

Welcome Everyone! We will get started in just a few minutes.



Zoom User Training

July 10, 2019

Agenda

- Logging in
- Zoom Web Account
- Scheduling Meetings
- Zoom Desktop Application
- Hosting Zoom Meetings (Controls)
- Mobile Applications
- Resources & Support



Sign in to Zoom

westernuniversity.zoom.us

Western WebLogin

LOG IN

User ID

Password

Login

Western WebLogin service provides a single place for you to securely identify yourself to web services sponsored by Western.

[About Western WebLogin](#)

[List of WebLogin Services](#)

[WebLogin FAQ's](#)

© 1878 - 2018 Western University

Western Technology Services

1151 Richmond Street

London, Ontario, Canada, N6A 3K7

Tel: 519-661-2111

[Contact Us](#)

[Privacy](#) | [Web Standards](#) | [Terms of Use](#) | [Accessibility](#)

Mar 27, 2018 - [shibprd1.vm.its.uwo.pr]



Western

Configure Profile

The screenshot shows the Zoom 'My Profile' page for Ashley Butler. The page includes a navigation menu on the left with options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area displays account information such as the Personal Meeting ID (684-671-...), Personal Link (https://go.zoom.us/my/...), Sign-In Email (ashley.butler+member@zoom.us), User Type (Pro), Capacity (Meeting 100), Time Zone ((GMT-6:00) Mountain Time (US and Canada)), Language (English), Sign-In Password (masked), Host Key (masked), and Signed-In Device (Sign Me Out From All Devices). A blue box highlights the Personal Meeting ID and Personal Link fields, with explanatory text.

Profile	Ashley Butler	Zoom Video Communications	Account No. 10000318	Edit
Meetings	Personal Meeting ID	684-671-...	https://go.zoom.us/j/684671...	Edit
Webinars	Personal Link	https://go.zoom.us/my/...		Customize
Recordings	Sign-In Email	ashley.butler+member@zoom.us	Linked accounts: [icon]	Edit
Settings	User Type	Pro		
Account Profile	Capacity	Meeting 100		
Reports	Time Zone	(GMT-6:00) Mountain Time (US and Canada)		Edit
	Language	English		Edit
	Sign-In Password	*****		Edit
	Host Key	***** Show		Edit
	Signed-In Device	Sign Me Out From All Devices		

Personal Meeting ID (PMI): Assigned to you automatically and available as a permanent virtual meeting room. Available for instant or scheduled meetings.

Personal Link: Your Personal Link is your personal URL that is associated with your Personal Meeting ID.

Configure Meeting Settings

The screenshot shows the Zoom 'My Settings' page in a web browser. The browser address bar shows 'https://go.zoom.us/profile/setting'. The page has a dark blue header with the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below the header, there are buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Settings' button highlighted in blue. The main panel has tabs for 'Meeting', 'Recording', and 'Telephone'. Under the 'Meeting' tab, there are links for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Meeting' section is active, showing various settings with toggle switches and radio buttons. A 'Help' button is visible in the bottom right corner.

My Settings - Zoom

https://go.zoom.us/profile/setting

zoom SOLUTIONS PLANS & PRICING CONTACT SALES

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Features Status

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Require a password for Personal Meetings if attendees can join before host

If the meeting organizer selects the "Enable join before host" option for a Personal Meeting, the "Require meeting password" option is also enabled. This prevents unauthorized participants from fraudulently using the meeting ID.

Help

Telephone Dial-in Settings

The screenshot shows the Zoom 'My Settings' page for the 'Telephony' tab. A modal window titled 'Select Global Dial-in Countries' is open in the foreground. The modal contains a search bar, a list of countries with checkboxes, and a 'Selected Countries (3)' list. The 'Include toll-free numbers' checkbox is checked. The background settings page shows options for '3rd Party Audio', 'Show international numbers link on the invitation', and 'Mask phone number in the participant list'. The 'Global Dial-in Countries/Regions' section is partially visible, showing 'United States' as a selected region.

Select Global Dial-in Countries

Dial-in numbers for the selected countries will be listed in the email invitation

Search for a country

Argentina
 Australia
 Austria
 Bahrain
 Belgium
 Brazil
 Bulgaria
 Canada
 Chile
 China
 Colombia

Selected Countries (3)

Adjust the order that the dial-in numbers appear in the email invitation

- United States Delete
- Canada Delete
- Australia Delete

Include toll-free numbers

Save Cancel

Zoom Plugin for Microsoft Outlook

Installing the Outlook Plugin

The screenshot shows the Zoom website's Download Center. At the top left is the Zoom logo, followed by navigation links for SOLUTIONS, PLANS & PRICING, and SALES. On the top right, there are links for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main heading is "Download Center" with a sub-link "Download for IT Admin". Two download options are listed: "Zoom Client for Meetings" (Version 4.0.29656.0413) and "Zoom Plug-in for Microsoft Outlook" (Version 4.0.28529.0330). Each option includes a description and a blue "Download" button.

zoom SOLUTIONS ▾ PLANS & PRICING SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Download Center

[Download for IT Admin ▾](#)

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.

[Download](#) Version 4.0.29656.0413

Zoom Plug-in for Microsoft Outlook

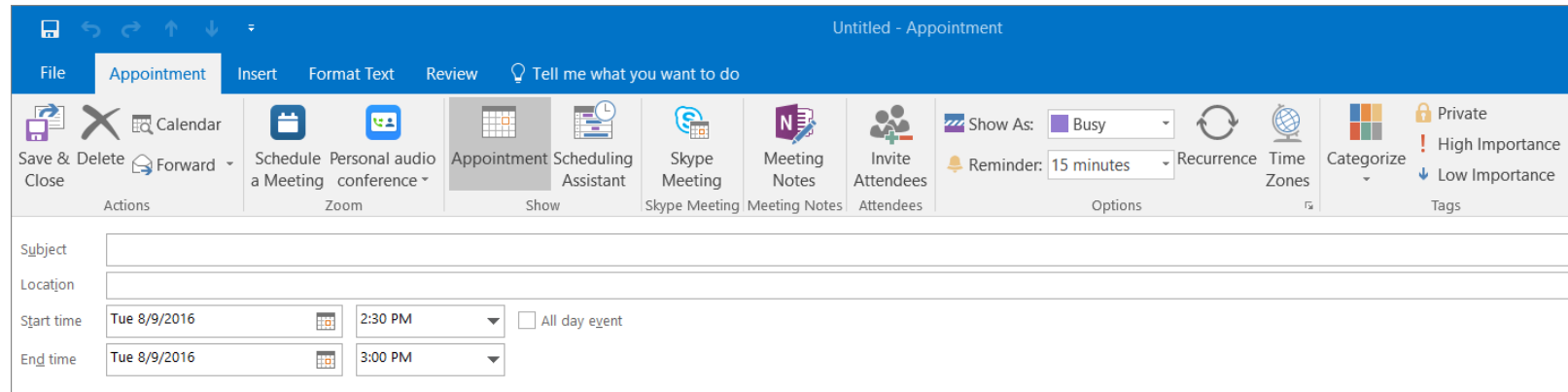
The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#) Version 4.0.28529.0330

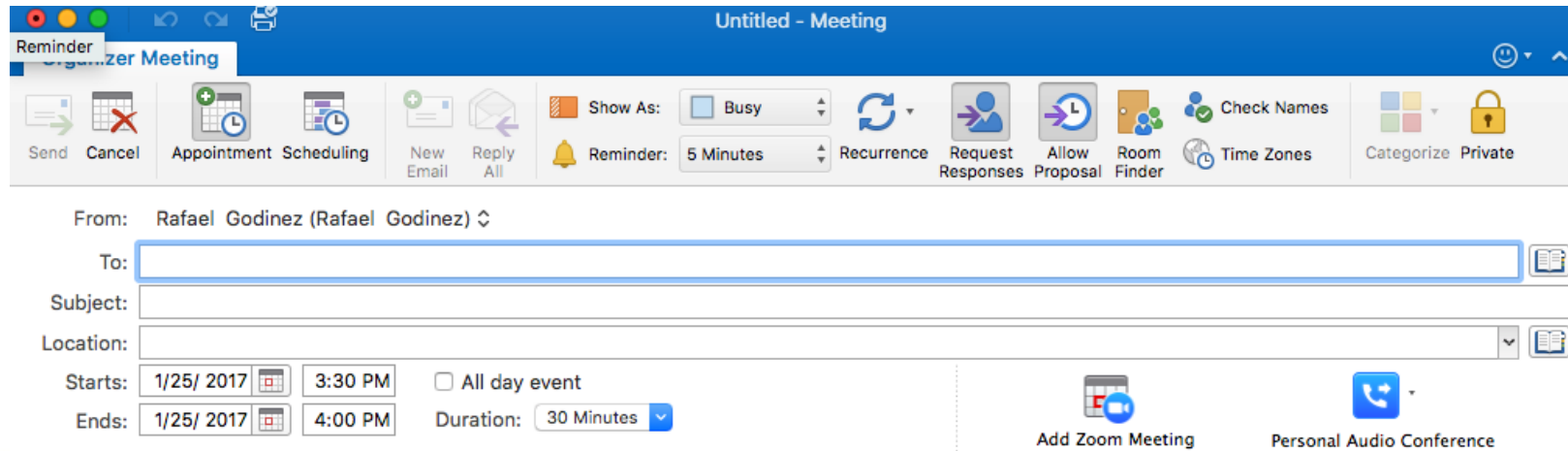
Scheduling a Zoom Meeting in Outlook

Step 1: Open a New Meeting

Windows



Mac

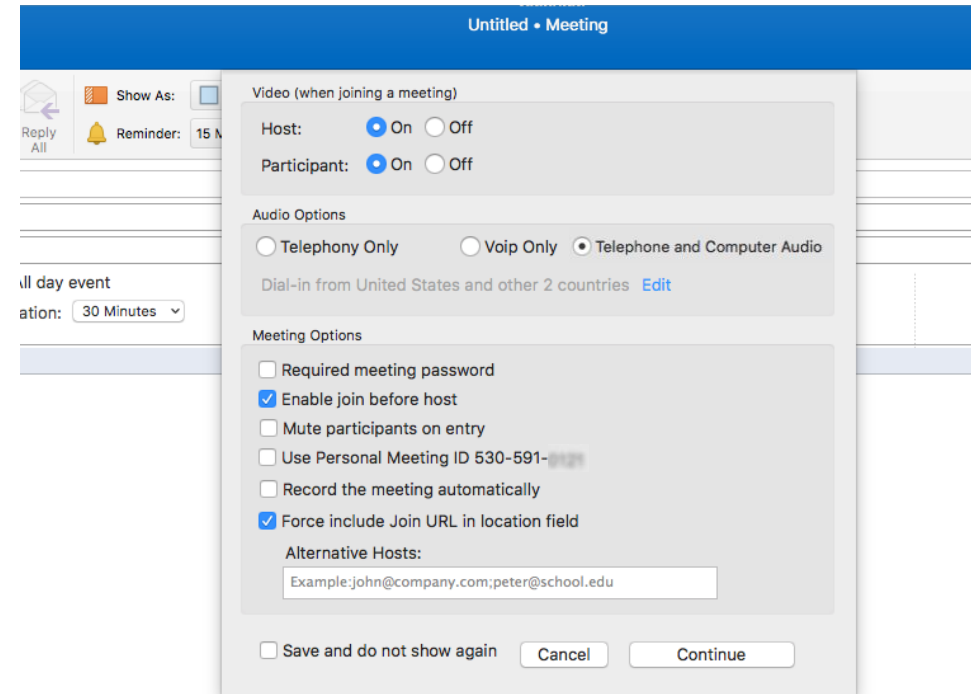
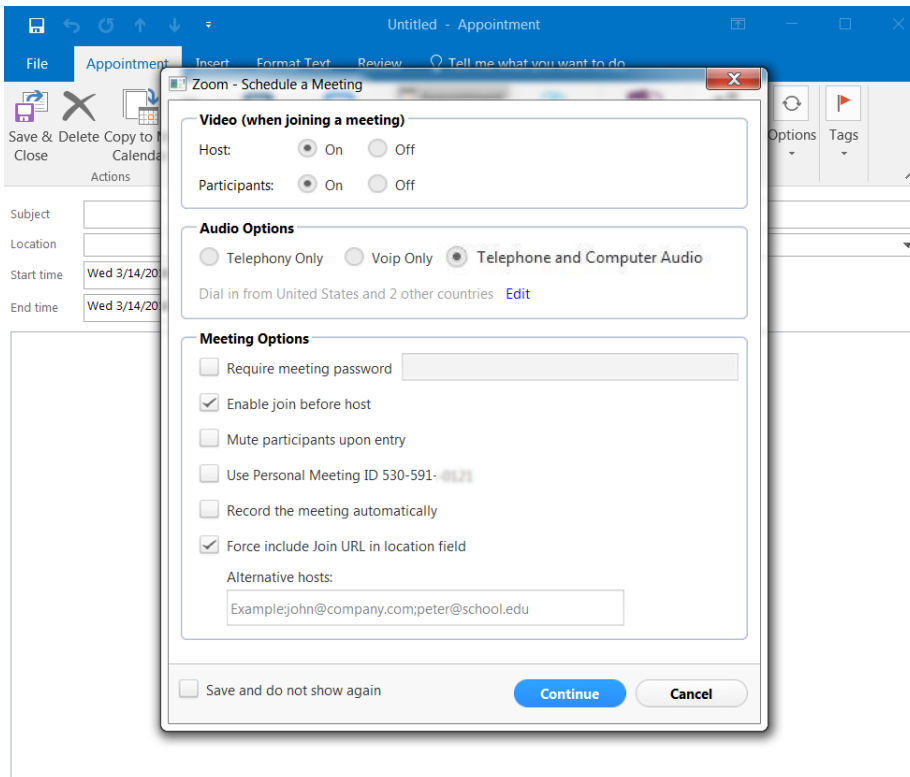


Scheduling a Zoom Meeting in Outlook

Step 2: Configure Meeting Settings

Windows

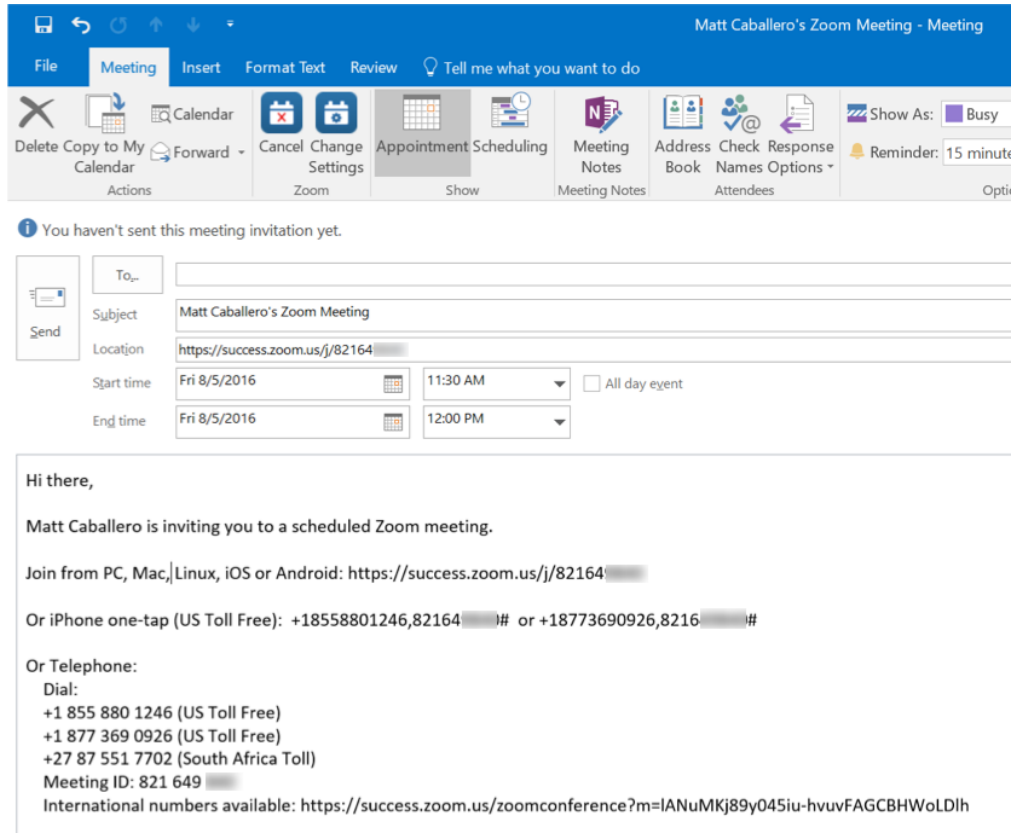
Mac



Scheduling a Zoom Meeting in Outlook

Step 3: Update Meeting Agenda

Windows



The screenshot shows the Outlook 'Meeting' ribbon in Windows. The 'Appointment Scheduling' group is active, showing options like 'Cancel', 'Change Settings', and 'Zoom'. Below the ribbon, a message form is visible with the following details:

- To: [Empty]
- Subject: Matt Caballero's Zoom Meeting
- Location: <https://success.zoom.us/j/82164>
- Start time: Fri 8/5/2016, 11:30 AM
- End time: Fri 8/5/2016, 12:00 PM

The body of the meeting invitation contains the following text:

Hi there,

Matt Caballero is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://success.zoom.us/j/82164>

Or iPhone one-tap (US Toll Free): +18558801246,82164# or +18773690926,82164#

Or Telephone:

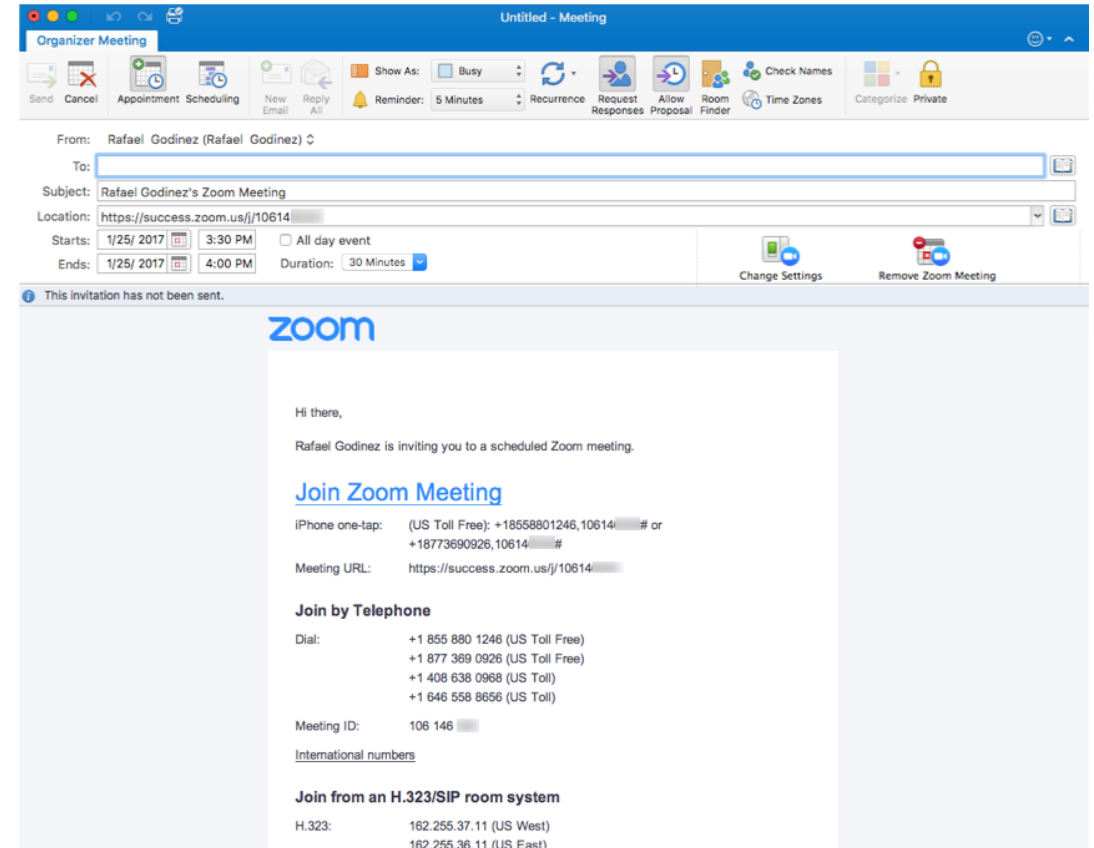
Dial:

- +1 855 880 1246 (US Toll Free)
- +1 877 369 0926 (US Toll Free)
- +27 87 551 7702 (South Africa Toll)

Meeting ID: 821 649

International numbers available: <https://success.zoom.us/join?m=IANuMKj89y045iu-hvuvFAGCBHWoLDih>

Mac



The screenshot shows the Outlook 'Organizer Meeting' window on a Mac. The meeting details are as follows:

- From: Rafael Godinez (Rafael Godinez)
- To: [Empty]
- Subject: Rafael Godinez's Zoom Meeting
- Location: <https://success.zoom.us/j/10614>
- Starts: 1/25/ 2017, 3:30 PM
- Ends: 1/25/ 2017, 4:00 PM
- Duration: 30 Minutes

The body of the meeting invitation contains the following text:

Hi there,

Rafael Godinez is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

iPhone one-tap: (US Toll Free): +18558801246,10614# or +18773690926,10614#

Meeting URL: <https://success.zoom.us/j/10614>

Join by Telephone

Dial:

- +1 855 880 1246 (US Toll Free)
- +1 877 369 0926 (US Toll Free)
- +1 408 638 0968 (US Toll)
- +1 646 558 8656 (US Toll)

Meeting ID: 106 146

International numbers

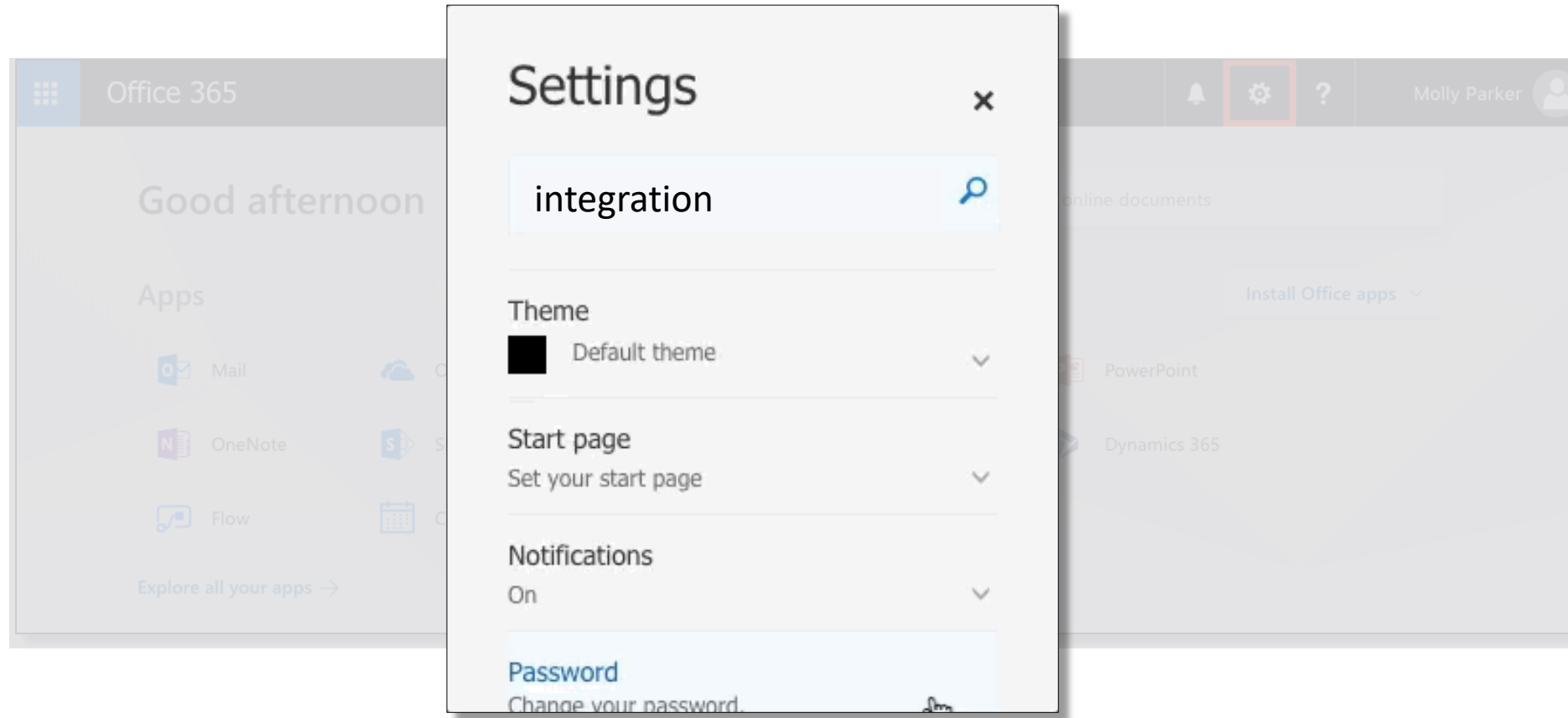
Join from an H.323/SIP room system

H.323: 162.255.37.11 (US West)
162.255.36.11 (US East)

Zoom Add-in for Outlook 365

Zoom Add-in for Outlook 365

Step 1: Installing the add-in




Zoom Add-in for Outlook 365

Installing the add-in

Add add-in from a URL

Please confirm that you want to install this add-in:

 Warning: This add-in isn't from the Office Store and hasn't been verified by Microsoft. Make sure you trust the source of the add-in.

When this add-in is clicked, it will be able to:

- Read, create, and update email in your mailbox
- Read, create, and update events in your calendar
- Read, create, and update tasks in your mailbox
- Read, create, and update contacts in your mailbox
- Send messages or meeting invitations

The add-in may also send data to a third-party service. (See the Privacy Policy for the add-in.)

Back

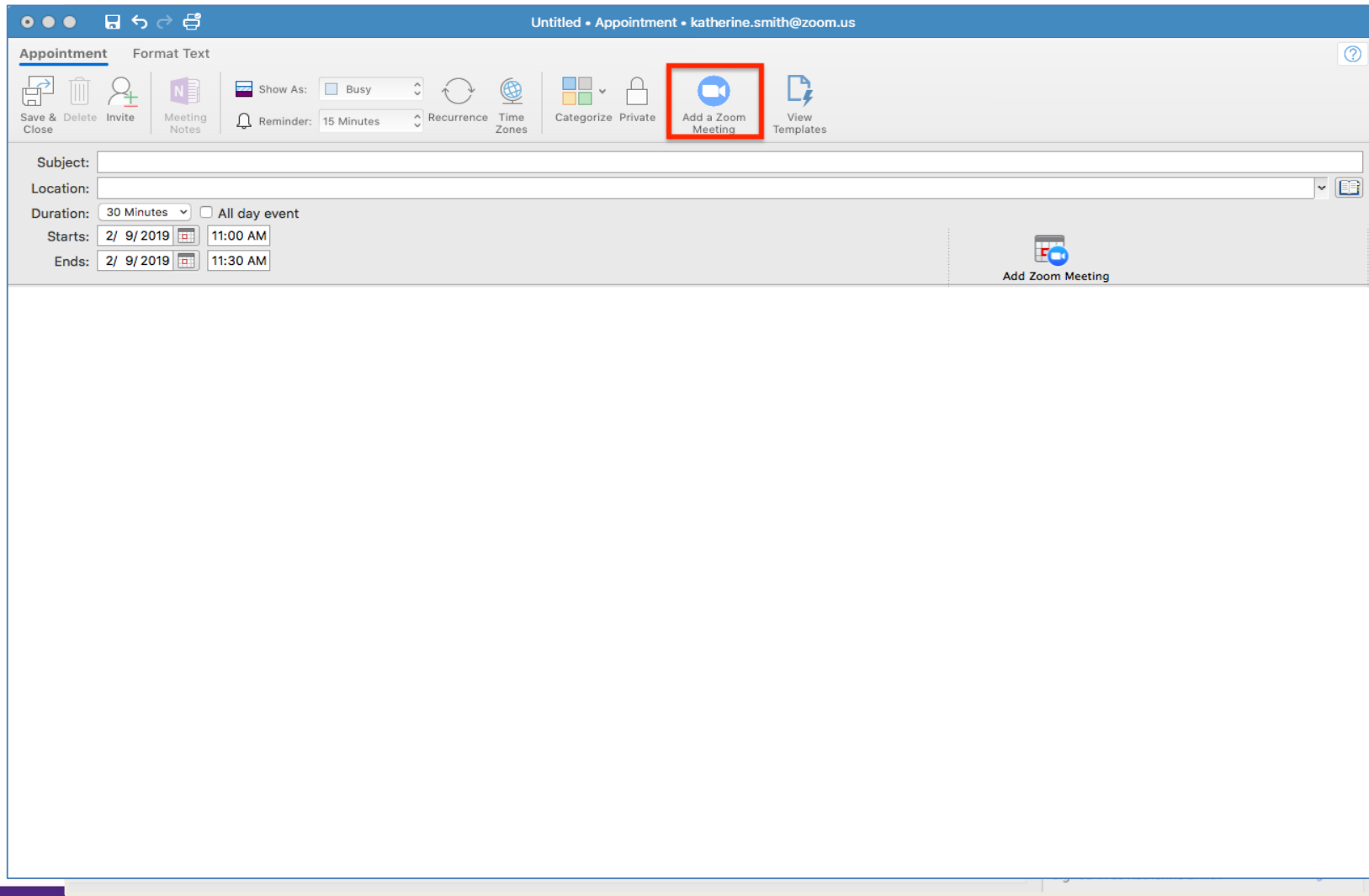
Install

Cancel

Zoom Add-in for Outlook 365

The screenshot shows the Outlook 365 appointment form interface. At the top, the title bar reads "Untitled • Appointment • katherine.smith@zoom.us". Below this is a ribbon with "Appointment" and "Format Text" tabs. The ribbon contains several groups of icons: "Save & Delete Close", "Invite", "Meeting Notes", "Show As: Busy", "Reminder: 15 Minutes", "Recurrence", "Time Zones", "Categorize", "Private", "Add a Zoom Meeting" (highlighted with a red box), and "View Templates". Below the ribbon are fields for "Subject:", "Location:", "Duration: 30 Minutes" (with an "All day event" checkbox), "Starts: 2/ 9/ 2019 11:00 AM", and "Ends: 2/ 9/ 2019 11:30 AM". On the right side of the form, there is a "Zoom Meeting" icon and the text "Add Zoom Meeting".

Zoom Add-in for Outlook 365



Zoom Add-in for Outlook 365

Katherine Smith's Zoom Meeting • Meeting • katherine.smith@zoom.us

Organizer Meeting | Format Text | Table Design | Layout

Send | Cancel | Appointment | Scheduling | New Email | Reply All | Teams Meeting | Meeting Notes | Show As: Busy | Recurrence | Request Responses | Allow Proposal | Allow Forwarding | Room Finder | Add a Zoom Meeting | View Templates

From: Calendar - katherine.smith@zoom.us
To: Collin Sage
Subject: Katherine Smith's Zoom Meeting
Location: https://success.zoom.us/j/620955534
Duration: 30 Minutes | All day event
Starts: 2/ 9/ 2019 11:00 AM
Ends: 2/ 9/ 2019 11:30 AM

Zoom

Update Meeting

Load default settings

Schedule for

Myself

Meeting ID

One-time Meeting ID
 Personal Meeting ID (PMI) 408-356-1311

Video

Host: On
Participant: Off

Audio

Telephone
 Computer Audio
 Telephone and Computer Audio

Dial from United States
[Edit countries](#)

Signed in as Katherine Smith | [Sign Out](#)

Zoom

Hi there,

Katherine Smith is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: US: +16699006833,620955534# or +16468769923,620955534#
Meeting URL: <https://success.zoom.us/j/620955534>

Join by Telephone

For higher quality, dial a number based on your current location.
Dial:

US: +1 669 900 6833 or +1 646 876 9923 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)

Meeting ID: 620 955 534

[International numbers](#)

Join from an H.323/SIP room system

H.323: 162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)

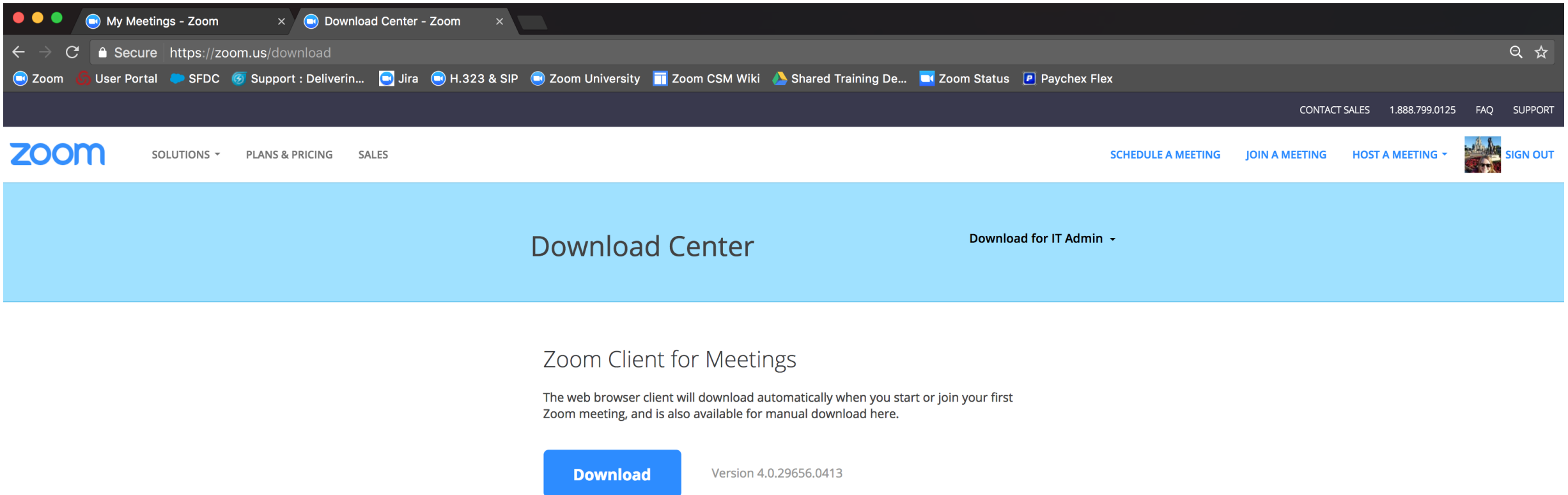
This invitation has not been sent.

Zoom Desktop Application

Zoom Desktop Application

Install the Zoom Client

zoom.us/download



The screenshot shows a web browser window with two tabs: "My Meetings - Zoom" and "Download Center - Zoom". The address bar shows "Secure https://zoom.us/download". The browser's bookmark bar contains links for Zoom, User Portal, SFDC, Support: Deliverin..., Jira, H.323 & SIP, Zoom University, Zoom CSM Wiki, Shared Training De..., Zoom Status, and Paychex Flex. The page header includes the Zoom logo, navigation links for SOLUTIONS, PLANS & PRICING, and SALES, and utility links for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main content area has a light blue background with the heading "Download Center" and a sub-heading "Download for IT Admin". Below this, the text reads "Zoom Client for Meetings" and "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." A prominent blue "Download" button is displayed next to the version number "Version 4.0.29656.0413".

zoom SOLUTIONS ▾ PLANS & PRICING SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Download Center

Download for IT Admin ▾

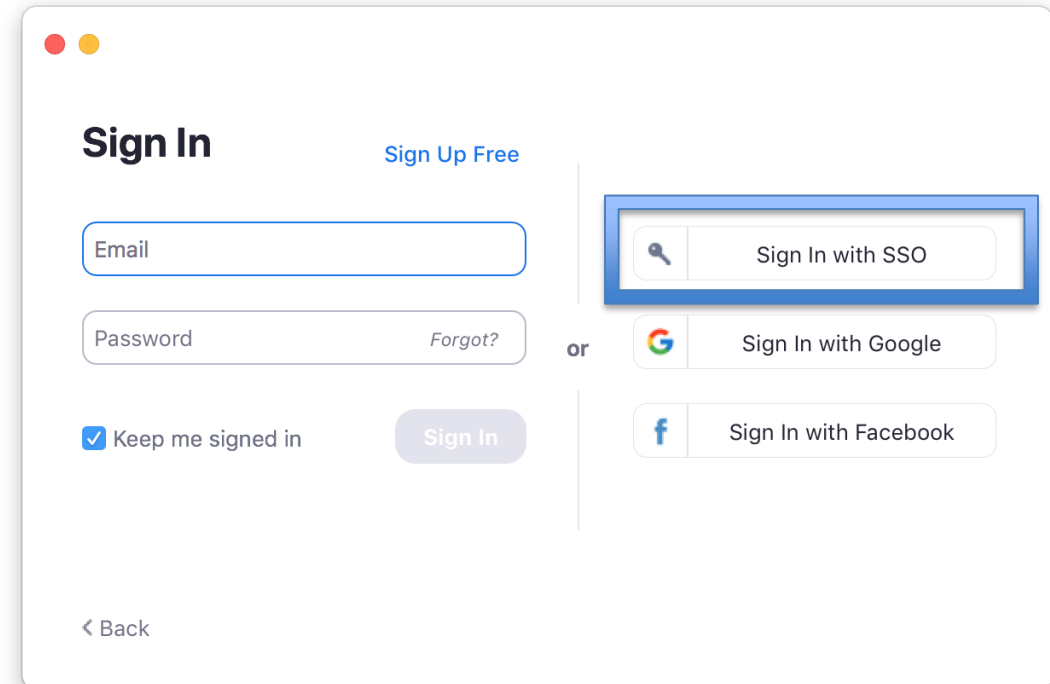
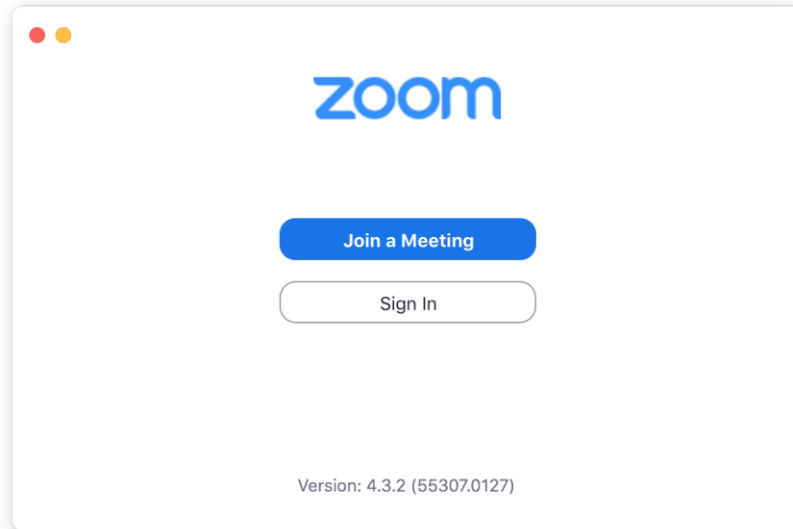
Zoom Client for Meetings

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

[Download](#) Version 4.0.29656.0413

Zoom Desktop Application

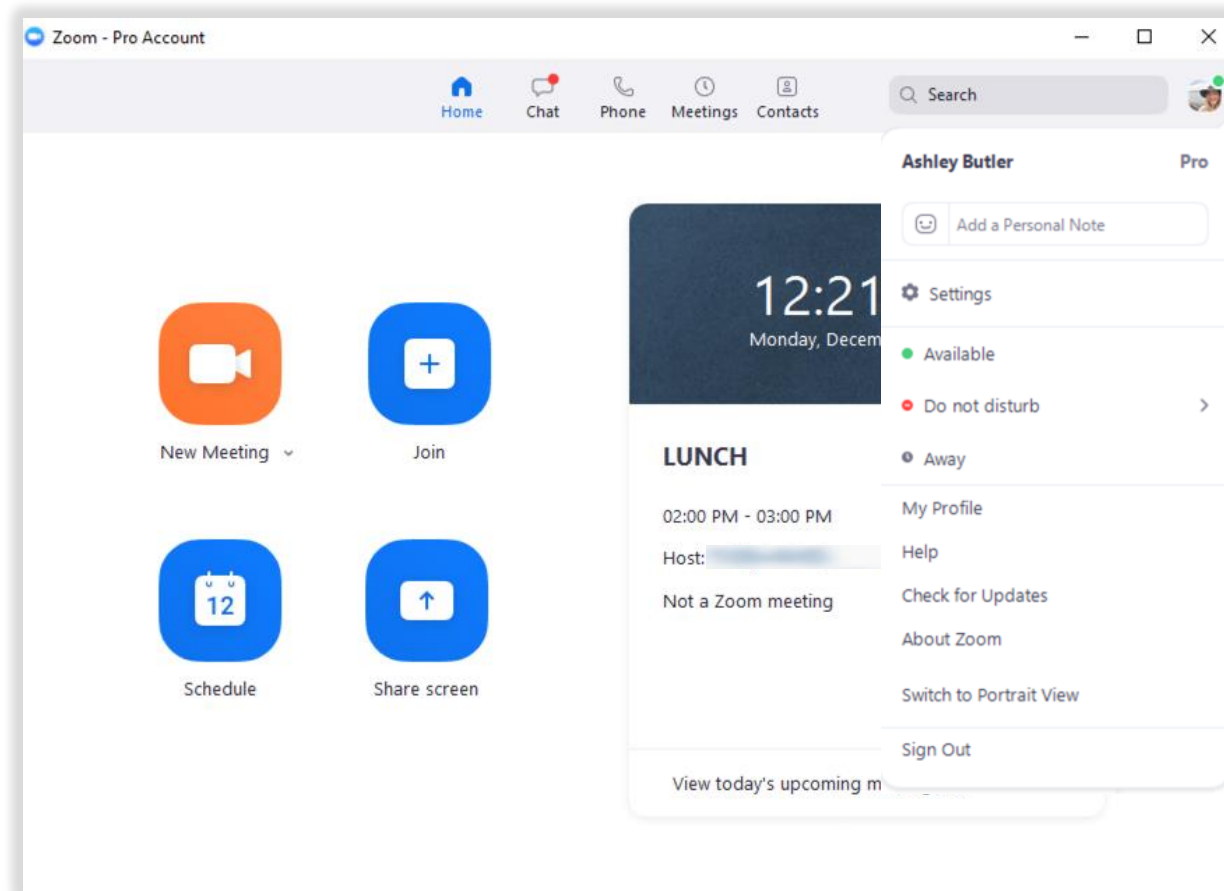
Sign in to Zoom



Enter "westernuniversity" when prompted

Zoom Desktop Application

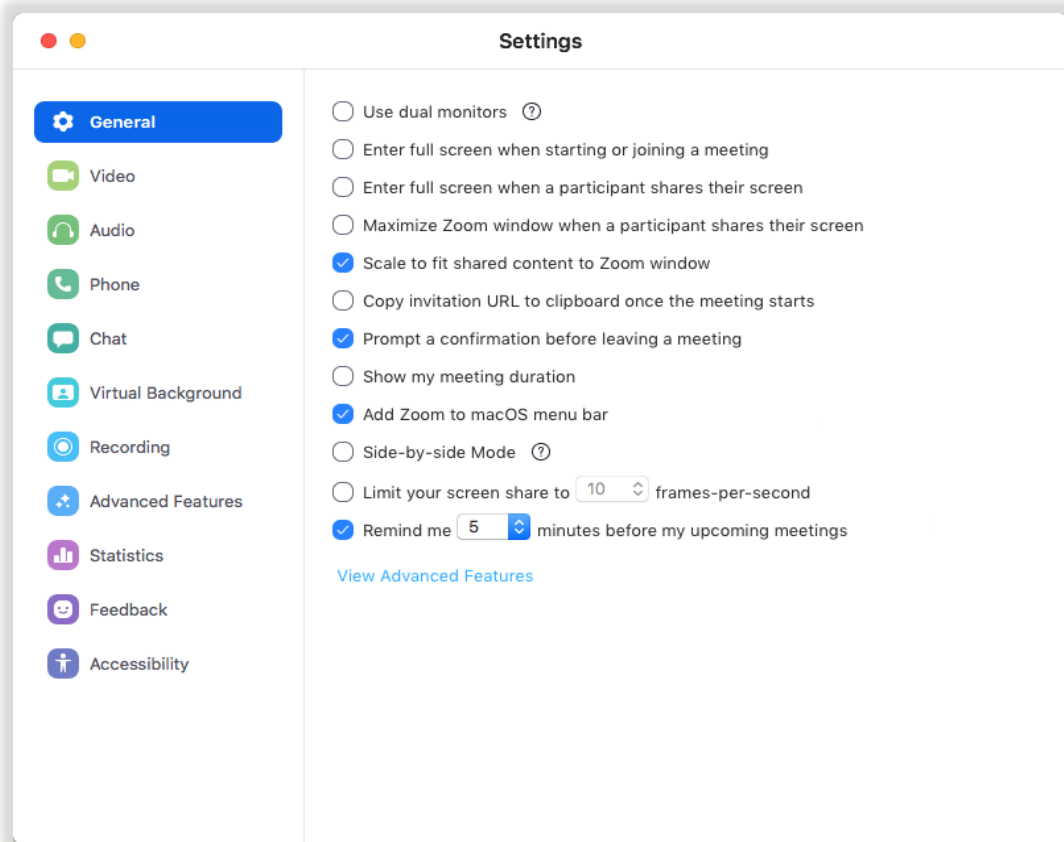
Home Screen



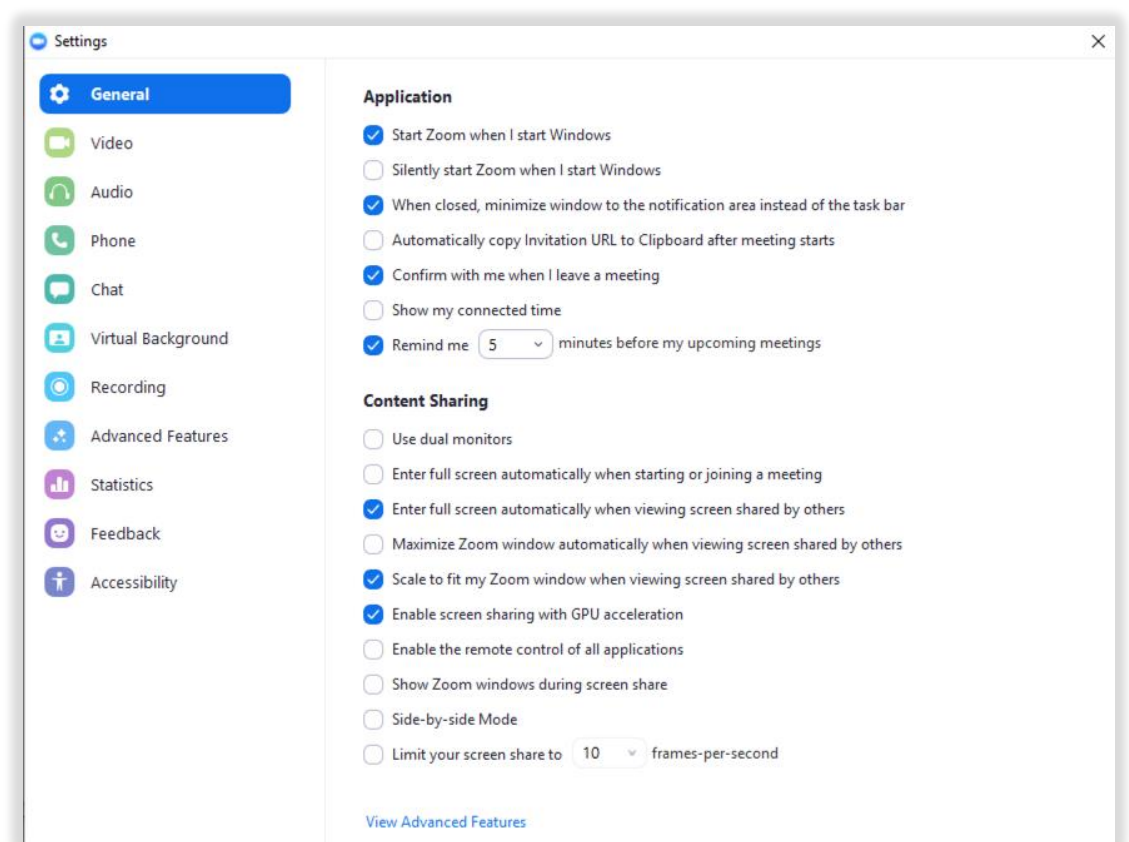
Zoom Desktop Application

General Settings

Mac

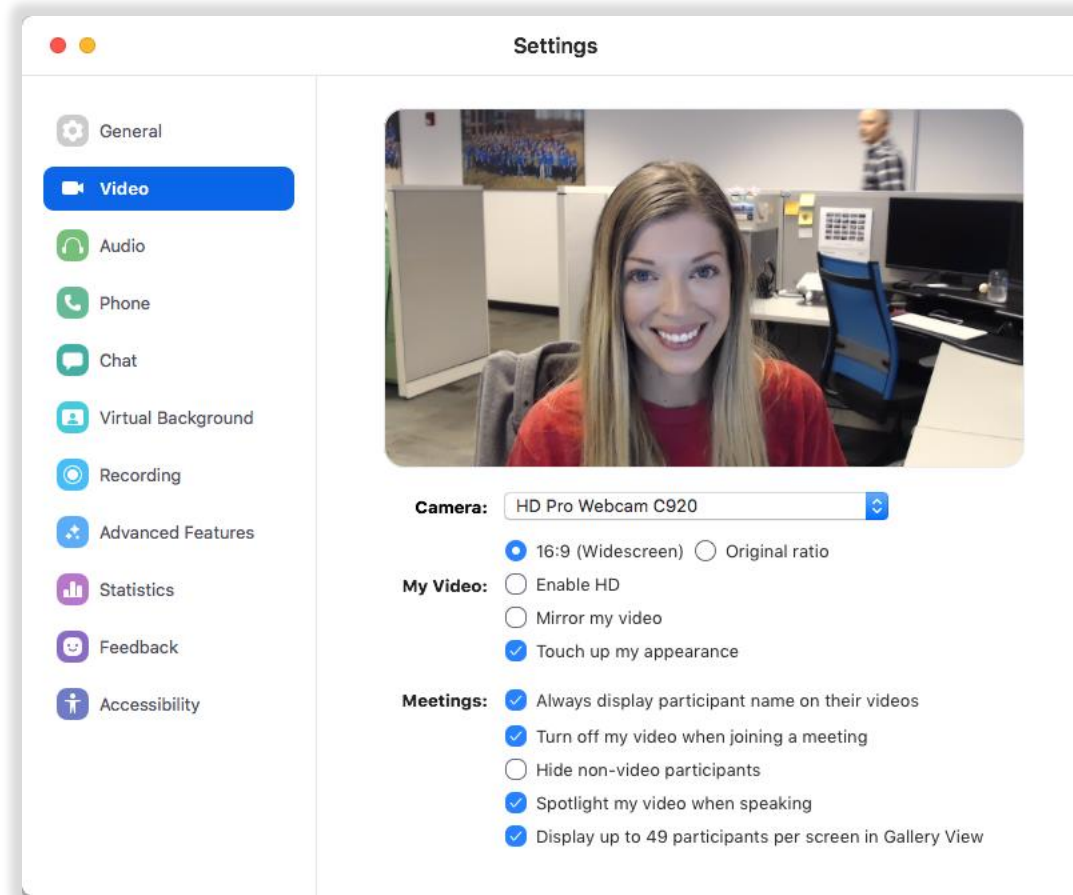


Windows



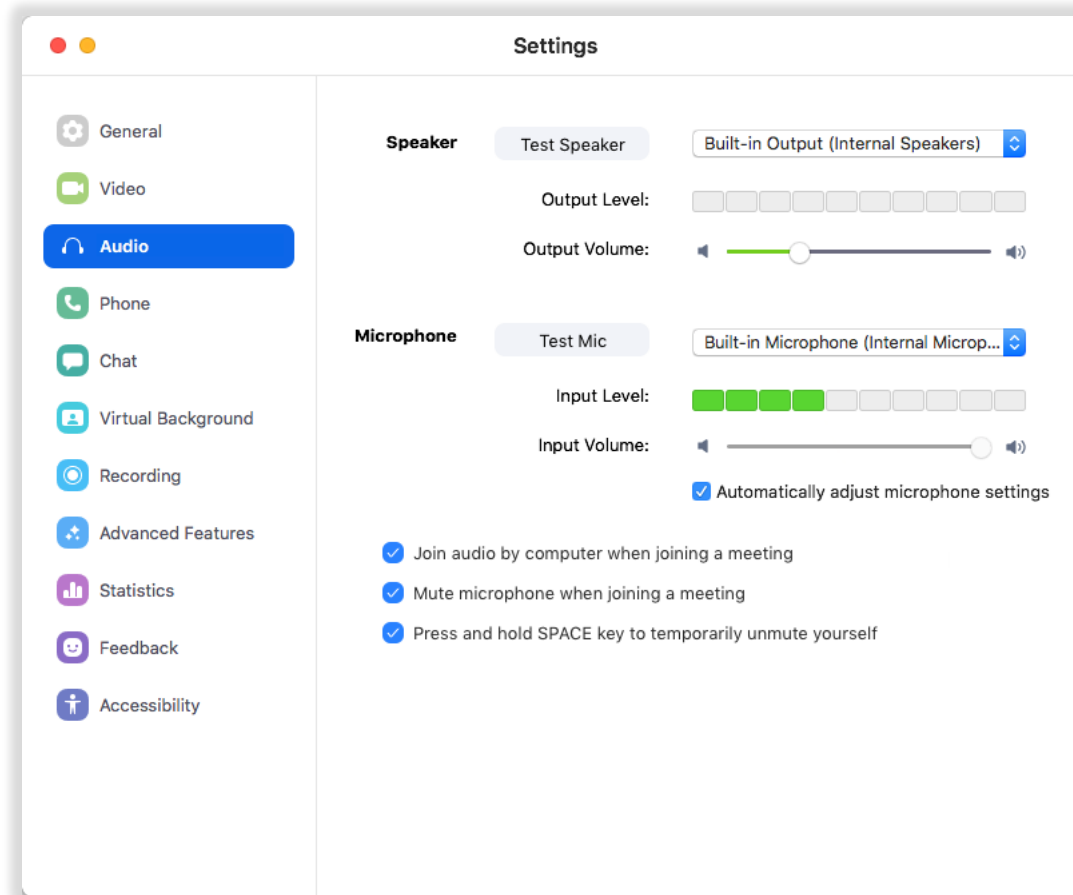
Zoom Desktop Application

Video Preferences



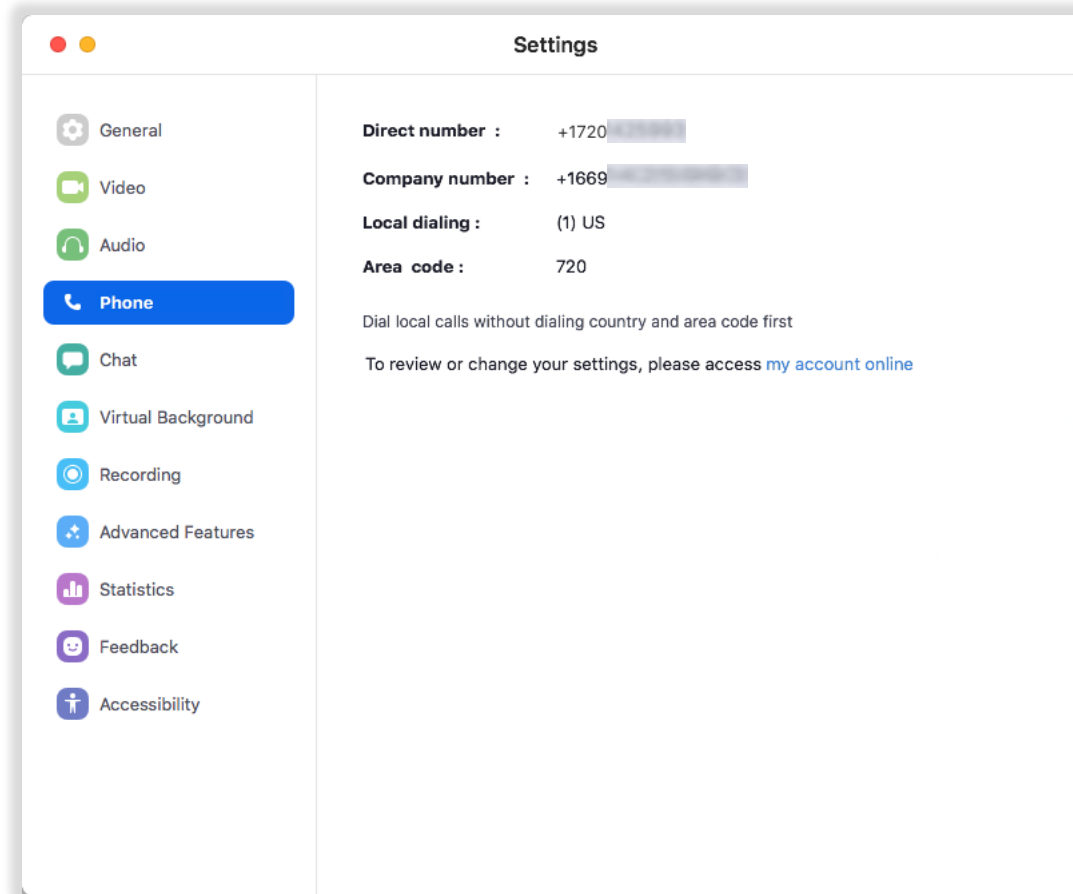
Zoom Desktop Application

Audio Preferences



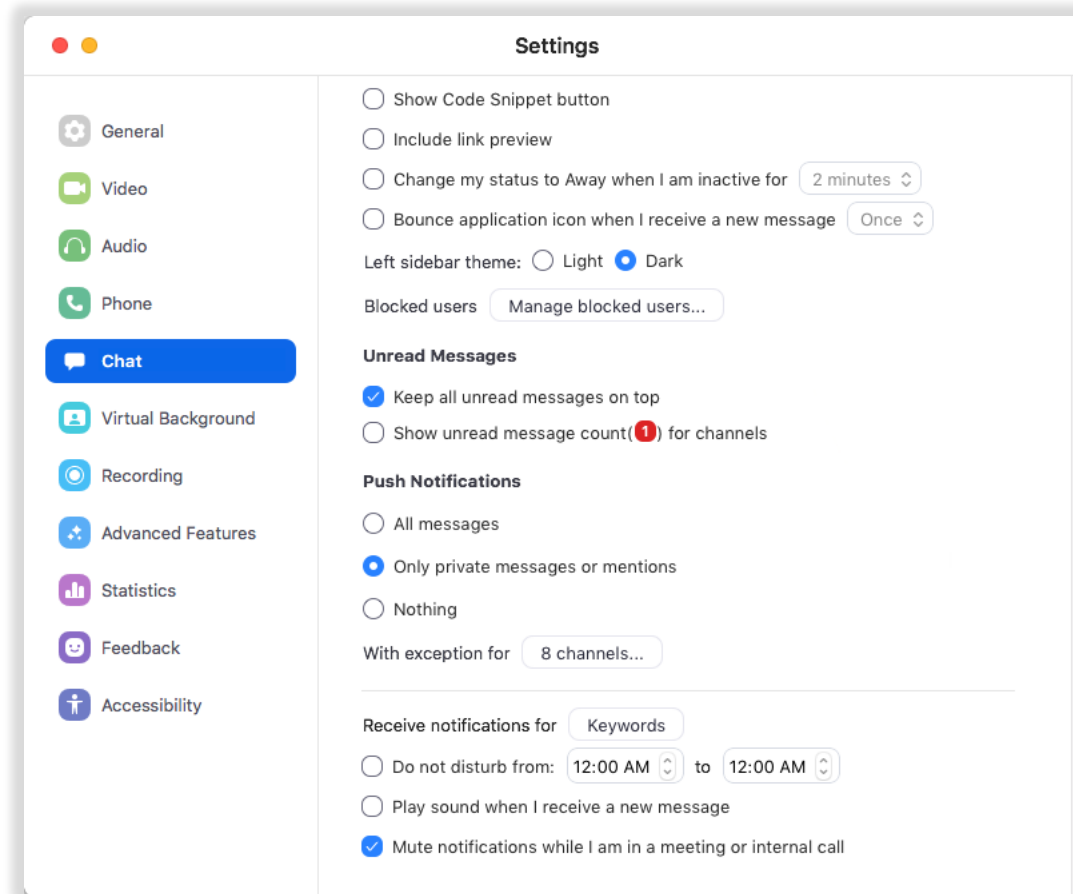
Zoom Desktop Application

Zoom Phone Information



Zoom Desktop Application

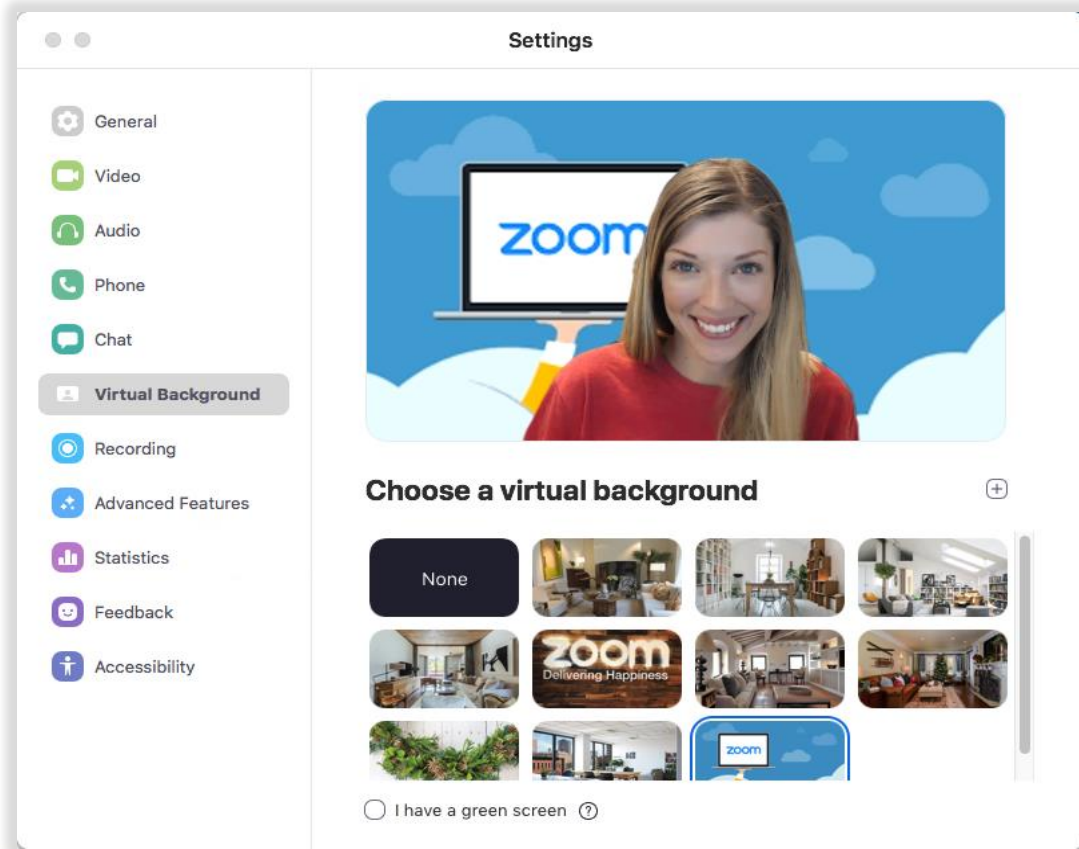
Chat Preferences



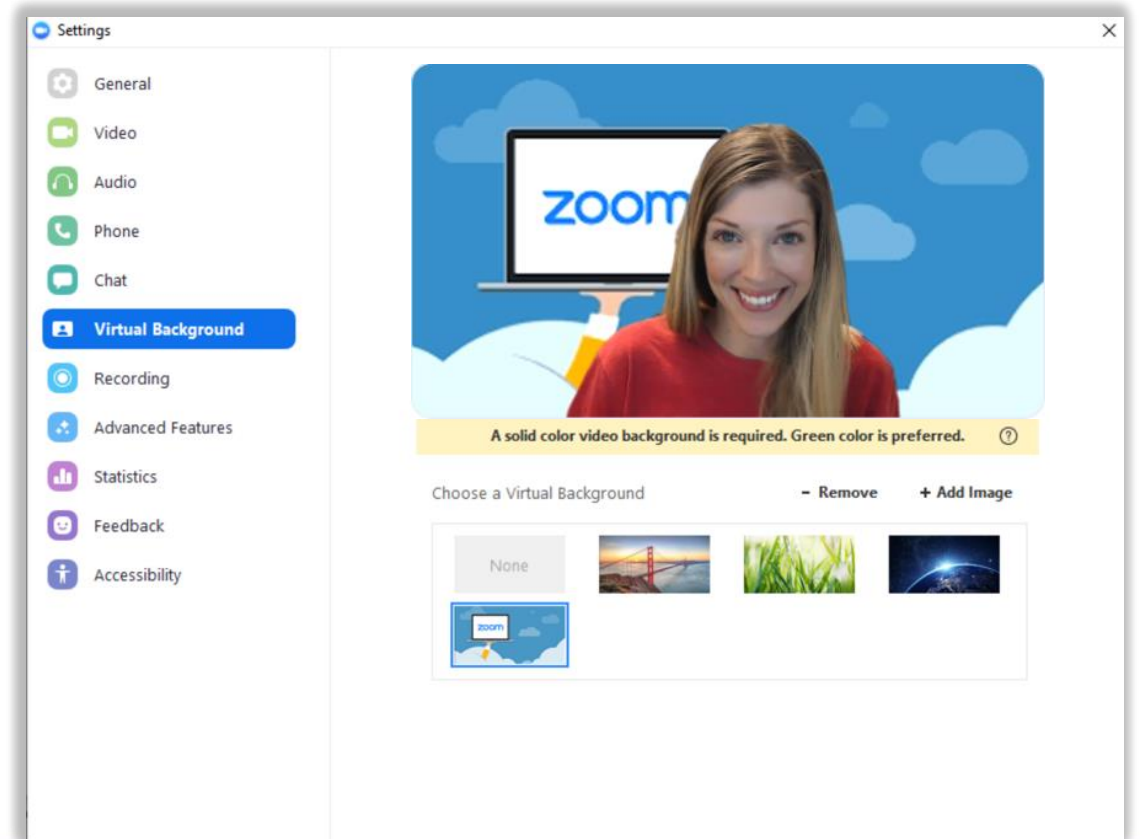
Zoom Desktop Application

Virtual Background

Mac



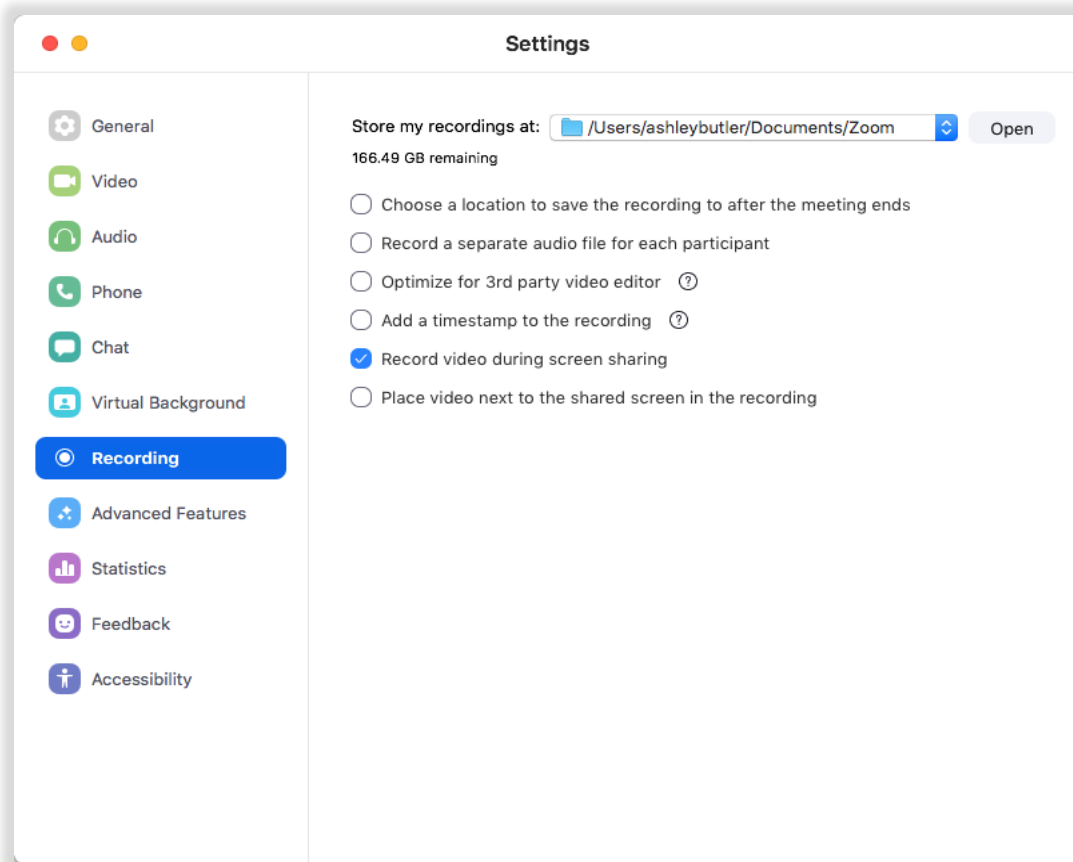
Windows



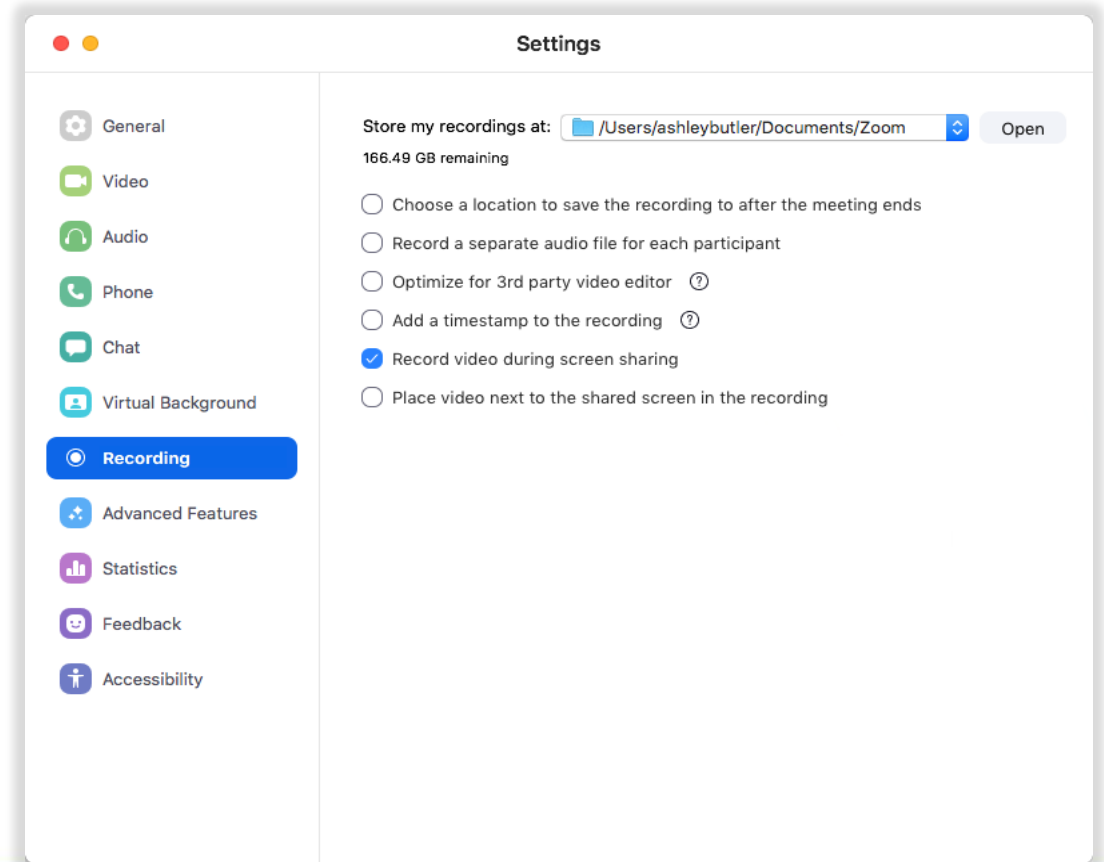
Zoom Desktop Application

Recording Preferences

Mac

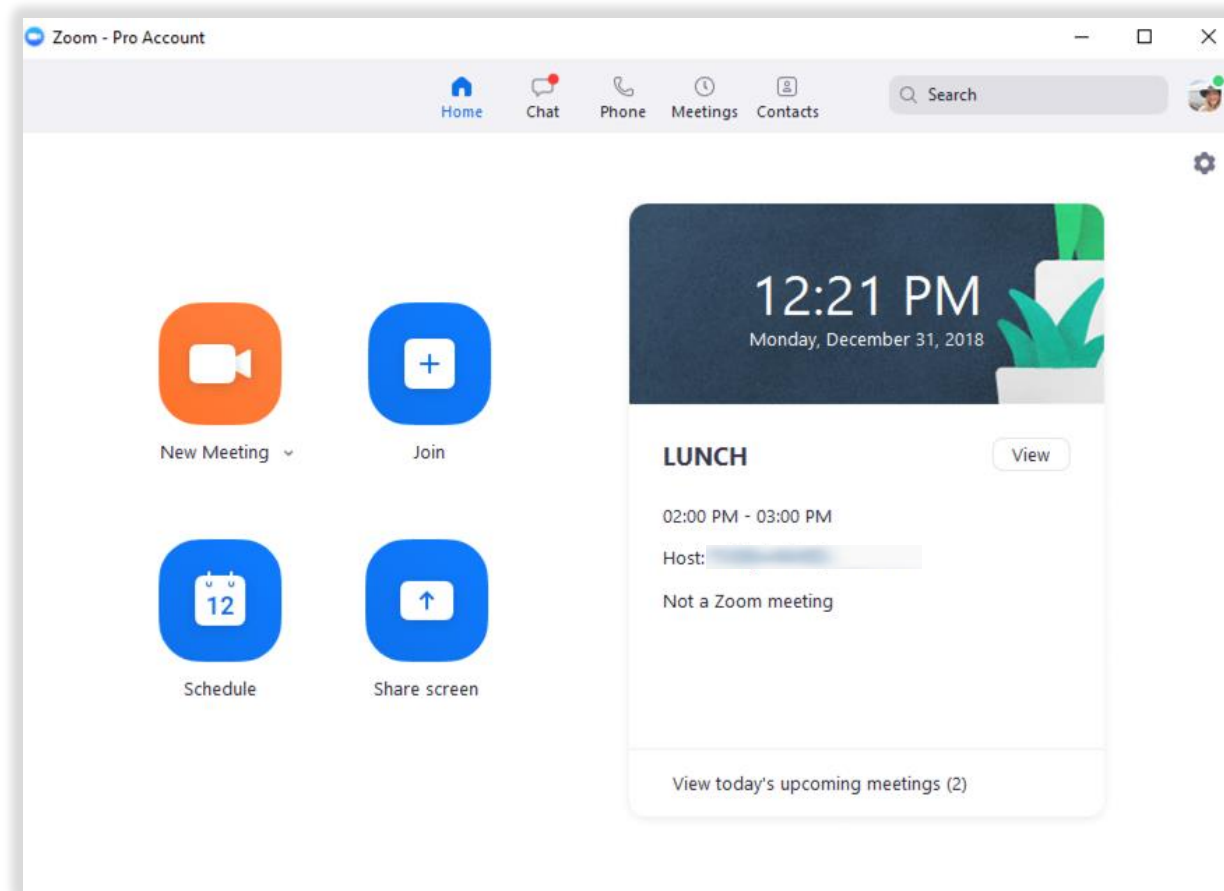


Windows



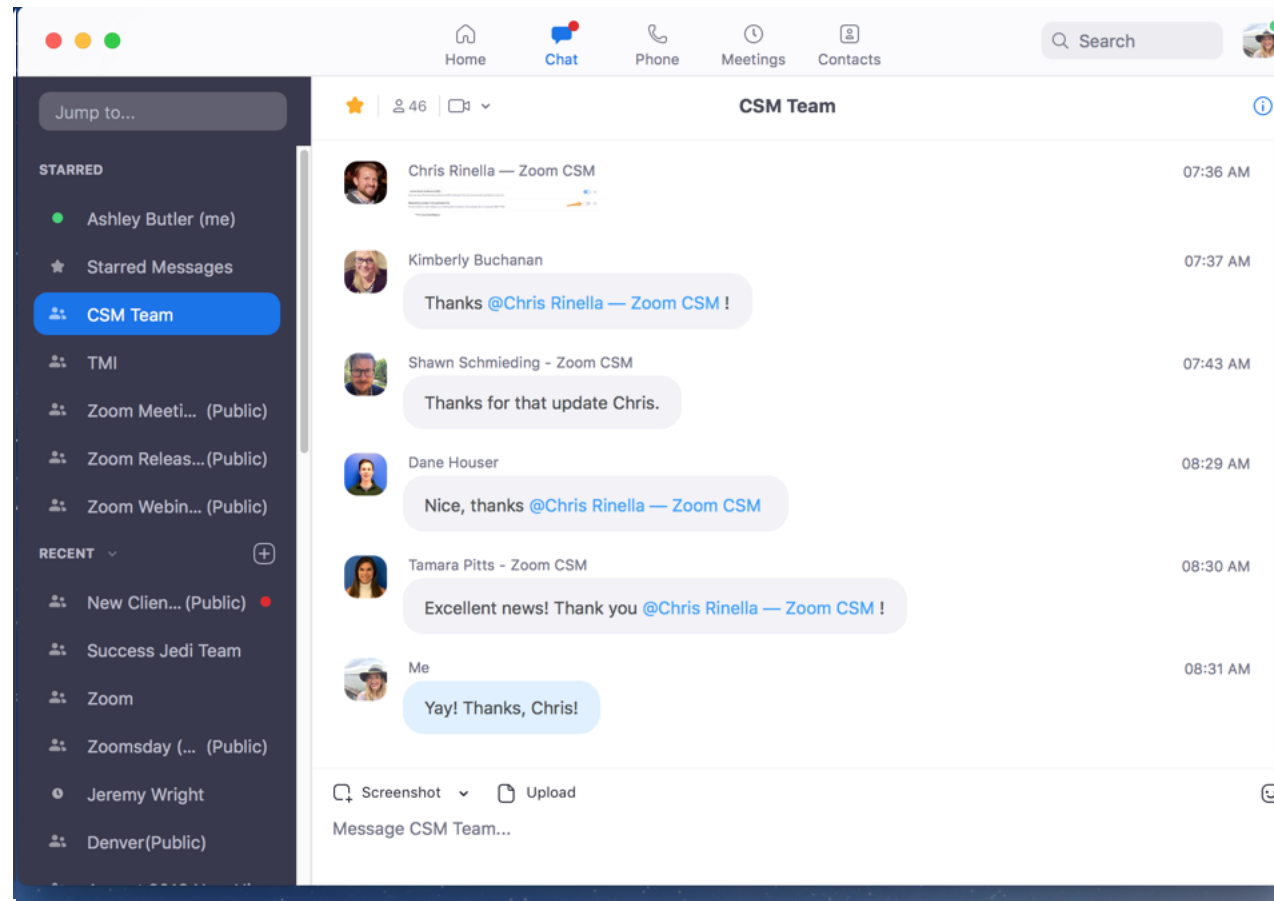
Zoom Desktop Application

Home Screen



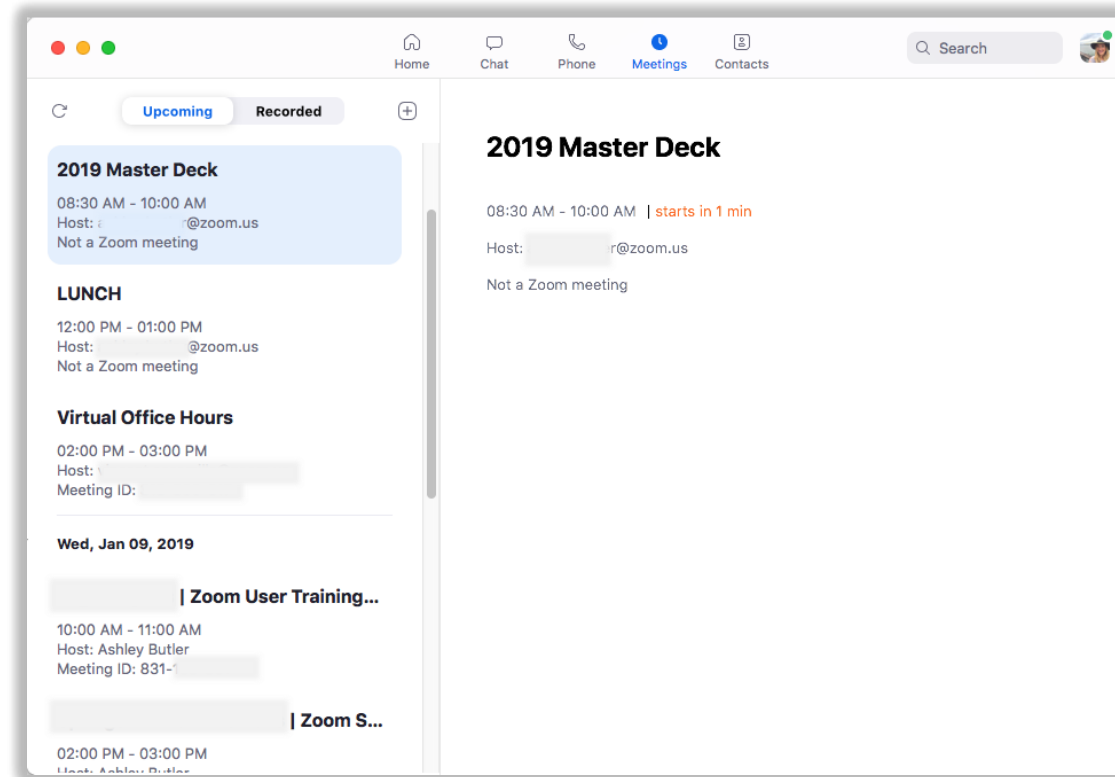
Zoom Desktop Application

Internal Instant Messaging



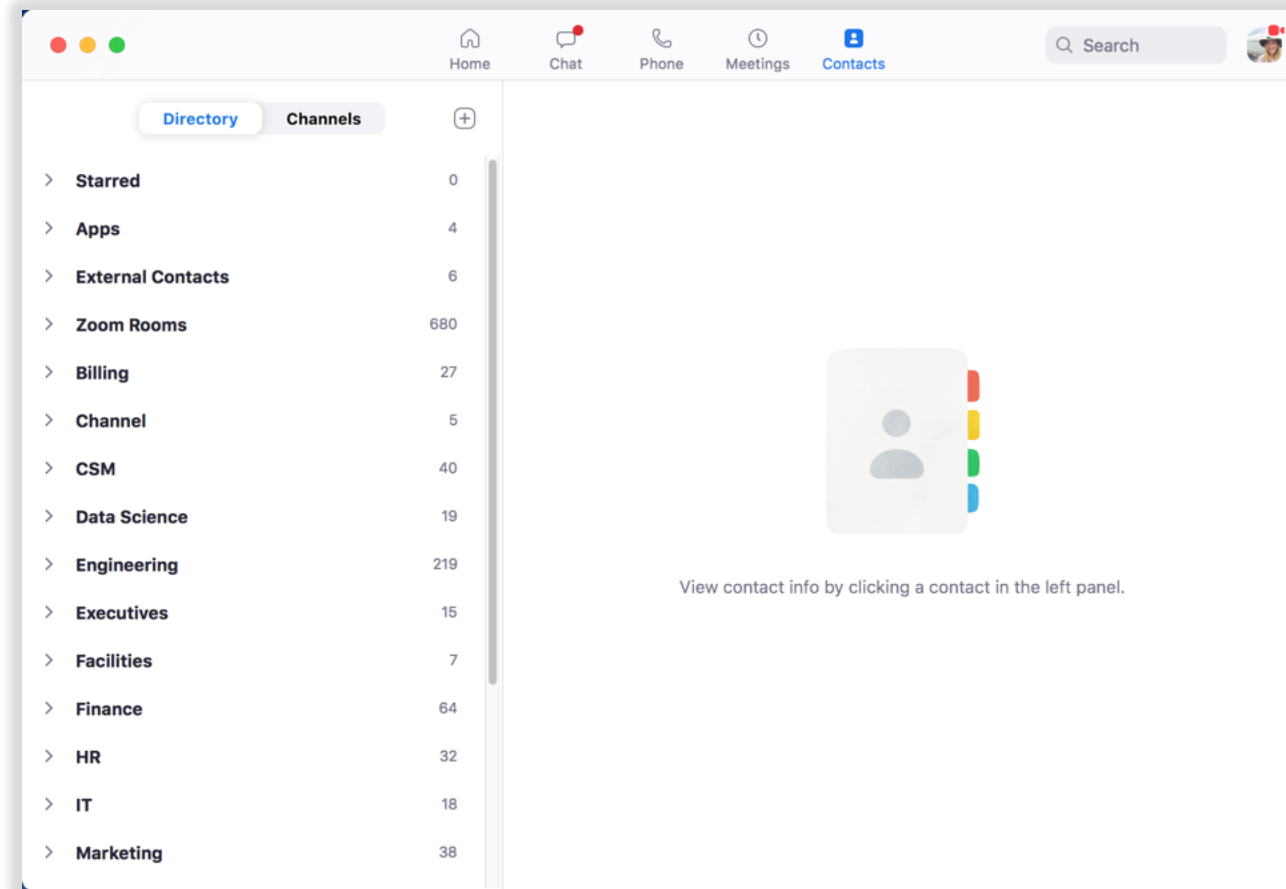
Zoom Desktop Application

Accessing Zoom Meetings



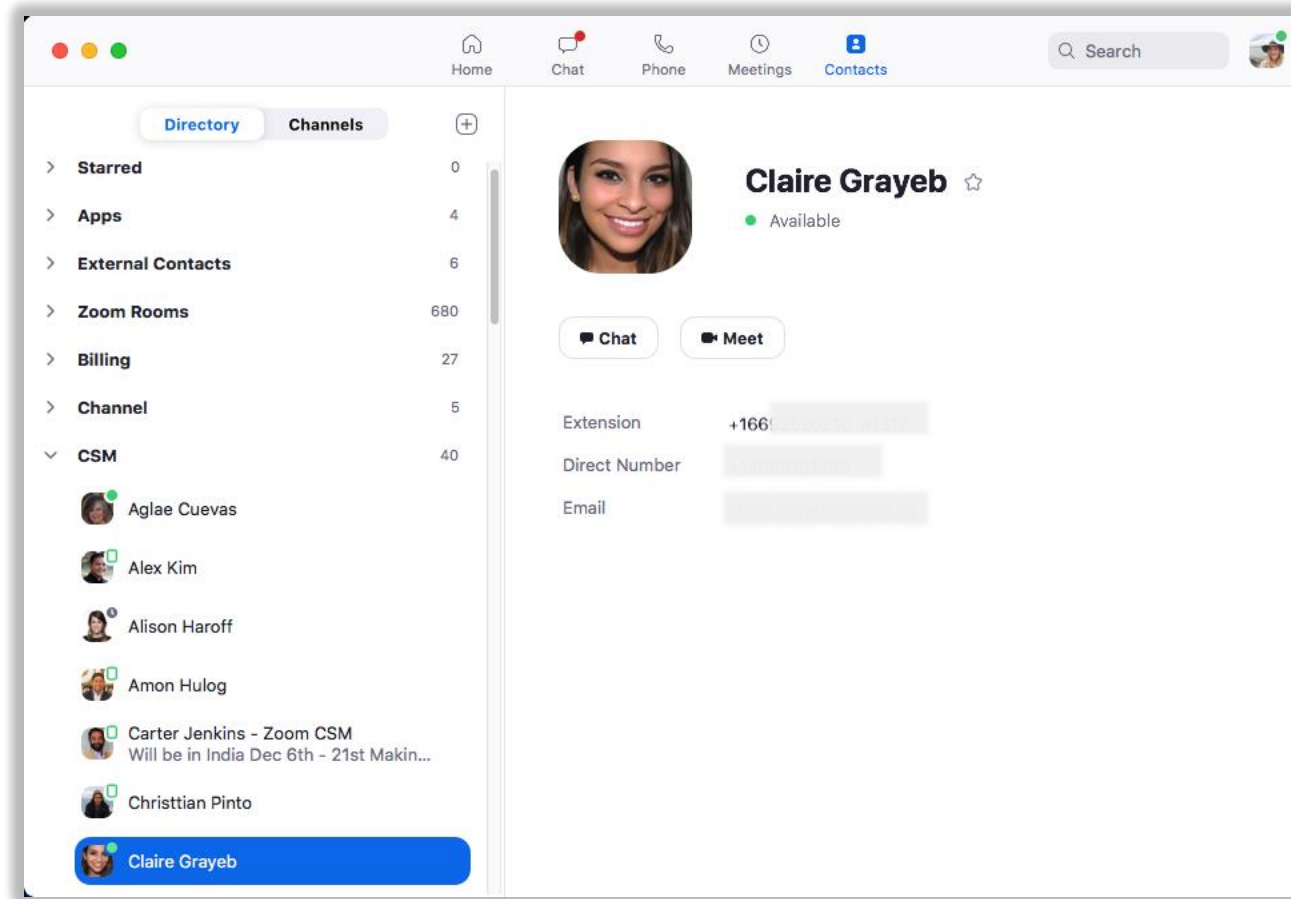
Zoom Desktop Application

Managing Contacts



Zoom Desktop Application

Managing Contacts



Hosting a Zoom Meeting

In-Meeting Controls

Zoom Meeting Controls



Viewing Option

Mute Audio

Disable Video

End Meeting

Gallery View

A screenshot of a Zoom meeting in gallery view. The interface shows a 5x5 grid of 25 participants. Each tile contains a video feed of a participant with their name at the bottom. The participants are: Jeremiah Pansarasa, Joshua Jones, Vincent Escamilla, Ned Williams, Alex Allen, Katherine Moholt, Jonathan Williams, Richard Gatchalian, Carter Jenkins - Zoom CSM, Alyson Baber, Brad Whitlock, Alex Gillespie, Erik Arellano, Christian Bedell, Chris Quackenbush, Ryan Blake, Dave Rudel, Melissa Dorsch, Brian DeWitt, Erik Arellano, David Chung, Logan Carmekie, Joey Young, Vincent Bellotti, and Todd Neu. The bottom toolbar includes icons for Mute, Stop Video, Invite, Manage Participants (25), Polling, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, and End Meeting. The top right corner has 'Speaker View' and 'Exit Full Screen' options.

Recording Options

Local Recording



Inviting Participants




Zoom Meeting ID: 805-946-1828

Zoom Meeting ID: 765234594

Contacts Zoom Rooms Room System **Email** Phone

Cancel the Sp

Choose your email service to send invitation

 Default Email  Gmail  Yahoo Mail

[Copy URL](#) [Copy Invitation](#)

Mute Stop Video Invite Manage Participants 8 Share Screen Chat Record Breakout Rooms [End Meeting](#)

Meeting Management

Zoom Meeting ID: 805-946-1828

Speaker View

Participants (1)

Joshua Jones (Host, me)

Mute All Unmute All More ▾

- Mute Participants On Entry
- ✓ Play Enter/Exit Chime
- Lock Meeting
- Lower All Hands
- Merge to meeting window

Melissa Dorsch

Alyson Baber

Pansarasa

Mute Stop Video Invite Manage Participants (7) Share Screen Chat Record Breakout Rooms End Meeting

Participant Management

Zoom Meeting ID: 805-946-1828

Speaker View

Participants (6)

- Joshua Jones (Host, me)
- Alex Allen Unmute More ▾
- Alex Gillespie
- Alyson Baber
- Cody Anchondo
- Rick Drum

Melissa Dorsch

Alyson Baber

- Chat
- Ask to Start Video
- Make Host
- Make Co-Host
- Allow Record
- Rename
- Put on hold
- Remove

Mute All Unmute All More ▾

Mute Stop Video Invite Manage Participants Share Screen Chat Record Breakout Rooms End Meeting

In-Meeting Chat

Zoom Meeting ID: 805-946-1828

Zoom Group Chat

Love your background, Joshua.

From **Cody Anchondo** to **Everyone**:
Zoom is the best!

From **Alex Allen** to Me: **(Privately)**
Love your background, Joshua!

From **Alyson Baber** to **Everyone**:
Love that feature! We will get a lot of use out of that!

From **Alyson Baber** to Me: **(Privately)**
Great training! Thanks, Josh!

From ...
This ...
From ...
me t ...

To: **Everyone** ▾

Type message here...

More ▾

- Save chat
- Share file in meeting
- Allow attendees to chat with:
 - Host only
 - ✓ Everyone
- Merge to meeting window

Speaker View

Jeremiah Pansarasa

Mute Stop Video Invite Manage Participants Share Screen Chat Record Breakout Rooms End Meeting

Sharing Content

Zoom Meeting ID: 805-946-1828

Speaker View

Basic Advanced

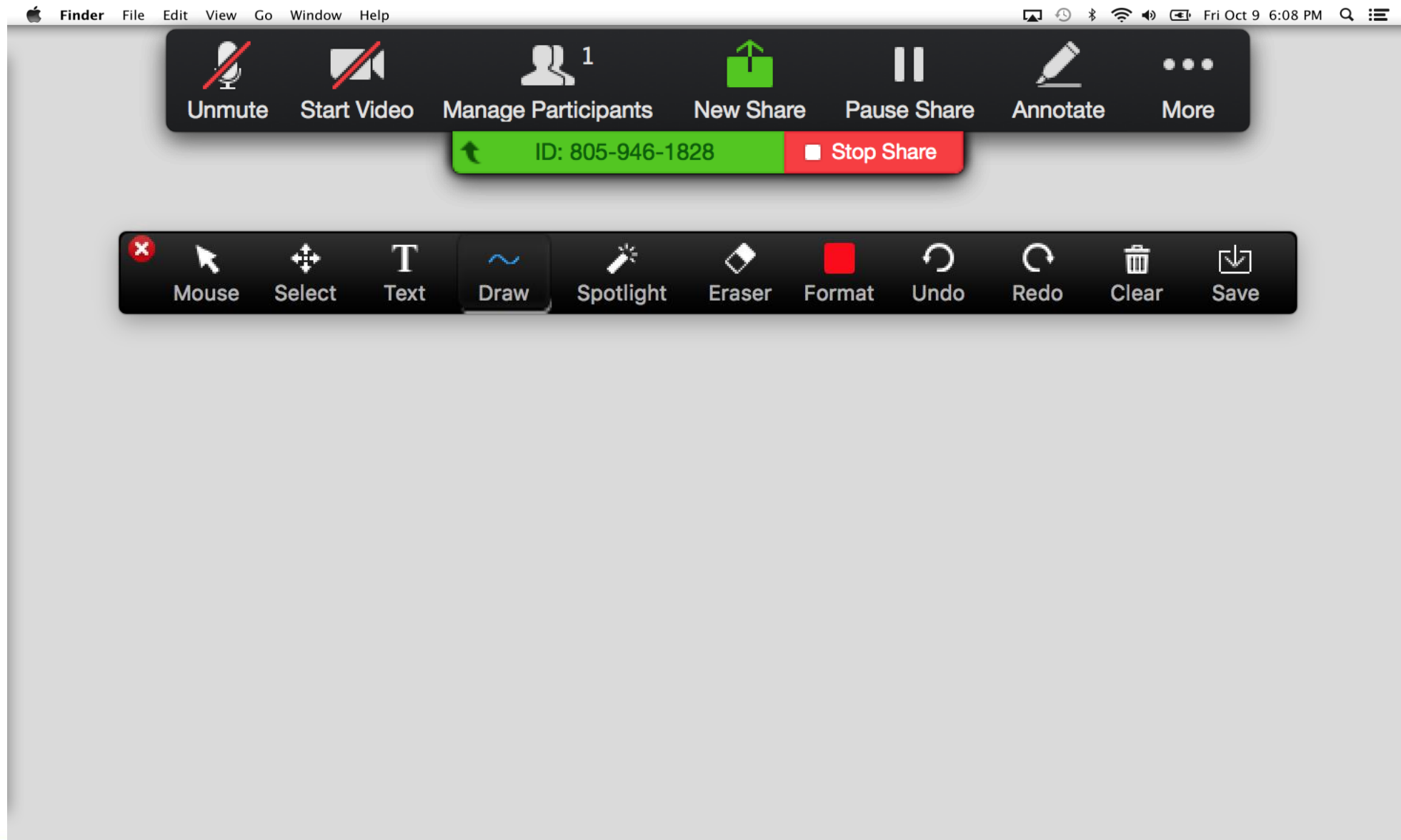
Desktop 1 Desktop 2 Whiteboard iPhone/iPad via AirPlay

iPhone/iPad via Cable zoom.us - Zoom - Pro Account Google Chrome - Inbox - josh... Notes - Notes

Share computer sound Optimize for full-screen video clip [Share Screen](#)

Mute Stop Video Invite Manage Participants 7 Share Screen Chat Record Breakout Rooms End Meeting

Sharing Content



Zoom Resources & Support

wts.uwo.ca/zoom/index.html

Western Technology Services

Google Custom Search

[ABOUT WTS](#) [INFORMATION SECURITY](#) [SUPPORT FOR INSTRUCTORS](#) [SERVICES](#) [SELF SERVE](#) [GET HELP](#)

[Home](#) > [ZOOM](#)

[Zoom Web Conferencing](#)

[Register for Zoom Training](#)

[Getting Started](#)

[Meetings](#)

Zoom Web Conferencing



Tips & Best Practices

Before the Meeting:

- Test your Audio and Video
- Have content you intend to share ready in advance
- Close applications with pop ups

Hosting a Meeting:

- Mute your microphone if others are presenting/speaking
- Use Gallery View for collaborative meetings
- Share your screen
 - Share specific applications to control displayed content
 - Use “New Share” to seamlessly transition between shared applications
- Use the Annotation feature to grab and direct attention

Turn your camera on:

- Position your webcam at, or slightly above eye level
- Make eye contact – try to look at your webcam as often as possible

Thank You

Connect With Us

[@zoom_us](#) | blog.zoom.us