

Zoom Basics – User Guide

What is Zoom Video Conferencing?

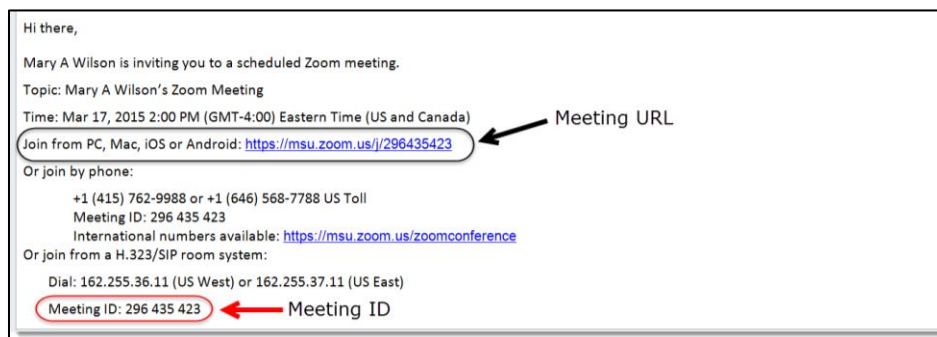
Zoom is a cloud-based platform for video and audio conferencing, mobile collaboration, and simple online meetings.

Installing Zoom (desktop)

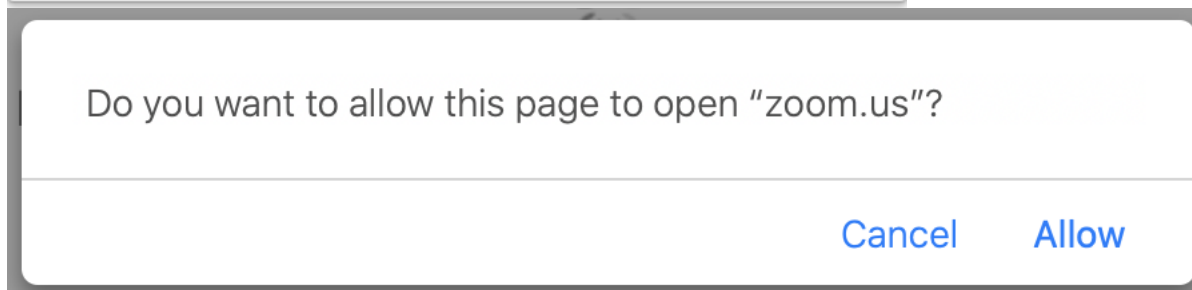
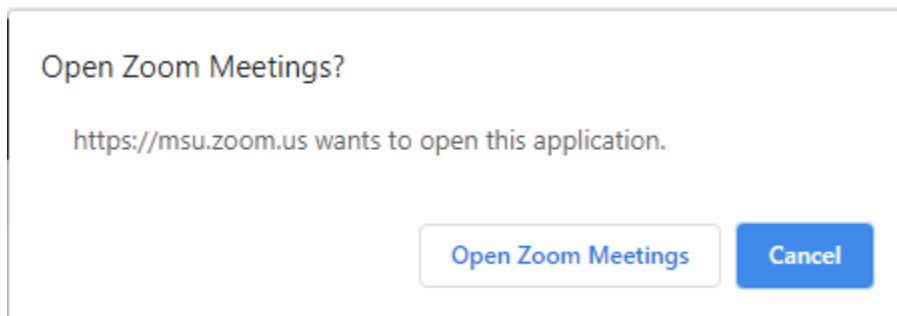
Using Zoom with a Windows or MacOS device requires the installation of an app. Download the app by going to the [MSU Zoom Homepage](#) or to the [Zoom Download Webpage](#). (Click on one of two underlined items to be taken to a webpage where you can download ZOOM. You might need to hold down your Ctrl button while you click to be connected to the webpage.)

Joining a Scheduled Meeting – [Video & Additional Directions](#)

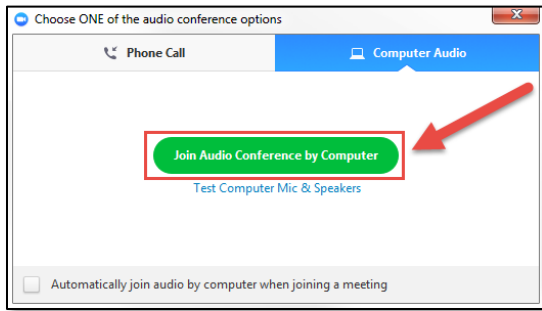
1. If you have been emailed an invitation to join a Zoom meeting (see the example below), click on the URL link (**black arrow**) to join from PC, Mac, iOS or Android. (If the link doesn't work, copy and paste it into your web browser.) If asked for the meeting ID, copy and paste the meeting ID found at the bottom of the message (**red arrow**). You also may need to enter a password. If so, it will be included in the meeting invitation information (not shown below).



2. Once you click on the link, another window (such as one of the two shown below) will likely pop up. Click on "Open Zoom Meetings" or "Allow". Please note that if one of these windows does not pop up, follow the instructions on your computer screen to join the meeting.

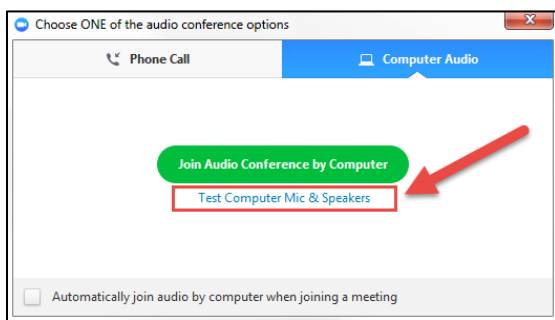


3. Click on the "Join Audio Conference by Computer" button (Helpful Hint: If you don't see this option select the Join Audio button in the lower left corner of your screen).



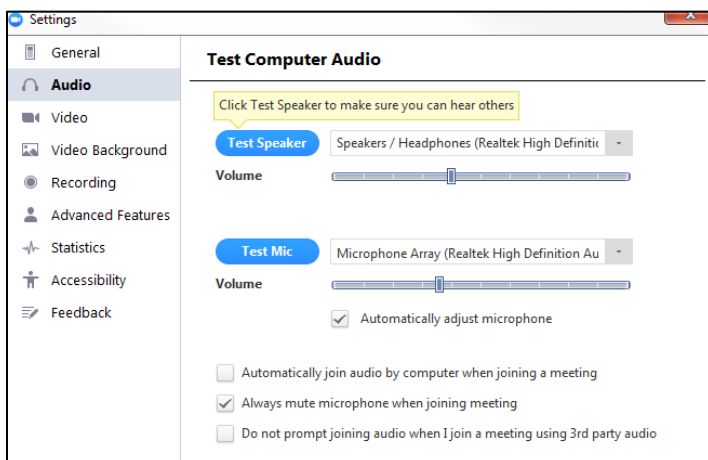
1st Time Users: Testing Your Computer Audio/Video – [Video](#) for Audio Test & [Video](#) for Video Test

1. When you join a Zoom meeting you will be prompted with the window shown below. Select the **Test Computer Mic and Speakers** option.

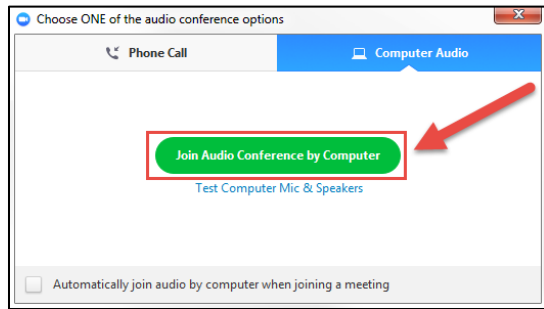


2. Test your sound by clicking on the **Test Speaker** button and watching the volume bar move. Test your microphone by clicking on the **Test Mic** button and recording yourself speaking.
 - Select the speaker dropdown and try a different speaker source if you can't hear the other side.
 - Select the microphone dropdown and try a different audio source if the other side can't hear you.
 - We recommend keeping the "automatically adjust microphone settings" enabled.

Close the window (click the red X) to return to the main screen.



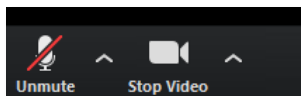
- After testing your audio select the Join Audio Conference by Computer button (Helpful Hint: If you don't see this option select the Join Audio button in the lower left corner of your screen).



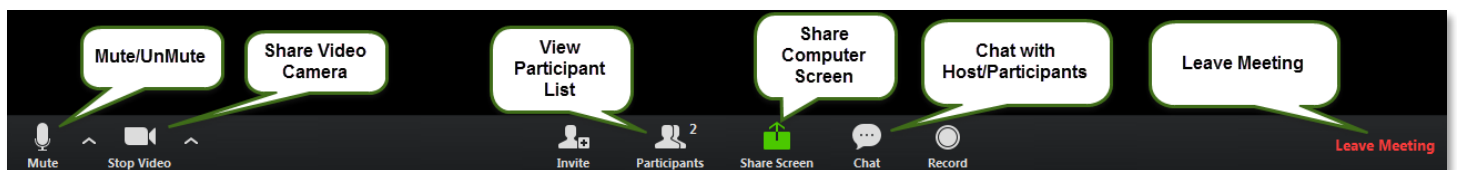
Basic Zoom Meeting Tool Bar

The visual at the bottom of this section shows the basic Zoom Tool Bar that will appear on your Zoom screen once you have successfully joined the meeting. This bar will disappear after a bit. To make it reappear, hover your mouse anywhere on your Zoom screen. It includes options (from left to right) for:

- Muting/unmuting your microphone** - a red slash through the microphone means you are muted and other participants are not able to hear you. (Click on it to add/remove the red slash—to turn off/on your microphone.)

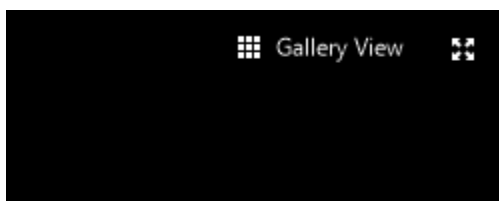


- Stopping/starting your video camera** – a red slash through the camera means your camera is off and other participants are not able to see you. (Click on it to add/remove the red slash—to turn off/on your video camera.)
- Participants** – Clicking on this button allows you to see who is in the meeting.
- Share Screen** – If you click on this icon, another window will appear that will give you options for sharing your screen. (See Advanced Features below for more info.)
- Chat** – If you click on this icon, a sidebar will appear that allow you to type in live comments and questions. (Please note that, unless you change it, all participants see your questions and comments.)
- Leave Meeting** – Click on this to leave the meeting.



Screen Views

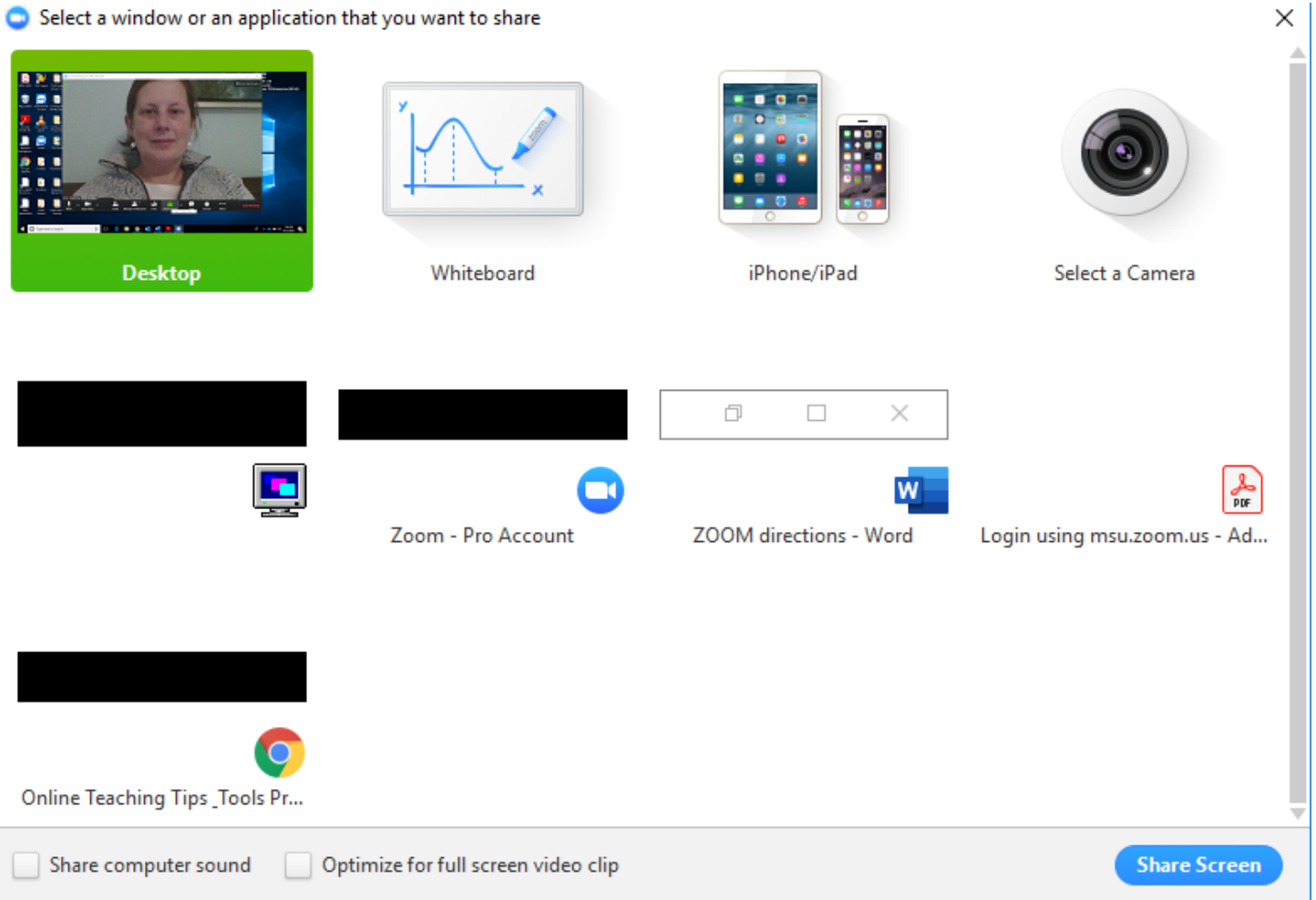
During the Zoom meeting, you have a choice between “Speaker View” and “Gallery View”. “Speaker View” is the default and will show whoever is speaking. “Gallery View” allows you to see all participants, regardless of the speaker, in a grid. (Think Brady Bunch.) To switch to “Gallery View”, click on the “Gallery View” grid in the upper right-hand corner of your Zoom meeting screen. This is a toggle switch which allows you to go back and forth between “Speaker View” and “Gallery View.” To maximize your screen size, click on the four arrows icon to the right of “Gallery View.”



Sharing Your Screen – [Video & Additional Directions](#)

When you click on the “Share Screen” icon, another window (see below) will appear that will give you options for sharing your screen. This is useful if you have a visual on your computer that you’d like to share or would like a “white board” to draw or write on. Any window or program that is open on your computer will appear as an option to share.

Select a window or an application that you want to share



Desktop

Whiteboard

iPhone/iPad

Select a Camera

Zoom - Pro Account

ZOOM directions - Word

Login using msu.zoom.us - Ad...

Online Teaching Tips_Tools Pr...

Share computer sound Optimize for full screen video clip

Share Screen

Tips

When meeting with a group of more than 5 people, ask everyone to use headphones and “mute” unless speaking to help eliminate echo and background noise.

Technical Help

If you need technical assistance, please contact the Michigan State University help desk at (844) 678-6200 or ithelp@msu.edu. Assistance is available 24 hours a day/7 days a week.

Other Zoom Resources

- ZOOM Quick Start Guide for New Users - <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- ZOOM Video Tutorials: : <https://zoom.us/resources>
- MSU Guide to Remote Access: Zoom Best Practices - <https://remote.msu.edu/teaching/zoom-best-practices.html>
- MSU Zoom Basics - <https://itservicedesk.msu.edu/CAisd/pdmweb.exe>