

# Zoom Video Conferencing



Zoom is an online meeting tool that allows for video or audio conferencing from desktops or mobile devices. Zoom features include video conferencing, VOIP or telephone audio, desktop sharing and collaboration tools, as well as personalized desktop control. There are also integrations for Outlook and other programs available at Zoom's [website](#).

The University of Georgia Enterprise Information Technology Services (EITS) has created a quick-start guide for using Zoom, as well as addressed some of the more common questions about its functionality and usage:



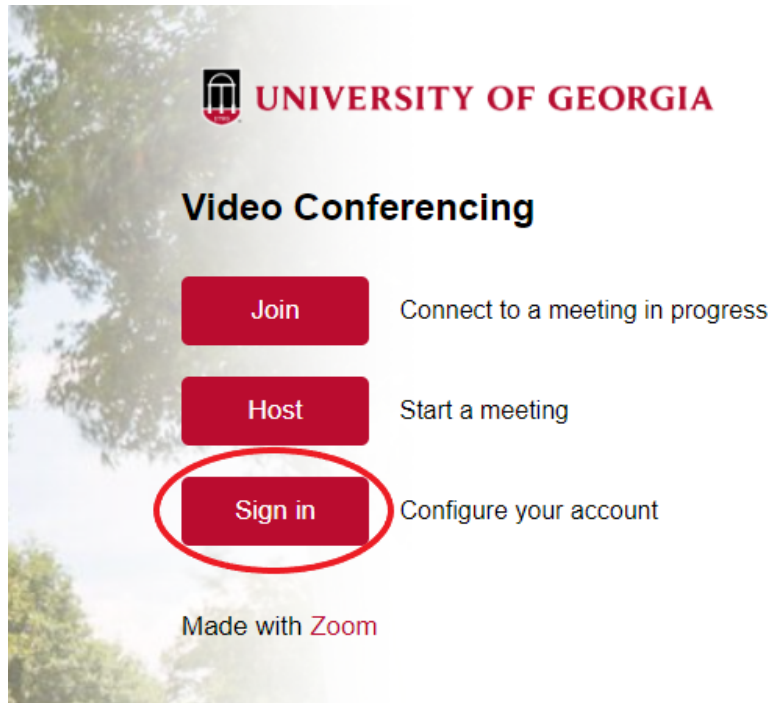
**Enterprise Information  
Technology Services**  
UNIVERSITY OF GEORGIA

[https://eits.uga.edu/learning\\_and\\_training/zoom/](https://eits.uga.edu/learning_and_training/zoom/)

This guide will highlight some of the same basic steps and provide supplementary images to follow along with.

## Set up your Zoom account

1. Go to [uga.zoom.us](https://uga.zoom.us).
2. Choose Sign in: Configure your account (CAS authentication will automatically put your account under your department's sub-account where your IT staff can manage your account and provide support. If you change departments, your account will automatically be moved to the correct sub-account.)



3. Sign in using your MyID credentials.
4. Log in by choosing the "Sign in with SSO" option.
5. You should see your Zoom profile page. Select either "Join a meeting" or "Host a meeting" (With Video On) from the top-right part of the screen.

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JOIN A MEETING HOST A MEETING SIGN OUT

**Profile**

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

**Adam Evans** [Edit](#)

Department AU/UGA MedPart-Dean's Office

Account No. 50112789

[Change](#)

Personal Meeting ID 670-885-4039 [Edit](#)

<https://zoom.us/j/6708854039>

Use this ID for instant meetings

Personal Link Not set yet. [Customize](#)

Sign-In Email Adam.Evans@uga.edu [Edit](#)

Linked accounts:

User Type Licensed

Capacity Meeting 300

Language English [Edit](#)

Date and Time

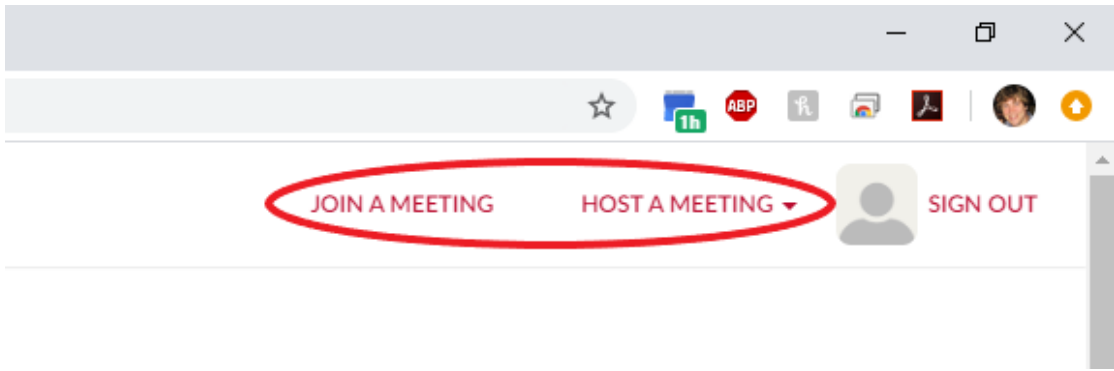
Time Zone (GMT-5:00) Eastern Time (US and Canada) [Edit](#)

Date Format mm/dd/yyyy Example: 08/15/2011

Time Format Use 24-hour time

Calendar and Contact Integration You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

[Help](#)



## Join a Meeting

1. From the Zoom profile page, click “Join a Meeting” (or go to <https://zoom.us/join>). Enter the Meeting ID or Personal Link Name of the Zoom meeting and click Join.

## Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

2. Zoom should be launching. Click “Open Zoom Meetings” if you see the system dialog. If not, click “download & run Zoom.”

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

3. Locate and open the downloaded file (i.e. Zoom\_dc00eeb5dd8ff7ba.exe).



## Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

90%

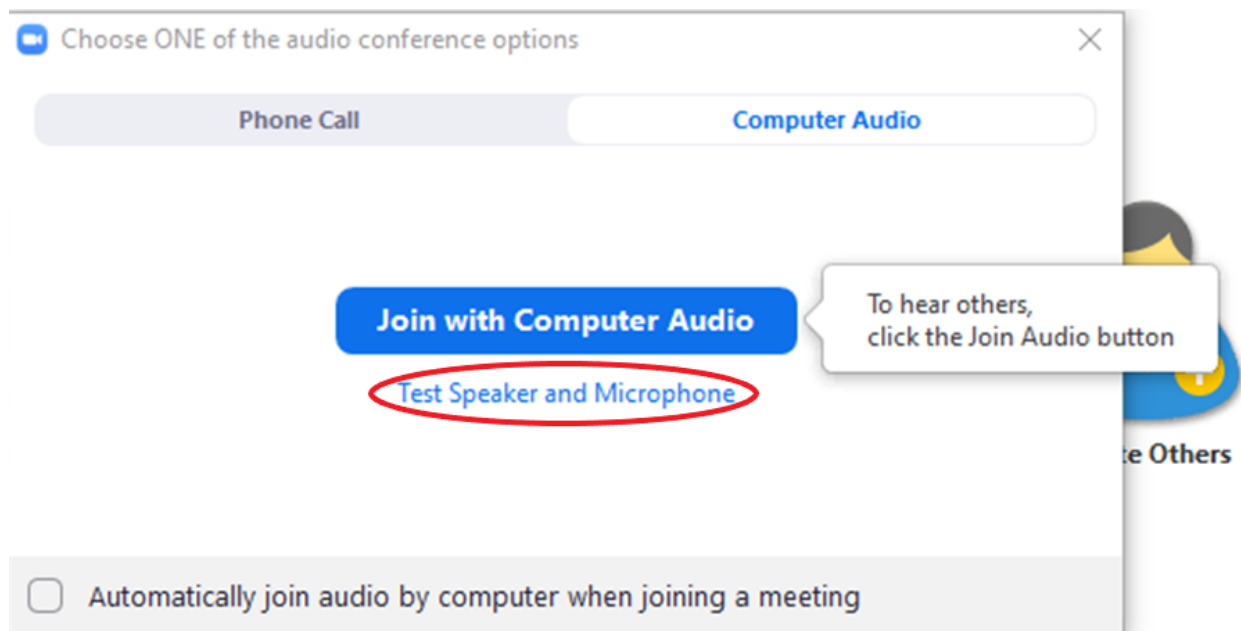


4. Enter the meeting password (if applicable) and click "Join Meeting."

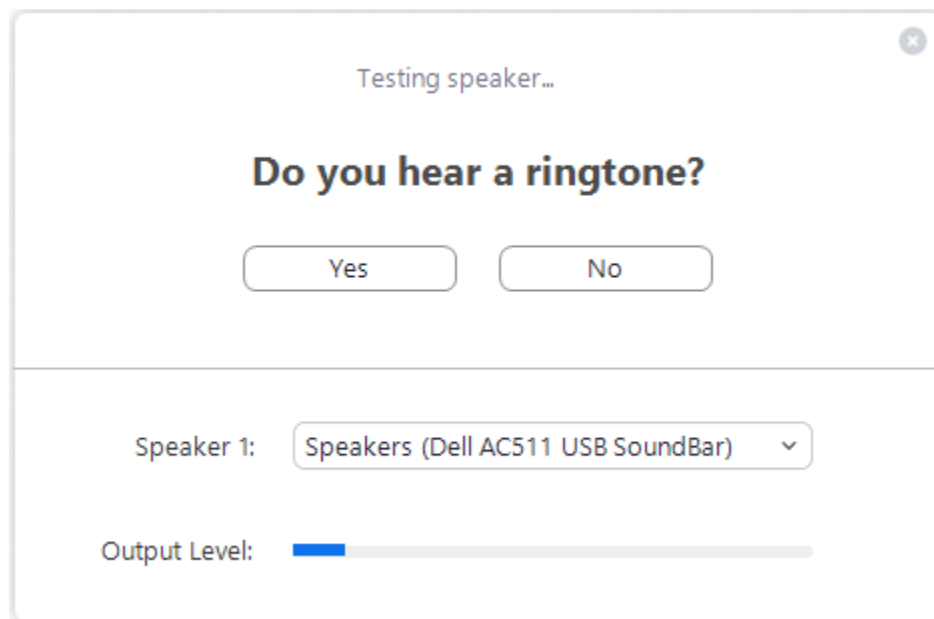
The image shows a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter meeting password". Below the heading is a text input field with a vertical cursor. At the bottom of the dialog, there are two buttons: "Join Meeting" and "Cancel".

## Running Zoom

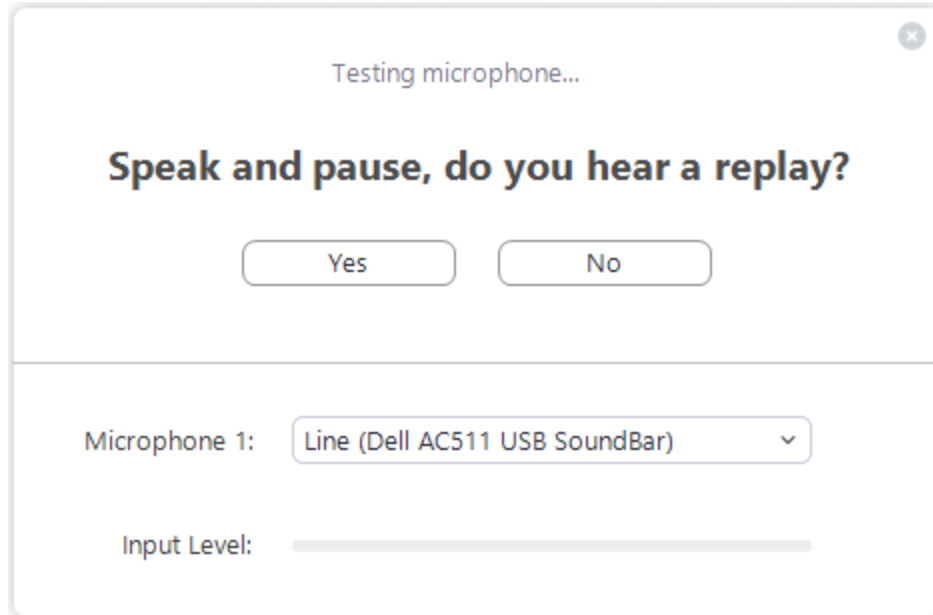
1. You may click “Join with Computer Audio” to connect to the meeting. However, it’s highly recommended that you instead select “Test Speaker and Microphone” first.



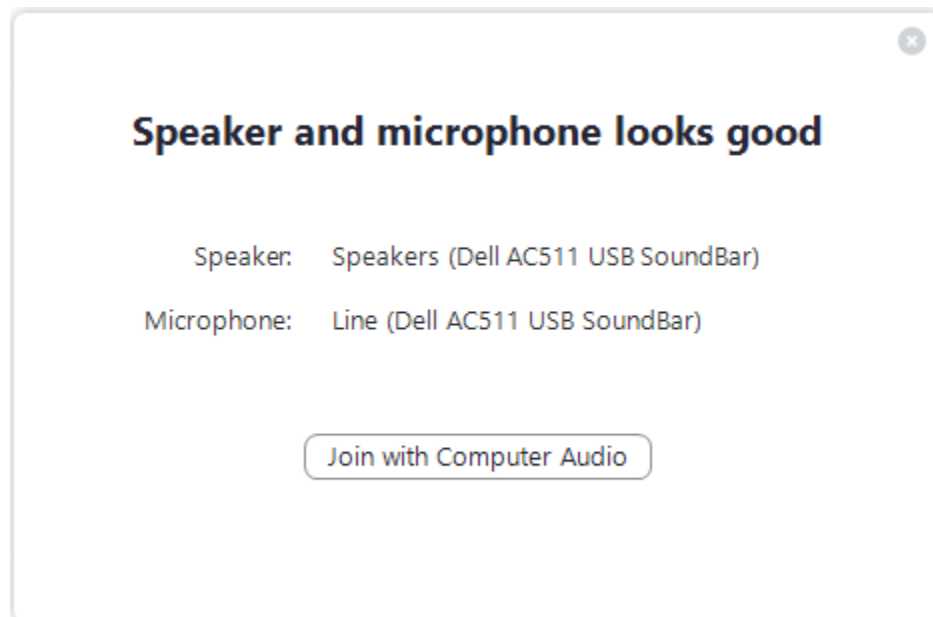
2. Zoom will now test your speakers. If you don’t hear a ringtone, click “No” and Zoom will cycle through your computer’s sound devices until it finds the correct one.



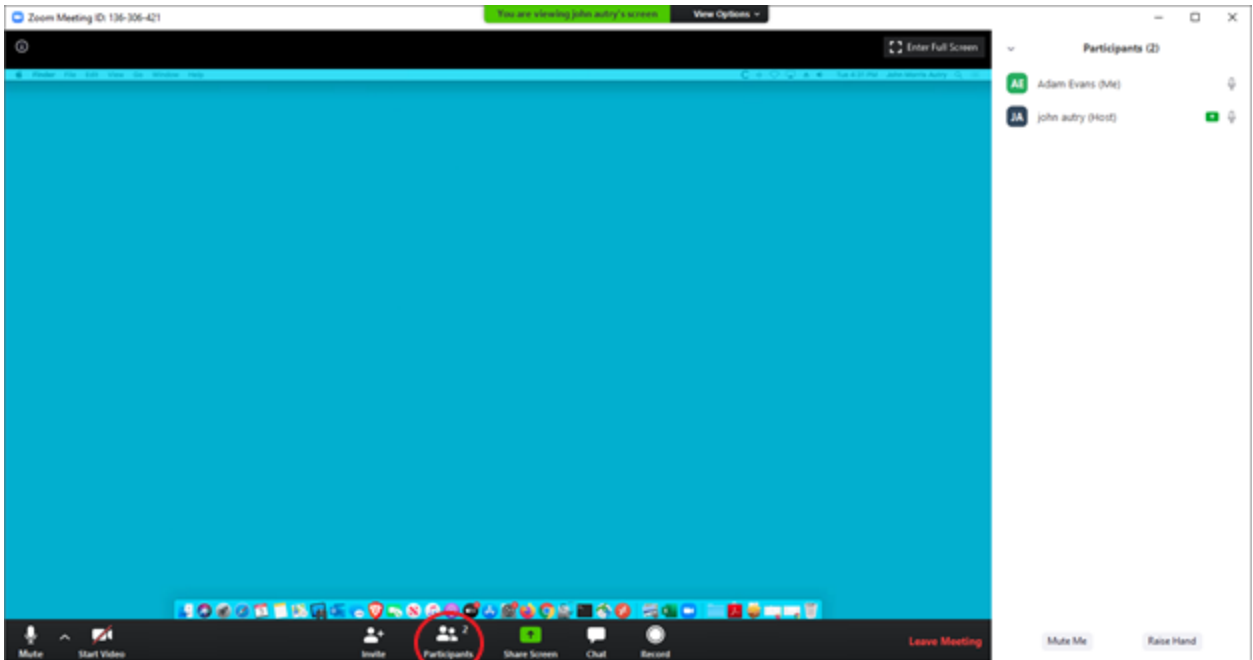
3. Zoom will now test your microphone. If you don’t hear a replay of your voice, click “No” and Zoom will cycle through your computer’s sound devices until it finds the correct one.



4. Once the correct sound devices have been found, click “Join with Computer Audio” to connect to the meeting.



5. You should now be in the Zoom meeting. Depending on the host, you may either see their camera or a screen share in the main window. You can view attendees by clicking “Participants” on the bottom of the screen.



- Participants can use the raise hand feature to indicate they need something from the host by clicking "Raise Hand" on the bottom-right part of the screen within the Participants window. You will see a hand icon next to the microphone for participants who have raised their hands.



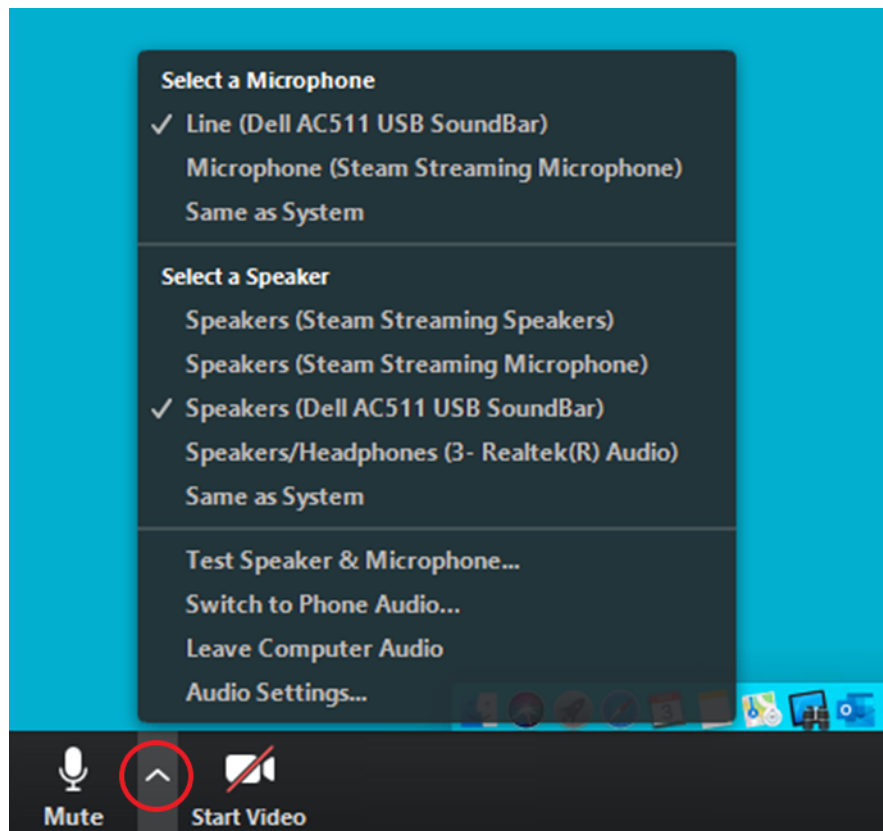
Mute Me

Raise Hand

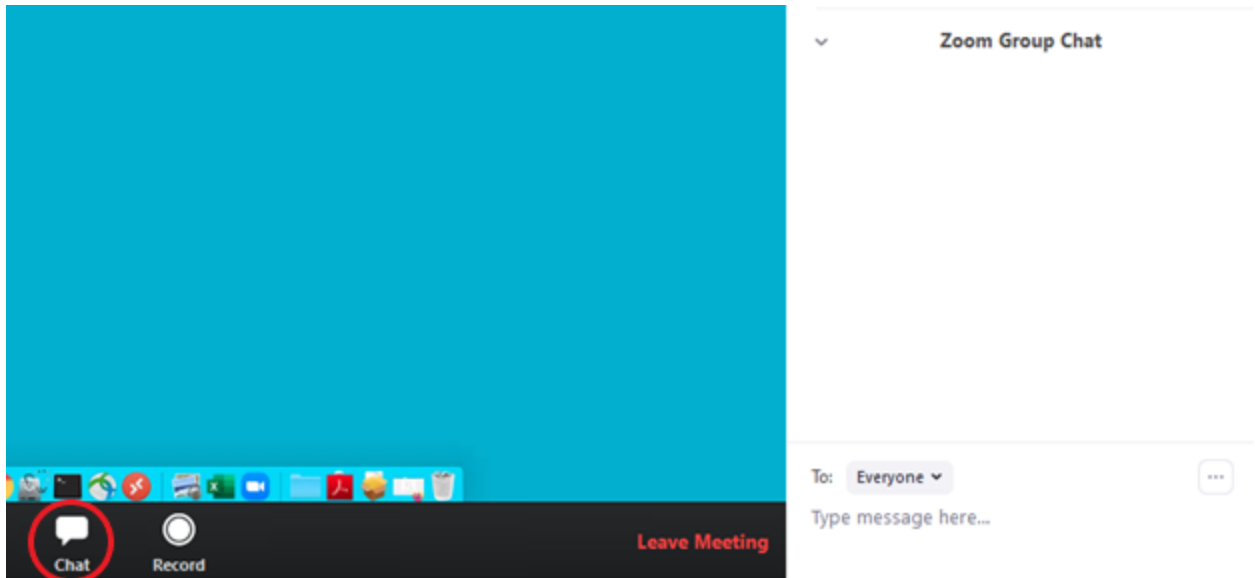




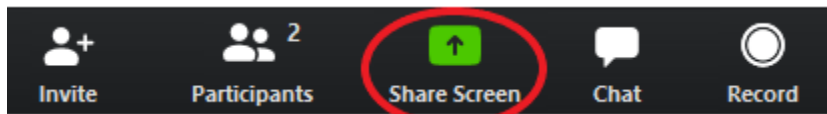
7. If you need to adjust the sound device settings, click the 'up' arrow on the bottom-left part of the screen, next to the microphone icon.



8. You can open the chat window and type messages by clicking "Chat" on the bottom part of the screen.



9. While all participants can see each other's cameras, by default, only one person may share their computer screen at a time. Click "Share Screen" at the bottom of the window.



10. Next, select a window or application that you want to share. Windows/screens will show anything contained within the selected display, while applications will only share that particular program's window (i.e. PowerPoint). Click "Share" in the bottom-right part of the screen.

Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Screen 3

Whiteboard

iPhone/iPad

Snipping Tool

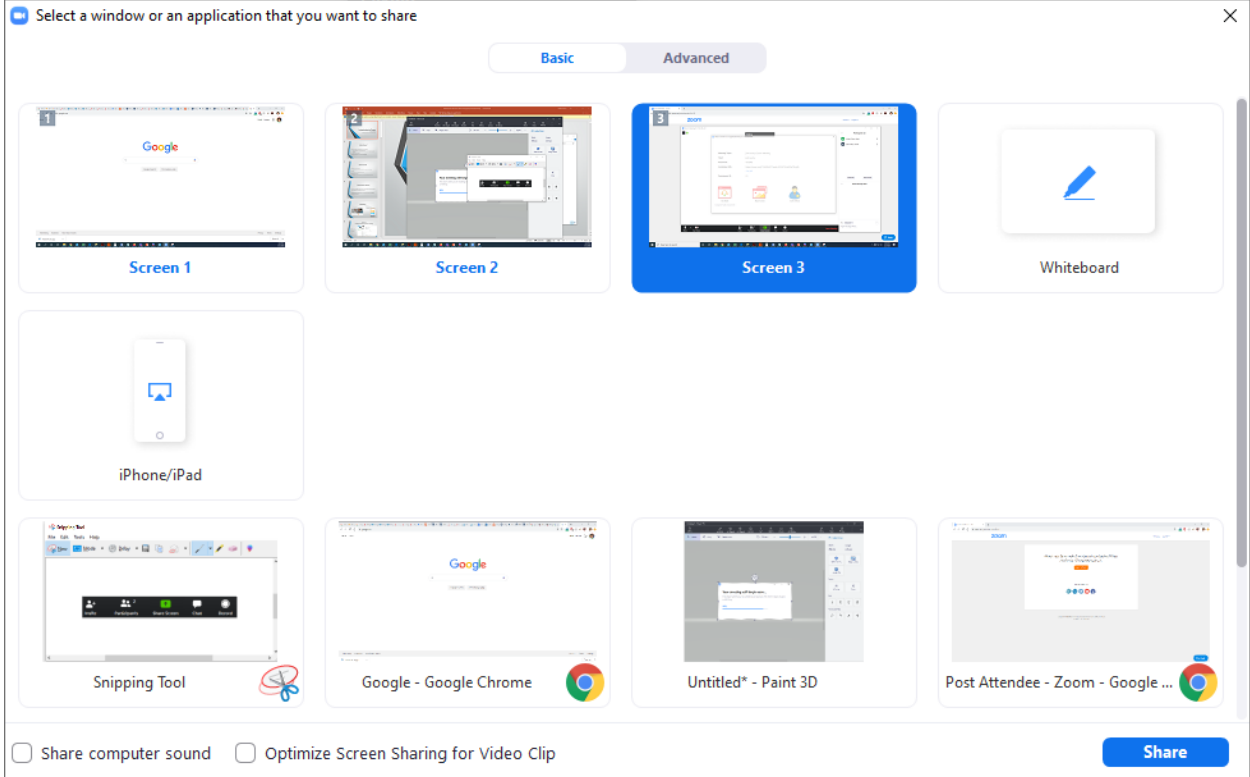
Google - Google Chrome

Untitled\* - Paint 3D

Post Attendee - Zoom - Google ...

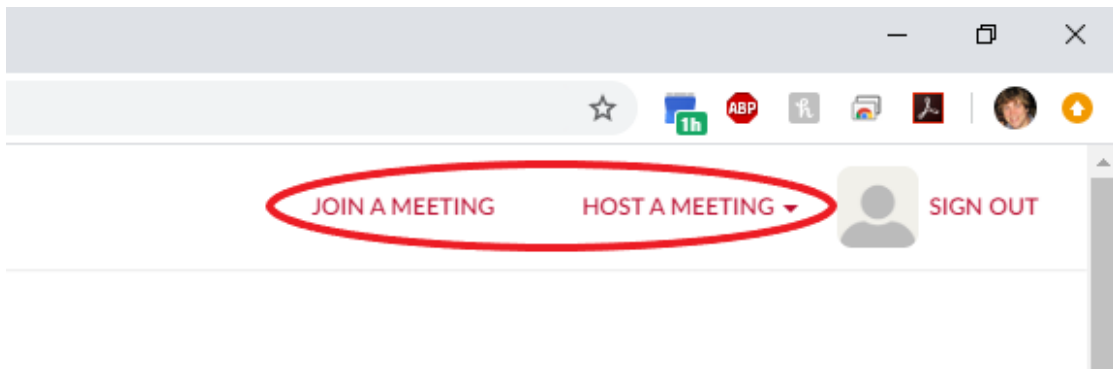
Share computer sound  Optimize Screen Sharing for Video Clip

Share



## Host a Meeting

1. From your Zoom Profile page at [uga.zoom.us/profile](https://uga.zoom.us/profile), select “Host a meeting” (With Video On) from the top-right part of the screen.



11. Zoom should be launching. Click “Open Zoom Meetings” if you see the system dialog. If not, click “download & run Zoom.”

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom.](#)

12. Locate and open the downloaded file (i.e. Zoom\_dc00eeb5dd8ff7ba.exe).



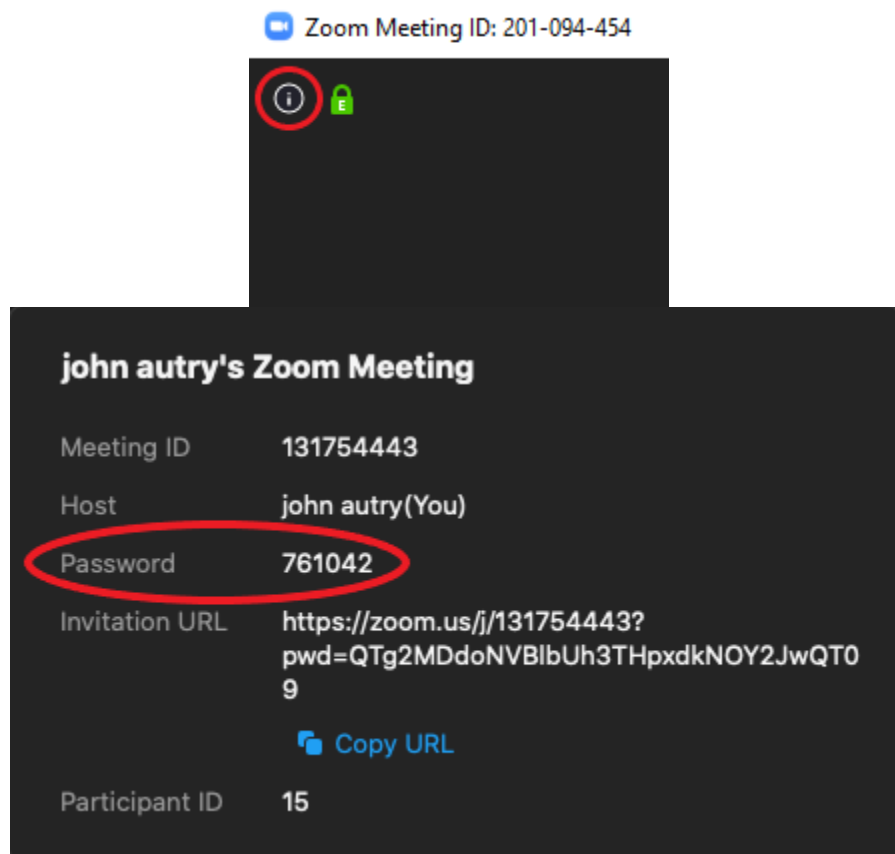
## Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

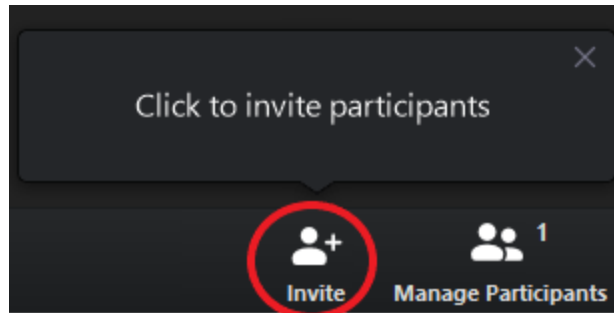
90%



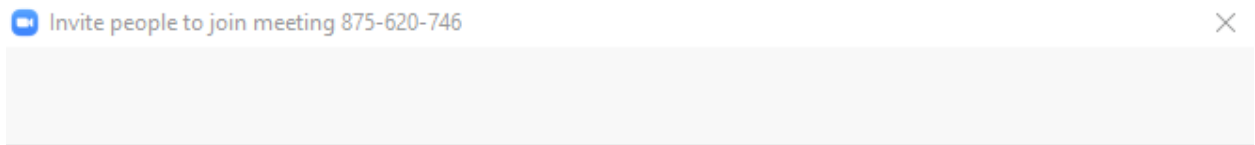
13. Continue by following the steps for [Running Zoom](#).
14. By default, Zoom meetings will have a password. You can view this by clicking on the information icon (looks like a lowercase 'i') in the top-left part of the screen. Note: This should automatically be provided when sending an invitation.



15. To invite participants, click "Invite" on the bottom part of the screen.



16. Click “Copy Invitation” (includes URL) on the bottom-left part of the screen.



### Choose your email service to send invitation



Default Email



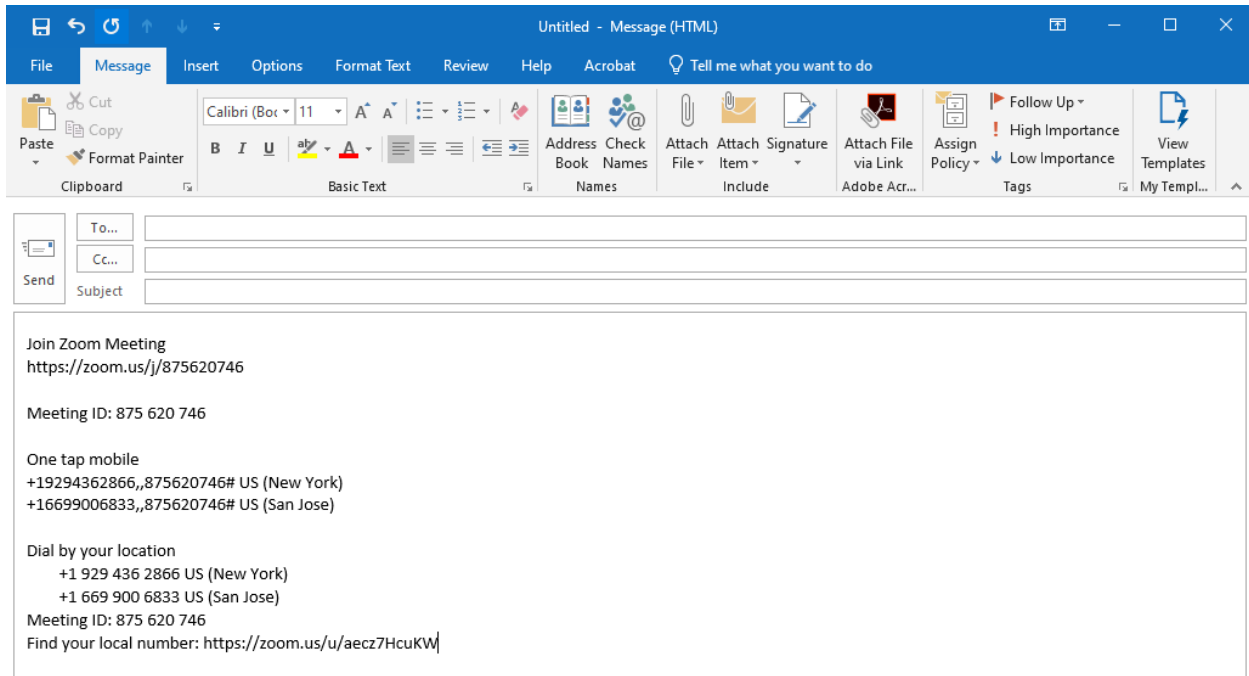
Gmail



Yahoo Mail



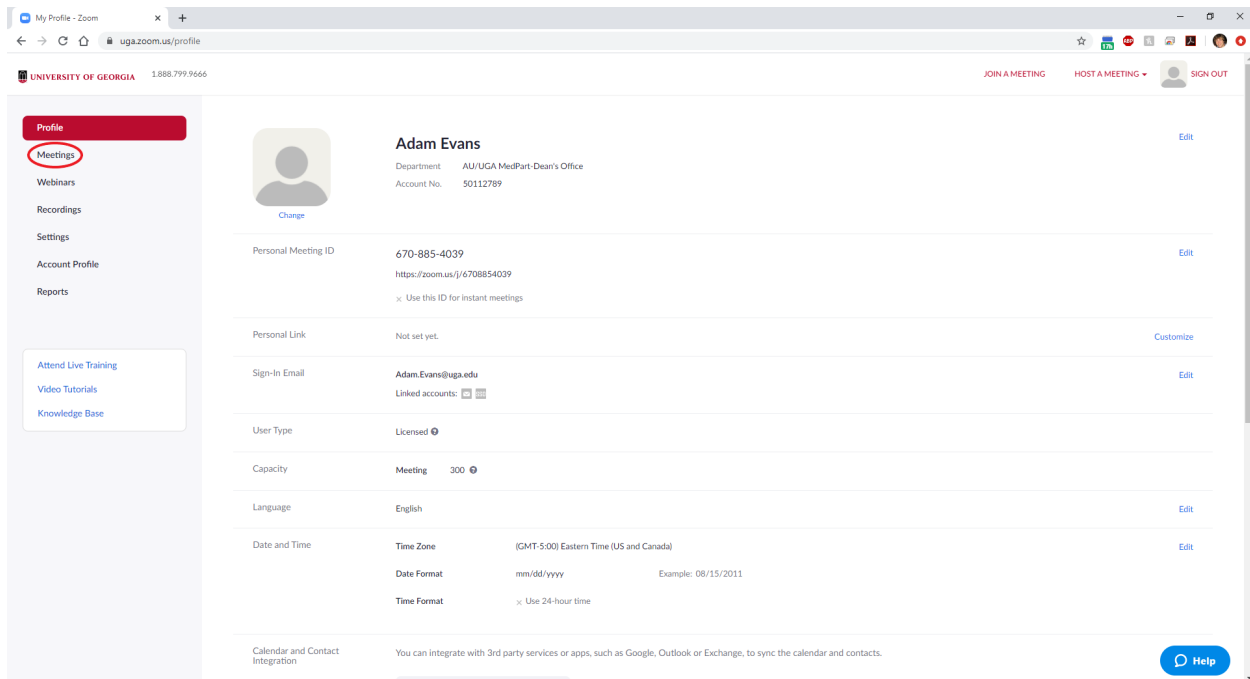
17. Open your email client (i.e. Microsoft Outlook) and paste the contents into the body of your message.



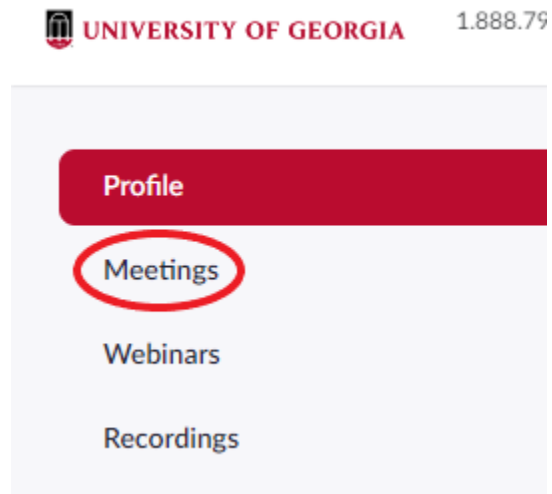
18. From there, you can send the invitation to all participants. They should be able to join from any device, as long as they have the URL, Meeting ID, or phone number (and password, if applicable).

## Schedule a Meeting

1. From your Zoom profile page at [uga.zoom.us/profile](https://uga.zoom.us/profile), select “Meetings” from the top-left part of the screen.



The screenshot shows the Zoom profile page for Adam Evans. The left sidebar contains a menu with the following items: Profile, Meetings (circled in red), Webinars, Recordings, Settings, Account Profile, and Reports. Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays the user's profile information, including a profile picture, name, department, account number, personal meeting ID, personal link, sign-in email, user type, capacity, language, and date and time settings. A 'Help' button is visible in the bottom right corner.



2. Click “Schedule a New Meeting” from the top-left part of the screen.



Profile

**Meetings**

Webinars

Recordings

Upcoming Meetings

Previous Meetings

Schedule a New Meeting

3. On this screen, fill out all relevant fields including Topic (meeting name), When (date/time), check “Recurring meeting” if applicable and specify recurrence and end date, check “Require meeting password” if you want (just take note and include that info with the invitation), select video ‘on’ for both host and participant, ‘both’ for audio, any other meeting options or alternative hosts if you want, and click “Save.”

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 03/04/2020, 5:00 PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT-5:00) Eastern Time (US and Canada)
- Recurring meeting:**
- Registration:**  Required
- Meeting ID:**  Generate Automatically,  Personal Meeting ID 670-885-4039
- Meeting Password:**  Require meeting password, 008193
- Video:** Host:  on,  off; Participant:  on,  off

A 'Help' button is located in the bottom right corner.

Recurring meeting **Every week on Wed, until Apr 15, 2020, 7 occurrence(s)**

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

Meeting Password  Require meeting password

Video  Host  on  off

Participant  on  off

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4. You can now view the scheduled meeting from the Meetings > My Meeting page on your Zoom profile. From here, you can copy the invitation info by clicking on “Copy the invitation” > “Copy Meeting Invitation” (paste into email client, i.e. Microsoft Outlook) or manually start the meeting by clicking “Start this Meeting.”

Meeting Information - Zoom x +  
uga.zoom.us/meeting/596564140?occurrence=1583359200000

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Profile  
Meetings  
Webinars  
Recordings  
Settings  
Account Profile  
Reports

Attend Live Training  
Video Tutorials  
Knowledge Base

My Meetings > Manage "My Meeting" [Start this Meeting](#)

Topic My Meeting

Time Mar 4, 2020 05:00 PM Eastern Time (US and Canada)  
Every week on Wed, until Apr 15, 2020, 7 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 596-564-140

Meeting Password > Require meeting password

Invite Attendees Join URL: <https://zoom.us/j/596564140> [Copy the invitation](#)

Video Host Off  
Participant Off

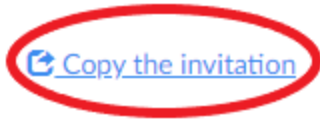
Audio Telephone and Computer Audio  
Dial from United States of America

Meeting Options >

- > Enable join before host
- > Mute participants upon entry
- ✓ Enable waiting room
- > Only authenticated users can join
- > Record the meeting automatically

[Help](#)

<https://uga.zoom.us/profile>



## Copy Meeting Invitation



### Meeting Invitation

Adam Evans is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: Mar 4, 2020 05:00 PM Eastern Time (US and Canada)  
Every week on Wed, until Apr 15, 2020, 7 occurrence(s)  
Mar 4, 2020 05:00 PM  
Mar 11, 2020 05:00 PM  
Mar 18, 2020 05:00 PM  
Mar 25, 2020 05:00 PM  
Apr 1, 2020 05:00 PM  
Apr 8, 2020 05:00 PM  
Apr 15, 2020 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.  
Weekly: <https://zoom.us/meeting/uJ0rcu-srz8q8VuyE4p8u7Mm7lk7shTTpw/ics?icsToken=98tyKuyhqD4sHtWRsFz9ArQqA8H-bOG5kyl4v7p4yA-9Fnd-b1T6PbVROoZLAM-B>

Join Zoom Meeting  
<https://zoom.us/j/596564140>

Copy Meeting Invitation

Cancel

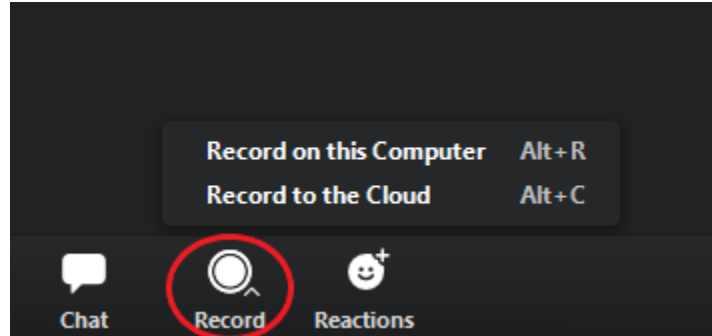
Start this Meeting

### Record a Presentation

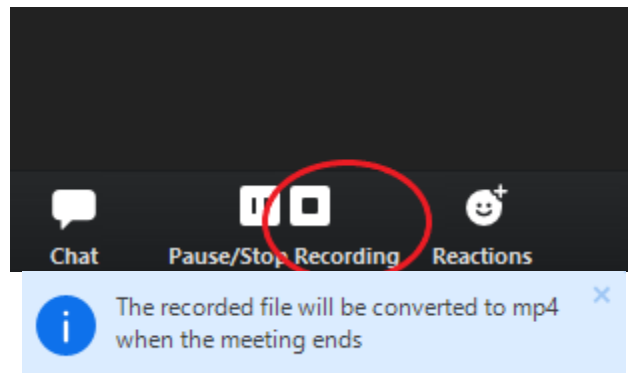
1. You may choose to record a presentation, either for pre-recorded lectures or for distributing to those who could not attend a live meeting. To accomplish this, follow the steps to [Host a Meeting](#). Note: By default, only the host can initiate a Local Recording. If

another participant would like to record, the host will need to [provide permission to that participant](#) during the meeting.

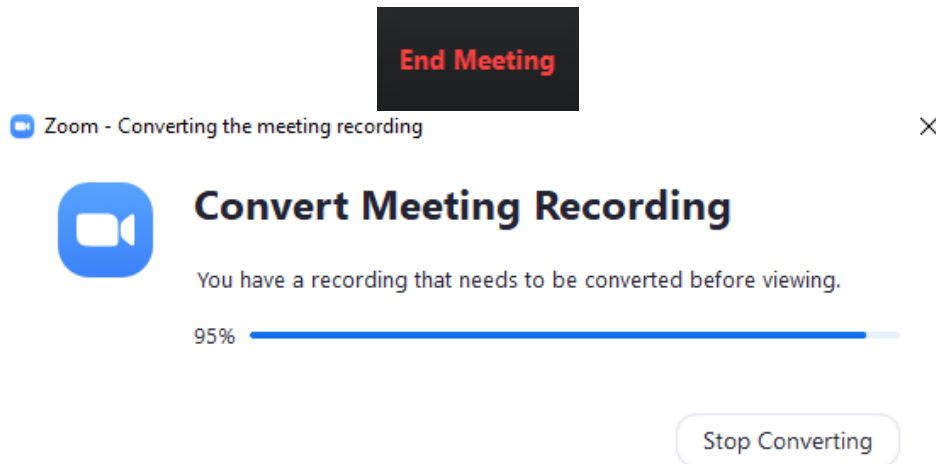
2. Once you're in a Zoom meeting, click on "Record" at the bottom part of the screen, and then "Record to this Computer."



3. When the presentation is over, click "Stop Recording" (the 'Stop' icon, not Pause). You should see a message about the recording being converted in the top-right part of the screen.






4. Click "End Meeting" in the bottom-right part of the screen. A message will appear saying that the meeting is being converted.



5. The window with the folder containing the recorded file should pop up on the screen. For Windows, the default location is C:\Users\MyID\Documents\zoom. The presentation should be saved as a .mp4 file called zoom\_0.mp4 or something similar.

This PC > Documents > zoom > 2020-03-06 15.41.31 Adam Evans' Zoom Meeting 487193615

Name	#	Title	Contributing artists	Album	Size
 audio_only.m4a					65 KB
 playback.m3u					1 KB
 zoom_0.mp4					457 KB

6. Once you have this file, you can distribute/upload it to any supported sharing platform (i.e. D2L or eLC: <https://help.elc.uga.edu/students/video/>).