Guide to Getting Started with Zoom

Getting Started:
Before you can host a meeting with Zoom, you must install the Zoom Desktop Client software for your computer/device. Start by going to https://wpi.zoom.us and select *Download Client* from the gray toolbar at the bottom of the login page.

Log In and Set Up

Zoom Web Portal:
Go to https://wpi.zoom.us and click *Sign In* to log in with your WPI username and password. Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:
- Setting your avatar.
- Edit your Personal Meeting ID/Personal Vanity URL
  - This is your personal, dedicated virtual room. You can use it at any time or schedule it for future use. The meeting ID must be a 10-digit number that is also used for participants when using the telephone dial-in but the vanity URL can be set to any alpha-numeric ID (e.g. your name) that will be easy to remember.

After configuring your profile, we recommend going to the **Meeting Settings** tab to configure your preferences based on how you would like to conduct meetings.

Zoom Desktop Client:
1. Once the Zoom Client for Meetings is installed, click the **Sign In** button
2. Click *Sign In with SSO*
3. Enter "wpi" (without the quotes) when prompted for the company domain
4. Enter in your WPI username and password on the login screen

You now have the Zoom client for Meetings installed. Zoom Client Settings

Scheduling a Zoom Meeting

Zoom offers you several ways to schedule your meetings. Scheduling with Zoom

Web Portal
1. Log in to https://wpi.zoom.us/
2. Click *Schedule a Meeting* in the top navigation bar
3. Input details for the meeting and click *Save*
4. You can then copy the URL or Invitation or add to your calendar with available plug in

Zoom Desktop Client
1. Click *Schedule* button on the Zoom App
2. Input details for the meeting and click *Save*
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Outlook Plugin
1. Download the Zoom Outlook plugin from https://wpi.zoom.us/download
2. Create a New Meeting in Outlook
3. Click *Add Zoom Meeting*
4. Input Zoom Details for the meeting and click *Continue*
5. Update invitation details and click *Send*

Details on additional features for scheduled meetings can be found here:
- Alternative Host
- Scheduling Privilege
- Meet Now-vs-Schedule Meetings
- Scheduling a Zoom Meeting that Requires Registration from a Web Link

Meeting Controls

Audio
When starting/joining a meeting, you can join the audio by phone or computer.
- Choose "Join Audio by Computer" to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the "Test Computer Audio" link when joining.
- Choose "Phone Call" and dial the number provided. Enter in the Meeting ID and make sure to input the "Participant ID"

Clicking on the Mic icon will let you mute and unmute your audio once connected

Video
Access Video settings before or during a meeting by clicking on the "Settings" icon on your Zoom Desktop Application. On the Video tab you can preview and change you camera source via the down arrow
Clicking on the Video icon will let you start and stop your video feed

Invite
During a meeting, click "Invite" to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants
When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen
1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat
1. Click "Chat" to start an in meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant

Record

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the "Record" icon in the toolbar
2. Choose to record to your local computer.
3. Recording will process once the meeting ends

Contact zoom@wpi.edu for information on using the WPI media server to host the meeting recording.

A Few Last Things

Before the Meeting:
- o Test your Audio and Video
    - Make sure to choose the correct audio and video sources
- o Have the content you intend to share prepared ahead of time
- o Close applications that have pop ups

Hosting A Meeting:
- o Mute your mic if others are presenting/speaking
- o Use "Gallery View" for smaller group/team meetings
- o Share your screen
    - Share specific Applications to control displayed content
    - Use "New Share" to seamlessly transition between shared applications.
- o Use the Annotation tools to grab and direct attention

Turn the camera on!
- o Put your webcam at eye level or higher – experiment for best angles
- o Use the gestures and mannerisms that you would typically use in person
- o Make Eye Contact - Try to look at your webcam versus the screen

Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom.

- Watch the Getting Started Videos
- Join our Weekly Zoom Meetings and Webinar training

If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Zoom Support Request here: https://support.zoom.us/hc/en-us/requests/new