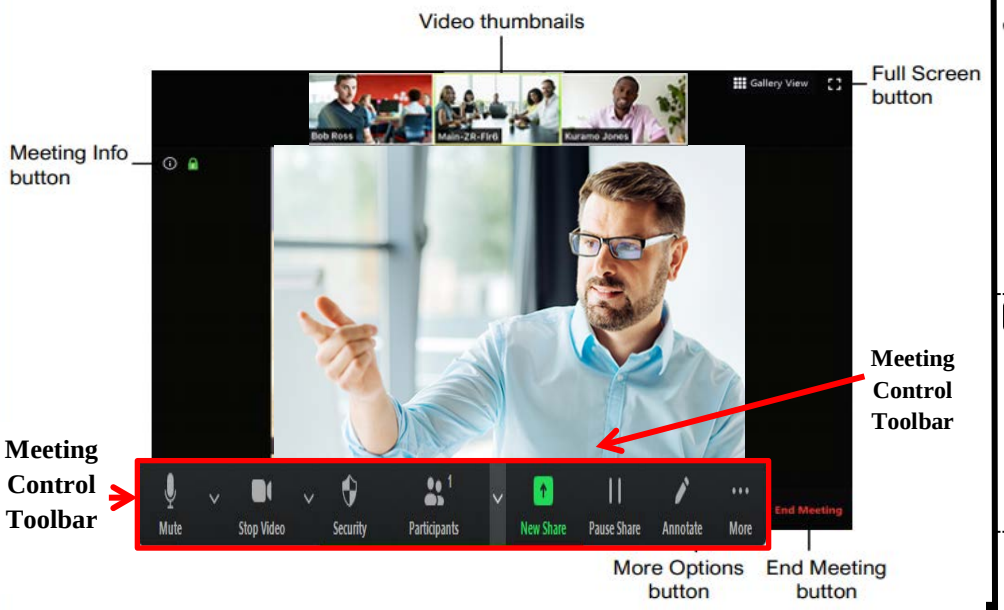
Zoom Quick Reference Guide

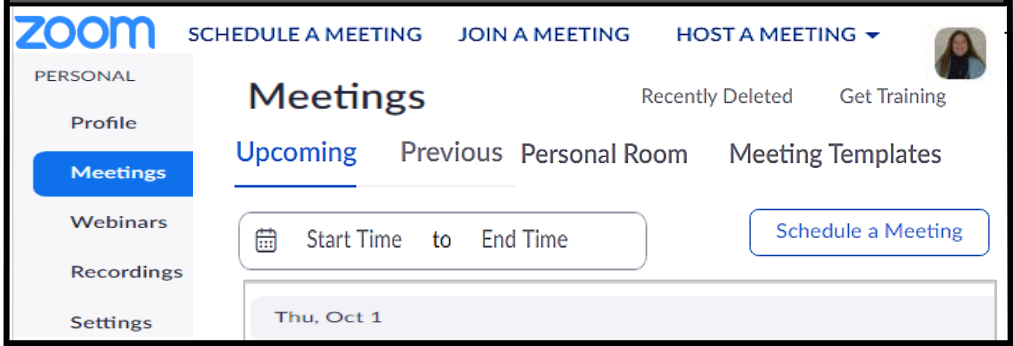
Zoom Web Based Meeting Screen – zoom.us



Getting Started

1. Visit the Zoom website at **zoom.us** or go to **edmolloy.com** and
2. Click on the **Zoom** link.
3. Select **Sign in with Google.**
4. If you are already signed into your Google account on your device, you will be directed to Zoom's home page.
5. If you have not already signed into your Google account on your device, you will be prompted to add your username and password.

Zoom Web Home Screen – zoom.us or edmolloy.com→Zoom



Host a Meeting

- ***Host from the Zoom Website***: Click the **Host a Meeting** link, select whether to use video (or to use screen sharing), give the Zoom app permission to open, then click **Join with Computer Audio**.
- ***View Meeting Info***: Click the **Info** button in the upper-left corner of the meeting window. Click outside of the Info popup to close it.
- ***Admit a Guest:*** Click the **Admit** button that appears when a guest joins the meeting, or click the **Manage Participants** button and click the **Admit** button next to guest's name.
- ***End a Meeting***: Click the **End Meeting** button in the bottom-right corner of the meeting window, then click **End Meeting for All.**

Join a Meeting

- ***Via a Link:*** Could be by email invite or calendar event.

Click a Zoom meeting link, give the Zoom app permission to open, wait for the meeting host to admit you, then click **Join with Computer Audio**.

- ***Using a Meeting Code:*** Click the **Join** button.

Enter the meeting ID, then click **Join**. Enter the meeting password, and then click **Join Meeting.**

Choose whether to join with or without video, wait for the meeting host to admit you, then click **Join with Computer Audio.**

Meeting Control Toolbar

Mute / Unmute: Toggle your microphone off or on.

* While your microphone is muted, you can press and hold the spacebar to temporarily unmute yourself.

* You can also click the menu arrow next to the Mute / Unmute button to change your microphone or speaker or access other audio settings.

Stop / Start Video: Toggle your camera off or on.

You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.

Security: Control several security settings for your meeting.

You can lock the meeting, toggle whether to use a waiting room, and control whether participants can mute themselves, toggle their camera, or share their screen.

Manage Participants: Click the *Participants* icon, where you can see who is in meeting and who is in waiting room. You can invite and remove people from meeting.

You can mute specific people or everyone by clicking on microphone icon.

Chat: Click the *Chat icon*, where you can send chat messages to everyone, or choose a specific person by clicking in *the Type message here* box at bottom left of pane that opens.

You can also share files and links here.

Share Screen: Lets you share your entire screen, a single window, or a whiteboard that you and attendees can draw on and Choose who can share

Record: Record a video of the meeting. You can record a meeting to the cloud or to your computer.

Reactions: Click on the **Reactions** icon and you can display a reaction emoji on the screen that other meeting participants can see.

Schedule a Meeting on Website

- ***Schedule from Zoom Website:*** Click the **Schedule a Meeting** link, then enter a meeting topic and description.

Choose a meeting date, time, and duration, then set a meeting ID and password if desired. Choose audio and video options, then click **Save**.

Schedule a Meeting by Calendar

1. Open your calendar
2. Click on desired date of meeting
3. Enter title, time
4. Click on **Add video conferencing**
5. Select **Zoom**
6. On left add guests

Join Meeting as Host from Calendar

1. Open your calendar
2. Click on the meeting event you created
3. A box will open stating the host has not joined yet. At the bottom of this box, in very small print, click on the words "**If you are the host click here**" and you will be in as the host of the event.

If you do not click this box and you are the host of the meeting, then if will not let you in because it has no way of knowing that you are the host of this meeting.

Two Helpful Icons Available on your video screen

Located in the upper left corner, are two icons you will only see until you hover your mouse in the upper left corner.

Settings for general, video, audio, share screen, backgrounds & recording

Meeting Information such as invite link, passcode & phone number access

Manage Meeting Participants

- ***View Meeting Participants***: While in a meeting, click the **Manage Participants** button to display the Participants pane.
- ***Mute and Unmute Participants***: In the
- Participant's pane, click the **Mute** button next to a guest's name. Click **Unmute** to unmute them.
- ***Remove a Guest:*** In the **Participants** pane, click the **More** button next to a guest's name and select **Put in Waiting Room** (to send them back to the waiting room until you re-admit them) or **Remove Guest** (to remove them entirely).
- ***Lock a Meeting:*** In the **Participants** pane, click the **More** Options button in the bottom-right corner and select **Lock Meeting**.
- ***Change a Meeting Host***: In the Participants pane, click the **More** button next to a guest's name and select **Make Host**.

Manage Scheduled Meetings

- ***Start a Scheduled Meeting***: Click the **Start** button for a meeting when it appears in the *Upcoming Meetings* pane, or click the **Meetings** tab at the top of the app window, select a scheduled meeting in the left pane, then click the **Start** button in the right pane.
- ***Edit a Scheduled Meeting***: Click the **Meetings** tab at the top of the app window, select a scheduled meeting in the left pane, then click the **Edit** button in the right pane. Modify a meeting's information, then click **Save**.
- ***Delete a Scheduled Meeting:*** Click the Meetings tab at the top of the app window, select a scheduled meeting in the left pane, click the **Delete** button

Enable & Use Breakout Rooms

1. **Enable - Web Portal: Zoom.us →Sign in with Google**:
2. Select **Settings** on left menu and scroll down till you see "**Breakout room**".
3. Click the toggle to **On**, next to "*Allow host to split meeting participants into separate, smaller rooms"* and then, click in the box in front of "*Allow host to split meeting participants into separate, smaller rooms*".

Pre-assign Breakout Room (only available for Schedule a Meeting option on web browser)

1. Click **Schedule a meeting**.
2. Click option :Breakout Room pre-assign
3. Click **Create rooms**
4. Click on the **plus sign** till the desired number of rooms appear
5. Click in the **Add participants** box and start to type person's name. It will auto populate names and then click on person's name, to add them to the room. Continue till all names have been added to the rooms.
6. Click **Save**

Create breakout rooms while in meeting

1. Click on the **Breakout Rooms** icon. ⊞ on the toolbar
2. Select number of rooms you want to create, and how you would like to assign your participants to those rooms:
   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.
3. Click **Create Rooms**.
4. Click **Assign**
5. Place checkmark in participants' box. Repeat for all rooms. Click **Open all rooms** when ready

Screen Sharing

- **Share Your Entire Screen**: Click the ***Share Screen*** button on toolbar, select the **Screen**, and click **Share**.
- **Share a Single Window**: Click the **Share Screen** button on toolbar,, select a window, and click **Share**.
- **Share a Whiteboard**: Click the ***Share Screen*** button, select **Whiteboard**, and click **Share**. Click a drawing tool on the toolbar to use it to draw on the screen.
- **Share a Portion of your Screen**: Click the ***Share Screen*** button, click the **Advanced** tab, select **Portion of Screen**, then click **Share**. Click and drag the green box to move the shared portion, or click and drag the edges of the box to resize it.
- **Pause Sharing:** Move your mouse to the top of the screen to reveal the toolbar, then click **Pause Share**. Click **Resume Share** to resume sharing your screen.
- **Annotate the Screen:** Move your mouse to the top of the screen to reveal the toolbar, then click **Annotate**. Click an annotation tool from the toolbar, then draw on the screen. Click **Mouse** to stop drawing, or click the annotation toolbar's **Close** button to close it.
- **Stop Sharing:** Click the **Stop Share** button at the top of the screen.

Annotation Tools

The Annotation tool will only appear on the toolbar when you share your screen. Click on the **Annotation** icon on toolbar and the following tool options appear.

Mouse: Stop annotating and resume using the mouse on the screen.

Select: Select drawings and annotations.

Text: Add text to the whiteboard or screen.

Draw: Draw lines, arrows, and shapes.

Stamp: Insert a selected shape wherever you click.

Spotlight: Use a laser pointer or insert an arrow with your name.

Eraser: Remove individual shapes, stamps, drawings, or text.

Format: Choose the color and thickness of drawings, or the font, size, and style of text.

Undo: Undo your last drawing edit.

Redo: Redo an undone action.

Clear: Clear the entire whiteboard or annotated screen.

Save: Save the whiteboard or annotated screen as an image.

Whiteboard

When you click the **Share Screen**, look for the **Whiteboard** option and click once on it and then click **Share**. The Annotation tools will automatically appear and you can save content.