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.

Generating Meeting Links

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.

Click the Schedule icon in the Zoom app.
1. In the **Topic** field, enter the name of the course to help you keep track of your meetings.

2. Check the box for **Recurring Meeting**.

3. For **Meeting ID**, check the box for **Generate Automatically**.

4. You can set up a **password** to prevent unwanted guests from entering your meeting. Be sure to provide the password to your participants!

5. For **Calendar**, choose **Outlook**.

6. Click **Advanced Options**.

7. Make sure to uncheck the box for **Enable Join before host**.

   You can also change basic settings for the meeting here.

   **Mute Participants on Entry** can be a helpful feature.

8. Make a selection from the **Meeting Purpose** dropdown menu.

9. Click **Schedule**.

   ![Schedule Meeting](image)

   Zoom will now create a new meeting in Outlook. You will only need to copy a link from this Outlook meeting. **It is not necessary to actually schedule the meeting in Outlook.**

   In the Outlook meeting created by Zoom, copy the **Join Zoom Meeting** link. This is the link you will place in your Canvas course and send to students. Both you and students will click this link to open the Zoom meeting. Each course should have its own meeting link to prevent students from accidentally joining the wrong course meeting. **Students are required to log in to their Zoom account to access meetings.**

   ![Join Zoom Meeting](image)

   **Instructor Name** is inviting you to a scheduled Zoom meeting.

   **Join Zoom Meeting**

   ![Meeting Link](image)

   **Copy this link**

   **https://oklahoma.zoom.us/j/705909680**

   **Meeting ID:** 705 909 680
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** allows you to control who can share their screen – only the host, or all participants.

**Gallery View Options**

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

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.

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.