

CSU-Pueblo

Zoom Quick Start Guide

Individual Accounts



Download Zoom to Your Device

- Desktop or Laptop: [Windows and Mac OSX](#) or [Linux](#)
- Mobile: [Android](#) and [Apple iOS](#)

General

- Desktop and Laptop Sign In: <https://zoom.us/signin>.
- To recover your password, use the Forgot Password link on the Zoom login page to reset it or submit a technology help ticket.
- Post the Zoom Start Guide for Students on your Blackboard course.
- Practice! Start a Zoom meeting on your computer then log in as a participant on a phone, tablet, or another computer to test out features and see them from the participant's view.

Audio and Video

- Test [Audio](#) and [Video](#).
- Preview your meeting environment in your Zoom meeting room *before starting meetings*. Use a [Virtual Background](#) or create a professional physical space. Make sure that your face is illuminated from the front.
- Position your webcam directly in front of you at eye level. Make eye contact as much as possible.

Screen and Application Sharing Tips

- **Share specific applications** instead of your whole desktop. The shared application fills the students' screens, regardless of the size on your screen.
- **Share the area of your PPT slide** but not the slide viewer and notes. This presents the slide to attendees while you maintain your view of the slide sorter and notes. Share > Advanced > Portion of Screen > Drag Over Area to Share > Share
- **To transition smoothly** from one shared application to another:
 - Click **Pause Share** to hide your screen from users while you locate the new item to share. Students will see the last item you shared while the share is paused.
 - Open the new item to share. Click **New Share** to reveal the new item.
- If you share audio and/or video, check the box to **Share computer sound** and **Optimize for full-screen video clip** located at the bottom of the sharing pop up window.

Meeting Settings

You will see meeting settings in 3 places: in the global Settings menu, on each scheduled meeting, and on the instant meeting page. Meeting settings are hierarchical; settings for a scheduled meeting and personal meeting room override those in the global setting menu. Make sure the option in the Setting menu and the scheduled/instant meeting are the same before you start a meeting.

Anything you change after a meeting begins will affect the next meeting, not the one you are currently facilitating.

Settings Menu: Commonly Modified Settings

Schedule Meeting	In Meeting (Basic)	In Meeting (Advanced)
<ul style="list-style-type: none">• Host Video• Participants Video• Audio type > Telephone and Computer Audio• Join Before Host	<ul style="list-style-type: none">• Chat Options• File Transfer• Polling• Always show meeting control bar• Annotation• Whiteboard• Remote Control• Nonverbal Feedback	<ul style="list-style-type: none">• Breakout Room• Virtual Background• Screen Sharing• Waiting Room, Set Message and Image• Show a "Join from your browser" link

Scheduled and Instant Meetings: Commonly Modified Settings

<ul style="list-style-type: none">• Enable join before host• Mute participants upon entry• Enable waiting room• Record the meeting automatically

Schedule a Meeting

1. Meetings > Schedule a New Meeting
2. Enter meeting details > Save
3. [Go to the Zoom Help Page](#) for more information

Invite Attendees to Your Meeting

1. Meetings > Select Upcoming, Previous or Personal Meeting Room
2. Copy the Join URL, Click Copy the Invitation, or Send the Meeting ID (mobile phone attendees download the Zoom app then join with the 10 digit code)
3. [Go to the Zoom Help Page](#) for more information

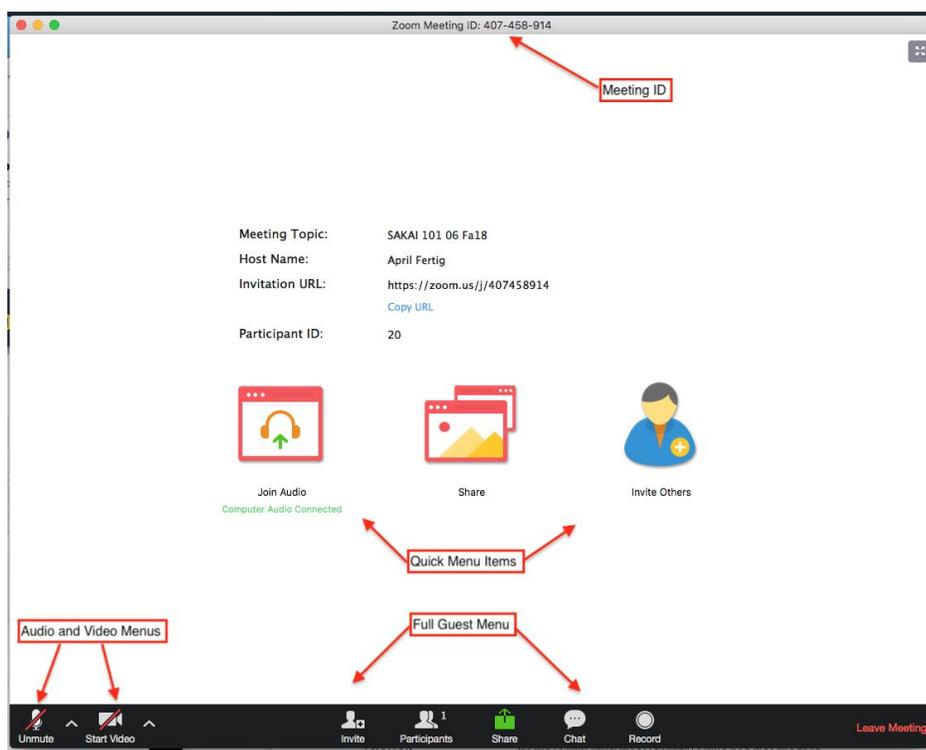
Before Your Meeting

- Double-check meeting settings. Enable features (waiting room, breakout rooms, etc.) to make them available for use in your meeting room.
- Upload a profile photo. Your photo is displayed to attendees when your video camera is turned off.
- [Pre-Assign](#) students to [breakout rooms](#).
- Open the meeting room several minutes before the scheduled start time to run audio and video tests and to preview how you will appear to meeting attendees.

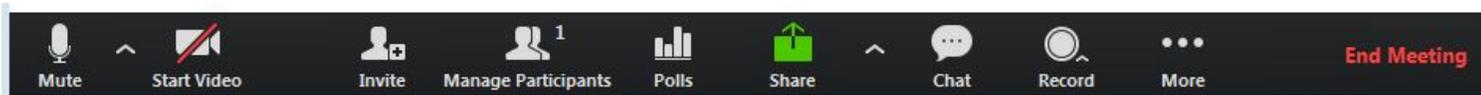
Start a Meeting

1. Click the meeting name to review meeting settings
2. Meetings > Navigate to Row with Meeting > Start
3. [Read the Zoom Help Doc](#) for more information

Zoom Room Home Screen



Zoom Room Tools



Host  **Attendee** 

 	<p>Mic: Click the up arrowhead next to the mic icon to select your mic and test settings.</p> <p>Click on top of the mic icon to toggle mute/unmute. The red slash tells you that your mic is muted.</p>
 	<p>Webcam: The red slash tells you that your webcam is off.</p> <p>Attendees see the photo you uploaded to your account profile when your webcam is turned off.</p>
	<p>Invite: Send an invitation from the meeting room.</p>
	<p>Manage Participants: Click to see a list of attendees. You can admit them from the waiting room, mute them, etc.</p>
	<p>Polls: Create a quick poll during the session. You can create Polls before the session as well.</p>
 	<p>Share: Click the Share icon to share your desktop, an area of your screen, an application, a file, or a peripheral device (e.g., iPhone).</p> <p>Click the up arrowhead next to the Share icon to give mouse control of your screen to a participant.</p>
 	<p>Chat: Open the chat window to send and receive messages from attendees. You can send a message to all students or DM a single student.</p>
	<p>Record: Create a recording of your session to share with others.</p>
	<p>More: Click this icon to select features you made available in the meeting settings before the session started (e.g. Closed Captions and Breakout Rooms).</p>
	<p>End Meeting: Click this icon to <i>End Meeting for All</i> or to <i>Exit the Meeting</i> but leave the room open for attendees to continue without you.</p>