JAMESWAY

ZOOM MEETING GUIDE

WHAT YOU NEED

- An internet-connected computer, laptop, tablet or smartphone (find the app on the App Store or Android store) https://zoom.us/download

- Headset or ear buds
- Phone for call-in (optional)
- Microphone or webcam with microphone

Figure 1: Zoom Client for Desktop

ZOOM USER PANEL

Once the Zoom software is downloaded to your computer, you can use the User panel to work within the Zoom interface.

The *Home* tab contains all the meeting basics: Start with Video, Start without Video, Join, Schedule and Share Screen.
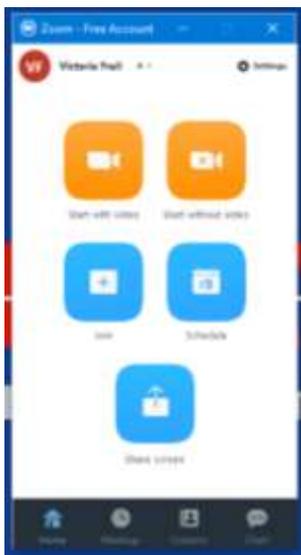

Figure 2: Zoom User Panel

Figure 3: Zoom Personal Meeting Room Number

Zoom provides each account with a **Personal Meeting Room Number** which can be used to launch a meeting at any time. You can find this by clicking on *Meetings* at the bottom of the screen.

Each basic Zoom account allows for:

- Unlimited number and length of one-to-one meetings
- 40 minute group meetings for up to 100 participants
- Group chat and messaging both inside and outside of meetings
- Ability to record meetings

Each Zoom meeting has the following features:

- Multiple video feeds (up to 25)
- Group annotations
- Simultaneous screen share
- Chat
- Breakout rooms
- Whiteboards

STARTING A MEETING

From the main Zoom user panel, select either *Start with Video* or *Start Without Video*. If you choose to start without video, a generic screen will be shown until another action is taken. If you use this option, you can either invite attendees when you enter the meeting room, or give attendees your **Personal Meeting Room Number** to have them join you in your personal meeting room. The default meeting room that is opened when you use these buttons is the Personal Meeting Room. To use a different meeting room, you will need to Schedule a meeting.

Figure 4: Zoom Meeting without Video

Figure 5: Zoom Meeting with Audio

When the meeting opens, you will have to select your audio conference options – via computer or via dial-in. You may also test your computer audio at this time. You may select to always automatically join audio by computer for every meeting.

Dial-in options are at the user's cost, but can be useful if you do not have a headset.
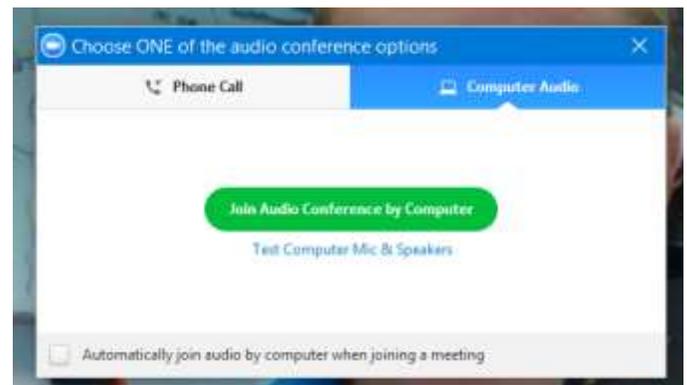

Figure 6: Audio Conference Options

JOINING A MEETING

To join a meeting, you can either click on the link in an email invitation, or use a meeting ID number. Jamesway has a list of the Personal Meeting ID numbers for all Zoom-connected employees available on J:\Webinars.

You can control whether you connect to the audio or turn off your video at that time. The audio conference options shown above will still load.

If you join another user's Personal Meeting Room before they have joined, you will remain on hold and they will be sent an email notifying them that someone is waiting in their Personal Meeting Room.
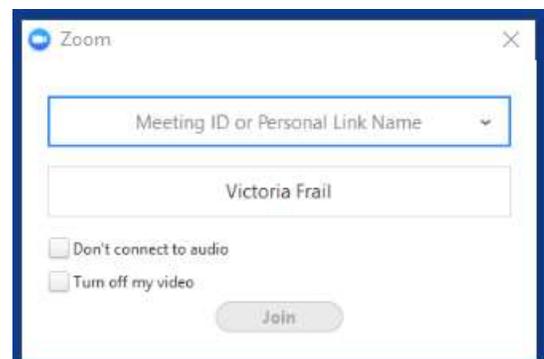

Figure 7: Join Meeting Interface

SCHEDULING A MEETING

You may also use your Zoom user interface to schedule a meeting without logging into the Zoom website.

Set up the date, time, and duration of the meeting. Remember that the time is limited to 40 minutes for more than 2 participants for all basic accounts.

You can set a meeting to *Recurring meeting* if you would like the same Meeting ID number to be used for the meeting every time it is launched. This is intended for repetitive meeting.

You may restrict the video and audio options for the host (yourself) and participants of the meeting. Usually these settings can stay at the default unless you have a specific reason to change them.

Under *Meeting Options*, you can require a meeting password if necessary. Expanding the *Advanced Options* section gives the ability to allow the participants to join before the host and start chatting via the chat window or video interface, to use your Personal meeting ID, and to record the meeting automatically on your computer. If you intend to record the meeting, please notify all participants at the start of the meeting.

Once you have configured your meeting, select *Schedule.*

The Meeting Invitation window will pop up once the meeting is scheduled in Zoom. You may use the *Copy to Clipboard* option to copy the invitation text to an email or calendar invitation and send to all the intended participants. If these participants have not used Zoom before, be certain to send them the Zoom meeting or user guides to help familiarize them with the software before they start.

Note that Zoom will not send you a reminder about this meeting; it must be entered into your calendar.

Once created, the meeting will show on the *Meetings* tab of your Zoom User Panel and you may start the meeting from there using the *Start* button. You also have the options to *Edit, Copy or Delete* the meeting from this panel. Note that all participants will not be updated unless you send updated information about the meeting.
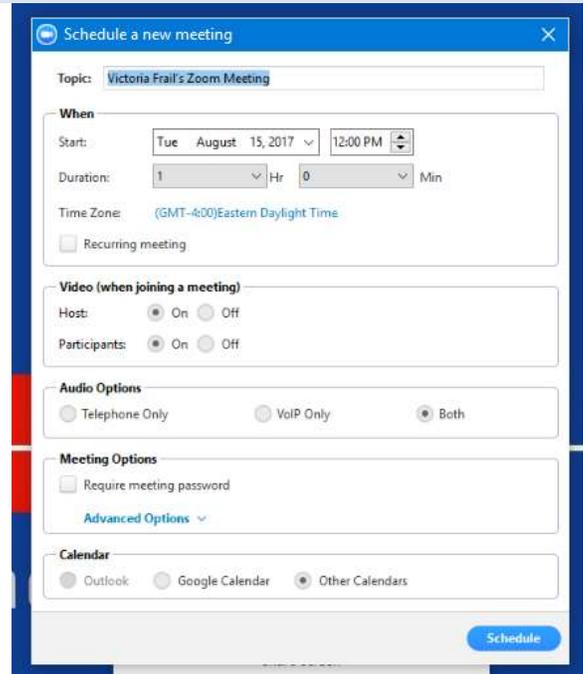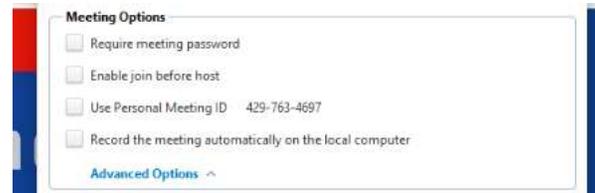

Figure 8: Schedule a Meeting

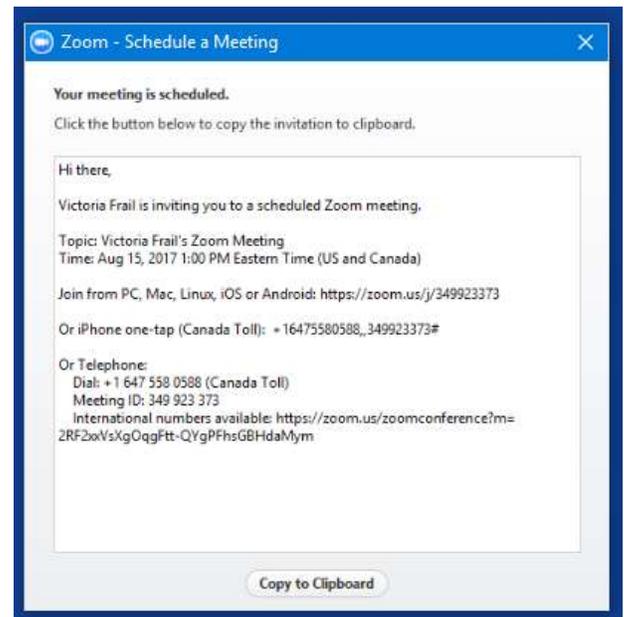
Figure 9: Advanced Meeting Options

Figure 10: Meeting Invitation

SHARE SCREEN

Share screen can be used if you know you need to join a meeting directly by sharing your screen or if you have been sent a share screen request. In this case, enter the Meeting ID or Sharing Key to get started. The process of sharing your screen is the same as in a normal meeting setting.
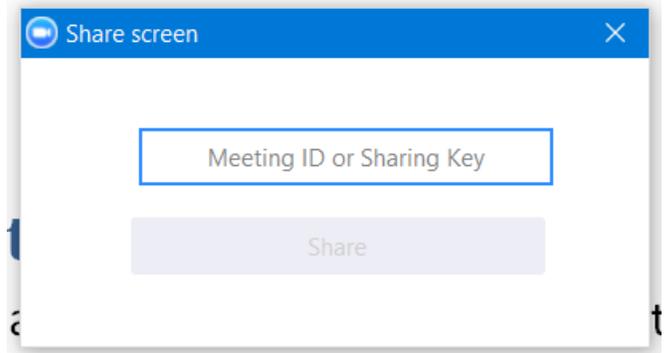

Figure 11: Share Screen

SETTINGS

The settings button in the upper left of the home screen of your Zoom user panel can be used to set up the operation of the Zoom software.

GENERAL

This tab controls items such as:

- Starting Zoom when Windows opens
- Content sharing options
- Instant messaging or chat options

Note that for all settings there are additional options that can be enabled in your account through the Zoom website.
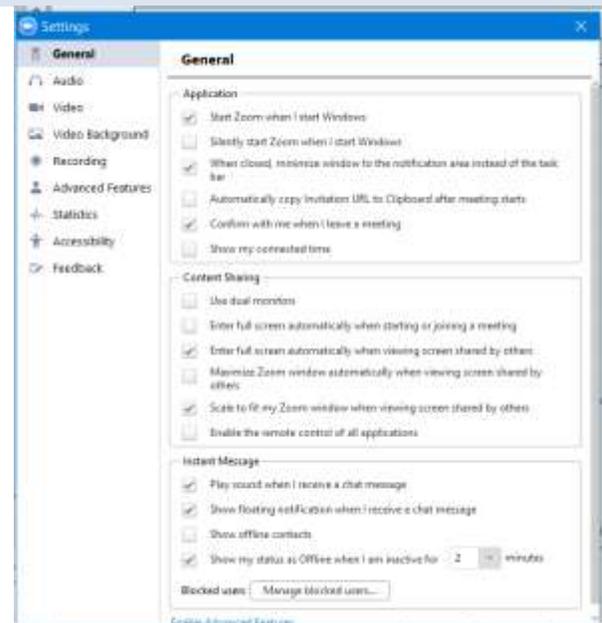

Figure 12: Zoom General Settings

AUDIO

This tab contains the ability to test the computer audio and microphone, select the hardware to use for audio and microphone and determine automatic audio options.

VIDEO

The video tab allows you to select the appropriate webcam and its ratio, as well as test your video feed.

You also have the ability to mirror your feed and touch up your appearance.

This tab also contains options for changing video feeds in meetings such as:

- Display participant name on video
- Turn off video when joining a meeting
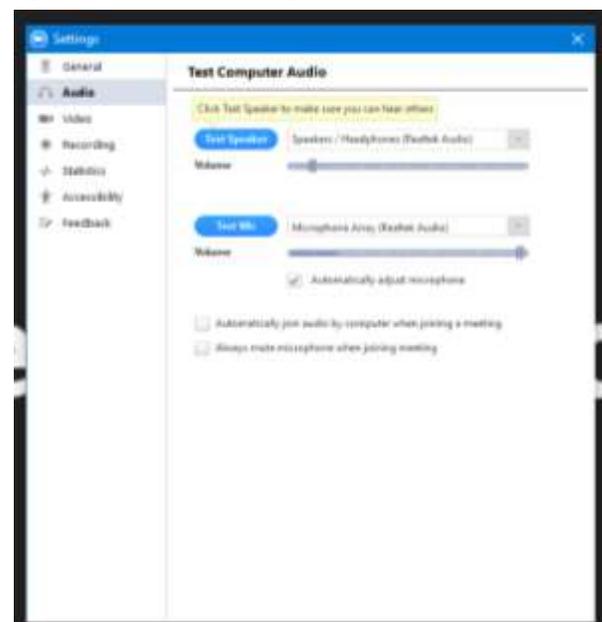- Hiding non video participants

Figure 13: Zoom Settings Window

VIDEO BACKGROUND

If enabled via a web browser in your Zoom account, you will have the ability to use a virtual background for your videos. This requires a green screen for optimal performance.

RECORDING

The recording tab sets the default recording location, or you may select to choose the location at the end of every meeting.

ADVANCED FEATURES

This tab takes you to the Zoom website.

STATISTICS

This shows the overall usage load on your computer and the amount attributed to Zoom. This tab should be consulted if Zoom is lagging.

ACCESSIBILITY

This tab includes the option to keep meeting controls on at all time, keyboard shortcuts, and options for the size of closed captioning if enabled by the meeting host.

Note that closed captions must be typed by someone involved in the meeting and are not automatically generated.

FEEDBACK

Use this tab to send feedback to the Zoom team. This also includes a link to the Support webpage.

CONTACTS

Your contacts are shown in the *Contacts* pane of the Zoom user panel. Here you can see the status of their contacts – whether they are online and if so, if they are online via mobile or desktop.

Anyone with an account linked to the Jamesway Moderator account will show up in the contacts for all other linked contacts.

You may select any person to either chat or meet with from this pane.

GROUPS

You may set up contact groups to easily access a group of contacts you would like to meet with or chat with regularly. In that case, the group and its online members will also be shown in this pane. From here, you can chat or meet with the group.
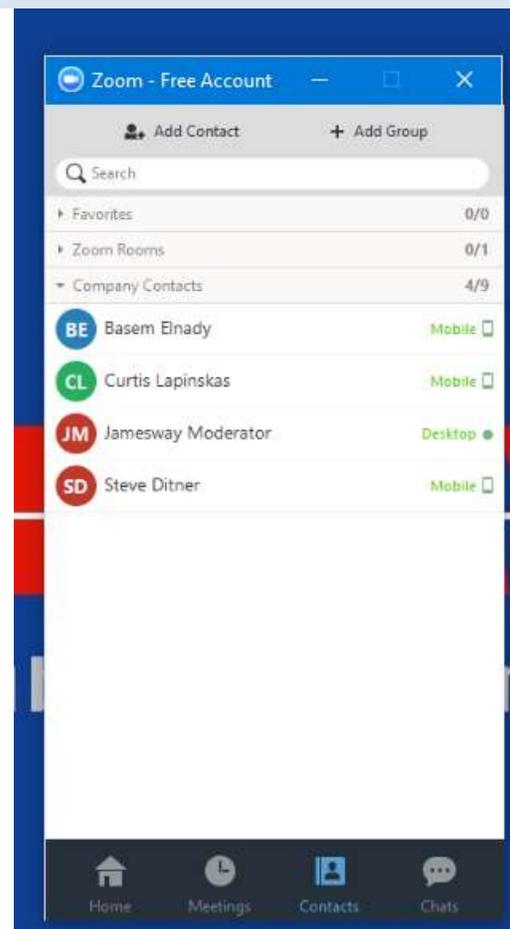

Figure 14: Zoom Contacts

CHAT

You may send a chat message to a fellow Zoom user at any time. You can also see your recent chats and group chats in this window, as well as any recent content that has been shared with you.
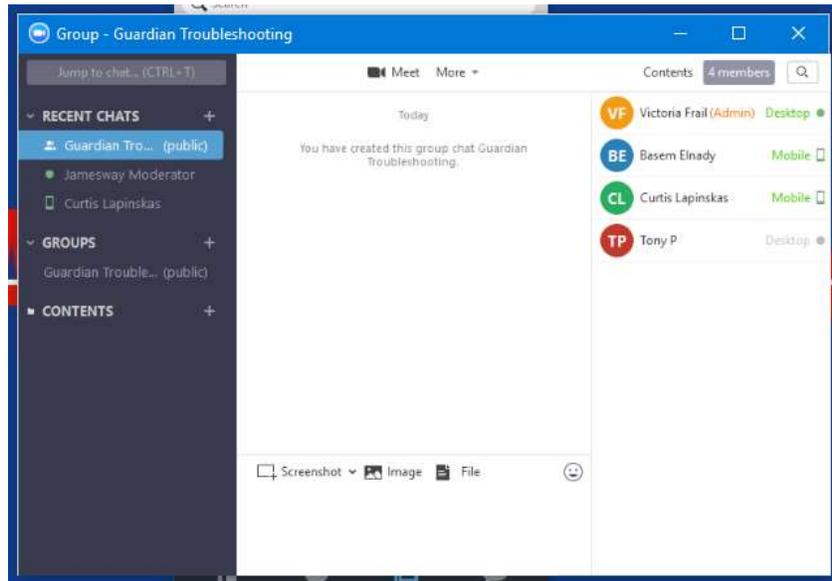

Figure 15: Zoom Chat

IN-MEETING CONTROLS

The meeting and webinar controls are similar, with only a few different options between the two.

Figure 16: Zoom Meetings Toolbar

AUDIO AND VIDEO CONTROLS

All the required settings can be accessed here for customization, including audio and video settings.

You can use the audio button to mute your feed quickly. You can also use it to change your microphone and change your output speakers.

If your signal is not ideal and you would prefer to change to dial-in audio, select *Leave Computer Audio*.

Clicking on Audio Options will take you to the main settings screen. The ability to test your audio and video feeds are also here if needed under the *Audio* and *Video* sections. See the Settings section for more details.

The video button can be used similarly to stop video, change the source and access the main settings panel as with the audio settings.
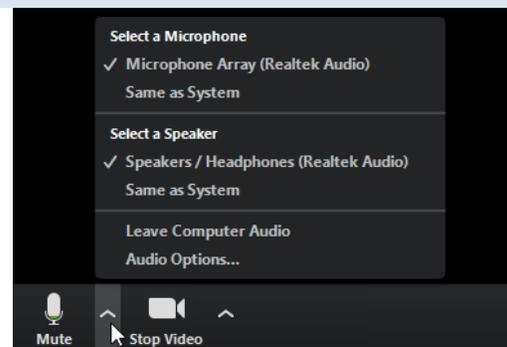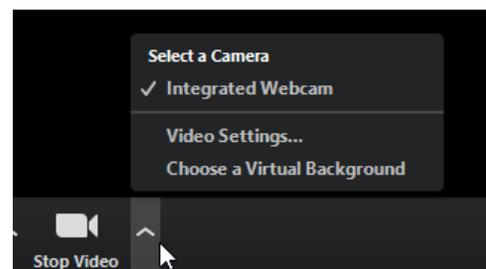

Figure 17: Zoom Audio Settings

Figure 18: Zoom Video settings

INVITE

At any time in an unlocked meeting, you can Invite Participants to join. You may invite via their email, or from your contact list. Jamesway does not have a Zoom conference room set up at this time. You can also Copy the meeting URL or copy the meeting invitation by using the buttons at the bottom left.

Alternatively, give the person you are inviting the meeting ID, which is shown at the top of the Invitation panel. In the sample photos the meeting number is 309-411-140. If you have started a meeting in your Personal Meeting Room, this will be your Personal Meeting Room Number.
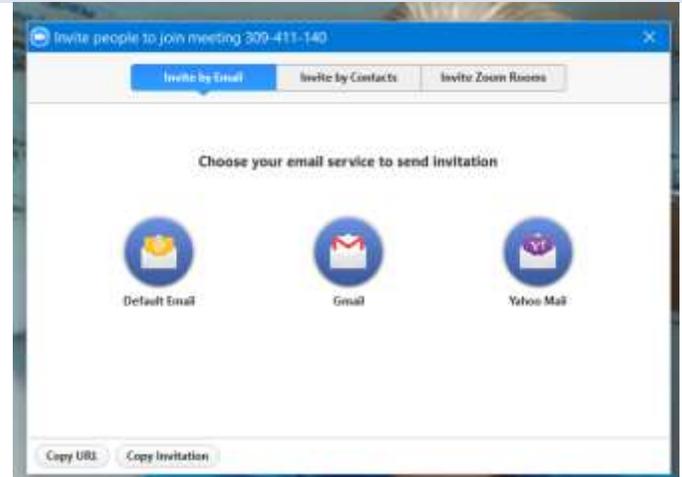

Figure 19: Invite By Email

MANAGE

The *Manage Participants* button will bring up the Particpants pane and show all participants currently in the meeting.

For yourself, you have the ability to mute and stop your video feed from this pane. You can also rename yourself for the webinar. This can be useful if you will be broadcasting with someone else at your desk to ensure everyone knows who all the participants are at the meeting.

As the meeting host, there are also controls for the other participants. This includes chatting directly, muting or stopping video for the participant, or renaming the participant.

You can also make another participant the host of the meeting. This is especially helpful if you need a longer meeting time for multiple participants. In this case, have the Jamesway Moderator account (Krista Baker & Victoria Frail) start the meeting for you, and then transfer the hosting capabilities over. This will use the Pro license's unlimited meeting length for that meeting.

If necessary, you may also remove a participant from the meeting. The participant will receive a notice that they have been removed from the meeting.

Finally, at the bottom of the participant panel are participant actions that apply to all, including mute all and unmute all. You may also want to automatically mute participants when they enter, play an enter or exit chime or lock the meeting. Locking the meeting restricts from any more participants being able to enter the meeting.
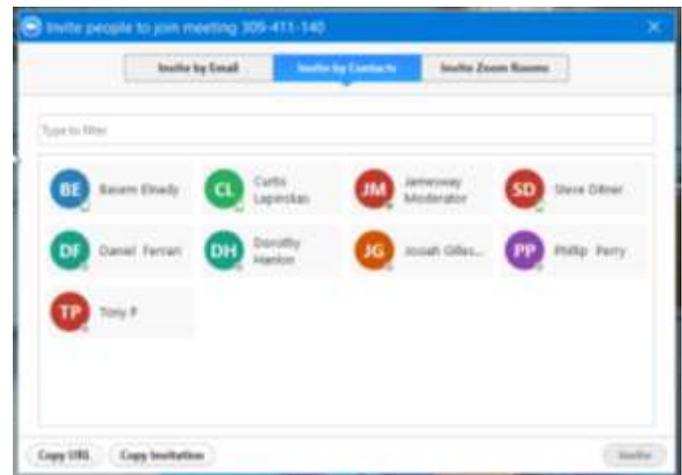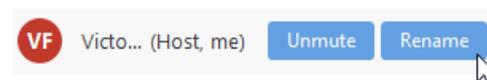

Figure 20: Invite by Contacts
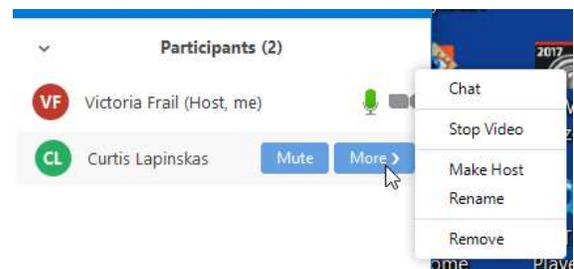

Figure 21: Participant Controls - Self

Figure 22: Participant Controls - Others
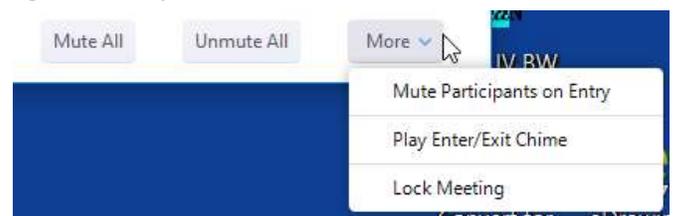

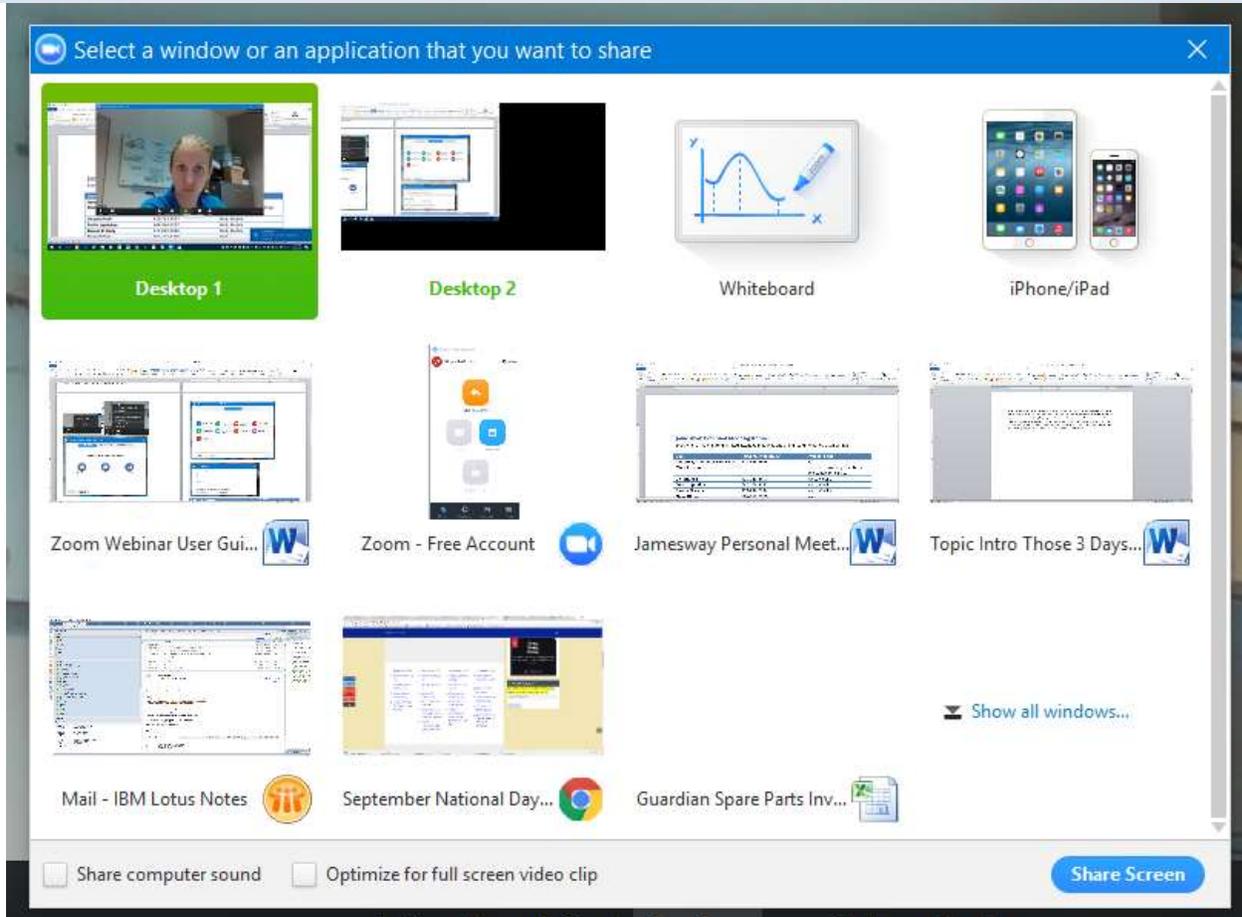
Figure 23: Participant Controls - Al

Figure 24: Zoom Share Screen

In Zoom meetings, you have the option to Share your Screen. You may choose to share your desktop or a specific application or Window that you have open. If you choose a specific application and navigate outside that application while sharing, the feed will be paused until you return to that application.

If you choose to share a video from your computer, be sure to check the *Share computer sound* box, which ensures that the audio of the video is shared to the group. You may want to *Mute all participants* before sharing a video for optimal sharing.

ADVANCED SHARING OPTIONS

There are advanced sharing options for meetings. This includes allowing one or multiple participants to share at once, restricting the sharing to the host only, or restricting when participants can share their screens.

Figure 25: Zoom Advanced Sharing Options

CHAT

The chat button allows you to open the group chat in a meeting. This will be shown to the right of the video feeds. You can choose to chat to everyone or to the host only.

You may use the *More* button to restrict the ability of meeting attendees to chat with everyone or the host only.

You may also disable chat for meetings in the web browser Zoom page.

For meetings, the chat is a good way for participants to send in questions or communicate difficulties, particularly if their audio or video feeds are lagging from the overall meeting.
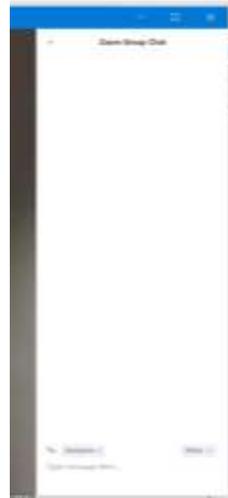

Figure 26: Zoom Meeting Chat

RECORD

Use the record button to record the meeting. Recordings will be stored on your local computer.

Be certain to notify all participants that the meeting is being recorded.