ZOOM USER GUIDE – SPEAKER

SETTING UP THE ZOOM APP

Create an account

- Go to the Zoom website (https://zoom.us).
- In the upper-right corner of the webpage, click "Sign up, It's Free".
- Enter a valid email to associate with the Zoom account. That address will receive a confirmation with an "Activate Account" link. Follow the steps to finalize the account.

For downloading the app to a computer

- On the Zoom website (https://zoom.us), scroll to the bottom of the webpage.
- In the "Downloads" column, click the "Meeting Client" link (outlined in blue below).
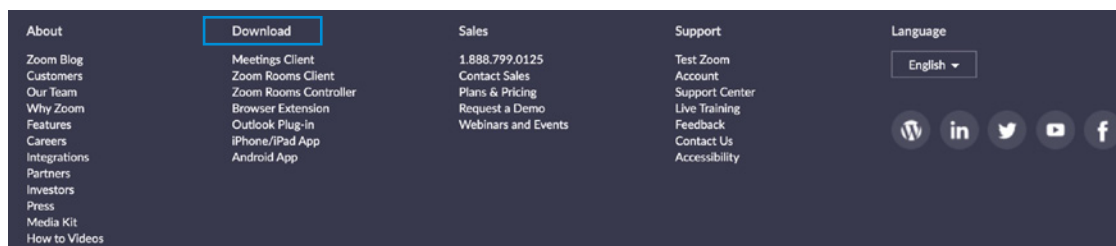
- Under "Zoom Client for Meetings," click "Download".

For downloading the app to a smartphone

- In the App Store (for iPhones) or Google Play Apps (for Android) search "Zoom". Results may be listed as "Zoom" or "Zoom Cloud Meeting".
- Download the app. (The app icon can be seen to the right.)
- Tap the Zoom icon to launch the app.
- You will be given the option to "Sign In" or "Join a Meeting".
- Selecting "Sign In" will allow you to host, schedule, and join meetings.
- Selecting "Join a Meeting" will prompt you to enter a Meeting ID number for the meeting you are trying to join.

Improving your Zoom connection

Use the best Internet connection possible

- Plan ahead for Zoom meetings. Join Zoom meetings from a location where you can use a fast, reliable Internet connection whenever possible.
- Check your Internet bandwidth using an online speed test, such as nperf or Speedtest.
- You can also test your Internet connection by joining a test meeting at http://zoom.us/test.

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit Zoom Support Center for useful information.

Close other, unneeded applications on your computer

- Zoom meetings can demand significant memory and processing power. Close other applications that you will not need during the session to help Zoom run better.

Avoid other activities that will consume bandwidth

- Avoid starting other bandwidth-intensive activities before or during a Zoom meeting.
- On your Zoom device, and on other computers and devices sharing your Internet connection, avoid:
  - Large downloads or uploads
  - Streaming videos (e.g., YouTube, Hulu, Netflix)
  - Cloud backups
  - Cloud file synchronizations (e.g., OneDrive, Dropbox)

Meeting controls

Controlling audio quality
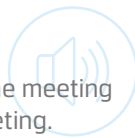
- You can mute all participants currently in the meeting along with new participants joining the meeting.
- Click "Manage Participants" and select "Mute All". You will be prompted to "Allow participants to unmute themselves". Clicking continue will mute all current and new participants.
- For webinars, participants will only be able to listen to the speaker and panelists.
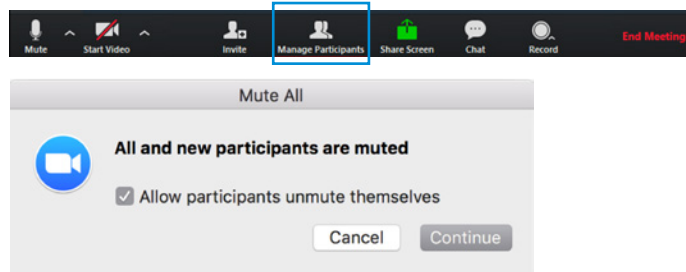
In-Meeting chat

- The "Chat" function is found on the bottom right of the meeting toolbar.
- Clicking the icon will open a side window where participants can type messages to the whole group or to a specific person.
- When new chat messages are sent to you or everyone, a preview of the message will appear and "Chat" will flash orange in your host controls.
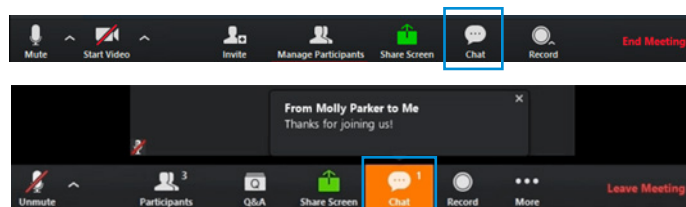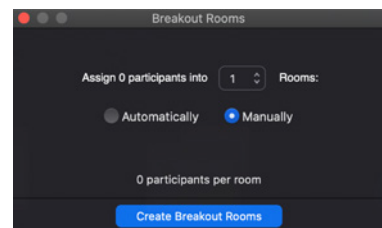
Breakout Rooms (Meeting-only feature)

- To create Breakout Rooms in your meeting, click the "Breakout Rooms" icon in the meeting toolbar.
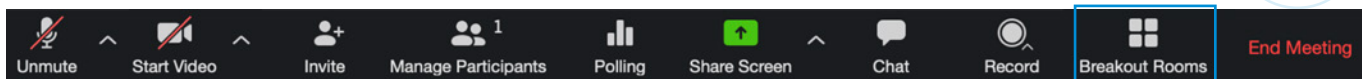

- Rooms can be created manually or automatically.
    1. Manual creation lets you assign participants to rooms.
   2. Automatic creation assigns rooms randomly.

Creating a poll

- Go to the "Meetings" page and click on your scheduled meeting. From the meeting management page, scroll to the bottom to find the "Poll" options and click "Add" to begin creating the poll.
- Enter the title and your first question. Add answers and click "Save" at the bottom.
- If you would like to add a new question, click "Add a Question" to create a new question for that poll.
- You can also create a poll by clicking "Polling" during the meeting. This will open your default web browser, where you can add additional polls or questions.
- Note: You can only create a maximum of 25 polls for a single meeting and 10 questions in each poll.
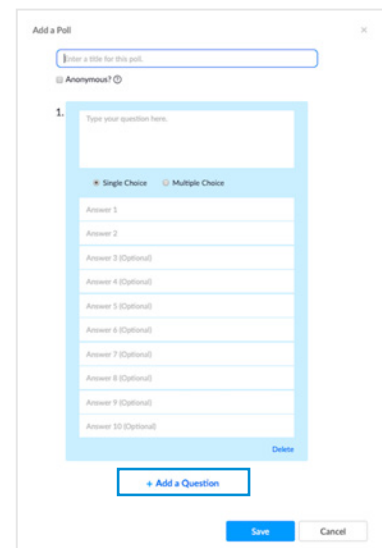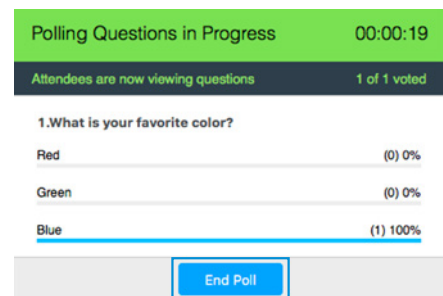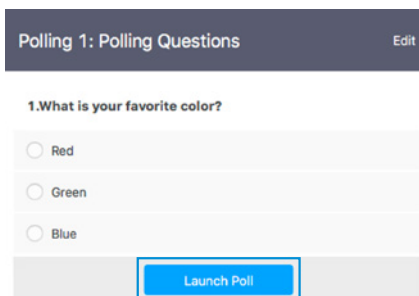

Launching a poll

- Select the "Polling" option in the meeting toolbar.
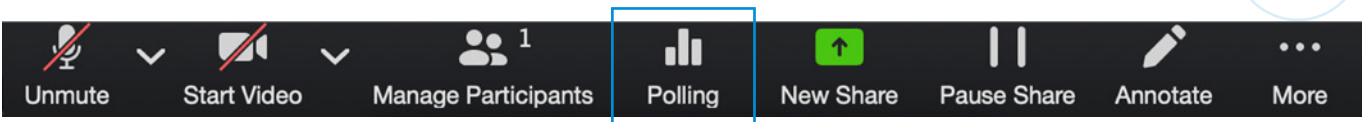
- Select the poll you would like to launch and click "Launch Poll".
- The participants in the meeting will be prompted to answer the polling questions.
- Once you would like to stop the poll, click "End Poll".
- If you would like to share the results with participants in the meeting, click "Share Results".

Share screen

- After selecting "Share Screen" in the meeting toolbar, you can choose to share your desktop, an individual application/window (such as PowerPoint), or start a whiteboard.
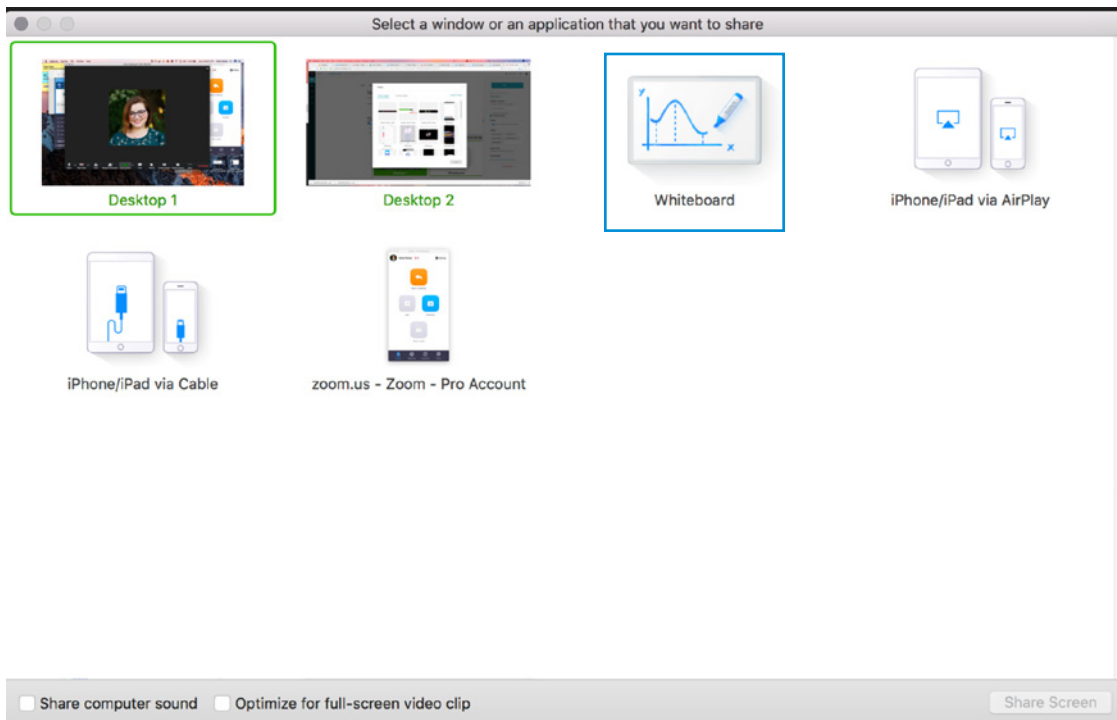
- You can pause sharing if you need to prepare other materials, or select "New Share" to share a new piece of content.
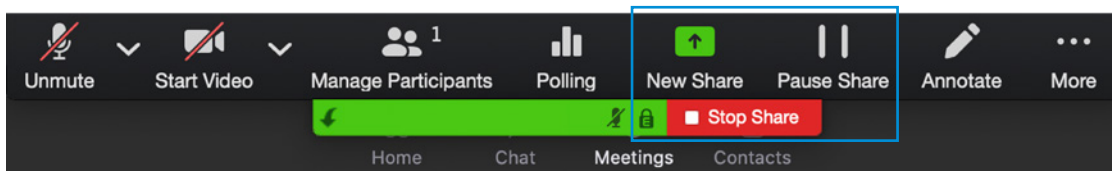
- During your screen share, select "Annotate" to use screen sharing tools for drawing, a laser pointer, and so forth.
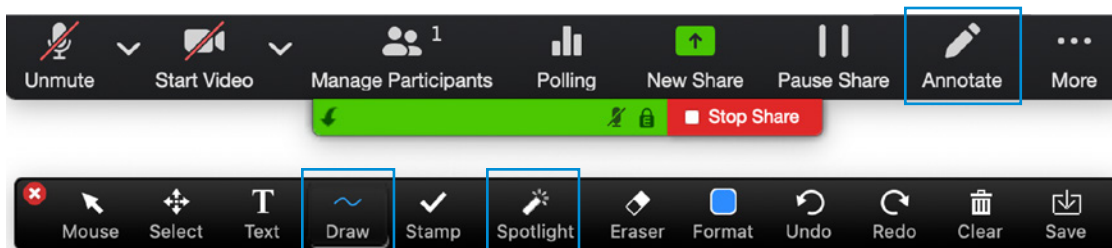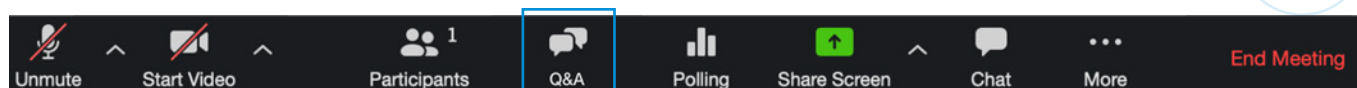

- When done sharing, click the red button to "Stop Sharing".
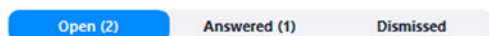
Q&A (Webinar-only function)

- As the host, co-host, or panelist, click "Q&A" in the meeting toolbar.

- Find questions you would like to answer and click "Answer live" to answer questions out loud during the webinar.
- Click "Type Answer" to type out your answer for the participants and click "Send".

- Hover over the right-hand side of questions that you would like to dismiss and click "Dismiss".
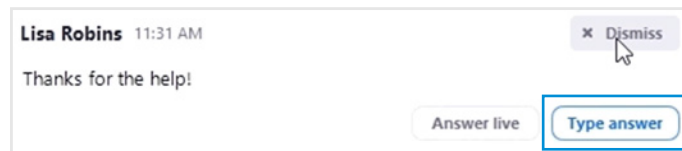
- To reopen questions, click the "Dismiss" tab and find the question you would like to reopen.
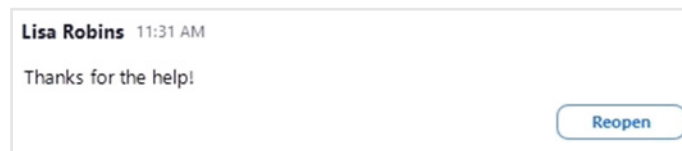
- Participants will only be able to view the "Answered" questions.

Ending a meeting

- A meeting can be ended by closing the meeting window or selecting "End Meeting" on the bottom right of the meeting toolbar.
- You can either "Leave Meeting" or "End Meeting for All".
- "Leave Meeting" allows other participants to stay on after you leave; "End Meeting for All" does not.