Weill Cornell Medicine
Information Technologies & Services

zoom

How to Get Started with Zoom

Logging In and Setting up your Profile:

Go to: https://weillcornell.zoom.us/
Click "Sign In" and enter your CWID and password.

After you sign in, you will be taken to your "My Profile" page.
Highlights of this page are:

- Setting your avatar (persists through all Zoom Applications).

After configuring your profile, we recommend going to the **My Meeting Settings (MAC)/Meetings Settings (Windows)** tab to configure your preferences based on how you would like to conduct meetings.
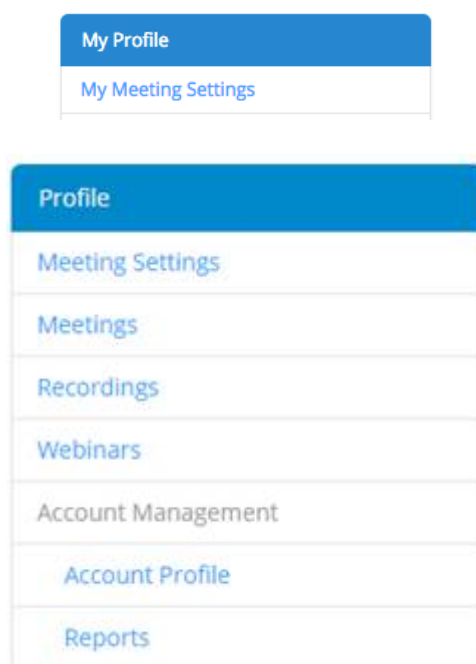
Now we need to get the actual Zoom software installed on your PC/Mac:

1. **ITS-Tagged PC:** Install Zoom via Software Center.
   For more on how to download software from Software Center visit:
   https://its.weill.cornell.edu/guides/how-to-download-software-with-windows-software-center

2. **ITS-Tagged Mac:** Install Zoom via Self-Service.
   For more on how to download software from Self-Service visit:
   https://its.weill.cornell.edu/guides/how-to-use-self-service-to-install-applications

3. **Non-tagged device**: Install Zoom from https://zoom.us/download

You now have the Zoom client for Meetings installed. Best practice is to have Zoom start when your computer boots up.

- On **Windows**, go to the Zoom client and click on "Settings" at the top right. Click on General and then check the box that says "Start Zoom when I start Windows".
- On Mac, right-click the Zoom app in the Dock, select Options > Open at Login.

For iOS and Android devices, please visit the App Store or Google Play to install the Zoom mobile apps.

For fast meeting scheduling download the Outlook Plug In or Browser Plug in– simply schedule a Zoom meeting directly from Outlook or Google Calendar
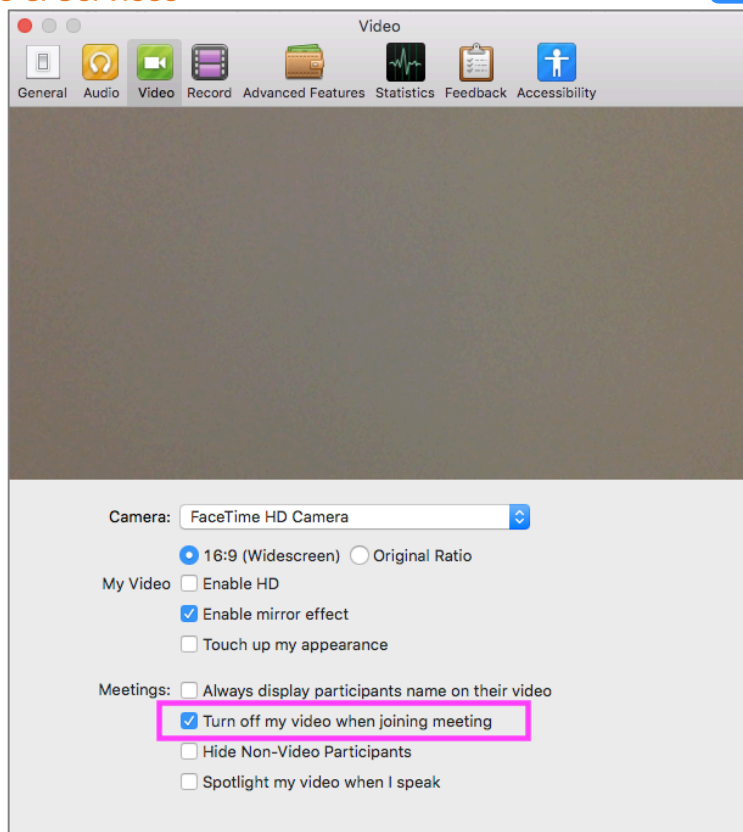
TURNING OFF YOUR VIDEO
Zoom's default video setting is ON. If you do not want your video to start automatically when you join a meeting, follow these steps.
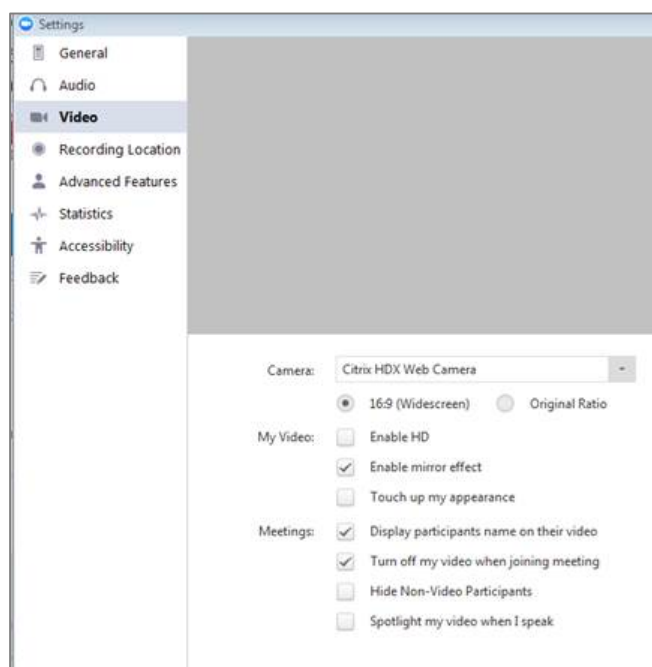1. Open your Zoom client
2. Click "Settings" in the upper right hand corner
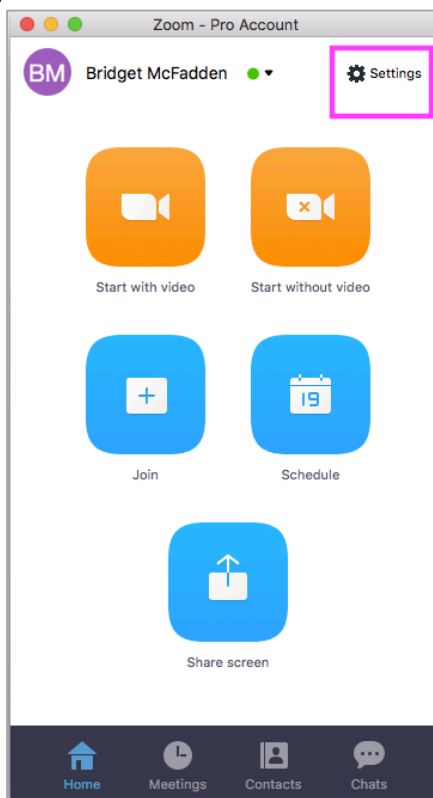
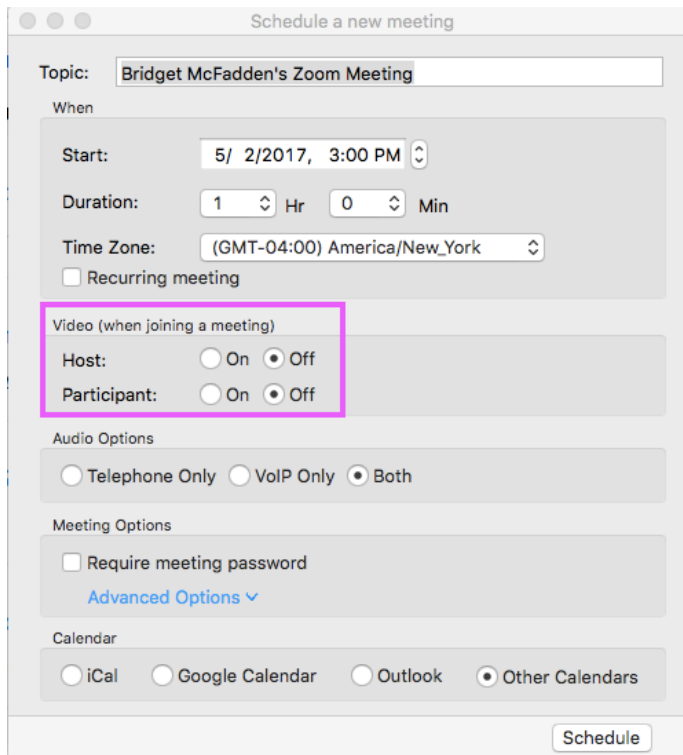3. Select Video. Under Meetings check the box next to "Turn off my video when joining a meeting"
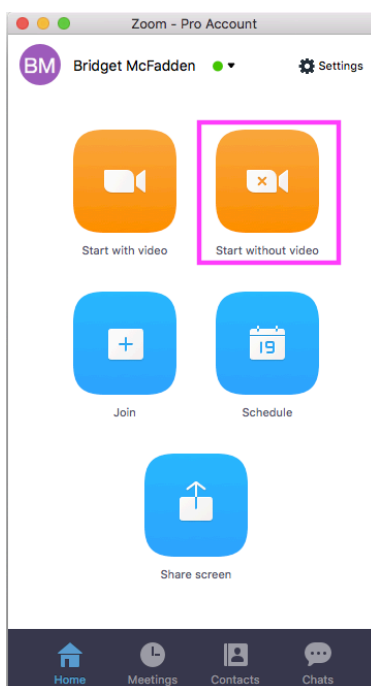
(Mac screenshot)

(Windows screenshot)

** To host a meeting with video OFF by default for your participants:

1. Log into your Zoom client and click Schedule
2. Your "Schedule a Meeting" window will open. In the section for **Video (when joining a meeting),** select OFF

If you are starting an instant meeting from your Zoom client, click "Start without video"

Starting A Meeting: Zoom offers you several ways to start both impromptu and your scheduled meetings.
- From the web portal (both)
- From the downloaded Zoom Application (both)
- From your mobile device (both)
- Your Calendar (if available plug-in is installed)
- Browsers (both – Google & Firefox)

For step-by-step details go here: How do I schedule a Meeting?

Hosting A Meeting: The basics
- Mute your mic if others are presenting/speaking
- Mute all the participants if you are hosting a larger meeting (done via the participant's icon)
- Have the content you intend to share prepared ahead of time
- Close applications that have pop-up notifications if you intend to share your full desktop
- Use "Gallery View" for smaller group/team meetings
- Share specific Applications to control displayed content
- Need to make a change to your next slide? Use Pause to freeze the screen seen by participants and Resume when your update is complete.
- Use "New Share" to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Hosting A Meeting: Things to Consider
We strongly recommend testing your Audio and Video settings prior to hosting an important meeting. The below can be configured both before and during a meeting if needed.
1. Make sure to choose the correct audio input and output sources and levels
2. Make sure to choose the correct camera for the meeting if more than one option is available
3. **If you started the meeting with camera OFF by default, you may wish to turn the camera on now a**nd encourage others to do so in the meetings you host.
- Lighting should come from in front of you to avoid casting shadows on your face.
- Think about your background. Can you make it interesting but not distracting?
Make Eye Contact
- Try to look at your webcam versus the screen
- Use the gestures and mannerisms that you would typically use in person.
- When viewing the video feed of others, try moving that feed to a monitor position just below your webcam to make this easier.

Join A Meeting: Zoom offers several ways to join meetings.
- Click the link provided in the Zoom invitation to launch your browser and automatically open the Zoom desktop application. The browser will prompt you to install if you don't already have the application installed.
- Go to weillcornell.zoom.us , click "Join", and enter the meeting ID included in the Zoom invitation
- Open the desktop application, click "Join", and enter the Zoom meeting ID.
- Dial the phone number included in the Zoom invitation and follow the audio prompts
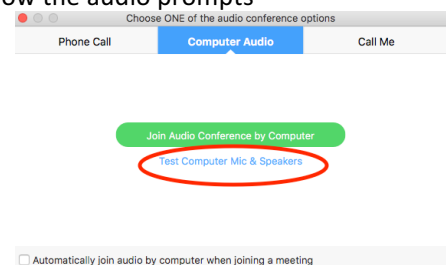
Additional resources:
Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom.

- Watch the Getting Started Videos
- Join Zoom's Weekly Zoom Meetings and Webinar training

If you require technical assistance, please email support@med.cornell.edu or contact Zoom directly.
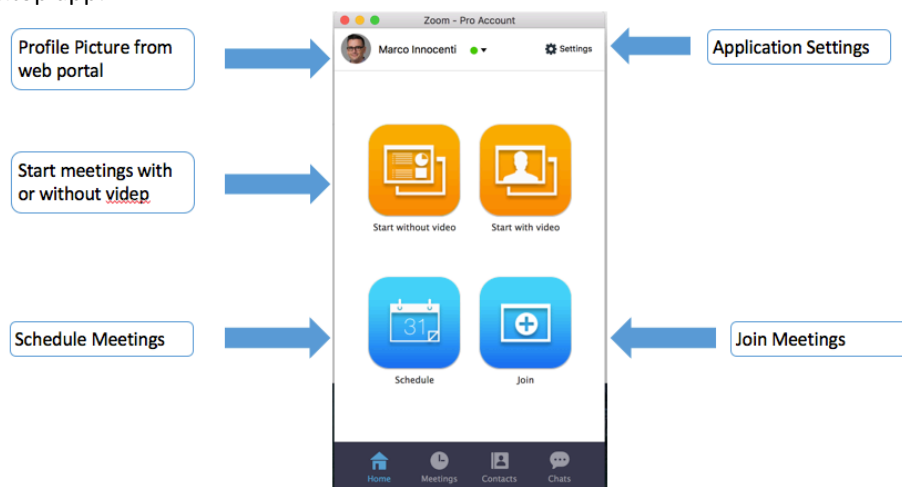
Screen Shots

My Profile:

My Meeting Settings:

In Meeting (Basic)		Email Notification	
	✔ Chat		✔ When attendees join meeting before host
	✔ Private chat		✕ When a meeting is cancelled
	✕ Auto saving chats		
	✔ Allow host to put attendee on hold ⓘ	Security	✕ End-to-end encryption ⓘ
	✕ Enter/exit chime		✕ Generate and require password for participants joining by phone ⓘ
	✔ Group HD video		
	✕ Feedback to Zoom	3rd Party Audio Conference	Conference Bridge 855-754-9131,
	✔ Co-host		Bridge is also Extension 5001 or 705-222-0909
	✔ Annotation Supported versions		
	✔ Polling ⓘ Supported versions		Conference Code 1111#
In Meeting (Advanced)		Global Dial-In Numbers	+1 855 880 1246 (US Toll Free)
	✔ Breakout room		+1 877 369 0926 (US Toll Free)
	✕ Remote support		+1 408 638 0968 (US Toll)
	✕ File transfer		+1 646 558 8656 (US Toll)
	✔ Virtual background		+886 277 417 473 (Taiwan Toll)
	✔ Closed caption		+971 4 550 8389 (United Arab Emirates Toll)
	✕ Far end camera control		
	✕ Share dual camera	Invitation Email Template	Send me a preview email
Recording		Schedule Privilege ⓘ	Assign scheduling privilege to Add
	✔ Cloud recording		
	✔ Local recording	Integration Authentication	key GtdQBmN0SdGH3T5wafM4FQ
	✕ Automatic recording		Secret TzTyVinYseD7d8jmqvLChxp7h2OV3LcmDgof

The Zoom desktop app:

Audio and Video Settings
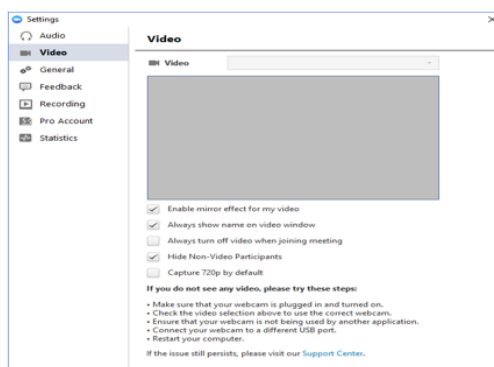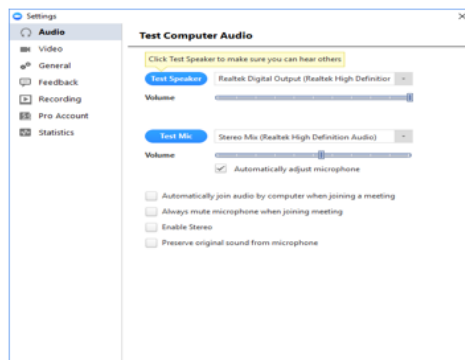
In Meeting Host Controls: