Zoom Basics and Tutorial

For starters, it is recommended that you (the host) log into zoom through the web as opposed to the mobile app, as the mobile version is more limited in terms of settings that can be changed and overall functionality. Below are some basic tips for a smoother experience.

1. Include passcode in invite link.
2. Do not include waiting rooms for ease of access.
3. Allow participants to join before host, this can be adjusted in settings, for example, host can allow participants to join 5 minutes before meeting, 10 minutes before, etc.
4. If a meeting is recurring, for example, weekly, make sure this setting is turned on. There are two benefits to this, firstly it locks in call settings and two, a recurring meeting will use the same URL and passcode, so there will be no need to keep sending invites.
5. For hosts that hold meetings more than once a week, hosts may want to turn on "no fixed time." This lets you use the same URL and passcode but without a fixed, routine time.
6. Record your meetings so students who have missed can watch the lecture later.

Keyboard Shortcuts:

I is for invite. Press `Cmd+I` (macOS) or `Alt+I` (Windows) to jump to the Invite window, where you can grab the link to the meeting or send invitations to others via email.

M is for mute. Press `Cmd+Ctrl+M` (macOS) or `Alt+M` (Windows) when you are the meeting host and want to mute everyone else on the line.

S is for share. Press `Cmd+Shift+S` (macOS) or `Alt+Shift+S` (Windows) to share your screen.

Scheduling a Meeting

How to set up a meeting on the Zoom website-

- Head to the [Zoom website](#), and sign into your account.
- Once logged in, click "My Account" in the upper-right corner of the homepage.
- Click "Schedule a Meeting" in the upper-right corner. This will open a form, where you can fill out the meeting topic and description, as well as set the date and time. You'll also have the option to schedule it as a recurring meeting. Edit all the details and when you're done, scroll to the bottom and click the "Save" button.

- On the next page, you have the option to add the meeting to your Google Calendar, Outlook Calendar, or Yahoo Calendar. Or you can copy the invitation link and share it out with your guests.

Scheduling a meeting on the desktop app-

- Open the Zoom desktop app on your computer and sign in.
- On the "Home" tab, click the "Schedule" tile. Alternatively, you can schedule a new meeting by clicking the small plus "+" sign icon on the top-left side of the "Meetings" tab.

- This will open a pop-up that looks like the online form. Enter the meeting name, date, and time. Choose your Video, Calendar, and Security settings. In the "Advanced Options" section, you can choose additional settings, like "Mute participants upon entry."
- Click the blue "Save" button when you're done. Your scheduled meetings will now appear on the right side of the "Home" tab. You can also view your scheduled meetings in the "Meetings" tab of the app.

Sharing your screen within a meeting-

1. **Join or start a Zoom meeting.**

2. In your meeting, you'll see a selection of meeting controls, including the ability to mute your voice, start and stop video, and more. **Select the green Share Screen icon.**

| Security | Manage Participants | Chat | Share Screen | Record | Reactions |
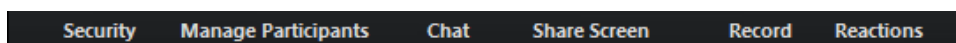
3. **Choose the screen you want to share**. Click the screen on your computer that you want to share.

☐ Share computer sound   ☐ Optimize for full screen video clip   Share

4. If you're using a computer, simply choose what you'd like to share on the video call. On your desktop, you'll have lots of options, such as your multiple screens, a whiteboard, your iPhone if you plug it in, and any apps you may have open on your computer. Select what you'd like to share and click the blue "Share" button in the bottom right-hand corner. You have now joined the call and are sharing the screen you've selected.

Allowing participants to share their screen-

Due to disruptions that might occur, it is recommend you keep your [Zoom calls as secure as possible](#). However, in some cases, it may be necessary to allow participants to share their screen.

During the meeting, select the arrow next to "Screen Share" at the bottom of the window. From the menu that appears, select "Advanced Sharing Options."
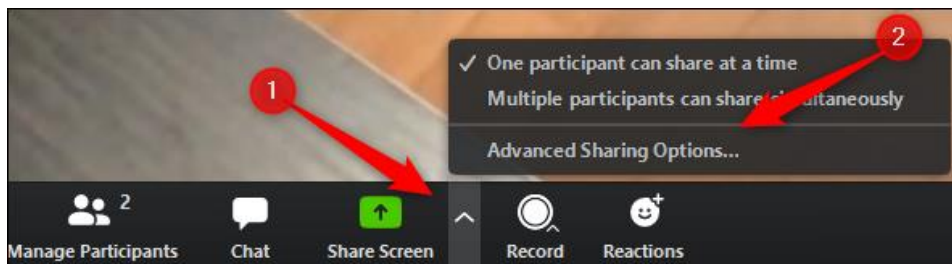
The "Advanced Sharing Options" window will appear. Here, you can select who can share their screen, when they can share their screen, and how many participants can share their screen at the same time.