

Zoom User Guide

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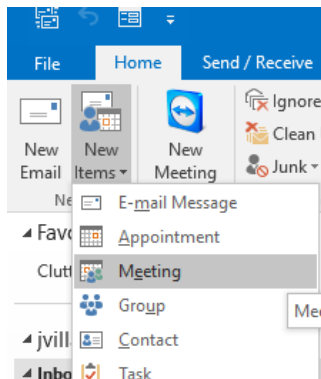
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1. DOCUMENT OVERVIEW

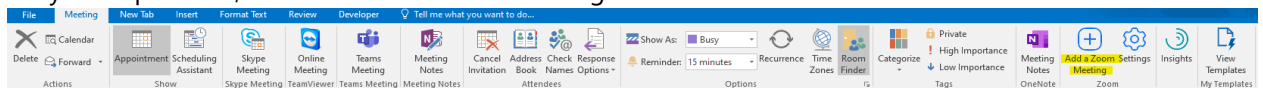
This document will go over how to use Zoom and provide troubleshooting steps.

2. CREATING A ZOOM MEETING

1. Open Outlook
2. Click on "New Items"
3. Click on "Meeting"



4. On your top ribbon, click on "Add a Zoom Meeting"



5. Your meeting details should now populate in the body of your email
6. Fill out the rest of your meeting details (Subject, Start Time, Invitation text, etc.) and click Send.

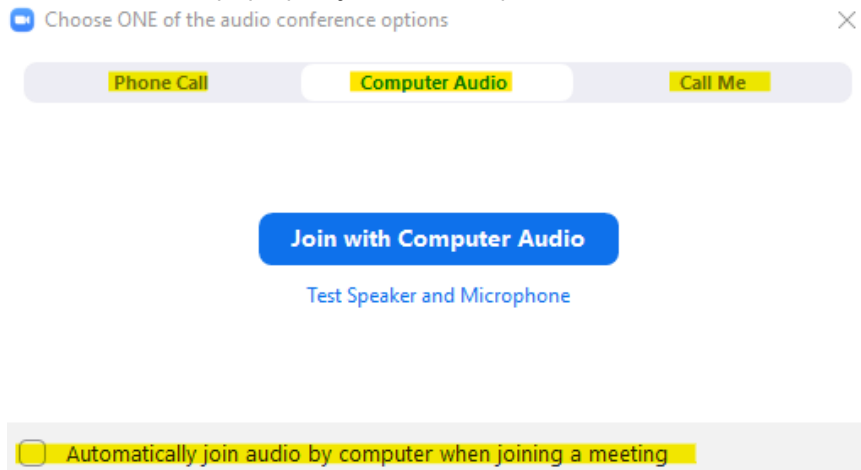
3. JOINING A ZOOM MEETING

When you have created or been invited to (and accepted) a Zoom meeting, it will be automatically added to your Outlook calendar.

1. Open Outlook
2. Open the meeting invite from your calendar
3. Click on the "Join Zoom Meeting" link

Join Zoom Meeting
<https://agcbio.zoom.us/j/494336376>

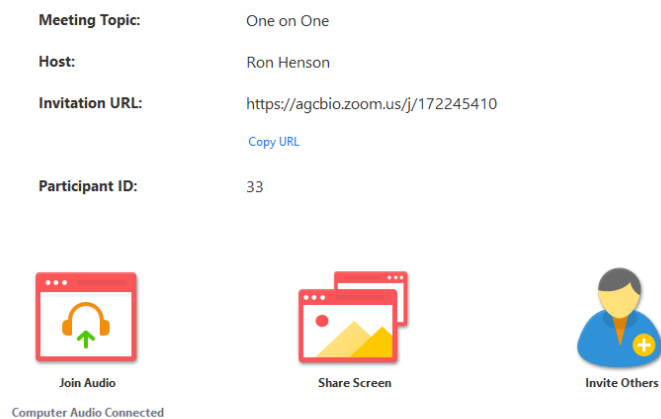
4. You will receive a pop up to join with computer audio



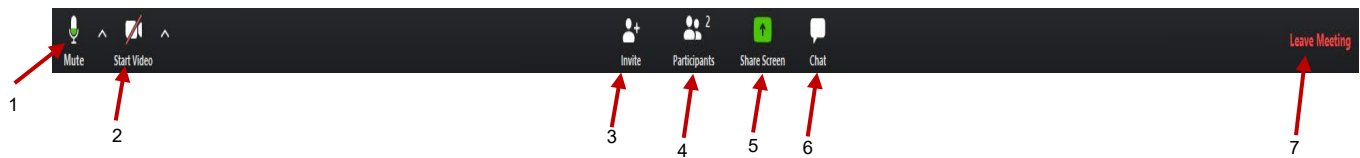
5. Your 3 options for audio are Phone Call, Computer Audio, and Call Me
- a. **Phone Call:** Will supply you with the dial in number and meeting ID to join
 - b. **Computer Audio:** Use your computer audio for the microphone and speakers
NOTE: It is recommended to use a headset or external speakers (like a Jabra device) instead of the laptop speakers and microphone.
 - c. **Call Me:** Enter in a phone number where Zoom can call you directly
6. Alternately, you can choose the option to "Automatically join audio by computer when joining a meeting" to avoid this prompt and join the meeting automatically using your computer audio.

4. IN THE MEETING

After you have joined the meeting, you will see the following screen:

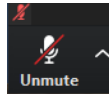


In meeting controls:



1. Mute

- Click this button to mute your microphone
- When your microphone is muted, your icon will turn into the following:



- Press the button again to unmute your microphone

2. Start Video

This option allows you to turn on your camera to enable video.

- Press the start video icon to turn your camera on
Your icon will look like this when your camera is turned **on**



Note: This will allow everyone in the meeting to view your camera

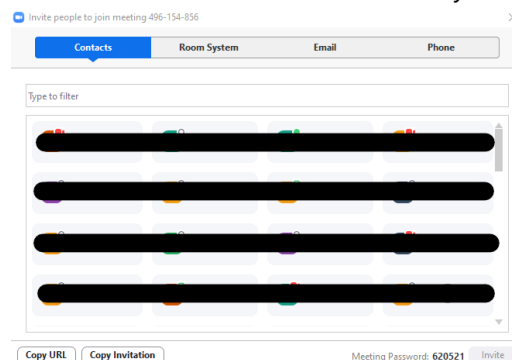
- Press the start video again to turn your camera off
Your icon will look like this when your camera is turned **off**



3. Invite

This option allows you to invite individuals to your meeting that weren't initially invited.

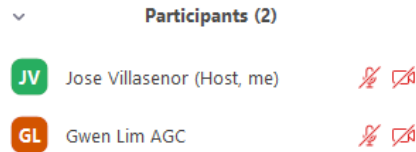
- Press the invite button to invite individuals to your meeting



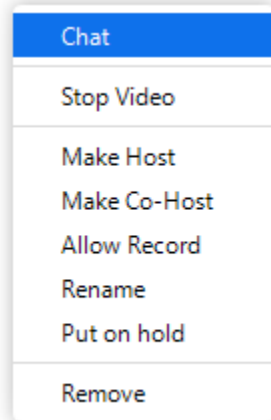
- Choose an option from your contacts and select invite
- Choose copy URL or Copy Invitation to copy the link
- Choose the Email tab to send the invite via Email
- Choose the Phone tab to dial a number directly

4. Participants

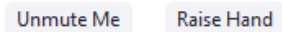
This option allows you to view participants in your meeting. As a host, you have the ability to mute participants, turn off their video and remove them. As a participant, you can mute yourself and “raise your hand” to indicate you would like to speak.



As a host, you will have the options to mute/unmute, start/stop video, make a participant a host or co-host, and remove them from the meeting.



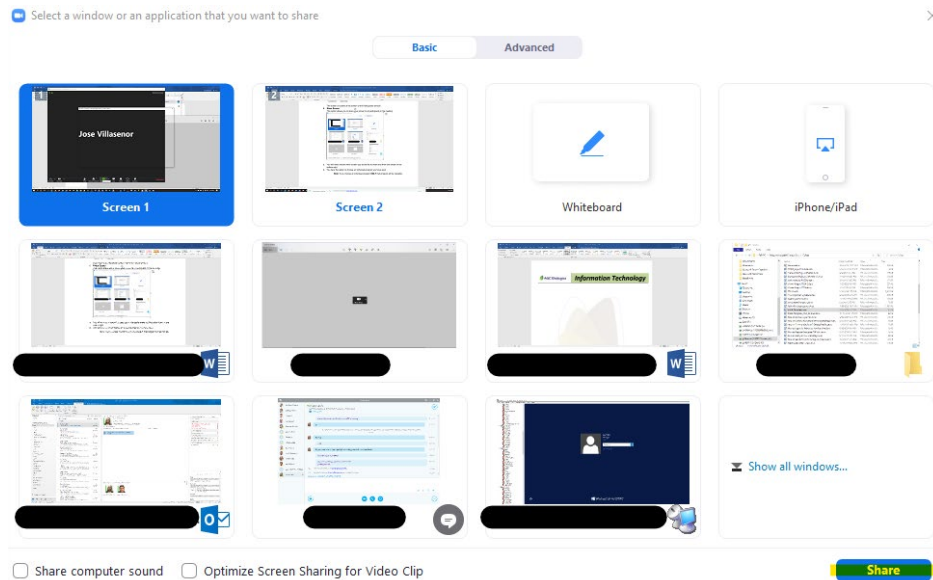
As a participant, it is recommended to keep your microphone muted at all times until you need to talk. It is also recommended to use the “raise hand” function, to let the host know you would like to be unmuted.



This button is located at the bottom of the Participants window.

5. Share Screen

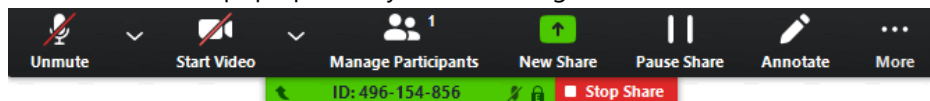
This option allows you to share your screen with all participants in the meeting.



- a. You will need to choose which screen you would like to share and then click share on the bottom right
- b. You also have the option to choose an individual program you have open

Note: If you choose an individual program to share, **ONLY** that program will be viewable to participants.

- c. A new banner will pop up when you are sharing:



- d. Click on Stop Share to stop sharing your screen

6. Chat

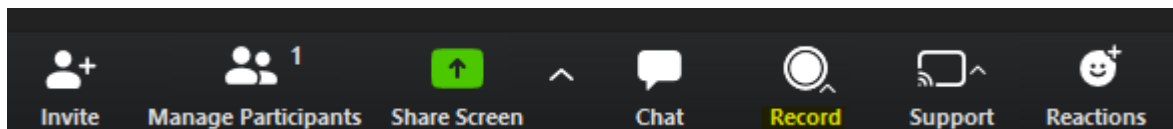
This option allows you to open a chat window to all participants

7. Leave Meeting

Click this option to leave the meeting

5. RECORDING A MEETING

As a host you have the ability to record a meeting.



- Press the record button on your Zoom task bar
- Choose "Record on this computer" (recommended)

Note: The recording is saved to your local video drive (C:\Users\username\Videos).

If you choose "Record to cloud" (not recommended), you will be sent an email after the recording is finished.

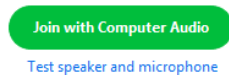
Note: There is a 1GB limit per user.

6. TROUBLESHOOTING

6.1.1. Testing Audio Before Joining a Meeting

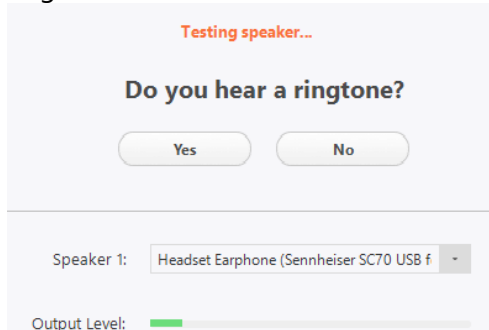
If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. After joining a meeting, click **Test speaker and microphone**.

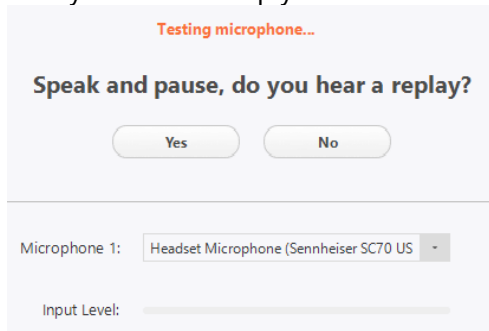


☐ Automatically join audio by computer when joining a meeting

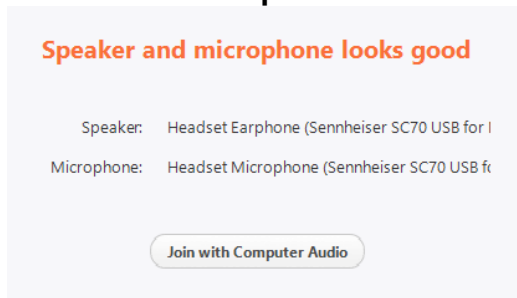
2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



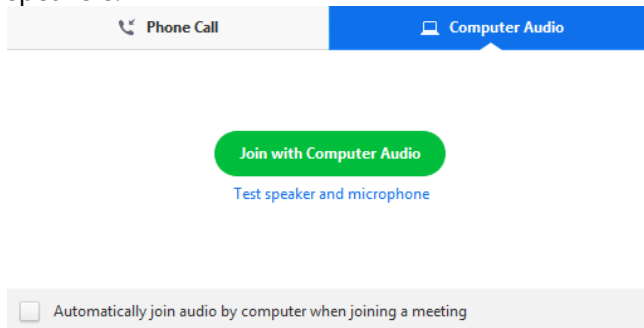
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



4. Click **Join with Computer Audio**.



5. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

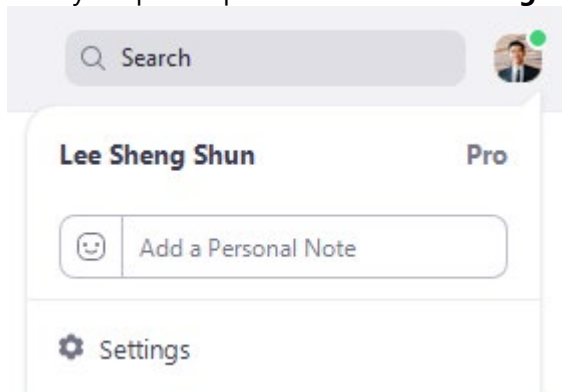


6.1.2. Testing Audio Using Audio Settings

To test your audio, navigate to your audio settings before or during a meeting:

Before a meeting

1. Log in to the Zoom client.
2. Click your profile picture then click **Settings**.

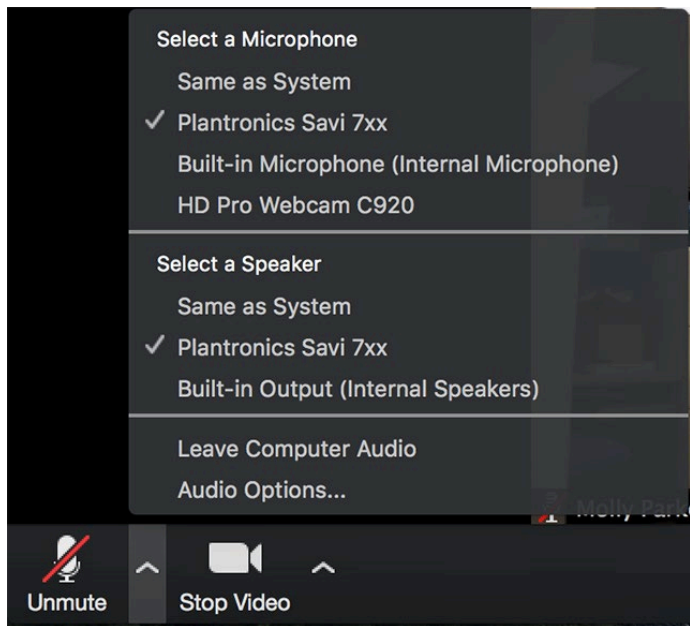


3. Click the **Audio** tab.
4. Follow the sections below to test your speaker or microphone.

During a Meeting

You can access your audio settings and test your audio when you are already in a meeting.

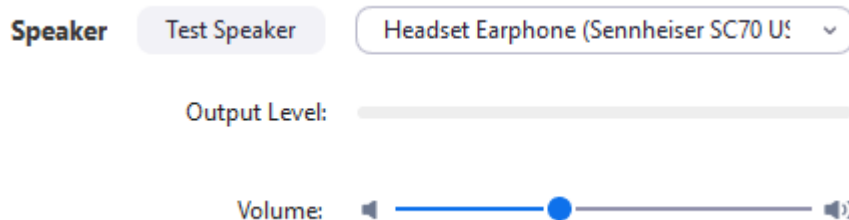
1. In the meeting controls, click the arrow next to **Mute/Unmute**.



2. Click **Audio Options**. This will open your audio settings.

6.1.3. Testing your Speaker

1. Click **Test Speaker** to play a test tone.
2. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.

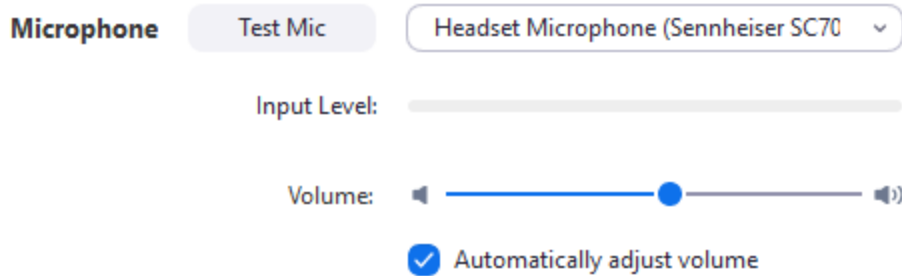


[Learn more about audio settings.](#)

6.1.4. Testing your Microphone

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.

4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



7. TELECONFERENCE ETIQUETTE

Please follow these general guidelines when joining a teleconference.

- Call in from a location with minimal background noise if possible
- Join the meeting on time
- Turn on your video so that other participants can see you. This allows you to see non-verbal cues and gauge when someone may be about to speak or finish speaking
- It is recommended to use a headset or external speaker/microphone. If you need a headset or external speaker/microphone, please contact your IT department at computersupport@agcbio.com
- If you're unable to use a headset, it is recommended to use the dial in function from another phone (ie: you call into the meeting using the provided number or have the tool call you at a preferred number).
- Introduce yourself when you join the call so that others know that you've joined
- Say your name before speaking (ie: This is Jose...)
- Mute your microphone when you are not speaking
- Use the "Raise Hand" function in Zoom to let the host know you would like to speak
- Avoid shuffling papers and side conversations
- Avoid eating or drinking, especially when using a headset or microphone