Getting Started with Zoom

Contents
Profile Settings: ......................................................................................................................... 2
Find/Create Meetings: .................................................................................................................. 3
Host a Meeting: ........................................................................................................................... 4
Sharing your screen while hosting a meeting .............................................................................. 6
Lock your Screen Share ............................................................................................................... 7
Muting All Visitors of your Meeting ........................................................................................... 8
“Invite Others” under window called “Zoom Meeting ID”......................................................... 9
“Zoom Meeting ID:” window .................................................................................................... 10
Finding Saved Recordings ......................................................................................................... 13
Schedule a Meeting .................................................................................................................. 14
Join a Meeting ........................................................................................................................... 16
Join a Meeting as a visitor ......................................................................................................... 17
Chat as a Visitor ........................................................................................................................ 19
Mute as a Visitor during a meeting ............................................................................................. 20
Contacts .................................................................................................................................... 22
Have Zoom Appear When Logging Into Your Computer: ......................................................... 23
Help/FAQ Links .......................................................................................................................... 24
Profile Settings:

1. Go to: https://unh.zoom.us/profile

2. Put in Phone Number and Company/Organization Name

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Company/Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Country</td>
<td>IHPP</td>
</tr>
</tbody>
</table>

3. Make sure the Time Zone is on “(GMT-4:00) Eastern Time (US and Canada)”
4. Check the “Meeting Options” and “Recording Options” that are applicable to you

Find/Create Meetings:
1. Click on “My Meetings” to find Upcoming Meetings and Previous Meetings

2. Click on “Schedule a Meeting”
3. Fill out the Topic, When, Duration, Time Zone, and Options

Schedule a Meeting

4. Click on “Schedule” when completed

Host a Meeting:
1. Put cursor over “Host A Meeting” at the top right hand corner of the page

2. Click on either “With Video On” or “With Video Off”
3. Allow computer to launch program

   ![External Protocol Request]

   The following application will be launched if you accept this request:

   ```
   "C:\Users\hp2001\AppData\Roaming\Zoom\bin\Zoom.exe" --url="//zoom.us/start?l=zoomer&zoomApp=Chrome&conftag=3533451911&mov=1&as=0&mty=100&sid=xq5h36p93nu78u7r7vq/e/qmzrc1r1v5tVh5hQPb323
   aL71mzxmtmZ288n292y3w5m343x3v3y65nJH5i5lu3mM500tjZ5y6550QM4H5uname=Heather%20Porter"
   ```

   If you did not initiate this request, it may represent an attempted attack on your system. Unless you took an explicit action to initiate this request, you should press Do Nothing.

   ![Launch Application]  ![Do Nothing]

   a. Three windows will appear

   ![Three windows]

4. Click on “Join by Phone” or “Join by Computer”
   a. Click on “Join Audio”
Sharing your screen while hosting a meeting

b. A window will pop up

c. Click on a window or an application that you want to share

d. Click on “Share Screen”

e. During the meeting you can go back and change what you are sharing within your meeting.
Lock your Screen Share

1. This allows only the host to “Share Screen” and not any visitors
2. Click on “Manage Participants” on the bottom when hosting a meeting.

   a. This window will pop up

3. Click on “Lock Screen Share” at the top right of the window above
   a. This window will pop up

4. Click “Yes”
5. At any point after this, you can click on “Unlock Screen Share” and “Yes”
Muting All Visitors of your Meeting

1. Click on “Manage Participants” at the bottom of your window once you have started a meeting.
   a. This window will pop up:

   ![Mute All window](image)

2. Click on “Mute All”
   a. This window will pop up:

   ![Mute All pop-up](image)

3. Decide if you would like to “Allow participants to unmute themselves.”
4. Click on “Yes”
“Invite Others” under window called “Zoom Meeting ID”

This is in the window when you are in a meeting:

<table>
<thead>
<tr>
<th>Meeting Topic</th>
<th>Heather Porter’s Zoom Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>Heather Porter</td>
</tr>
<tr>
<td>Invitation URL</td>
<td><a href="https://unh.zoom.us/j/565161503">https://unh.zoom.us/j/565161503</a></td>
</tr>
<tr>
<td>Participant ID</td>
<td>16</td>
</tr>
</tbody>
</table>

1. Click on “Default Email”
2. A new email will pop-up through Microsoft Outlook

3. Put in all the emails in the “To...” in order to share/invite people to the meeting

4. Click on “Send”

“Zoom Meeting ID:” window

a. Click on “Settings”
i. Change settings, if desired

![Settings](image)

b. Click on “Manage Participants”

![Manage Participants](image)

i. Here you can choose to “Mute All”, “Unmute All”, “Lock Screen Share”, and more

![Participants](image)

ii. In addition, you can have participants become hosts as well

c. Click on “Chat”
i. Choose to chat with all members of the meeting or individuals

ii. If you wish, you can click on “Save Chat” to look at the chat later

d. Click on “Record”

i. The recording will start immediately

ii. A folder of the files will show up once you leave the meeting to save them

e. Click on “End Meeting”

1. You can decide to click on “End Meeting for All” or “Leave Meeting”

2. If you want to leave the meeting, but have it continued after you leave, make sure to have one of the participants be a host
3. Once the meeting is done a Folder window will be displayed

1. This shows the files that are automatically saved into your documents that you recorded
2. This displays the names of the files, which you can change

Finding Saved Recordings
a. Go to the Windows Start and Click on “Documents”
b. Your files are automatically saved under the folder called “Zoom”

Schedule a Meeting

1. Click on “Schedule”

2. Fill out:
   a. Topic
   b. When
   c. Video (when joining a meeting)
   d. Audio Options
3. Click on “Schedule” once who have completed filling it out.
Join a Meeting

1. To join a meeting, click “Join” on your Zoom – Pro Account window

   a. A window will appear

   Please enter your meeting ID and your name.

   Meeting ID:  

   Your Name:  

2. Put in “Meeting ID:” and “Your Name”
3. Click “Join”

**Join a Meeting as a visitor**

1. Visitor will open the invitation email that looks like this:

   Hi there,

   You are invited to a Zoom meeting now.

   Join from PC, Mac, iOS or Android: [https://unh.zoom.us/j/897920641](https://unh.zoom.us/j/897920641)

   Or join by phone:

   **+1 415 762 9988** (US Toll) or **+1 646 568 7788** (US Toll)
   Meeting ID: 897 920 641
   International numbers available: [https://unh.zoom.us/zoomconference](https://unh.zoom.us/zoomconference)

   Or join from a H.323/SIP room system:

   Dial: 162.255.37.11
   Meeting ID: 897 920 641

2. Visitor should click on the link to join from a PC, Mac, iOS, or Android
3. A new tab/window will appear:
4. Check off “Remember my choice for all links of this type”
5. Click on “Launch Application”
6. This window will pop up once the application is loaded:

```
Please enter your name.

Your Name: ____________________________

  □ Remember my name for future meetings
```

7. Put in your name
8. This window will pop-up:
9. Click on “Join Audio” and you will now be part of the meeting/conference.

Chat as a Visitor

1. To chat with others, click on “Chat” at the bottom of your meeting

2. Click on “All” to chat with the entire group in the meeting
3. Or click on an individual to privately chat with them

Mute as a Visitor during a meeting
There are two ways a visitor can mute themselves.

1. One way is to click on “Participants” at the bottom of a meeting
a. This window will popup:

2. Click on “Mute”

The second way to mute oneself is to click on the microphone icon on the bottom left of your meeting window:
Contacts

1. Click on “Contacts”

2. Click on “+” on the top right hand corner to add more contacts

3. Click on “Add Other Contacts by Email” or “Copy Invitation”
i. “Copy Invitation” will put an invitation to chat and meet over Zoom within your clipboard

**Have Zoom Appear When Logging Into Your Computer:**

1. Host a meeting with video off

2. Click on “Settings”

3. Click on “General”

4. Check off “Start Zoom when I start Windows”
Help/FAQ Links

If you have any issues setting up your Zoom go to:
https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac

If you have any questions, many are answered here: