Online Programming – Zoom

HUMANITIES KANSAS

How to Set Up Zoom

Hosts must have a Zoom account. Participants do not have to have a Zoom account to attend your meetings, but they will have to download the Zoom desktop client. Here's how to set up your Zoom account:

Step 1: Download the Zoom desktop client. You can do this at **https://zoom.us/support/download**.

Step 2: Create a Zoom account. You can do this either through the desktop client or at **https://zoom.us/signup**.

How to Schedule a Meeting

Zoom meetings can be scheduled through the web portal or the Zoom desktop client. Here's how to schedule meeting through the desktop client or the web portal:

Step 1: Log in to your Zoom account through the desktop client or through the web portal.

Step 2: Click Schedule Meeting. Proceed to enter meeting details. Click Save when complete.

Step 3: Invite participants to your meeting by copying the meeting invitation link and send it out via email or select a calendar option to add the scheduled meeting to your calendar.

Zoom Functions

- **Chat** – The chat function allows you to send messages to other users within a meeting. As a host you can choose who the participants can chat with or to disable chat entirely. It can be a great way to pose questions throughout a presentation without interrupting, too.

- **Share Your Screen** – In a meeting you can share your entire desktop screen, a specific screen, or a portion of your screen. To share your screen, click the Share Screen button in your meeting controls. Hint: if you're going to share a video with sound or a PowerPoint with sound, make sure to click Share Computer Sound located in the bottom left hand screen.

- **Reactions** – Meeting participants can now react during a meeting with an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds. Reactions are a great way to show non-verbal support, like a "thumbs up" or a "heart."

- **Virtual Backgrounds** – The Virtual Background feature allows you to display an image or video as your background during a Zoom Meeting. You can upload your own images or videos as a virtual background. Higher quality cameras result in a better virtual background.

Zoom Etiquette and Helpful Hints

- **Join early** – Encourage participants to join the meeting five minutes early so that the meeting can start on time.

- **Mute your microphone** – To help keep background noise to a minimum, encourage participants to mute their microphones when not speaking.

- **Keep your private meetings private** – Whenever possible, distribute your Zoom meeting link only to those individuals who will be attending your event or meeting. If you share your meeting link on social media or other public platforms, anyone who sees the link will be able to join your meeting. That includes trolls, who can then share or post inappropriate or offensive material ("zoombombing").
    - **Remove unwanted or disruptive participants** – Navigate to the Participants menu, mouse over a participant's name, and click Remove. They will not be able to rejoin unless you allow them to do so.

- **Rehearse** – Schedule at least 30 minutes with your presenters and stakeholders a few days prior to your event to review the technology, discuss roles and tasks, and finalize your content to make sure that your day of is as stress free as possible.

- **Have a "Co-Host"** – designate a co-worker or friend to help manage the chat, Q&A, and any technical difficulties that may arise.

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<u>Register for a Meeting</u> – *For Licensed or Pro+ Accounts*
Scheduling a meeting that requires registration will allow participants register with their e-mail, name, other questions, and custom questions. **Note**: Participants joining meetings with registration must use the Zoom desktop client or mobile app.

Step 1: Sign-in to the Zoom web portal. In the navigation menu, click Meetings. Schedule a New Meeting or edit an existing meeting.

Step 2: In the Registration section, make sure to select the Required check box. Manage attendees: Click View to see a list of people that have registered for the meeting. Clicking on the registrant name will provide addition info about that person.

Learn more about Zoom here: **https://buff.ly/2R6qa57**.

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