# Getting Started with the Zoom Desktop Application

Zoom is Clarion University's video conferencing solution for online meetings. You can host up to 100 participants for unlimited duration. Participants do not need a Clarion Zoom account to join a meeting. The Zoom application has already been installed on faculty/staff university computers. If you don't have the Zoom app, please contact the help desk at x2640.

Locate the Zoom App and Sign in:

1. Locate the the Zoom client (App) on your computer and launch it:
    1. Windows 10 – Click the **Start menu** and scroll to "Z" in the program list. Alternatively, perform a search by clicking the magnifying glass next to the start menu.
    2. Mac - Click Launchpad (bottom dock), type "zoom.us", then click on logo. Alternatively, click magnifying glass (top right) type "zoom.us", enter. Alternatively, go to finder (bottom dock) -> applications -> zoom.us
2. Choose to sign in with SSO
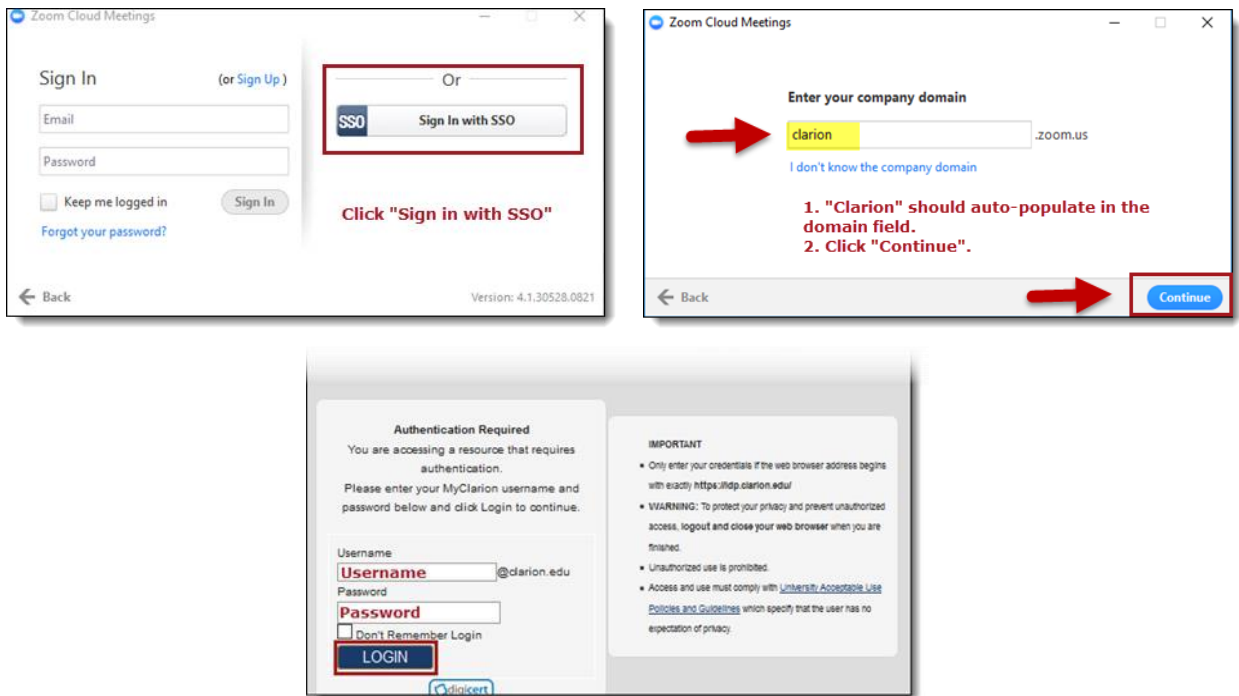
3. Enter your CU login credentials on the Single Sign-in Login page.
4. On **first use/launch**, you will see various prompts depending on which browser is the default on your system. Click Windows or Mac below to view specific browser prompts as needed. Otherwise go to the next section for a tour of the Zoom App

WINDOWS | MAC

The Zoom App

After the application launches, you will see the Zoom Home Screen:

A. **Zoom Client Settings:** Adjust application and sharing settings, as well as test audio and video.

B. **Instant meetings:** Start an instant meeting with or without video. Send an invite or give participant s the meeting ID from inside the meeting.

C. **Join Meeting**: Click to enter a Meeting ID.

D. **Schedule**: Create/schedule new meetings.

E. **Share screen**: This feature is mainly for zoom rooms/conference rooms.

F. **Home Screen**: As pictured.

G. **Meetings**: Review scheduled meetings; start, edit, or delete a meeting, copy a meeting invite.
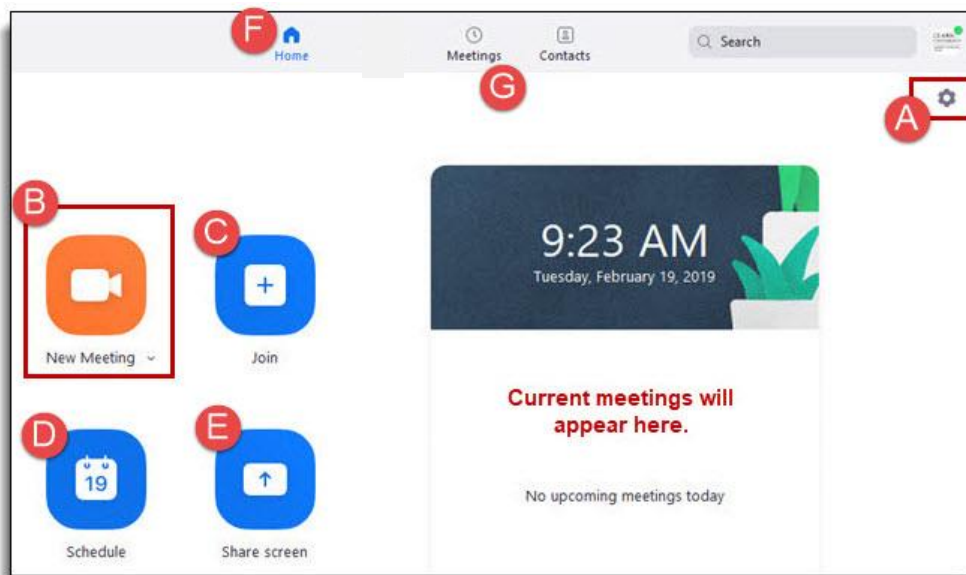
Schedule a Meeting in the App

- Open the Zoom App.
- Click Sign In with SSO and sign in with your CU username and Password as needed.
- Click the Schedule icon.
- In the *Zoom – Schedule a Meeting* window:
    a. Enter a topic, or title, for the meeting

b. Set the meeting start date, time and duration. Or, select "Recurring" if the meeting will occur at the same time every week. *Note: additional "recurrence" options are available in the Zoom web meeting scheduler.*
c. *Meeting ID:* Select Generate Automatically
d. *Password:* Check Require meeting password

NOTE: Security Update: Starting Sept. 27th, 2020, *all meetings must have either a* **Waiting Room** *(see advanced options) or* **Passcode** *enabled. Any previously created Zoom meetings without either of these options enabled will automatically update with a Waiting Room.*

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e. Under *Video,* leave the default of "Off" for Host and Participants since video can be enabled in the meeting. (*recommended*)
f. Under *Audio Options:* Leave the default Telephone and Computer audio (*recommended*)
g. Under *Calendar*: You may choose to engage a specific calendar for this meeting. If the <u>Other</u> option is selected, the meeting invitation will automatically appear on the screen after selecting Schedule. Copy this information to compose your own meeting email.
h. Click *Advanced Options:*
  i Select **Enable Waiting Room** (*recommended*)
  ii Select ***Mute participants upon entry*** (*recommended*)
  iii Optional: Add alternative hosts to give host permissions to another Clarion users
    - You cannot make a student with an eagle.clarion.edu account an alternate host.
    - Alternatively, you may give host permissions to *any* participant once they have joined the meeting.
i. To save the meeting, click **Schedule**.
- If you are ready to meet, select **Start this meeting.**
- To view, start, edit, or delete upcoming meetings, click "**Meetings**" on the Zoom app home screen.

NOTE: *Alternatively, schedule meetings through Zoom Web. Please visit* www.clarion.edu/zoom *for details on using the Zoom web interface.*

See in-meeting controls next page

In Meeting Controls

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❶ Select the **Microphone** icon to mute/unmute your audio	❻ Select the **Chat** icon to toggle the chat panel on/off
❷ Select the **Video** icon to start/stop your webcam	❼ Select the **Share Screen** icon to present your desktop to particpants
❸ Select the **Security** icon for in-meeting options	❽ Select the **Record** icon to reford the meeting to your computer (saved in Documents > Zoom) or to the Cloud (Zoom server storage)
❹ Select the **Participants** icon to manage participant actions in meeting	❾ Select **More** icon to see other options if enabled.
❺ Select the **Poll** icon to launch a poll (must be enabled in meeting settings)	❿ Select **End** button to end the meeting.
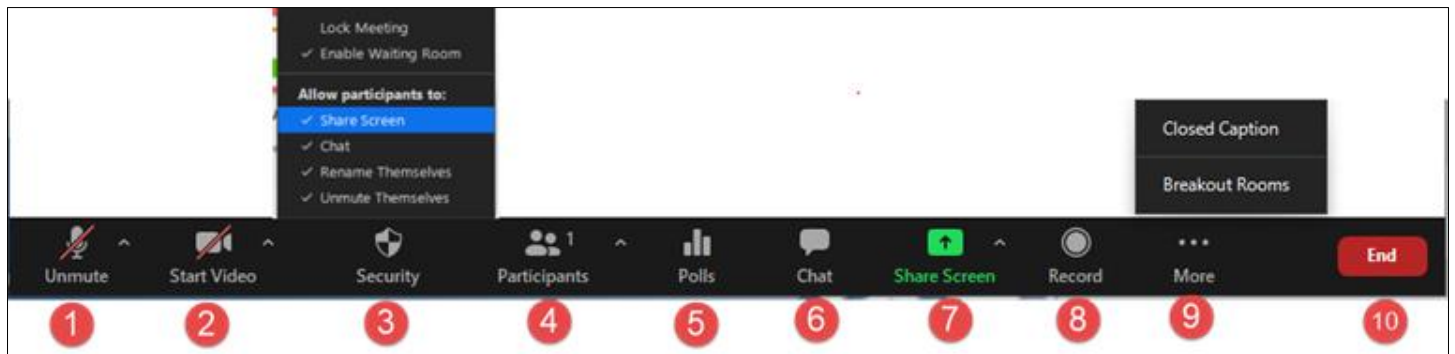
Starting/Joining a Meeting

There are several ways to join a meeting:

A. Using the Zoom App:

1. Open the Zoom application and sign in with SSO.

> a. Use the orange icon on the Zoom home screen to **Start** an instant meeting with or without video:
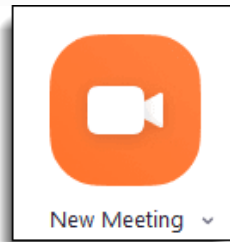
> b. If you know the meeting ID, click the **Join** meeting icon:
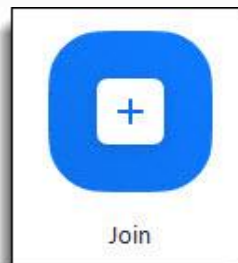
> c.   See all scheduled meetings using the **Meetings** tab at the bottom of the Zoom home screen. Click the **Start** button to join the desired meeting.

B. From a meeting invitation or email:

1. In the message or invite, double-click on the link next to **Join from PC, Mac, Linux, iOS or Android:**

 2. If you have a microphone, choose **Join Audio Conference by Computer;** otherwise choose **Phone Call** to use your telephone for audio in the meeting.

C. If you know the Meeting ID:

You can do one of the following to join a meeting when you know the meeting ID:

1. If you are on your university computer:

> a. Launch the Zoom app
> b. Click the blue **Join** icon
> c. Enter the **Meeting ID**
> d. If you have a microphone, choose **Join Audio Conference by Computer;** otherwise
>   choose **Phone Call** to use your telephone for audio in the meeting.

NOTE: *If you are joining from a device or computer other than your university computer, you may be prompted to install the Zoom App.*
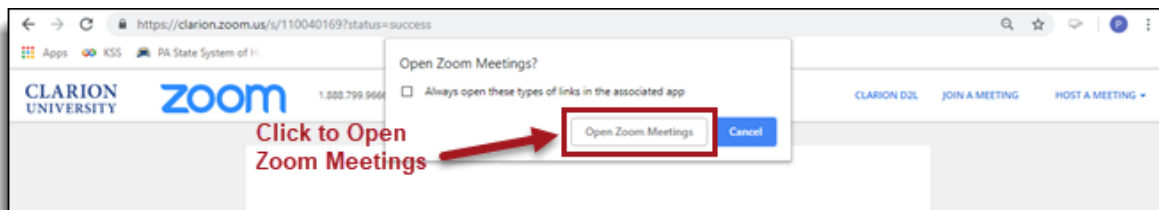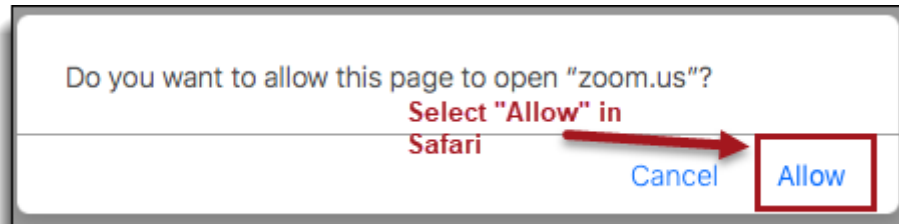
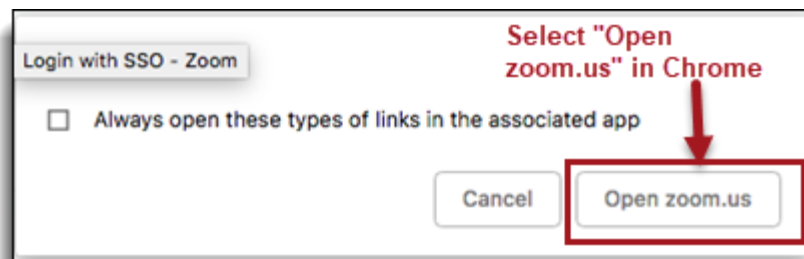## Windows

EDGE:
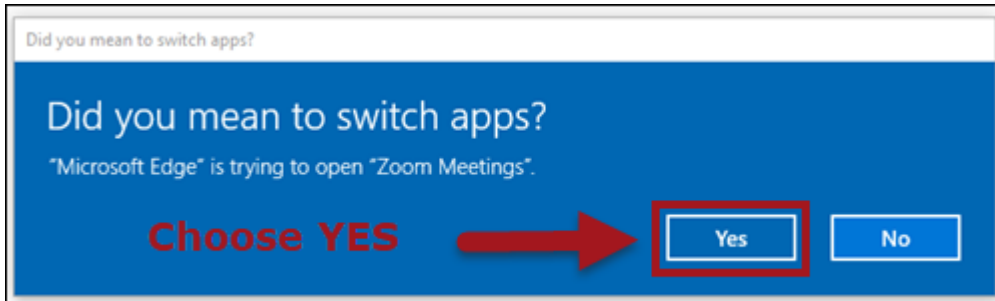
FIREFOX:
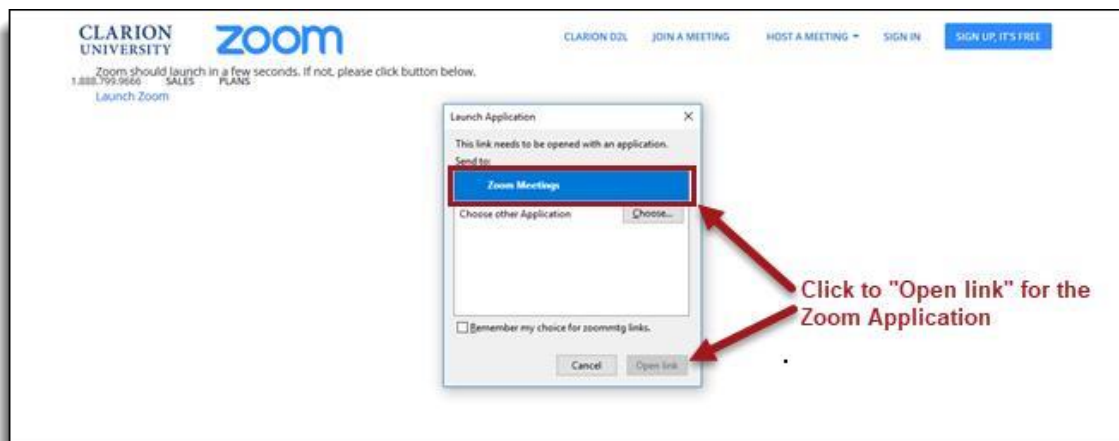
CHROME:

Mac

SAFARI:

CHROME:

FIREFOX:

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