

Zoom Training

Zoom Basic vs Zoom Pro

Basic – free version limiting users to host 40 min session with up to 3 attendees

Pro – allows hosting for up to 300 attendees with unlimited session time

Accessing Zoom

Wesportal – Locate Zoom under "*Campus Applications*" to navigate to Zoom account.

The screenshot shows the WesPortal homepage. At the top, there is a search bar labeled "Search WesPortal" and a "WesPortal" header. Below the header, a red banner displays "Wesleyan University" and "Welcome, AL". A yellow banner provides information about the Coronavirus (COVID-19) situation. The main content area is divided into several sections. On the left, a "Favorites" sidebar lists various services, including "Zoom". In the center, a row of icons represents different services: Directory, Drive, EMS, Email, ITS Help, Library, LinkedIn Learning, Moodle, and Office365. Below this, a "Campus Applications" section is highlighted with a red box, and the "Zoom" link within it is circled in red. Other sections include "Academics", "Facilities", "Faculty Governance", "Finance", and "ITS Help".

The screenshot shows the Zoom video conferencing interface. At the top, the Wesleyan University logo is displayed. Below it, the text "Video Conferencing" is shown. There are three main buttons: "Join" (with the subtext "Connect to a meeting in progress"), "Host" (with the subtext "Start a meeting"), and "Sign in" (with the subtext "Configure your account"). At the bottom, there are links for "Getting Started", "Download Client", and "Zoom Support". The background features a scenic view of a Wesleyan University building with trees in the foreground.

Accessing Zoom *(continued)*

1) Zoom Authentication – Wesleyan SSO credentials

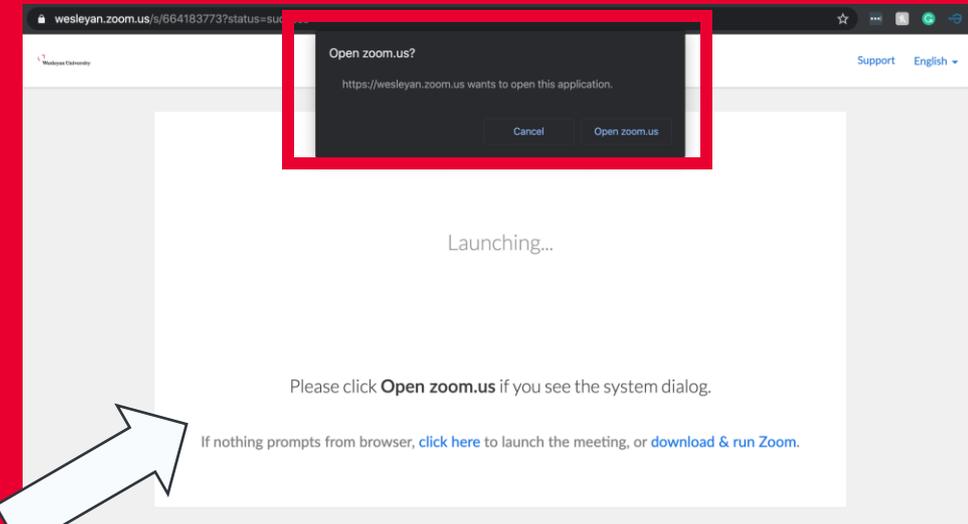
Single Sign-On

Username (include @wesleyan.edu):
avazquez@wesleyan.edu

Password:
.....

LOGIN

[Forgot your password?](#)
[Click here for guest access](#)



2) Allow Zoom to open application

First time users will be prompted to install Zoom Client. Zoom automatically detects operating system needed for client application install.

Zoom Client Application

App Client (Mac version illustrated)

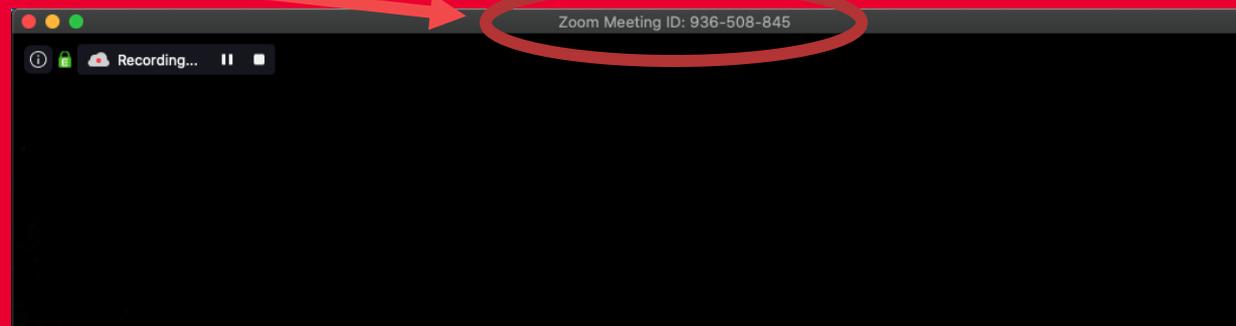
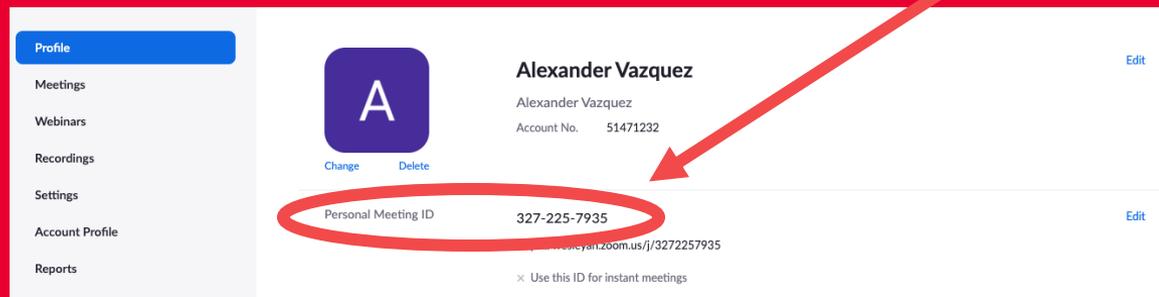
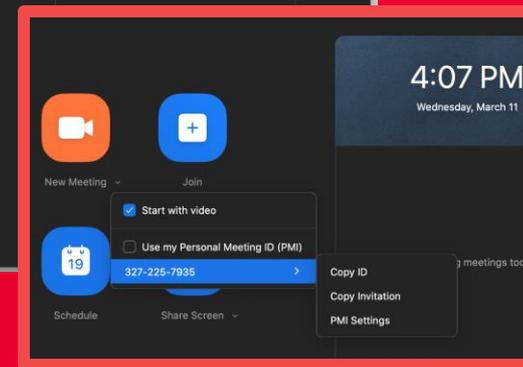
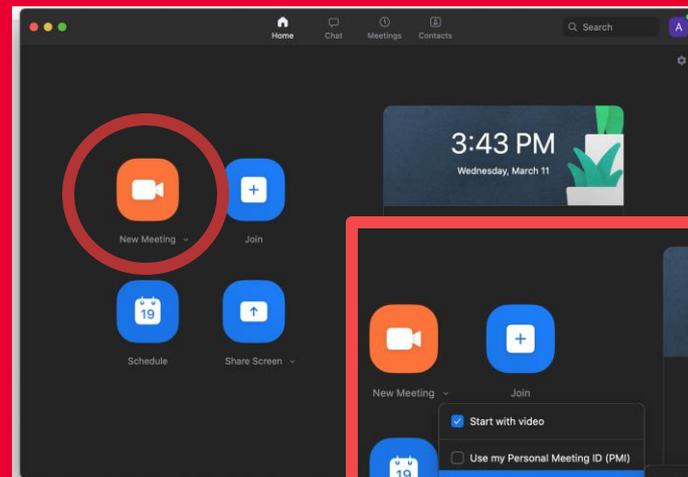
New Meeting icon allows user to:

- **Select starting session with video.**



- **Select using Personal Meeting ID (PMI)**

**NOTE: Personal Meeting ID is provided automatically when signing into your Zoom account. PMI can be located in user profile on web interface or at the top of the conference window*



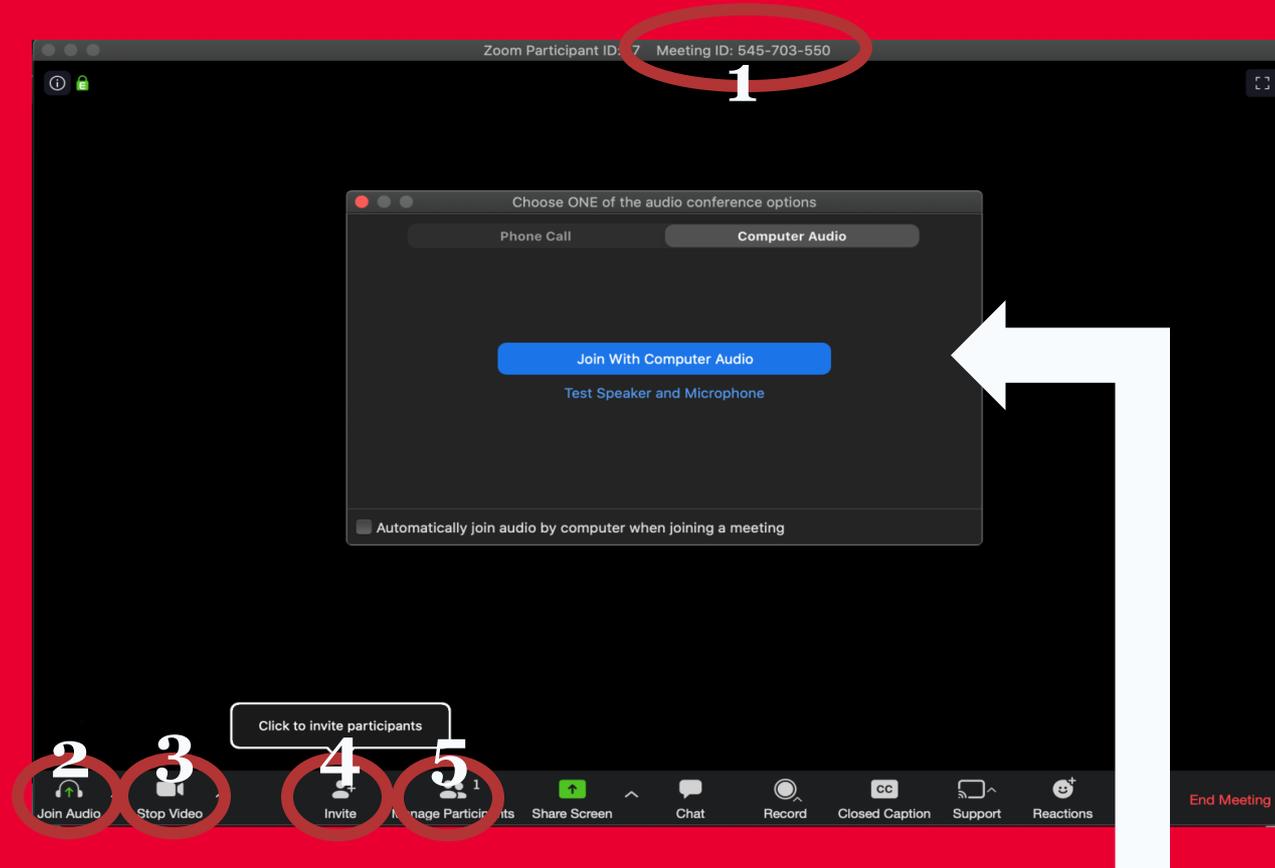
- **Copy ID, Copy Invitation & PMI Settings**
(select pull down ▼ to access options)

Zoom Client Application *(continued)*

**Application Window (Mac version illustrated)*

Selecting "New Meeting" icon opens conference window *(as displayed below)*

- 1) Meeting ID:** *Automatically generated for each session*
- 2) Join Audio:** *Select mic input/output*
- 3) Stop Video:** *Select video input/output*
- 4) Invite Participants:** *Invite users to join meeting*
- 5) Manage Participants:** *View attendees, control attendee's audio (mute). NOTE: only meeting Host(s) can manage session*



****Beginners are encouraged to select "Join With Computer Audio**

Zoom Client Application *(continued)*

**Application Window (Mac version illustrated)*

6) Screen Sharing: *Allows user to select what content to share*

6a) Desktop: *Share desktop*

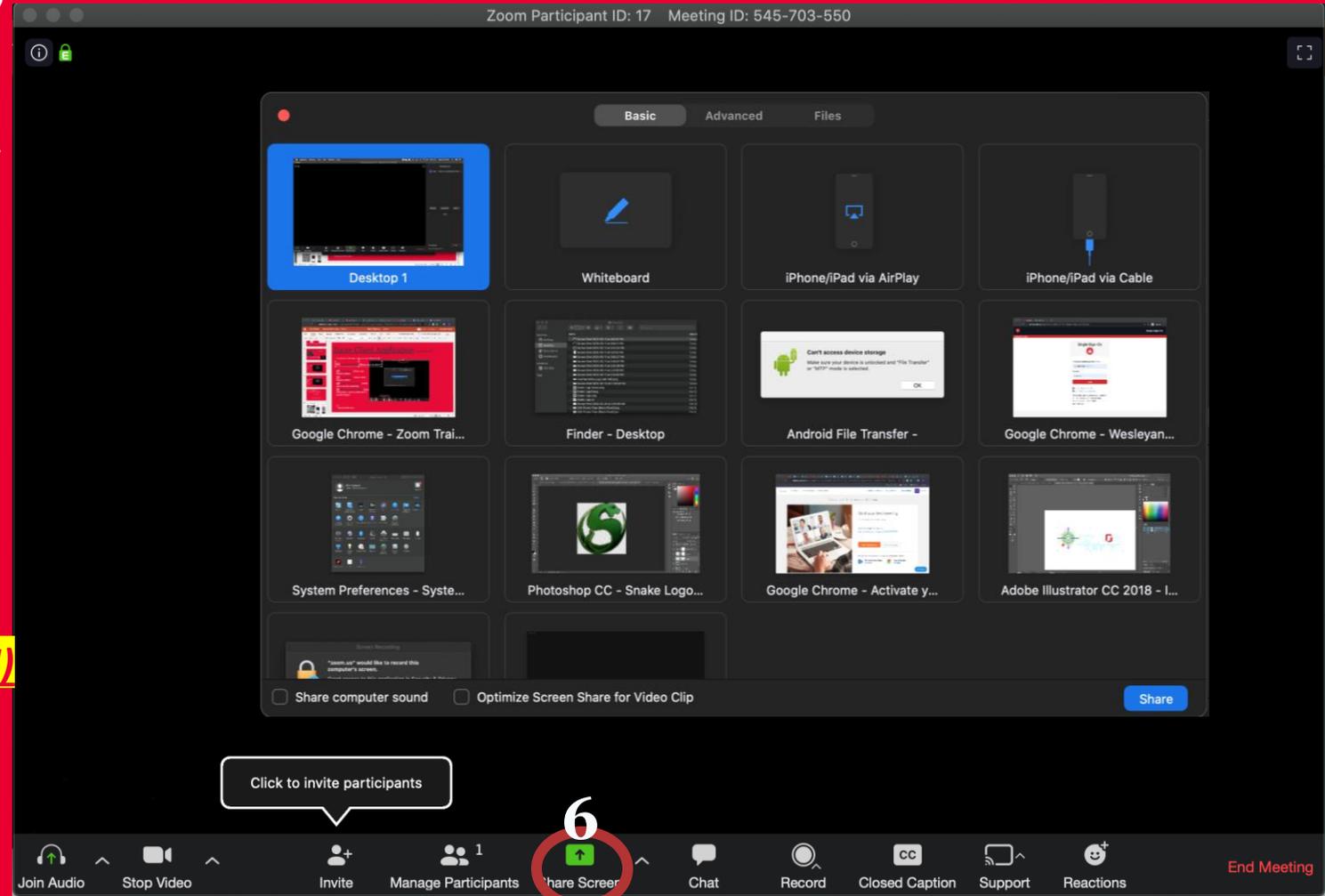
6b) Whiteboard: *Annotate on Collaborative whiteboard*

6c) iPhone/iPad via Airplay:

Plugin required [\(Click here to download\)](#)

6d) iPhone/iPad via Cable:

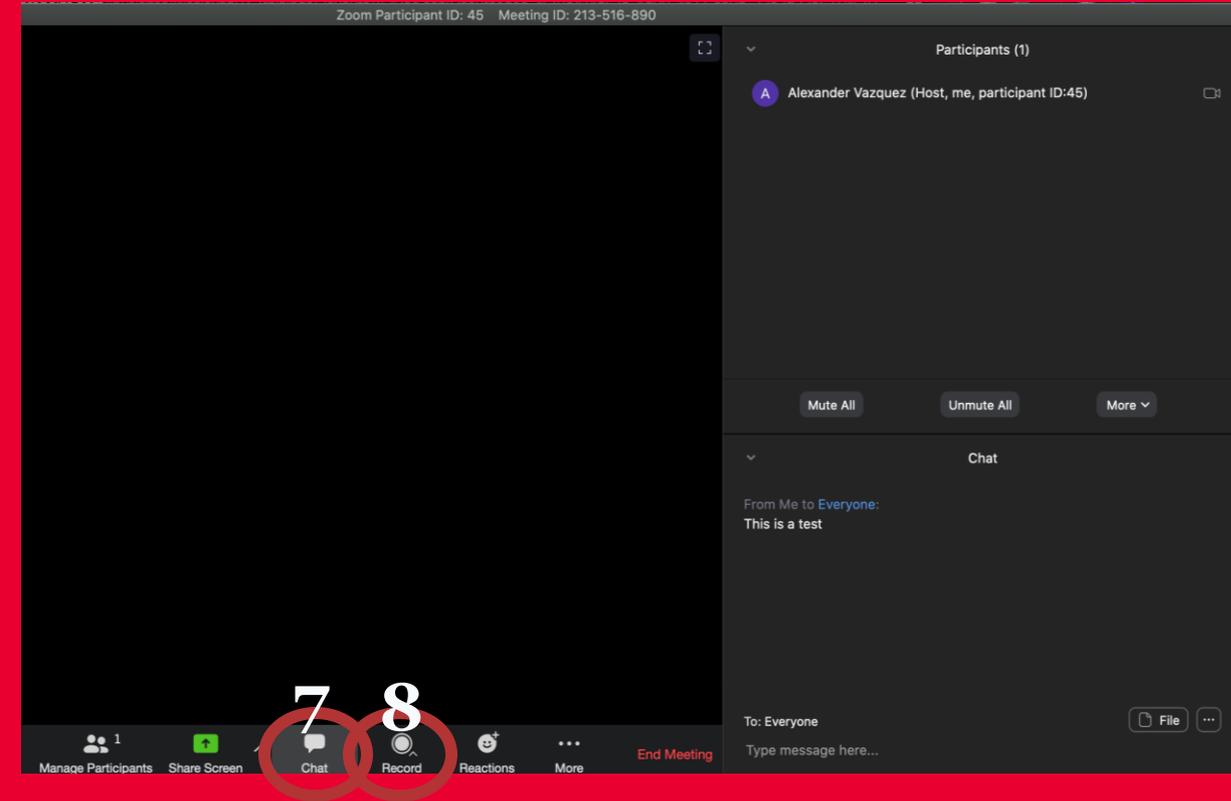
Cable connection required



Zoom Client Application *(continued)*

**Application Window (Mac version illustrated)*

- 7) Chat:** *Allows attendees to ask questions*
NOTE: *Chat conversations are also recorded for future access, and accessible in "Recordings"*
- 8) Record:** *Allows Host to record meeting.*
Recording will be converted to MP4 file available shortly after meeting is over.
 - 8a) Record on this computer:** *Allows recording to be stored on local computer*
 - 8b) Record to the Cloud:** *Recording will be stored to user's Zoom web profile landing page. (Reference next slide to view user web interface)*



Join a Meeting

**Application Window (Mac version illustrated)*

- *To join a meeting, click link provided in email invitation.*
- *OR click "**Join a Meeting**" in the Web interface or Zoom app. Enter the "Meeting ID" (no Zoom account needed), and click "Join".*

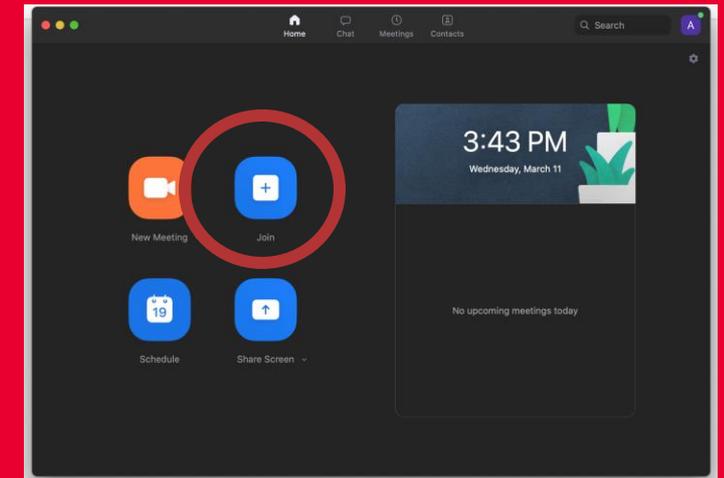
** **NOTE:** If attendee joins meeting before Host, Host will be notified through email*

WATCH JOIN A MEETING VIDEO TUTORIAL

Web Interface



Zoom App



** Click yellow highlighted text to view content*

Zoom Web Interface

**Application Window (Mac version illustrated)*

Profile: Allows user to update profile info

Meetings: Schedule meetings that can be added to Outlook and Google Calendar.

Webinars: Conduct Webinars (function currently not available for users)

Recordings: Access recordings stored on user's cloud account. Share or download Recordings. **NOTE:** Local recordings will not be accessible remotely

Settings: Configurations and Settings

Account Profile: Account profile

Reports: Generate Reports

The screenshot displays the Zoom web interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. The main navigation menu on the left lists 'Profile', 'Meetings', 'Webinars', 'Recordings' (selected), 'Settings', 'Account Profile', and 'Reports'. The 'Recordings' section is active, showing 'Cloud Recordings' and 'Local Recordings' tabs. The 'Cloud Recordings' view includes filters for 'From' (mm/dd/yyyy) and 'To' (03/11/2020), a search bar, and buttons for 'Delete Selected' and 'Delete All'. A modal window titled 'Share this cloud recording' is open, showing sharing options: 'Share this recording' (Publicly selected), 'Viewers can download', 'On-demand(Registration Required)', and 'Password protect'. The modal also displays 'Recording Link Information' with the topic 'Alexander Vazquez's Zoom Meeting' and start time 'Mar 11, 2020 04:48 PM'. The meeting recording URL is shown as 'https://wesleyan.zoom.us/rec/share/5vZZKb7sr1FIT4WU4n3keIEA...'. A 'Copy To Clipboard' button is visible at the bottom of the modal.

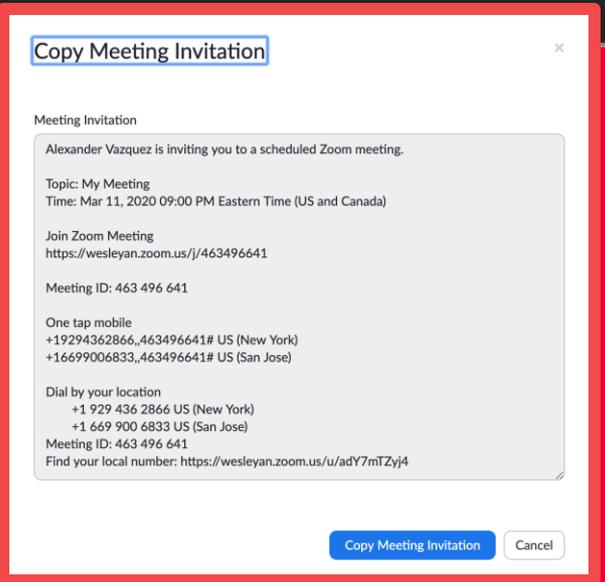
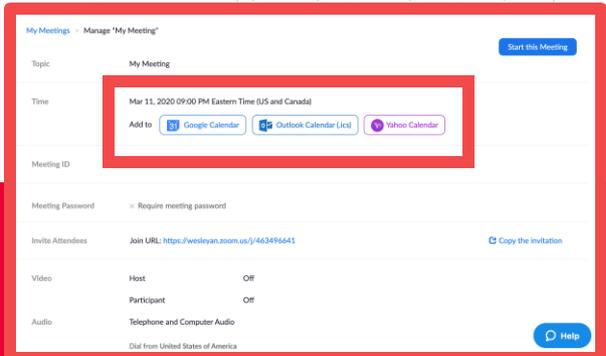
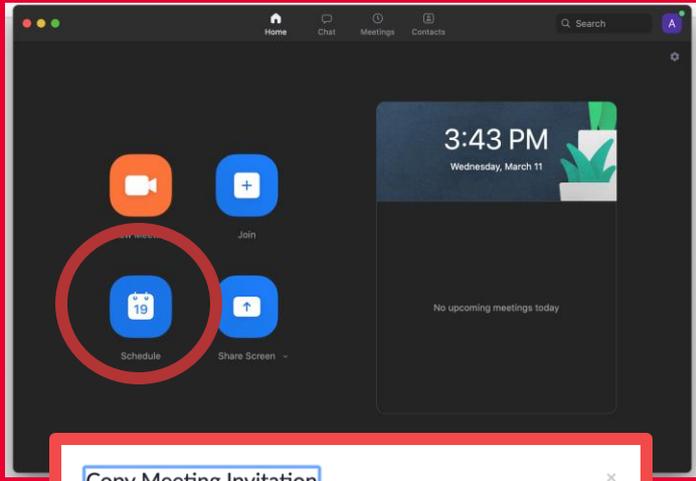
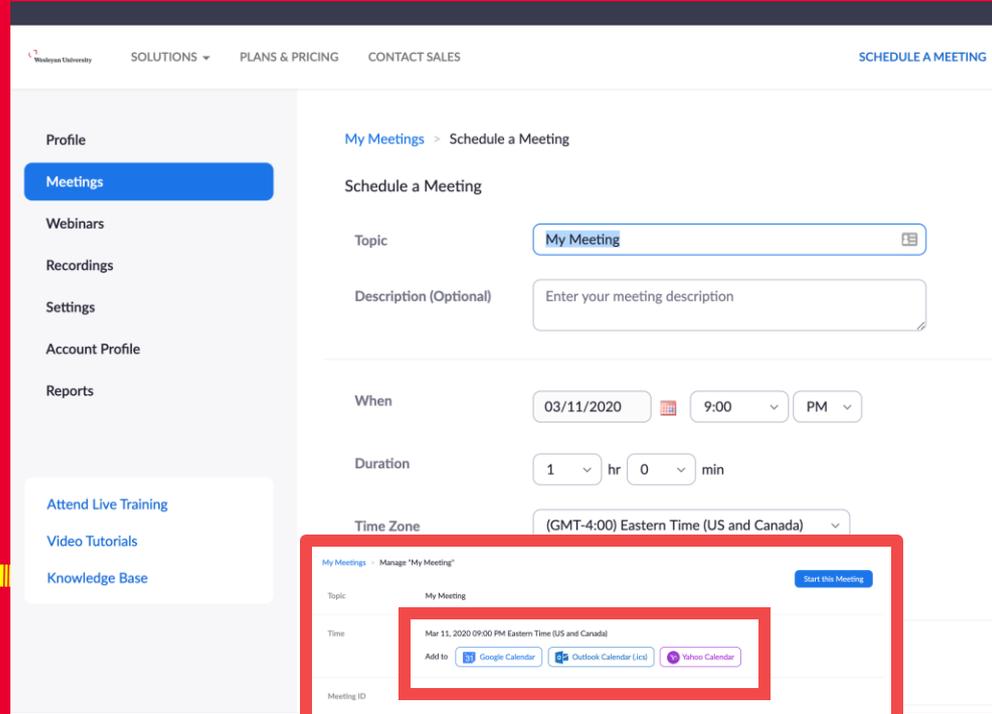
Scheduling a Meeting

**Application Window (Mac version illustrated)*

- *Schedule meeting through Web interface or Zoom app.*
- *Add meeting directly to your calendar*
- *Copy meeting info and share through text or email*

Web Interface

Zoom App



WATCH SCHEDULING MEETING IN OUTLOOK VIDEO TUTORIAL

WATCH SCHEDULING MEETING IN GOOGLE VIDEO TUTORIAL

WATCH SCHEDULING MEETING VIDEO TUTORIAL

** Click yellow highlighted text to view content*

Recording a Meeting

**Application Window (Mac version illustrated)*

- Clicking Record icon prompts host to select video storage location. Either "Cloud" or "Local" can be accessed through user's Web interface.

WATCH RECORDING MEETING VIDEO TUTORIAL

- If selected, Closed Captioning and Automatic Transcription will be available under "Recordings" after meeting
- Copy meeting info and share through text or email

The image shows two screenshots related to Zoom recording. The top screenshot is a close-up of the Zoom meeting toolbar. The 'Record' icon is circled in red, and a dropdown menu is visible with options: 'Record on this Computer' (with a keyboard shortcut ⌘R) and 'Record to the Cloud' (with a keyboard shortcut ⌘C). The bottom screenshot shows the Zoom web interface for 'Recordings'. The 'Recordings' tab is selected in the left sidebar. The main content area shows 'Cloud Recordings' and 'Local Recordings' tabs. Below these are search filters for 'From' (mm/dd/yyyy), 'To' (03/12/2020), and 'All Status'. There is a search bar with 'Search by ID' and a search button. Below the search bar are 'Delete Selected' and 'Delete All' buttons. A table lists recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. Two recordings are listed: 'Alexander Vazquez's Zoom Meeting' (ID: 936-508-845, Start Time: Mar 12, 2020 02:55 PM, File Size: 2 Files (66 MB)) and 'My Meeting' (ID: 366-740-862, Start Time: Mar 12, 2020 10:51 AM, File Size: 3 Files (142 MB)). Each row has 'Share...' and 'More' buttons.

Resources

Click links below to access content

[Knowledge Base = Zoom Web Conferencing - Getting Started](#)

[Knowledge Base = Educating Through Zoom: Guides, Tips, and Tricks](#)

[Knowledge Base = Zoom: Have an Assistant Schedule a Meeting](#)

[PDF = Zoom Meetings Training Reference Guide.pdf](#)

[PDF = Zoom Online Event Best Practices.pdf](#)

[Host and Co-Host Controls in a Meeting](#)

[Tips to Help You Meet Like a Pro](#)