

What is Zoom?

Zoom is a cloud-based technology offering a full spectrum of conferencing tools to help increase productivity. Features:

- Breakout sessions that enable you to split session participants into groups for training webinars or online classes.
- Gives meeting organizers ability to mute participants and allow who is included.
- Participants can be seen and heard by others.
- Built in chat utility that can be used to communicate directly with the session leader/instructor or with other attendees.
- You are able to use zoom on any laptop, phone and tablet with the Zoom app installed.

Zoom Profile

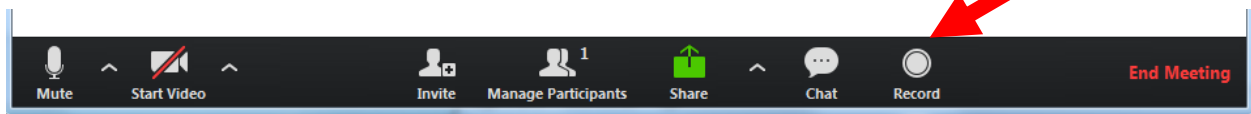
You are able to access Zoom by typing out **zoom.us** into your browser. After signing in you will be redirected to the home page, as seen in the image below.

This area will list some important facts such as your “Personal Meeting ID.” This will be used for every meeting for the course. [e.g. <https://mula.zoom.us/j/5933738323>]

The screenshot displays the Zoom web interface. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. On the left, a sidebar menu is visible with options like Profile, Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, and Reports. Below the menu, there are links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the profile for Victor Rodriguez, including a profile picture with a 'Change' button (highlighted by a red arrow), account number 130162, Personal Meeting ID 314-163-3941, and a corresponding URL. Other details include Sign-In Email (Victor.Rodriguez@lmu.edu), User Type (Basic), Capacity (Meeting 100), Time Zone (GMT-7:00 Pacific Time (US and Canada)), Language (English), Sign-In Password (masked), and Signed-In Device (Sign Me Out From All Devices). A 'Help' button is located in the bottom right corner.

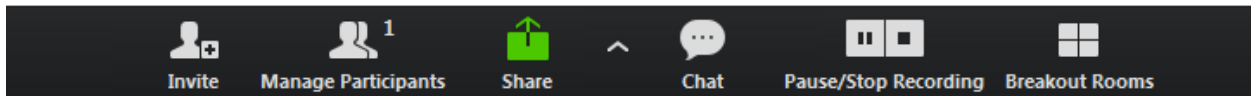
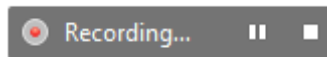
How to Record on Zoom

When a meeting is taking place the menu bar will have a “Record” option. Simply click on it and the session will start recording from that point forward. Please make sure you are recording onto the Zoom Cloud as it will make sharing the video with your participants a lot easier.



How to Tell if You're Recording

From the Menu Bar you will be able to notice that the “Record Option” has changed to “Pause/Stop Recording.” And on the top left a new notification will be present stating that you are recording.



Starting your Meeting

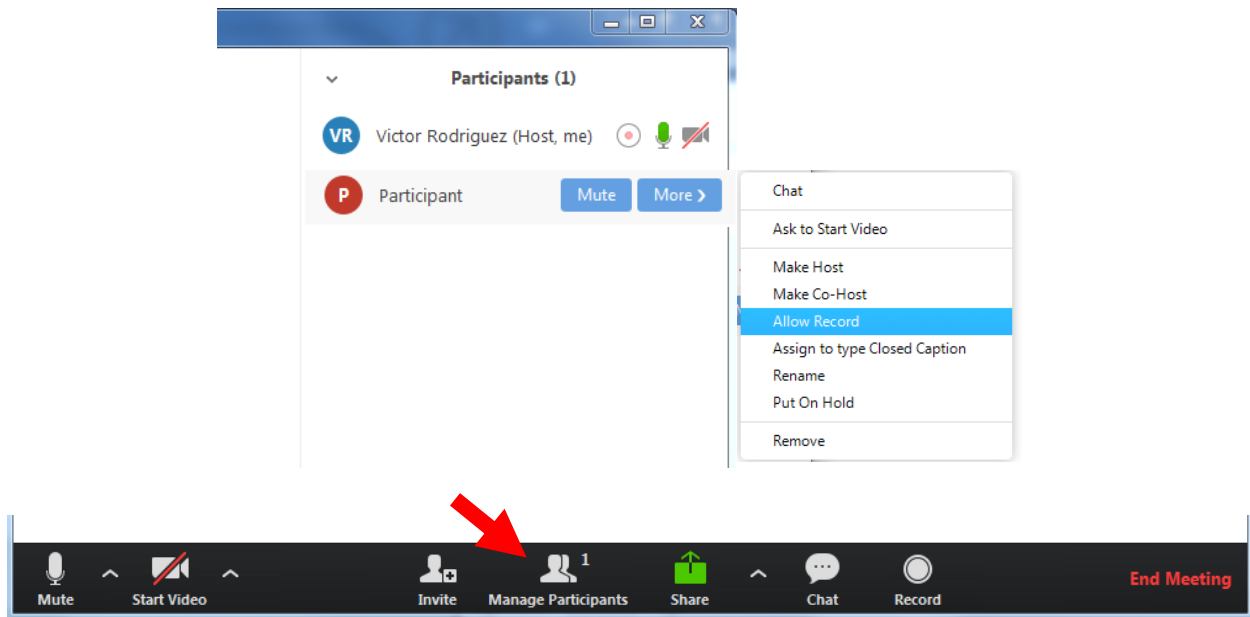
Copy and paste your personal ID meeting room link into your web browser and log in to begin your session. If the link was provided in an email, simply click on the link.

The screenshot displays the Zoom account profile page for Victor Rodriguez. The top navigation bar includes links for SCHEDULE A MEETING, JOIN A MEETING (highlighted with a red arrow), HOST A MEETING, and SIGN OUT. The profile section shows the user's name, account number (130162), and a 'Change' link for the profile picture (highlighted with a red arrow). The Personal Meeting ID is 314-163-3941, with a corresponding URL: https://lmu.zoom.us/j/3141633941. Other account details include Sign-In Email (Victor.Rodriguez@lmu.edu), User Type (Basic), Capacity (Meeting 100), Time Zone (GMT-7:00 Pacific Time), Language (English), Sign-In Password (*****), and Signed-In Device (Sign Me Out From All Devices). A 'Help' button is visible in the bottom right corner.

Abilities as Host

As a host you are able to control the major aspects of the meeting. This includes when it starts and when it ends. This all occurs in the “Manage Participants” button.

You are also able to mute, stop a video stream, and allow participants to record locally using the “More” tab.



Recording: The white circle with a red center indicates the user is recording. To learn how to allow participant to record, [click here](#). Or you can hover over their name and click on the “More” tab and clicking “Allow Record.”

Microphone: A microphone is being used if the microphone image does not have a red slash through it. You can click the on the participants microphone to mute them. If they are muted you will be able to unmute them or request them to start audio, via the “More” tab.

Web-Cam: A camera is being used if there is no red slash through the symbol next to their names. You are able to request the participant to “Start Video” via the “More” tab.

Chat: Chatting will the host to send private messages to the user.

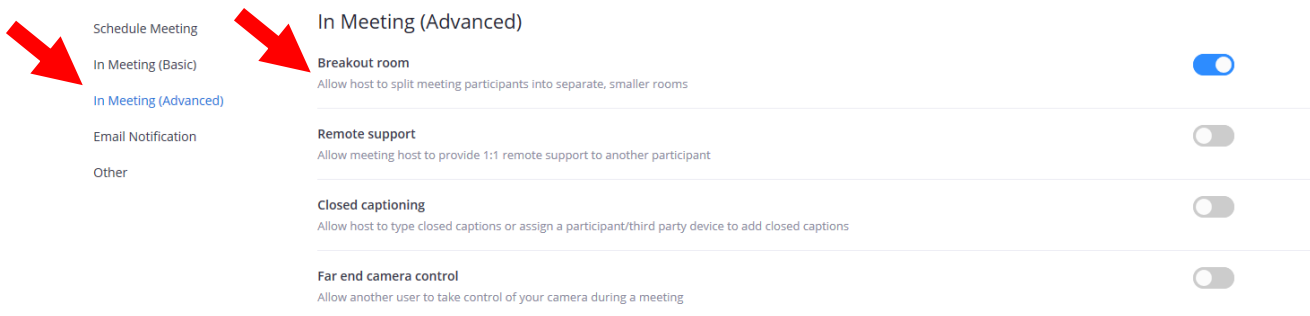
Making someone co-Host: By allowing someone else to be a co-host, you are giving them access to all the things you are allowed to do. After clicking the “More” tab, click on “Make Co-Host.”

Breakout Sessions

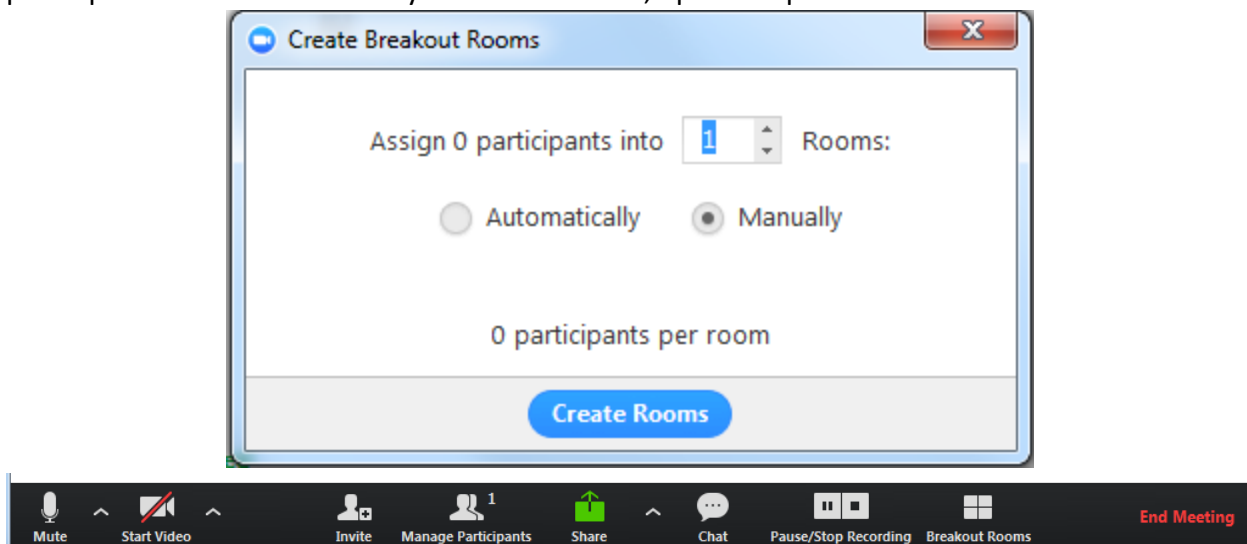
Breakout rooms allows the participants to collaborate with their peers in smaller groups. This can be as small as 2 people or as large as 200 per breakout room. There can be a maximum of 50 separate breakout rooms occurring in one meeting.

Note: The splitting of the participants can be done manually or randomly.

To allow breakout rooms, it must be enabled. This option can be found in the “Meeting Settings” on the far left of the Home Page. From here, click on the Advanced Meeting options, and the “Breakout room” option should be the first one.



When a meeting is going on the “Breakout Room” option will be displayed. Clicking on the button will prompt a notification allowing the host to automatically or randomly assign the participants into however many individual rooms, up to a cap of 50.



After this set up is complete, the rooms will be ready to be filled with the participants. Click on Open all rooms, and this will notify the participants of the breakout room and transport them there. The host will remain in the main meeting, but can manually join the individual breakout rooms.

Note: You will be able to send a message to all breakout rooms with the “Broadcast a message to all” located in the “Breakout Rooms” button.