

# Zoom Training

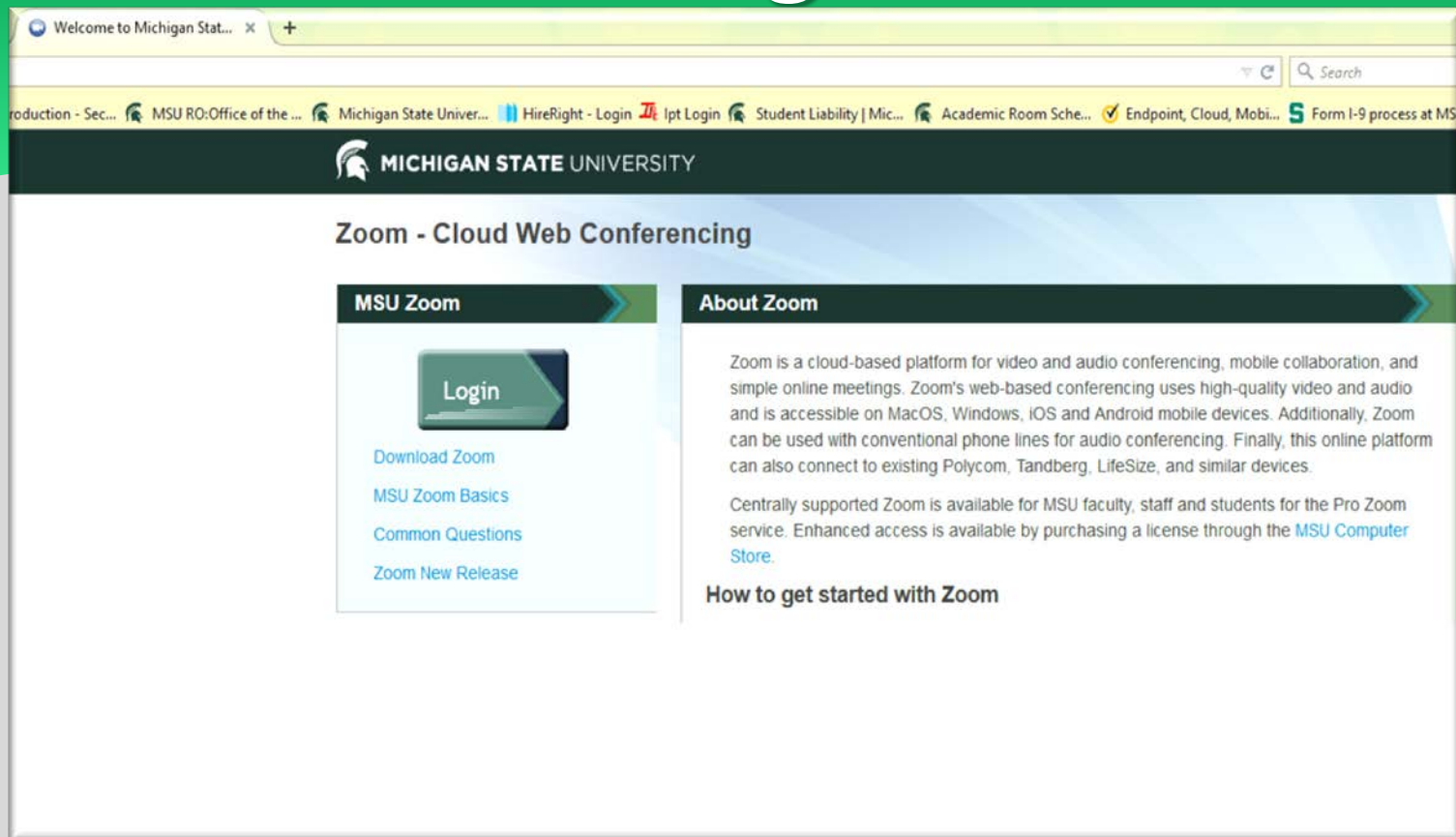
School of Social Work

Michigan State University

# What is Zoom?

- Zoom is a cloud based platform for video and audio conferencing, allowing a person to connect through their PC, laptop, Android mobile devices or even a conventional phone line.
- Logging in with your MSU NetID will allow you to have unlimited minutes per meeting for up to 25 participants.

# Accessing Zoom



Welcome to Michigan Stat... x +

MSU RO:Office of the ... Michigan State Univer... HireRight - Login Ipt Login Student Liability | Mic... Academic Room Sche... Endpoint, Cloud, Mobi... Form I-9 process at MSU

**MICHIGAN STATE UNIVERSITY**

## Zoom - Cloud Web Conferencing

### MSU Zoom

[Login](#)

[Download Zoom](#)

[MSU Zoom Basics](#)

[Common Questions](#)

[Zoom New Release](#)

### About Zoom

Zoom is a cloud-based platform for video and audio conferencing, mobile collaboration, and simple online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. Finally, this online platform can also connect to existing Polycom, Tandberg, LifeSize, and similar devices.

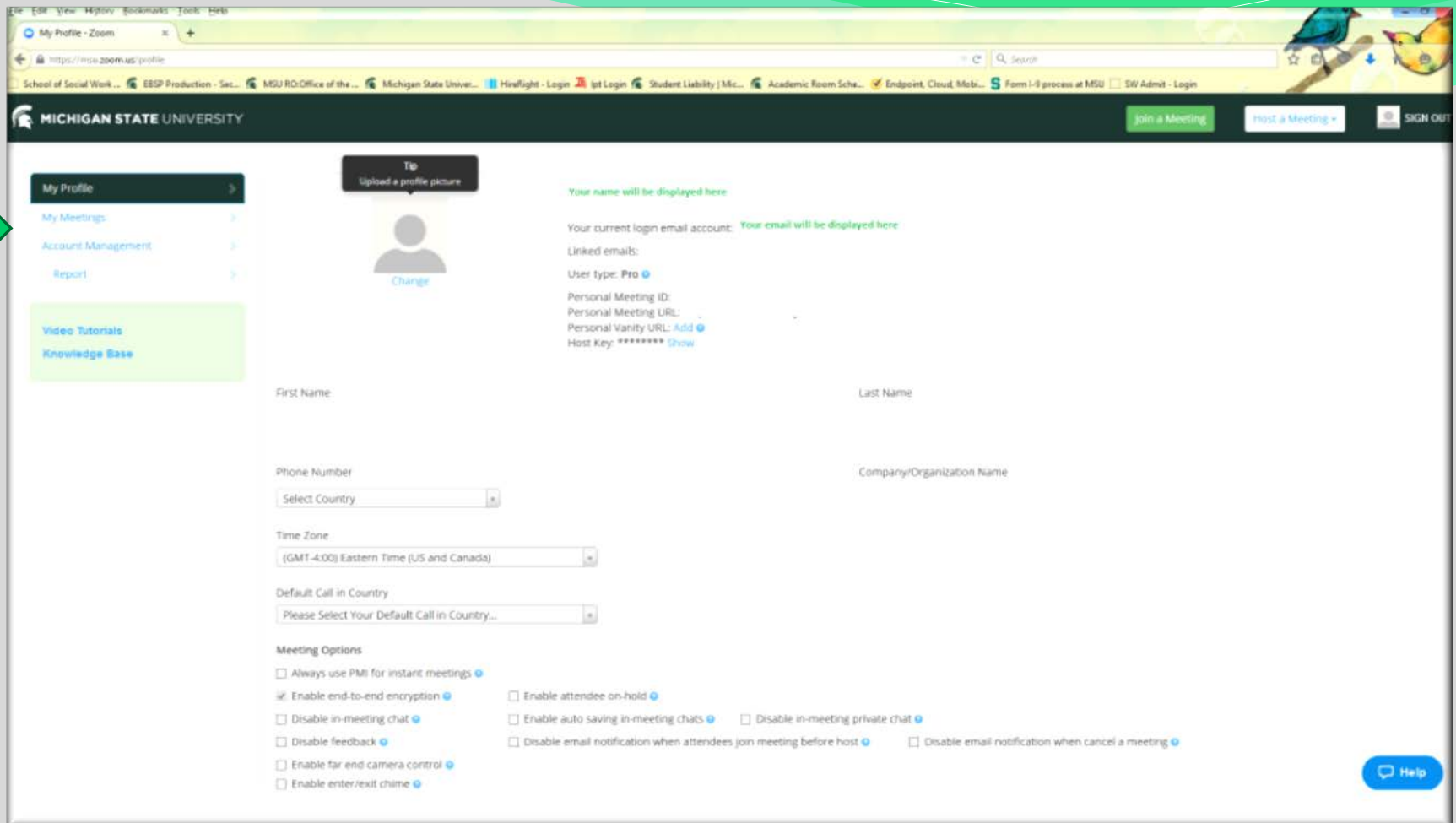
Centrally supported Zoom is available for MSU faculty, staff and students for the Pro Zoom service. Enhanced access is available by purchasing a license through the [MSU Computer Store](#).

#### How to get started with Zoom

- \* There are two way to access Zoom
  - \* 1. zoom.msu.edu
  - \* 2. Downloading Zoom to your computer and accessing the 'shortcut' created

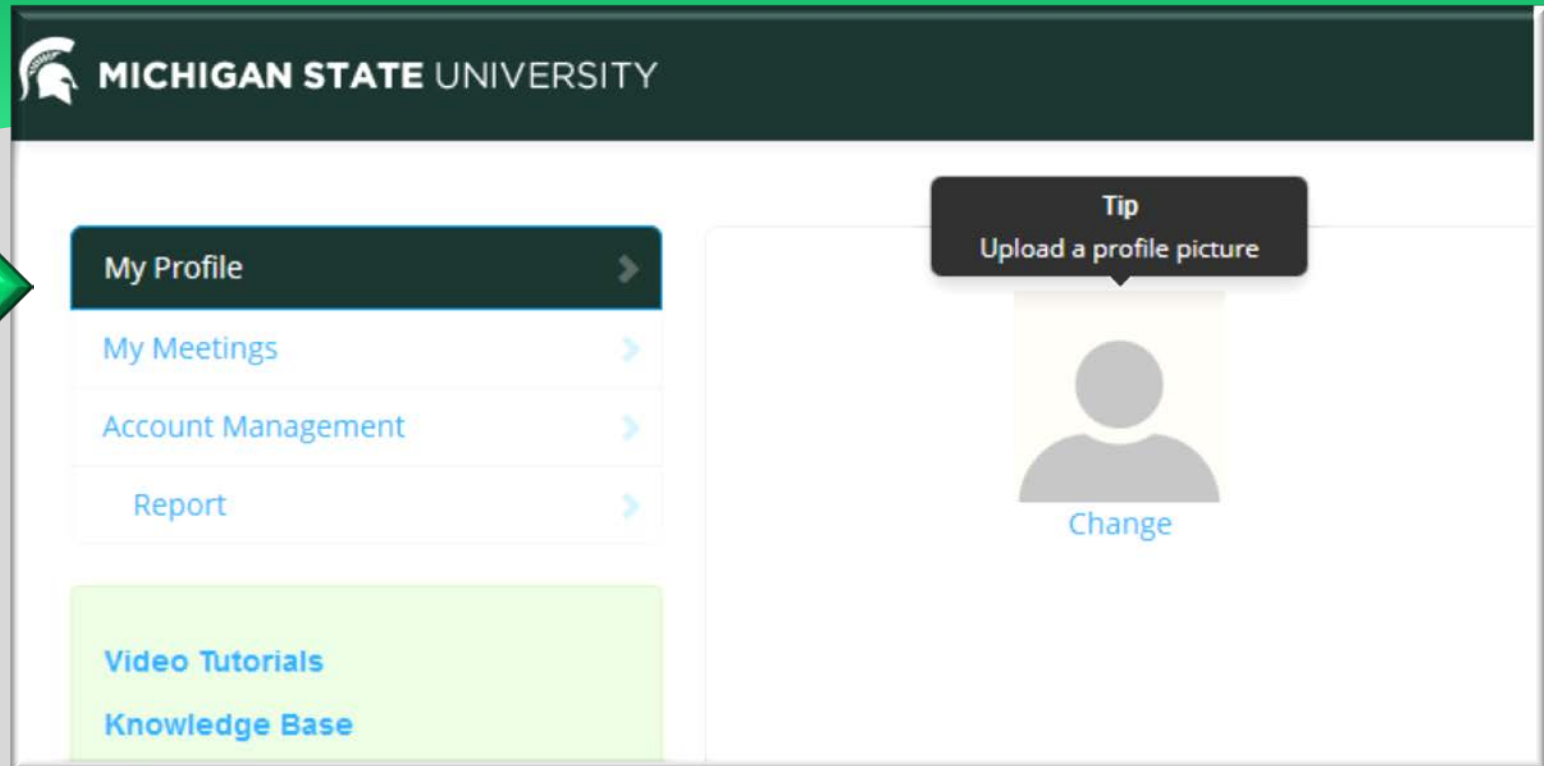
# Zoom Profile

\* This is your Zoom profile homepage



The screenshot displays the Zoom profile homepage for a user associated with Michigan State University. The browser address bar shows the URL <https://msu.zoom.us/profile>. The page header includes the Michigan State University logo and navigation buttons for 'Join a Meeting', 'Host a Meeting', and 'SIGN OUT'. A green arrow points to the 'My Profile' link in the left-hand navigation menu. The main content area features a profile picture placeholder with a 'Change' button and a 'Tip' box that says 'Upload a profile picture'. Below this, there are sections for 'Your name will be displayed here', 'Your current login email account: Your email will be displayed here', 'Linked emails', 'User type: Pro', 'Personal Meeting ID', 'Personal Meeting URL', 'Personal Vanity URL: Add', and 'Host Key: \*\*\*\*\* Show'. The form fields for 'First Name', 'Last Name', 'Phone Number', 'Company/Organization Name', 'Time Zone', and 'Default Call in Country' are visible. At the bottom, there are 'Meeting Options' with several checkboxes, including 'Enable end-to-end encryption' (checked), 'Enable attendee on-hold', 'Disable in-meeting chat', 'Disable feedback', 'Enable far end camera control', 'Enable enter/exit chime', 'Enable auto saving in-meeting chats', 'Disable in-meeting private chat', 'Disable email notification when attendees join meeting before host', and 'Disable email notification when cancel a meeting'. A 'Help' button is located in the bottom right corner.

# Profile Menu Options



- \* You have four options from your home page: My Profile, My Meetings, Account Management and Report
- \* You also have Video Tutorials to link you to YouTube videos and a Knowledge Base link that allows you to connect to Zoom's technical support

# Profile Menu Options

Default Call in Country

Please Select Your Default Call in Country...

**Meeting Options**

- Always use PMI for instant meetings
- Enable end-to-end encryption
- Disable in-meeting chat
- Disable feedback
- Enable far end camera control
- Enable enter/exit chime
- Enable 3rd party audio conference
- Enable attendee on-hold
- Enable auto saving in-meeting chats
- Disable in-meeting private chat
- Disable email notification when attendees join meeting before host
- Disable email notification when cancel a meeting

Enter your own audio conference information

**Recording Options**

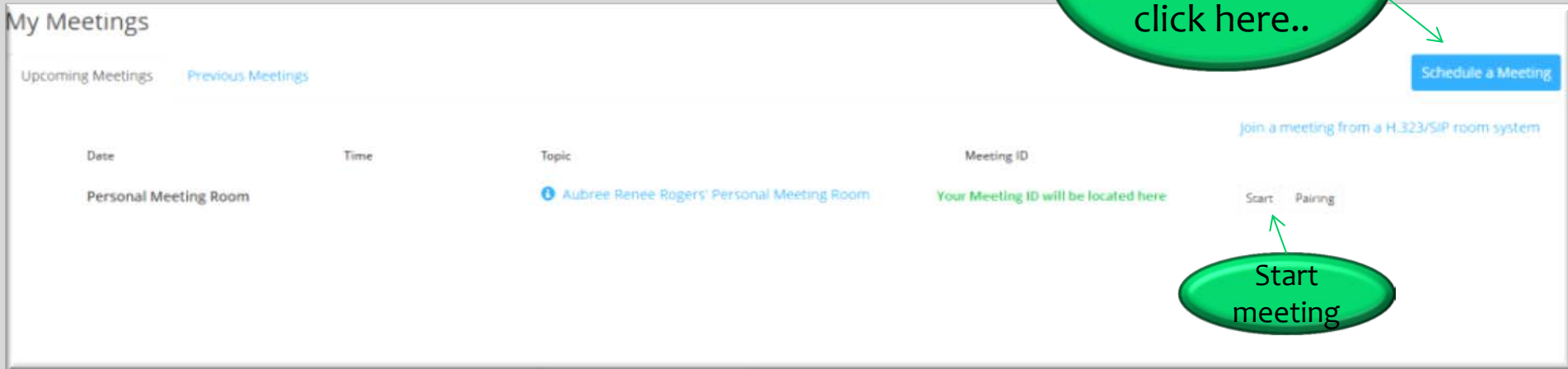
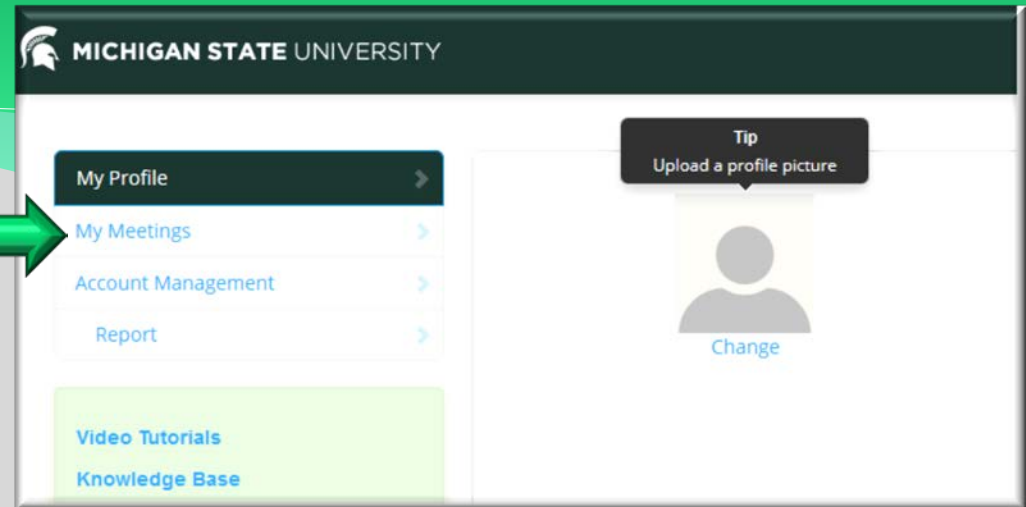
- Disable recording
- Enable automatic recording

Save Changes

- \* This page allows you to change meeting options such as disabling private chat between participants, recording options, etc.

In the **My Meetings** option you can view upcoming meetings, previous meetings and schedule a meeting.

If you've already scheduled a meeting, this is where you can Start by clicking the button on the right hand side.



# Schedule a Meeting

- \* When you click Schedule a Meeting, it will direct you to this screen.

Schedule a Meeting

Topic:

When:

Duration:  hr  min

Time Zone:

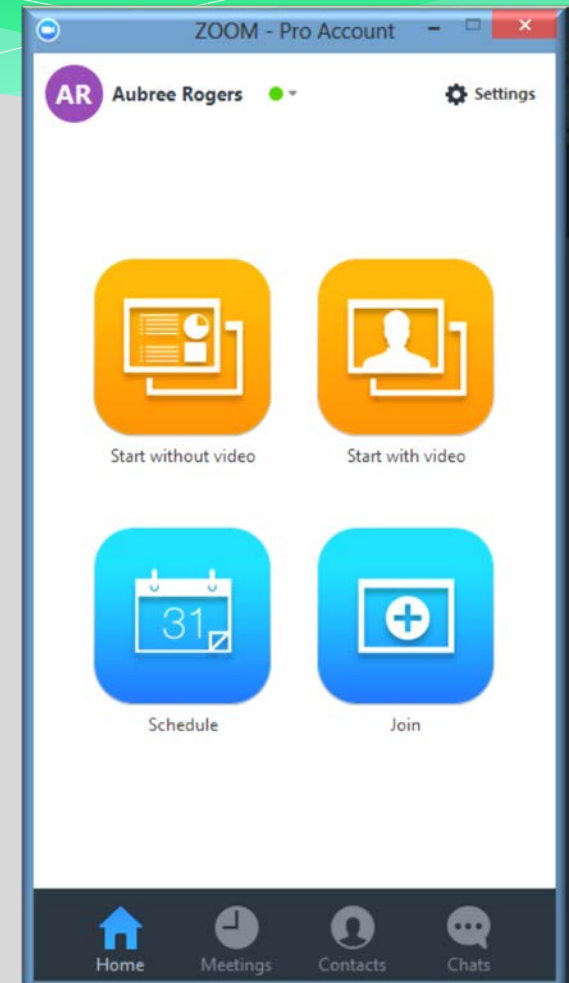
Recurring meeting

Host Video:  On  Off

Participants Video:  On  Off

Audio Options:  Telephony Only  Voip Only  Both  3rd Party Audio

Meeting Options:  Require meeting password  
 Enable join before host  
 Use Personal Meeting ID





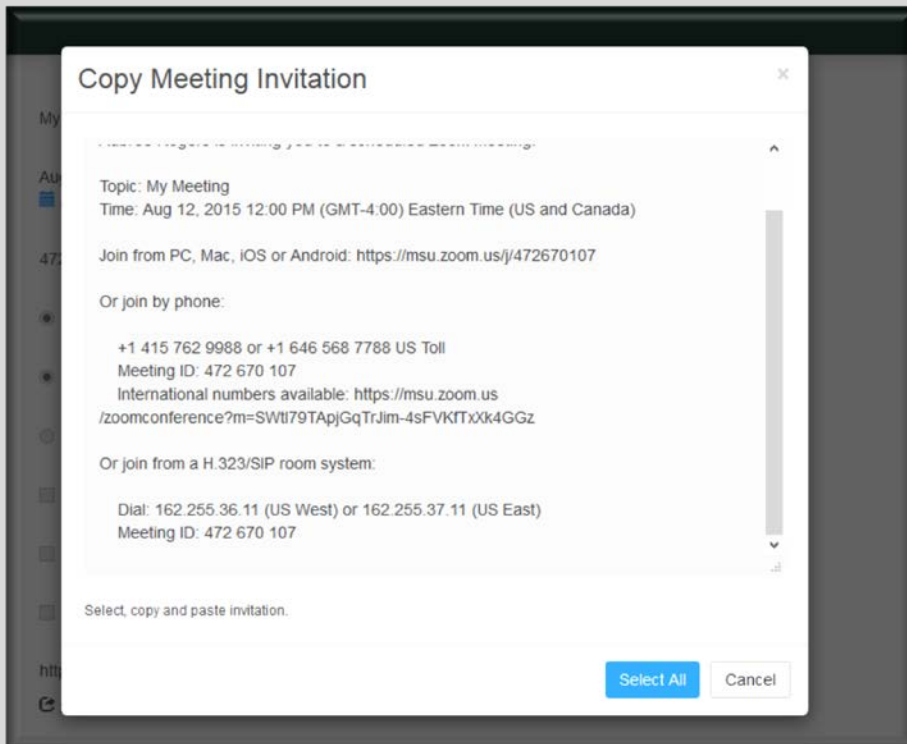
# Schedule Meeting Invite

When you click schedule, you will have the option to copy the invite.



Join url: <https://msu.zoom.us/j/472670107>  
 [Copy the invitation](#)   
[Edit](#)

You also have the option to start the meeting right then, by clicking the Start Meeting.



Copy Meeting Invitation

Topic: My Meeting  
Time: Aug 12, 2015 12:00 PM (GMT-4:00) Eastern Time (US and Canada)

Join from PC, Mac, iOS or Android: <https://msu.zoom.us/j/472670107>

Or join by phone:

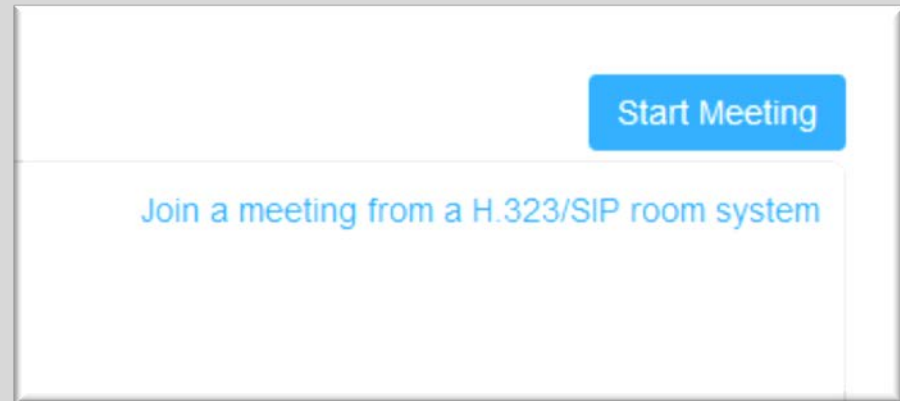
+1 415 762 9988 or +1 646 568 7788 US Toll  
Meeting ID: 472 670 107  
International numbers available: <https://msu.zoom.us/joinconference?m=SWtl79TApjGqTrJlm-4sFVKFTxXk4GGZ>

Or join from a H.323/SIP room system:

Dial: 162.255.36.11 (US West) or 162.255.37.11 (US East)  
Meeting ID: 472 670 107

Select, copy and paste invitation.

[Select All](#) [Cancel](#)

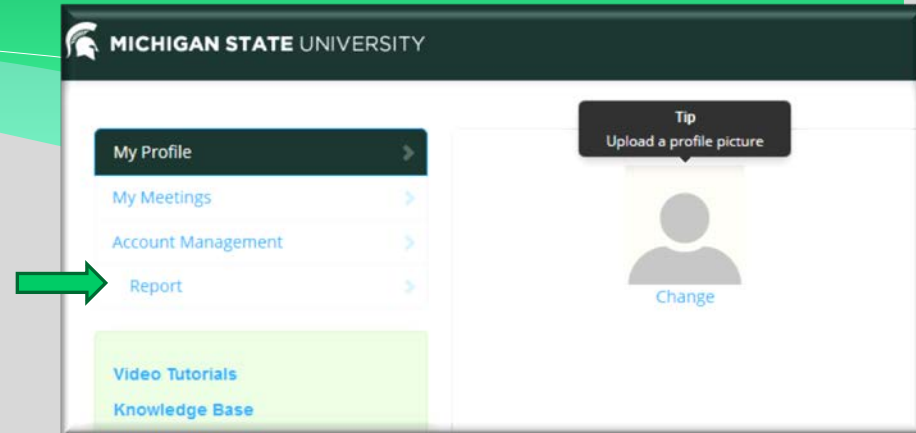


[Start Meeting](#)

[Join a meeting from a H.323/SIP room system](#)

# Reports

The reports option allows you to review your meetings to see the start time, end time and number of participants. This will also include an option for you to click on the number of participants to see the specifics for each user and how long they attended the meeting.



Usage Report Document

From: 08/11/2015 To: 08/12/2015 Go

Account owner: zoom@msu.edu  
User: rogers88@msu.edu

Topic	Meeting ID	Start Time	End Time	Duration	Participants
No data.					

# Joining or Hosting a Meeting

To Join

To Host a Meeting

## Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from a H.323/SIP room system](#)

SW Admit - Login

Join a Meeting Host a Meeting - SIGN OUT

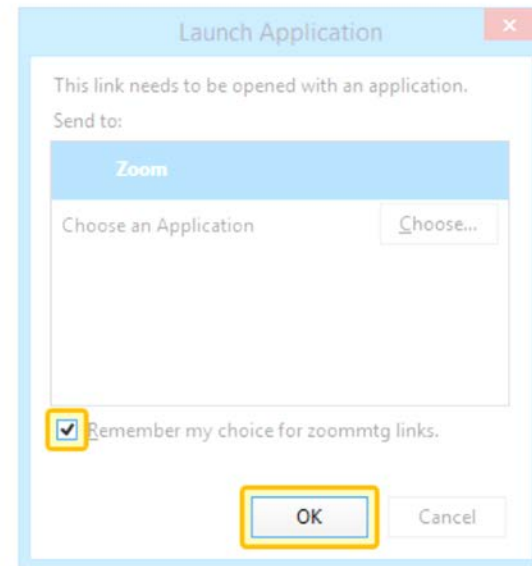
With Video Off  
With Video On

Choose video on or off

# Host Meeting Prompts

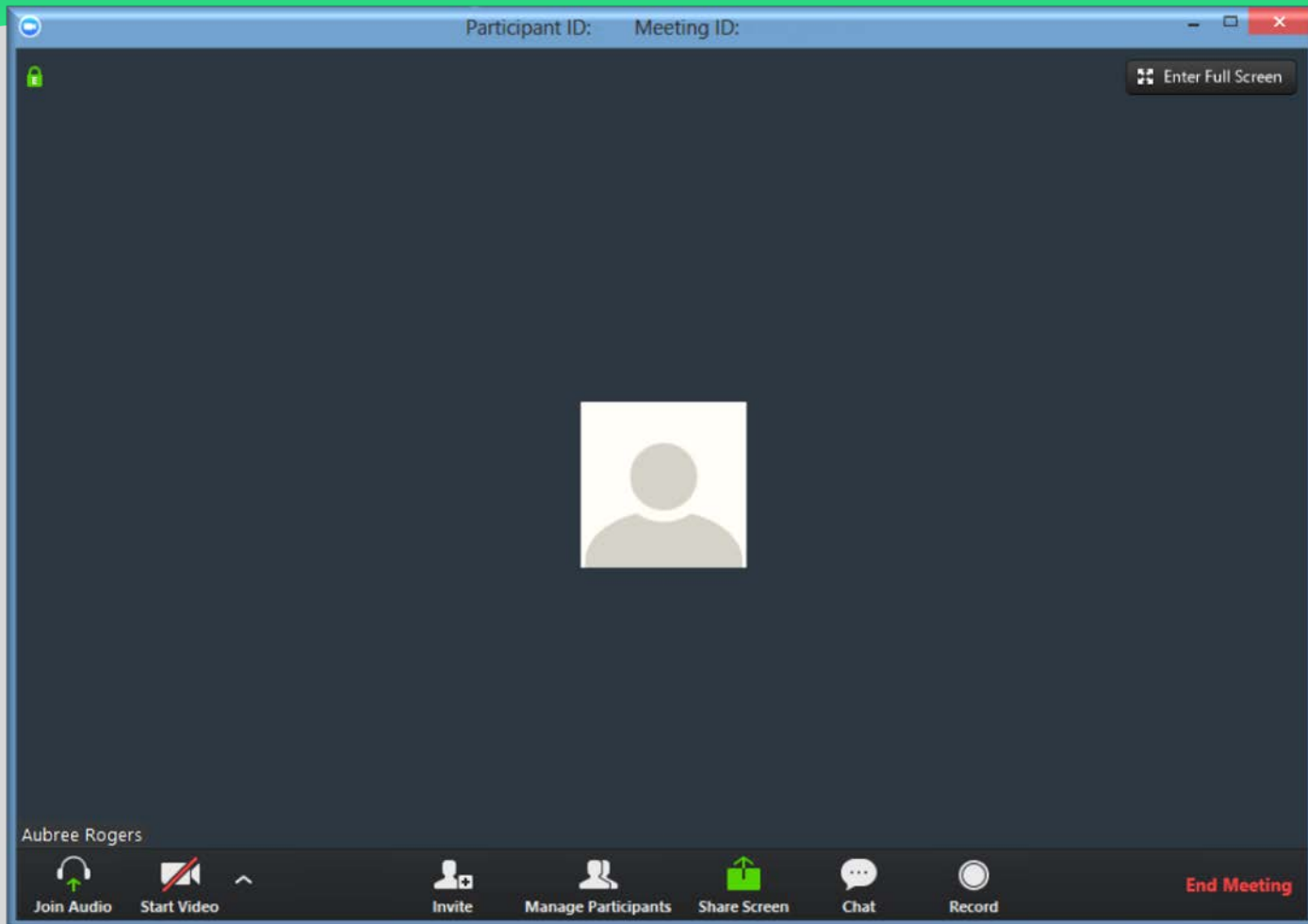
When you click on Host a Meeting, you will be prompted to open up the Zoom Application that you downloaded. Click OK and it will open the Zoom Application and a Meeting Room.

When prompted, select OK.



If nothing prompts from browser, [try again](#) or [download & run Zoom](#).

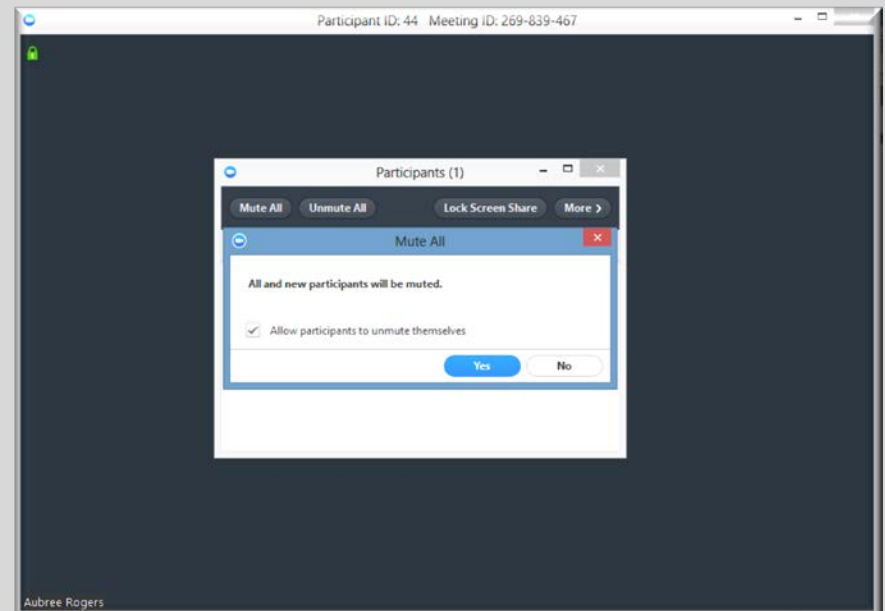
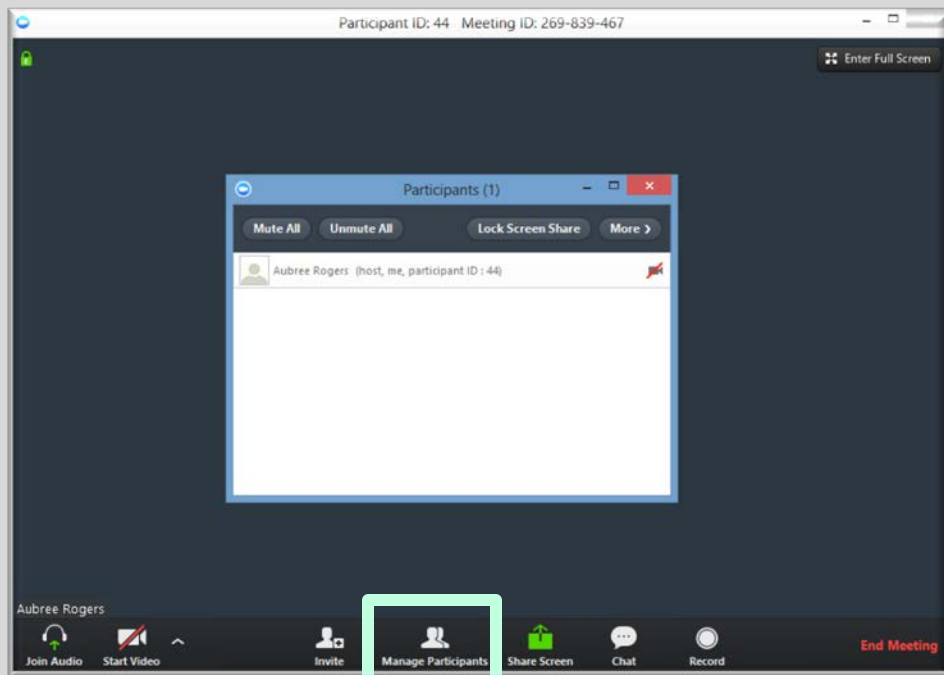
# Zoom Live Meeting Options



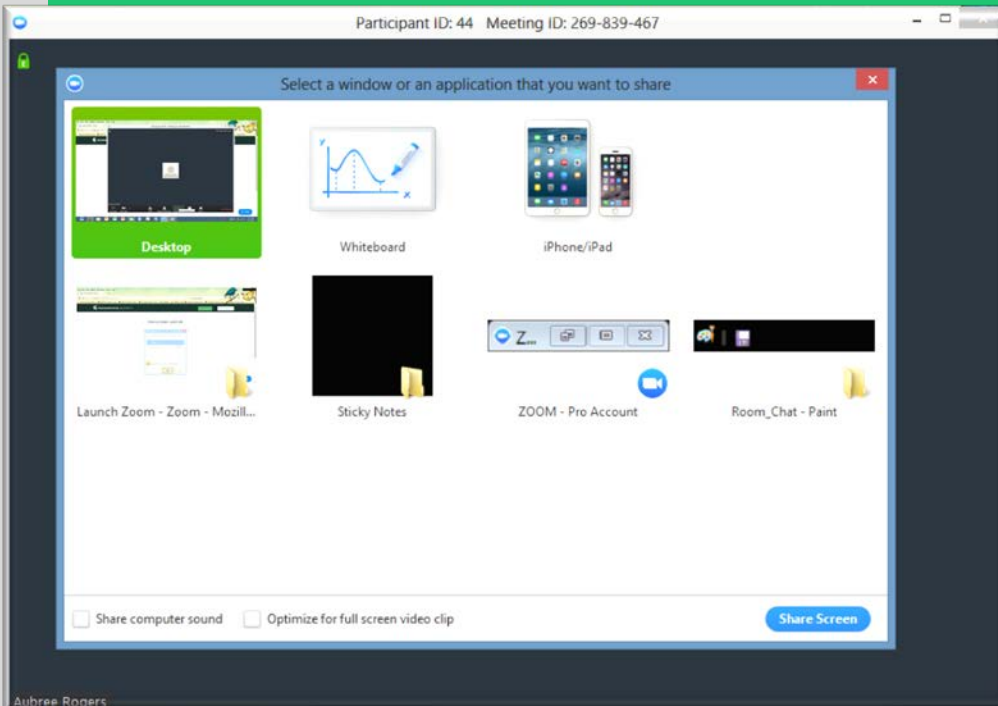
# Zoom Manage Participants

Manage participants

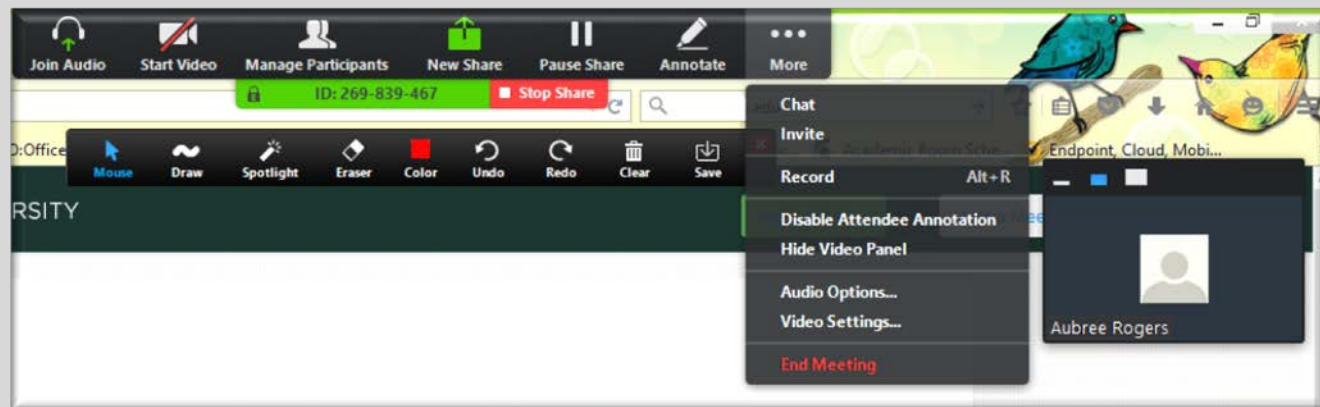
How to mute all participants



# Screen Share Options

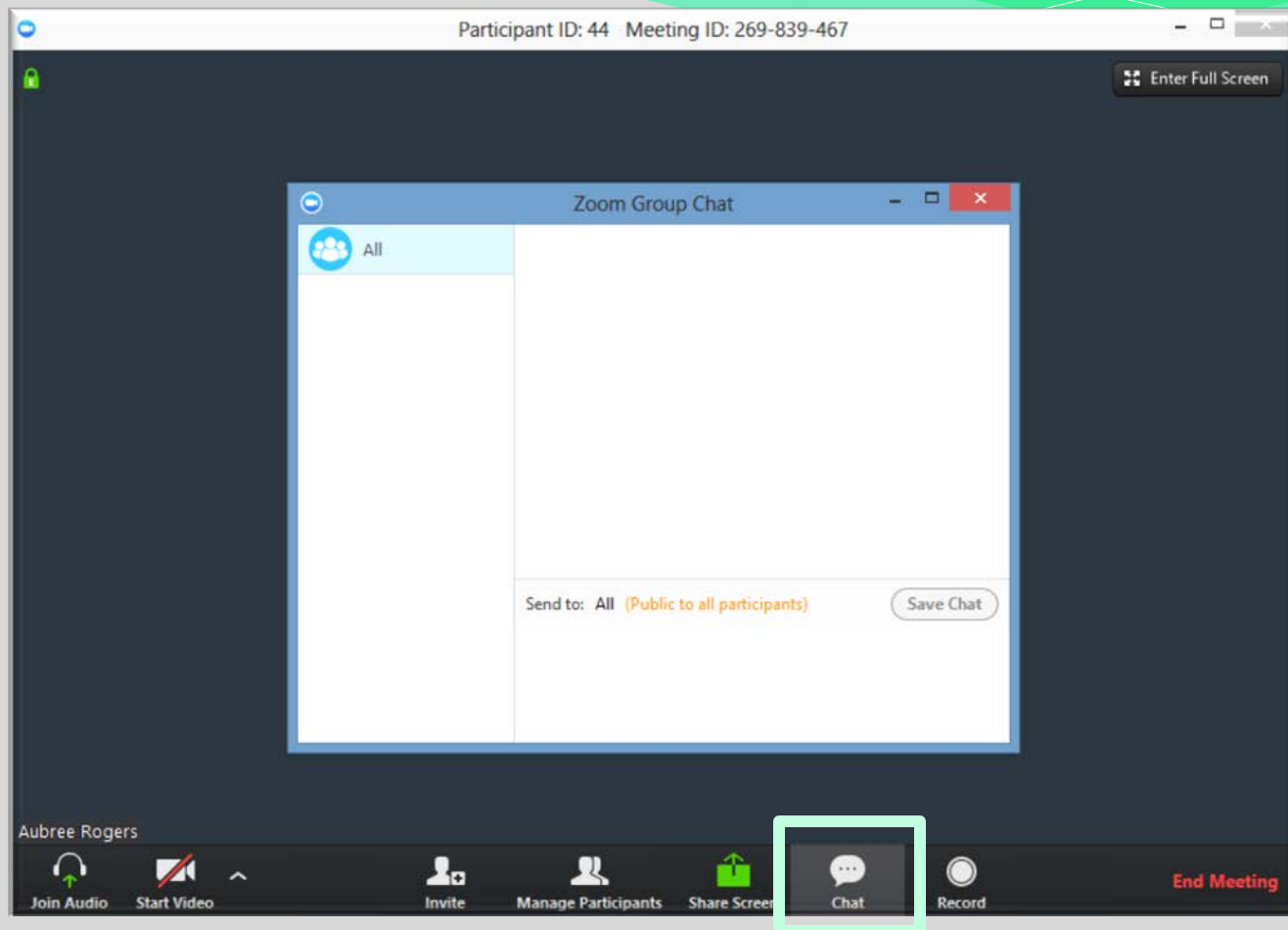


When you select screen share, you have the option of what program you'd like to share. When you click share screen, you will have access to a toolbar at the top like this



# Room Chat

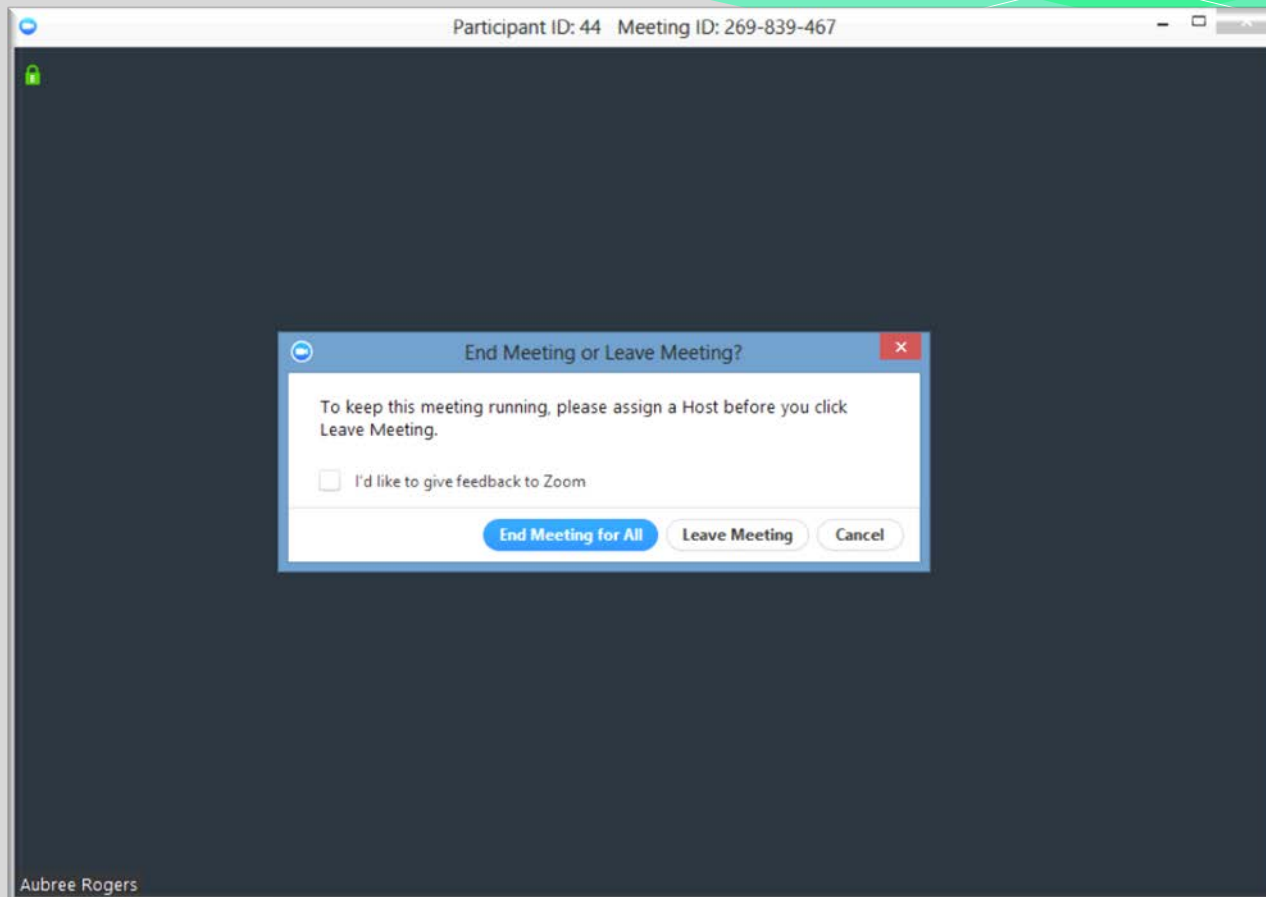
When clicking the chat option, you can either chat with the whole group or hold private chats with individual participants. This option can be disabled when you initially schedule the meeting.





# End Meeting

When selecting the **red** End Meeting button in the lower right hand corner, as the host, you can 'End Meeting for All' or 'Leave Meeting'



# Questions?

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  - \* MSU School of Social Work
  - \* 517-353-8621
  - \* [rogers88@msu.edu](mailto:rogers88@msu.edu)