ZOOM Video Conferencing Applications Quick Reference Guide

Overview

ZOOM is a cloud-based meeting platform that provides video, audio, and screen sharing options across multiple platforms, including mobile. You can join any ZOOM meeting by clicking the meeting URL, or by entering the meeting ID into the ZOOM Web Portal, the desktop app, or mobile app.

How to Join a Meeting

Join a Meeting via URL

1. Click the **Meeting URL** provided by the host.
2. If necessary, follow the prompts to download and install the **ZOOM desktop application** *(this should already be on your laptop/PC)*

Join a Meeting via the ZOOM Web Portal

1. Open a web browser and navigate to the ZOOM Web Portal at https://psu.ZOOM .us/.
2. Click **Join (Connect to a meeting)**.
3. Enter the **Meeting ID** into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the ZOOM meeting URL.
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **ZOOM desktop application**.

NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.

The ZOOM meeting window is displayed. A menu bar containing participant tools appears at the bottom of the ZOOM meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.
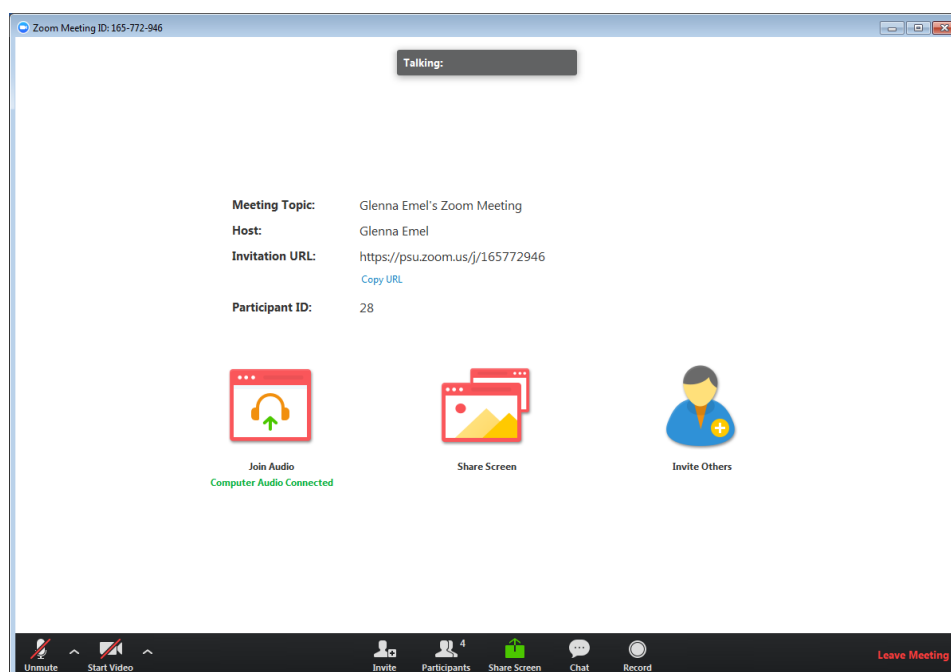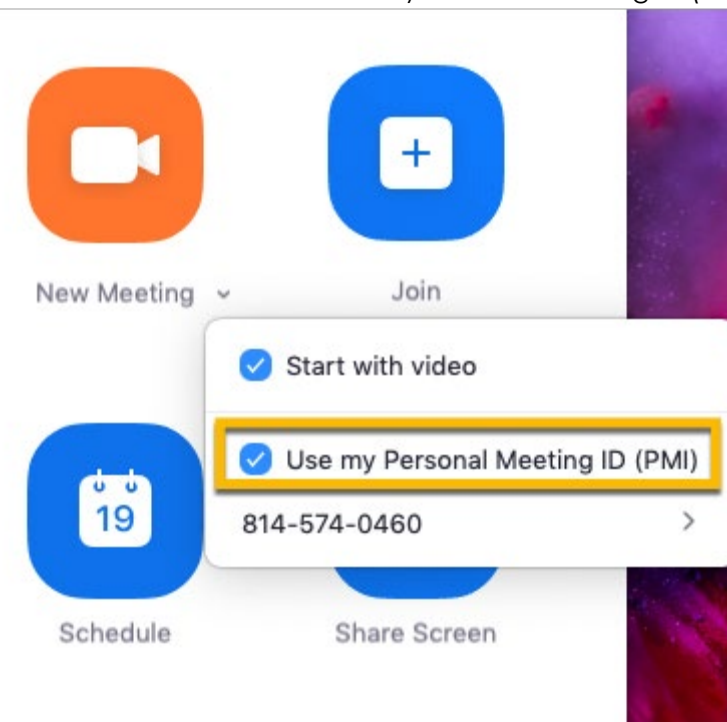

Participant meeting interface with no video or screen sharing displayed.

How to Launch Your Personal Meeting Room

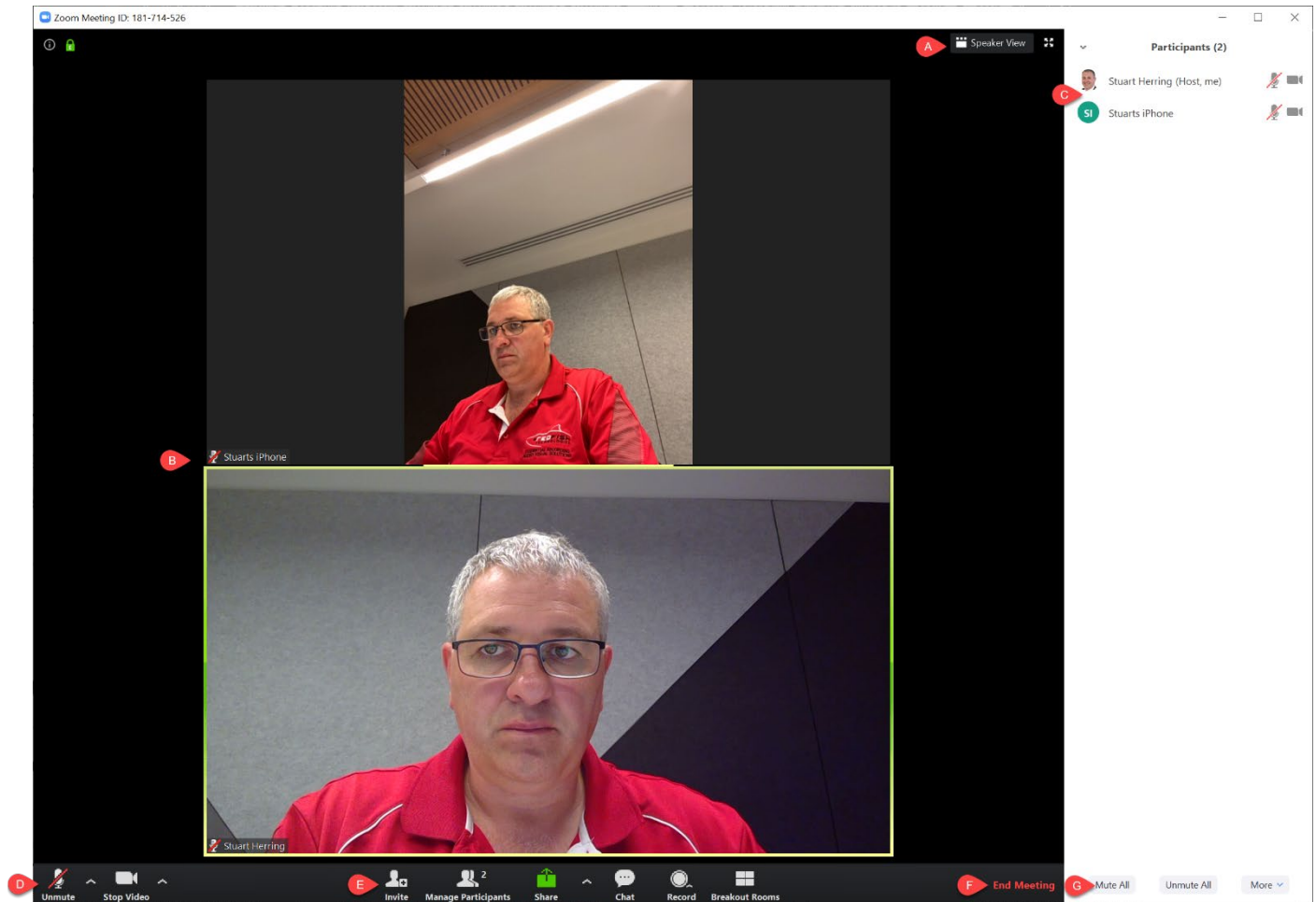1. Open your ZOOM desktop application.

2. Click the **dropdown tab** next to New Meeting.

3. Check the checkbox next to Use my Personal Meeting ID (PMI).

4. Click the **camera button** above New Meeting to launch your personal meeting room.

In Meeting Controls

Main Window

The main meeting windows is broken into these parts

- A. Video view, toggle between gallery and single speaker shown
- B. Video windows, shows the status of each
- C. Participants windows, who is in the meeting
- D. Audio and video controls
- E. Main control for participants, sharing, chat and breakout rooms
- F. End meeting link
- G. Mute all controls (host only)

Tool Bar

Zoom Meetings Toolbar

All the required settings can be accessed on the bottom toolbar, including audio and video settings.

You can use the audio button to mute your feed quickly. You can also use it to change your microphone and change your output speakers. If your signal is not ideal and you would prefer to change to dial-in audio, select Leave Computer Audio Clicking on Audio Options will take you to the main settings screen. The ability to test your audio and video feeds are also here if needed under the Audio and Video sections. See the Settings section for more details.
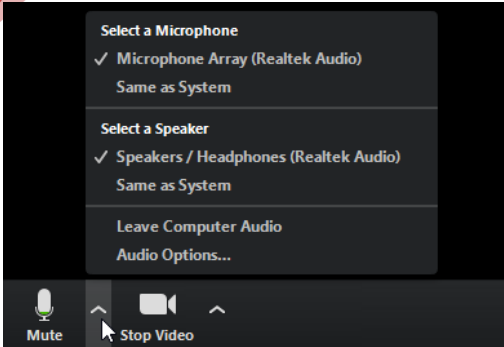
The video button can be used similarly to stop video, change the source and access the main settings panel as with the audio settings.
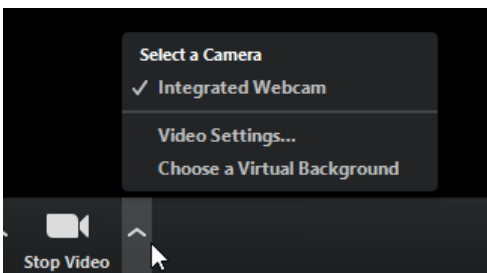

How to Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.

2. Type your message in the **Text box** at the bottom of the panel.

3. Press **Enter** to send the message.

4. To save the chat transcript, click the **More** button at the bottom of the chat panel and select **Save Chat**.
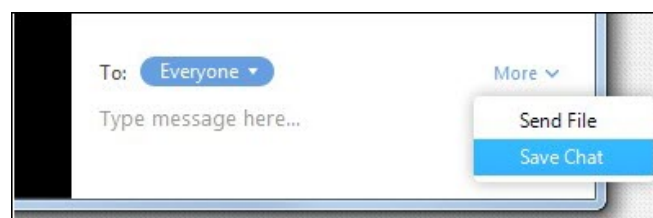
Save chat option selected from the More button at the bottom of the chat panel

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

Participate in Polls

The host may ask you to participate in a poll during the session. A poll is typically used for voting or for gathering information from the audience. When the host launches the poll, the poll dialog box will appear on the meeting screen. You can move the poll dialog box to any location on your screen.

1. Select the **radio button** to the left of the desired response.

2. Click **Submit**.

3. The poll will disappear from the meeting screen.

Provide Feedback with Nonverbal Feedback Icons

Nonverbal feedback icons allow you to indicate to the host that you have a question, let the host know what you are thinking without interrupting the meeting, and respond quickly to questions or prompts from the host. Nonverbal feedback icons include a raise hand, yes, no, thumbs up, away, etc. This feature must be enabled in both the host and participant's meeting settings in the ZOOM Web Portal prior to the meeting.

1. Click the **Participants** button in the menu bar to open the Participants panel.
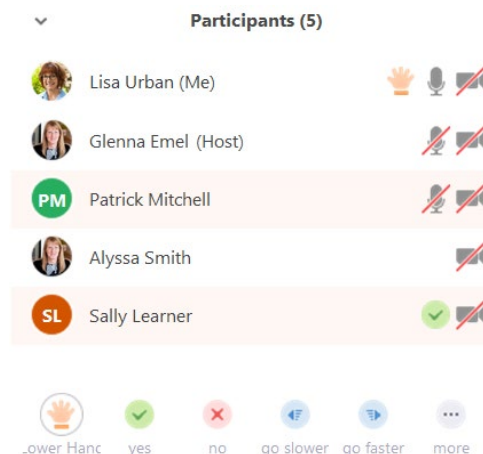
Participant panel displayed with nonverbal feedback icons visible

2. Click any **nonverbal feedback icon** to display the response to the right of your name in the participant panel.

3. Click the **icon** again to clear it.

4. Click the **…more** button to display additional icons, such as thumbs up, thumbs down, etc.

5. You can only have a single icon visible at any time. After clicking an icon, clicking a new icon will overwrite the first icon.

How to Share Your Screen

Both hosts and participants can share their screen in ZOOM. However, participants cannot share if the host is already sharing, or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.

2. Select the desktop or application you would like to share or select whiteboard to share a whiteboard. Selecting Desktop will allow you to share everything on your desktop.

3. Click the **Share Screen.**

When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your mouse over the area. Additional tools, such as Chat, Remote Control, and Audio options are located under the More button. To reposition the menu bar, click and drag it to another location on your computer.
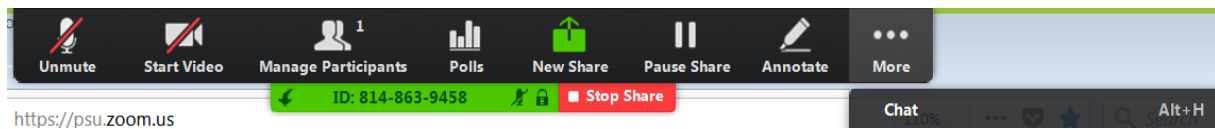
Screen sharing menu bar in expanded view

4. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the **More** button and select **Chat** from the list.

5. Click the **Annotate** button to open the annotation menu. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.

6. Click the **X** in the upper right of the annotation menu to close the annotation menu.

7. Click the **More** icon to view additional options.

8. Click **Stop Share** in the small menu bar to stop sharing your screen.

NOTE: The host can control who can share their screen, therefore this feature may be disabled in your meeting.

Control Someone Else's Screen

The remote control feature in ZOOM allows you to request control of someone else's screen to share specific content or give another individual control of your screen.

To request control:

1. At the top of the ZOOM meeting window, in the View Options drop-down list, select **Request Remote Control**.

2. Click the **Request** button in the dialog box. Once the individual has approved your request, the mini menu bar at the top will indicate that you are controlling their screen.

3. To stop controlling a person's screen, select **Give Up Remote Control** from the View Options drop-down list.

When control is given by someone else:

1. When an individual has given you control of their screen, a message will appear and the mini menu bar will change to reflect that you have control.

2. To stop the control, select **Give Up Remote Control** from the View Options drop-down list.

3. To stop this feature, click the **Remote Control** icon in the menu bar again and select **Stop Remote Control**.

NOTE: If you have shared your desktop, the individual with control will be able to open, edit, or delete any files or programs on your desktop.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.

2. Click the **Leave Meeting** button in the dialog box.