

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 **SSO** icon.



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

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

A browser window will open with an OU-branded login page. Log in with your OU credentials.

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 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 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.

Schedule a Meeting

1 **Topic**

Description (Optional)

2 **When**

3 **Duration** hr min

Time Zone

4 **Recurring meeting** Every week on Mon, Wed, Fri, until Dec 11, 2020, 48 occurrence(s)

5 **Recurrence**

6 **Repeat every** week

7 **Occurs on** Sun Mon Tue Wed Thu Fri Sat

8 **End date** By After occurrences

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. It is recommended to allow Zoom to automatically generate the **Meeting ID**.
3. You are required to select at least one **Security** option:

The screenshot shows the Zoom meeting settings interface. Under 'Registration', the 'Required' checkbox is unchecked. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Security', 'Passcode' is checked with the value '45772234', 'Waiting Room' is unchecked, and 'Require authentication to join' is checked. Under 'Video', 'Host' and 'Participant' video settings are both set to 'off'. Under 'Audio', 'Both' is selected. There are also options for 'Authentication Exception' and 'Dial from'.

- a) **Passcode** requires users to have a passcode to enter the meeting and is recommended. The passcode can be generated automatically and will be included in the meeting link, so students will not typically be required to manually enter the passcode.
 - b) **Waiting Room** is usually not recommended. The 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 Zoom account settings. For example, you can allow participants whose Zoom accounts use an OU email address to automatically bypass the waiting room.
 - c) **Require authentication to join** is usually recommended. This 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.
4. All meetings begin with all participants’ **video** feeds turned off. This setting cannot be changed.
 5. 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**.

6. **Allow participants to join anytime** should not be checked so that participants will not be able to access the meeting space when you are not present.
7. **Mute participants upon entry** is a recommended setting. This will cut down on the noise in a meeting. Participants can always unmute themselves.
8. If you will be using Breakout Rooms, you can **pre-assign** participants to rooms by their email address.
9. You can **automatically Record the meeting** locally or to MyMedia.

The screenshot shows the 'Meeting Options' section of the Zoom settings. 'Allow participants to join anytime' is unchecked, 'Mute participants upon entry' is checked, and 'Breakout Room pre-assign' is unchecked. There are also options for 'Automatically record meeting', 'Enable additional data center regions for this meeting', and 'Approve or block entry for users from specific countries'. Below this is a 'Meeting Purpose' dropdown menu and an 'Alternative Hosts' text input field.



10. If you have restricted the data centers to be used for your Zoom meetings, you can re-enable those data centers for this meeting.
11. You can restrict the meeting to users from certain countries, or block users from certain countries.
12. The **Meeting Purpose** is required. This information is used by OU to better understand how people are using Zoom.
13. 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.

Topic	UNIV-1013 (MWF)
Time	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
Meeting ID	984 8476 4423
Meeting Password	***** Show
Invite Link	https://oklahoma.zoom.us/j/98484764423?pwd=QjJKRU9maFM0dXJvQUhNeUZZME13UT09

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>

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.

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings
- Settings

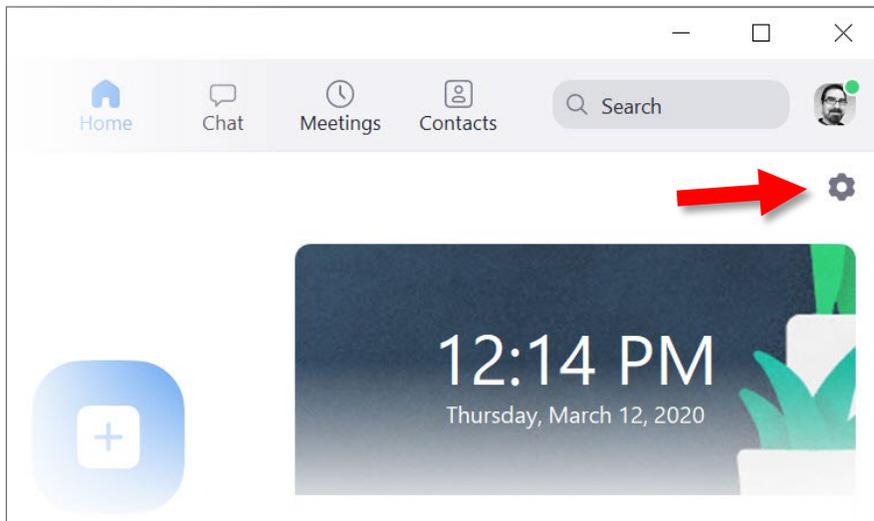
Upcoming Meetings Previous Meetings Personal I

Schedule a New Meeting

Start Time ⇅	Topic ⇅
Mon, Aug 24 (Recurring) 10:00 AM	UNIV-1013 (MWF)
Wed, Aug 26 (Recurring) 10:00 AM	UNIV-1013 (MWF)

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

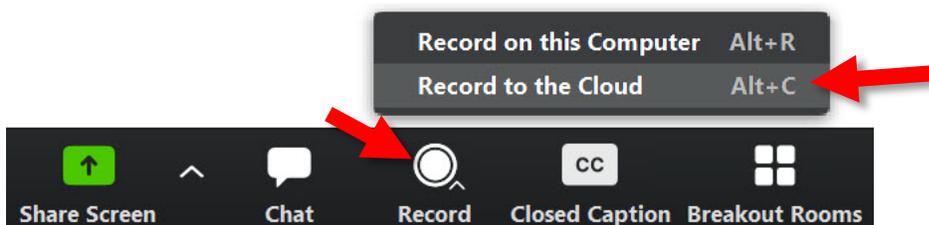
You can record your Zoom meetings and have the recording sent directly to your OU MyMedia account.

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**.

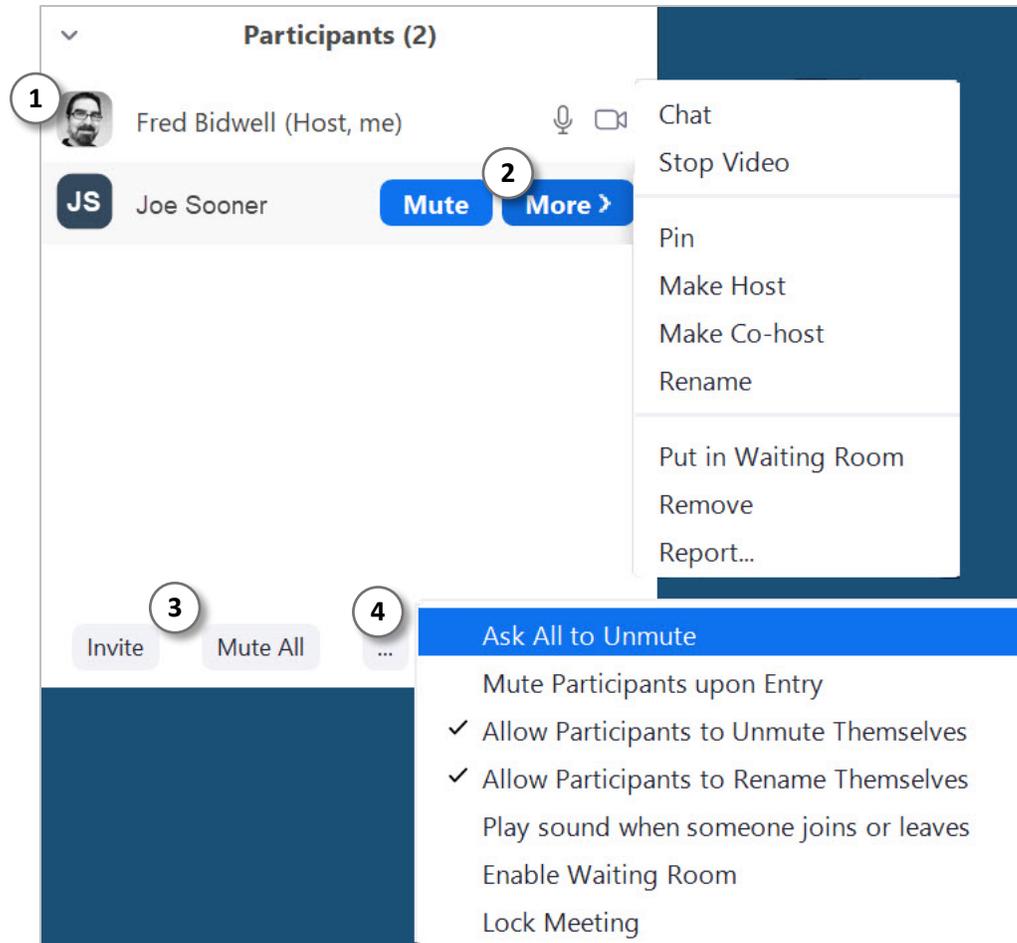
On the mobile app, tap **More...** then tap **Record to Cloud**.



Manage Participants – Muting all - Mute on entry

Click **Participants** at the bottom of the Zoom window to access important settings for participants:

- 1) In the list of participants, you can see if each person's microphone and camera are on or off.
- 2) You can **mute** each person. Click **More>** to see more options for each participant.
- 3) Click **Invite** to send a meeting invitation.
Click **Mute All** to mute all participants' microphones.
- 4) Click the three dots to see options that affect all participants.



Security Icon

Click the **Security** icon in the main Zoom toolbar for quick access to security tools for the meeting.



You can **Lock** the meeting to prevent any additional participants from entering the meeting.

You can enable/disable the **Waiting Room** feature described above.

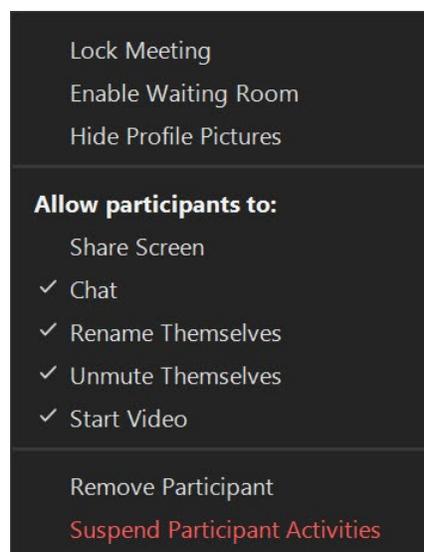
You can allow/disallow participant **Screen Sharing**,

You can enable/disable **Chat**.

You can allow/disallow participants to **Rename Themselves, Unmute Themselves, or Start Video (turn on their webcam feed.)**

You can also **Remove a Participant**.

Suspend Participant Activities will stop all video, audio, chat, annotation, screen sharing, breakout rooms, and recording. This is a “panic button” to be used in case of severe disruption of a meeting.



Zoom has deployed an **At-Risk Meeting Notifier** to scan public social media posts and other websites for publicly shared Zoom Meeting links. When the tool detects a meeting that looks to be at high risk of being disrupted, it automatically alerts the meeting host by email and provides advice on what to do. These steps could include deleting the vulnerable meeting and creating a new one with a new meeting ID, enabling security settings. If you do get an email, it’s critical to take action or risk having your meeting disrupted. This feature is automatically enabled for all Zoom meetings.

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 (Office 365 only). 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.



Meeting View Options

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

To return to Active Speaker view, click the **Speaker View** button.



In Gallery View, you can click and drag videos around to change the order in which they appear in the Zoom window. To apply this video order for all participants, click on **View** in the upper-right corner, then click **Follow Host's Video Order**.

Participant Options

In Gallery View, click the blue button with three dots [...] in the upper-right corner of each participant's video to access options for that participant. If you don't see the blue buttons, hover your mouse over the participant.

Host options

Choose Virtual Background allows you to select a virtual background to replace the background in your webcam feed.

Choose Video Filter allows you to apply a video filter such as "black and white", "sepia", etc.

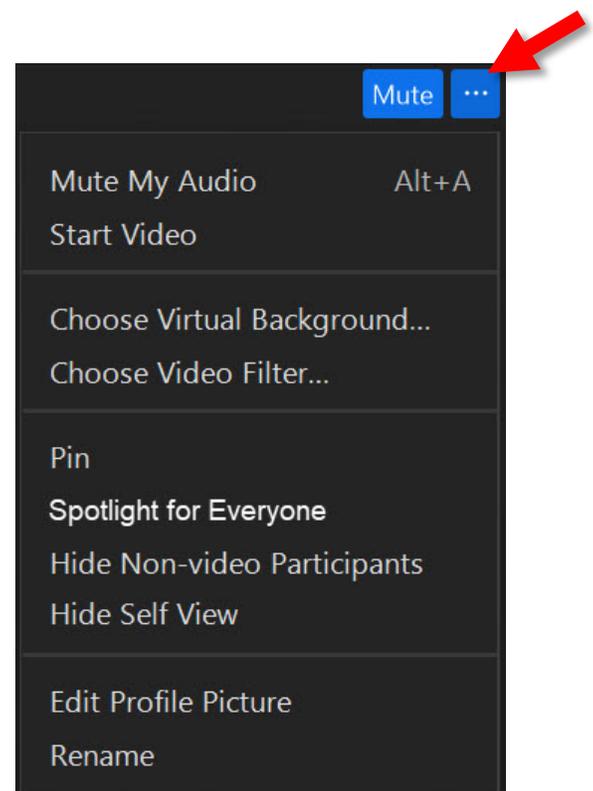
Pin allows you to disable active speaker view and only view up to 9 specific participants.

Spotlight for Everyone can be a very helpful tool for focusing class meetings. Normally, whoever speaks (or makes a sound) during a Zoom meeting will become the **active speaker**. **Spotlight** sets up to 9 participants as the possible active speakers for all participants. All participants will only see these participants as the active speaker. Spotighting the lecturer keeps Zoom focused on the lecturer.

Hide Non-video Participants hides participants who do not have their video feeds turned on. Note that this setting only applies to yourself.

Hide Self View hides your own video feed from yourself. This can be helpful if you find it distracting to see yourself during a meeting.

You can also **Edit Profile Picture** and **Rename** yourself for the meeting.



Other Participant Options

Ask to Start Video will message the participant asking them to start their video feed. If they have already started their video feed, this will be replaced by the option to **Stop video** which will force their video feed to stop.

Chat opens a chat window for one-on-one messaging with the participant.

Make Host makes another participant the meeting host. You will no longer be the host if this option is used.

Make Co-Host gives another participant hosting privileges. You will still be the host with this option. If you have an assistant helping you manage the meeting, you will need to make the assistant a co-host for them to have the tools needed to help manage the meeting.

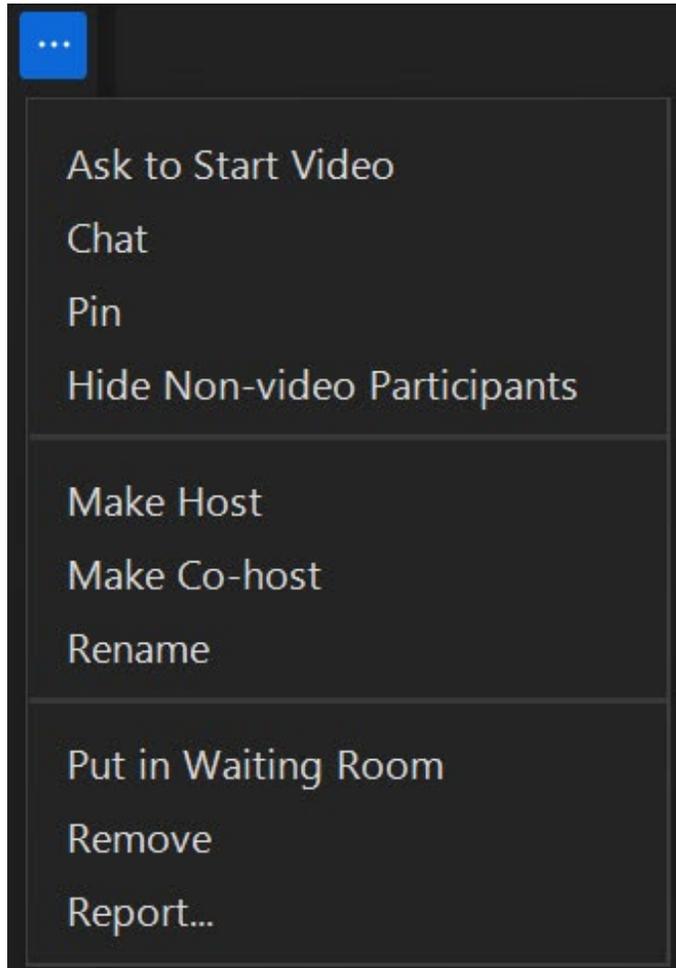
Allow Record allows the participant to record the meeting.

Rename allows you to change the participant's name in the Zoom meeting.

Put in Waiting Room puts the participant in Zoom's "waiting room" where they cannot see or hear the meeting until they are re-admitted.

Remove will remove the participant from the meeting and they will not be able to rejoin unless you allow them.

Report will report the participant to Zoom. You can provide details including screenshots.



Ending the Meeting

To end the meeting, click "End" at the bottom right corner of the screen.



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.