

Directions for using Zoom

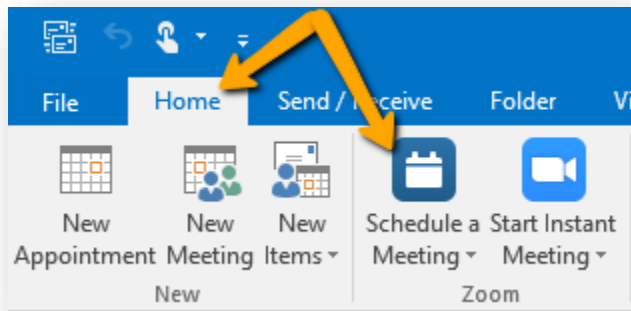
First time user?

Go to <https://zoom.us/download>

- Click “Sign Up, It’s Free” (top-right corner of screen)
 - Create an account (password does not need to be same/associated with NWMSU password)
- Under “Zoom Client for Meetings”, click Download
 - When ZoomInstaller.exe file displays, click the file and follow directions
- Under “Zoom Plugin for Microsoft Outlook”, click Download
 - When ZoomOutlookPluginSetup file displays, click the file and follow directions

Schedule a Zoom meeting

- Open Microsoft Outlook
- In the **Home** tab, click **Schedule a Meeting**




- In the Zoom-Schedule Meeting box
 - Uncheck **Require meeting password**
 - Video Host: **On**
 - Participants: **On**
 - Audio: **Computer Audio**
 - Click **Advanced Options** and place a checkmark next to:
 - Enable join before host
 - Mute participants upon entry
 - Automatically record meeting on the local computer (if you are going to post a recording following the Zoom meeting)
 - Force include Join URL in location field

- Click **Continue**

- To post link to Zoom meeting either:
 - Go to **CatPAWS**
 - Click **Login/Enter Secure Area**
 - Click **Faculty Services** button
 - Click **Term Selection** and select correct semester
 - Click **Summary Class List (Class Roll)**
 - Select class and click **Submit**
 - Scroll to the bottom of the page and click **Display Email List**
 - Scroll to the bottom of the page and in the “Class List Email Listing” area, select all (Ctrl+A) and copy (Ctrl+C)
 - Return to Zoom Meeting Request email message and paste (Ctrl+V) students’ email addresses into “To”
 - Click **Check Names**
 - Edit the Subject line
 - Edit the Location (example: Online Zoom Meeting)
 - Edit the Start time and End time
 - **Note:** Zoom meetings can only last **40 minutes** so if you need a longer meeting time, you will need to schedule two back-to-back Zoom meetings and notify students they will need to click the second link when 40 minutes are over)

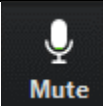

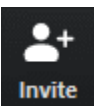
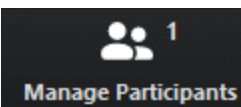
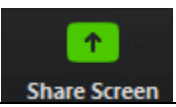
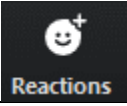
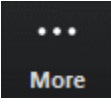
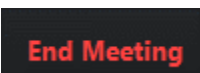
OR

- In the “To” line, you can just place your email address and post the link to the meeting in the course site:
 - Copy (Ctrl+C) the Join Zoom Meeting’s **URL**

- In your course site, open the location where you want to post the URL to the meeting (Announcement, Page, Discussion, etc.)
- Click **Edit**
- Type a message regarding the Zoom meeting
- In the toolbar, click the link icon , paste (Ctrl+V) the Zoom meeting URL, and click **Insert Link**

Using Zoom

- After clicking link to Zoom meeting:
 - Click **Test Speaker and Microphone**
 - Select if you hear a ringtone (if not, change Speaker 1 choice)
 - Speak and pause to hear a reply – adjust audio volume if needed (if can't hear during reply, change Microphone 1 choice)
 - Click **Join with Computer Audio**

Toolbar	
 Mute	Click on the microphone/camera icons to turn them On/Off anytime during a call and click the “^” button to access or adjust microphone/camera properties and settings
 Start Video	Click Record to record the meeting session (may not appear if settings were marked to automatically record during meeting scheduling process). At the end of the meeting, when the meeting is terminated, Zoom generates an MP4 video file of the meeting. A Zoom folder will open with the MP4 recording. This recording can be uploaded to VidGrid so a link can be shared with students (and closed captioning can be added).
 Invite	Click to invite people to join the meeting
 Manage Participants	Click to manage (rename, mute) participants in the meeting. A popup frame opens which displays all of the attendees of the meeting.
 Share Screen	Click to share desktop screen or other application with attendees. It also offers other options like a whiteboard application.
 Reactions	Click to open chat box to chat with everyone or individual attendees
 More	Chat – Opens a popup frame which allows the host or the participants to chat with each other during the session Breakout Rooms
 End Meeting	Click to terminate the meeting session (will ask if you want to assign the host position to some other attendee of the meeting or terminate for all participants)

Request remote control

While another participant is screen sharing, you can remotely control their screen.

1. While viewing a screen share, click **Request Remote Control** located at the top.

You are viewing Jack Barker's screen
Original Size
 Full Screen
Request Remote Control

2. Click **Request** to confirm.
3. Click inside the screen share to start controlling the participant's screen.

4. To stop remote control, click **Give Up Remote Control** at the top.

You are controlling Jack Barker's screen

Original Size



Full Screen

Give Up Remote Control

[Additional Zoom Help](#)