

Zoom Web Conferencing

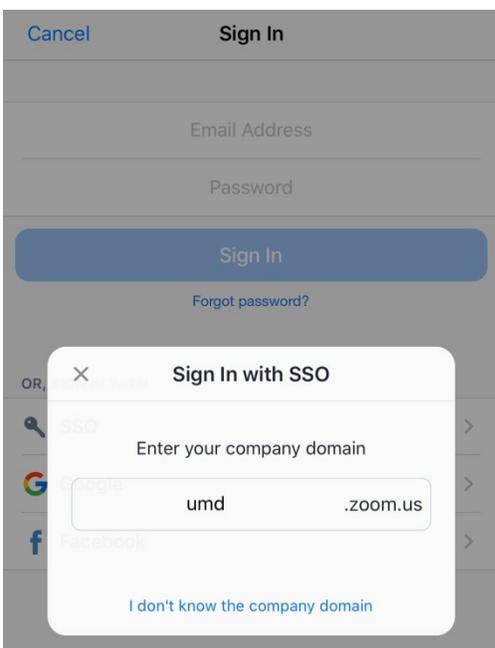
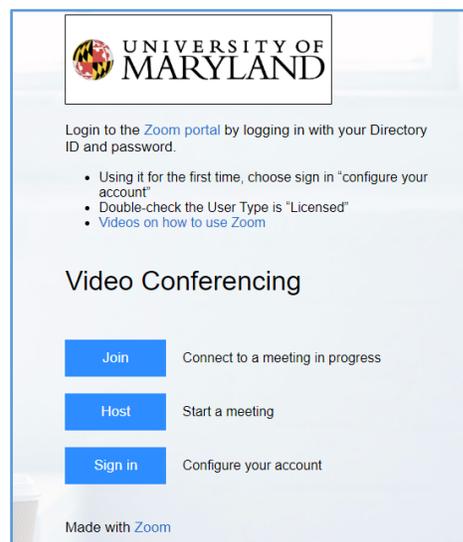
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting](#) to familiarize yourself with Zoom.

Prerequisites

Each meeting has a unique 9, 10, or 11-digit number called a **Meeting ID** that will be required to join a Zoom meeting, which can be found in the Zoom meeting invite email. If you are joining via telephone, you will need the **teleconferencing number** provided in the invite email.

1. On your Desktop, open the Zoom desktop client <https://umd.zoom.us/>
2. Click **Sign in** to configure your account through UMD's Central Authentication System.
3. If prompted, [download](#) the Zoom application for your desktop computer or continue using the website version.

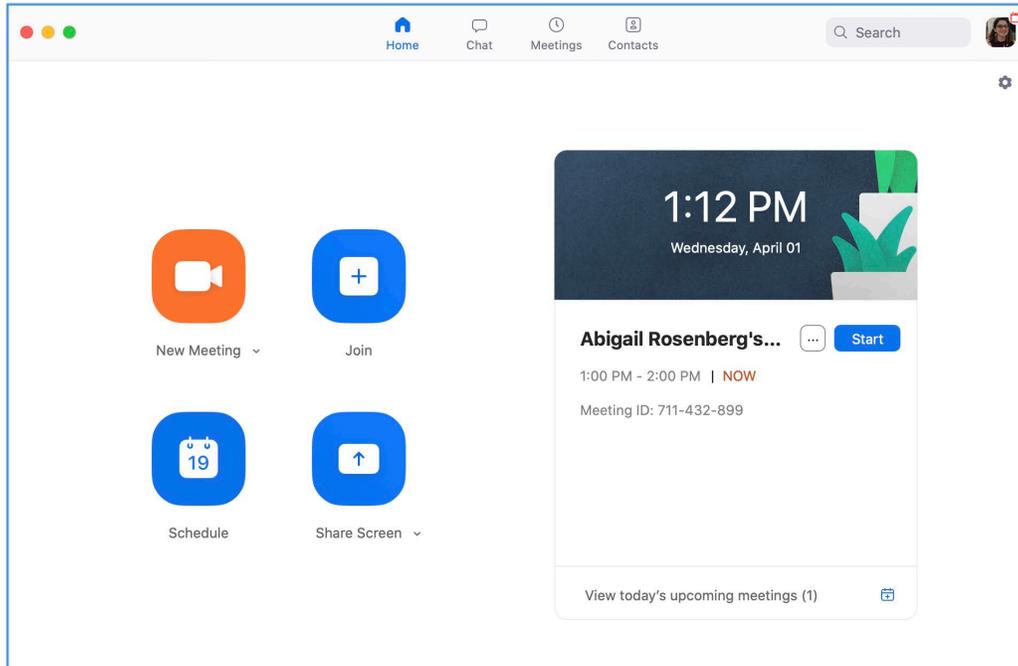


1. On your smartphone, download the **ZOOM Cloud Meetings Mobile App** (iOS or Android).
2. Click **Sign in with SSO**, enter **umd** as the company domain.
3. Sign in to UMD's Central Authentication System to configure your account.

Join a Meeting

Join a Meeting: Zoom Desktop Client

1. Open the Zoom desktop app by:
 - Open the Launchpad (Mac) or Windows icon (Windows 10/PC) and scroll until you see the Zoom.us app. You can also search "Zoom."



- Click Join
- Enter your Meeting ID, change your default display name as desired, choose whether or not to connect your audio and video, then click Join.
 - ◆ Your meeting ID can be found in the email invite.

Join Meeting

Meeting ID or Personal Link Name

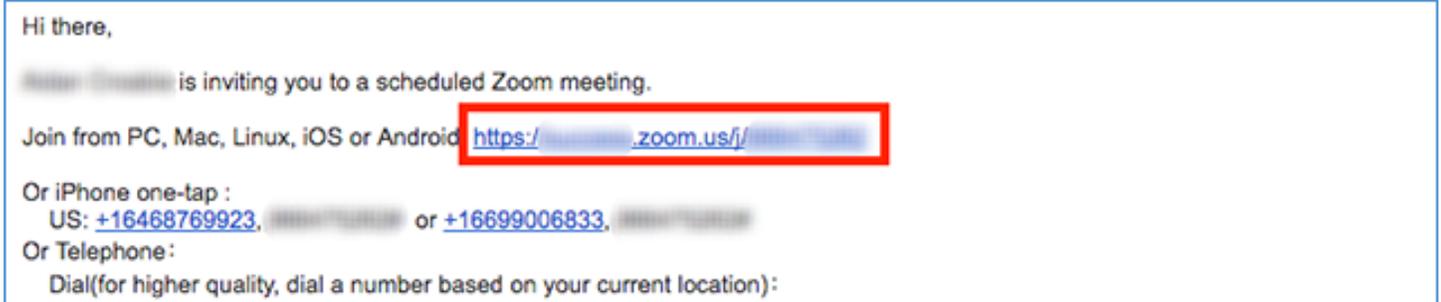
Your Name

Don't connect to audio

Turn off my video

Join a Meeting: Email

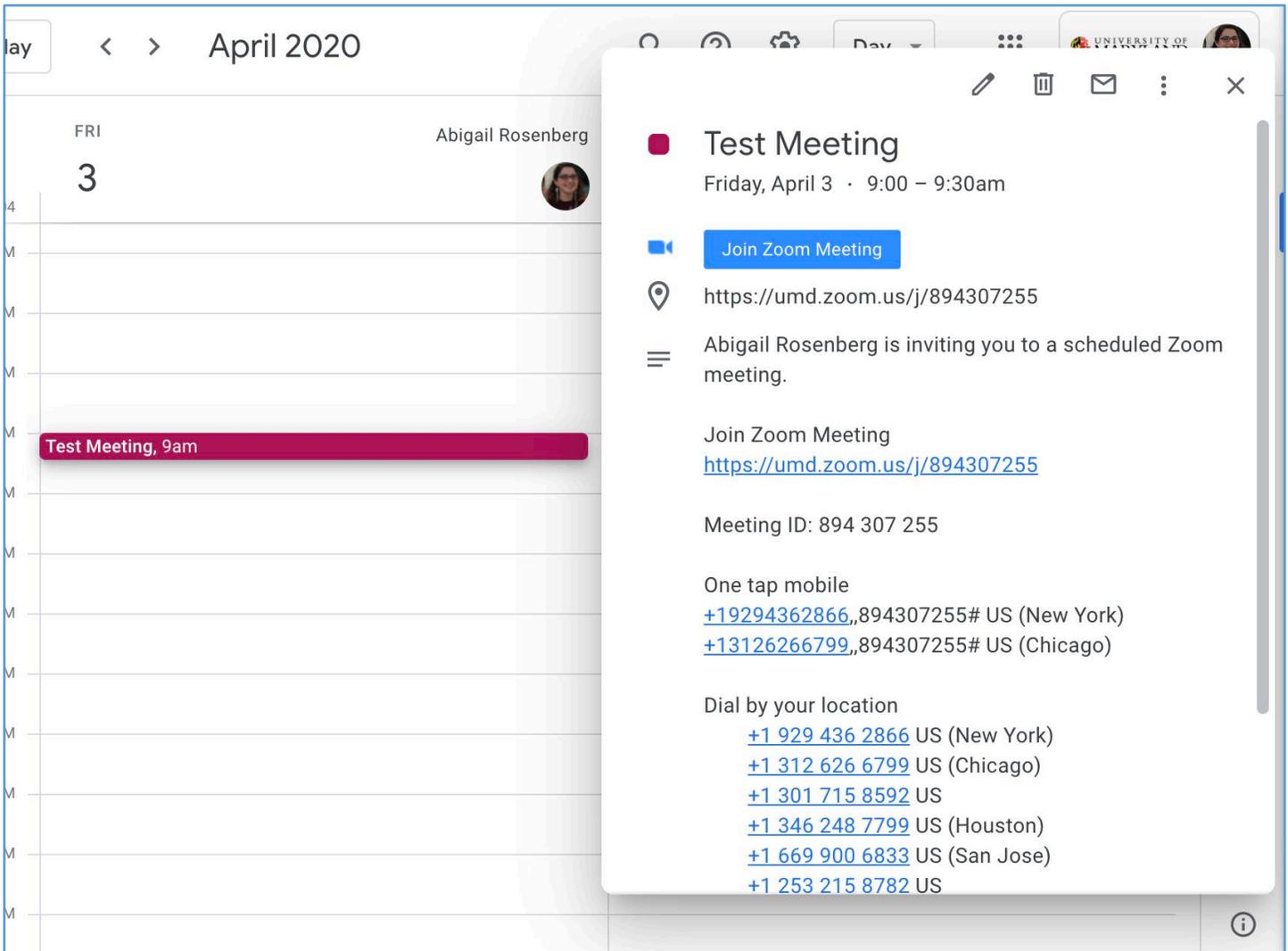
1. Click the **join link** in your email or calendar invitation.



2. Depending on your default web browser, you may be prompted to open the Zoom desktop application. Click Allow.
3. The Zoom application will open a new window and prompt you to sign in and join the meeting.

Join a Meeting: Google Calendar

1. After accepting the email invitation to the zoom meeting, Google Calendar will automatically add it to your own calendar, including all of the meeting details.
2. Click on the event in your Google Calendar.
3. Click on the link to the Zoom meeting in the event description.
4. The Zoom application will open a new window and prompt you to join the meeting.



The image shows a Google Calendar interface for April 2020. On Friday, April 3, a Zoom meeting event titled "Test Meeting, 9am" is visible. A pop-up window displays the meeting details:

Test Meeting
Friday, April 3 · 9:00 – 9:30am

[Join Zoom Meeting](#)

<https://umd.zoom.us/j/894307255>

Abigail Rosenberg is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://umd.zoom.us/j/894307255>

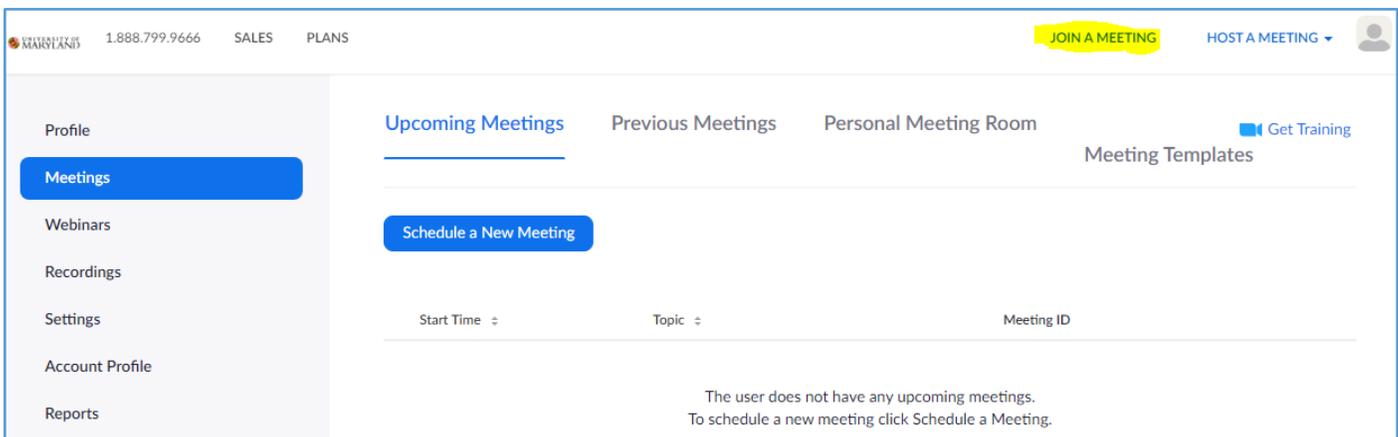
Meeting ID: 894 307 255

One tap mobile
[+19294362866](tel:+19294362866),894307255# US (New York)
[+13126266799](tel:+13126266799),894307255# US (Chicago)

Dial by your location
[+1 929 436 2866](tel:+19294362866) US (New York)
[+1 312 626 6799](tel:+13126266799) US (Chicago)
[+1 301 715 8592](tel:+13017158592) US
[+1 346 248 7799](tel:+13462487799) US (Houston)
[+1 669 900 6833](tel:+16699006833) US (San Jose)
[+1 253 215 8782](tel:+12532158782) US

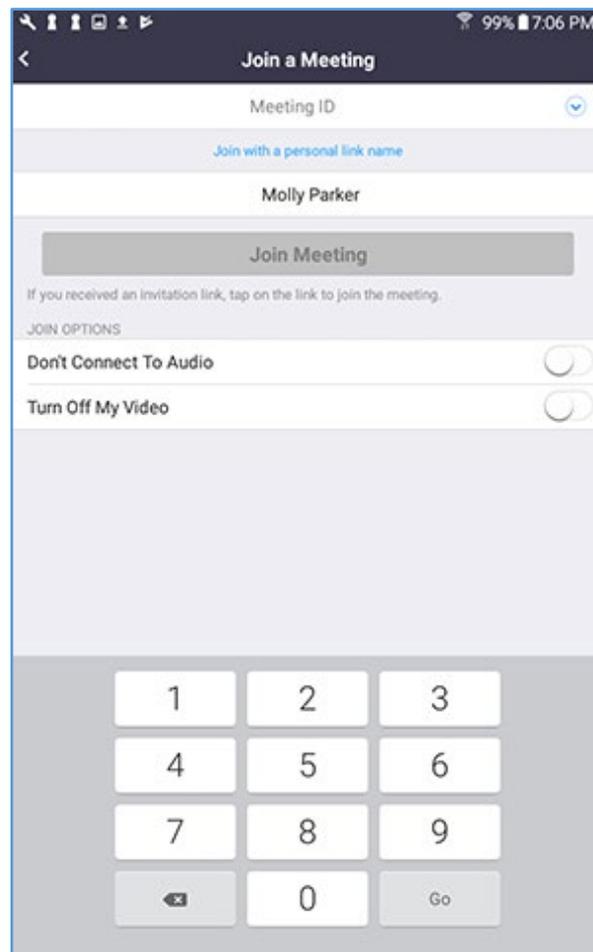
Joining a Meeting: Zoom Website

1. Open the Zoom website <https://umd.zoom.us/>
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in. You will need to enter the Meeting ID and password (if applicable) in order to join.
 - Sign in to Zoom to configure your account through UMD's Central Authentication System, then click on **Meetings** on the left-hand sidebar to see your scheduled meetings. This will list all upcoming meetings you have scheduled or for users that you have scheduling privilege for.
 - ◆ You can also join a meeting using the meeting ID number from the email or Google Calendar invitation by clicking **Join A Meeting** on the top right corner.
3. If you're not signed in, enter a display name. If you're signed in, you can change your name in Settings if you don't want your default name to appear.
4. Select if you would like to connect audio and/or video and click **Join**.



Join a Meeting: Smartphone App

1. Open the **ZOOM Cloud Meetings** mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Apple App Store, Google Play Store, etc.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in
 - Sign in to Zoom then tap **Join**.
3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.

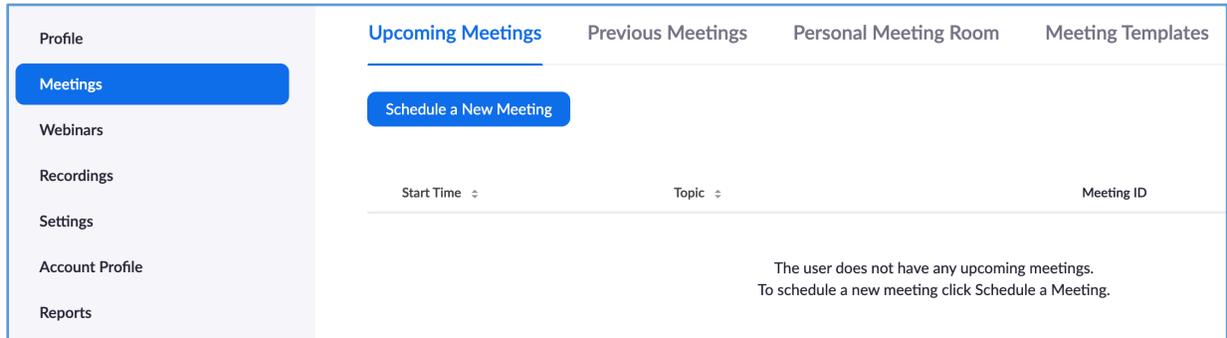


Schedule a Zoom meeting

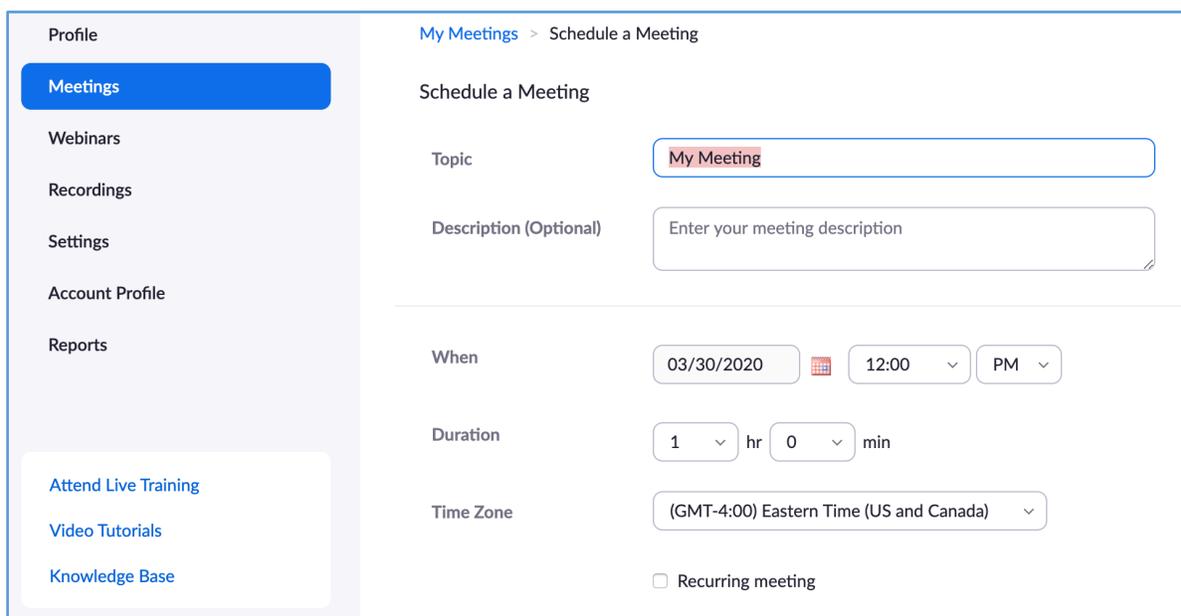
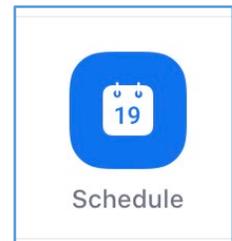
Zoom meetings can be scheduled through the Zoom desktop client, the Zoom mobile app, or directly through your Google Calendar with the [Zoom Extension on Chrome](#).

Basics of Scheduling

1. Sign in to <https://umd.zoom.us>, Click **Meetings** on the left-hand Navigation menu.
2. Make sure you are on the tab called **Upcoming Meetings**.
3. Click the blue **Schedule a New Meeting** button.



4. You can also schedule a meeting from the Zoom app by clicking on the **Schedule** icon on the main page.
5. The new meeting window displays for you to configure.
 - There must be a **title**, or a title of My Meeting will be given by default. A description is not required.
 - Add the **date and time** of the meeting, note whether it is an AM or PM meeting.
 - Enter the meeting **duration** in hours and minutes. Check that the time zone is correct.



6. If this is a recurring Zoom meeting, check the **Recurring Meeting** box. Further details in the [Recurring Meeting](#) section.
7. **Registration** is usually not necessary for typical conference meetings.
8. Generally, you should change the **Meeting ID** to **Generate Automatically** instead of [Personal Meeting ID](#).
9. Check the box if you require a **Meeting Password** and enter the desired password.
10. Video is set to **ON** for Host and **OFF** for Participants by default. Audio is set to **BOTH** telephone and computer audio by default. Further details in the [Audio and Video Settings](#) section.
11. Other meeting choices are optional - Further details in the [Meeting Options](#) section.
12. Click **Save**. You will be taken to the meeting information screen to review or edit the meeting details, add it to your calendar, and invite attendees. Further details in the [Inviting Attendees](#) section.
13. When the time comes, [Start Your Meeting](#).

Inviting Attendees

1. After saving the meeting, you will be taken to the meeting information screen. From there, you can invite attendees to your event in **Google Calendar** or simply click **Copy the Invitation** and send it out manually.
2. To add the event to your calendar, click **Add to Google Calendar**. This will open your **Google Calendar** with a pre-populated event for your meeting.
 - o Make sure it is on the appropriate account by looking at your account icon in the upper right-hand corner of the Google Calendar. Click on the icon to switch accounts if necessary.
3. Add participants under **Add Guests** on the right. Click **Save**.
4. You will see a pop-up box asking: Would you like to send invitation emails to Google Calendar guests? Click **Send**.

The screenshot displays the 'My Meeting' interface in Google Calendar. At the top, there is a 'Save' button and a 'More actions' dropdown. The event is scheduled for Mar 30, 2020, from 6:30pm to 7:30pm, in the Eastern Time - New York zone. It is not an all-day event and does not repeat. The 'Event Details' section includes a Zoom link (https://umd.zoom.us/j/408443815), an 'Add conferencing' option, a notification set for 10 minutes, and a notification for Abigail Rosenberg. The 'Guests' section shows one guest, anrosen@umd.edu (Organizer), with permissions to 'Invite others' and 'See guest list' checked. The 'Rooms' section is currently empty.

Recurring meetings

1. Check the **Recurring meeting** checkbox. Fields will be visible to configure a recurring meeting.
2. You can determine when meetings are to recur, and how many times this is to happen. Set the Frequency as Daily, Weekly, Monthly, or No-Fixed Time.
3. Set the **end date** either by entering a date or by entering the number of times you will have a meeting.

The screenshot shows a configuration interface for a recurring meeting. At the top, a time zone dropdown is set to "GMT-04:00 Eastern Time (US and Canada)". Below this, a checkbox labeled "Recurring meeting" is checked, with a red box labeled "1" and an arrow pointing to it. To the right of the checkbox, the text "Every day, until Mar 13, 2020, 4 oc" is visible. A dropdown menu is open, showing options: "Daily", "Weekly", "Monthly", and "NoFixed Time". A red box labeled "2" is positioned to the left of the "Recurrence" dropdown, which is currently set to "Daily". Below the "Recurrence" dropdown, the "Repeat every" field is set to "1" and "day". A red box labeled "3" is positioned to the left of the "End date" section. The "End date" section has two options: "By" (selected) with a date field set to "03/13/2020" and a calendar icon, and "After" with a dropdown set to "7" and the text "occurrences".

Audio and video settings

1. **Video** can be configured to be on or off for both Host (you) and Participants.
 - Having the video on for host and off for participants is ideal for presentations to avoid unnecessary distractions, while having both host and participants' video enabled is ideal for group discussion.
2. **Audio** can be configured so that the meeting can be delivered using Telephone or Computer audio. This is how attendees will connect with the meeting. You should always check **Both** to ensure the meeting is accessible to everyone.
 - International attendees can look up their country-specific dial-in number on [Zoom International Dial-In Numbers](#).

Video	Host	<input checked="" type="radio"/> on	<input type="radio"/> off
	Participant	<input type="radio"/> on	<input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from United States of America Edit		

Meeting Options

1. **Registration** is not required by default.
2. Choose your **Meeting ID** setting to either generate automatically or use your personal meeting ID.
 - For back-to-back meetings or meetings with people you do not meet with regularly, you should choose the **Generate Automatically** option to create a unique Meeting ID.
 - Your Personal Meeting Room is a virtual meeting room permanently reserved for you that you can access with your **Personal Meeting ID (PMI)** or personal link. You can start instant meetings with your PMI, or you can schedule a meeting that uses your PMI.
 - ◆ Your Personal Meeting Room is ideal for use with people you meet with regularly. However, because it is always accessible with the same Meeting ID and personal link, it should not be used for back-to-back meetings or people you do not meet with regularly. Once a participant has the link to your PMI, they can join it at any time the meeting is in use, unless you lock the meeting or use the Waiting Room feature to admit participants individually.
 - ◆ You can change your Personal Meeting ID in Settings.
3. A **Meeting Password** is not required by default. If you check **Require Meeting Password**, an editable text box will appear.
4. **Video** can be configured to be on or off for both Host (you) and Participants.
5. **Audio** can be configured so that the meeting can be delivered using Telephone or Computer audio or both.

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 861-124-3512
Meeting Password	<input type="checkbox"/> Require meeting password
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off
	Participant <input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from United States of America Edit

6. **Enable join before host:** Allow participants to join the meeting room before the host starts the meeting.
7. **Mute participants upon entry:** Participants will automatically be muted when they enter a meeting as to not interrupt any ongoing dialogue.
8. **Enable waiting room:** 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 when you are ready to begin.
 - If **Waiting Room** is enabled, **Join Before Host** will not work for that meeting.
9. **Only authenticated users can join:** Users with a pre-existing Zoom account

10. Breakout Room pre-assign: You can create up to 50 breakout rooms and assign up to a total of 200 participants by entering manually or importing from CSV.

11. Record the meeting automatically: the recording will begin when the host starts the meeting.

12. Alternative Hosts: Have the ability to start the meeting and control host actions during the meeting.

- Only authenticated users (with a pre-existing Zoom account) are able to be Alternate Hosts.

13. Interpretation: When the meeting starts, the host can start the interpretation feature, which will give the chosen interpreters access to their own audio channels. Attendees can select an audio channel to hear their language of choice.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

- Enable language interpretation 

Conference Calls

1. Schedule a Zoom meeting as usual, described in the section titled [Basics of Scheduling](#).
2. If this is a recurring conference call, check the [Recurring Meeting](#) box.
3. **Video** should be set to **off** for the host and participants of conference calls.
4. **Audio** should always be set to **Both** to ensure the meeting is accessible to everyone. This is how attendees will connect to the meeting.

The screenshot shows the 'Video' and 'Audio' settings for a Zoom meeting. Under 'Video', the 'Host' and 'Participant' options are both set to 'off'. Under 'Audio', the 'Both' option is selected. At the bottom, it says 'Dial from United States of America' with an 'Edit' link.

5. Leave the **Registration** box unchecked
6. Select your Meeting ID to **Generate Automatically** to create a unique meeting ID for your meeting. You should not use your Personal Meeting ID for conference call meetings.
7. Leave the **Meeting Password** box unchecked.

The screenshot shows the 'Registration', 'Meeting ID', and 'Meeting Password' settings. 'Registration' is set to 'Required' (unchecked). 'Meeting ID' is set to 'Generate Automatically'. 'Meeting Password' is set to 'Require meeting password' (unchecked).

8. Other [Meeting Options](#) should be **un-checked** if you are using the meeting solely for conference calling purposes.

The screenshot shows the 'Meeting Options' section with several checkboxes, all of which are unchecked:

- Enable join before host
- Mute participants upon entry ¹²
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically

9. Alternative Hosts have the ability to start the meeting and control host actions during the meeting.
 - o Only **authenticated users** (with a pre-existing Zoom account) are able to be entered as Alternate Hosts.
10. Click **Save**. You will be taken to the meeting information page.

My Meetings > Manage "My Meeting" Start this Meeting

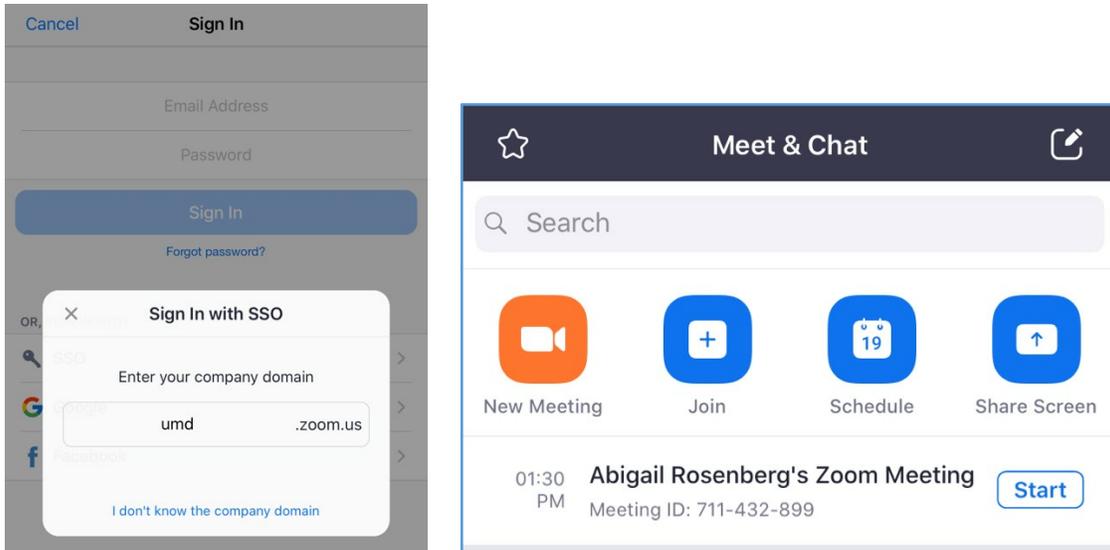
Topic	My Meeting
Description	Test
Time	Mar 30, 2020 06:30 PM Eastern Time (US and Canada)
Add to	 Google Calendar  Outlook Calendar (iCS)  Yahoo Calendar
Meeting ID	408-443-815
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://umd.zoom.us/j/408443815 Copy the invitation

11. The host of the meeting can start the meeting from the Zoom mobile app, Zoom desktop client, or by calling in with their phone and entering the host key (if applicable). You can also simply click on the event link from your Google Calendar event, email invitation, or Upcoming Meetings tab in Zoom. Further details in the [Start Your Zoom Meeting](#) section.

Start Your Zoom Meeting

4. Smartphone/App

- You must download the **ZOOM Cloud Meetings** Mobile App (iOS or Android).
- Sign in with SSO, enter **umd** as the company domain.
- Click **Start** for the chosen meeting.

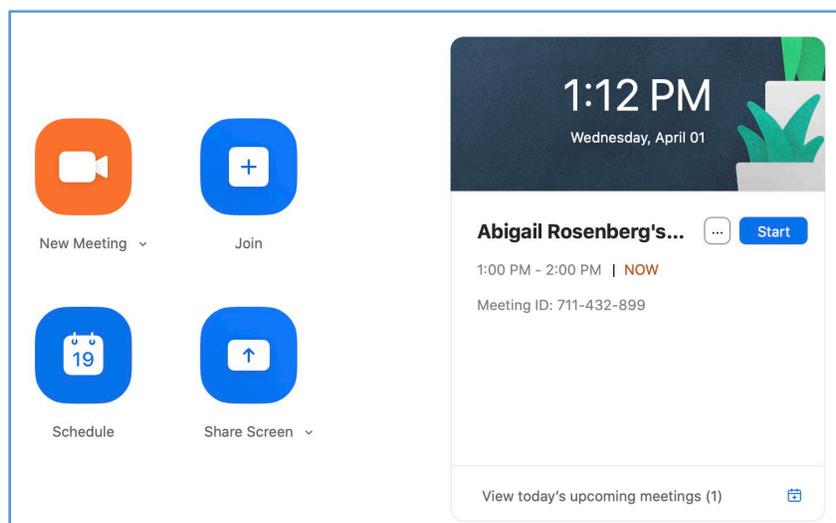


5. Desktop – Zoom Dashboard

- Sign in to <https://umd.zoom.us/>, click **Meetings**, click **Upcoming**, then click **Start** for the chosen meeting. You will be prompted to download or open the Zoom application before the meeting begins if you have not already.
- If you have selected to be on webcam, your webcam video will display. You can choose your video source here if there are multiple options.
 - ◆ It is recommended that you be sparing in your use of the webcam due to bandwidth considerations.
- If your computer does not have a microphone, you should call in to the meeting from your phone.

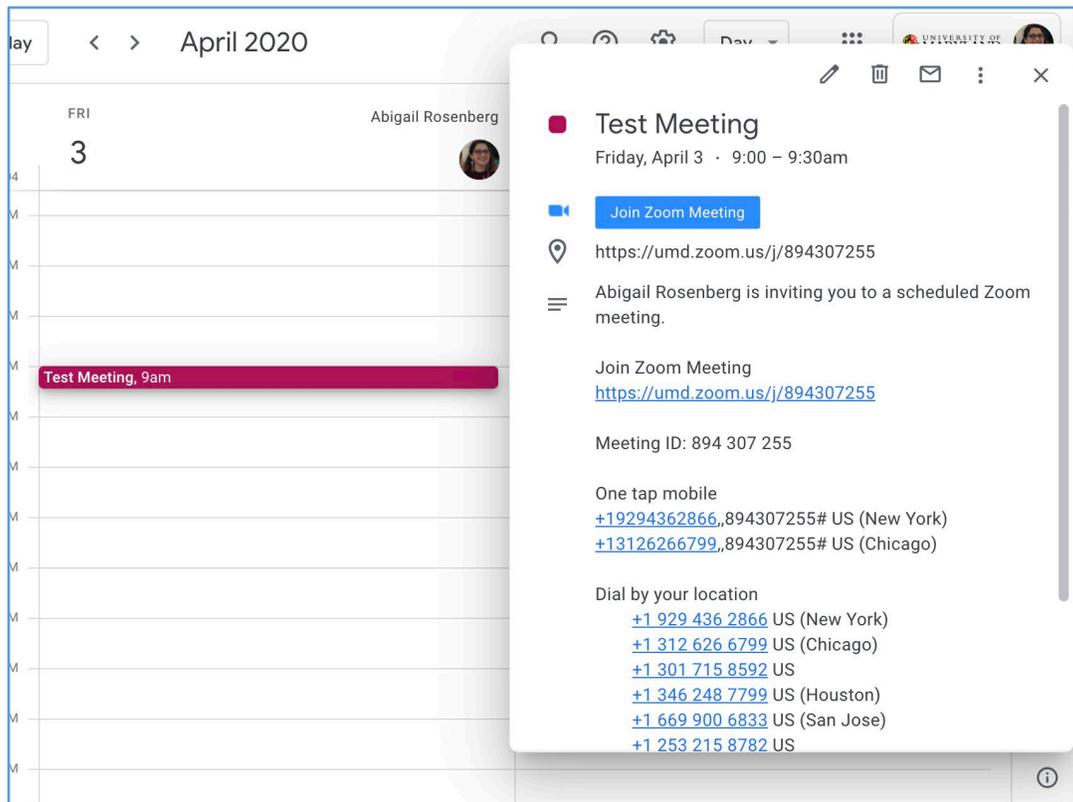
6. Desktop – Zoom App

- Open the Zoom app and click Start on the meeting. Zoom will open the meeting window.



7. Google Calendar

- Click on the event in your Google Calendar.
- Click Join **Zoom Meeting** or click on the link to the Zoom meeting in the event description.



- The Zoom application will open a new window and prompt you sign in if you are not already. Zoom will recognize you as the host of the meeting, and prompt you to **Start the Meeting**.

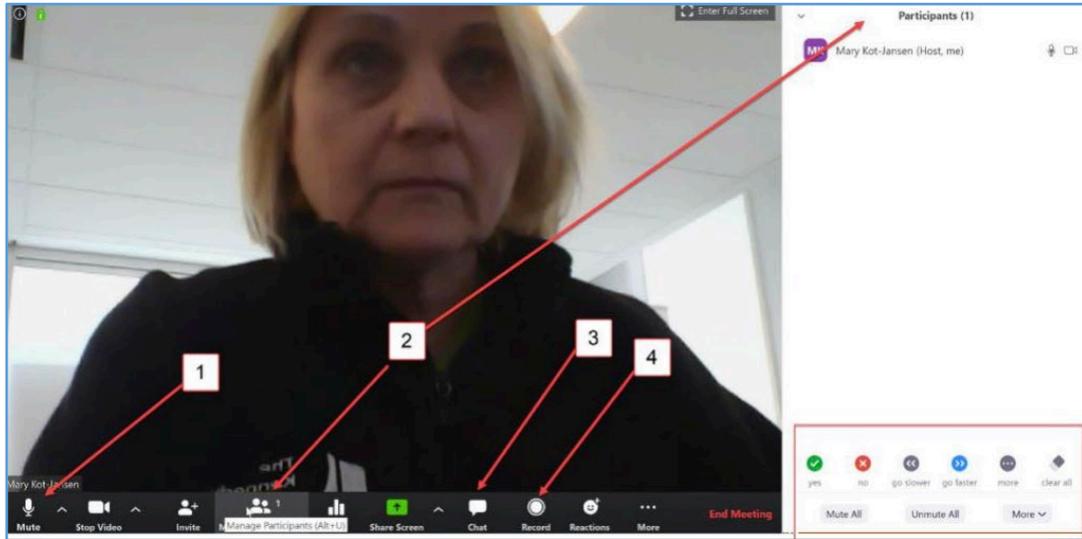
8. Calling in from your phone

- Dial the teleconferencing number provided in your email invite, Google Calendar event, or meeting information screen in Zoom. Enter the meeting ID number and host key (if applicable) when prompted using your dial pad. This option does not have the ability to use video.
 - ◆ If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.
 - ◆ International attendees can look up their country on [Zoom International Dial-In Numbers](#).

During a Zoom Meeting

Basics of Conducting a Meeting

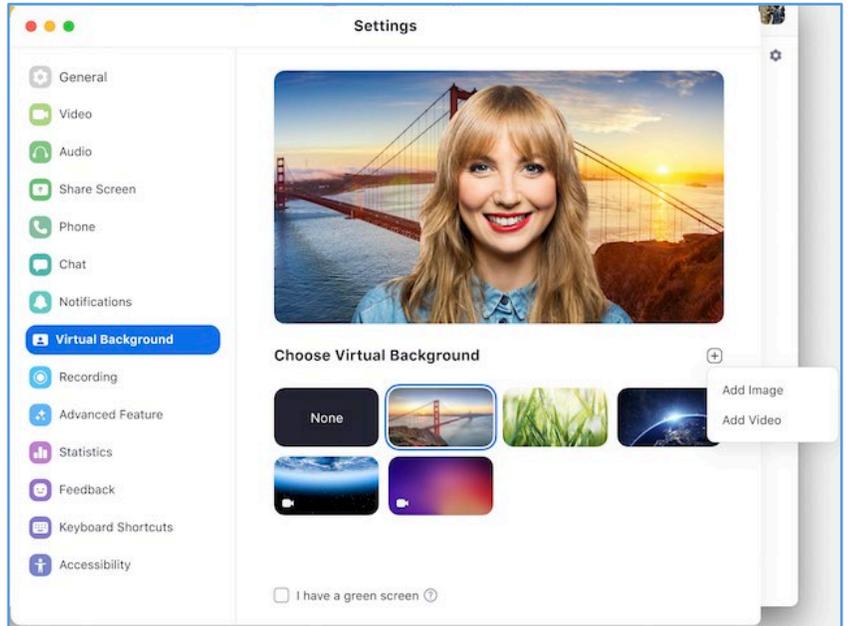
1. Hover over the bottom of the Zoom Meeting window to view your Host menu bar.



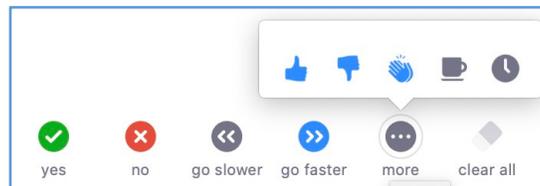
2. You may **Mute** yourself or **Stop Video** at any point during the meeting.
3. Select **Participants** from the menu bar to display the members of the meeting.
4. Chat messages can be sent to all members or privately to individual members via the **Chat** feature.
5. If you would like to record this meeting and the meeting was not set to record automatically, click the record button before you begin.
6. Hosts and attendees can click the green **Share Screen** feature if they wish to share content with the entire meeting.
7. Explore further options in the [Zoom Features](#) section below.
8. Click **End Meeting** to stop the recording and end the meeting.

Zoom Features

1. **Push to Talk:** Once muted, you can press and hold the space bar to temporarily un-mute yourself. Releasing the space bar will put you back on mute.
2. **Virtual Backgrounds:** Click the ^ arrow next to the video icon in the meeting and **Choose Virtual Background**. You will be prompted to download the virtual background package, then you will be able to choose from a variety of virtual backgrounds to mask your home background space. You can upload your own photos and videos to use as backgrounds. To achieve the best virtual background effect, Zoom recommends using a solid color background, preferably green. Use uniform lighting and color, and do not wear clothing that is the same color as the virtual background.



3. **Polling:** Create your poll ahead of time by adding a poll on the meeting information page for a particular meeting. Only the original host can create a new poll while in the meeting. Answers can be viewed live as they come in, and results can be shared.
4. **Closed Captions:** Captions can be assigned to be typed by an attendee, typed by you, or typed by a third-party service.
5. **Non-Verbal Feedback Icons:** Clicking the icons at the bottom of the Participant list will add the icon next to your name for the host and participants to see. Non-hosts will also have a raise/lower hand icon to choose from.



6. **Breakout Rooms:** You can create up to 50 breakout rooms and assign up to a total of 200 participants by entering manually or importing from CSV. Participants can be divided into rooms automatically during the meeting, as well.
7. **Waiting Room:** 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 when you are ready to begin. During the meeting, hosts can choose to place individual attendees in the virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear. If the waiting room is not enabled, you'll see an option to place the attendee on hold. If Waiting Room is enabled, Join Before Host will not work for that meeting.

Controls for Hosts and Co-Hosts

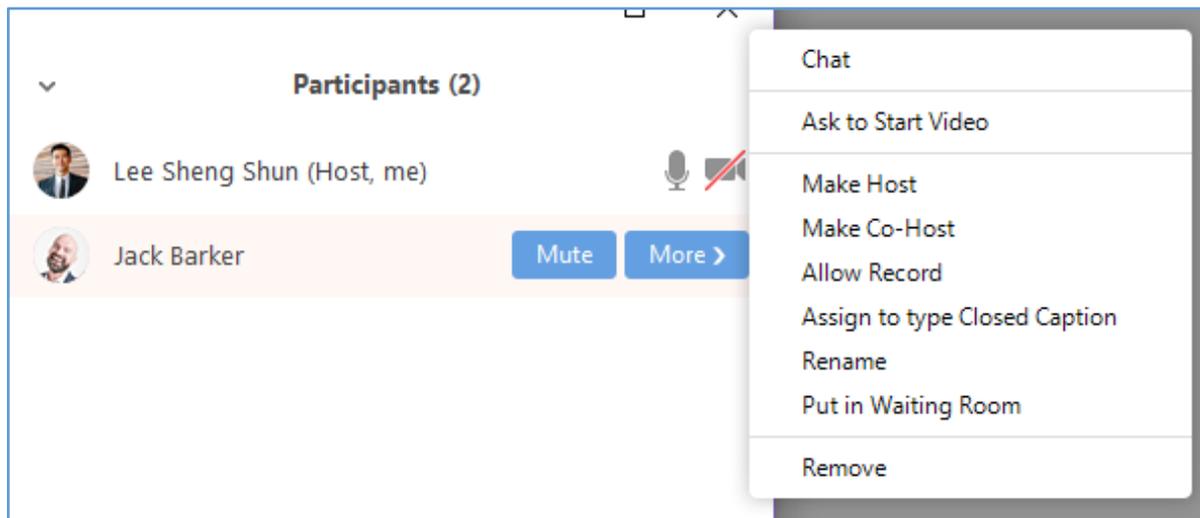
1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:

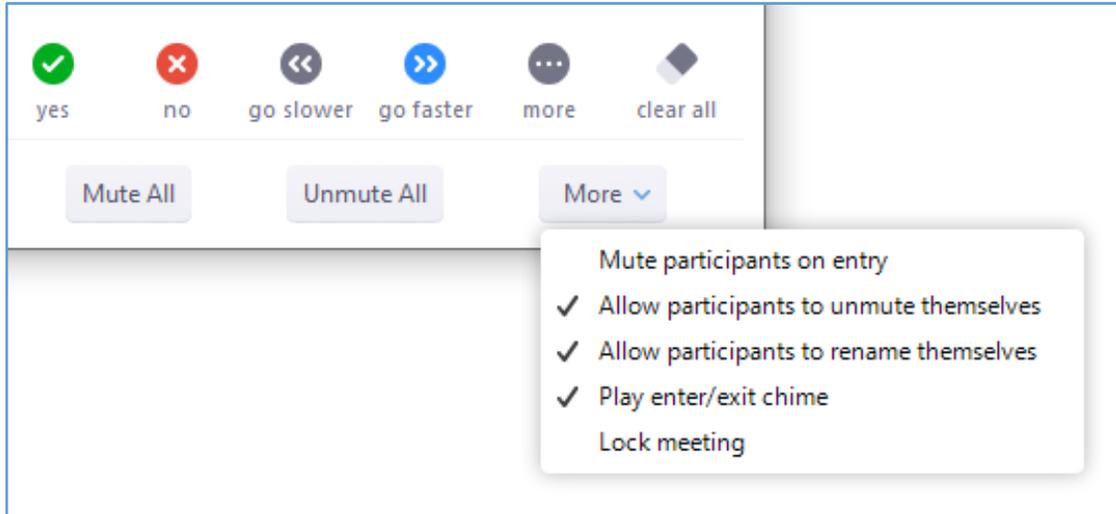


3. Hover over a participant and click **More** for these participant-specific options:



- **Chat:** Open the chat window to send messages directly to the individual.
- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Make Host:** (Only available to the host) Assign the attendee to be the host. There can only be one host.
- **Make Co-Host:** (Only available to the host) Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Allow Record:** (Only available to the host) Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Assign to type Closed Caption:** (Only available to the host) Assign the attendee to type closed caption during the meeting.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
 - ◆ To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile settings.

- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
 - **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.
 - **Remove:** They won't be able to rejoin unless you allow participants and panelists to rejoin.
4. You will also have access to enable or disable the following options for **all participants** at the bottom of the participants list by clicking the drop-down menu for **More**:



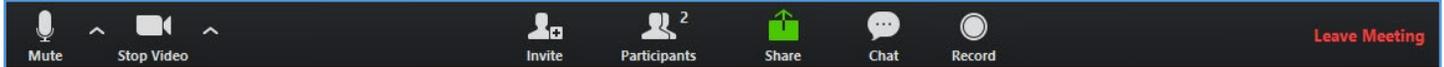
- **Mute All / Unmute All**
 - **Mute participants on entry**
 - **Allow participants to unmute themselves**
 - **Allow participants to rename themselves**
 - **Play enter/exit Chime**
 - **Lock meeting:** This prevents new participants from joining the meeting in progress.
 - **Merge to meeting window:** Merge the participants list with the main meeting window (This option is only available if you separated the participants list from the main meeting window).
5. To prevent participants from screen sharing:
- In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.



- Under **Who can share?** choose **Only Host**.

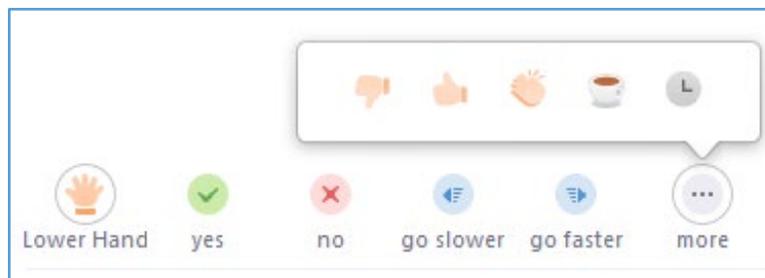
Controls for Attendees

1. The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



2. Attendees have access to these features:

- **Mute / Unmute:** Audio Controls (click the ^ arrow next to **Mute / Unmute**) to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
 - ◆ The **Push to Talk** feature is automatically in place, which allows you to remain muted throughout your Zoom meeting and hold down the spacebar when you want to be unmuted and talk, like a walkie-talkie.
- **Start Video / Stop Video:** Video Controls (click the ^ arrow next to **Start Video / Stop Video**) to change cameras if you have multiple cameras, access your full video settings, or choose a virtual background (if enabled).
 - ◆ Click the ^ arrow next to the video icon and click **Choose Virtual Background**. Download the Zoom virtual background package once prompted, then choose your background.
- **Invite**
- **Participants:** Click to see who's currently in the meeting. Opening the Participants list also gives you access to these options:
 - ◆ **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
 - ◆ **Non-verbal feedback icons (if enabled by the host):** Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise for your turn to speak or be acknowledged.

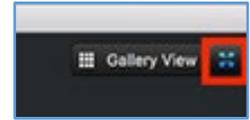


- **Share Screen:** You will be able to select the desktop or application you want to share.
- **Chat:** Chat with individuals or the entire meeting.
- **Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording.
 - ◆ The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Changing the Video Layout

1. Full Screen

- You can take any of the layouts except Mini Window into full screen by clicking on the icon with four arrows at the top right corner (in the red box) of your Zoom window. You can exit full screen by pressing **Exit Full Screen** in the same location or using the Esc key on your keyboard.



2. Active Speaker Layout

- Active speaker** is the default video layout. It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant's video below. If currently in Active Speaker Layout, the button will generate the change to Gallery View option.

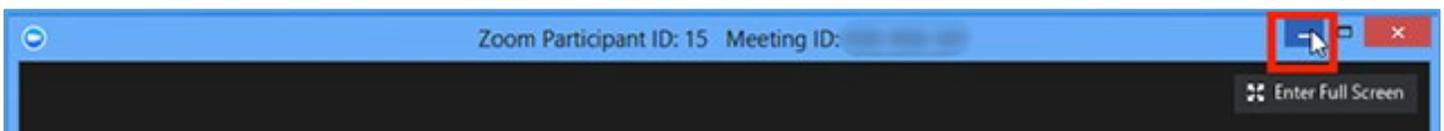
3. Gallery View

- Click **Gallery View** in the upper right corner of your Zoom window to enter Gallery View.
- When using Gallery View, you will be able to see up to 49 participants at a time and you will have an arrow to scroll through the remaining participants. If currently in Gallery View Layout, the button will generate the change to Active Speaker option.



4. Mini Window

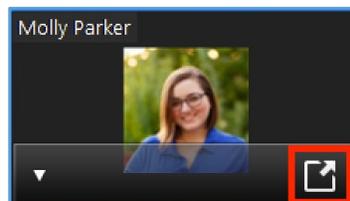
- Mini Window allows you to minimize the Zoom video but keep it on top of any other applications you have open on your computer. You can move the window around your screen as needed or hide the video entirely.
- To switch to **Mini-window** view, click on the minimize icon. It is at the top right for Windows, or top left for Mac.



- Once in Mini Window mode, you can collapse the video by clicking on the arrow on the left side.

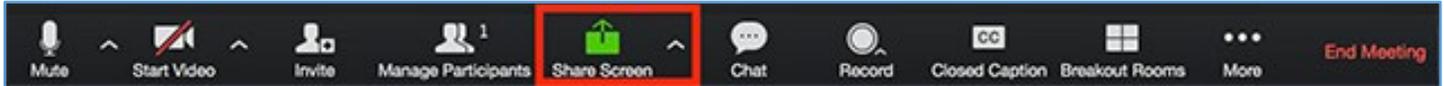


- To exit Mini Window mode, click the arrow on the right side.

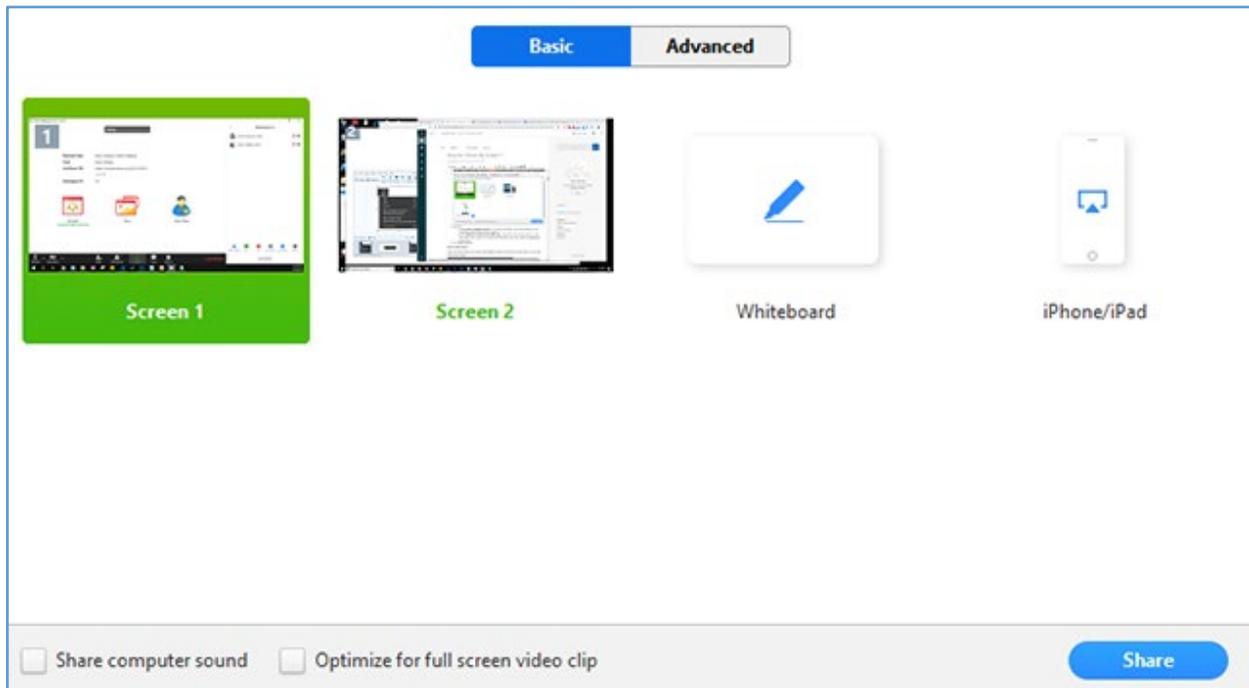


Screensharing

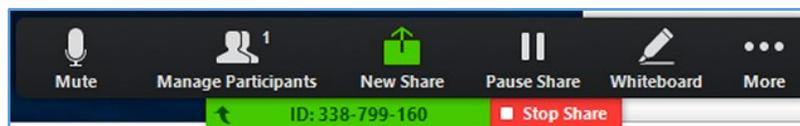
1. Click the **Share Screen** button located in your meeting controls.



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad – such as PowerPoint.

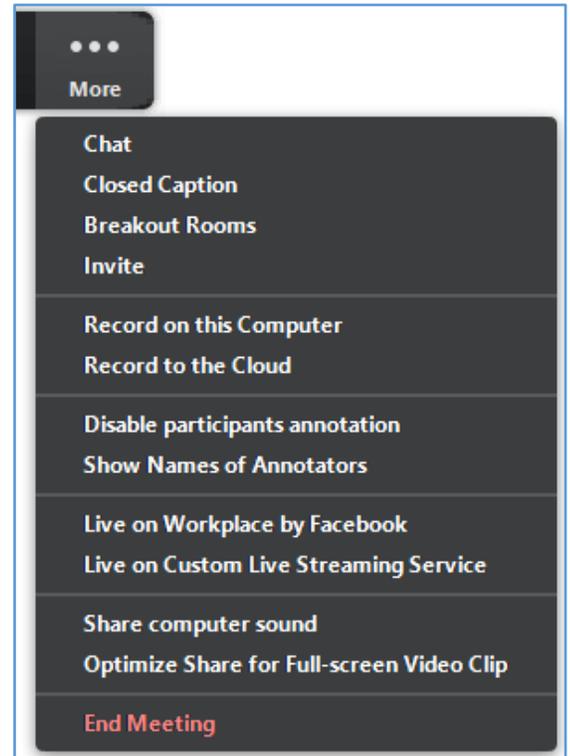


3. (Optional) Enable these features:
 - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
 - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
4. Click **Share**.
 - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
 - To disable automatic full screen when viewing a shared screen, disable this option in your account settings: **Enter full screen automatically when a participant shares screen**.
5. When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



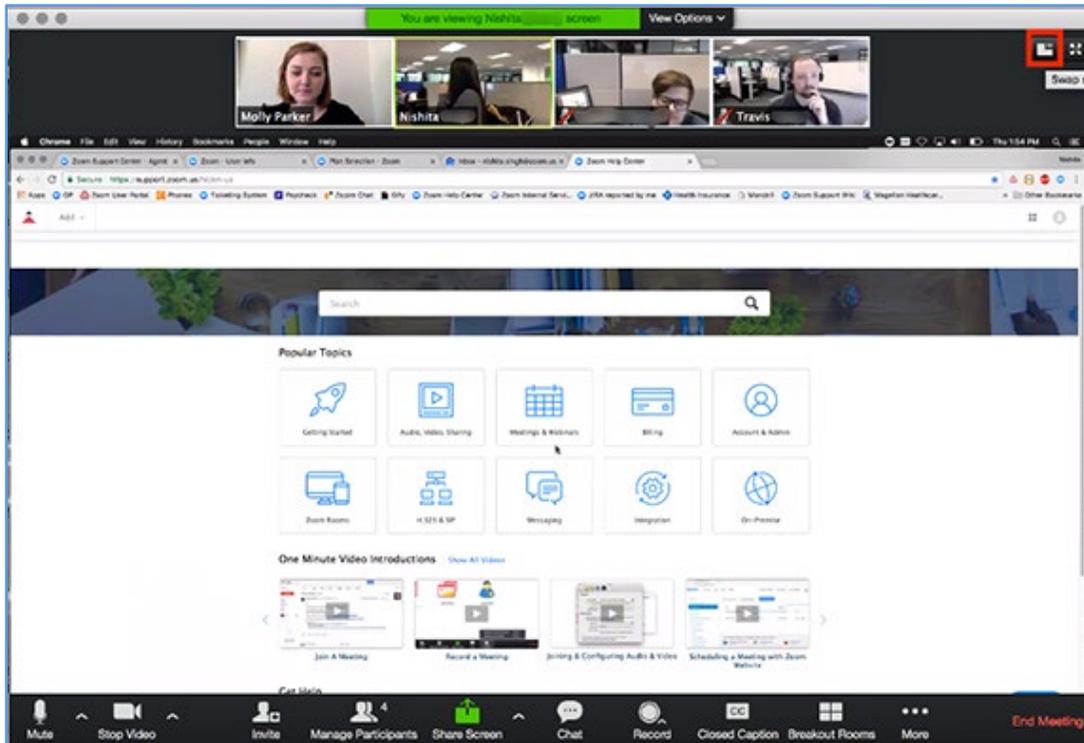
- **Mute/Unmute**: Mute or unmute your microphone.

- **Start/Stop Video:** Start or stop your in-meeting video.
- **Participants/Manage Participants:** View or manage the participants (if the host).
- **New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share:** Pause your current shared screen.
- **Annotate / Whiteboard:** Display annotation tools for drawing, adding text, etc.
- **More:** Hover over more for additional options →
 - ◆ **Chat:** Open the chat window.
 - ◆ **Closed Caption:** assign typing of captions or use third part service
 - ◆ **Breakout Rooms:** assign or automatically separate participants into breakout rooms
 - ◆ **Invite:** Invite others to join the meeting.
 - ◆ **Record:** Start recording locally on your computer or to the cloud.
 - ◆ **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.
 - ◆ **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.
 - ◆ **Live on Workplace by Facebook:** Share your meeting or webinar on Workplace by Facebook
 - ◆ **Live on Custom Live Streaming Service:** Share your meeting or webinar on a custom live streaming service of your choice.
 - ◆ **Share computer sound:** for participants to hear the sound from videos playing on your screen share.
 - ◆ **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode
 - Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.
 - ◆ **End Meeting:** Leave the meeting or end the meeting for all participants.

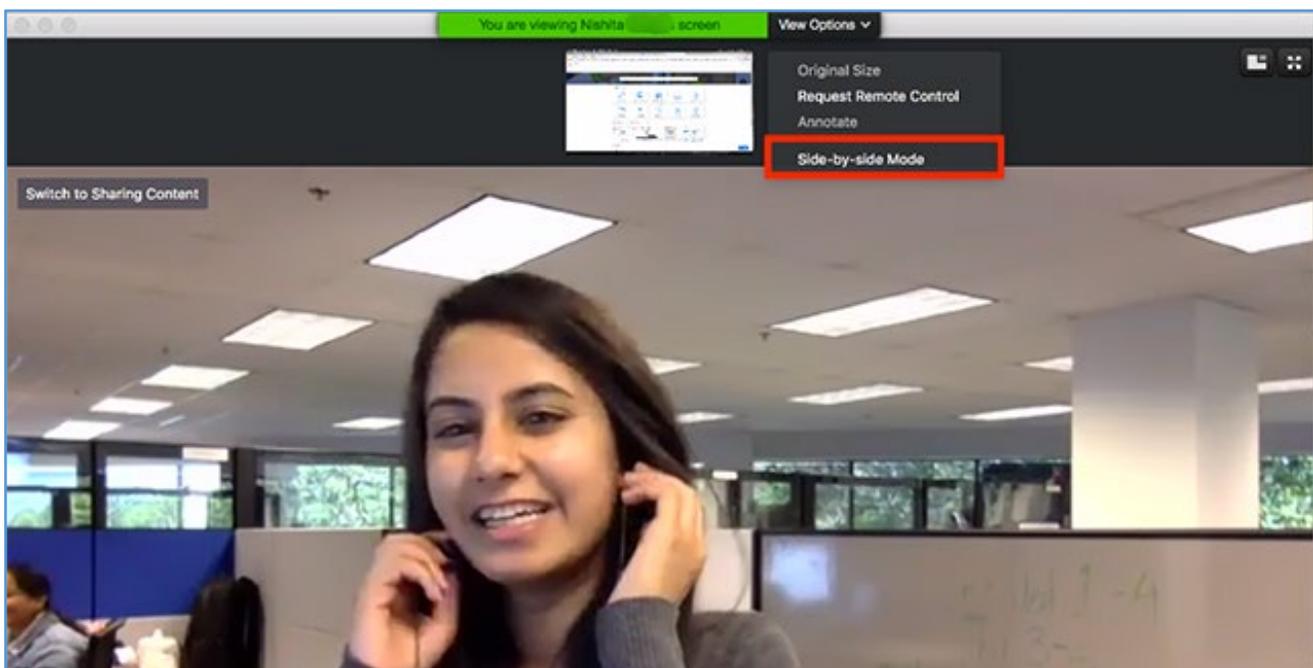


Layout when Screensharing

1. When you are viewing a screenshare, you can view the screen share with active speaker or gallery view at the top of your screen or in Side-by-Side Mode.
 - Click the swap icon at the upper right corner of the Zoom window to switch the content and video feed locations.

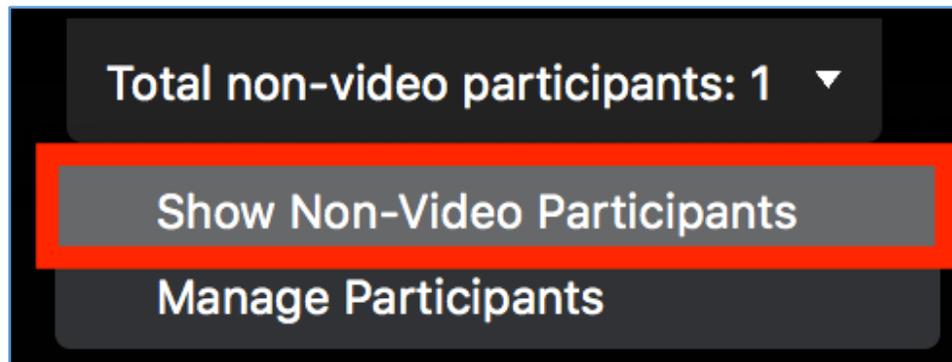


- Click the icon at the upper right to swap it back or click **Switch to Sharing Content**.
- Click **View Options**, then **Side-by-Side Mode** to switch into Side-by-Side Mode.



2. Hide Non-Video Participants

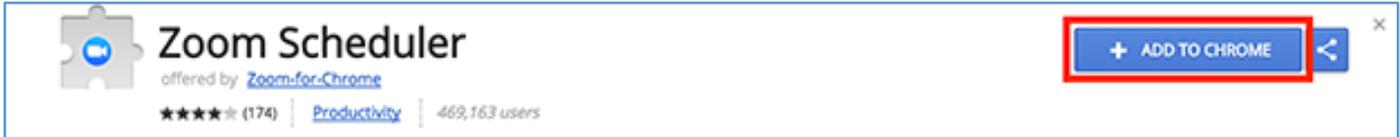
- When you are in Gallery View, right-click on any participant that either has their video off or dialed in via telephone, or you can click on the 3 dots at the upper right of their participant box.
- Choose **Hide Non-Video Participants** to hide all users with their video off.
- To show non-video participants again, click **Total non-video participants** at the top of your screen and select **Show non-video participants**.



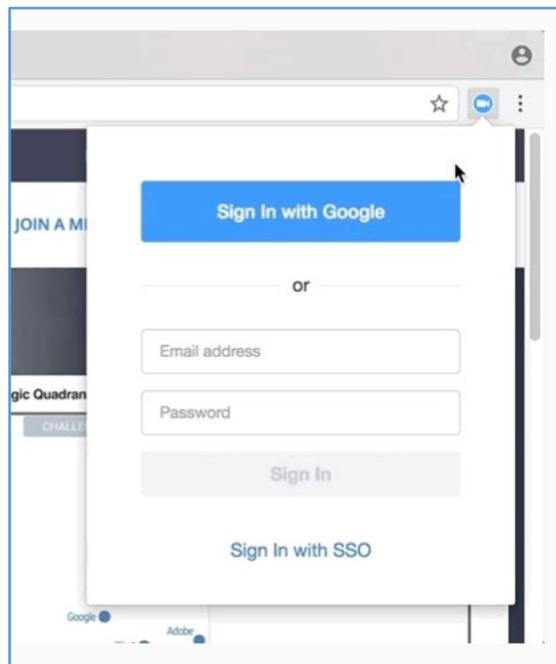
Advanced Options

Adding the Zoom Extension to Google Chrome

Before you can schedule meetings using the Chrome extension or directly in Google Calendar, you need to install the Zoom Scheduler extension from the [Chrome Web Store](#). Click **Add to Chrome** in the upper right of the extension window.



The Zoom Chrome extension will install an icon next to your Chrome address bar. If you click the Zoom button, the Chrome extension will open with a small pop-up window.



1. Sign into your Zoom Account. Click Sign in with SSO to sign in with UMD's Central Authentication.
 - o The "company's domain" would be UMD (see: umd.zoom.us)
2. Once signed in, you will have additional options in the Chrome Extension:
 - o **Schedule a Meeting:** Click Schedule a Meeting to open up a new event on Google Calendar.
 - o **Start a Meeting:** Hover over Start a Meeting to choose to start with video or start without video.
 - o **Name/email address:** Click on your name or email address to open your Zoom profile page.
 - o **Gear icon:** Click on the Gear icon to open the Zoom meeting settings.

Scheduling a Meeting Directly Through Google Calendar

After you add the Zoom Extension to Google Chrome, you can make any Google Calendar invite a Zoom Meeting.

1. Create a new calendar event or edit an existing calendar event.
2. Open the additional options for the event.
3. Click **Make it a Zoom Meeting**

The screenshot shows the Google Calendar event creation interface for an event titled "Sync Up". The event is scheduled for Jan 10, 2018, from 10:00pm to 11:00pm. The interface includes a "SAVE" button in the top right corner. Below the event details, there are tabs for "EVENT DETAILS" and "GUESTS". Under "EVENT DETAILS", there is a "Make it a Zoom Meeting" button highlighted with a red box. Other options include "Add location", "Add conferencing", and "Notification" settings. Under "GUESTS", there are options to "Add guests" and "Guests can:" with checkboxes for "Modify event", "Invite others", and "See guest list".

4. This will create a Zoom meeting and populate the meeting details in the description.
5. If you are rescheduling a Zoom meeting from Google Calendar, edit the calendar entry and change the meeting date/time. Do not drag and drop the calendar event or copy the meeting details to a different calendar entry.
6. Click **Save**.

By default, the meeting will be scheduled with the options that you used for your last meeting. However, you can have the scheduling options appear each time.

1. Click the extension icon next to your address bar.
2. Click the gear icon.
3. Check one of the following options:
 - **Require Meeting Password:** Manually Input Each Time
 - **Schedule for:** Allow me to choose each time
 - **Alternative host:** Allow me to choose each time

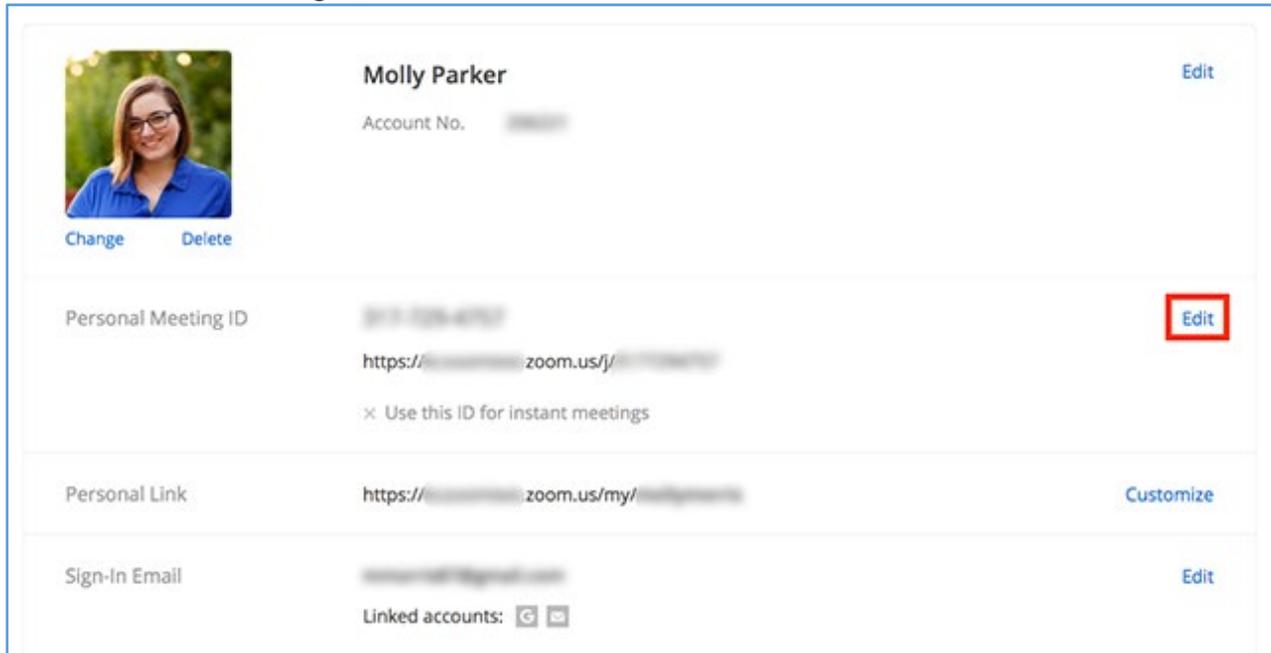
If you receive a message that your session has expired ("Your Zoom Chrome Extension session has expired."), you need to login to the Chrome extension again. Click the Zoom extension icon next to your address bar. Sign into your Zoom account.

The screenshot shows the "Zoom Schedule Options" dialog box. It has two tabs: "Meetings" and "Personal Audio Conference". The "Meetings" tab is selected. The options are organized into sections: "Video" (Host: On/Off, Participant: On/Off), "Audio" (Telephone, Computer Audio, Both), "Options" (Require meeting password: Random password, Manually input password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID; Record the meeting automatically; List in the Public Event List), "Schedule For" (Myself, Allow me to choose each time), and "Alternative hosts" (Example: john@company.com; peter@school.edu, Allow me to specify each time). The "Manually input password", "Allow me to choose each time", and "Allow me to specify each time" options are highlighted with red boxes. At the bottom, there are "Save Changes" and "Cancel" buttons.

Personal Meeting ID

Personal meeting ID is part of your personal meeting URL; for example, <https://zoom.us/j/555112222> and they are the two ways to access your personal meeting room. Your personal meeting room is a virtual room that is permanently reserved for you. You can start it at any time or schedule it for future use. You can also schedule or start an instant meeting with your PMI.

1. To change your PMI, sign into the Zoom web portal.
2. Click **Profile**.
3. Next to **Personal Meeting ID**, click **Edit**.



The screenshot shows the Zoom web portal profile page for Molly Parker. The profile includes a profile picture, name, and account number. The Personal Meeting ID field is highlighted with a red box, and the 'Edit' button next to it is also highlighted with a red box. The Personal Meeting ID is displayed as a 10-digit number, and the corresponding URL is shown as <https://zoom.us/j/555112222>. There is a checkbox for 'Use this ID for instant meetings' which is currently unchecked. The Personal Link field is also visible, showing a URL and a 'Customize' button. The Sign-In Email field is also visible, showing an email address and an 'Edit' button. The Linked accounts section shows Google and Microsoft accounts.

4. Enter a 10-digital ID.
5. Click the check box if you want to use your PMI for instant meetings.
6. Click **Save Changes**.

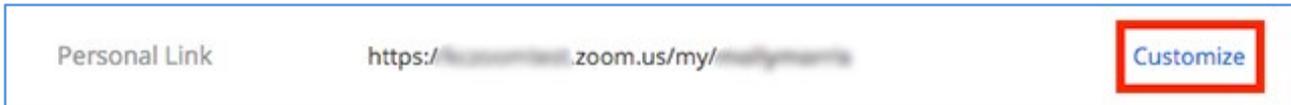
There are some restrictions for customizing your PMI. The number you choose must meet the following criteria:

- Start with 2–9 (cannot start with 1 or 0)
- Following PMI prefixes (toll-free number prefixes) are not allowed:
800, 400, 888, 887, 877, 866, 855, 850, 803, 804, 807, 808, 809, 660, 508, 900, 200, 300, 500, 600, 700
- Must not repeat 3-digit groups like 247 247 247x or x247 247 247
- Must not repeat 3-digit groups like 222 444 777x or x222 444 777
- Must not use the same 8 digits like 222 x22 222x
- Must not have the same number 5 or more times consecutively like 11111xxxx, x11111xxxx, xx11111xxx, xxx11111xx, xxxx11111x, xxxxx11111
- Sequential numbers are not allowed; for example, 123456789x
- Meeting IDs already in use are not allowed

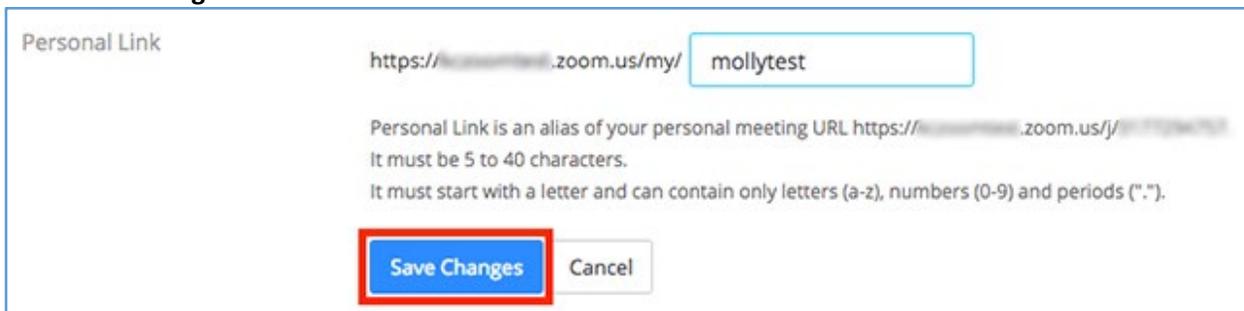
Customize Your Personal link

Your personal link is your personal URL that is associated with your personal meeting room. Personal meeting ID is part of your personal meeting URL; for example, <https://zoom.us/j/5551112222> and they are the two ways to access your personal meeting room. Your personal meeting room is a virtual room that is permanently reserved for you. You can start it at any time or schedule it for future use. You can also schedule or start an instant meeting with your PMI. Personal link must be at least 5 characters and no more than 40 characters. It must start with a letter and can only contain letters, numbers and periods (.)

1. Sign into the Zoom web portal.
2. Click **Profile**.
3. Select **Customize** next to Personal Link.

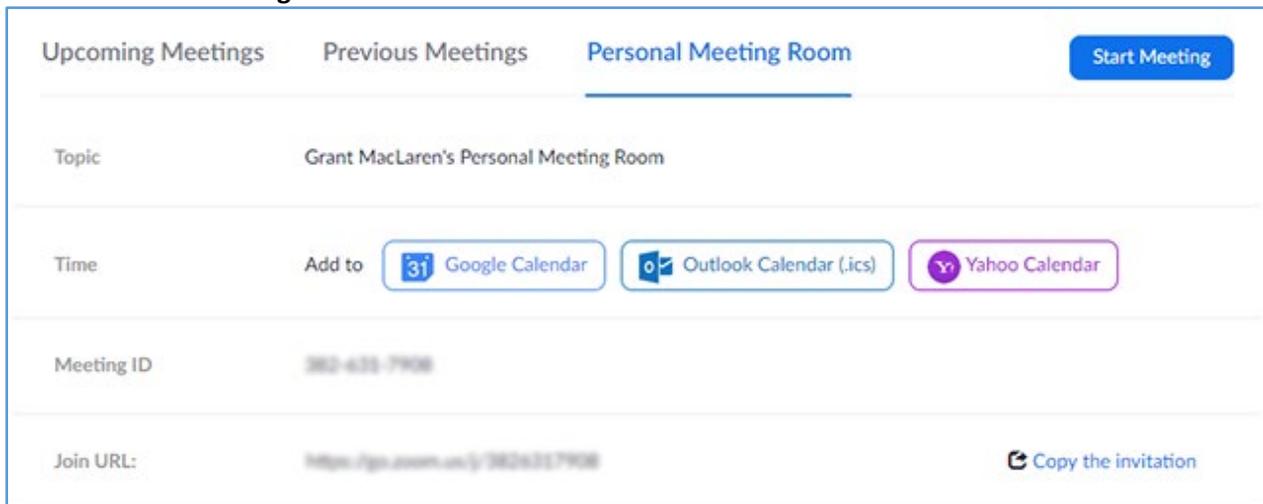


4. Enter in the ID or personal link desired.
5. Click **Save Changes**.



Edit Personal Meeting Room Settings:

1. Sign into the Zoom web portal.
2. Click **Meetings**.
3. Click **Personal Meeting Room**.



4. Click **Edit this Meeting**.
5. Change the desired settings.
6. Click **Save**.

Protect your meeting against Zoombombing

Zoombombing is the abuse of default settings that allows anyone to join a meeting disburbed by a public link to share screen malicious content. Here are multiple ways to prevent Zoombombing from occurring.

For more privacy and security information about Zoom visit zoom.us/security

Advanced settings

1. Click **Share Screen** → **Advanced Sharing Settings**.
2. Under **How many participants can share at one time?** click **One participant can share at a time**.
3. Next to **Who can start sharing while someone else is sharing?**, click **Only Host**.
4. This will allow you to take back the screen.
5. If you do not need to offer the ability to share screen you participants, click **Only Host** under **Who can share?** for a more secure meeting.
6. If you do, click **All participants**.

Profile settings

1. From the navigation on the left, click **Settings**. These settings are located in the **Meeting** section.
2. Apply the same settings mentioned in the [Advanced settings](#) section above.
3. Browse through other settings that suit your security needs.
4. Recommended settings are listed in the [Other recommended settings](#) section.

Other recommended settings and best practices

1. Consider implementing these best practices to keep your Zoom meetings private and secure. To access these settings in Zoom, from the navigation on the left, click **Settings**. Most of these settings are located in the **Meeting** section.
2. [Enabling Co-Host](#) who can help moderate.
3. Disable File Transfer to prevent malicious files from being shared.
4. **Disable** [Allow Removed Participants to Rejoin](#). Don't waste time kicking out the same offender.
5. Do not use the **Use Personal Meeting ID (PMI)** when scheduling a meeting in advance. Disabling this setting will generate a unique meeting code.
6. Enable a [Waiting Room](#) to manually grant participants entry to your meeting.
7. [Control or limit in-meeting chat](#) access. You can lock down chat options or remove it completely.
 - o **NOTE:** **Join Before Host** has been disabled by the Division of Information Technology to prevent activity before you are there to moderate it.
8. Enable a [meeting password](#) for an added layer of security.
9. Disable cloud recording downloads by your viewers. Go to [UMD Zoom](#), then click **Recordings**. Select a Cloud Recording and click **Share**. Turn off **Viewers can download**.
10. [Password protect](#) your cloud recordings.

Enable Waiting room

Guest users who are not in your organization and users who have not signed in will be sent to the waiting room. Users in your organization who have signed in will be admitted automatically.

1. Log into zoom.
2. On the left side choose **Settings**.
3. Under **Meeting** tab choose **In Meeting (Advanced)**
4. Scroll down to "Waiting room" and enable it.

5. Then choose the option "Guest participants only" and click save.
6. Next, click "Customize the title, logo, and description"
7. Change the waiting room message to "Please Sign into Zoom to bypass the waiting room"
8. In same window change "Add waiting room description" and make the message "**You have reached the Waiting Room: If you are part of UMD sign into your Zoom account umd.zoom.us in order to be let into the session**"
9. Choose close, you're done.

Remove a Participant from a Zoom Meeting or Webinar

If you have already begun a session and find an unwanted attendee has joined:

1. If the **Participants** panel is not visible, click **Manage Participants** at the bottom of the **Zoom** window.
2. Next to the person you want to remove, click **More**.
3. From the list that appears, click **Remove**

Lock Your Session

The Zoom Host Controls allow the host or co-host to lock the meeting. Once all your attendees have joined:

1. If the **Participants** panel is not visible, click **Manage Participants** at the bottom of the **Zoom** window.
2. At the bottom of the **Participants** panel, click **More**.
3. From the list that appears, click **Lock Meeting**.
4. Unlock the meeting following these same steps.
5. When a meeting is locked, no one can join, and you (the host or co-host) will **NOT** be alerted if anyone tries to join, so don't lock the meeting until everyone has joined.