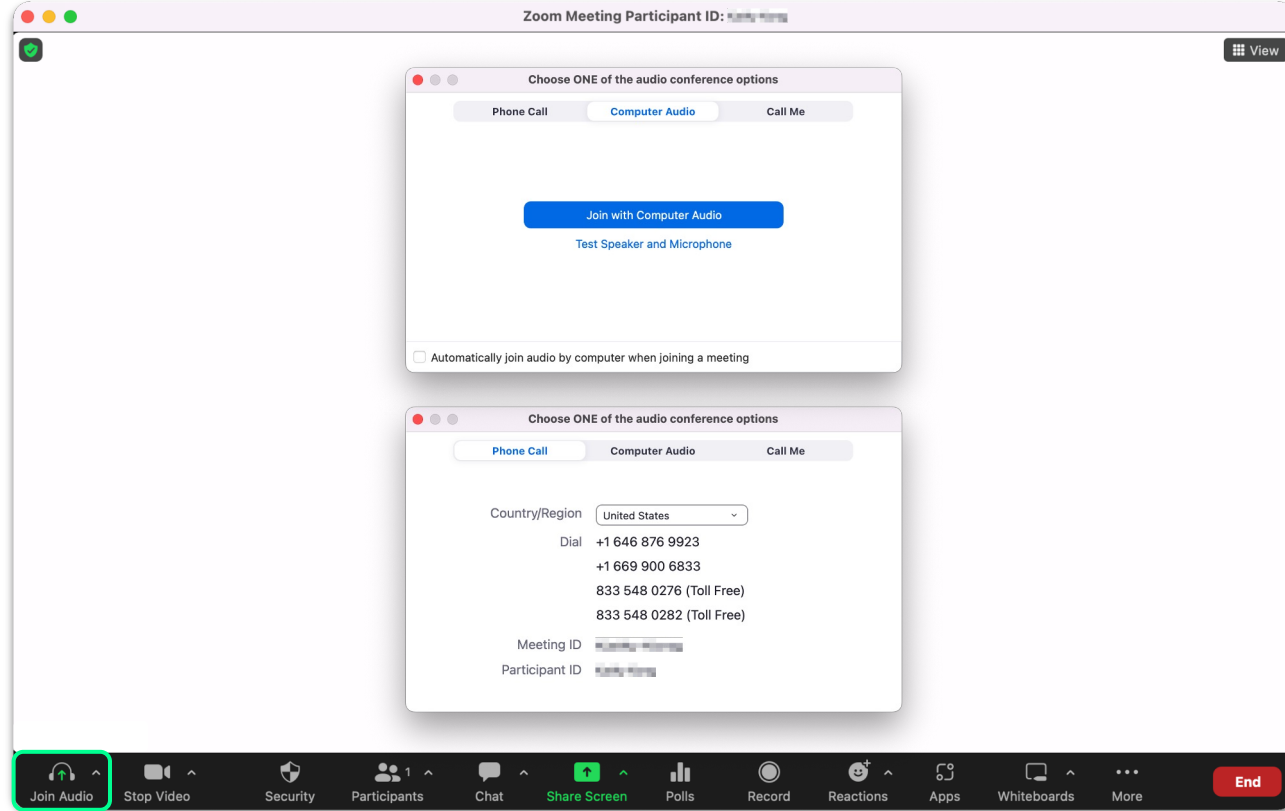# Join Audio

Getting Started

- Join with computer audio (VoIP).

- Dial-in by phone.

- Please **mute**.

- Raise hand with **reactions**.

- Please use **chat** for questions.

Zoom Meetings

User Training

zoom

Agenda

→

- Logging In
- Zoom Web Account
- Scheduling Meetings
- Zoom Desktop Application
- Hosting Meetings (*Controls*)
- Resources & Support

Zoom Meetings

Sign In

Web Portal

Sign in to Zoom

↓

zoom.us

- Please go to **zoom.us**.

- Click **Sign In**.

- Sign in with Email, SSO, Apple, Google or Facebook.

Sign in to Zoom

↓

SSO

- Enter in your **Company Domain**.

- Click **Continue** to sign in.

Your Zoom Homepage

↓

company.zoom.us

- Join or Host Meetings.

- View Getting Started Guide.

- Download Zoom Client.

- Visit Zoom Support.

- Click Sign In to log in via SSO.
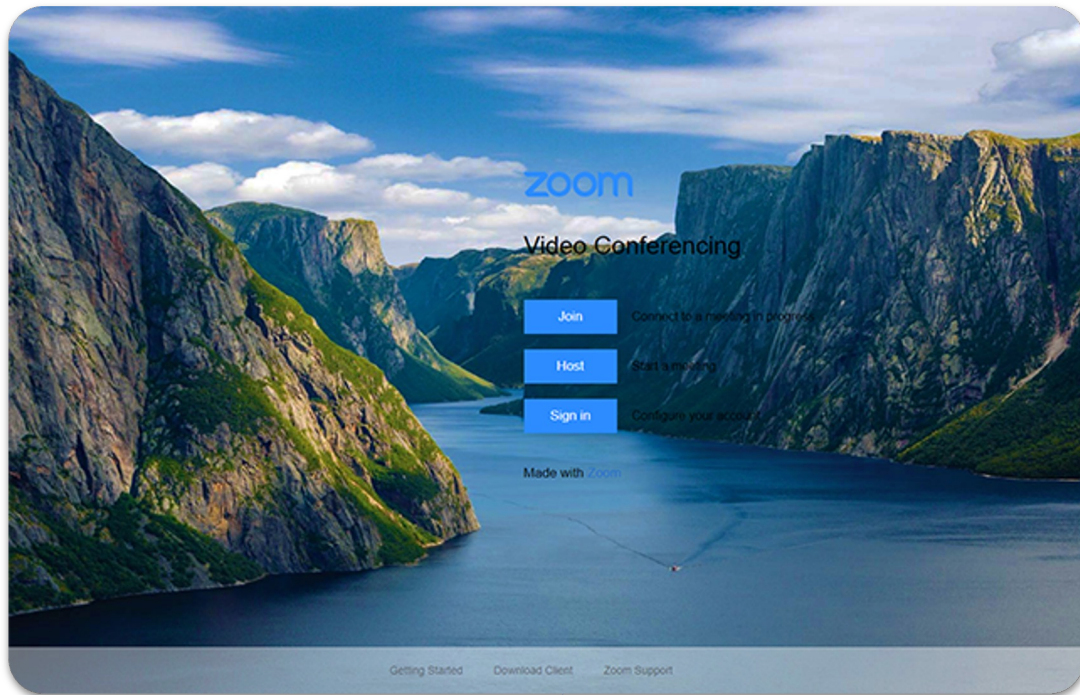
Zoom Meetings

Configure Profile

Configure your Profile

Display Name

- **Display Name**: the name shown to others on Zoom.

- To change your display name click **edit** then update your **Display Name** and click **Save**.

  + Tip: You may want to update your display name when you know you will be out of the office.

    ↳ Example: Jim - OOO 12/20 - 1/28

Configure your Profile

↓

Personal Meeting ID

- **Personal Meeting ID (PMI)**: Assigned to you automatically, permanent virtual meeting room. Click **edit** to change your PMI.

- **Personal Link**: Personal URL that is associated with your Personal Meeting ID. Click **Customize** to set up your Personal Link.
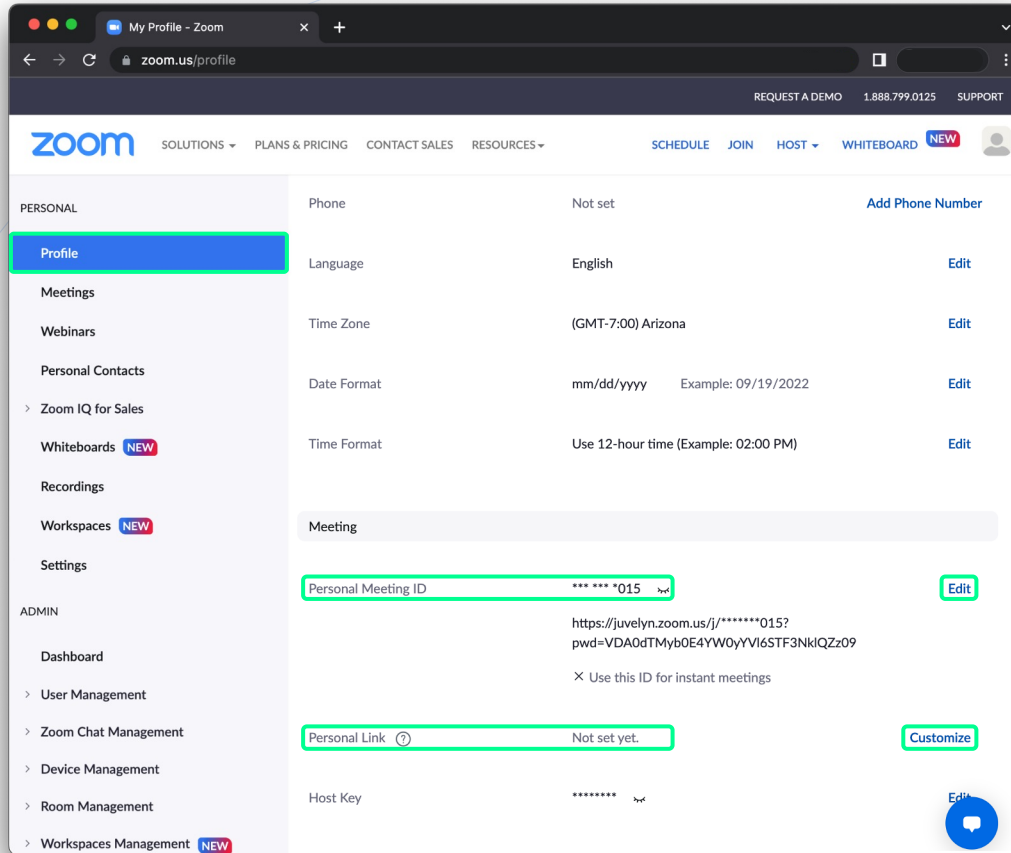
Configure your Profile

↓

Calendar Integration

- Zoom Meetings & Webinars that are on your calendar can be shown on the Zoom Desktop App.

- Allow the user to easily join scheduled meetings from the Zoom Desktop App.

- To configure your calendar and contacts click **Configure Calendar and Contacts Service**, then select your service & permissions and click next to configure.
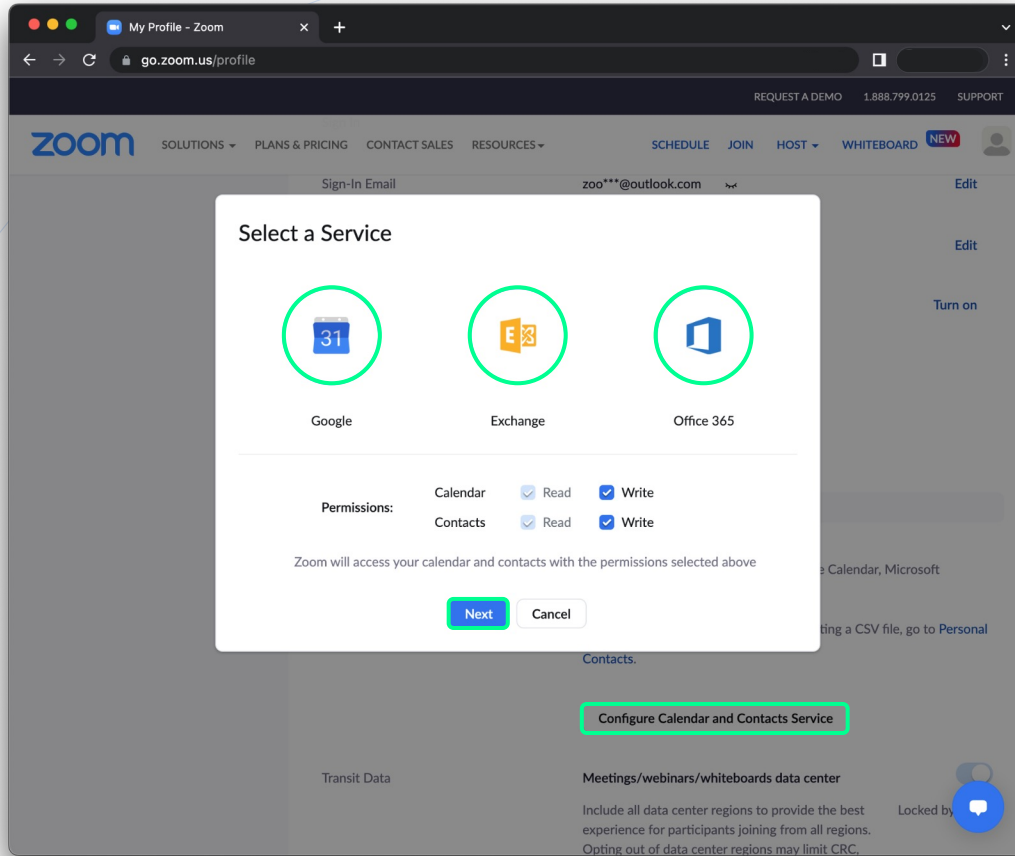
Zoom Meetings

Configure Meeting Settings

Meeting Settings

Security

- Waiting Room

Meeting Settings

Security

- Passcode

Zoom Meetings

Recording Settings

Recording Settings

Local & Cloud Recording

- Enable **Local recording** and/or *****Cloud recording**.
  - \+ *Available to licensed users on Pro, Business, or Enterprise accounts.
- To have a text transcript recorded along with the meeting, check the box for **Create audio transcript**.

Zoom Meetings

Cloud Recording

Recording Settings

Cloud Recordings

- **Search** for recordings by date, ID, topic, keyword.

- **Share** or **download** a recording.

- Click on a recording to open further download options.

Zoom Meetings

→

Schedule in Zoom Web Portal

Web Portal Schedule

↓

Meetings Tab

- There are multiple ways to schedule a Zoom Meeting, one of the ways is through the Web Portal.

- When scheduling on the Web Portal you can:

  + Pre-assign breakout rooms.

  + Set up polling.

  + Set up registration.

Web Portal Schedule

Schedule a Meeting

- **Schedule For**

  + Must be another Licensed user on your company account.

  + Must give you Scheduling Permission.

  + Meeting will fully move to the "Scheduled For" user's account.

  + All reports, recordings, etc will be on the "Scheduled For" user's account.

- **Recurring Meeting**

Web Portal Schedule

Schedule a Meeting

- **Pre-Assign Breakout Rooms**

  + Can only be done in the Web Portal.

- **Alternative Host**

  + Must be another Licensed user on your company account.

  + Can start and run the meeting on your behalf.

  + Meeting reports, recordings, data, etc. remain on your account.

- **Language Interpretation**

  + Must be turned on during scheduling to use in meeting.

Web Portal Schedule

↓

Manage a Meeting

- Once a meeting is created - click on the meeting title to **Manage the Meeting**.

- **Add to** your desired calendar.

- Manage and set up **Polls** that you would like to use during the meeting.

Zoom Desktop Client

↓

Download & Install

- Please go to **zoom.us/download**.

- Locate **Zoom Desktop Client**.

- Click **Download**.

- Install the Zoom package.
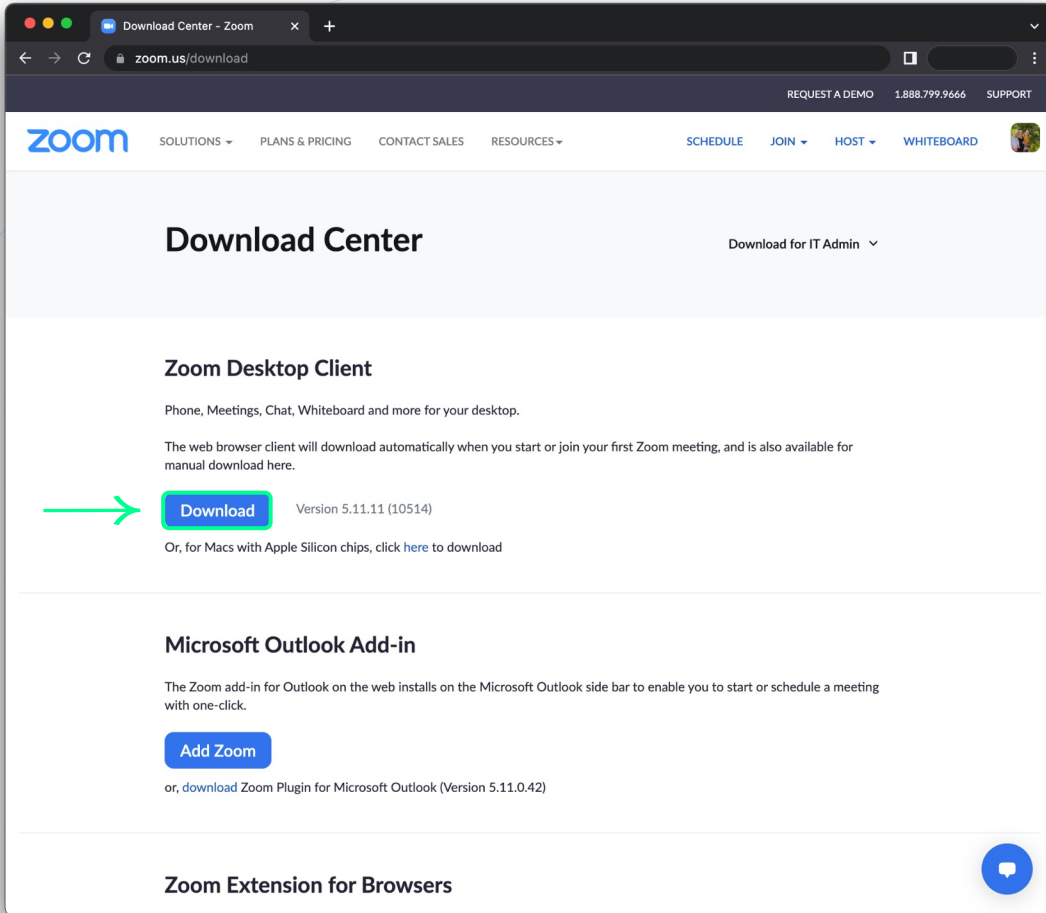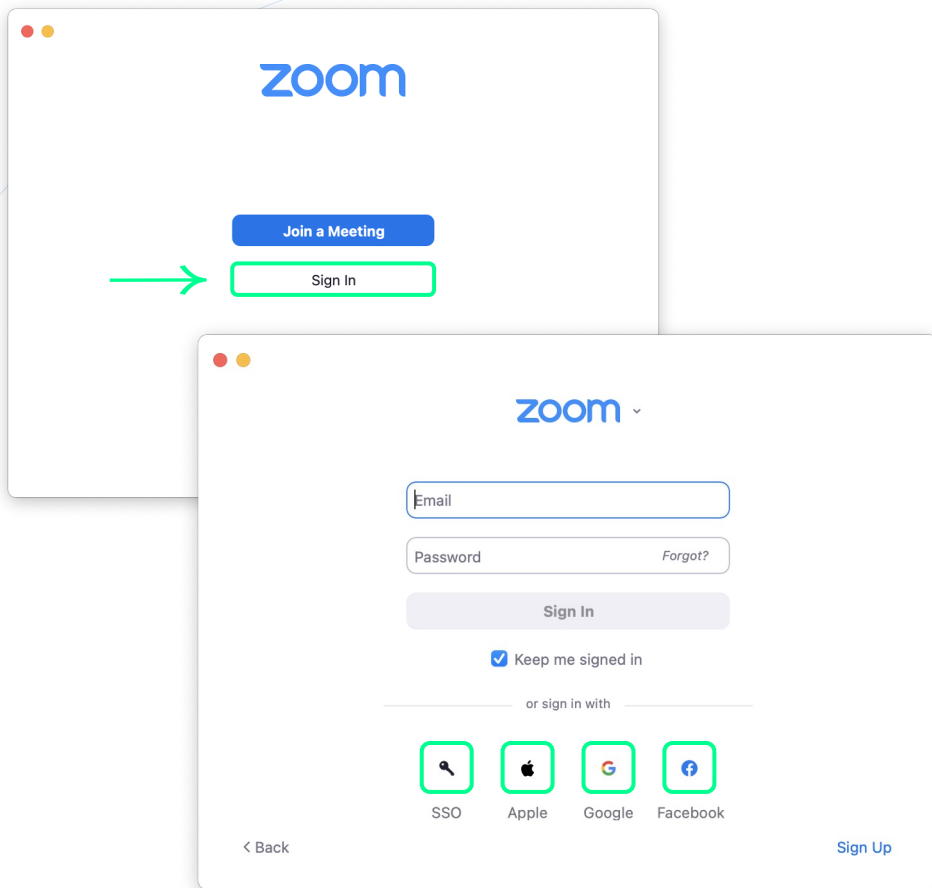
Zoom Desktop Client

↓

Sign In

- Click **Sign In**.

- Sign in via email, SSO, Apple, Google, or Facebook.
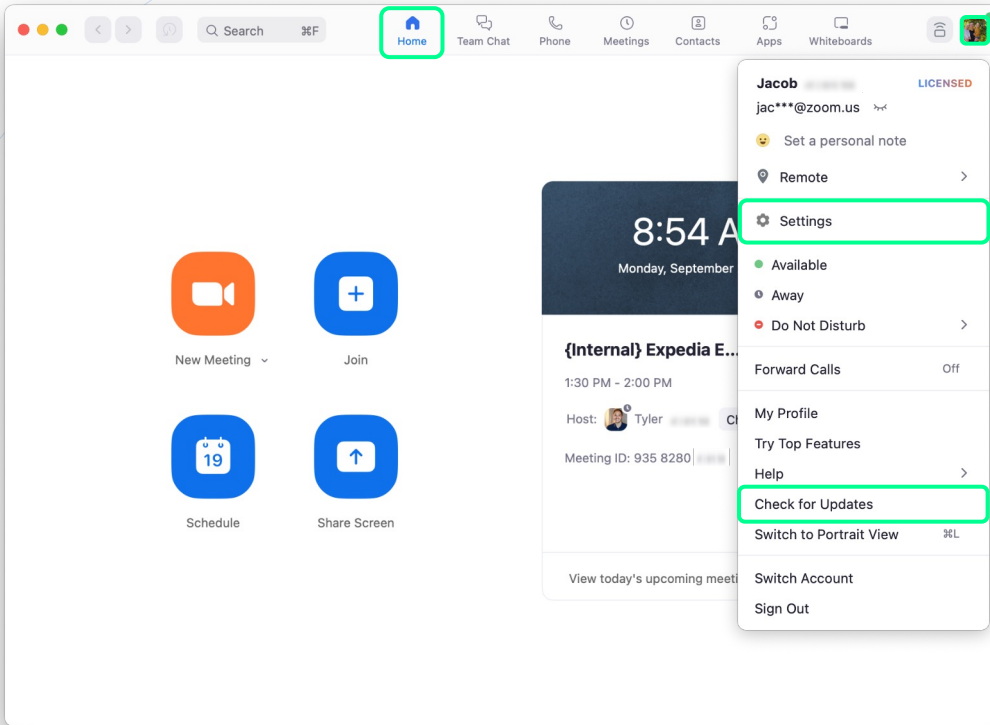
Zoom Desktop Client

↓

Home Screen

- Start a **New Meeting**.

- **Join** a meeting.

- **Schedule** a meeting.

- **Share Screen** to display on a nearby screen.

- View a list of today's upcoming meetings.

- Click your **Profile Picture** to open **Settings**, **Check for Updates**, and more.
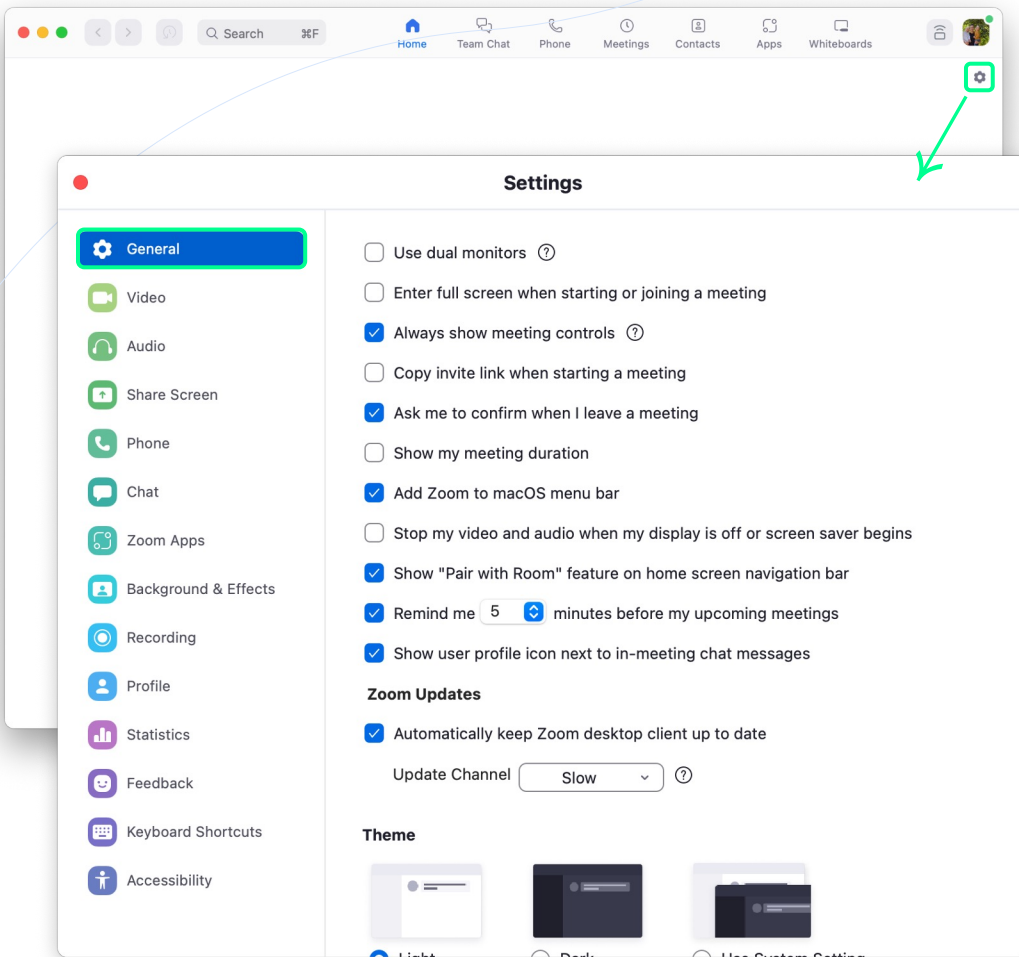
Zoom Desktop Client

↓

General Settings

- Click the **Gear icon** to open the **Settings** window.

- Edit your settings as needed.

- Scroll to the bottom of the settings to bring up **View More Settings**, this will take you to additional settings in the web portal.
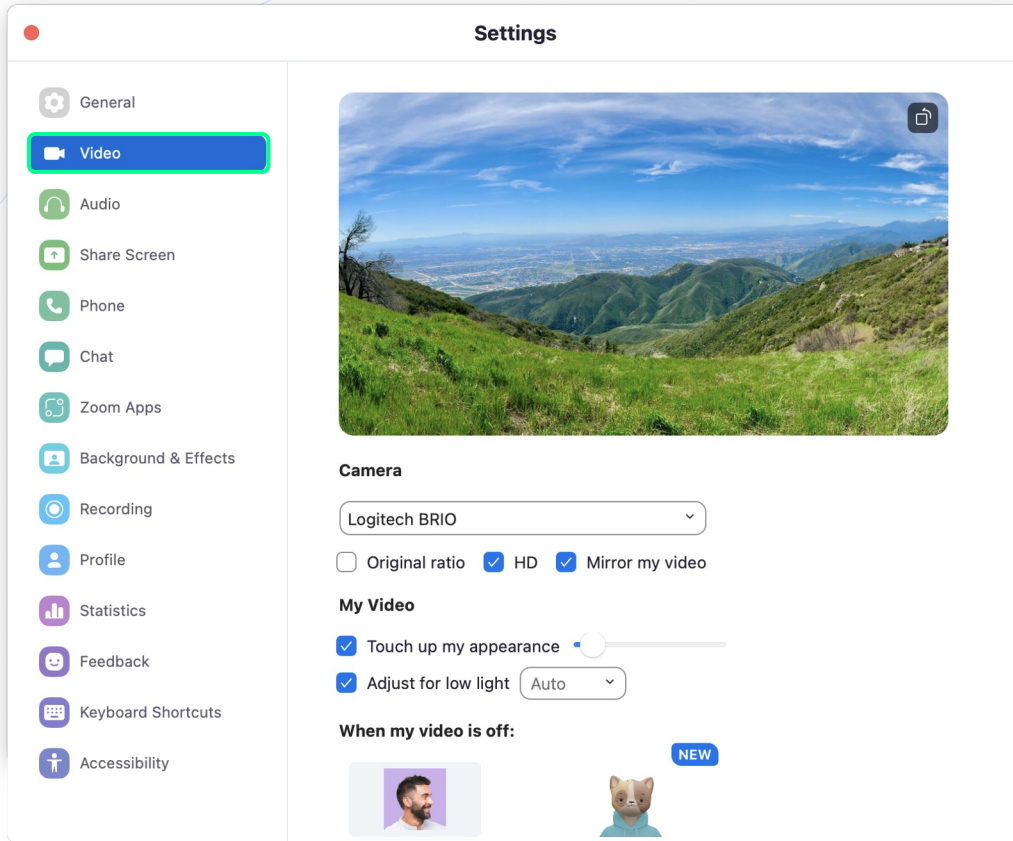
Zoom Desktop Client

↓

Video Preferences

- Select your desired **Camera** to use for your video.

- Edit your video settings as needed.
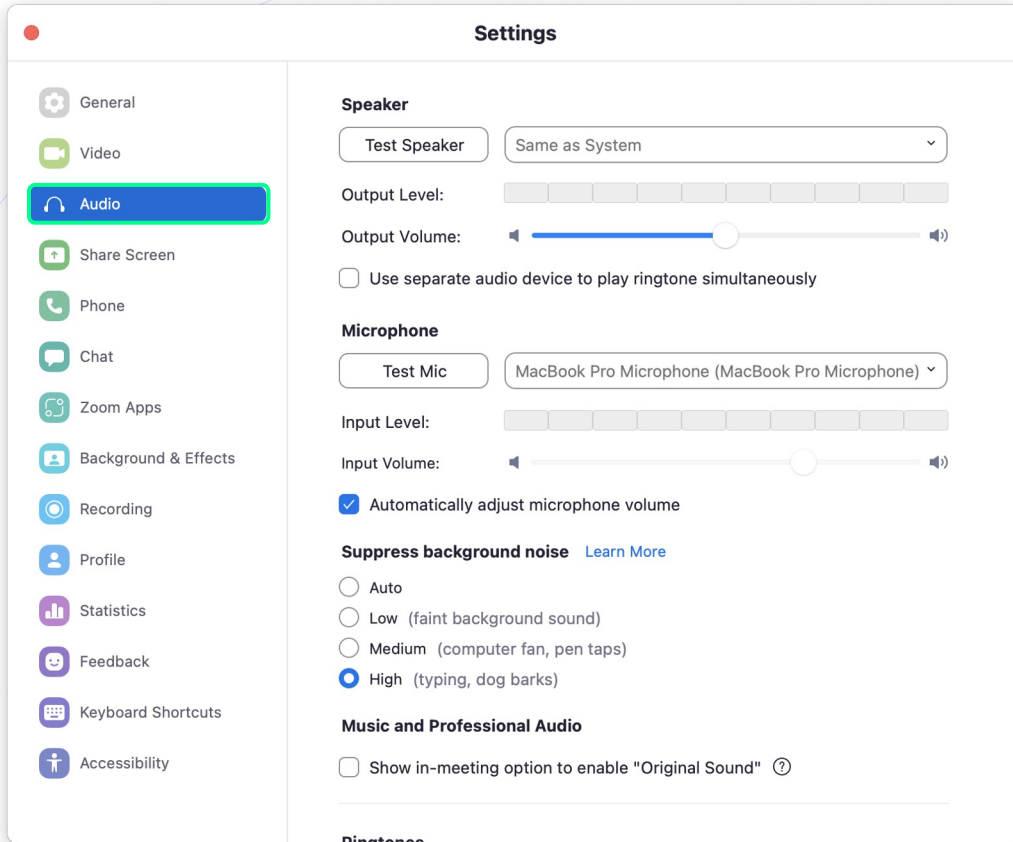
Zoom Desktop Client

↓

Audio Preferences

- Select your desired **Speaker** & **Microphone** to use for your audio.

- Edit your audio settings as needed.
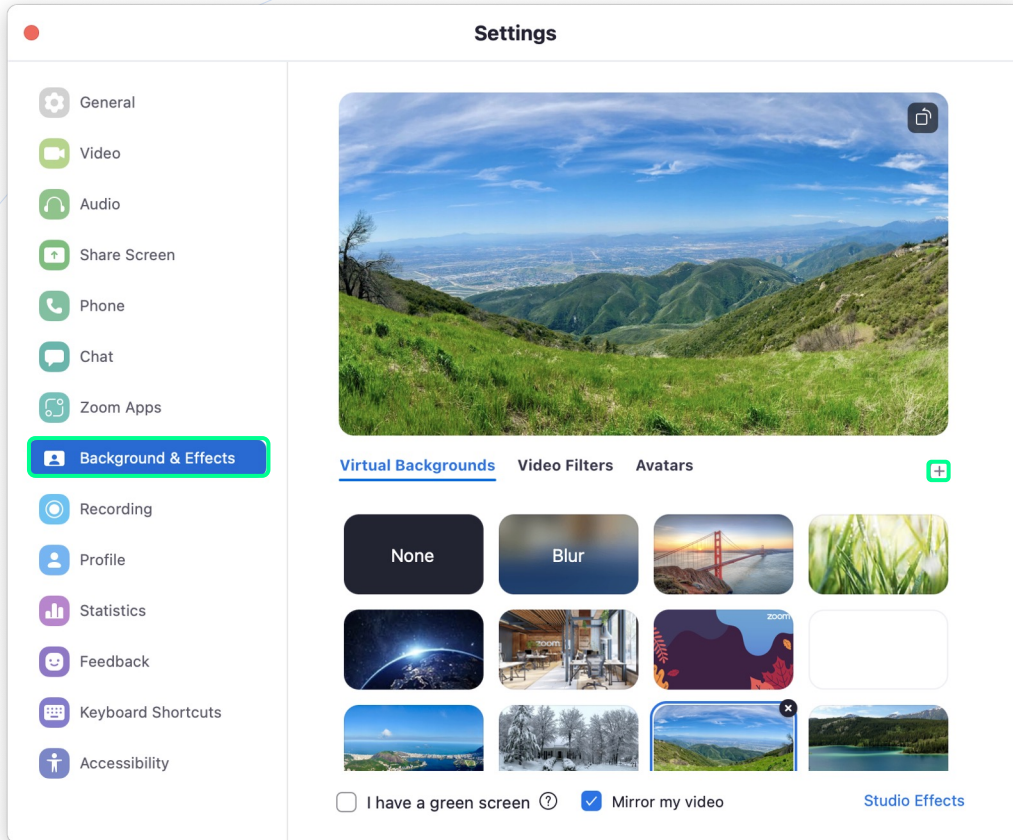
Zoom Desktop Client

↓

Virtual Background & Filters

- Click **+** to add a new image or video background.

- Select a **Video Filter** or **Avatar**.

Zoom Team Chat

→

Zoom Desktop Client

Zoom Team Chat

Zoom Team Chat Overview

Add to starred list

Add to folder

Meet with video

Phone call

Schedule a meeting

Settings, Presence & Profile

Chat history

Switch between previous chats

Create a new chat

Create a channel/folder | settings & more

All @ mention of you

Missed Calls history

Contacts/Bookmarks/ & more

Starred chats (favorites)

Customizable Folders

All Chats that are not in Starred or Folders

More customizable group chats

Third party integrations

Create a new message, format text, add a screenshot, file, record a message or emoji

Send message

Zoom Meetings

Zoom Desktop Client

Meetings

Zoom Desktop Client

Meetings

- See a list of **Upcoming** meetings.

- View a history of your **Recorded** meetings.

- Schedule a meeting by clicking **+**.

- **Copy Invitation** to your PMI.

- **Edit** your PMI settings.

- **Join from a Room** if you are in or near a Zoom Room.

Zoom Meetings

→
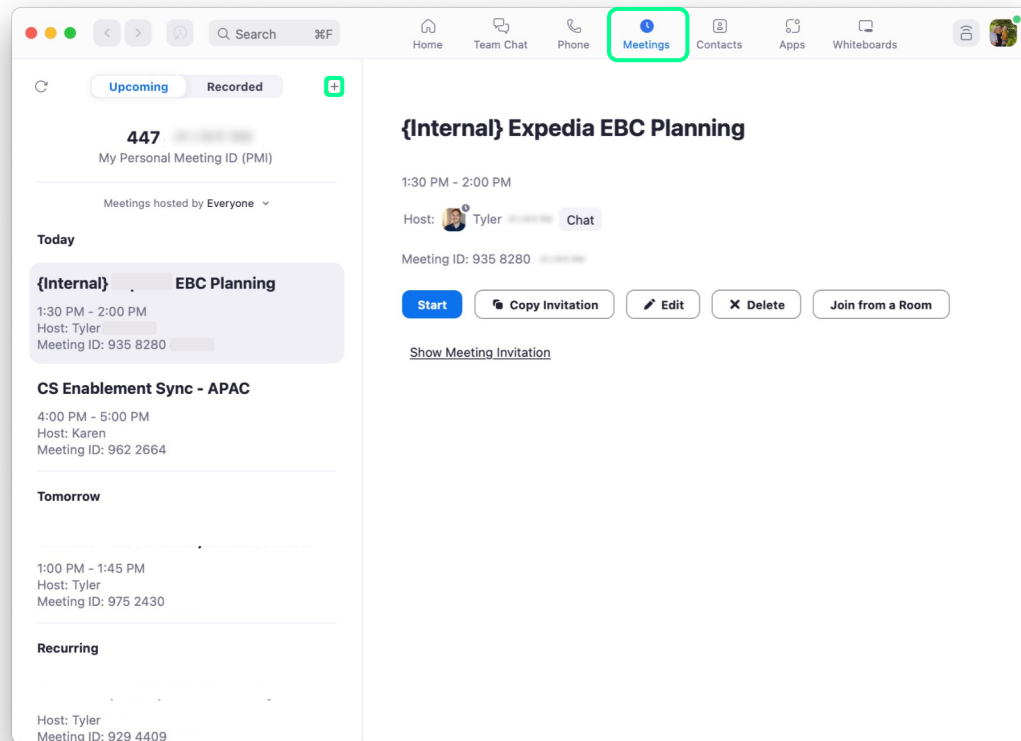
Zoom Desktop Client
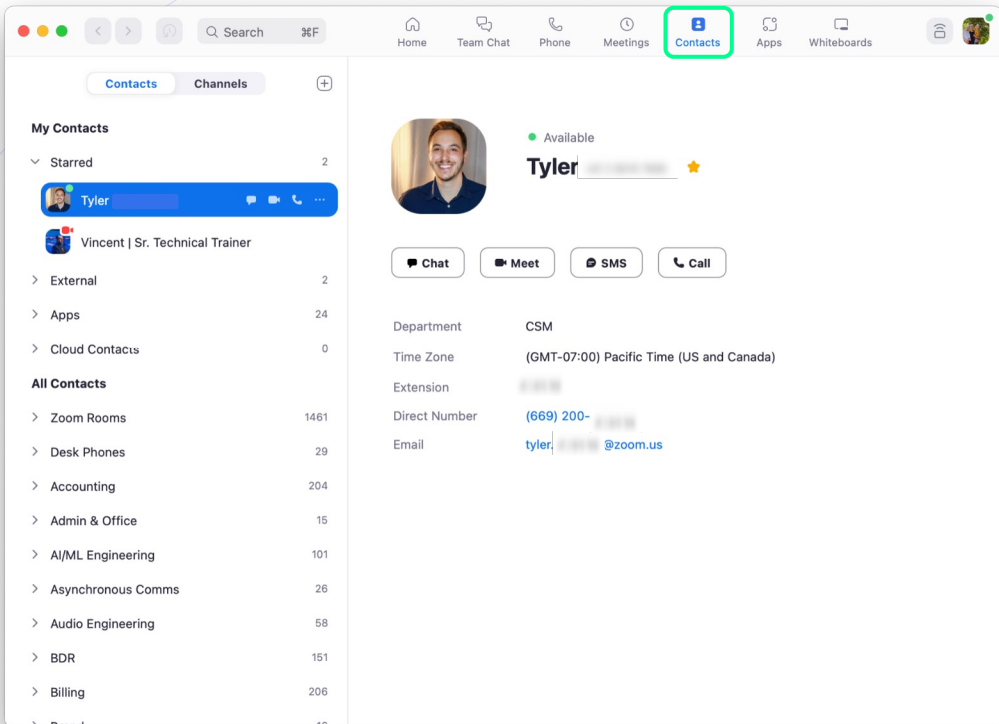
Contacts

Zoom Desktop Client

↓

Contacts

- Click on a contact to **Chat**, **Meet**, **SMS**, or **Call**.

- See their contact information & current presence.

Zoom Meetings

→

Hosting a Zoom Meeting

Roles & Controls

Controls Per Role

Host

| Mute | Stop Video | Security | Participants 1 | Chat | Share Screen | Polls | Record | Show Captions | Breakout Rooms | Reactions | Apps | Whiteboards | More | End |

Co-Host

| Mute | Stop Video | Security | Participants 1 | Chat | Share Screen | Polls | Record | Show Captions | Breakout Rooms | Reactions | Apps | Whiteboards | More | End |

Participant

| Unmute | Start Video | Participants 8 | Chat | Share Screen | Record | Live Transcript | Reactions | Apps | Whiteboards | Leave |
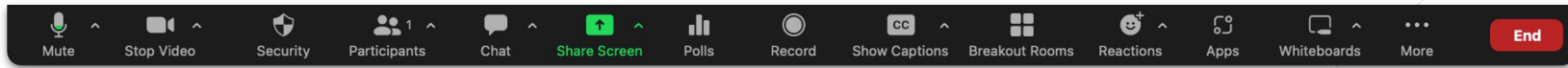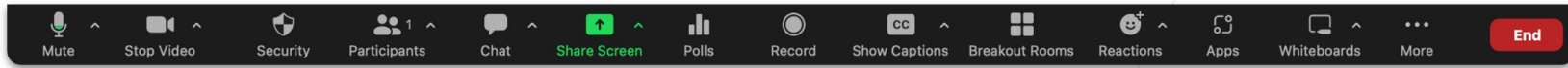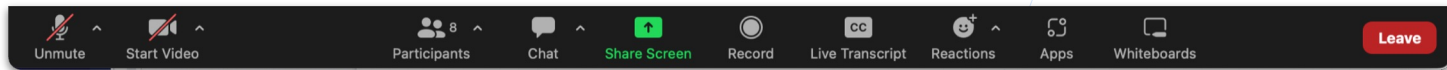
Zoom Meetings

Hosting a Zoom Meeting

Joining via Audio

1toAll | ZOOM

Connect to Audio

Computer Audio

- Click **Join with Computer Audio**.
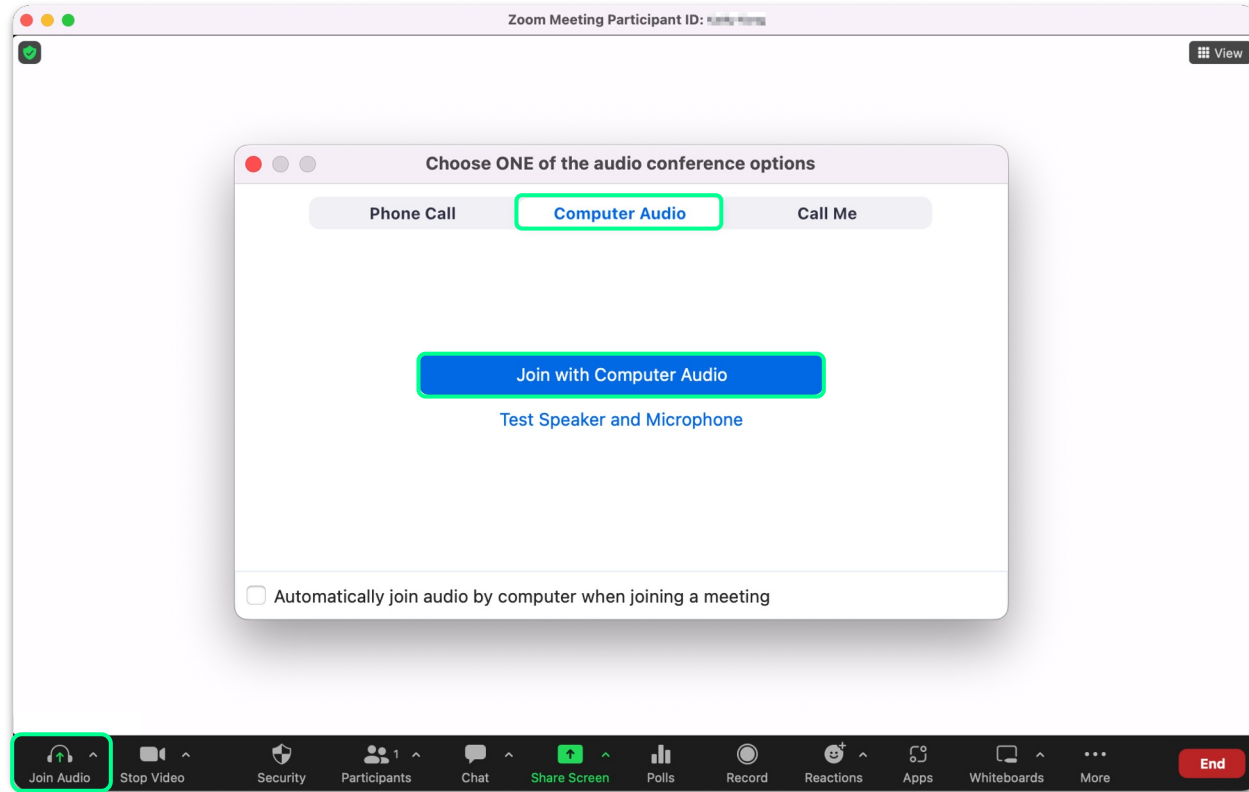
Connect to Audio

↓

Phone Call

- Click **Phone Call**.

- **Dial** the dial number.

- Enter the **Meeting ID**.

- Enter the **Participant ID**.
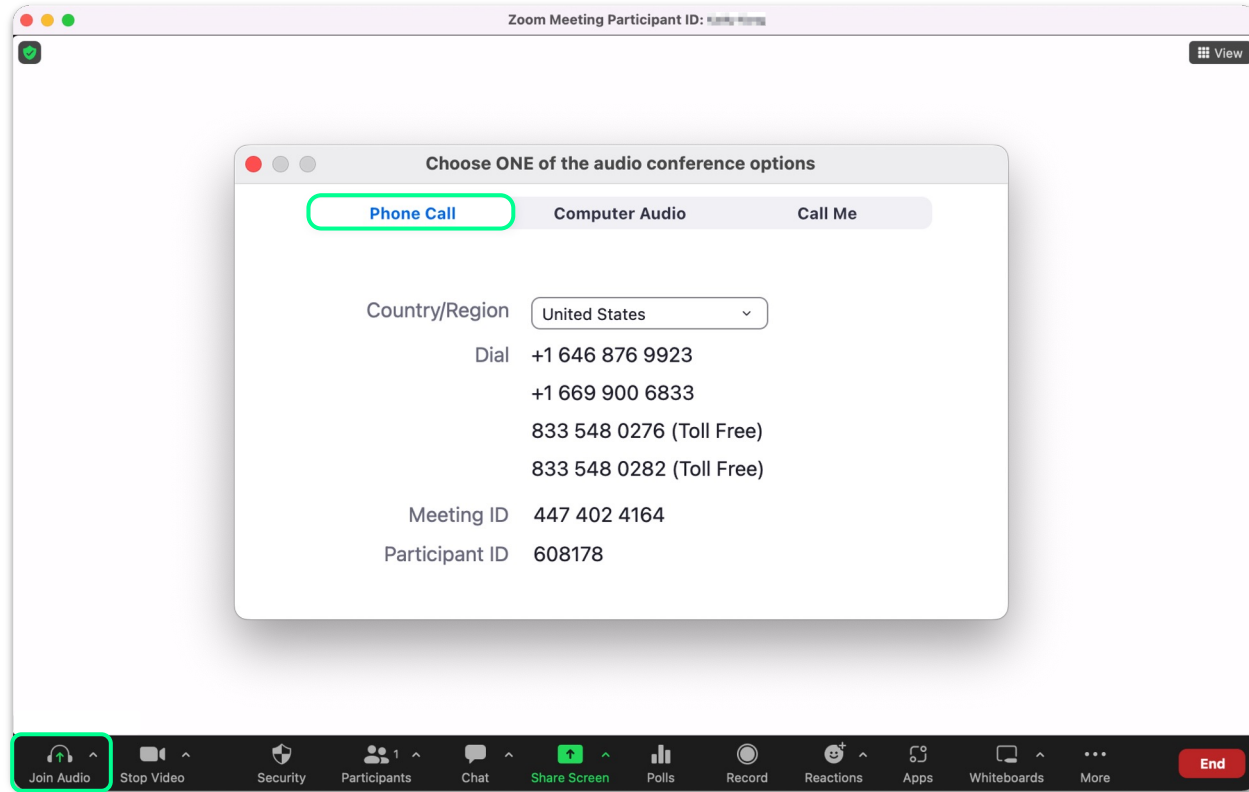
Connect to Audio

Call Me

- Click **Call Me** and enter your phone number.

- You will receive a call to join the audio via your phone.

Zoom Meetings

→
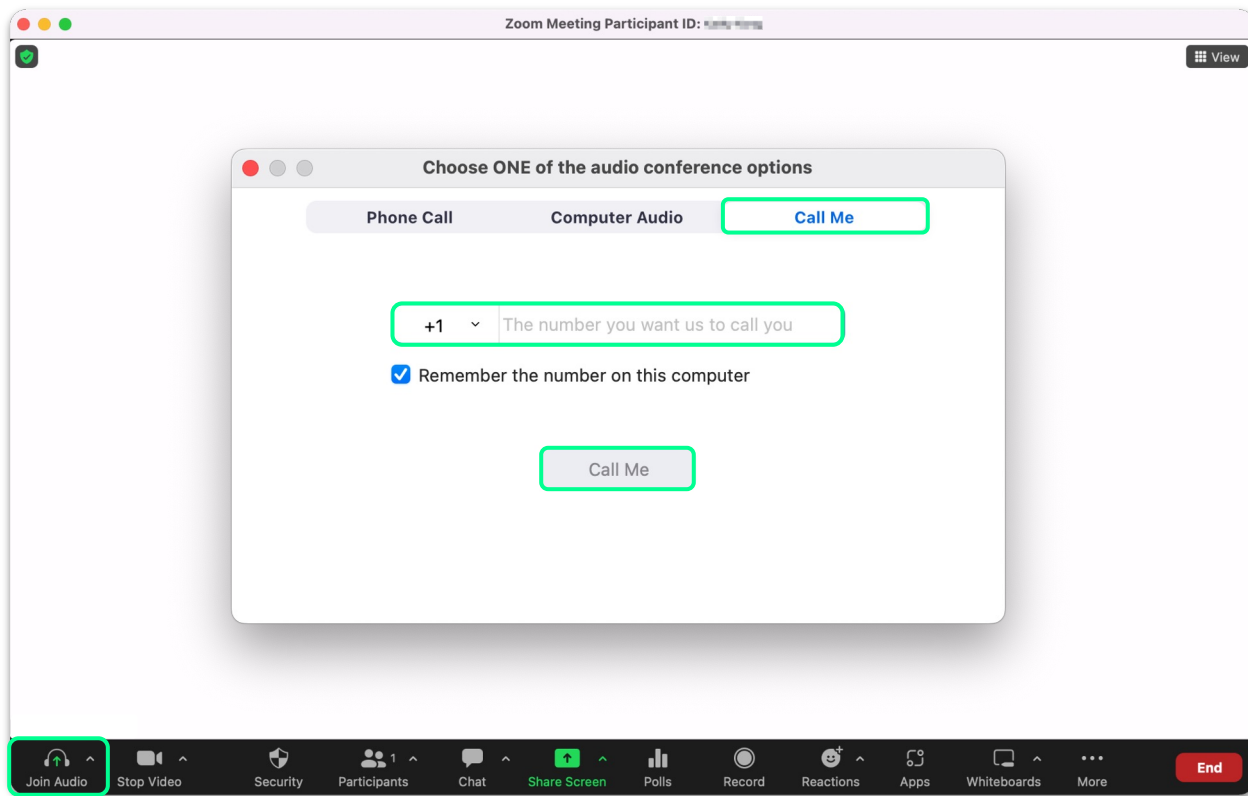
Hosting a Zoom Meeting

Meeting Info &

Video Views

Hosting a Zoom Meeting

Meeting Information

- The **Green shield** will reveal your meeting information, such as meeting name and join link.
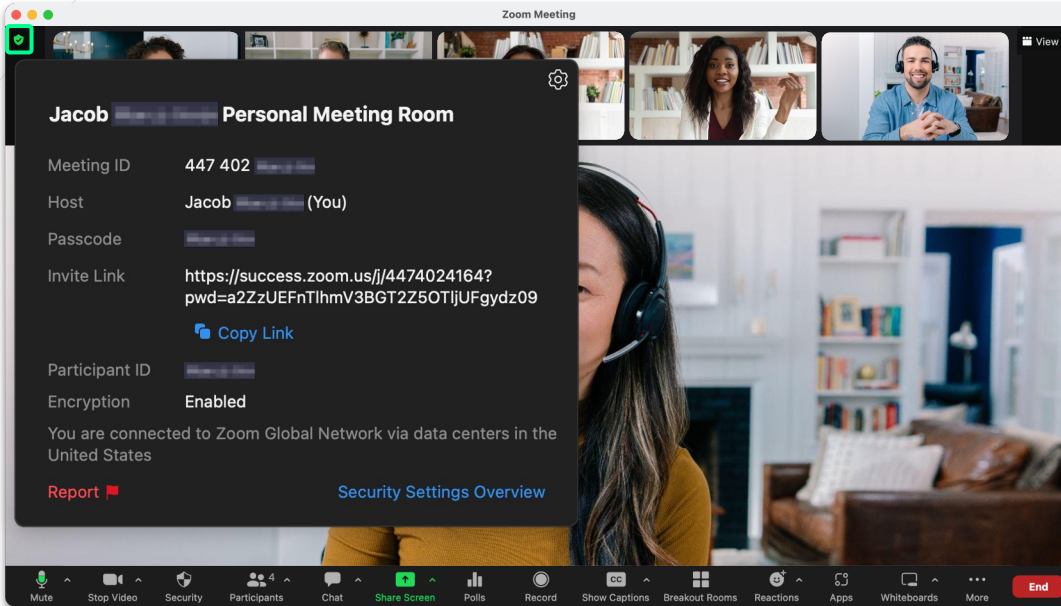
Hosting a Zoom Meeting

Video Views - Speaker

- No matter what your role in the meeting, you can choose your view.

- With **Speaker** view enabled, Zoom will recognize the speaker and put them in a larger title.

Hosting a Zoom Meeting

Video Views - Gallery

- Reorder participants in gallery view by clicking and dragging participant windows.

- With **Gallery** view enabled, everyone will be in the same sized tile.

Hosting a Zoom Meeting

Video Views - Immersive

- Recreate the feel of your classroom, conference room or choose from several other scene options, by placing video participants onto a single virtual background.

Zoom Meetings

Hosting a Zoom Meeting

Audio & Video Options

Connect to Audio

Audio / Video Settings

- Along with turning your camera and microphone on and off, you can also adjust your audio and video settings by clicking ^.
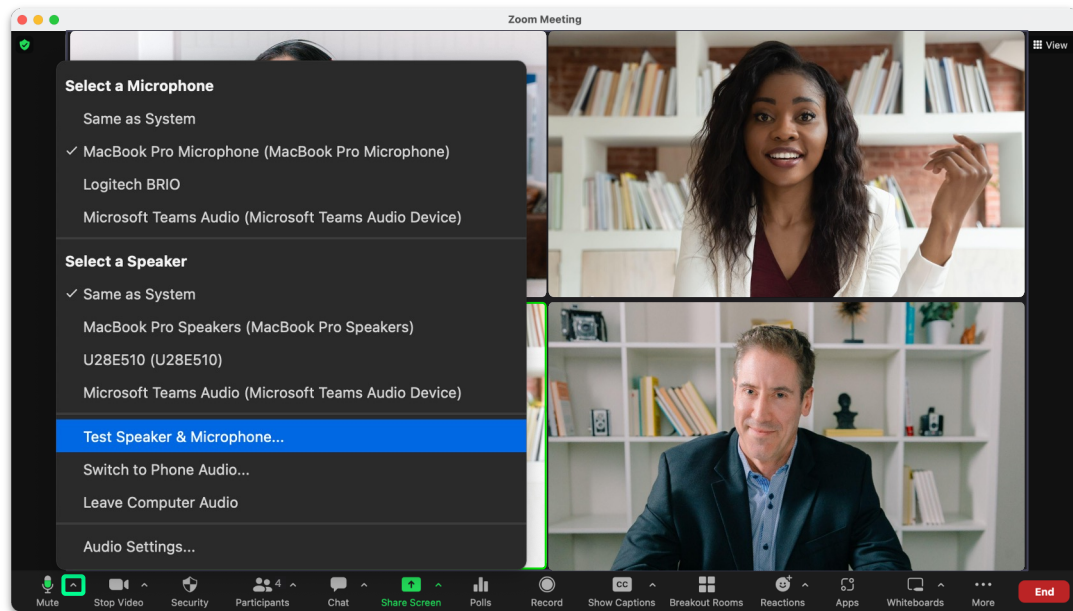
Connect to Audio

Audio / Video Settings

- Click ^ to change your camera, background, filter, and access your settings.
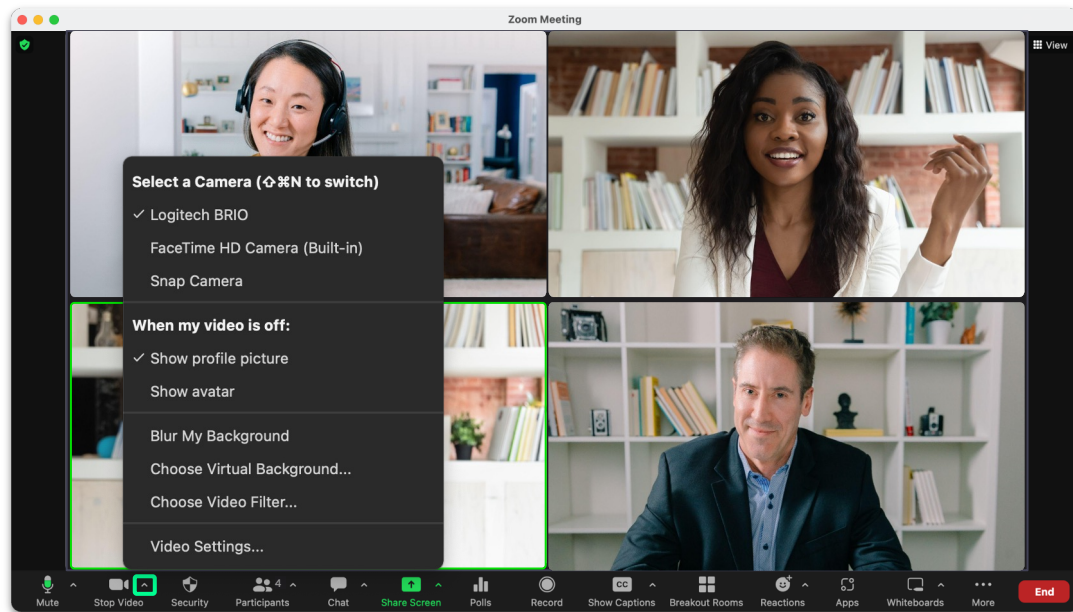
Zoom Meetings

Security

Security

Security Options

- The security button allows you to remove or grant permissions for all of your attendees.
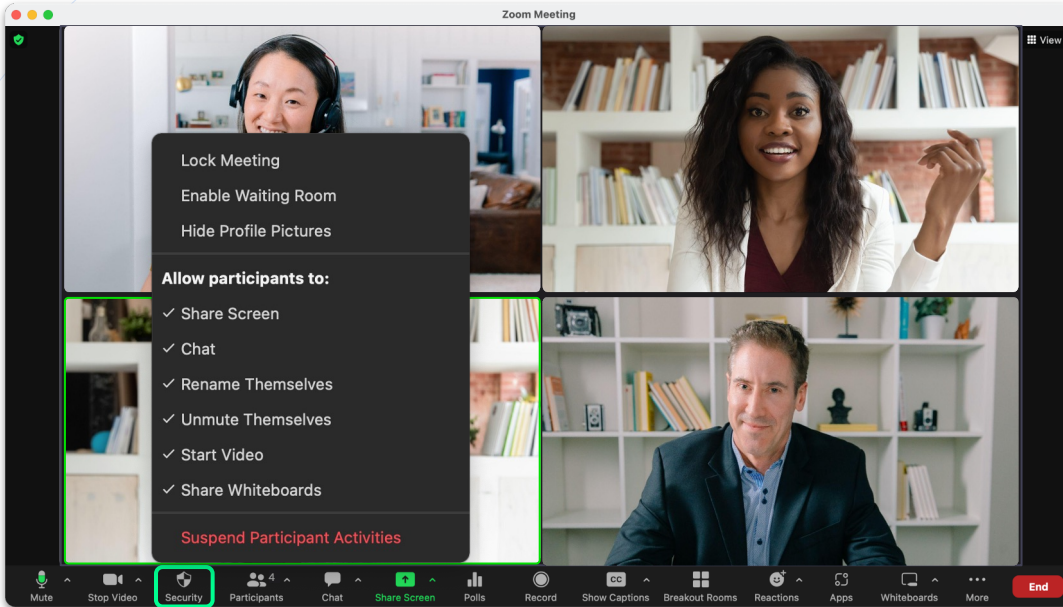
Security

Individual Controls

- Click the ellipses on someone's video to manage them directly.

- Here you can also remove someone, report someone and other safety actions.
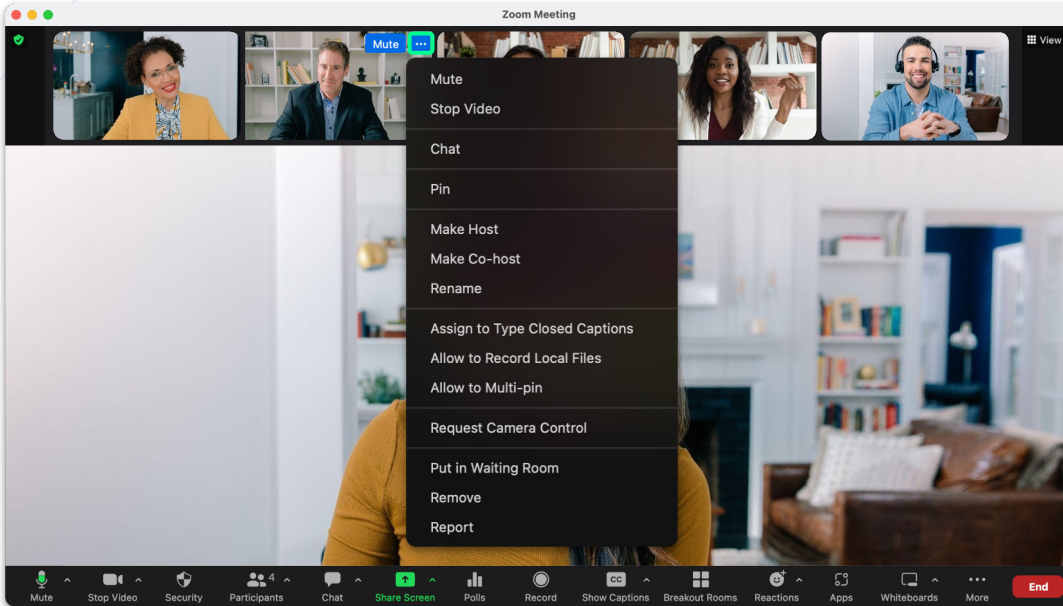
Zoom Meetings

Waiting Room &

Participant Management

Waiting Room

Admit Notification

- With waiting room enabled, the host will see a notification when someone enters the waiting room, with the option to **Admit** them to the meeting.

Waiting Room

Participants Menu

- See who is in your waiting room.

- Admit or remove participants.

- Message the waiting room.

- See who is in your meeting.

Waiting Room

Global Controls

- Click **More** to bring up the global controls, these settings affect all participants in the meeting.
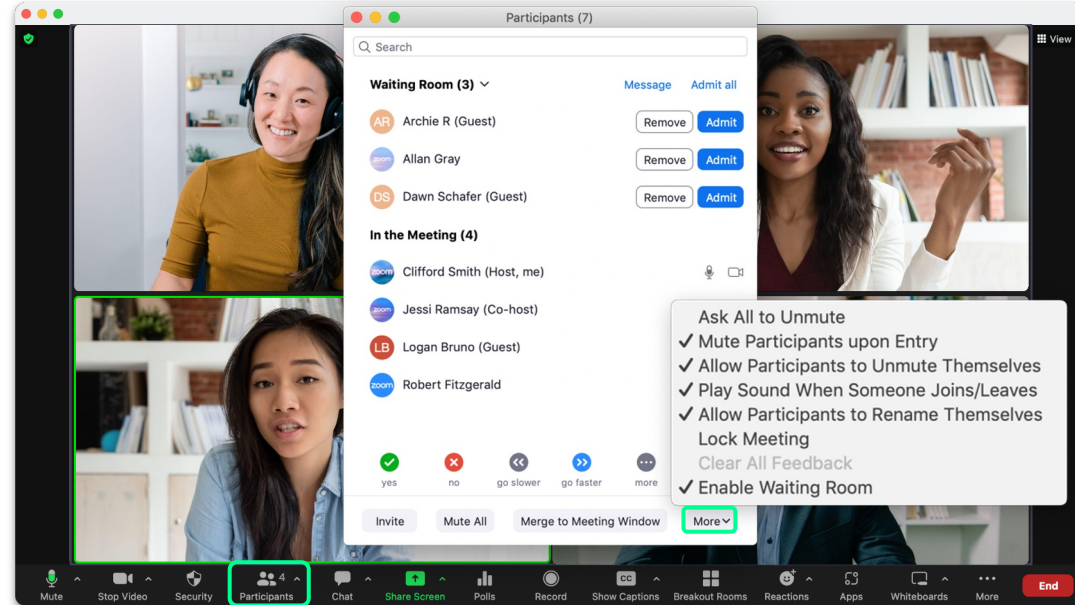
Waiting Room

Additional Controls

- Hover over a participant's name to find the **More** button.

- Now you can manage that participant directly.
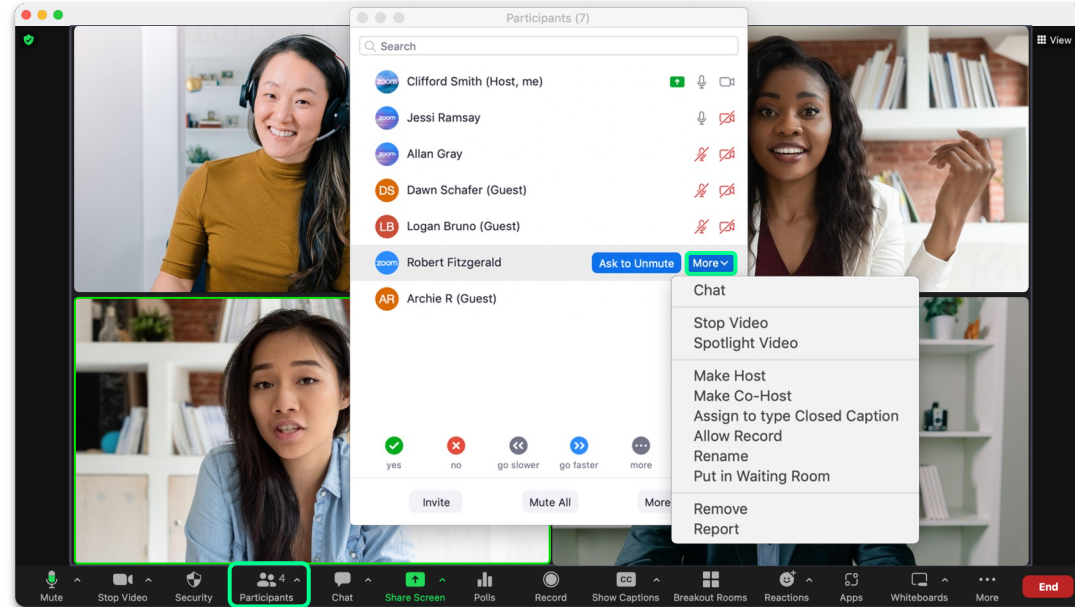
Zoom Meetings

Invite

Invite Participants

↓

Invite

- To invite more participants to a meeting, click **Participants** then select **Invite**.

- The **Invite People** window will open, allowing you to invite participants in a variety of ways including:

    + Contacts
    + Zoom Room
    + Desk Phone
    + Room System
    + Email
    + Call Out
    + Zoom Phone
    + Copy Invite Link
    + Copy Invitation
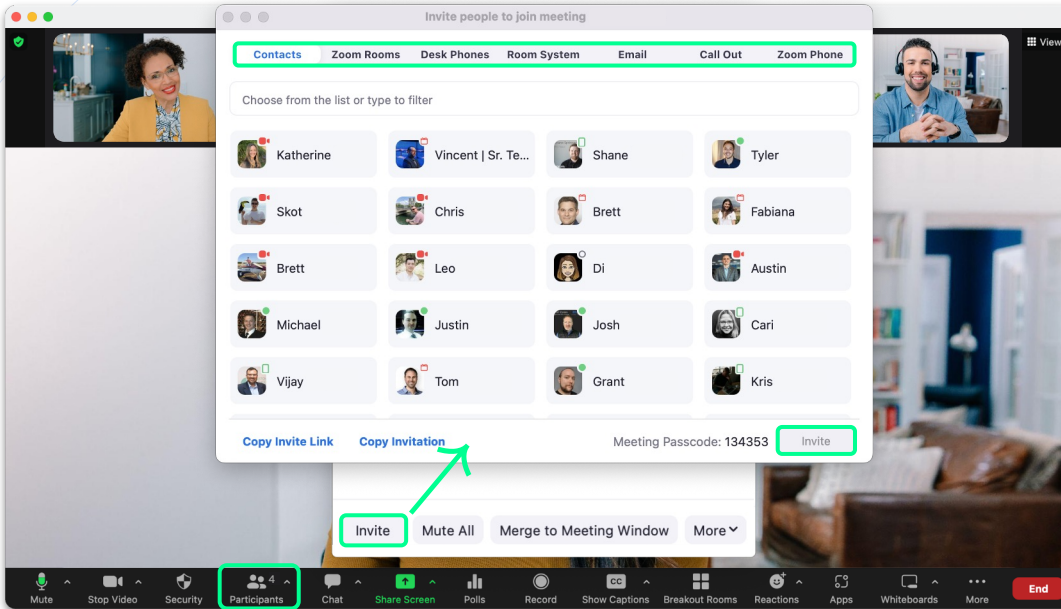
Zoom Meetings

Chat

Chat

In Meeting Chat

- Send a chat **To** everyone or an individual.

- **File**: Attach a file from OneDrive, Google Drive, Box or your computer.

- Click **...** for chat settings, share chat messages or save the chat.
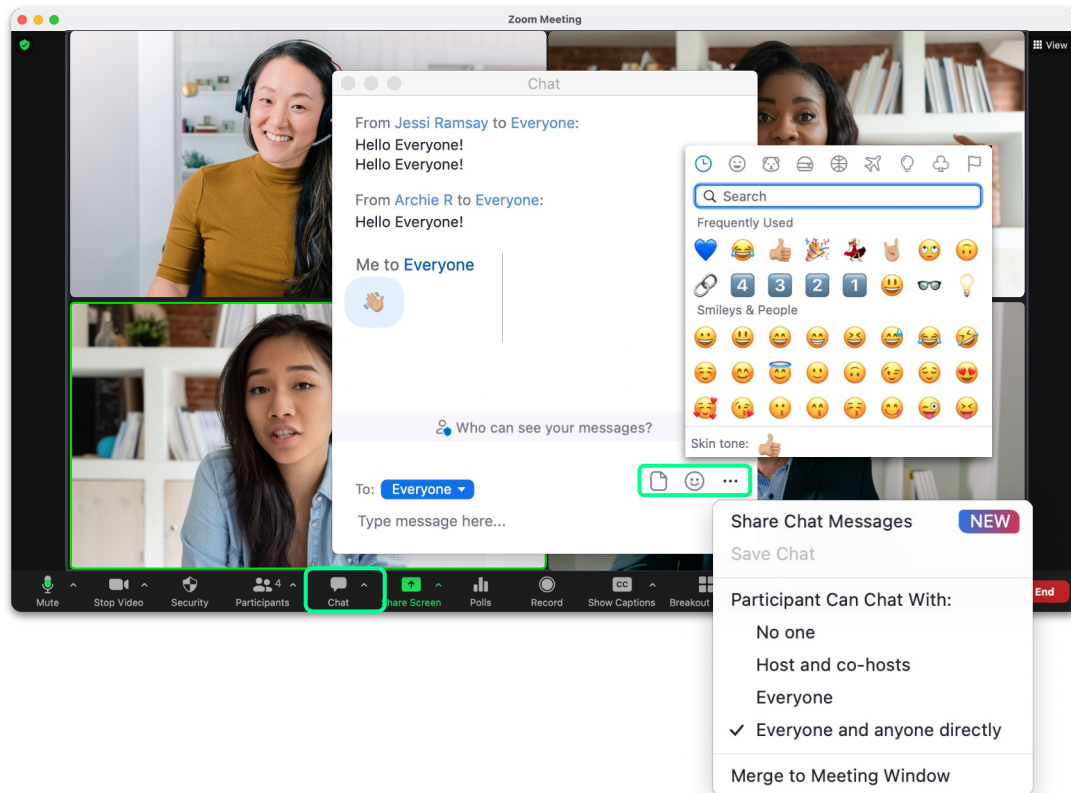
Zoom Meetings

Share Screen

Share Screen

Basic

- **Share sound**.

- **Optimize for video clip**.

- **Share to breakout rooms**.

- Create a new **Whiteboard**.

- Share a specific **Desktop** / **Application**.

- Share from your **Phone** or **Tablet**.
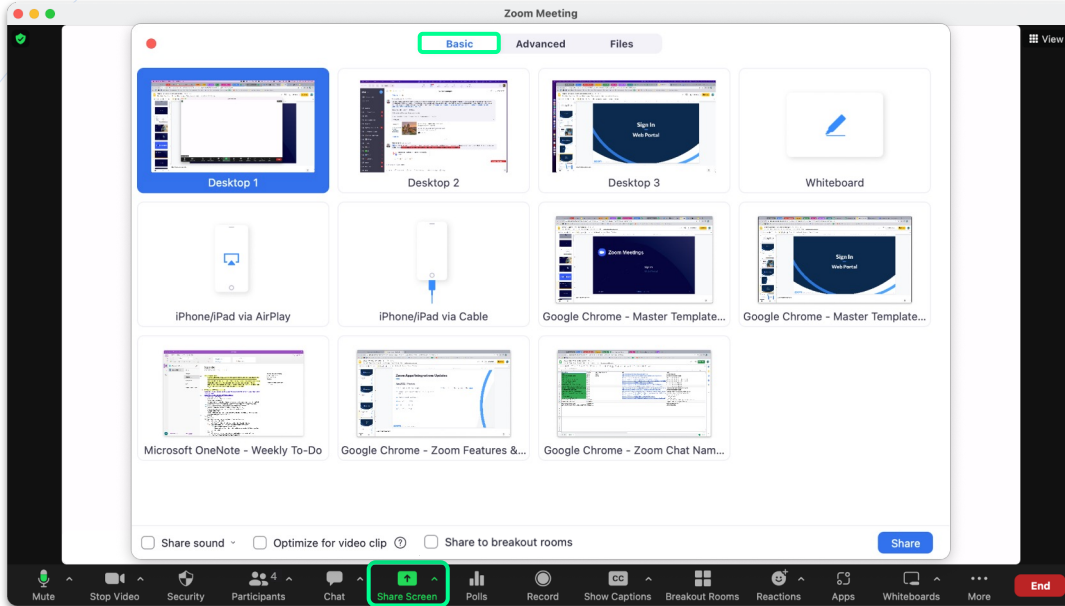
Share Screen

Advanced

- Put yourself in front of your presentation with **Slides as Virtual Background**.

- Share a **Portion of Screen**.

- Share **Computer Audio**.

- Share a **Video**.

- Share **Content from 2nd Camera**.
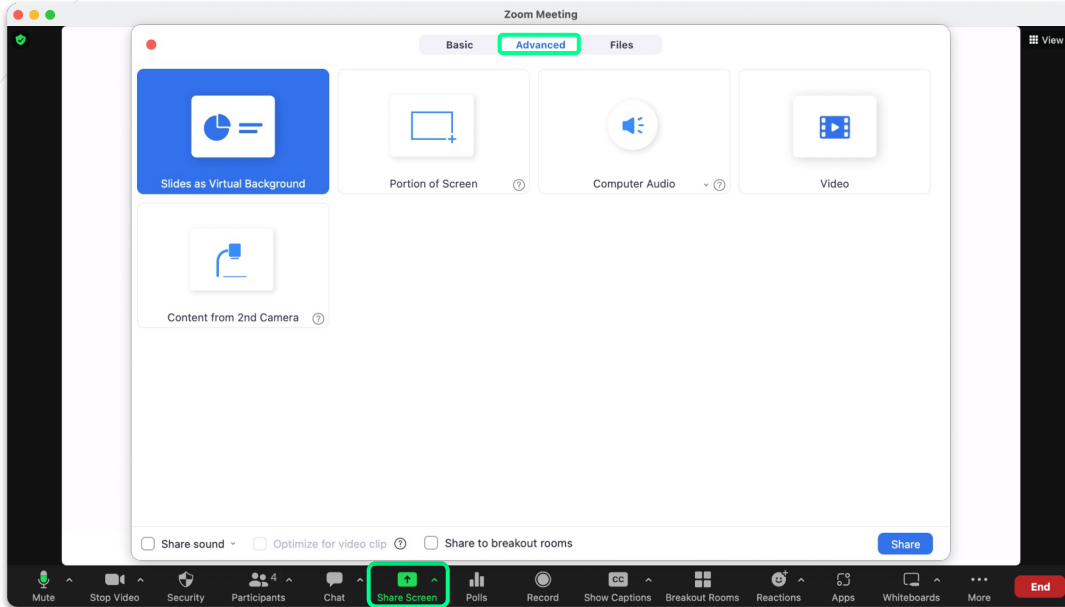
Share Screen

Files

- Share files from:
  - **Dropbox**
  - **Microsoft OneDrive**
  - **Google Drive**
  - **Box**
  - **Microsoft SharePoint**
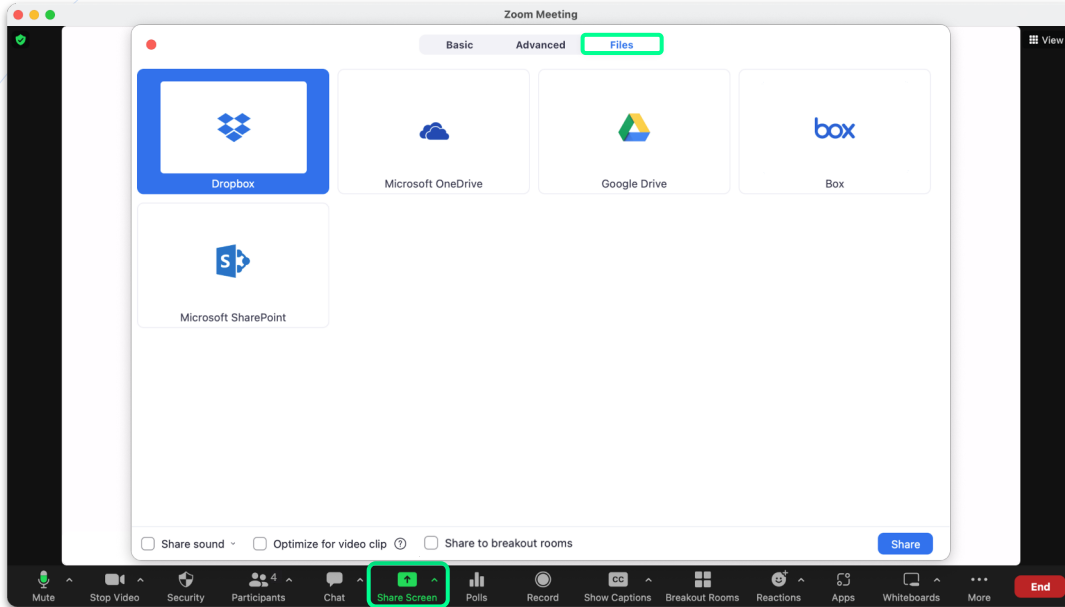
Share Screen

Share Screen Control Menu

● When sharing your screen, only you will be able to see the screen control menu box.

● Click the **More** menu option to bring up additional settings.
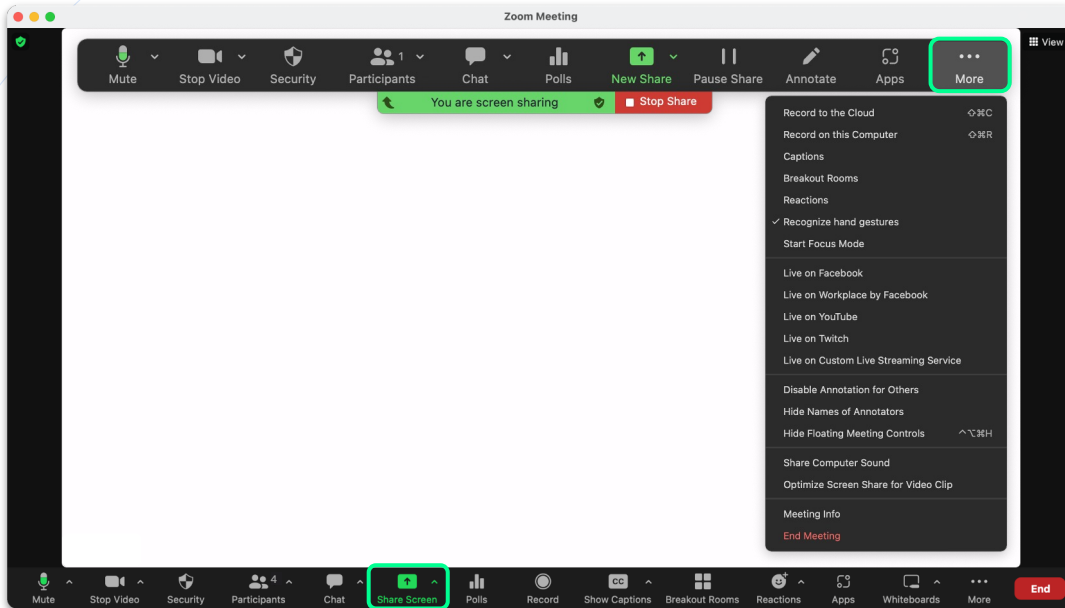
Share Screen

Annotation Tools

- Annotation tools, allow you to add **Text**, **Drawings**, & **Stamps** that will display to everyone on the meeting.

- **Spotlight** allows you to call attention to your mouse.

- **Arrow** will allow you to put an arrow on the screen to point items.

- **Vanishing Pen** allows you to draw on the screen and it will disappear after a few seconds.
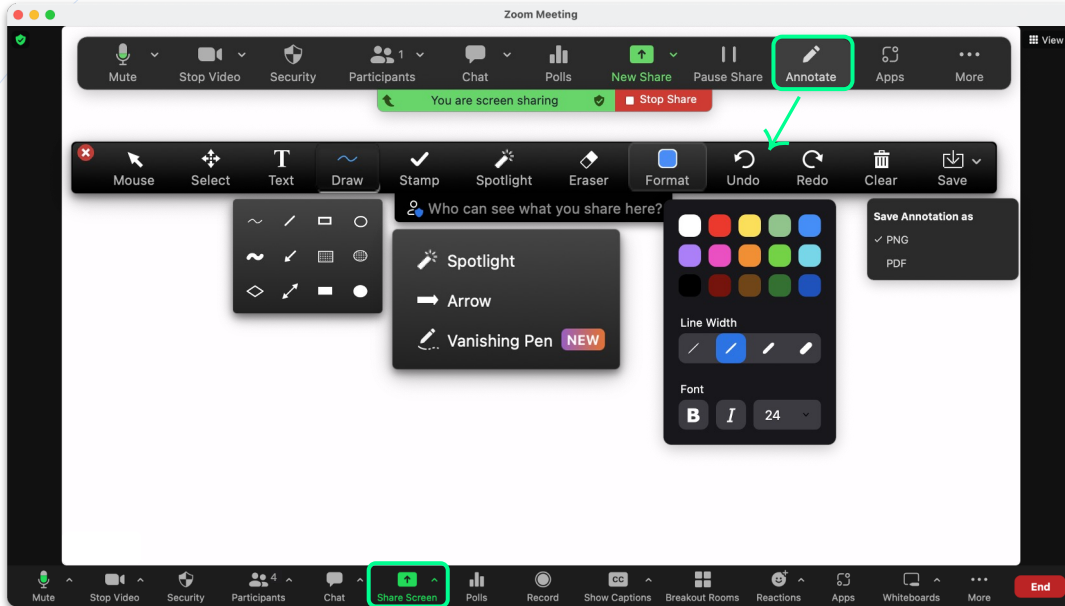
Share Screen

Slide Control

- **Slide Control** allows the host to select participants who will be able to control movements between slides during a presentation.

Zoom Meetings

→

Record

Record

Recording a Meeting

- During a meeting click **Record** to record the meeting.

- Choose to **Record on this Computer** or **Record to the Cloud**.

Record

Recording a Meeting

- Cloud icon = cloud recording.

- Circle icon = local recording.

- Click **Pause/Stop Recording** to pause or stop the recording.

Zoom Meetings

Reactions

Reactions

↓

In Meeting Reactions

- If you have a question during the meeting click the **Raise Hand** button, a hand will display in your screen, and your screen will display first/at the top of everyone's screen.

- Click **^** to bring up **Recognize hand gestures**, when enabled the camera will pick up your hand gestures and display them as emojis.

    + Example: if you raise your hand, the raise hand emoji will display on your screen.

Zoom Meetings

Polling

Polling

Launch Poll

- Click **Polling**.

- Click **v** to select a specific poll.

- Click **+ Create** to create a new poll.

- Once the desired poll has been selected, click **Launch**.

Zoom Meetings

Show Captions

Show Captions

Closed Captioning

- To enable closed captioning click **Show Captions**.

- Click **^** to bring additional capabilities like **View Full Transcript** & **Subtitle Settings**.

Zoom Meetings
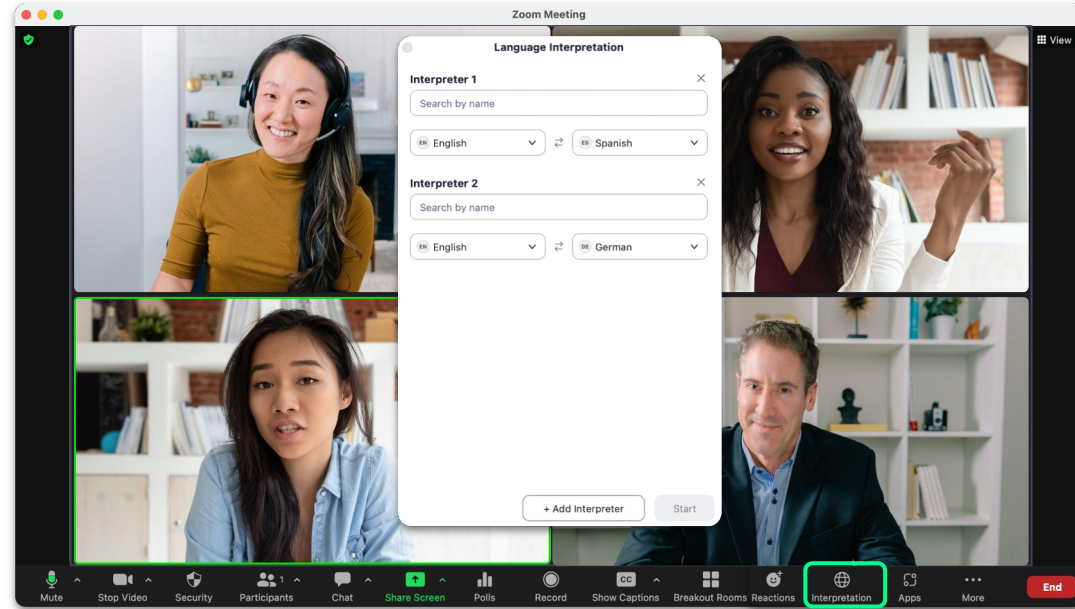
Language Interpretation

Add Interpreters

Assign Interpreters

- To assign an interpreter they must be already in the meeting for you to search by name.

Add Interpreters

Participant View

- A participant is able to mute the original audio and listen only to the interpretation.

Zoom Meetings

→

Translated Captions

Translated Captions
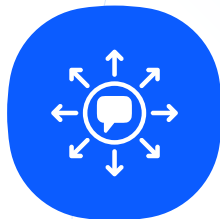
→

Translate Captions

Add-on* that translates captions within a Zoom Meeting from the source language into your language of choice (inclusivity).

11 Languages

Automated Translated Captions will be able to translate into 11 different languages.

No Need for a Translator

Enable global workforces to be able to communicate in their native language without use of a translator.

Web Portal Settings

Translated Captions

- **Automated Captions** need to be enabled to turn on **Translated Captions**.

- To turn on **Translated Captions**, go to:

  + **Account Management** and select **Account Settings**.

  + Under the **Meetings** tab, click **In Meeting (Advanced)**.

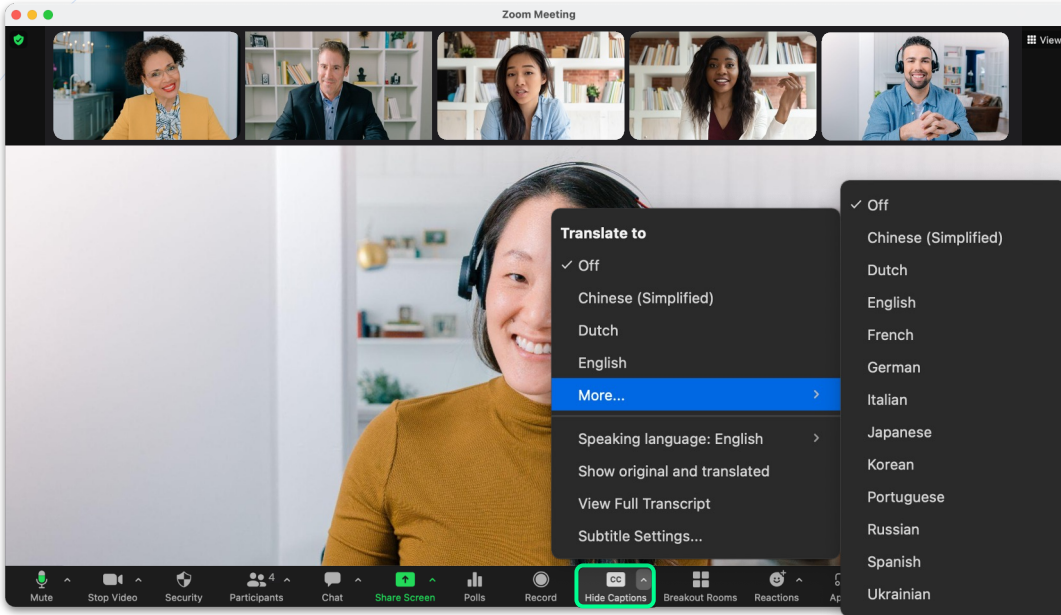 + Find **Translated Captions** and enable the toggle.
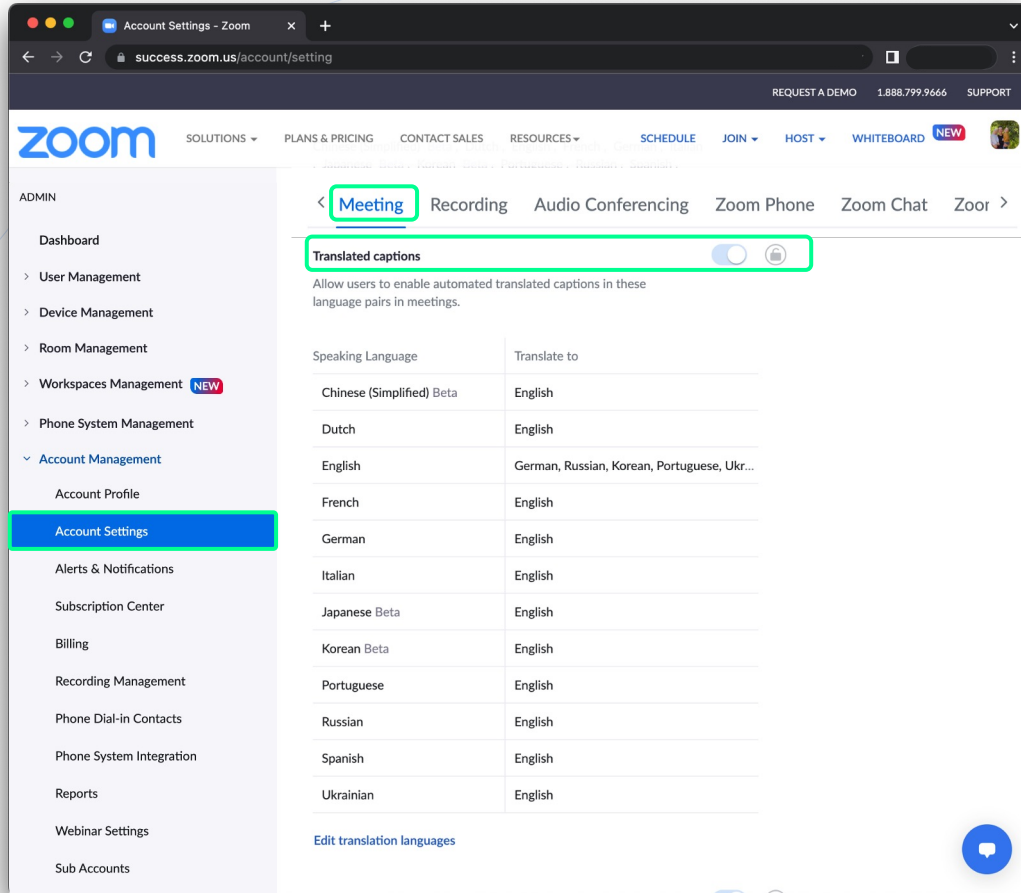
Translated Captions

Enabling Translated Captions

- To enable translated captioning click **Show Captions**.

- Click **^** to bring additional capabilities select the **Translate to** language.

Zoom Meetings

Managing Breakout Rooms

Breakout Rooms

In Meeting: Host View

- Select how many breakout rooms you would like to create.

- Choose how participants will be assigned to each room:

  + **Assign automatically**

  + **Assign manually**

  + **Let participants choose room**

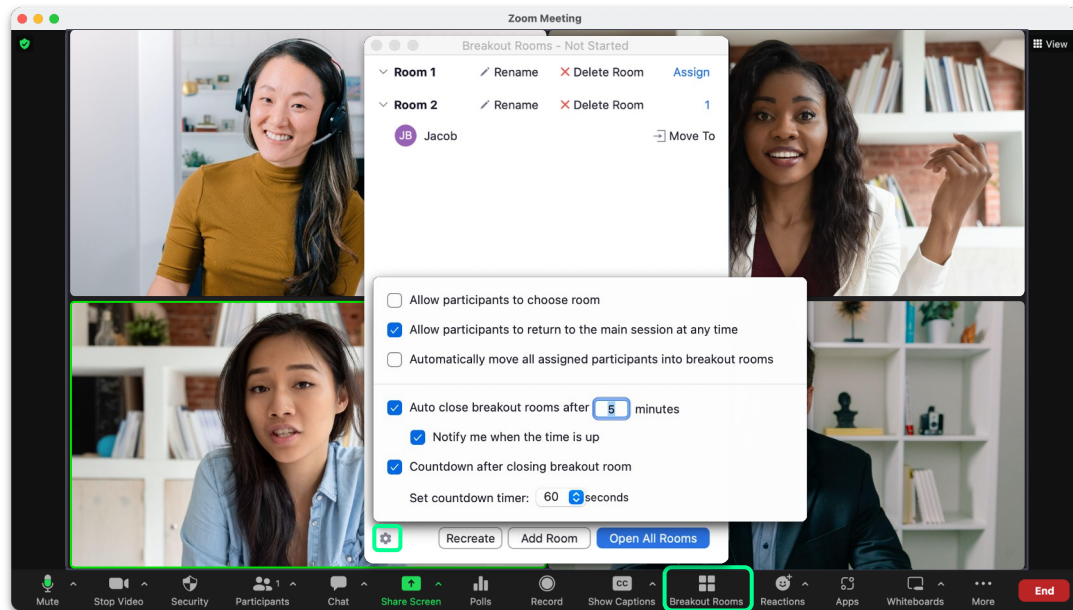- Click **Create** to open up the final step of launching breakout rooms.

Breakout Rooms

In Meeting: Host View

- See a list of rooms and assigned participants to each room.

- **Rename** or **Delete Room**.

- **Assign** new participants to a room.

- Click the **Gear** icon to open up settings.

- **Recreate** breakout rooms.

- Click **Open All Rooms** to send participants to their breakout rooms.

Breakout Rooms

In Meeting: Host View

- Breakout rooms no longer need to be closed in order to rename or add/remove breakout rooms while they are open and in use.

- When rooms are open you can click **Rename** to change the room name.

- Click **Add Room** to create a new breakout room.

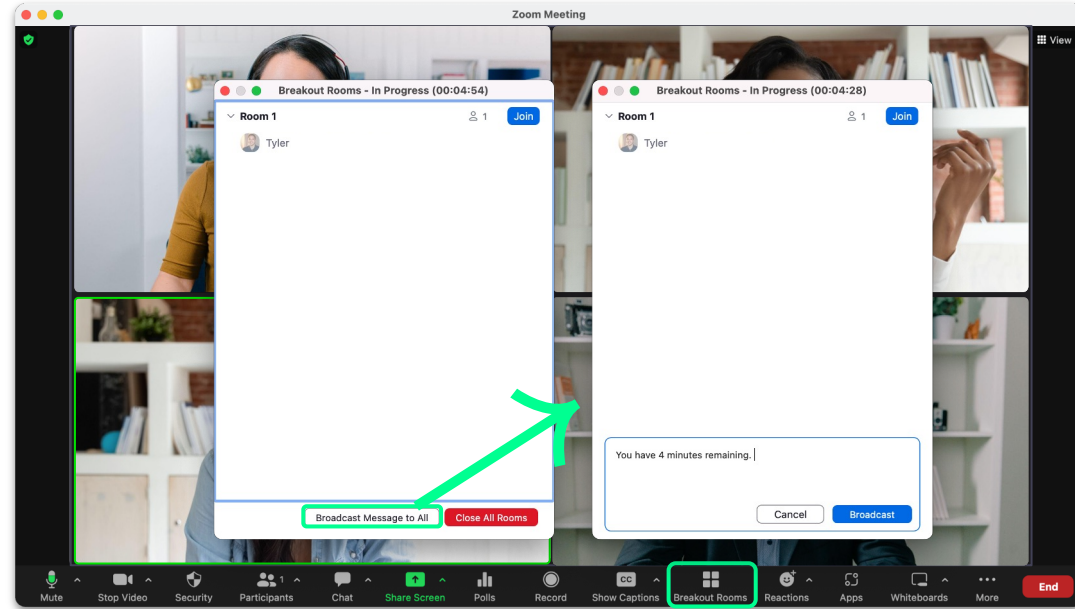- To delete a room click **Delete** and select **Yes**.
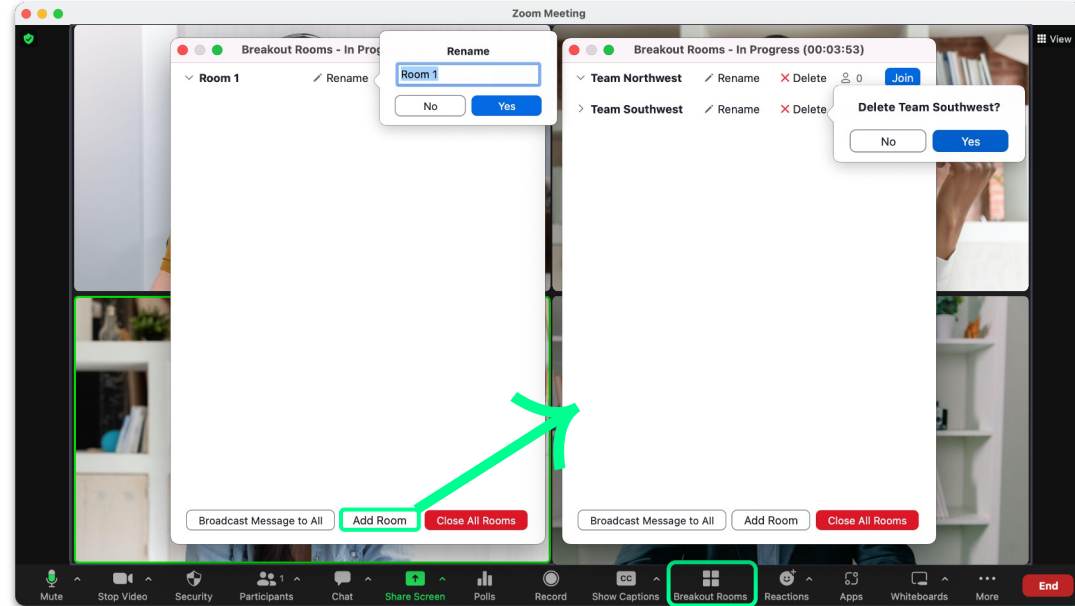
Breakout Rooms

In Meeting: Host View

- Hosts can **Broadcast Messages to All** breakout rooms.

- Click **Breakout Rooms**.

- Select **Broadcast Messages to All**.

- Type your message and click **Broadcast**.

- The message will be sent to all breakout rooms for all participants to see.

Breakout Rooms

In Meeting: Host View

- Hosts can share their screen to all breakout rooms.

- Select **Share Screen**.

- Check the box for **Share to breakout rooms**.

- If you need to share your computer audio as well select **Share sound**.

- Select which screen to share.

- Click **Share** to share your screen to all breakout rooms.
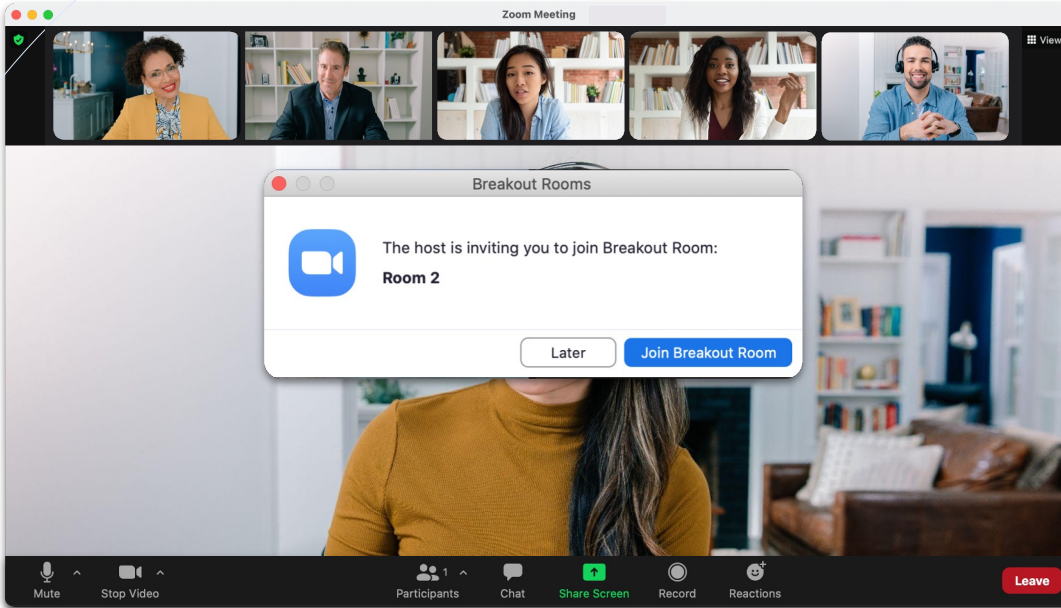
- On the pop up window select **Share**.
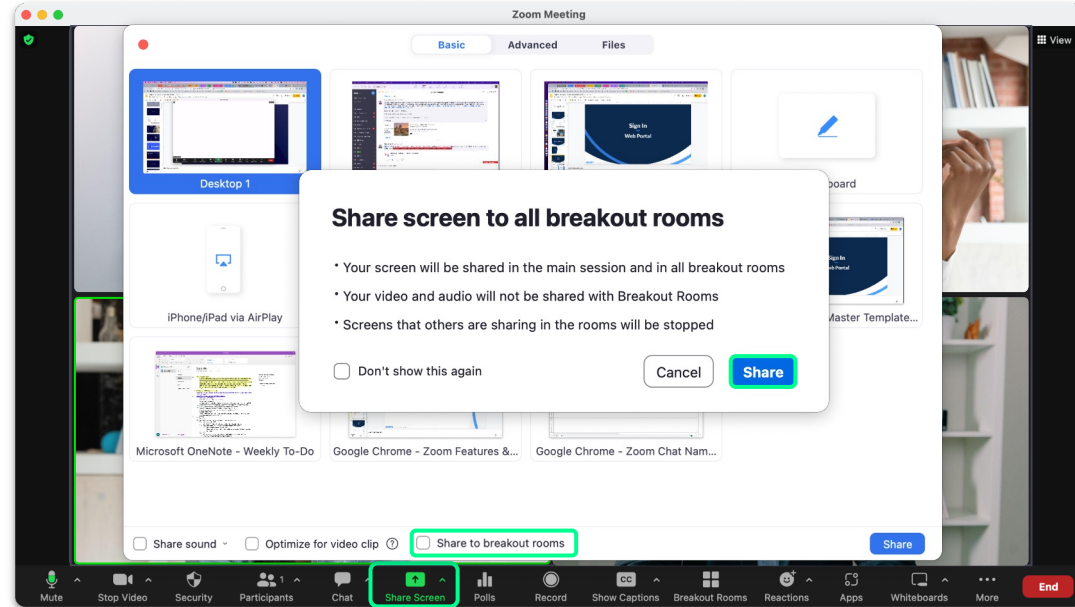
Breakout Rooms

↓

In Meeting: Participant View

- When the host creates breakout rooms, and does NOT select **Automatically move all participants into breakout rooms** then participants will see this popup window.

- Click **Join Breakout Room** to be placed in the breakout room.

Breakout Rooms

In Meeting: Participant View

- Participants can click **Ask for Help** to invite the host to this breakout room for assistance.

- With a timer set, rooms will close automatically.

- With a countdown set, notifications will appear and countdown the seconds until the rooms auto close.

- When you click **Leave Room** you can choose to **Leave Breakout Room** (putting you back in the meeting) or **Leave Meeting**.
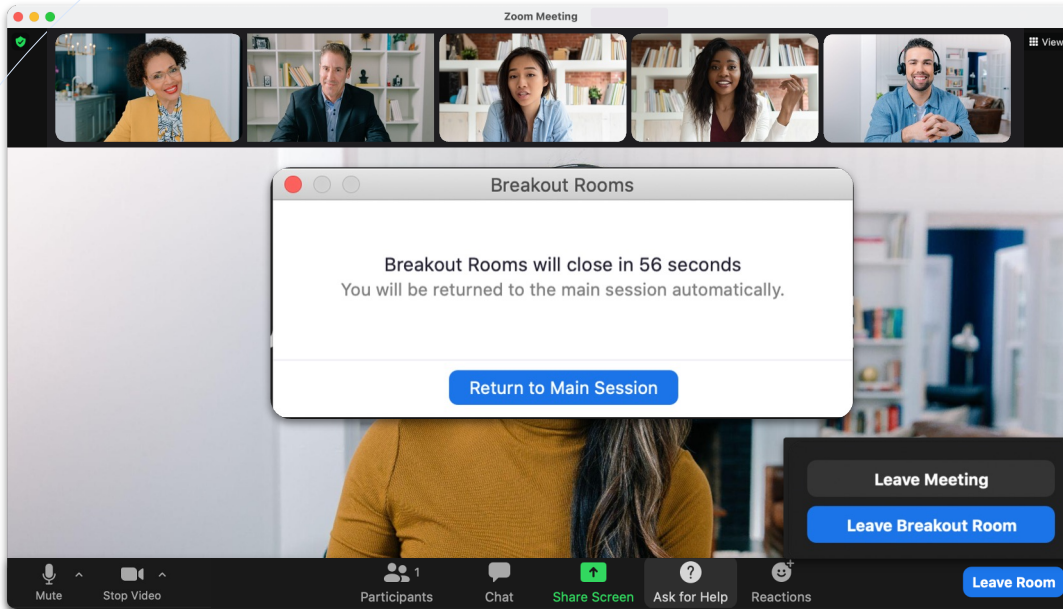
Zoom Meetings

Ending the Meeting

Hosting a Zoom Meeting

↓

End Meeting

- **End Meeting for All**.

- Assign a new host and **Leave Meeting**.

Zoom Meetings

Zoom Mobile Application
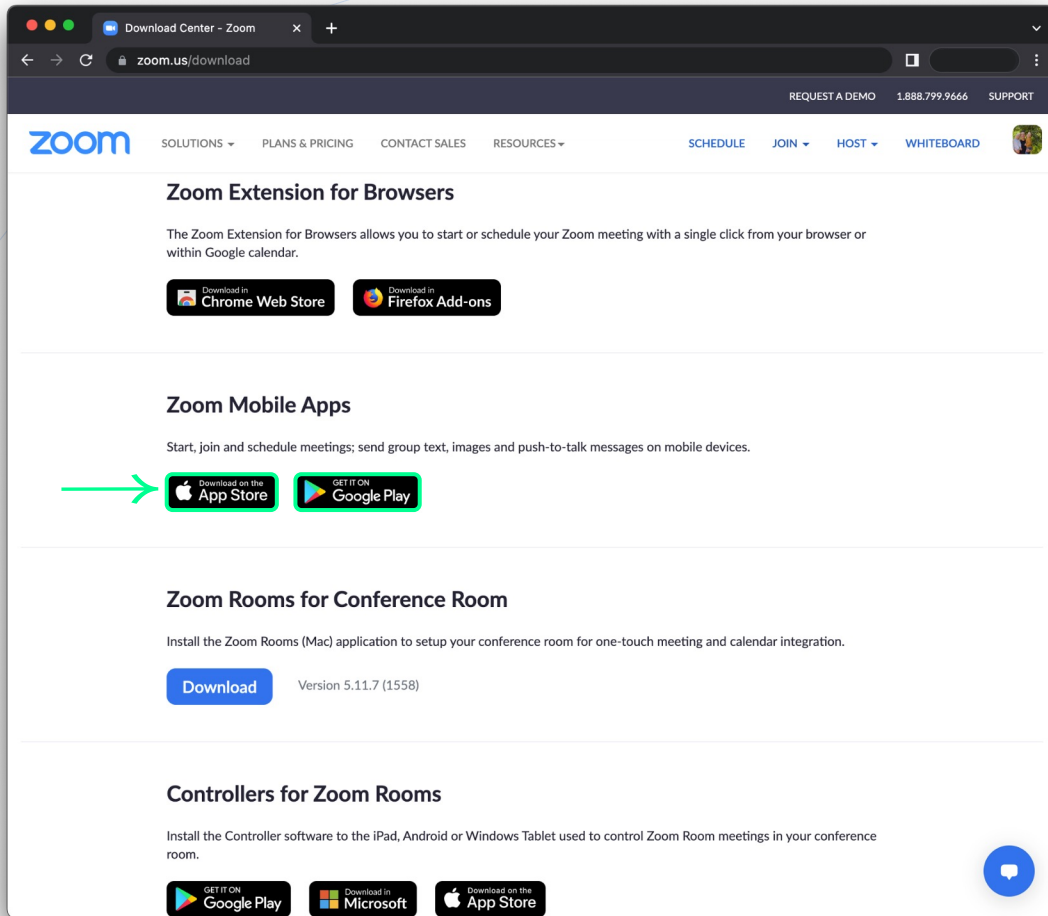
Zoom Mobile App

Android & iOS

- Please go to **zoom.us/download**.

- Locate **Zoom Mobile Apps**.

- Select the desired operating system.
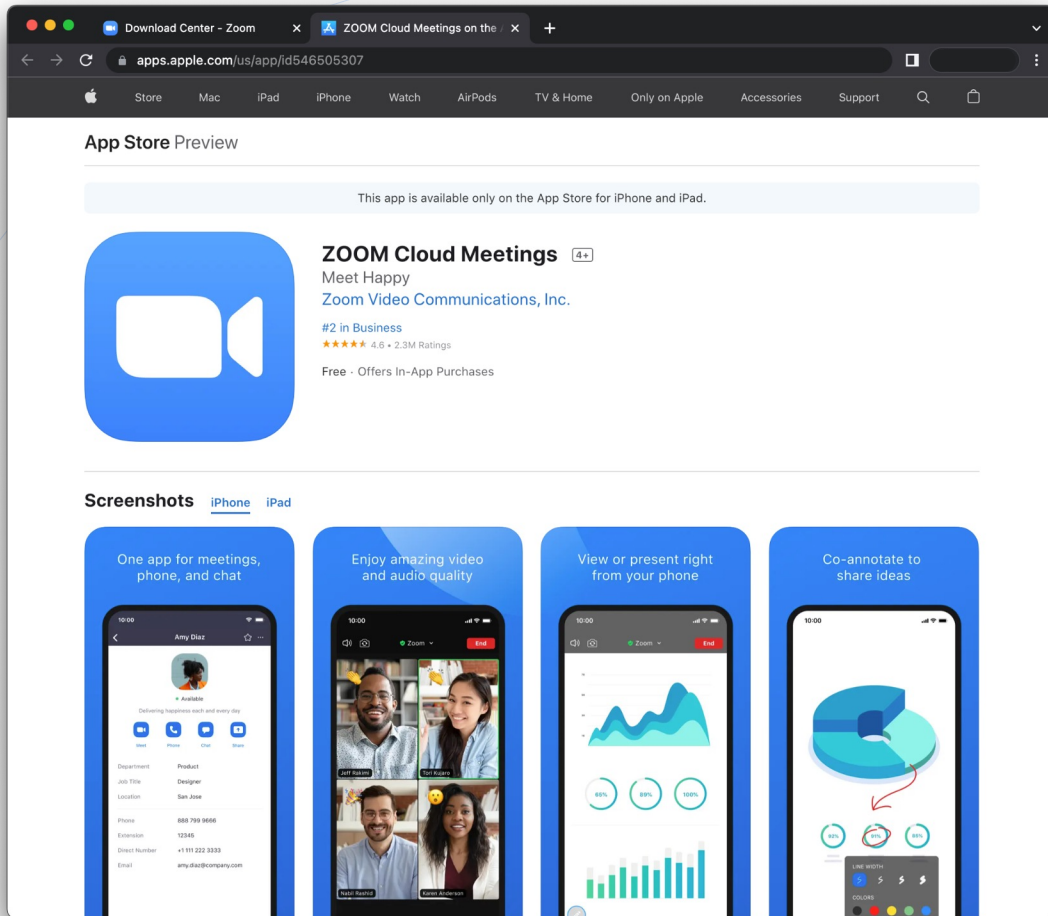
Zoom Mobile App

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iOS

- On an iPhone or iPad, open the **App Store**.

- Search **Zoom Cloud Meetings**.

- Click **Get**.

- The Zoom Mobile App will begin downloading.
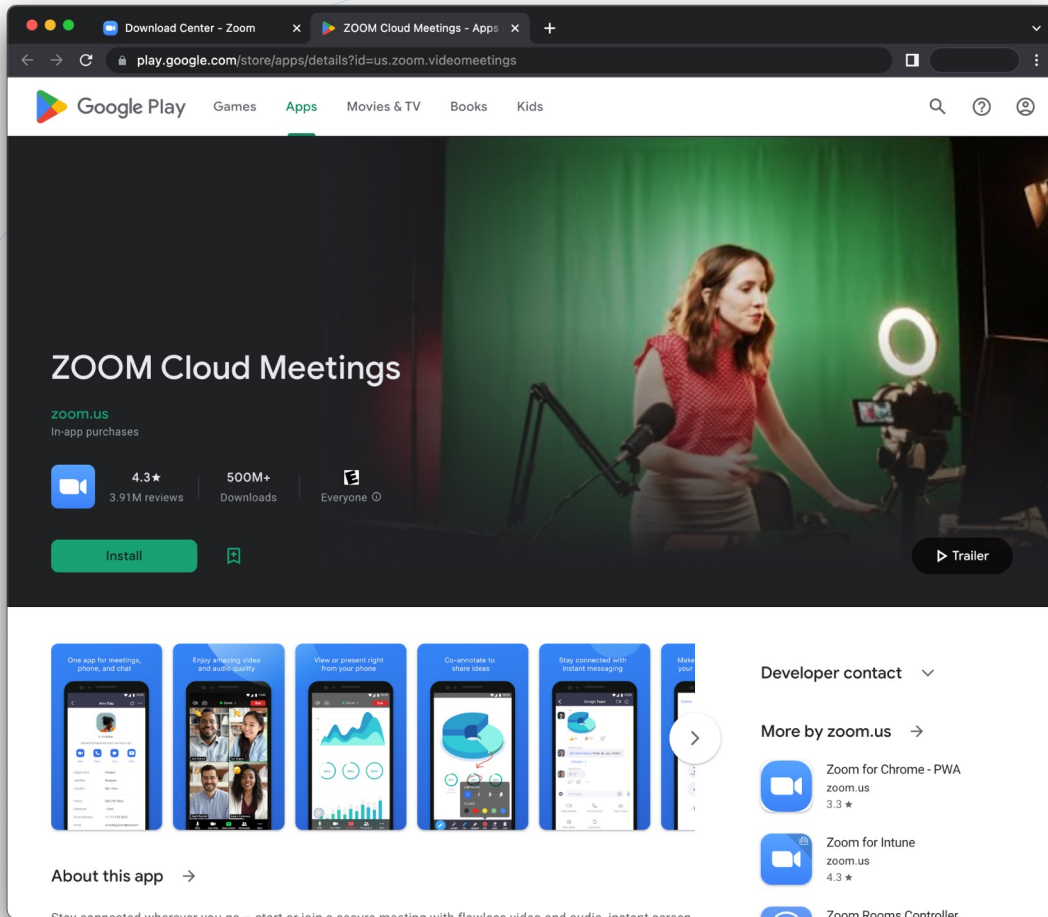
Zoom Mobile App

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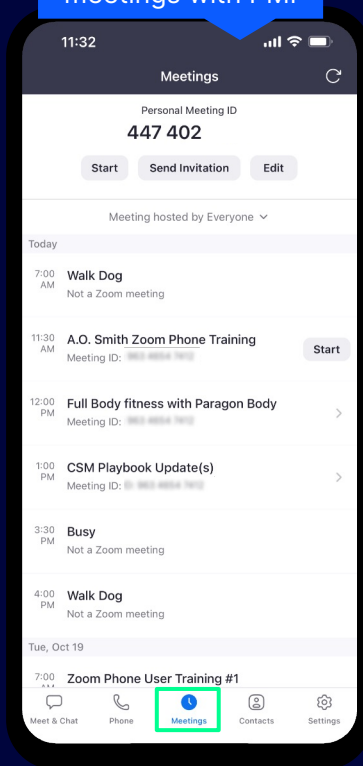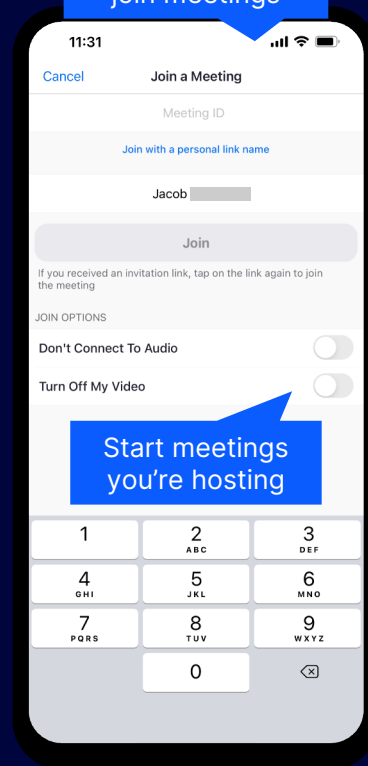## Android

- Click **Install**, or on your Android device open the **Play Store**.

- Search **Zoom Cloud Meetings**.

- Click **Install**.

- The Zoom Mobile App will begin downloading.

Sign In

SSO login

Sign in options
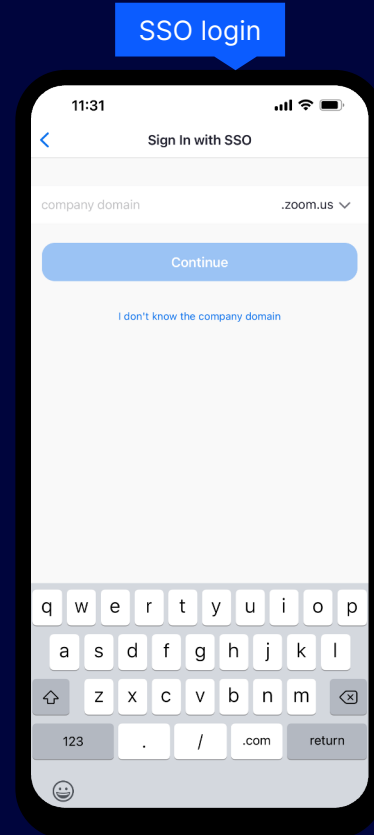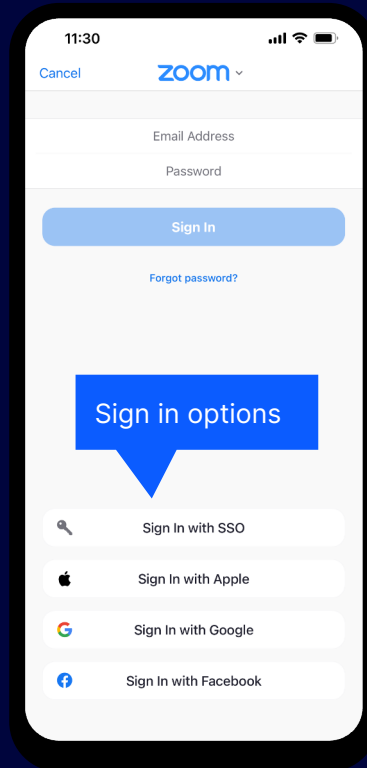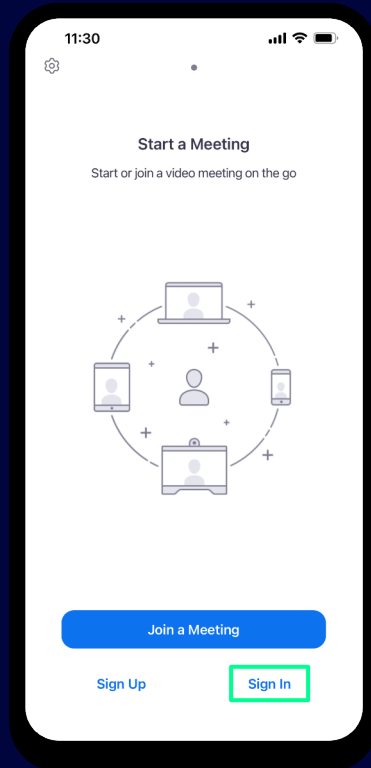
Join a Meeting

Join any meeting by typing the ID
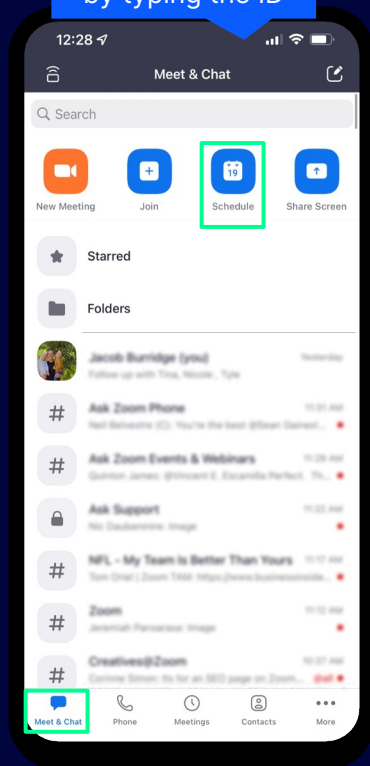
Start or schedule meetings with PMI
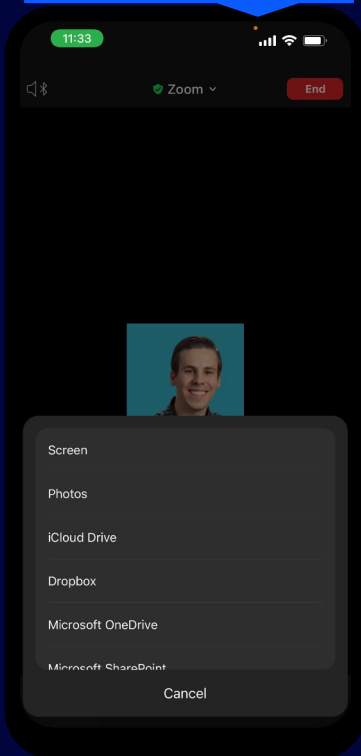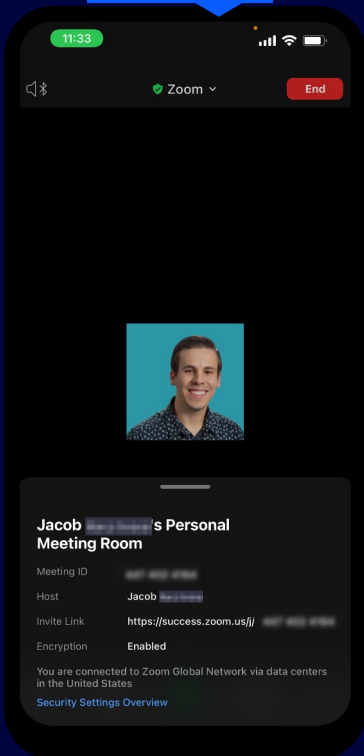
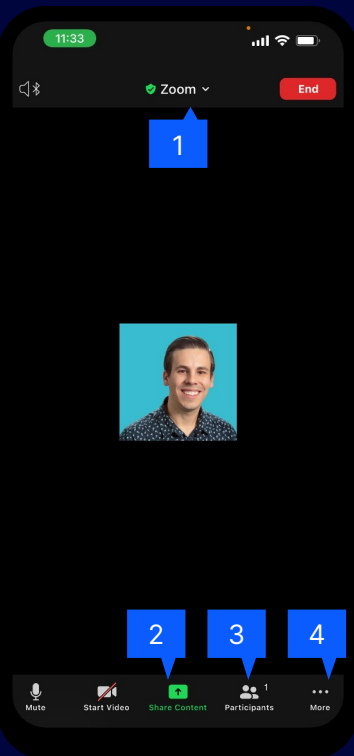Start, schedule or join meetings

Start meetings you're hosting
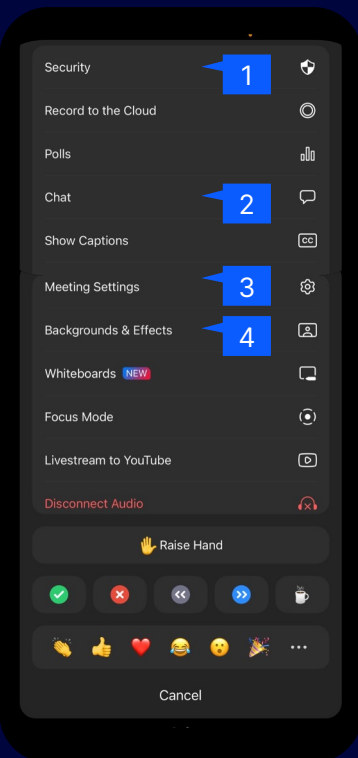
In Meeting Settings

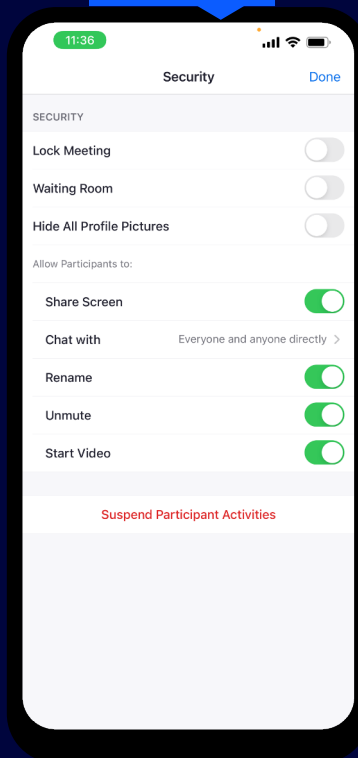1. Security

2. Share Content

3. Participants

4. More Settings
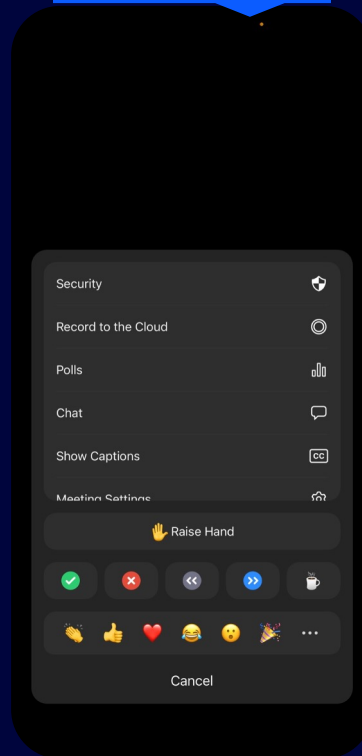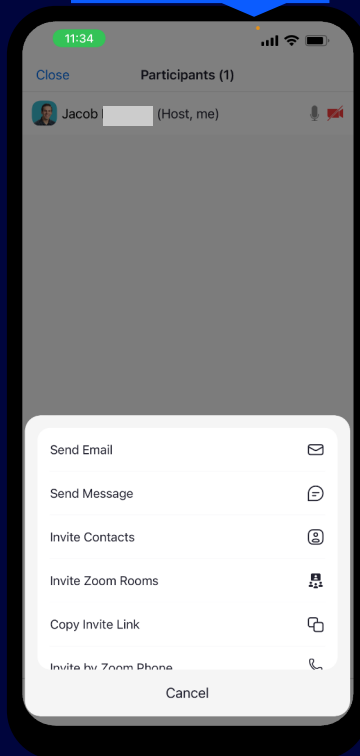
In Meeting Settings

1. Security
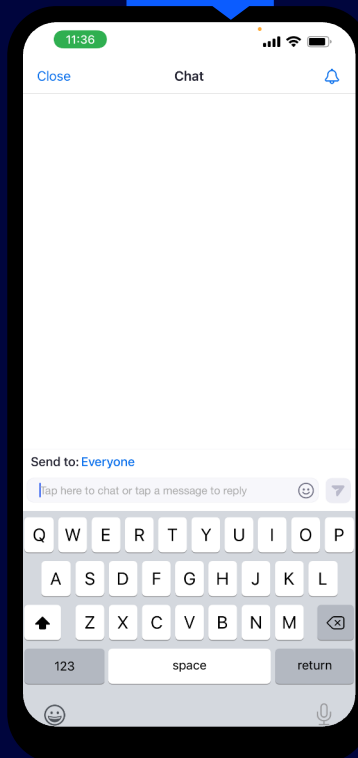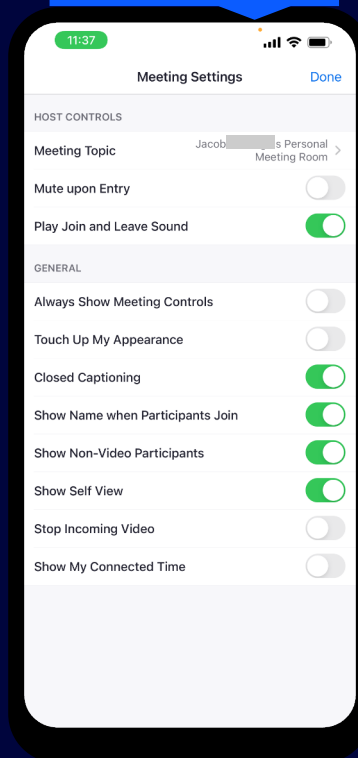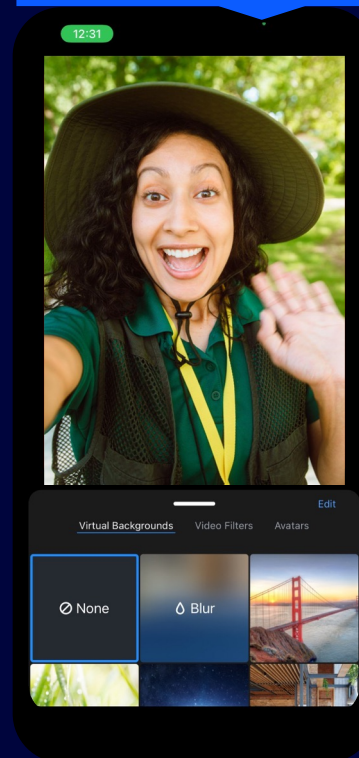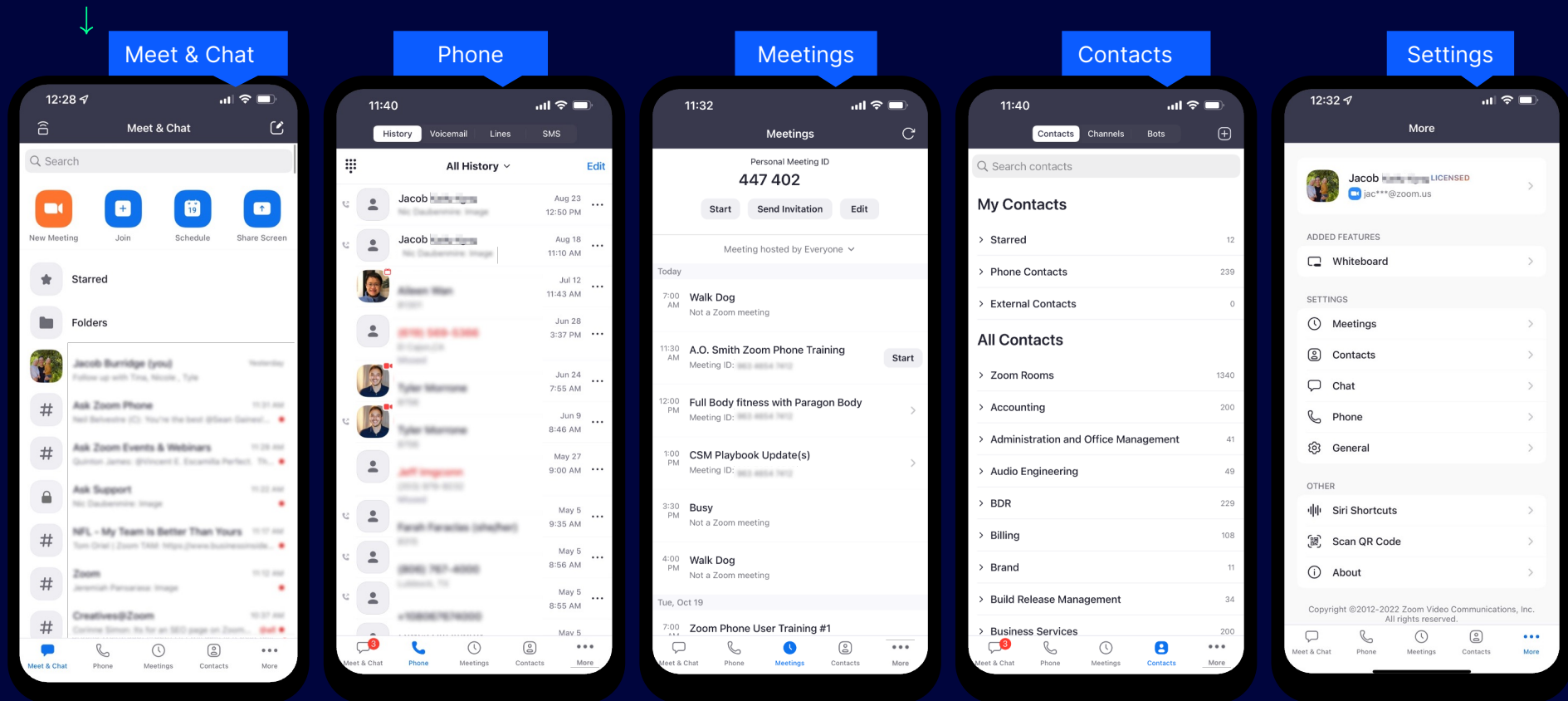2. Chat
3. Meeting Settings
4. Background & Effects

Main Navigation Bar

Meet & Chat

Phone

Meetings

Contacts

Settings

Settings

Display name
Department
Sign out

Whiteboard

Meeting settings
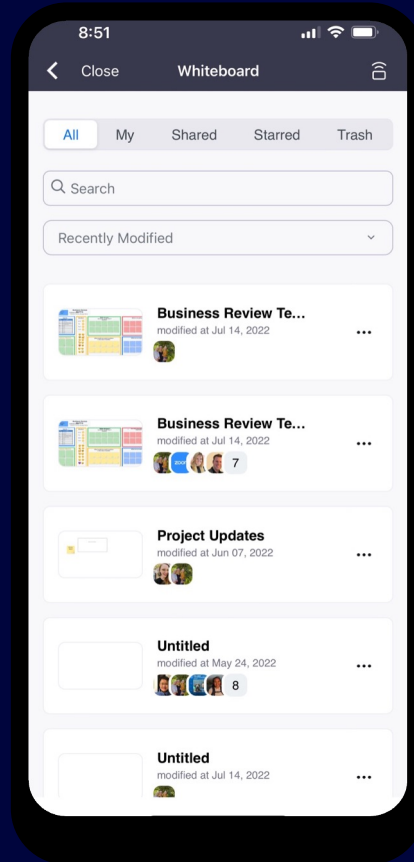
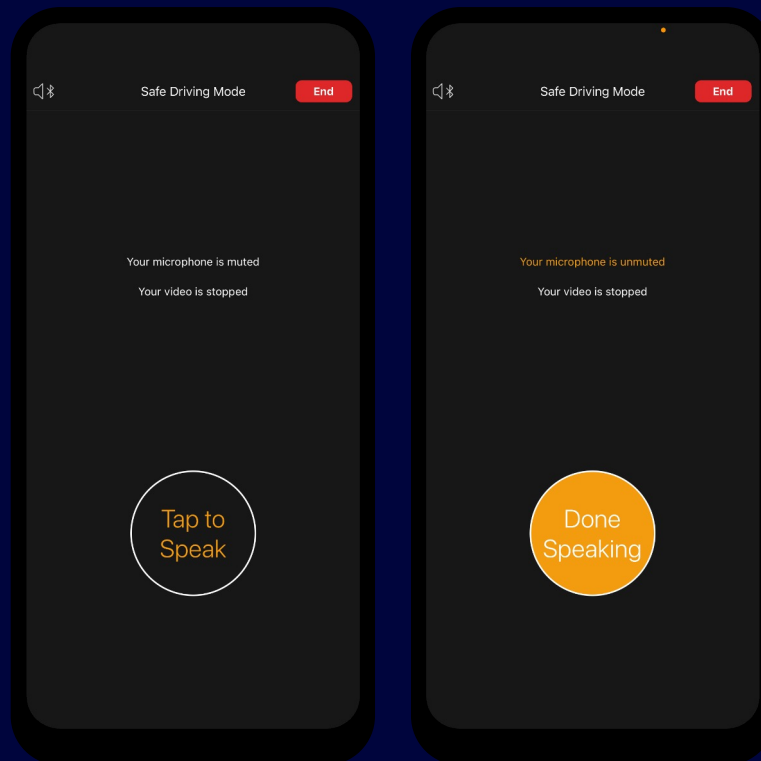Contact settings

Chat settings

Phone settings

General settings
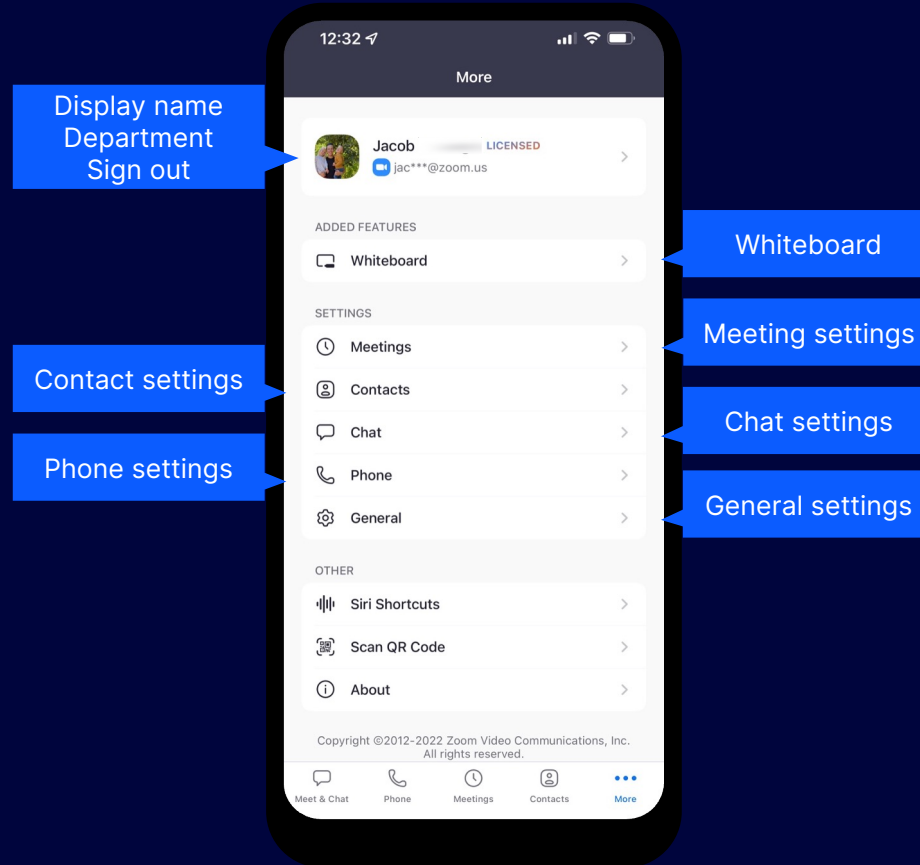
Whiteboard

Safe Driving Mode

Swipe right to activate safe driving mode