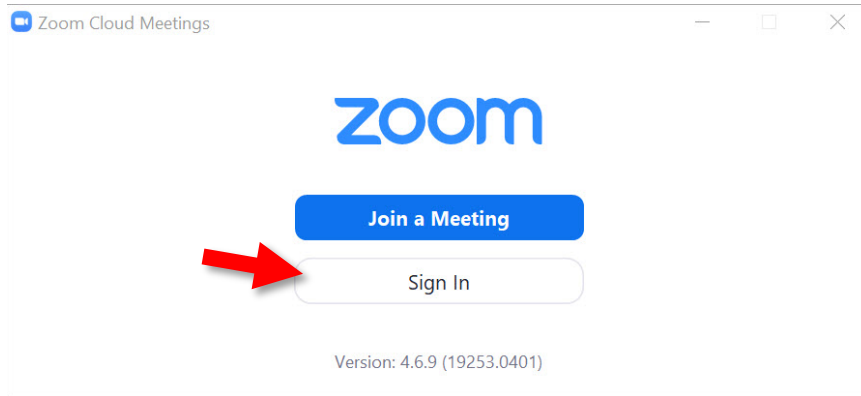


Zoom Basic Student Guide

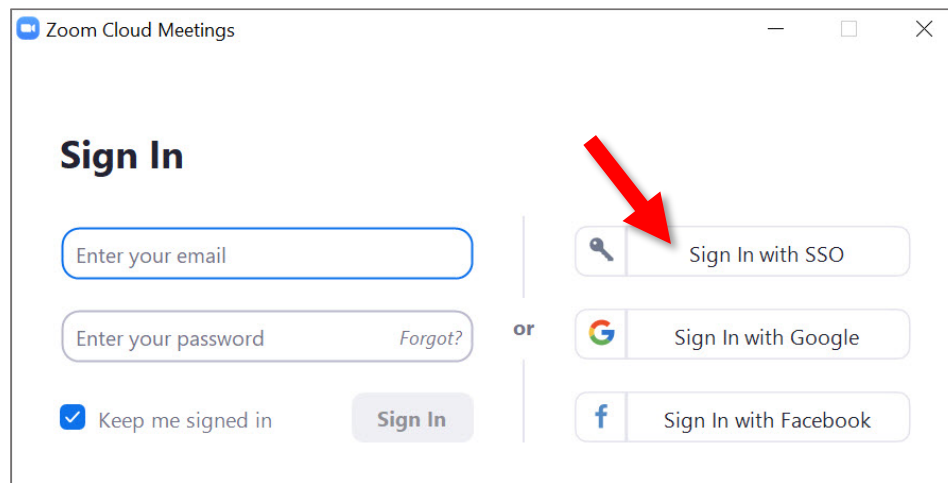
Initial Zoom Setup

Download Zoom at <https://oklahoma.zoom.us/download> and install Zoom.

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



Click the link to **Sign in with SSO**.



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

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

Your web browser will open and you will be prompted to sign in with your OUNetID and OU Password. Once you are logged in, your web browser will ask to open the Zoom app. Click the option to open Zoom.

Once you complete these steps, you will be logged in to Zoom with your OU account.

**** Please note: If you are using Zoom on a mobile device, your login screens will look slightly different. For more information, refer to this guide: <https://itscnorman.ou.edu/askit/how-to-join-a-zoom-meeting/>*

JOINING A ZOOM MEETING

In most cases, when you are invited to a Zoom meeting, you will click a link to open Zoom and join the meeting. The link will look something like this:

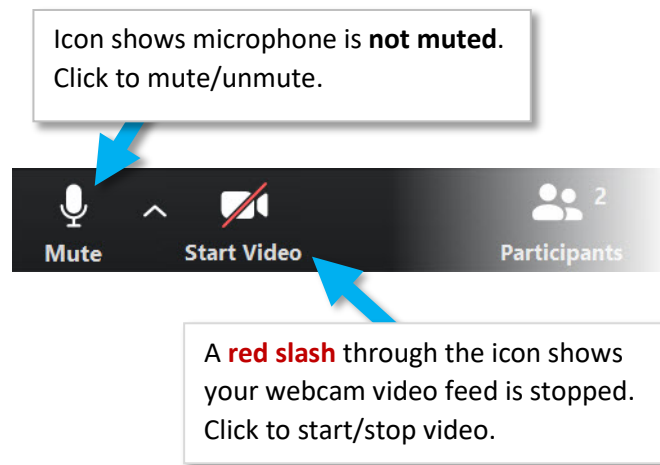
<https://oklahoma.zoom.us/j/830449847?pwd=bGxHa2ZSRGt3MXBFZ0VqcURRMzRtQ09>

If you do not have a computer/mobile device available, or do not have internet access, you can join the Zoom meeting by calling in from a phone. In that case, you would participate in the meeting with audio only. If you require this option, the phone number may be included in the Zoom meeting invitation, or you may need to request the phone number from the meeting host.

If you click the link to join the meeting and the host has not yet joined the meeting, you will be placed in a “waiting room” until the host joins.

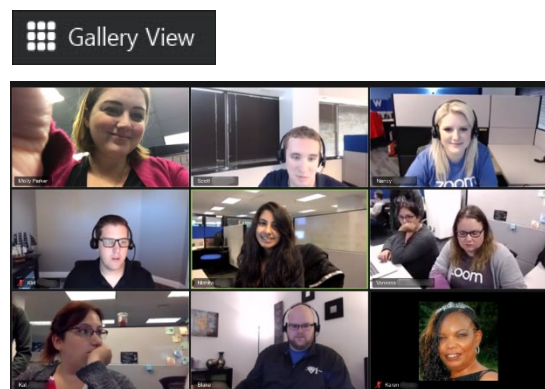
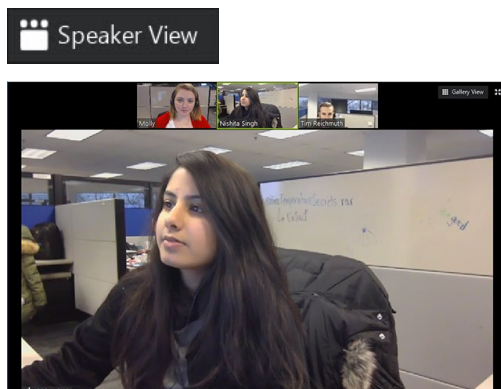
When you enter a Zoom meeting, your webcam will be turned off. Some hosts may set the meeting to automatically mute every participant when they enter the meeting.

You can turn on your webcam and unmute your microphone from the main Zoom toolbar at the bottom of the screen.



ZOOM VIEWS


At the start of the meeting, you will be in **Speaker View**. In the upper-right corner of the Zoom window, you can switch between **Gallery View** and **Speaker View**.



In **Gallery View**, hover your mouse over the video of a participant to reveal more options for that participant.



You can **Mute** a participant’s audio. Note that this only affects your own Zoom experience.

Click the **three dots**  to reveal more options for that participant:

Mute a participant's audio or **stop** their video (this only affects your own Zoom experience.)

Pin video switches you to Speaker View and the selected participant will always be the active speaker.

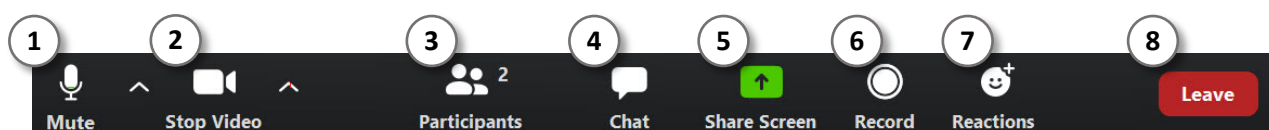
Hide non-video participants. This will hide participants who don't have a webcam enabled. This can help keep your Zoom view less cluttered. You will still hear hidden participants.

Add a Profile Picture for your account. Other participants will see this image when your video is stopped.

Hide Self View. This will hide your own video feed from yourself in case that is distracting for you.

BASIC ZOOM CONTROLS

The primary **Zoom controls** are available in the toolbar at the bottom of the Zoom window.



1. **Mute/unmute** microphone. Click **^** to show more audio options.
2. **Start/stop video.** Click **^** to show more video options.
3. Open the **Participants** panel. This panel displays all meeting participants.

You can also select non-verbal feedback icons to display next to your name in the Participants list.



Please note that the meeting host may not be watching the Participant list during the meeting.

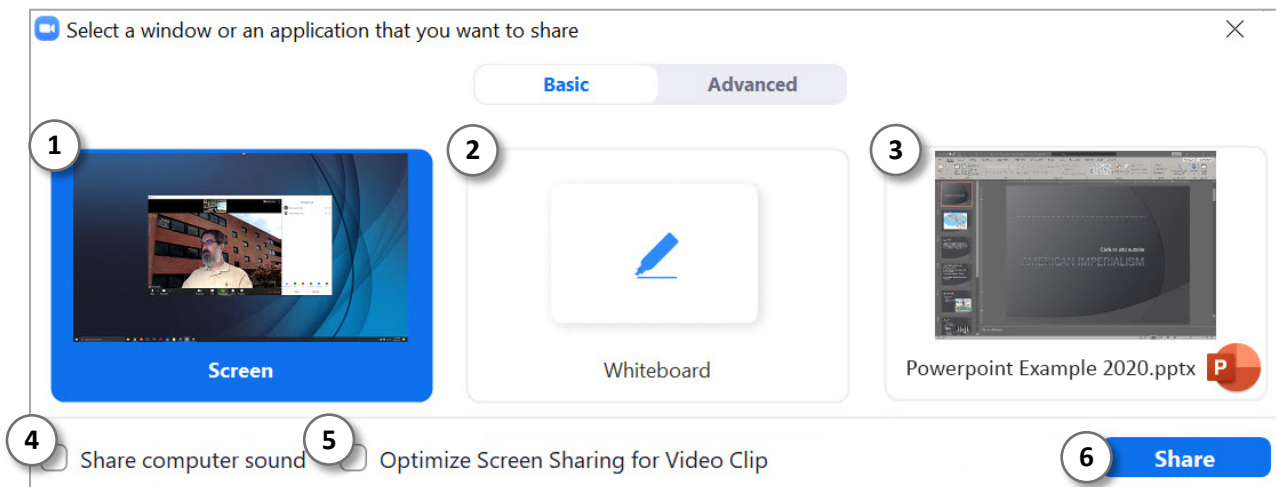
Click the **Participants** icon again to close the panel.

4. Open the **Chat** panel if the meeting host has enabled the Chat function.
5. Open the **Share Screen** panel. *See below for more information.*
6. **Record** the meeting if the host has enabled participant recording. When the meeting has ended, Zoom will prepare the video file. Keep the Zoom app open until you are notified that Zoom has finished converting the file, and the folder containing the recording files will open.
7. Display an emoji-style **Reaction** on your video feed for 10 seconds.
8. **Leave** the meeting. You will be asked to confirm you wish to leave before exiting the meeting.

SCREEN SHARING

Click the **Share Screen** icon to open the screen sharing window.

Please note that if you wish to share an app window, the app window must be open before clicking **Share Screen**.



1. Click **Screen** to share your entire screen, including any apps and notifications that may be onscreen. You may want to turn off notifications before using this option.
2. Click **Whiteboard** to share a white screen that you can draw on.
3. Click an application window to share only that application.
If sharing a PowerPoint presentation on a Windows computer, you may find **Reading View** helpful in PowerPoint. **Reading View** can be found in the bottom-right corner of the PowerPoint window.

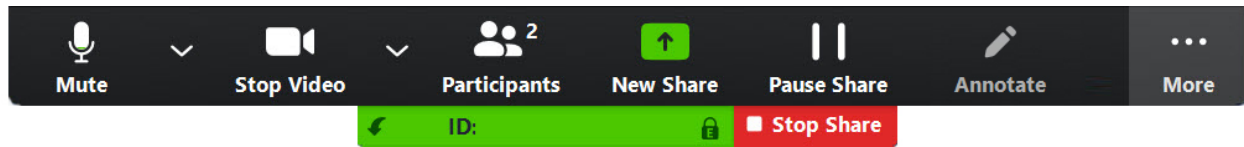


4. Click **Share computer sound** if you are sharing a presentation with audio. Note that this will share any sounds from your computer, so you may want to turn off notification sounds.
5. Click **Optimize Screen Sharing for Video Clip** if you are sharing a video.
Please note: If sharing a PowerPoint presentation with embedded video, you will need to share your entire **screen** for the video to be visible.
6. Click **Share** when you are ready to share your screen in Zoom.

While you are sharing your screen, the main Zoom toolbar will disappear. The screen share toolbar will appear at the top of the screen:



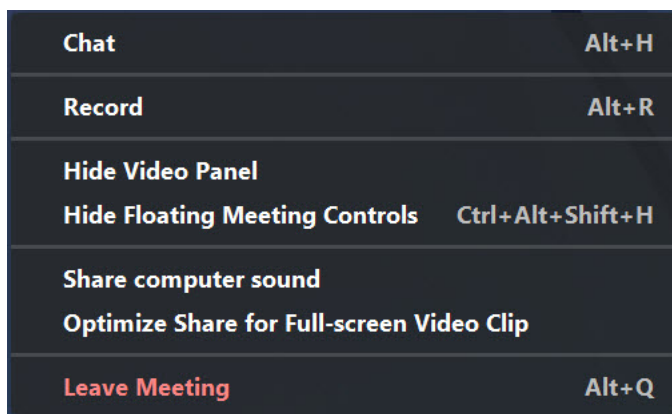
Hover your mouse cursor over the green and red toolbar to reveal the full toolbar:



In addition to the usual Zoom controls, you may have the ability to **Annotate** your screen share, depending on the host's settings for the meeting.

Click **Annotate** to open annotation tools.

Click **More** to show more options during screen sharing.



When you are finished sharing your screen, click **Stop Share** in the toolbar at the top of the screen.

When you are ready to leave the Zoom meeting, click **Leave** in the main Zoom toolbar at the bottom of your screen. The host may also end the meeting for all participants.