

## Zoom Video Conference Tutorial

Zoom is a teleconference service utilized by the University of Nebraska to communicate with people around the world. It's free to utilize for UNL faculty, students, and staff, as well as guests of the university looking to join a meeting, interview, lecture, presentation, or any such appointment in which remote access is required. If you do not have a pre-existing zoom account and would like to add one, follow the instructions below to create yours prior to your call.

### **Please Note:**

- You do not need a Zoom account if you plan on only attending an existing Zoom meeting. You **DO** need an account to **host** a meeting. Skip section one if you do not wish to create an account.
- You will have to install the Zoom PC/Mac Client on your computer/mac or the Zoom Cloud Meetings App on your phone to join a Zoom meeting.

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### **1. ONLY If you'd like to sign up for a Zoom Account:**

1. Visit <https://zoom.us> or click on if you received an email invite from a UNL Faculty or Staff member, click the link. You will be re-directed to <https://zoom.us> if you do not have a pre-existing account.
2. Click "Sign Up, It's Free" on the top right of the webpage
3. Enter your work or accessible email address into the bar provided, click and read "Privacy Policy" and "Terms of Service," then upon your approval, hit "Sign Up." Please note that by clicking Sign Up, you have agreed to the Terms of Service and Privacy Policy utilized by Zoom.
4. Check your inbox. If you don't see an email from zoom asking you to verify your account, check subcategories you may have set up e.g. "Updates" in gmail, or your spam folder.
5. Once you've found the email, open it, and click on the "Activate Account" button
6. You'll be taken to a page on Zoom's website where you'll be prompted to enter your first and last name, and create a password. Once again, you'll have the option to read Zoom's privacy policy and terms of service before clicking "Continue." By clicking "Continue" you are agreeing to both the privacy policy and terms of service.
7. After hitting continue, you'll land on a page that asks you to refer others to Zoom. You do not need to do this, simply hit "Skip this Step" at the bottom of the page.
8. After hitting "Skip" you have now successfully completed creating your account. To edit any details or settings in your account at any time, simply click on the grey icon on the top right of any zoom webpage (this is the default profile photo). It will take to you your account page. There you'll be given a unique User ID and meeting url labeled "personal meeting url" if you wish to host a meeting immediately. This is useful if you plan on hosting the meeting, but you'll likely receive an invite from a UNL-based host in the event you are a guest lecturer/interviewee.
9. Provide the email you used to sign up for your Zoom account to the UNL member that is wishing to host your meeting. They will send you an invite prior to the start of your meeting.

## **2. Installing Zoom**

For PC/Mac:

Before you are able to use Zoom, you need to download either the Zoom Client Program to your computer or the mobile app available for iOS and Android called “ZOOM Cloud Meetings.”

**Please Note:** You do not need to create an account with Zoom in order to use Zoom. You must have the aforementioned Zoom Client on your PC/Mac, or the Zoom Cloud Meetings App on your phone.

### **To Install PC/Mac Zoom Client:**

1. Go to <http://zoom.us>
2. On the top right of the screen, hover over “Resources” and click Download Zoom Client
3. Click “Download” under the first option Labeled “Zoom Client for Meetings”
4. In your web browser, or in your downloads folder, find “ZoomInstaller.exe” upon completing download
5. Click and Open ZoomInstaller and allow it permission to install
6. A progress bar will pop up detailing installation  
Once installed, a white box will pop up on your screen labeled “Zoom Cloud Meetings.” You will have the option from here to “Join a Meeting” or to Sign-In. If you’d prefer to skip creating an account, “Join and Meeting” requires you to have your meeting ID which you can obtain from the meeting host will have to send you. The event ID is a 10-digit number in the format of a US phone number e.g. 123-456-7890. Every Zoom user has their own they use for each meeting they host. Please note: if you’d like to host a Zoom Meeting, you must have an account.
7. If you’d like to create a free Zoom account see instructions further down in this document!

### **To Install Mobile Phone App\* (Android/Google/iOS):**

\*For optimal mobile results, it is highly recommended you use Zoom while your phone is connected to WiFi while in use to limit data consumption and ensure connectivity.

1. Open your phone’s app store
2. Search “Zoom Cloud Meetings”
3. Download app – this is free of any charge
4. Open app
5. If prompted, allow access to camera and microphone
6. The first prompt you will see will give you the option to “Join a Meeting” or “Sign Up” or “Sign In.” See section one on the first page of this document for instructions on how to sign up for an account. If you’d like simply to join the meeting directly, you will need the event ID. Seeing the “Using Zoom Section Below” to see how to obtain the Event ID from the Event Host.

### **3. Using Zoom:**

#### **If you already have an account and the Zoom Client Program or App:**

1. Sign in and inform your UNL host of the email you used to create your zoom account. They will send you an invite to your meeting.
2. Check your email inbox for an email that reads "Please join a Zoom meeting in progress" Click the link at the top of the email after "Join from PC, Mac, Linux, iOS or Android:"
3. For PC/Mac/Linux: The link will open your default browser. The browser will give you an "Open Zoom?" prompt. Click "Open Zoom"
4. For iOS or Android: you will be prompted with an "Open in Zoom?" option that will take you directly to your app.
5. If you have a working camera, a box will open with the camera's current image. It will ask you if you'd like to join with video or without video. Click whatever is needed.
6. Following a brief pause, a screen will open asking if you'd like to join with Computer Audio or Phone Call. Click "Join with Computer Audio"

#### **If you are joining a meeting without an account:**

1. Ask your event host for a Meeting ID
2. Every meeting host is given a meeting ID in a format that resembles the American phone number. The meeting ID is unique to each host in the format of: 123-456-7890.
3. You can open either the PC/Mac client or your Zoom phone app and select the "Join Meeting" option. This will forgo signing up or signing in. You will be asked to enter the meeting ID. Once you've entered the correct ID, you will be signed into the meeting.

## PC/Mac Features:

Once joined a meeting, you'll see a user interface that shows your screen as well as the person who invited you. If you are in a group meetings, multiple screens will be present. Upon moving your mouse, you'll see a host of options at the bottom of the screen that include muting your microphone, stopping the video, camera selection (up-facing arrow next to stop video) invite participants, participants (currently in the meeting), share screen, chat, record, and reactions. In default settings, this panel of features will vanish after a few seconds of mouse cursor inactivity, to get it back, simply move your mouse cursor in any way to get it back. To keep the panel open, simply mouse your cursor over it and leave it there.

- a. **Muting your microphone:** If you wish to mute you microphone at any point during the meeting, simply click on the "Mute" button (will show up as a microphone icon) to mute all audio coming from you and your computer. To turn your microphone back on, simply click the same button again.
- b. **Stop Video:** If you need to stop video but stay on the call during your meeting, the "Stop Video" button acts in the same way as the "Mute Microphone button." Simply click it once to turn off the feed of your camera to the rest of the meeting participants, and click again to turn it back on.
- c. **^:** The "^" symbol next to the "Stop Video" Button allows you to change cameras if you have more than one on your computer, adjust video settings, or "Chose a virtual background" if you wish to download one from Zoom.
- d. **Invite:** The "Invite" button simply allows you to invite others to join the meeting via zoom by selecting from your contacts, people physically in the same room, who have their own computer and zoom accounts, as well as via email to remote participants. There are also buttons for "copy URL" and "copy Invitation (for email)" that allow you to copy and paste the link to send via other means beyond contacts, room system, and email. This should be taken care of by a UNL host, but if you need to contribute invites of your own, you can do so by any means that are feasible unless otherwise instructed.
- e. **Share Screen:** Especially pertinent in the event you are teaching a class or giving a lecture, the "Share Screen Option" allows you to replace your camera feed with a view of what's open on your computer. Clicking on the "Share Screen" button opens a panel that allows you to select what you'd like to share. It can be a webpage, a power point, or any program open on your computer. Once you've selected an option, you'll be given a view of the screen you're currently broadcasting to the meeting. At the top of this screen is a module that allows you to mute your microphone, your video, invite more participants, share another screen (this will change the screen you're currently sharing to a new one), pausing your sharing – this will stop broadcasting the current screen and once again show your camera's feed, annotations that allow you to make notes of what you're sharing, and remote control, which allows you to give another meeting participant control of the program/screen you are currently sharing. You can stop sharing at any given point by clicking on the red "Stop Share" button. This will end sharing of your screen/program, and will revert back to your camera feed. Just like the panel you

see on the first zoom user interface, this panel of features will vanish after a few seconds of mouse cursor inactivity, to get it back, simply move your mouse cursor in any way to get it back. To keep the panel open, simply mouse your cursor over it and leave it there.

- f. **Chat:** Chat allows you to send and receive messages to/from any Zoom meeting participant directly via a messaging interface that opens once you click the “Chat” button. In the bottom left hand corner of the chat interface, you can select when the message goes to a specific individual in the meeting or all zoom meeting participants (if the meeting is more than two members).
- g. **Record:** Only the host can record the video meeting. If you’d like the meeting recorded and are not the host, be sure to request this from the meeting host before your meeting. If you are the host be sure to notify all participants that the meeting is being recorded. Upon the conclusion of the meeting, hosts will be prompted to save the recording as a file on your laptop. If your host is recording the meeting, you’ll see a button on the top left of your Zoom interface that says “recording.” If you are not the host and you’d like a copy of the recording, simply ask the host to share the file after the meeting.
- h. **Reactions:** Reactions allow you to send a thumbs up or clap when something is said that you like. Please consider the tone of the meeting if you plan on using these. All participants will see the reaction.
- i. **Leave Meeting:** When you are done, click “Leave Meeting” in the bottom right of your control panel. You will be asked a second time if you’re sure you’d like to leave. Confirm and you and your feed will end.

## \*Mobile Phone Features

Upon joining the meeting, you'll be asked which audio preference you'd like to use. Choose "Call Using Internet Audio" if you are connected to WiFi. If you see a mostly black screen, tap your screen once and press "Start video" on the bottom left hand side of your screen. The user interface for Zoom can be accessed at any time by tapping once on your screen. It will disappear after a few seconds of not touching the screen, but can be brought back at any time with a single tap.

\*Please note that interfaces will vary based on your model of phone and service provider

- a. **Switch Camera:** Tap your screen once to pull up the user control panel. Tap the camera-shaped button on the top left hand side of the screen to switch the camera you're using to broadcast to the rest of the meeting's participants.
- b. **Muting your microphone:** If you wish to mute your microphone at any point during the meeting, simply tap your screen to pull up the control panel and click on the "Mute" button (will show up as a microphone icon on bottom left of the screen) to mute all audio coming from your phone. To turn your microphone back on, simply click the same button again.
- c. **Stop Video:** If you need to stop video but stay on the call during your meeting, the "Stop Video" button acts in the same way as the "Mute Microphone button." Simply tap it once to turn off the feed of your camera to the rest of the meeting participants, and click again to turn it back on.
- d. **Share Content:** Tap this button to access any files you like to display from your screen to the rest of the meeting participants. You'll be presented with options to share your current screen, photos, google drive, etc.
- e. **Participants:** Click this option to see the meeting participants. You'll have the option to "chat" with the group as a whole or message individual participants via text in the bottom left. A new screen will pop up if you'd like to message any single member/the whole meeting. You can close the chat option with the "close" button in the top left of the screen. Next to the "chat option" of the participants screen, you'll have the option to invite more participants to the meeting.
- f. **More:** On the bottom right hand side of the screen, you'll be able to select emoji reactions, chat (same function as step d.), open meeting settings, "raise hand" to send all participants a notification you have something to say, download virtual backgrounds via zoom, and disconnect audio (mutes yours and meeting participants' audio).
- g. **Leave Meeting:** You can leave your meeting at any time by pulling up the user panel and clicking "Leave" on the top right hand side of the screen. You'll be prompted with a second option to "Leave Meeting" or to "Cancel" to officially leave the meeting, or stay if you pressed the button by mistake.
- h. **Safe Driving Mode:** Swipe left to access "safe driving mode" in the event you are driving a vehicle or cannot readily use your hands for an extended period. You can mute your microphone and unmute it as needed with the "Tap to Speak" button. Swipe right to exit safe driving mode.