

SJU | Getting Started with Zoom

Overview of Zoom

Saint Joseph's University is changing our web conference provider for online courses. The University has chosen [Zoom](#) as the new web conference provider. All online courses have been using Zoom and found it to be a beneficial experience.

If you would like more information regarding Zoom, the [Zoom Help Center](#) offers several training, documentation, and video tutorials for getting started with Zoom.

In addition to the Zoom Help Center, we've also set up a practice room where you can check your install and verify that your microphone and camera are working. You can access this room by clicking the link below.

<https://zoom.us/my/techhelp>

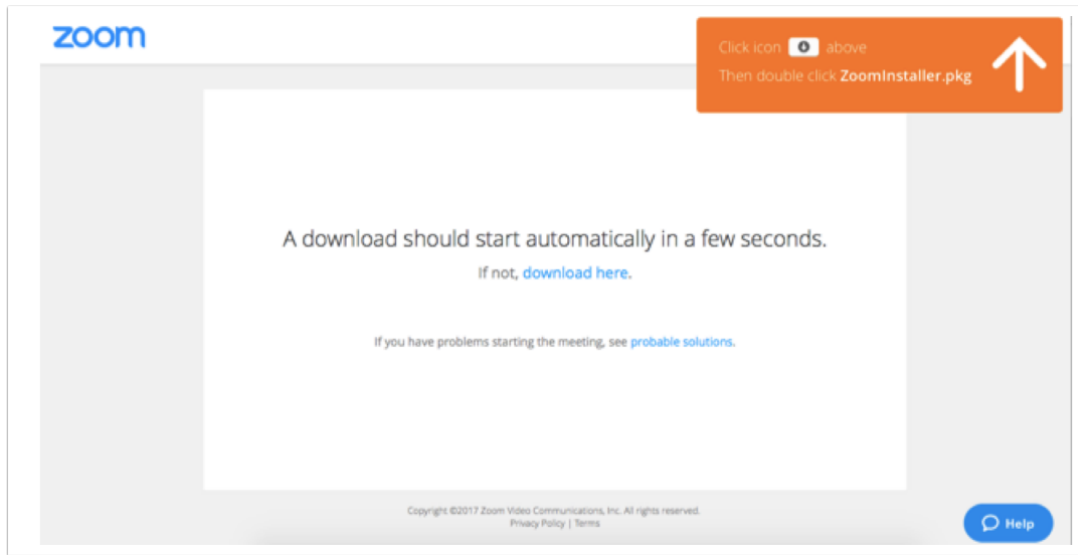
To download the app for your phone go here and scroll down to mobile:

<https://zoom.us/download>

Zoom Download for PC

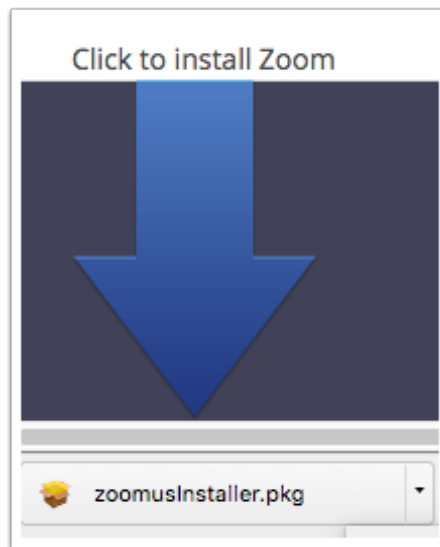
A download will start automatically for the Zoom Console. If the download does not appear, please click on **"If not, download here"** link to begin the download.

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Zoom Download for Mac

1. Click on to install Zoom



Interface

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

1. **Mute** and **Unmute** your audio and select Audio options.

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2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings.
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings.
5. **Invite** more people to join by email, instant messaging or a Room System.
6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.
7. **Share Screen** lets you share your screen with meeting participants.
8. **Chat** lets you start a private or group chat.
9. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen.
10. **End Meeting** lets you end or leave the meeting.
11. Click **Enter Full Screen** in the upper right hand corner to use full screen mode.

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Zoom Console

1. View in **Settings** the settings for your Zoom meetings. This includes Audio, Video, General (Application, Content Sharing, and Instant Message), Feedback, Recording, Account Type (Basic, Pro, etc.), and Statistics (Overall, Audio, Video, and Screen Sharing).
2. Click **Start without video** to start a meeting sharing your "desktop" or "application".
3. Click **Start with video** to start a video meeting.
4. Click **Schedule** to set up a future meeting.
5. Click **Join** to join a meeting that has already

