



How to Get Started with Zoom

Logging In and Setting up your Profile:

Go to: <u>https://weillcornell.zoom.us/</u>

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.

My Profile
My Meeting Settings
Profile
Meeting Settings
Meetings
Recordings
Webinars
Account Management
Account Profile
Reports

Now we need to get the actual Zoom software installed on your PC/Mac:

- ITS-Tagged PC: Install Zoom via Software Center. For more on how to download software from Software Center visit: <u>https://its.weill.cornell.edu/guides/how-to-download-software-with-windows-software-center</u>
- ITS-Tagged Mac: Install Zoom via Self-Service.
 For more on how to download software from Self-Service visit: <u>https://its.weill.cornell.edu/guides/how-to-use-self-service-to-install-applications</u>
- 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 <u>Outlook Plug In</u> or <u>Browser Plug in</u> – 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"

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(Mac screenshot)



(Windows screenshot)

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

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- 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

	et McFadden's Zoom Meeting
When	
Start:	5/ 2/2017, 3:00 PM 🗘
Duration:	1 ≎ Hr 0 ≎ Min
Time Zone:	(GMT-04:00) America/New_York
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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 and 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 <u>Getting Started Videos</u>
- Join Zoom's <u>Weekly Zoom Meetings and Webinar training</u>

If you require technical assistance, please email support@med.cornell.edu or contact_zoom directly.

Screen Shots

My Profile:

Change Delete	Marco Innocenti marco.innocenti@zoom.us Account No. 129626 Linked accounts:		Edit
User Type	Pro © Features Large200, Webinar3000 ©		
Personal Meeting ID	805-738-5283 (Used for instant meetings) https://success.zoom.us/j/8057385283	Personal Meeting ID (PMI): Assigned to you automatically as a permanent virtual room. You can start it any time or schedule it for future use.	Edit
Personal Vanity URL O	https://success.zoom.us/my/marco.innocenti	Personal Vanity URL (PVU): Your Personal Vanity URL is your personal URL that is associated with your Personal Meeting ID.	Edit
Time Zone	(GMT-7:00) Pacific Time (US and Canada)		Edit
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Host Key	******* Show		Edit

My Meeting Settings:



In Meeting (Basic)	✓ Chat ✓ Private chat × Auto saving chats	Email Notification	\checkmark When attendees join meeting before host \times When a meeting is cancelled		
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		3rd Party Audio Conference	Conference Bridge 855-754-9131, Bridge is also Extension 5001 or 705-222-0909 Conference Code 1111#		
In Meeting (Advanced)	 ✓ Breakout room × Remote support × File transfer ✓ Virtual background 	Global Dial-In Numbers	+1 855 880 1246 (US Toll Free) +1 877 369 0926 (US Toll Free) +1 408 638 0968 (US Toll) +1 646 558 8656 (US Toll) +886 277 417 473 (Talwan Toll) +971 4 550 8389 (United Arab Emirates Toll)		
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The Zoom desktop app:



Audio and Video Settings



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Please speak to your microphone. If you can not see the volume indicator blinking, select a different mic.		Automatically join audio by computer when joining a meeting Always mute microphone when joining meeting
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Input Level:		Preserve original sound from microphone
Input Volume:		
Automatically adjust microphone settings		
Automatically join audio by computer when joining a meeting		
Always mute microphone when joining meeting		
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In Meeting Host Controls:

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