Zoom
# Table of Contents

SECTION 1 GETTING STARTED ........................................................................................................................................... 3
  A. Background ......................................................................................................................................................... 3
  B. Accounts............................................................................................................................................................ 3
  C. Installing the Desktop Application .................................................................................................................. 3
  D. Signing in............................................................................................................................................................ 4
  E. Logging out.......................................................................................................................................................... 5

SECTION 2 THE ZOOM DESKTOP APPLICATION USER INTERFACE .............................................................................. 7
  A. Desktop Application Home Screen .................................................................................................................... 7
  B. Home Screen Drop Down Menu ....................................................................................................................... 8
  C. Home Screen Settings ....................................................................................................................................... 9
  D. Desktop Application Meetings Screen .......................................................................................................... 10
  E. Desktop Application Contacts Screen ........................................................................................................... 10
  F. Desktop Application Contacts Screen .......................................................................................................... 11
  G. Meeting Screen and Options .......................................................................................................................... 12

SECTION 3 USING ZOOM DESKTOP APPLICATION ........................................................................................................... 14
  A. How to Host a Meeting ....................................................................................................................................... 14
  B. How to Join a Meeting ...................................................................................................................................... 15
  C. How to Schedule a Meeting ............................................................................................................................ 16

SECTION 4 GETTING HELP............................................................................................................................................... 17
SECTION 1
GETTING STARTED

A. Background

Zoom is software used on campus to host video conferencing and online meetings. It allows faculty, staff, and students to coordinate and meet no matter where they are located. It can be used to connect students from distant campuses, host a guest speaker in a class, conduct a webinar, create online meetings between staff members, and more!

Zoom can be used on systems and personal devices running any of the following: Windows, Mac, iOS, Android, Blackberry, and Linux. More specifically, we support the use of Zoom on Windows 7, Windows 10 and Mac operating systems on campus.

B. Accounts

Zoom is free to all users. You can join any meeting with a free account and host unlimited meetings with a free account. However, free accounts have a limit on the size and duration of meetings; a free account can only host meetings with 50 or less participants, and group meetings are limited to 40 minutes. You can create your own free account by visiting the Zoom website: https://zoom.us/signup

Luckily, the University of Regina has a license agreement with Zoom. If you need an account that offers longer meeting times or more participants all you need to do is contact IT Support and we will be able to change your account as needed.

Contact IT Support by any of the following methods:
- FootPrints Ticket Webform
- Email: IT.Support@uregina.ca
- Phone: 306-585-4685
- Toll-free in Canada: 1-844-585-4685
- In person at ED137 or Archer Library

NOTE: When creating your Zoom account, please use your @uregina.ca email. This will allow us to use the license agreement we have with Zoom if you need to move beyond the capabilities of the free account.

C. Installing the Desktop Application

To use Zoom you can either install the desktop application or you can sign on via the Zoom website. The Zoom website will allow you to login and manage your profile, but you will need the desktop application or smart phone app installed to join a meeting or host a meeting.

If you need the Zoom desktop application installed on your computer, go to https://zoom.us/ and click on the Download footer link at the bottom of the page or go directly to https://zoom.us/support/download.

If you need assistance installing the application, please contact IT Support by any of the methods below:
- FootPrints Ticket Webform
D. Signing in

To use Zoom you can either sign in via the desktop application or you can sign on via the Zoom website.

To sign in with the desktop application:
1. Start the Zoom application.
2. Click on Sign in.
3. Enter your Zoom email and password. Click on Sign in.
To sign in using the Zoom website:
1. Go to https://zoom.us/
2. Click on SIGN IN in the top right hand corner of the website:
3. Enter your Zoom credentials.
   Click Sign in.

E. Logging out

There are two ways to sign out of the desktop application:
1. Click on the drop down menu by your profile name.
2. Select Log Out
   OR
   select Exit to close out of the desktop application.

OR

1. In the system tray of your desktop, right click on the Zoom icon.
2. Select **Log Out**

OR

select **Exit** to close out of the desktop application.
SECTION 2
THE ZOOM DESKTOP APPLICATION USER INTERFACE

A. Desktop Application Home Screen

The Home screen of the Zoom Desktop Application gives you the ability to change your settings, start meetings, join meetings, and schedule meetings in the future.

- Click on Start with video to start a meeting with video from your webcam.
- Click on Start without a video to start a meeting sharing your “desktop” or “applications”.
- Click on Join to join a meeting that has already started.
- Click on Schedule to set up a future meeting.
- Click on Share Screen to instantly share your screen with a meeting.
- Click on Settings to access your meeting settings. Here you can adjust settings for audio, video, recording, and general settings such as whether Zoom starts in full screen mode when you start or join a meeting.
- Click on the green circle to access the drop-down menu to set your availability, change your account picture, check for updates, log out of Zoom, or exit Zoom.
B. Home Screen Drop Down Menu

From the Home Screen, you can also access a drop down menu which allows you to:
1. Set your availability status to Available or Busy.
2. Change your Zoom account type.
3. Check for updates to Zoom.
4. Switch to a different Zoom account.
5. Log out of Zoom.
6. Exit Zoom to close the application to ensure it is not running in the background.
7. Get help from the support website for Zoom.
C. Home Screen Settings

From the Home Screen you can access Zoom’s **Settings**, which allows you to:

1. Adjust **General** preferences, such as setting Zoom to automatically start when you start or log on to your computer and how your monitors are used when running Zoom.
2. Test and adjust your **Audio** and **Video** settings.
3. Set the default location for where meeting **recordings** will be saved on your computer.
4. Edit your account’s profile.
D. Desktop Application Meetings Screen

From the Meeting Screens, which is accessed by clicking on Meetings at the bottom of the Zoom application window, you can:
1. View Upcoming meetings that you have scheduled.
2. View meetings you have recorded.
3. Select whether you wish to always use your Personal Meeting Identifier (PMI) for instant, unscheduled meetings.
4. Start and edit scheduled meetings.
5. Add scheduled meetings to Outlook or Google Calendars.
6. Copy meeting invitations/instructions to send via email or instant messangers.

E. Desktop Application Contacts Screen

From the Contacts Screen, which is accessed by clicking on Contacts at the bottom of the Zoom application window, you can:
1. View your list of contacts.
2. Add a contact by email by clicking on Add Contact.
3. Create a group to organize contacts.
4. Search through your contacts in the Search bar.
5. Create an invitation to Zoom to a contact when creating that contact.
F. Desktop Application Contacts Screen

From the **Chats Screen**, which is accessed by clicking on Chats at the bottom of the Zoom application window, you can:

1. You can start a chat with contacts listed in your Contacts Screen by clicking **New Chat** and selecting a contact.
2. You can start a group chat with contacts by clicking on **New Chat** and then clicking on + in the chat window that appears. Then enter a **Group Name** and select the contacts you wish to be in the group by typing their names in the **Invite Members** field.

![New Chat Screen](image1)

![New Group Screen](image2)
G. Meeting Screen and Options

Once you have joined a meeting, there are many things you can do to enhance your participation in the meetings. Below outlines the options available to you when you are hosting or participating in a meeting:

- **Mute**: Here you can mute and unmute your audio. Additionally, if you click on the arrow, you can access your audio options and settings, allowing you to select the microphone device and the speaker device you wish to use.
- **Stop Video**: Here you can toggle your video feed on or off, choosing whether or not your camera displays your image to other participants. Additionally, if you click on the arrow, you can access your video options and settings, allowing you to select the webcam device you wish to use.
- **Invite**: Here you can invite more participants to your meeting.
- **Manage Participants**: Here you can manage your participants by muting and/or unmuting their audio, stopping or starting their video feed, lock the meeting to stop further participants from joining (even if...
they have the meeting ID and password), and choosing whether a chime plays when a participants enters or exits the meeting.

- **Share Screen:** Here you have the ability to share your screen with other participants in the meeting. Instead of them seeing the feed from your webcam, they can see the programs and windows you have open on your desktop. Additionally, as the host, if you click on the A arrow, you can access share screen settings, allowing you to choose whether multiple participants can share their screen at once or whether only one participant can share their screen.

- **Chat:** Here you can send an instant message to the entire meeting, a group of participants in the meeting, or an individual participant in the meeting.

- **Record:** Here you can start or stop recording the meeting.

- **End Meeting:** Here you can stop the meeting.

- **Enter Full Screen:** Here you can expand the Zoom window into Full Screen mode.
SECTION 3
USING ZOOM DESKTOP APPLICATION

A. How to Host a Meeting

1. Open the Zoom Desktop application and Sign In.
2. In the Home Screen of the application, click on Start with Video.
3. Invite participants by clicking on the Invite button at the bottom of the screen.
   a. Then invite participants either by email, selecting from your Contacts, or by sending the Meeting URL to a participant.
      i. Email inviting will allow you to choose which email client you would like to send your invite from, either your default email client installed on your computer, Gmail, or Yahoo Mail. Once you select which client you use, it will automatically generate an email for you with all the information needed for the invitee to join the meeting.
ii. Inviting by Contacts will allow you to select people in your contacts list to send the invite to, which will provide them with the information needed to join the meeting.

iii. Clicking on Copy URL will put the meeting URL in your clipboard, allowing you to paste the meeting URL in text messages, emails, documentation, websites, etc.

B. How to Join a Meeting

1. Open the Zoom Desktop application.
2. Select Join a Meeting or Sign In.
   a. If you Sign In, click on Join from the Home Screen.
3. Enter the Meeting ID or Personal Link Name provided to you by the individual hosting the meeting and click on Join.
C. How to Schedule a Meeting

1. Open the Zoom Desktop application.
2. Sign in to Zoom.
3. From the Home Screen click on Schedule.
4. In the Zoom Schedule a new meeting window, set up your meeting by:
   a. Selecting a date and time for a meeting, and set its duration.
   b. Choosing whether you wish the meeting to be a recurring meeting. (If your meeting is recurring, the meeting ID will be the same for each recurring meeting and you cannot use your Personal Meeting ID for recurring meetings.)
   c. Choosing whether you, the host, and/or the participants can use video in the meeting.
   d. Choosing what type of Audio will be available, be it Telephone Only, VoIP Only, or Both.
   e. Choosing to set a password that will be required by participants for them to join the meeting.
   f. Choosing whether the meeting will allow participants to join the meeting before the host joins the meeting.
   g. Choosing whether to use your personal meeting ID as the ID for the meeting or for the meeting to generate a different ID.
   h. Selecting whether to add and send the meeting to an Outlook Calendar or a Google Calendar. You can also select Other Calendar, which will allow you to copy and paste the meeting information to send to invitees via another Email client, such as GroupWise.
**SECTION 4**  
**GETTING HELP**

If you ever experience any problems using Zoom, we ask that you contact IT Support. Depending on the situation they can either provide immediate help or redirect the matter to the appropriate group within Information Services. This is the fastest and most reliable way to receive support.

Zoom is installed on all Smart classrooms computers on the Regina campus. For more information on how to use Smart classrooms, please see this help guide: [https://www.uregina.ca/is/av/help-guides/classrooms.html](https://www.uregina.ca/is/av/help-guides/classrooms.html).

Additionally, Zoom has great online documentation and support. Their help centre can be found at this website: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us).