Using the Zoom Video Conferencing App as a Host

It is highly recommended that you practice using Zoom with a friend before teaching your class using Zoom. This will make you familiar with Zoom and make for a much more comfortable teaching experience.

Initial Zoom Setup

Download Zoom at https://oklahoma.zoom.us/download.

Download Zoom Client for Meetings if you are on a desktop/laptop computer.

Install the Zoom Client and open the Zoom app.

When you open Zoom, you will be asked to Sign In.

Click the link to Sign in with SSO.

When prompted to Sign in with SSO, enter oklahoma and click Continue.

If prompted to Search company domain, enter your OU email address.

If Zoom is already installed, your browser will ask permission to Open Zoom. Click Open Zoom.

The Zoom app should now be open.

Scheduling a Zoom meeting

You can setup Zoom meetings through the Zoom website or through the Zoom app. This guide will cover setting up Zoom meetings through the Zoom website.

Go to https://oklahoma.zoom.us/ and click Sign in. Enter your OU credentials on the OU-branded sign-in page.

You should now be on the Meetings page for your Zoom account. If not, click Meetings in the navigation on the left side of the screen.

Click Schedule a New Meeting.
On the next page you will enter the details of your scheduled meeting.

The easiest way to setup Zoom meetings for your classes is to set up a “Recurring Meeting” in Zoom. This allows you to generate a unique link for each class that can be used over and over throughout the semester. Participants will not be able to join the meeting until you (the host) arrive.

1. Enter a title for the meeting that will help you quickly identify the meeting in the future. For example, include the course code or title, as well as the days of the week the meeting occurs.

2. Enter the start date and time for the meeting series.

3. Enter the meeting duration.

4. Check the box for **Recurring meeting**.

5. In the **Recurrence** dropdown menu, select **Weekly**.

6. In the **Repeat every** dropdown menu, select **1 week**.

7. For **Occurs on**, check the boxes for each day of the week the meeting will occur on.

8. Enter an **End date** for the meeting series.

The settings described here are for a class that meets every Monday, Wednesday, and Friday at 10am. The actual settings for your class may be different of course.
1. The **Registration** setting is usually not recommended. Enabling **Registration** will require students to register for the meeting. This does not provide a security benefit and increases the complication of attending the meeting. It does allow you to generate a report of who attended the meeting.

2. **Meeting Passwords** are required and automatically set by Zoom. The meeting password will be included in the link to the meeting, so students will not typically be required to enter the password.

3. All meetings begin with all participants’ **video** feeds turned off. This setting cannot be changed.

4. The **Audio** setting refers to allowing participants to use their phones for audio instead of their computer, or just their computer, or both. The recommended setting is to allow **Both**.

5. **Enable join before host** should not be checked. This will prevent participants from accessing the meeting space when you are not present.

6. **Mute participants upon entry** is a recommended setting. This will cut down on the noise on a meeting. Participants can always unmute themselves.

7. **Enable waiting room** will send certain participants to a “waiting room” when they try to join. The host or co-host must manually grant permission for them to join the meeting. The criteria for allowing participants to automatically skip the waiting room can be changed in your account settings. For example, you can allow participants whose Zoom accounts use an OU email address to automatically bypass the waiting room.

8. **Only authenticated users can join** is enabled by default. The default setting requires a Zoom account to join the meeting. This can be changed to only allow accounts with OU email addresses to join, but this setting is typically not recommended because some participants may be using a Zoom account without an OU email address.

9. You can **Record the meeting automatically**.

10. If you have restricted the data centers to be used for your Zoom meetings, you can enable data centers you have restricted by default.

11. The **Meeting Purpose** is required. This information is used by OU to better understand how people are using Zoom.
12. You can designate an **Alternative Host**. The alternative host can begin the meeting on your behalf and will be granted co-host privileges during the meeting.

When you are finished with your meeting settings, click **Save** at the bottom of the page.

On the next page, you will see a summary of your meeting settings.

Copy the **Invite Link** to post it in your Canvas course. Students (and you) can use this link to join the meeting.

<table>
<thead>
<tr>
<th>Topic</th>
<th>UNIV-1013 (MWF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Aug 24, 2020 10:00 AM Central Time (US and Canada) Every week on Mon, Wed, Fri, until Dec 11, 2020, 48 occurrence(s) Show all occurrences</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>984 8476 4423</td>
</tr>
<tr>
<td>Meeting Password</td>
<td>******** Show</td>
</tr>
<tr>
<td>Invite Link</td>
<td><a href="https://oklahoma.zoom.us/j/98484764423?pwd=QJKRU9maFM0dXjvQUhNeUZZME13UT09">https://oklahoma.zoom.us/j/98484764423?pwd=QJKRU9maFM0dXjvQUhNeUZZME13UT09</a></td>
</tr>
</tbody>
</table>

If you are using the **Polls** feature in Zoom, you can setup poll questions for this meeting at the bottom of the page. For more information on using polls in Zoom, see the following guide: [https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings)

To see the list of meetings you have scheduled, click the **Meetings** tab.

To see or edit a meeting’s settings, click the meeting title.
Zoom Settings

Settings for Zoom video conferences can be changed by clicking the **Settings icon** in the Zoom desktop application. There are many helpful settings that can be tweaked including video and audio settings, automatic muting, and more.

Using Zoom

*** When you start a Zoom meeting, your camera will be turned off. To enable your camera, click **Start Video** in the lower right corner of the Zoom window. Participants will also need to enable their cameras.

Recording

You can record your Zoom meetings and have the recording sent directly to your OU MyMedia account. **To do this, you must first have logged at least once to mymedia.ou.edu and oklahoma.zoom.us.** This will link your MyMedia and Zoom accounts.

Once the meeting begins, you can begin recording by clicking the **Record** button on the bottom toolbar, then click **Record to the Cloud**.

On the mobile app, tap “**More...**” then tap **Record to Cloud**.
Manage Participants – Muting all - Mute on entry

Click **Manage Participants** to access important settings for other participants:

- Click **Mute All** to mute all participants’ microphones.

- Click **More**, then click **Mute Participants on Entry** to ensure that everyone’s microphones are muted automatically when they join the meeting.

Screen sharing

To share your screen, click the green **Share Screen** icon in the bottom toolbar. You will have the option to share your entire screen, or just a particular window/application. There are also annotation tools.

**If you will be sharing a video**, check the box for **Optimize Screen Sharing for Video Clip**.

**If you will be sharing a resource that includes sound**, check the box for **Share computer sound**.

If you will be sharing a Powerpoint with embedded video, share your entire screen or desktop instead of just the Powerpoint application, otherwise the video will not be shared.

It may be helpful to use **Reading View** in Powerpoint. This will allow your presentation to fill the Powerpoint window without having to use fullscreen mode or Presenter view.

Please note that once you begin screen sharing, the Zoom control bar will move to the top of the screen. Simply hover your cursor over the control bar to access Zoom controls or stop screen sharing.
To access **Advanced Sharing Options**, click the carat just to the right of the **Share Screen** icon. In the menu that appears, click **Advanced Sharing Options**.

![Advanced Sharing Options](image)

**Advanced Sharing Options** allows you to control who can share their screen – only the host, or all participants.

![Advanced Sharing Options menu](image)

**Gallery View Options**

To view all participants in Gallery View, click the **Gallery View** button in the upper-right corner of the Zoom window.

![Gallery View button](image)

Click the blue button with three dots [...] to access options for each participant. This is an easy way to mute a participant or grant them permission to record.

If you don’t see the blue buttons, hover your mouse over the participant.

**Ending the Meeting**

To end the meeting, click “End Meeting” at the bottom right corner of the screen.

![End Meeting button](image)

After you have ended the meeting, Zoom will prepare and upload your recording if you recorded the meeting. Once Zoom has uploaded the files, they will be available in MyMedia for embedding in Canvas.