



# Intro to Zoom (students)

Instructional Technology

# Login and Installation

**Login using the link below.**

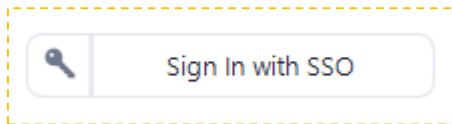
<https://arizona.zoom.us>

If you use [uahs.zoom.us](https://uahs.zoom.us), you will be redirected.

Click the **“SIGN IN”** button at the top right of the page.

**You have to use your NetID and password credentials.**

If you already have Zoom installed but you are not logged in, make sure to click on **“Sign into SSO”** and type in **Arizona**. Log in using your NetID and password.



**Zoom will automatically install when you begin a meeting from the Zoom website or click on a Zoom link.**

<https://zoom.us/download>

Click the **“Download”** button under **Zoom Client for Meetings**.

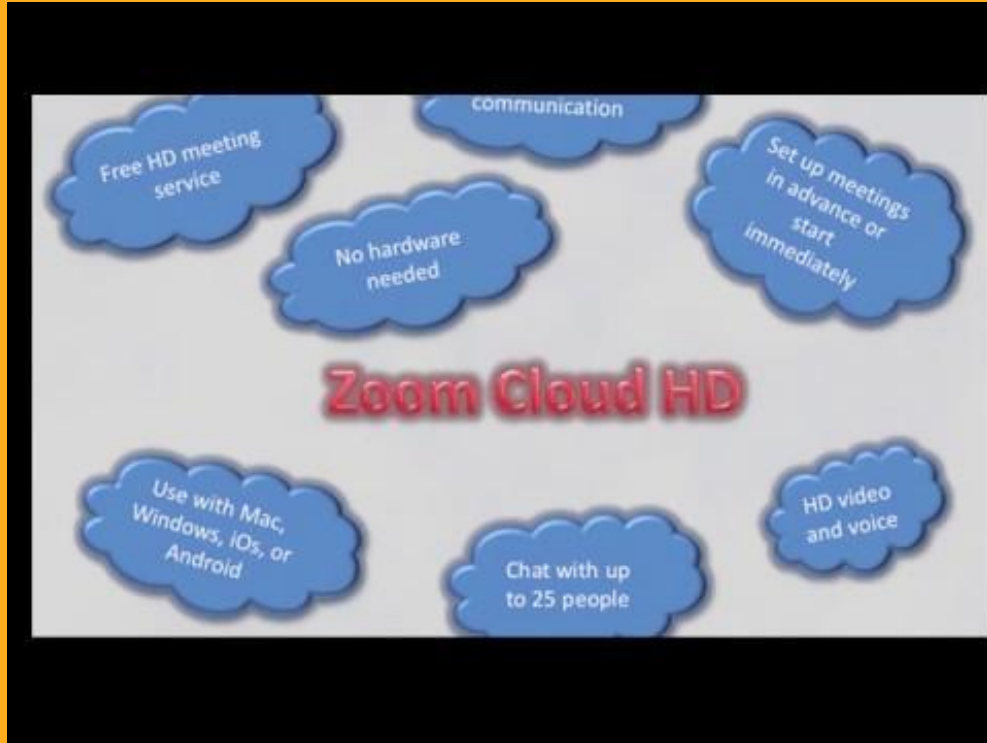
**More info on how to use Zoom at** <https://confluence.arizona.edu/display/PBC/How+To+Zoom>



# Joining a Zoom meeting

Let's start creating and joining a meeting





communication

Free HD meeting service

No hardware needed

Set up meetings in advance or start immediately

**Zoom Cloud HD**

Use with Mac, Windows, iOS, or Android

Chat with up to 25 people

HD video and voice

The image is a central graphic with a light blue background and a black border. It features the text 'Zoom Cloud HD' in a large, red, 3D-style font in the center. Surrounding this central text are seven blue, cloud-shaped callouts with white text. The callouts contain the following text: 'Free HD meeting service', 'No hardware needed', 'Set up meetings in advance or start immediately', 'Use with Mac, Windows, iOS, or Android', 'Chat with up to 25 people', 'HD video and voice', and 'communication' (partially visible at the top). The entire graphic is set against a solid orange background.



# Add or renaming your name

**This can be done before or during the meeting.**

When first opening your meeting, fill the Name section with your name or prompted name.

If you opened your meeting already, click on the **Participants** button at the bottom menu. A new window will open on the right where you will see a list of participants.

Hover over your name and click on the **More** button and then **Rename**.

## Join Meeting

Meeting ID or Personal Link Name

Your Name

name

- Don't connect to audio
- Turn off my video

Participants (1)

NB

Ngoc... (Host, me, participant 1)

Rename

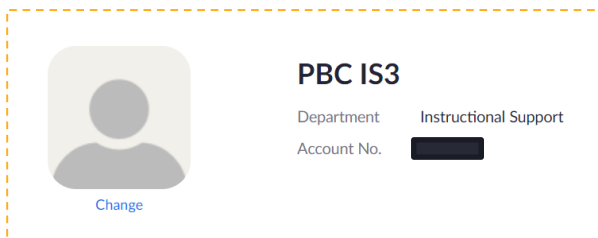
Add Profile Picture

**More info on how to use Zoom at** <https://confluence.arizona.edu/display/PBC/How+To+Zoom>

# Adding a profile picture

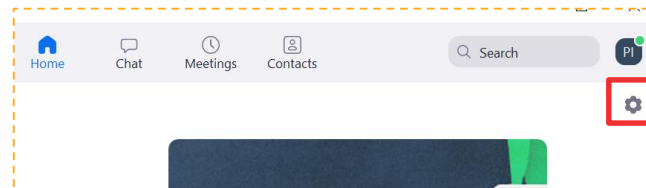
**This can be done before or during the meeting.**

Login to your **Zoom account**. On the first page, click on **Change** to upload a new photo.



If you are already in a meeting, click on the **Settings** icon at the top right corner of the Zoom window.

On the left-side menu of the new window, click on the **Profile** section and then the **profile square** on top of your name.



# Audio and video

- If you will be speaking, make sure you have a microphone and speakers on your device
- If you need to be seen, make sure you have a camera on your device
- Muting options are available to the host of the meeting
- Participants can always use the built-in chat to ask/answer questions
- Only one person can share their screen at a time







# Roles

Privileges of hosts and co/alternative hosts



# Different roles in a meeting

## Hosts

- Only 1 person can be a host
- Start meeting
- Full permissions to manage the meeting
- Promote participants to co-host
- Mute control for participants
- Request/give remote control
- Start, create, and edit polls
- Start local or cloud recording
- End meeting

## Co-hosts/alternative hosts

- Start meeting
- Start poll
- Mute controls for participants
- Start local or cloud recording
- Remove/hold attendees
- Spotlight a video

**More info on Zoom roles** <https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

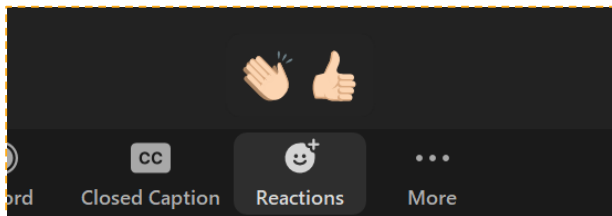


# Reacting and chatting

Different ways to interact in a meeting

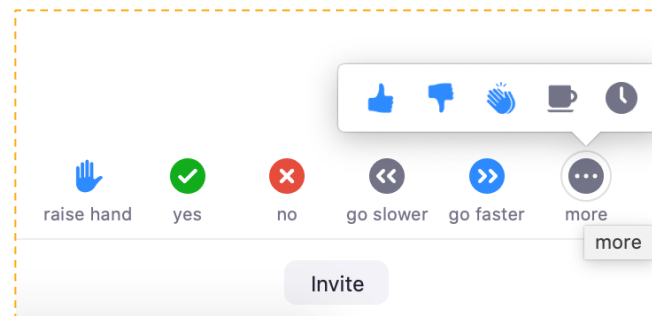
# Reactions

Reactions are limited but can be useful when you need quick responses. They can be found at the bottom menu with **Reactions** or in the **Participants menu**. You can see other attendees' reactions on the top left of their box.



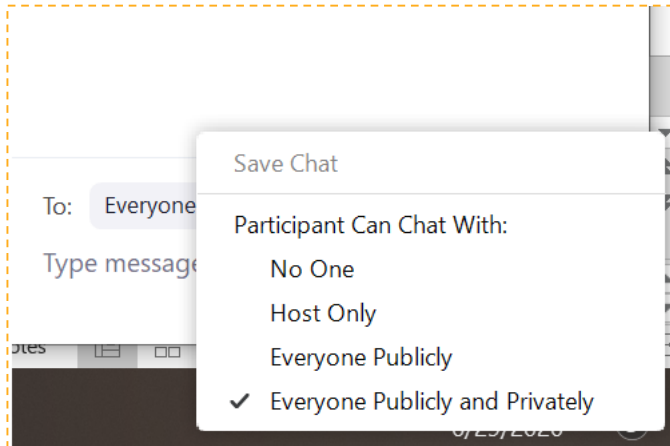
These reactions will disappear after 5 seconds.  
Skin tone can be changed in your Zoom settings.

From the **Participants menu**. When you raise your hand, the host will receive a notification of how many hands are up.

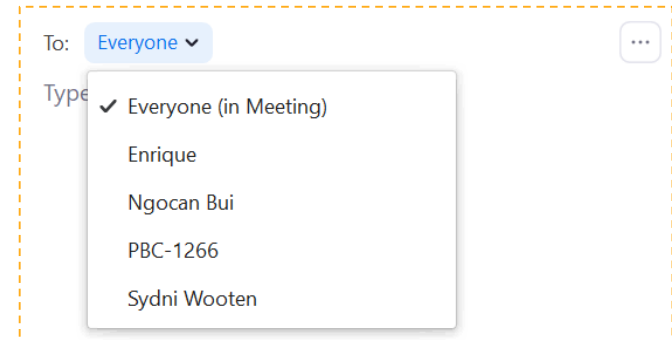


# Chatting

**Hosts and co-hosts** can control who can chat in the meeting and their options.



**Regular attendees** can chat publicly or privately with anyone in the participant list (unless the host has it restricted). Just specify who you would like to chat with in the menu.



More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>



# Virtual backgrounds

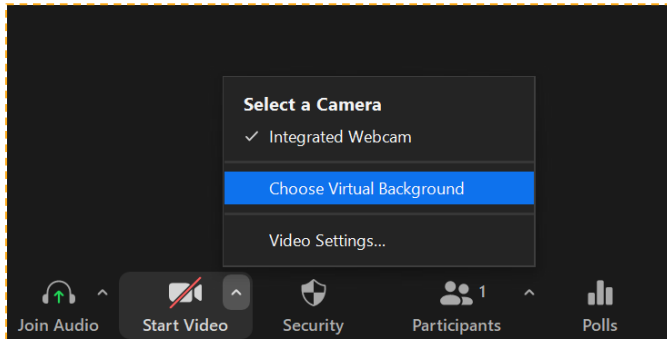
Setting your background to another photo



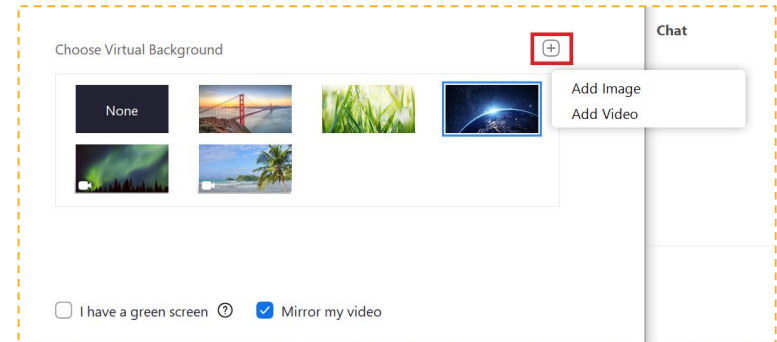
# Using virtual backgrounds

Using a virtual background is recommended to attend a meeting more securely.

Click on the **Video** button at the bottom menu and select **Choose Virtual Background**.



To use your own picture (including solid colors), download a photo and upload with the + button.



See if your device meets the requirements for Virtual Backgrounds [here](#).

More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>



# Views

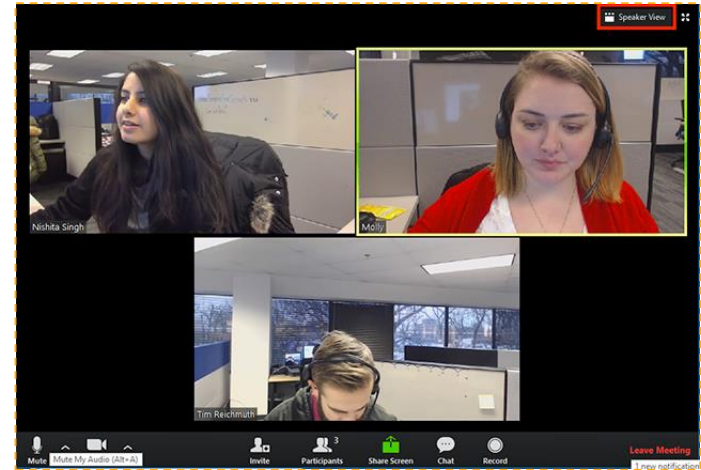
Speaker and gallery views





# Different views

Only you can change the views you see at the top right corner. There are only two options: Speaker (default) and Gallery view.



More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>



# Breakout rooms

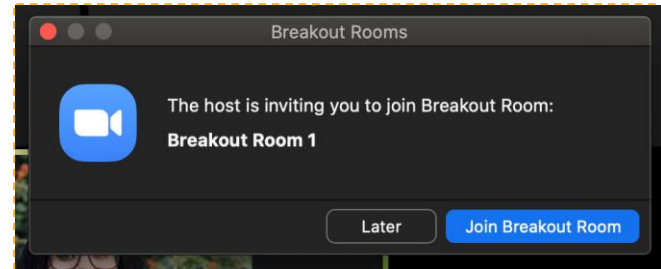
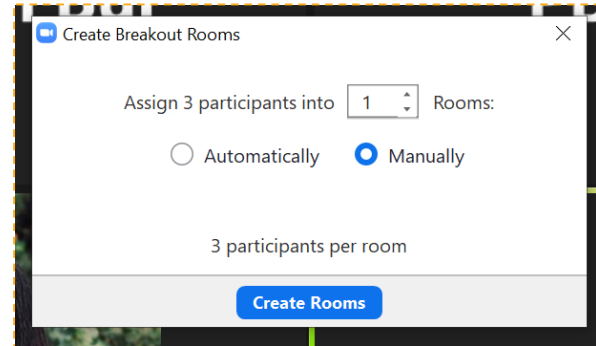
Assigning and accepting breakout rooms

# Using breakout rooms

Only hosts are able to assign breakout rooms.

In a breakout room, you will only be seen and heard by the people you are in that room with. If you want to communicate through chat, only the people in the breakout room will see your messages.

Participants will have to accept the request for them to be placed in a breakout room before proceeding.





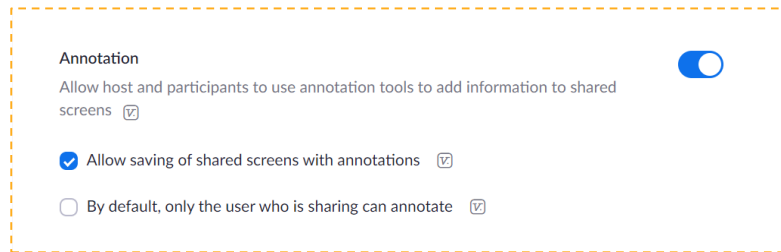
# Annotation

Annotating with your screen and whiteboard



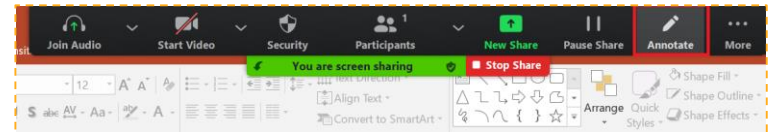
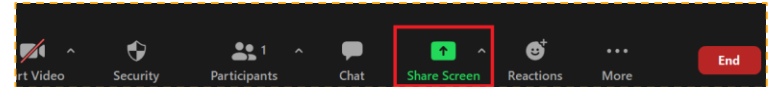
# Using annotation

By default, the annotation option is disabled for all users. To enable annotation, **go to your Zoom account settings and enable Annotation**. Enable other options you think is necessary.



If it is enabled, when someone **shares their screen** or uses the whiteboard, you will be able to annotate by selecting the **Annotate** button.

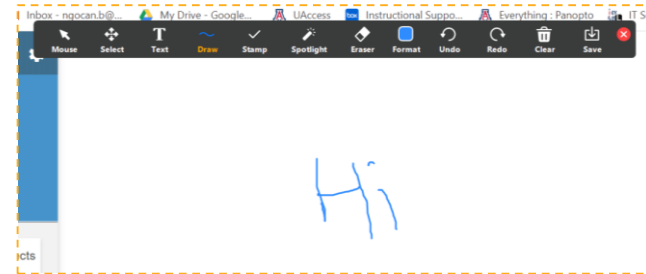
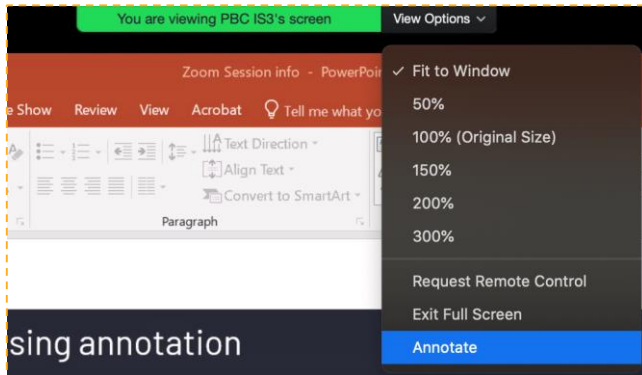
A touch screen device is **not** required to annotate.



More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>

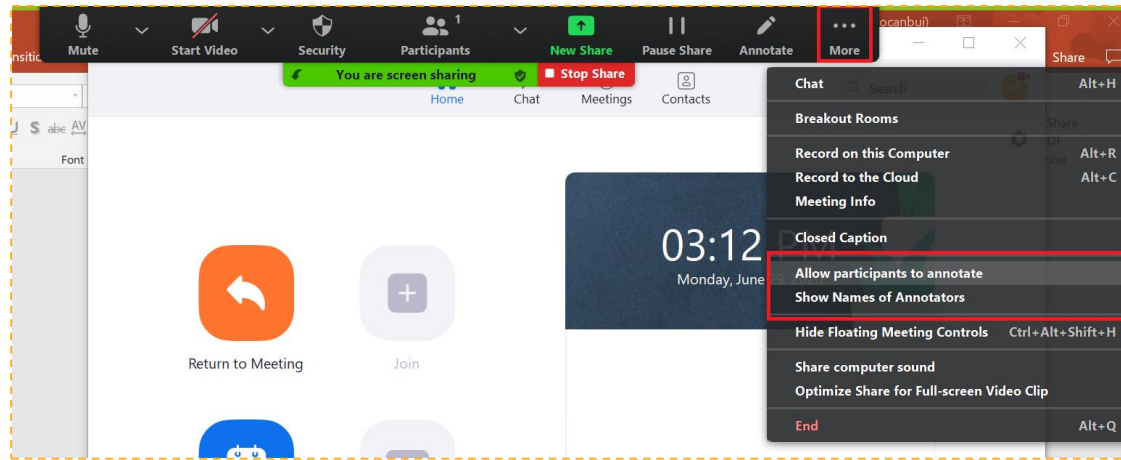
# Using annotation cont.

Once you select the **Annotate** button, a new menu will appear on screen with the annotation options. If you are a regular participant, the **Annotate** button will be under **View Options** at the top of your screen.



# Using annotation cont.

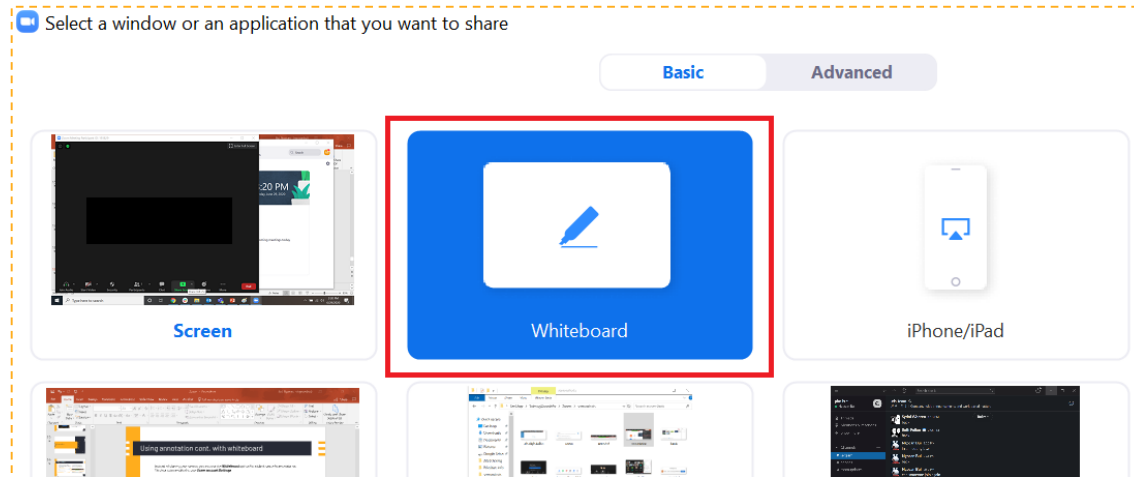
Hosts can allow other participants to annotate. To enable this, click on the **More** button and select **Allow participants to annotate**.



More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>

# Using annotation cont. with whiteboard

Instead of sharing your screen, you can use the **Whiteboard** option for a blank space to annotate on. This has to be enabled in your **Zoom account Settings**. To use the whiteboard, select the **Share Screen** button and then **Whiteboard**.



More info on how to use Zoom at <https://confluence.arizona.edu/display/PBC/How+To+Zoom>



# Thank you!

Any questions?

You can find us at:

- [psc-isServiceDesk@arizona.edu](mailto:psc-isServiceDesk@arizona.edu)
- 602-827-2141(opt #4)

