

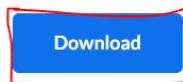
Getting started with Zoom

Download and Installation

1. To download Zoom go to <https://zoom.us/download> and download Zoom Client for Meetings

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 4.6.7 (18176.0301)

2. Run the installer. Everything default is okay if prompted for any configuration.

Signing-In to Zoom to be able to host meetings



Join a Meeting

Sign In

1. Click on Sign In
2. Click on Sign In with SSO
3. Company domain is "cpp" and then click Continue

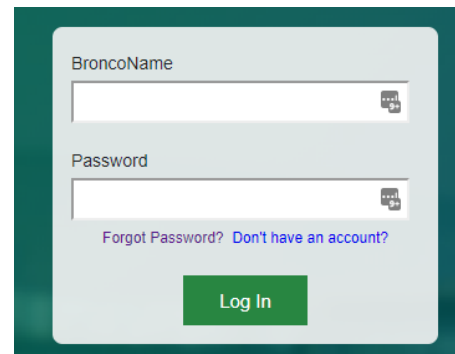
Sign In with SSO

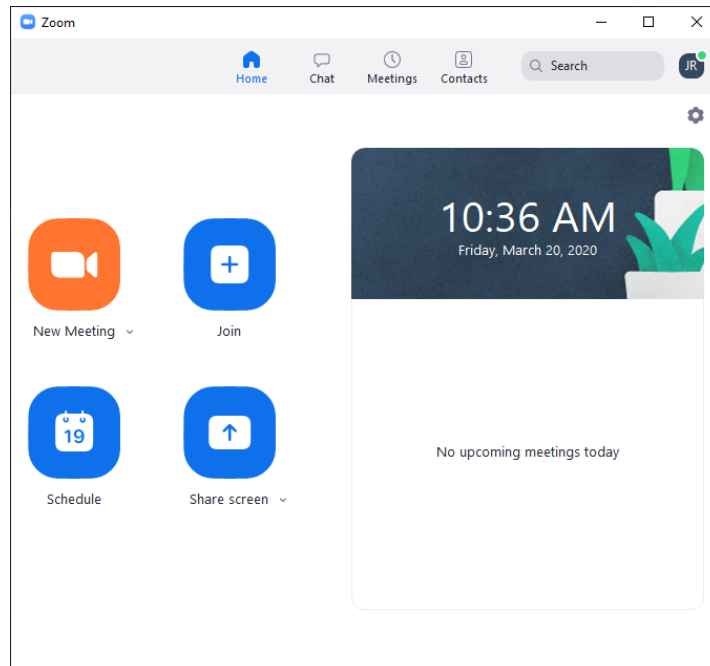
Company Domain
cpp .zoom.us

[I do not know the company domain](#)

Continue

4. A web browser will open to the CPP Single-Sign on page. Login using your Bronco credentials. If you require 2FA you will be prompted with a Duo authentication prompt.
5. You will be prompted to Launch Zoom or Open Zoom Meetings depending the internet browser you have set as default. In chrome it will appear as Open Zoom Meetings. Your Zoom client will login afterwards.

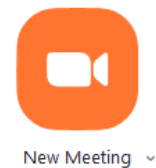
A login form with a dark green border. It contains two input fields: "BroncoName" and "Password". Below the fields are links for "Forgot Password?" and "Don't have an account?". A green "Log In" button is at the bottom.

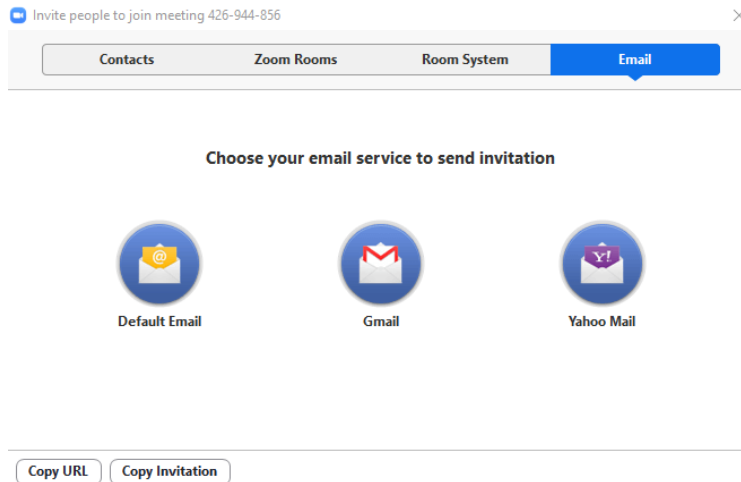


Zoom client after logging in

Hosting an Ad-Hoc Meeting (aka Not Scheduled).

1. Select New Meeting
2. Select your method of audio. Phone call or Computer Audio. Note: our Workstations do not come with built in Mics or webcams. The recommended method of audio is a phone call unless you're using a laptop that has a built in mic and/or web cam.
3. To invite participants, at the bottom of the Zoom window click on Manage Participants button. This toolbar hides if you are not hovering over the Zoom window.
4. This opens up a "Participants" pane that shows all participants. You must click Invite on the bottom of this pane to invite Participants.
5. Your Contacts will show up on the "Invite people" window. However, I recommend using the Email tab and selecting Default Email in order to send the invite through Outlook. This will guarantee access to your contacts.





6. Send the email to all participants and wait for them to join.
7. If you're using a personal device or a device not signed into Outlook to host the meeting, you could also Copy Invitation, or Copy URL, and manually invite participants.

Hosting a Scheduled Meeting

1. Select Schedule
2. Set your settings for the meeting

Schedule meeting

Schedule Meeting

Topic
Juan Robles' Zoom Meeting

Start: Fri March 20, 2020 12:00 PM
Duration: 1 hour 0 minute
 Recurring meeting Time Zone: Pacific Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 468-957-4477

Password
 Require meeting password

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Other Calendars

Advanced Options

Schedule Cancel

<- Topic for the meeting.

<- The start time, date, and duration.

<- Meeting ID can be left default.

<- You can require a password.

<- Select Video capabilities.

<- You can limit with what type of audio participants can join with. I recommend leaving it default.

<- Select Calendar type. I recommend leaving it Outlook.

3. You may also utilize Advanced Options

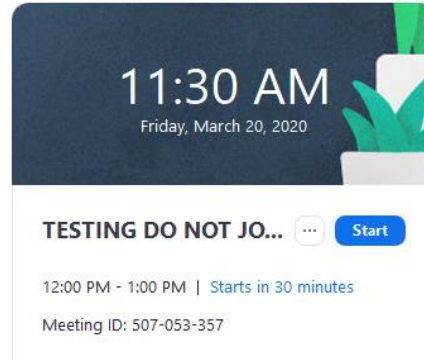
Advanced Options ^

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting on the local computer

Alternative hosts:

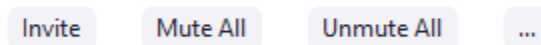
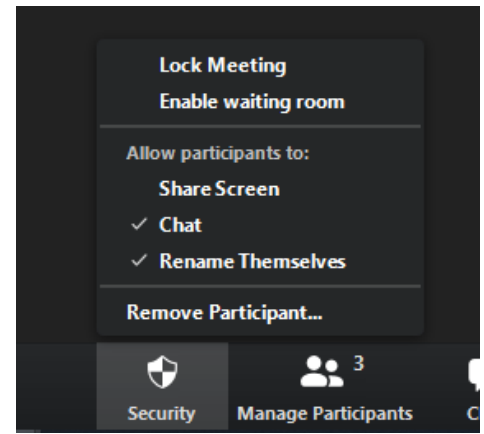
Example:john@company.com;peter@school.edu

- a. Enable waiting room - The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not signed in.
 - i. If the Waiting Room option is enabled, join before host will not work for that meeting.
 - b. Enable Join before host - Join before host allows attendees to join the meeting before the host joins or when the host cannot attend the meeting. If you do not select join before host, the participants will see a pop up dialog that says "The meeting is waiting for the host to join."
 - c. Mute participants on entry - Automatically mute participants as they join the meeting.
 - d. Only authenticated users can join: Sign in to Zoom - Participants need to authenticate before to joining the meetings. This setting is recommended if you're trying to validate who can join.
 - e. Automatically record meeting on the local computer - Automatic local recording will only start when the host joins from the Zoom desktop application
 - f. Alternative hosts – Enter the email addresses of the participants who you would like to set as alternate hosts. To have this work 100% effectively you should use it with the "Only authenticated users can join: Sign into Zoom" option.
4. Select Schedule
 5. An Outlook New Meeting window will open with all the Zoom information in the body. Add the emails of all the participants in the To... field. Click Send once all participants' emails are entered.
 6. As the host you will join this meeting in the same way as though you were invited to it. Click on the zoom link provided in the body of the Meeting. You can also Start the meeting from the client as pictured below.



Managing a Meeting

- In the Zoom toolbar, there is a Security button that can be used for quick changes.
 - Lock Meeting – Lock the meeting and don't allow others to join.
 - Enable waiting room – Quickly enabled the meeting room so you can control who joins the meeting.
 - “Allow participants to” section
 - Share Screen – if checked, you allow your participants to share their screen. By default, only the host can share their screen.
 - Chat – Quickly enable and disable the ability to use the built in chat.
 - Rename Themselves – Quickly enable and disable the ability for participants to rename themselves.
- There is also the Manage Participants button in the toolbar. Clicking this reveals a Participants pane on the right side of the Zoom Meeting window. The bottom of this Pane has a few options to further manage your participants

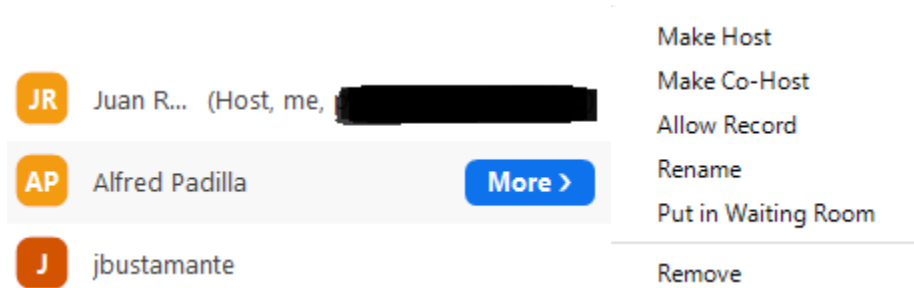


- Invite – allows you to invite participants as shown in previous sections of this guide.
- Mute All / Unmute All – Quickly Mute or Unmute all participants.
- The ... button allows for other options

Mute Participants on Entry

- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play Enter/Exit Chime
- Enable waiting room
- Lock Meeting

- i. Mute Participants on Entry – Quickly toggle whether or not participants are automatically muted upon entry.
 - ii. Allow Participants to Unmute/Rename Themselves – These two options give participants to unmute or rename themselves.
 - iii. Play Enter/Exit Chime – Toggles whether or not a chime is made when participants join or leave the meeting. This is useful if the meeting is voice only.
 - iv. Enable waiting room – Another place to quickly toggle the waiting room on or off.
 - v. Lock Meeting – Another place to quickly Lock or Unlock the meeting.
- d. Hovering over a participant reveals the “More” button to further manage individual participants.



- i. Make Host – Make the participant the host. You will no longer be the Host.
- ii. Make Co-Host – Both you and the designated participants are considered the Host.
- iii. Allow Record – Allow the participant to record the meeting.
- iv. Rename – Rename the participants
- v. Put in Waiting Room – Remove the participant from the meeting and place in the Waiting Room. Waiting Room does not need to be enabled for this to work. This will automatically create the Waiting Room if it is not enabled.
- vi. Remove- Removes the participant from the Meeting.