background for your video:



This feature allows you to display an image or video as your background during a Zoom meeting but please note this feature works best with a green screen.

Click the ^ arrow next to the video icon to edit your video settings:



Here you can enable or disable the following settings:

**Camera:** Sweex Hi-Def Webcam

16:9 (Widescreen)  Original Ratio

**My Video:**  Enable HD  
 Enable mirror effect  
 Touch up my appearance

**Meetings:**  Always display participant names on their video  
 Turn off my video when joining meeting  
 Always show video preview dialog when joining a video meeting  
 Hide non-video participants  
 Spotlight my video when I speak  
 Display up to 49 participants per screen in Gallery View

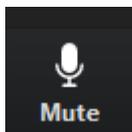
Did not see any video, [trouble shooting](#)

Advanced

# Zoom Meeting Controls

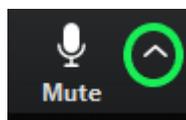
The Zoom controls appear at the bottom of your Zoom meeting screen. To show or hide the controls bar press Alt on your keyboard.

## Mute / Unmute

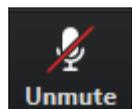


This button allows you to mute and unmute your microphone during the session.

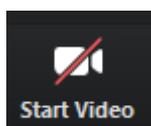
To choose the microphone and speaker you want to use for the meeting click the ^ arrow beside the microphone icon (as seen in the image below) and select from the dropdown menu:



The following icon indicates that your microphone is on mute and participants will not hear you when you speak:



## Start / Stop Video

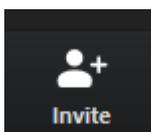


The 'Start Video' button allows you to turn your camera on or off.

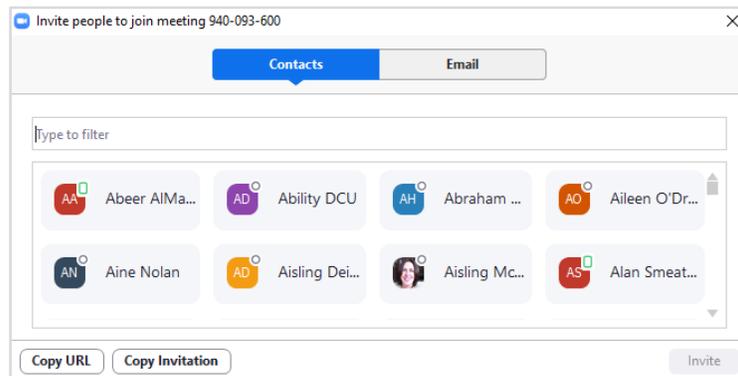
Click the ^ arrow beside the video icon (as seen in the image below) to choose your camera if you have multiple cameras available to you. You can also change your video settings and choose a virtual background from this menu.



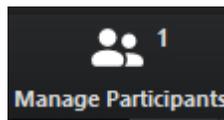
## Invite



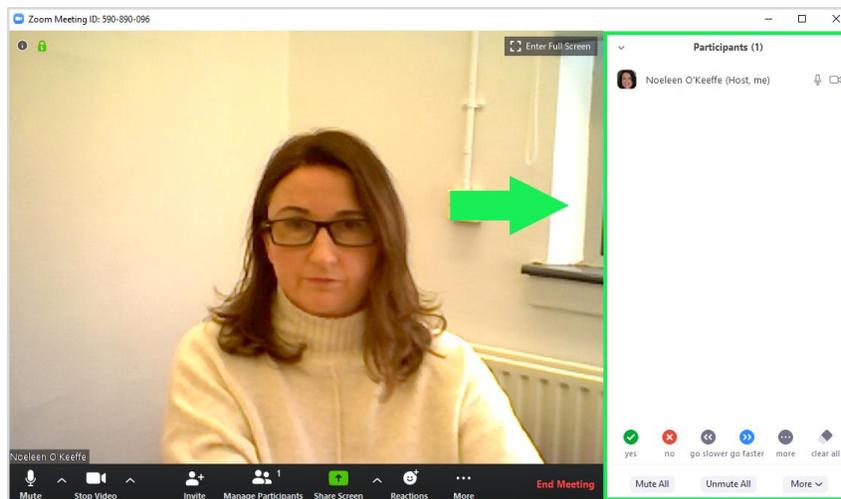
To invite participants to join the meeting select the 'Invite' icon. Choose from the list of contacts available (enter their name and select the contact from the screen) or copy the URL or invitation and select the email service you want to send the invite from. Choose Gmail here and a 'compose email' screen will open with the details of the Zoom meeting included. Enter the email address(es) and send.



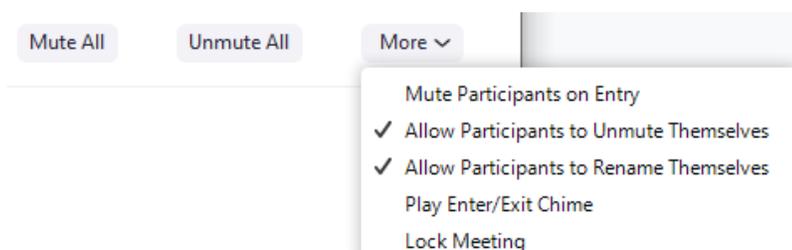
## Manage Participants



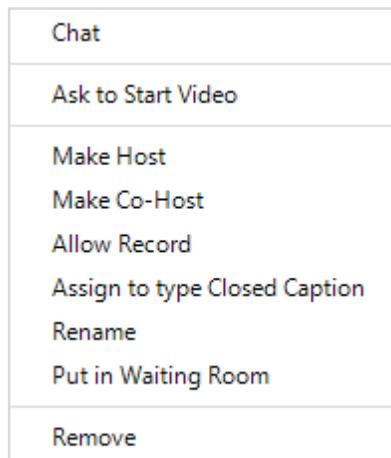
Click the 'Manage participants' icon to display the meeting participants list. This will appear in a panel on the right hand side of your Zoom screen (as seen in the image below).



From here the host can set a number of controls for participants. To view options click the 'More' button at the bottom right hand corner of the 'Participants' panel (as seen in the image below):



Manage individual participants by hovering your mouse over their name and clicking 'More' for the following options:



**Chat:** Open the chat window to send messages directly to the panelist.

**Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.

**Make Host (only available to the host):** Assign the attendee to be the host. There can only be one host.

**Make Co-Host (only available to the host):** Assign the attendee to be a co-host. You can have an unlimited number of co-hosts. Learn more.

**Allow Record (only available to the host):** Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.

**Assign to type Closed Caption (only available to the host):** Assign the attendee to type Closed Caption during the meeting.

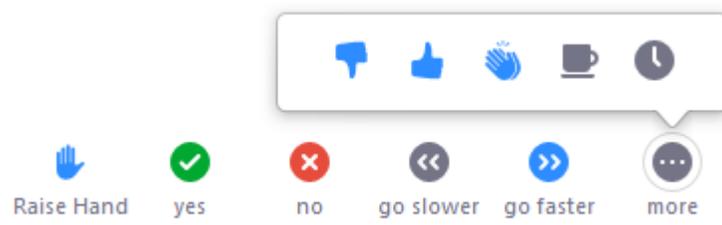
**Rename:** Change the attendee name that is displayed to other participants.

**Note:** To change your own name that is displayed, hover over your name in the participants list and click Rename. This change only applies to the meeting. To permanently change your name, see My Profile.

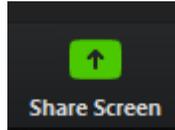
**Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear. Learn more.

**Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.

Non-verbal feedback icons are available to all participants to use during the meeting. These include:

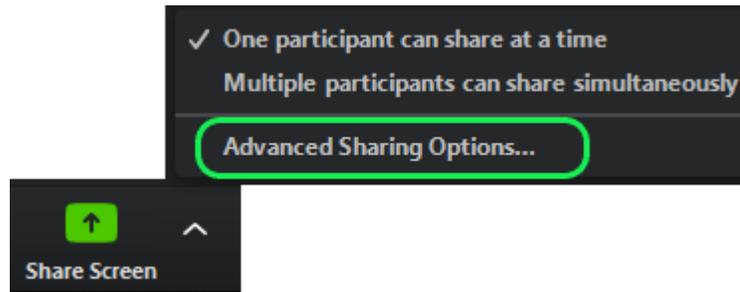


# Share Screen



Participants can share applications or documents from their device using 'Share Screen'.

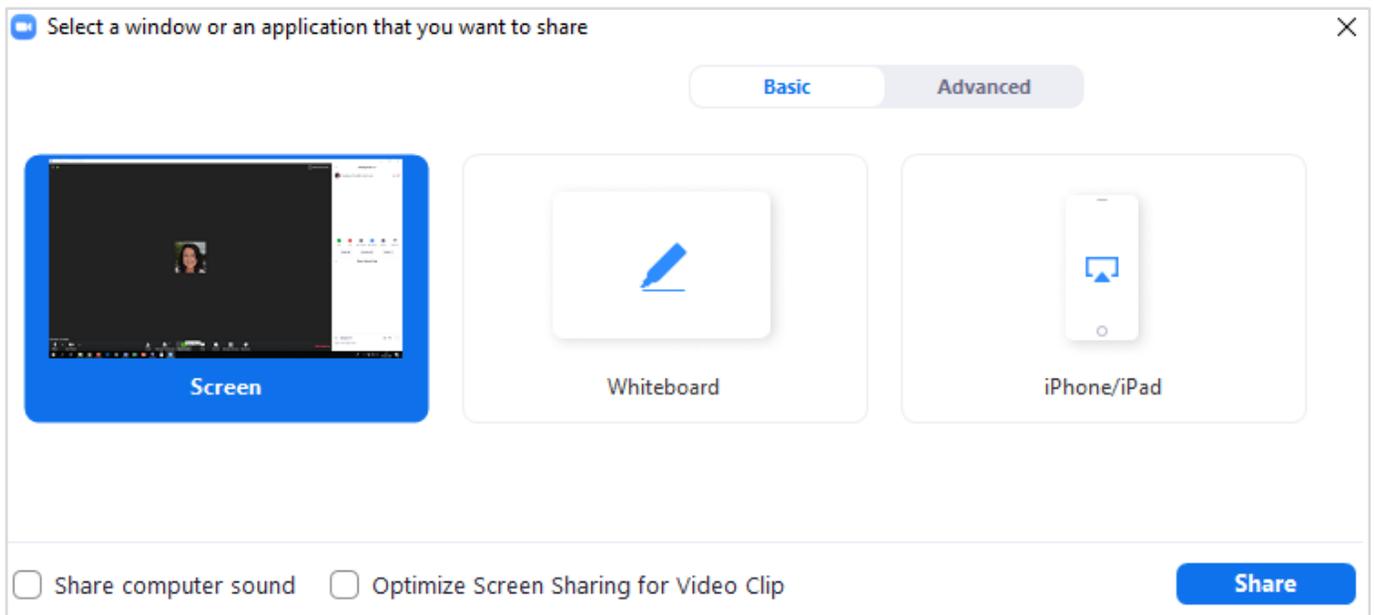
The host can manage the sharing rights of participants by clicking the ^ arrow beside the share screen icon, then selecting 'Advanced Sharing Options' from the menu:



The host can choose to allow all participants to share their screen or only the host:



To start sharing your screen click 'Share Screen'. Zoom will present a list of all active applications and available desktops on your computer. You may also choose to share a whiteboard or iPhone/iPad (as seen in the image below).



Choose your screen and click 'Share'.

Optional: 'Click Share computer sound' to share any sound played on your computer. Click 'Optimize Screen Sharing for Video Clip' if you will be sharing a video clip in full screen mode (do not click this if not sharing a video in full screen mode as it may cause the shared screen to blur).

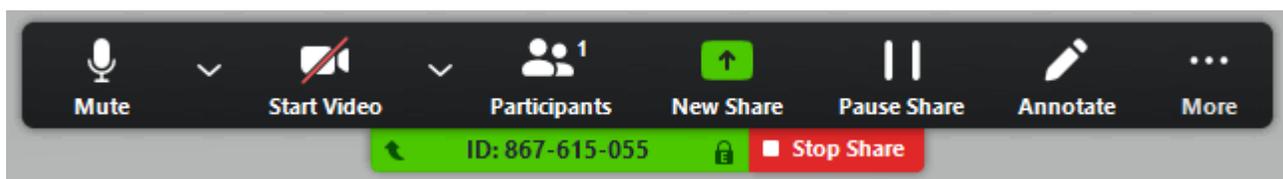
When the screen is shared, the bottom navigation menu will move to the top of the screen. To reposition the menu, simply click and drag.

*N.B. By default, screen share opens in full screen. If you have the participants list and chat windows open (they will display on the right-hand side of the meeting), the windows will be hidden in full screen. Either click 'Exit Full Screen' in the upper right corner or re-enable the windows by clicking 'Manage Participants' and 'Chat'.*

The annotation toolbar (as seen in the image below) allows participants to draw and make comments on the shared screen (the host may choose to disable this feature):

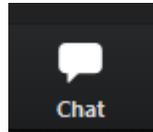


To end the screen share, choose 'Stop Share' (as seen in the image below):

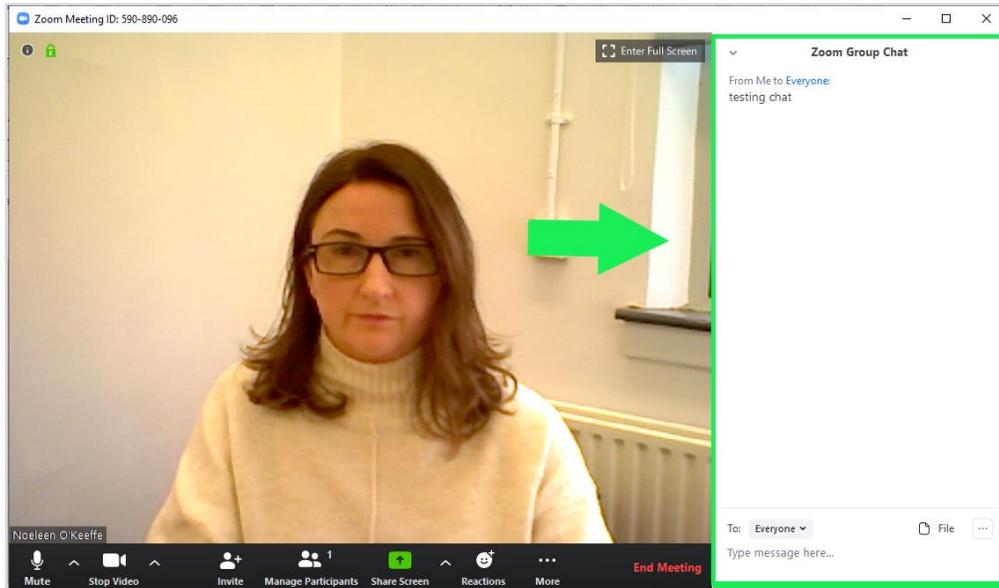


*Tip: Zoom can be used as a quick and easy tool to record your screen and audio (create a screencast). This is useful for instructional videos, documenting a process, video feedback on assignments etc.*

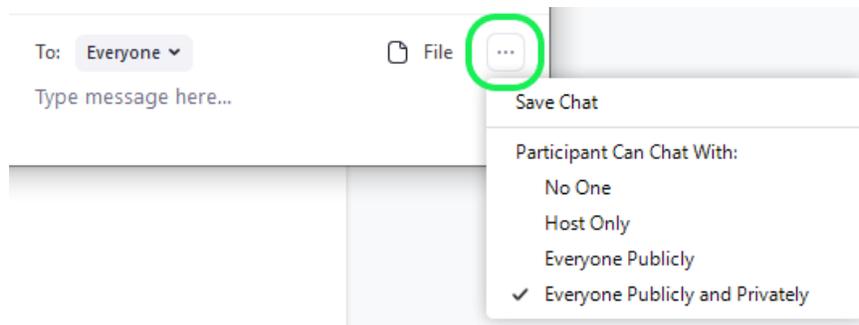
# Chat



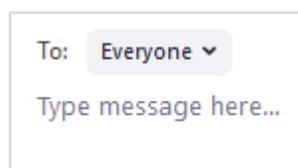
Use the Chat feature to instant message participants during a meeting. Click on the 'Chat' icon to open chat in a panel on the right of your Zoom screen (as seen in the image below).



The host can allow participants to chat with everyone in the meeting, the host only or no one by clicking on the menu [...] and choosing from the options (as seen in the image below).

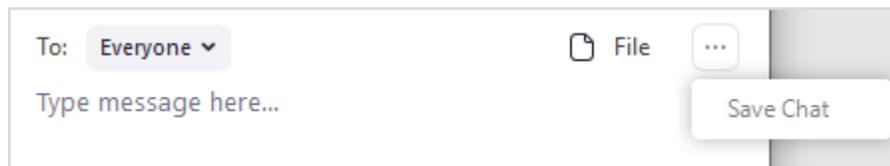


If this is set to 'Everyone Publicly and Privately', messages may be sent to all members of the meeting or privately to specific individuals. Choose the appropriate person for private chat using the dropdown menu next to the 'To:' field:

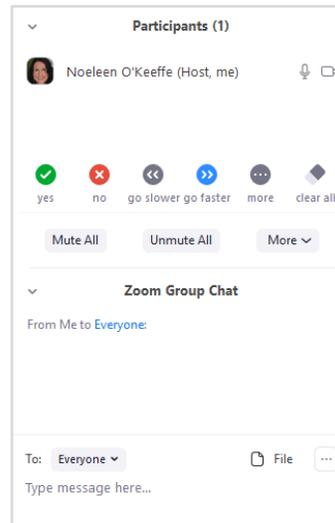
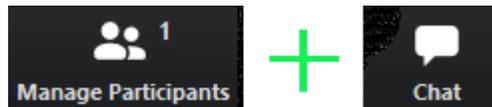


*N.B. If you enter a Zoom room after the meeting has begun, the chats received prior to that time will NOT be available in your chat window.*

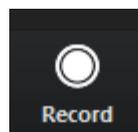
To save the chat transcript, select the 'More' menu [...] and choose 'Save Chat'. You can also send the chat transcript to your email by choosing 'Send File':



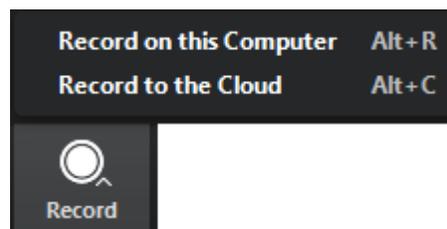
To open the 'Participants' and 'Chat' panels together, click on each icon:



## Record



Zoom meetings can be saved to your local drive or saved to the cloud.



To save your meeting to your local drive select 'Record on this Computer'. To save to the cloud select 'Record to the Cloud'.

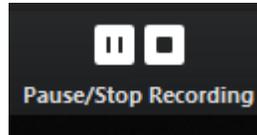
Once recording starts the host will see the following icon on the top left hand corner of the meeting screen:



Participants will see the following icon at the top left hand corner of their screen:

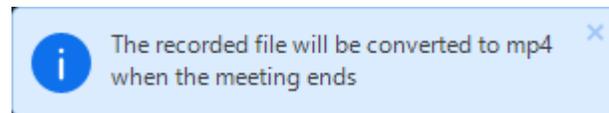


You can stop or pause the recording at any time:



## Local Recording

Once the recording is stopped, Zoom will convert the recording so that you can access the file (Zoom recording file).

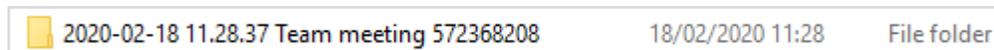


To view the recording go to the Zoom folder in your local Documents folder:

**PC:** C:\Users\User Name\Documents\Zoom

**Mac:** /Users/User Name/Documents/Zoom

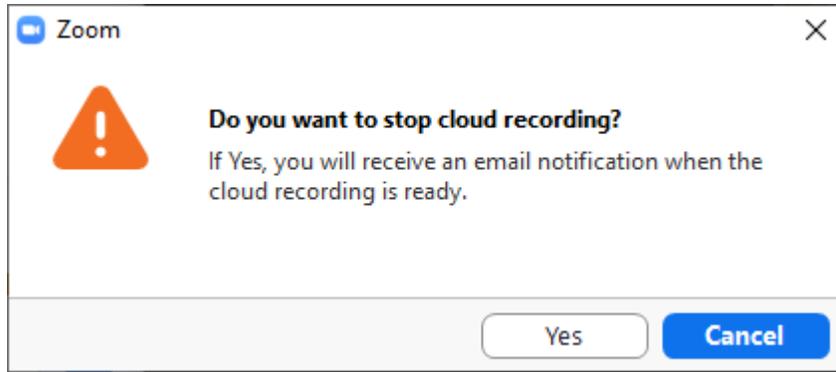
A folder will be created for each recording. The title of the folder will include the date of the recording (e.g. 2020-02-18 below), the time of the recording (e.g. 11.28.37 below), the title of the meeting (e.g. Team meeting below) and the meeting ID (e.g. 572368208 below).



Within this folder you will find Zoom recording files. To convert your recording to MP4 double click on any of the Zoom recording files.

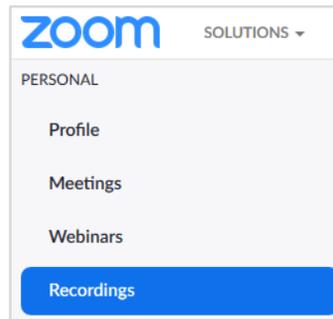
## Cloud Recording

Once the recording is stopped you will see the following message:

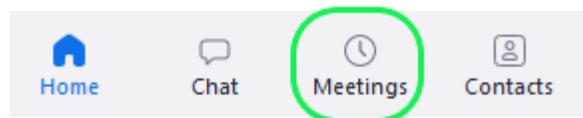


Select 'Yes' or 'Cancel' if you want to continue recording. If you click 'Yes' you will receive an email notification when the recording is ready.

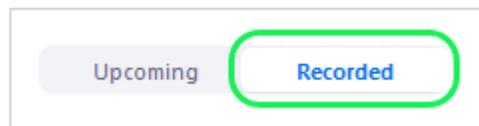
To view your cloud recorded meeting go to your email notification. Alternatively, you can view your recordings from your Zoom web portal by clicking on 'Recordings' and choosing 'Cloud recordings'.



From your desktop app go to the 'Meetings' tab:



From here go to the 'Recorded' tab:

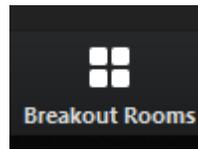


Choose a recording from the menu underneath the 'Recorded' tab and click 'Play':

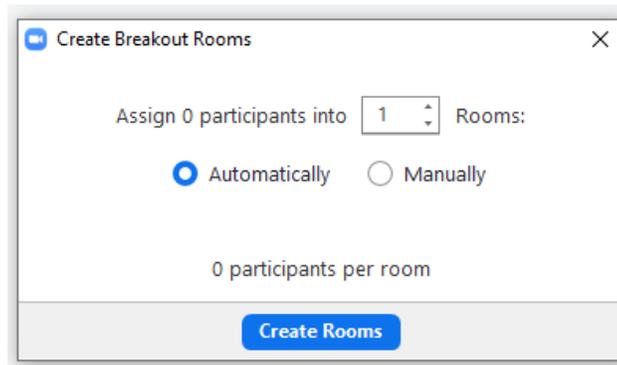


## Breakout Rooms

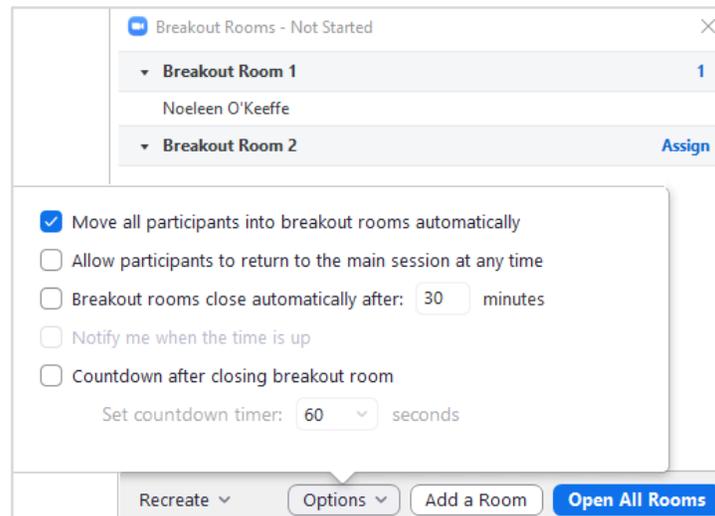
To split a meeting group into smaller, private groups for discussion or activities click on the 'Breakout Rooms' icon.



The meeting host can choose the number of breakout rooms and whether to assign participants to rooms automatically or manually:



You can also choose to allow participants to return to the main room at any time, close breakout rooms after a specific time and set a countdown timer after closing breakout rooms. To change these settings click 'Options' from the breakout room screen (as seen in the image below):



*Tip: Choose to move all participants into breakout rooms automatically to speed up the process, otherwise participants will be given the option to join themselves now or later.*

If you choose to add participants manually, assign them to a room by clicking 'Assign' and ticking the box beside each participant you want to move to that room (as in the image below):



Go to the next room, click 'Assign' and choose the participants for that room and so on until you have moved all participants into a room.

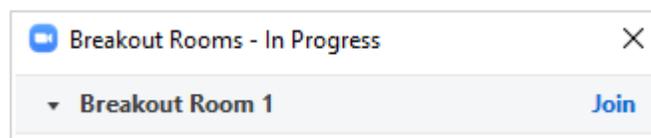
You can also rename or delete the room from this panel.

If you want to move a participant to a different room, hover the mouse over their name and move them to another room or exchange with another participant in a different room.

When you have selected a room for each participant click 'Open All Rooms'.

Participants can speak on audio, show their webcams, share screen and chat as normal in breakout rooms. They can also ask for help by inviting the host to the room.

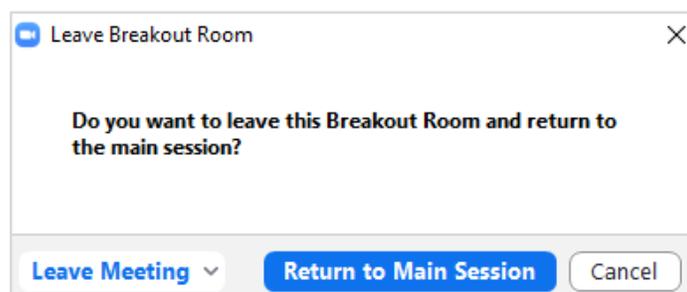
The host can switch between breakout rooms at any time to assist or monitor each group. To move to a room click 'Join' beside that room (as in the image below):



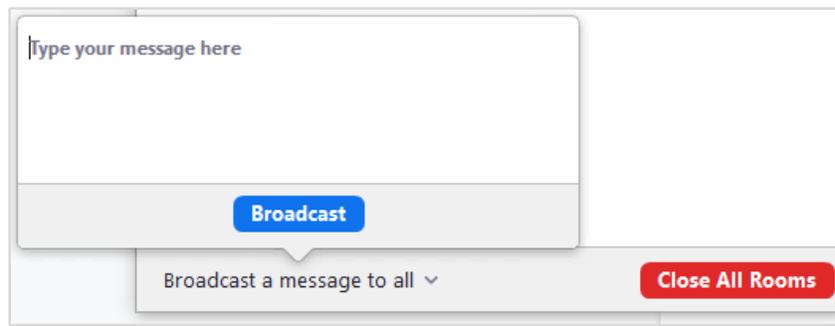
To leave a breakout room click the 'Leave Breakout Room' icon.



You will be given the following options:



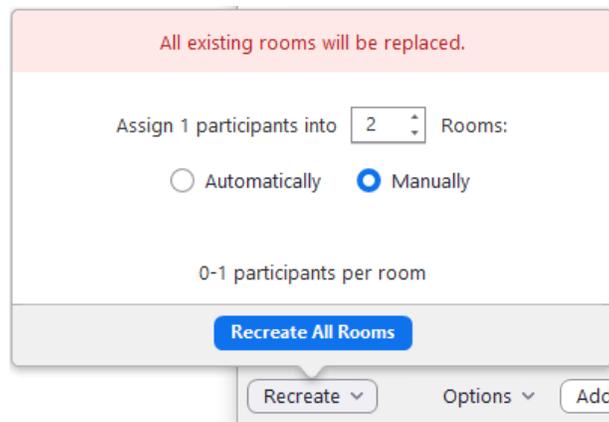
The host can send a message to all groups at once by clicking 'Broadcast a message to all', typing the message in the box and clicking 'Broadcast' (as in the image below).



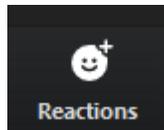
*Tip: This is useful if you want to let participants know the breakout session will be ending soon.*

When you are finished the breakout session click 'Close All Rooms'. Participants will have 60 seconds to complete their discussions before they are returned to the main room.

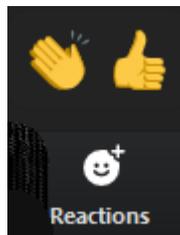
The host can open the same breakout rooms again during the meeting or create new rooms. To create new rooms click 'Recreate' (as seen in the image below):



## Reactions



These are non verbal feedback icons. Meeting participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.



## Leave / End Meeting

If you are a participant in a meeting you can leave by selecting 'Leave Meeting'.

Leave Meeting

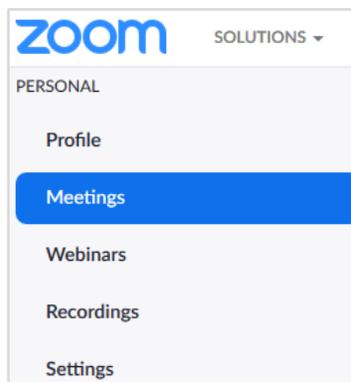
If you are the host of the meeting you can end the meeting by selecting 'End Meeting'.

End Meeting

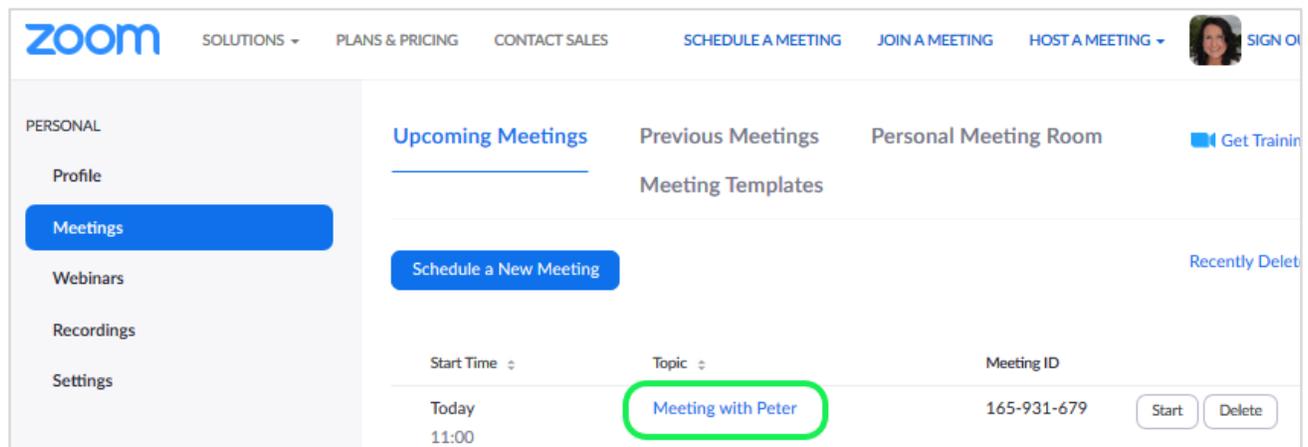
## How to Set Up a Poll in a Zoom Meeting

Polls can be created when scheduling a new meeting or in an existing scheduled meeting.

From the Zoom Web interface, go to 'Meetings'.



Click on the scheduled meeting you want to add a poll to (e.g. below 'Meeting with Peter'):



Scroll down to the bottom of the page to 'Add' a new poll:



Complete your poll details; add a title for the poll, choose whether it is anonymous or not, add a question, choose whether it is single or multiple choice and add possible answers.

**Add a Poll**

Enter a title for this poll.

Anonymous? ⓘ

1.

Single Choice
  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)

Save Cancel

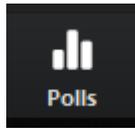
Add further questions by clicking 'Add a Question' and repeating the step above or save the poll by clicking 'Save'.

You can edit, delete or add a new poll any time from the meeting management screen (go to 'Meetings', choose your scheduled meeting then scroll down to the bottom of the page):

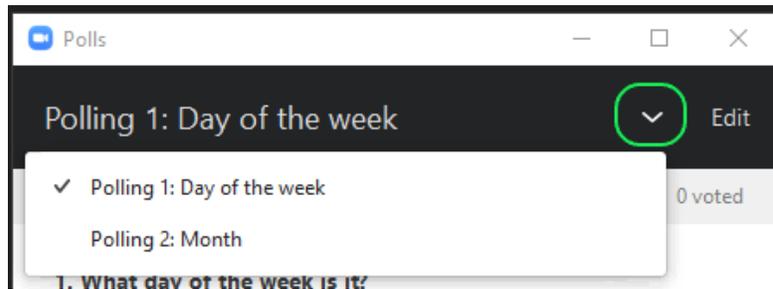
You have created 1 poll for this meeting. [Add](#)

Title	Total Questions	Anonymous	
▼ Poll 1:Day of the week	1 question	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

To launch a poll during the meeting click 'Polls'.



If you have created a number of polls, choose the poll you want to launch from the dropdown menu:



Then click 'Launch Polling':



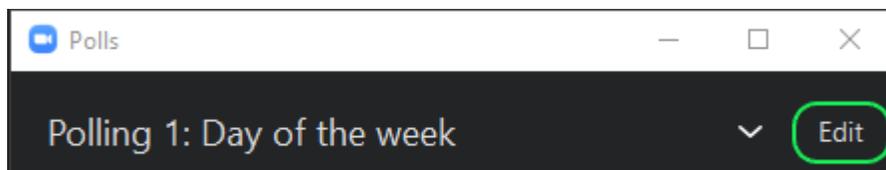
Participants will be prompted to complete the poll. The host will see the results live. Once participants have completed making their choice (or when you choose to end the poll) click 'End Polling':



If you would like to share the results with the meeting participants click 'Share Results':



You can also create a new poll during the meeting by clicking 'Poll' and then 'Edit':



This will open your web browser where you can create a new poll or add additional questions to an existing poll.

# Appendix 1: Zoom Meetings in Loop

## How to Create a Zoom Classroom in Loop

Log in to Loop and navigate to your intended course homepage.

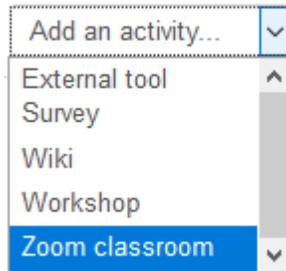
Turn editing on.

An orange rectangular button with the text "Turn editing on" in white.

Click 'Add an activity'.



Choose 'Zoom classroom' from the menu (scroll down to the bottom of the list).



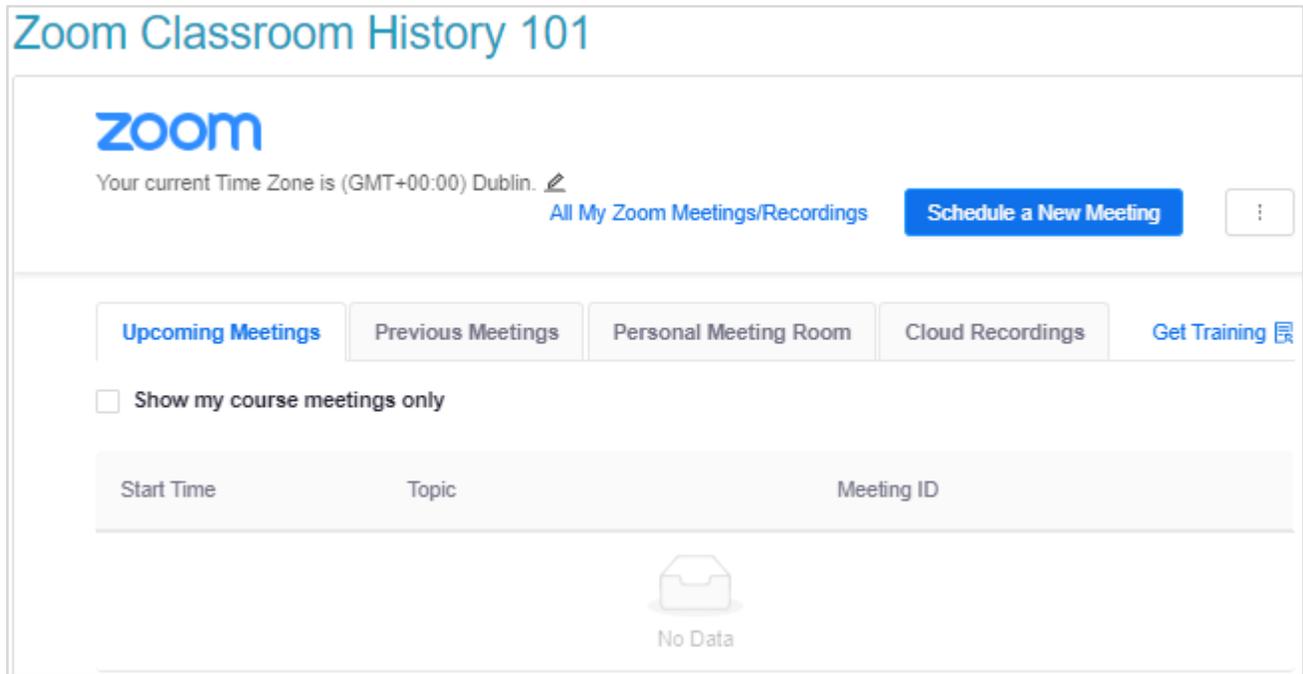
Add an activity name (e.g. Zoom Classroom History 101).

Select the grading type for your activity in the 'Grade' section (if you don't want this activity to tie in to your Loop gradebook change the grade to 'None').

Choose 'Show on course page' to make it visible to students on the course homepage.

Click 'Save and display'.

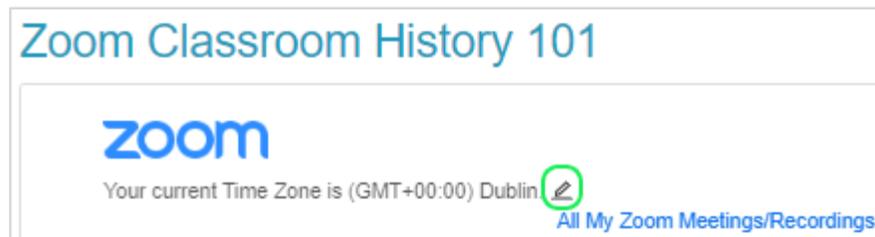
You will see the following screen:



You can now begin scheduling meetings for this room.

*N.B. A meeting in the Zoom Classroom can be a virtual class, a webinar or an online tutorial for example.*

Set the Time Zone to (GMT + 00:00) Dublin. To do this click on the edit icon beside the current Time Zone:



Click 'Schedule a New Meeting'.

Schedule a New Meeting

Add a topic name (e.g. Tutorial 1), a meeting description, a date, time and duration etc.

You can also add another meeting host (or hosts) here by inputting their DCU email address.

Alternative Hosts

Once you have completed the meeting details click 'Save'.

Save

To start your meeting click 'Start' from the 'Upcoming meetings' screen:

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today 10:30 AM	Tutorial 2	323-704-776	<a href="#">Start</a> <a href="#">Delete</a>

Or click 'Start this meeting' from the meeting details screen:

[Start this Meeting](#)

This is the student view once a meeting has been scheduled:

Zoom Classroom History 101

**zoom**  
Your current Time Zone is (GMT+00:00) Dublin. [📍](#)

Upcoming Meetings Previous Meetings Cloud Recordings [Get Training](#)

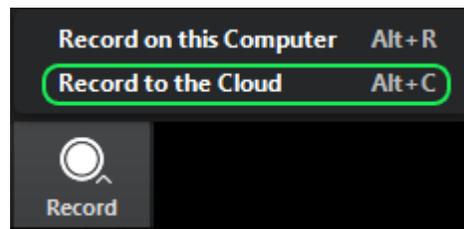
Start Time	Topic	Meeting ID	
Thu, Feb 27 8:00 PM	Tutorial 1	480-538-169	<a href="#">Join</a>

To join a meeting a student will click the 'Join' icon beside that session.

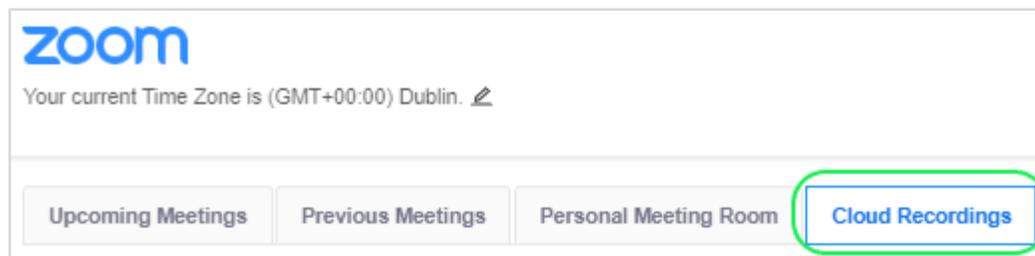
Thu, Feb 27 8:00 PM	Tutorial 1	480-538-169	<a href="#">Join</a>
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## How to access Recordings in Loop

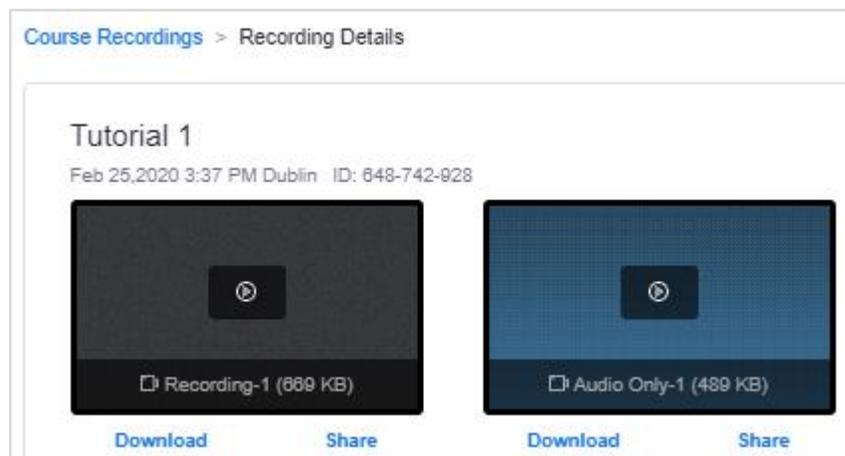
When recording your Zoom meeting choose 'Record to the Cloud' so that recordings can be viewed in Loop.



Once the meeting has ended the recording will appear in the 'Cloud Recordings' tab:



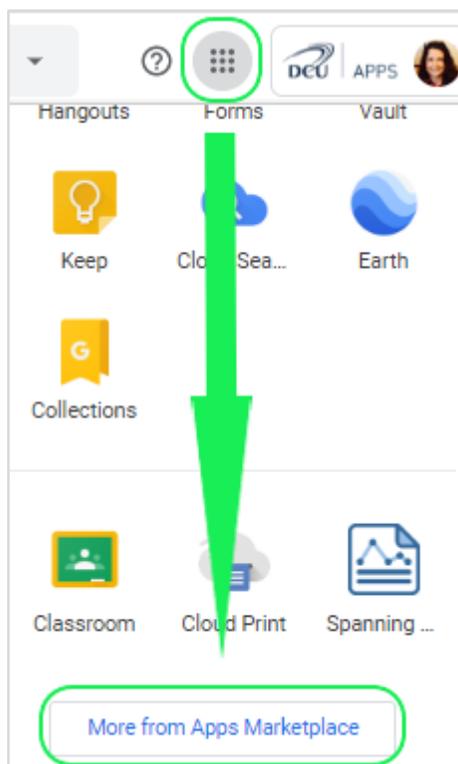
Recordings are available as video and audio files which can be downloaded or shared.



## Appendix 2: How to Add the Zoom Plugin to Google Calendar

Log in to your DCU Google account.

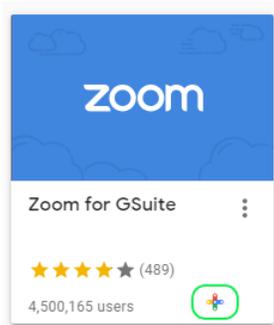
Navigate to your Google Suite Marketplace by clicking on Google Apps  then scrolling down to 'More from Apps Marketplace':



Clicking on 'More from Apps Marketplace' will bring you to the G Suite Marketplace website where you can search for Zoom:

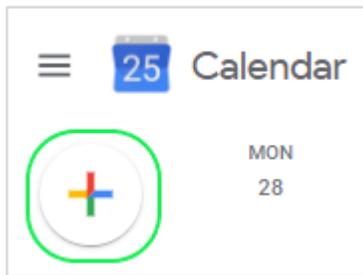


Choose the 'Zoom for GSuite' add-on and click '+' to download:



Once the Zoom add-on has been installed you will be able to create a Zoom meeting invite through your Google calendar.

To create a Zoom meeting invite in Google Calendar simply add a new calendar event:



Complete the event details (title of the meeting, date, time etc.) and choose 'Zoom Meeting' from the 'Add conferencing' dropdown menu:

× Add title Save

Oct 1, 2020 5:00pm to 6:00pm Oct 1, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time Guests Rooms

📍 Add location Add guests

📺 Add conferencing ▾

- Hangouts Meet minutes ▾ ×
- Zoom Meeting** minutes ▾ ×

🔔 Add notification

📅 Noeleen ▾ 🔴 ▾

📅 Busy ▾ Default visibility ▾ ⓘ

≡ 📎 **B** *I* U ☰ ☰ 🔗 ✂

📄 Add description

A Zoom ID will be created for the meeting. To access the meeting click the 'Join Zoom meeting' link in the calendar event.