How to Zoom:
A graduate student resource manual
3.25.2020
ISU Graduate School

How to Zoom: A Graduate Student Resource Manual

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Getting Started

How to Login to your Zoom Account
You may click the link below or copy and paste the link in your web browser to reveal the ISU Zoom home page.

https://isu.zoom.us/

Click on the orange tabs as applicable to get started. To join a meeting click join, to start a meeting click start, etc. If you do not yet have an ISU Zoom account you can request one from the IT department by clicking on the “Sign Up” tab.

You can also access your account by visiting https://zoom.us/ and clicking on the sign in tab to access your account.
Requesting an ISU Zoom Account
If you do not yet have an ISU Zoom account, you can request one from the IT department by clicking on the “Sign Up” tab to reveal the page below. Follow the prompts to secure your ISU Zoom Account. For more information in retrieving your account, you can reach out to the IT department.

Understanding My Zoom Platform
Once you are logged in to your account, you can access your zoom platform. Your platform should look like the image below. Details about each function is explained in pages 4-9.
1. **Upcoming Meetings** - Provides a listing of all of your schedule meetings. These meetings reflect only meetings that you are hosting. If you have received invites to meeting by your professor, consider plugging those links on your calendar for ease of find. Accessible through the Meetings Tab on the left toolbar in blue.

2. **Previous Meetings** - Provides a list of all of your past (hosted) scheduled meetings. Accessible through the Meetings Tab on the left toolbar in blue.

3. **Personal Meeting Room** - This is a virtual space that allows you to start a meeting anytime without first scheduling the event. It is accessible through the “Meetings” tab on the left toolbar in blue.

4. **Join a Meeting** - Allows you to access a meeting space without logging in.

5. **Host a Meeting** - Allows you to enter a meeting space with your video camera on or off.

6. **Profile** - Showcases details about your personal profile.

7. **Recordings** - Recorded a meeting? You can access your cloud and or local recordings here.

8. **Settings** - Use this feature to change the look and feel of your meetings.

9. **Account Profile** - Provides ISU related account information.

10. **Additional Support** - Tools and Resources provided by ZOOM for all users

**Upcoming Meetings/ Reminders**
Provides a listing of all of your scheduled meetings. This function reflects only meetings that you are hosting. If you have been invited to attend a meeting, consider plugging those links on your calendar of choice for ease of find.

You can schedule New Meetings, view the Start time of meetings/ events, retrieve meeting IDs, or start and/ or delete your scheduled meetings. You can learn more about “Upcoming Meeting Reminders” [here](#).

---

**Schedule a New Meeting**
To Schedule a New Meeting, click on the “Schedule a New Meeting” tab to reveal the page below. You can also schedule a meeting using the “Personal Meeting Room” function (See page 11). To schedule a meeting, be sure to list the name of the meeting/ event in the “Topic” field. As a good practice, enable...
both the “Telephone” and “Computer Audio” functions under the “Audio” field. In the event of bad internet connections, your students/participants can call into your class/meeting using their mobile device. If you are a GTA, you may find the “Enable Breakout Room” function in the “Meeting Options” a valuable tool that mirrors group settings in the traditional classroom. You can learn more about “Breakout Rooms” here. You do not need to select an “Alternate Host” and can leave that field blank. Lastly, be sure to save your meeting input.
Video

Host  on  off
Participant  on  off

Audio

Telephone  Computer Audio  Both

Dial from United States of America  Edit

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically on the local computer

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save  Cancel
**Sending a Meeting Invite**

Now that your meeting is scheduled, it is time to share your meeting details with your attendees/ students.

<table>
<thead>
<tr>
<th>My Meetings</th>
<th>Manage “Testing”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Testing</td>
</tr>
<tr>
<td>Time</td>
<td>Mar 25, 2020 04:00 PM Mountain Time (US and Canada)</td>
</tr>
<tr>
<td>Add to</td>
<td>Google Calendar, Outlook Calendar VCS, Zoom Calendar</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>723-706-9995</td>
</tr>
<tr>
<td>Meeting Password</td>
<td>Require meeting password</td>
</tr>
<tr>
<td>Invite Attendees</td>
<td>Join URL: <a href="https://us01web.zoom.us/j/7237069995">https://us01web.zoom.us/j/7237069995</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Video</th>
<th>Host</th>
<th>On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participant</td>
<td>On</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio</th>
<th>Telephone and Computer Audio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dial from United States of America</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable join before host</td>
</tr>
<tr>
<td>Make participants upon entry</td>
</tr>
<tr>
<td>Enable waiting room</td>
</tr>
<tr>
<td>Only authenticated users can join</td>
</tr>
<tr>
<td>Record the meeting automatically on the local computer</td>
</tr>
</tbody>
</table>

Delete this Meeting   Save as Meeting Template   Edit this Meeting   Start this Meeting
If you choose to “Copy the Invitation”, the following message with meetings details will populate on the clip board. You can copy and paste the language in an email, in Moodle or on other platforms for disseminating information. All the information needed for participants to join your meeting is recorded in the script.

Amanda Eakins is inviting you to a scheduled Zoom meeting.
Topic: Testing
Time: Mar 25, 2020 04:00 PM Mountain Time (US and Canada)
Join Zoom Meeting
https://isu.zoom.us/j/753930990
Meeting ID: 753 930 990

One tap mobile
+13462487799..753930990# US (Houston)
+16699006833..753930990# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
Meeting ID: 753 930 990
Find your local number: https://isu.zoom.us/u/acZOT6QS1W

Join by SIP
753930990@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 753 930 990

**Previous Meetings**
Provides a list of all of your past (hosted) scheduled meetings.
**Personal Meeting Room**
A virtual space that allows you start a meeting at anytime without first scheduling the event.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Amanda Eakin/Personal Meeting Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Add to Google Calendar, Outlook Calendar, Yahoo Calendar</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>307-747-9258</td>
</tr>
<tr>
<td>Meeting Password</td>
<td>Require meeting password</td>
</tr>
<tr>
<td>Join URL:</td>
<td><a href="https://zoom.us/me/amandaeaskins">https://zoom.us/me/amandaeaskins</a></td>
</tr>
<tr>
<td>Video</td>
<td>Host Off</td>
</tr>
<tr>
<td></td>
<td>Participant Off</td>
</tr>
<tr>
<td>Audio</td>
<td>Telephone and Computer Audio</td>
</tr>
<tr>
<td></td>
<td>Dial from United States of America</td>
</tr>
<tr>
<td>Meeting Options</td>
<td>Enable join before host</td>
</tr>
<tr>
<td></td>
<td>Mute participants upon entry</td>
</tr>
<tr>
<td></td>
<td>Enable waiting room</td>
</tr>
<tr>
<td></td>
<td>Only authenticated users can join</td>
</tr>
<tr>
<td></td>
<td>Record the meeting automatically on the local computer</td>
</tr>
</tbody>
</table>

**Join a Meeting**
Allows you to access a meeting space without logging in.

**Join a Meeting**
Meeting ID or Personal Link Name
Join

Join a meeting from an H.323/SIP room system

**Host a Meeting**
Allows you to enter a meeting space with your video camera on or off.
**Video On function** allows you to be seen by your participants. You can learn about other paths to hosting meetings by clicking [here](#).

**Video Off Function** will reveal your profile picture to your attendees. If no profile picture is added to your profile a black screen with your name or phone number will be displayed.

Congratulations! You have successfully logged in to your zoom meeting. See page 15 for more information on navigating your meeting space.
Profile
Showcases details about your personal profile.

Recordings
Recorded a meeting? You can access your cloud and or local recordings here.
**Settings**

Use this feature to change the look and feel of your meetings.

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### Managing the Recording Function

- **Local recording**: Allow hosts and participants to record the meeting to a local file.
- **Automatic recording**: Record meetings automatically at the start.
- **Recording disclaimer**: Show a customizable disclaimer to participants before a recording starts.
- **Multiple audio notifications of recorded meeting**: Play notification messages to participants who join the meeting audio.

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Account Profile
Provides ISU related account information.

Additional Support
These are tools and resources provided by ZOOM for all users. You can use this feature to learn more about the topics noted within this tutorial or to learn about other zoom features that are not covered within this resource.

Navigating My Virtual Meeting Space Dashboard
Now that you have successful logged in to you Zoom meeting. Let’s review the features within your virtual meeting space. The dashboard displays the video feed (or chosen icon) of whoever is currently speaking, unless “Share Screen” is enabled (see below). Other user feeds will be displayed at the top of the page.

Invite
Use this option to invite users other than your previously invited participants to participate in the meeting.

Manage Participants
List all participants within the session. You can also

a. mute participants
b. disable video
c. prevent others from sharing their screens
d. lock the meeting so new participants can’t enter

Share Screen/ Whiteboard
Allows you to share your desktop and or specific windows. Starting “Screen Share” minimizes the main meeting window and highlights the window you are sharing (if you’re sharing a window and not the desktop). You can stop sharing at any time by clicking “Stop Share”. Learn more about how to “Screen Share A Keynote Presentation” here. To learn more about sharing a whiteboard click here.
Chat
This function enables you to communicate with all participants or to send private messages to specific participants by clicking on their name in the participants list.

Record
Clicking “Record” starts recording for the session. Recordings are stored locally on your computer in the folder set in “Settings -> Recording”. Participants will not be able to record sessions without the host’s permission. If a participant does record the session, the recording will be stored locally on the participant’s computer.

Keyboard shortcuts

<table>
<thead>
<tr>
<th>Keyboard shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+Alt+Shift:</td>
<td>Move focus to Zoom's meeting controls</td>
</tr>
<tr>
<td>Alt:</td>
<td>Turn on/off the option &quot;Always show meeting control toolbar&quot; in Accessibility Settings</td>
</tr>
<tr>
<td>Alt+V:</td>
<td>Start/Stop your Video</td>
</tr>
<tr>
<td>Alt+A:</td>
<td>Mute/unmute your Audio</td>
</tr>
<tr>
<td>Alt+M:</td>
<td>Mute/unmute everyone except host Note: For the meeting host only</td>
</tr>
<tr>
<td>Alt+S:</td>
<td>Launch share screen window and stop screen share Note: Will only work when meeting control toolbar has focus</td>
</tr>
<tr>
<td>Alt+T:</td>
<td>Pause or resume screen share Note: Will only work when meeting control toolbar has focus</td>
</tr>
<tr>
<td>Alt+R:</td>
<td>Start/stop local recording</td>
</tr>
<tr>
<td>Alt+C:</td>
<td>Start/stop cloud recording</td>
</tr>
<tr>
<td>Alt+P:</td>
<td>Pause or resume recording</td>
</tr>
<tr>
<td>Alt+N:</td>
<td>Switch camera</td>
</tr>
<tr>
<td>Alt+F:</td>
<td>Enter or exit full screen</td>
</tr>
<tr>
<td>Alt+H:</td>
<td>Display/hide In-Meeting Chat panel</td>
</tr>
<tr>
<td>Alt+U:</td>
<td>Display/hide Participants panel</td>
</tr>
<tr>
<td>Alt+I:</td>
<td>Open Invite window</td>
</tr>
<tr>
<td>Alt+Y:</td>
<td>Raise/lower hand</td>
</tr>
<tr>
<td>Alt+Shift+T:</td>
<td>Screenshot</td>
</tr>
<tr>
<td>Ctrl+2:</td>
<td>Read active speaker name</td>
</tr>
</tbody>
</table>

Links to Additional Resources

Virtual ISU Zoom Backgrounds
You can access ISU zoom Backgrounds using the links below.

- [Spirit mark/light grey background](#) (jpg)
- [Spirit mark/orange background](#) (jpg)
Click [here](#) for more information on how to display a virtual zoom Background.

**Netiquette:** The Dos and Don’ts of Online Video Meetings

**ISU ZOOM Support**

Web Conferencing Using Zoom
[https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=63082](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=63082)

Google Slides Presentation
[https://docs.google.com/presentation/d/1IiaIlOaxuXK9RmbF1A79egUOGNmEVekKUM2YYQMPVUA/preview?slide=id.g3e80c2c217_0_23](https://docs.google.com/presentation/d/1IiaIlOaxuXK9RmbF1A79egUOGNmEVekKUM2YYQMPVUA/preview?slide=id.g3e80c2c217_0_23)

Creating a Zoom Session in Moodle ISU [Faculty]
[Creating a Zoom Session in Moodle ISU [Faculty]](#)

**Graduate School Contact Information**

**Your feedback is important to us. If you have questions about this manual contact:**

Amanda Eakins, Ed.D.
Director, Graduate & Professional Student Recruitment Engagement & Retention
Google Voice (208) 417-1873 | [eakiaman@isu.edu](mailto:eakiaman@isu.edu)

**For information about presenting online contact:**

Adam Bradford, PhD
Dean | Graduate School
Professor | Department of English
(208) 282-2490 | [adambradford@isu.edu](mailto:adambradford@isu.edu)

You may also access our **10 Tips for Presenting Online** on the Grad School’s Cyber Grad page.

**References**

Information within this manual was extracted from zoom.com and isu.edu
Whether you are joining zoom as a student to attend a course, to defend your capstone project, thesis or dissertation, or you are a GTA that will be teaching a course online, log in to zoom and enjoy the journey. We have!

Best Wishes from your friends at the Graduate School!