

Annexure-I

# Basic Guide for Zoom

Browser based

<b>Login to Zoom</b>	3
<b>Schedule a Zoom meeting</b>	5
<b>Send an invitation to participants</b>	9
<b>Starting a meeting</b>	11
<b>Ending a zoom session</b>	13
<b>Sharing screens</b>	14
Start sharing	14
Stop sharing the screens.	15
Pause sharing	16
Resume a paused sharing	16
Changing the sharing screen.	16
<b>Audio Settings</b>	17
Mute / Unmute the microphone	17
Audio setting	17
<b>Video Settings</b>	18
Enable/Disable Video	18
Video setting	18
<b>Recording options</b>	19
Start recording the meeting	19
Stop the recording	20
Security Features	21
<b>Working with participants (additional)</b>	22
Allow participant to record the meeting	22
View Participants during meeting	23
Mute and Unmute the participants	23
Make a Co-Host	23

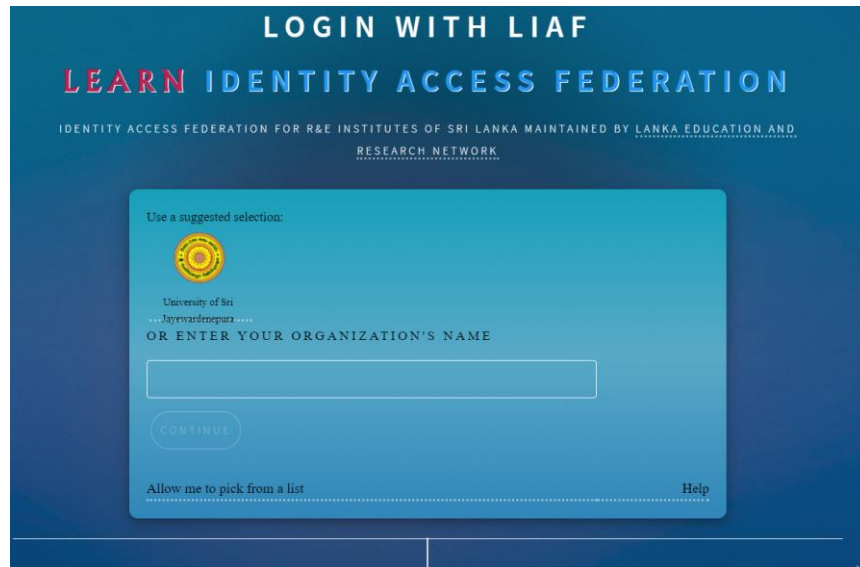
# Login to Zoom

Visit [learn.zoom.us](https://learn.zoom.us)

Select **'Sign In'**

You will be guided to the next page given below.

Click on the 'University of Sri Jayewardenepura' emblem or select the name of the institute from the drop-down list.



Enter your login credentials to the following web page

Your zoom profile page will be opened.

My Profile - Zoom | learn.zoom.us/profile


REQUEST A DEMO | 1.888.799.0125 | RESOURCES | SUPPORT

**LEARN** | SOLUTIONS | PLANS & PRICING | CONTACT SALES | SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING

### Profile

- Meetings
- Webinars
- Recordings
- Settings
- Account Profile
- Reports

[Attend Live Training](#)  
[Video Tutorials](#)  
[Knowledge Base](#)



**Dinalankara Dinalankara** [Edit](#)

Department: ou=Computer Engineering,ou=FoE,o=University of Sri Jayewardenepura,c=LK  
Job Title: Senior Lecturer  
Location: randima@sjp.ac.lk  
Account No.: 50400379


---

Personal Meeting ID: \*\*\* \*\* \*976 [Show](#) [Edit](#)  
[https://learn.zoom.us/j/\\*\\*\\*\\*\\*976](https://learn.zoom.us/j/*****976) [Show](#)  
× Use this ID for instant meetings

---

Personal Link: Not set yet. [Customize](#)

---

Sign-In Email: ran\*\*\*@sjp.ac.lk [Show](#)  
Linked accounts: 

---

User Type: On-Prem [?](#)

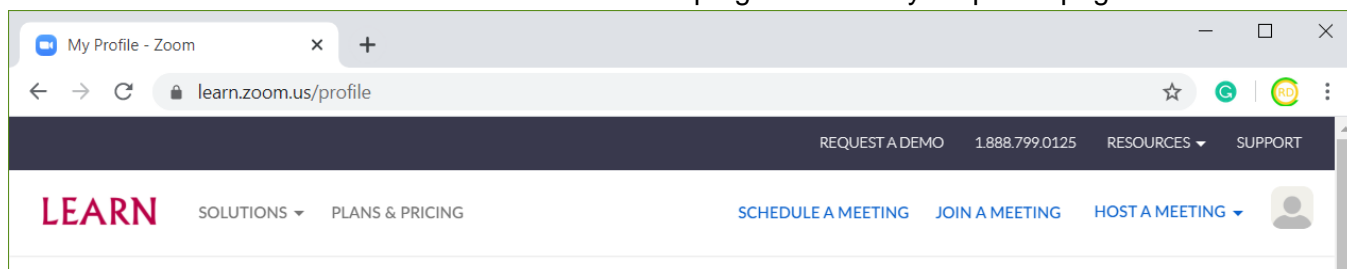
---

Capacity: Meeting 300 [?](#)

Windows Taskbar: Type here to search | 12:13 PM | 18-Jun-20

# Schedule a Zoom meeting

Click on the **SCHEDULE A MEETING** link in the top right corner of your profile page



## A Zoom meeting

NG CONTACT SALES

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

---

When

Duration  hr  min

Time Zone

Recurring meeting

---

Registration  Required

---

Meeting ID  Generate Automatically  Personal Meeting ID 822 830 1976

---

Meeting Password  Require meeting password

---

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

Record the meeting automatically

---

Alternative Hosts

## Topic

Topic is the title of the class  
Example: English for communication

## When

Select the date and the starting time of the Zoom meeting.

## Duration

Duration of the meeting needed to be set

## Time Zone

By default, it is +5.30 India and no need to change

## Recurring meeting

If you select this option, you can add to your calendar as a recurring event.  
Same meeting information can be used to host or join the meeting.

## Registration

If you enable this option, the participants need to first register to the meeting and they will be provided a meeting link separately. You can collect participant's details in their registration.

## Meeting ID

There are two options

**A:** System will automatically generate a meeting number. - This is good for a large number of participants.

**B:** You can start the meeting and send the meeting ID to participants while the session is conducted. This is a good option for quick meetings.

## Password

If the password option is selected, then the participants should have the meeting ID and the password. The participants with the password can join the meeting. The password can be conveyed through another communicating channel for the required participants.

If the password option is deselected/unchecked, then the participants are not required to provide the password to join the meeting.

## Video


The webcam of the host or participants can be ON when they connect to the meeting. By default, this setting is set to OFF.

## Audio

In general, computer audio (mic and speaker) are used to conduct zoom meetings. However, both telephone and computer audio is selected by default.

## Meeting Options

---

- Meeting Options
- Enable join before host
  - Mute participants upon entry 
  - Enable waiting room
  - Only authenticated users can join
  - Record the meeting automatically

### Enable join before the host

In general, the participants can join the meeting that the host has started. However, if this option is enabled, then the session will be started from the first participants who join the meeting disregarding the hosting person's presence.

### Mute participants upon entry

The participant's mic will be muted when they join the Zoom meeting.

### Enable waiting room

All the participants need to get the hosting person's acceptance to join the actual meeting. The participant will first get into the waiting status. Meanwhile, the hosting person receives an indication about the participants in the waiting status. The hosting person can allow the participants to join the meeting.

### Only authenticated users can join

Only the participants who have Zoom credentials can join the meeting. By default, this is not selected and allows the participants, who do not have Zoom accounts, to join the Zoom meetings.

### Record the meeting automatically

The meeting will be recorded to Cloud service or local computer automatically when the hosting person starts/joins the meeting.

Press the **Save** button once all the meeting settings are properly set.

You will be forwarded to the next page with all the meeting information

The screenshot shows a web browser window displaying the Zoom meeting management interface. The browser's address bar shows the URL [learn.zoom.us/meeting/62396035354](https://learn.zoom.us/meeting/62396035354). The page header includes the 'LEARN' logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile icon is visible in the top right corner.

The main content area is titled 'My Meetings > Manage "My test"'. It features a 'Start this Meeting' button in the top right. The meeting details are as follows:

- Topic:** My test
- Description:** test meeting
- Time:** Jun 18, 2020 13:00 India
- Add to:** Three buttons for 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'.
- Meeting ID:** 623 9603 5354
- Meeting Password:** \*\*\*\*\* with a 'Show' link.
- Invite Link:** <https://learn.zoom.us/j/62396035354?pwd=T1Jmck9HcThTOENyc3VCUkZ5Ry9Odz09> with a 'Copy Invitation' button.
- Video:** Host (Off), Participant (Off)
- Audio:** Telephone and Computer Audio

A left-hand sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. A Windows taskbar is visible at the bottom of the browser window, showing the search bar and various application icons.

You can add the event to a calendar by clicking the calendar in the list.



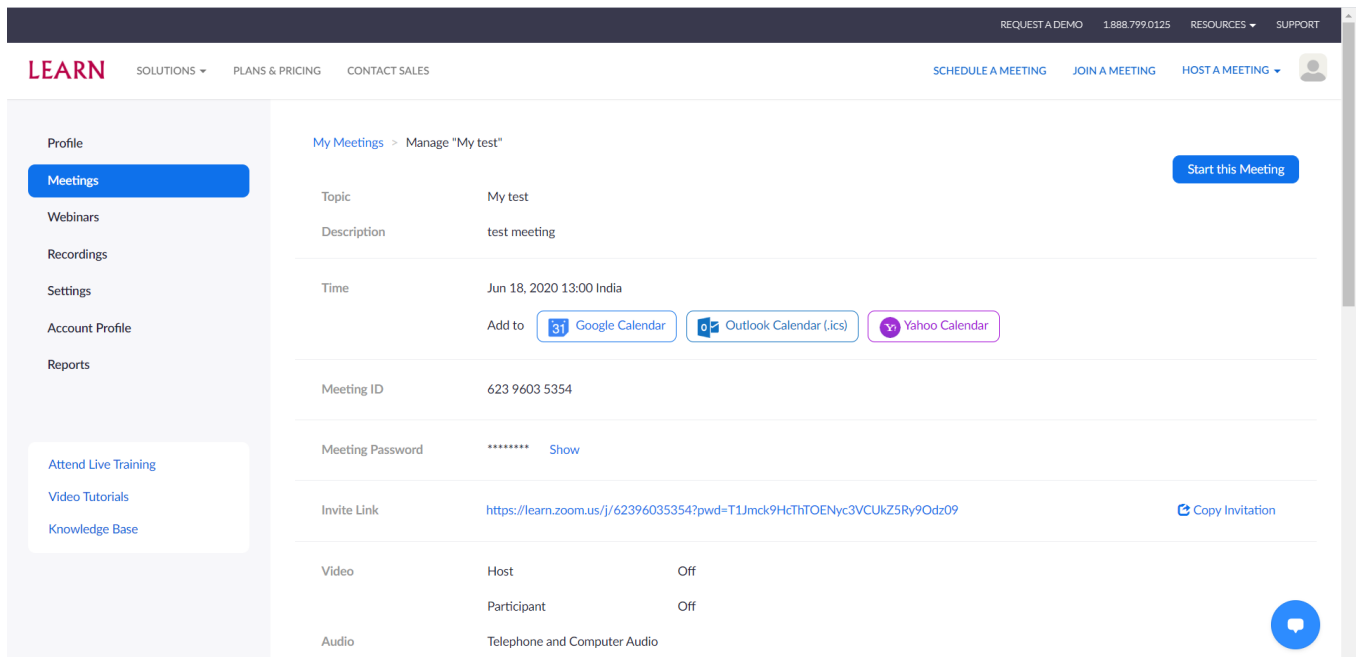
# Send an invitation to participants

Log in to your zoom profile.

Select 'Meetings' from the left hand side panel.

All the scheduled meetings (upcoming meeting) will be displayed on the right hand side.

Click on the meeting that you wish to send invitation and meeting detail page will be opened



The screenshot shows the Zoom web interface for managing a meeting. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Manage "My test"' and includes a 'Start this Meeting' button. The meeting details are as follows:

Topic	My test
Description	test meeting
Time	Jun 18, 2020 13:00 India
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	623 9603 5354
Meeting Password	***** <a href="#">Show</a>
Invite Link	<a href="https://learn.zoom.us/j/62396035354?pwd=T1Jmck9HcThTOENyc3VCUkZ5Ry9Odz09">https://learn.zoom.us/j/62396035354?pwd=T1Jmck9HcThTOENyc3VCUkZ5Ry9Odz09</a> <a href="#">Copy Invitation</a>
Video	Host: Off Participant: Off
Audio	Telephone and Computer Audio

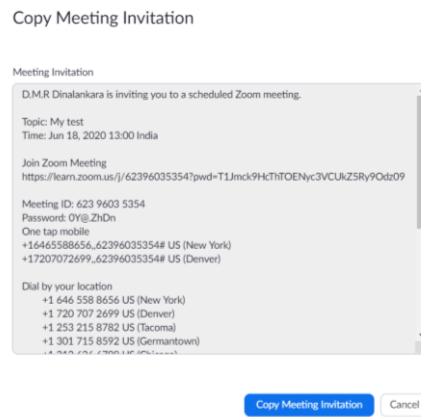
Click 'Copy Invitation' displayed along with the Invite Link

Invite Link

<https://learn.zoom.us/j/62396035354?pwd=T1Jmck9HcThTOENyc3VCUkZ5Ry9Odz09>

[Copy Invitation](#)

Following popup window will open and click on 'Copy Meeting Invitation'.



You can send the copied invitation data via an email or any other communication method such as Messenger, WhatsApp, and etc.

**\*Note:**

*The most important information of the invitation is*

*Meeting ID*

*Meeting Password*

*A participant can use that information to login to the Zoom meeting.*

*However, the Zoom meeting link is convenient as the participant has to enter only the meeting password once the joining window opens.*

# Starting a meeting

Log in to your zoom profile.

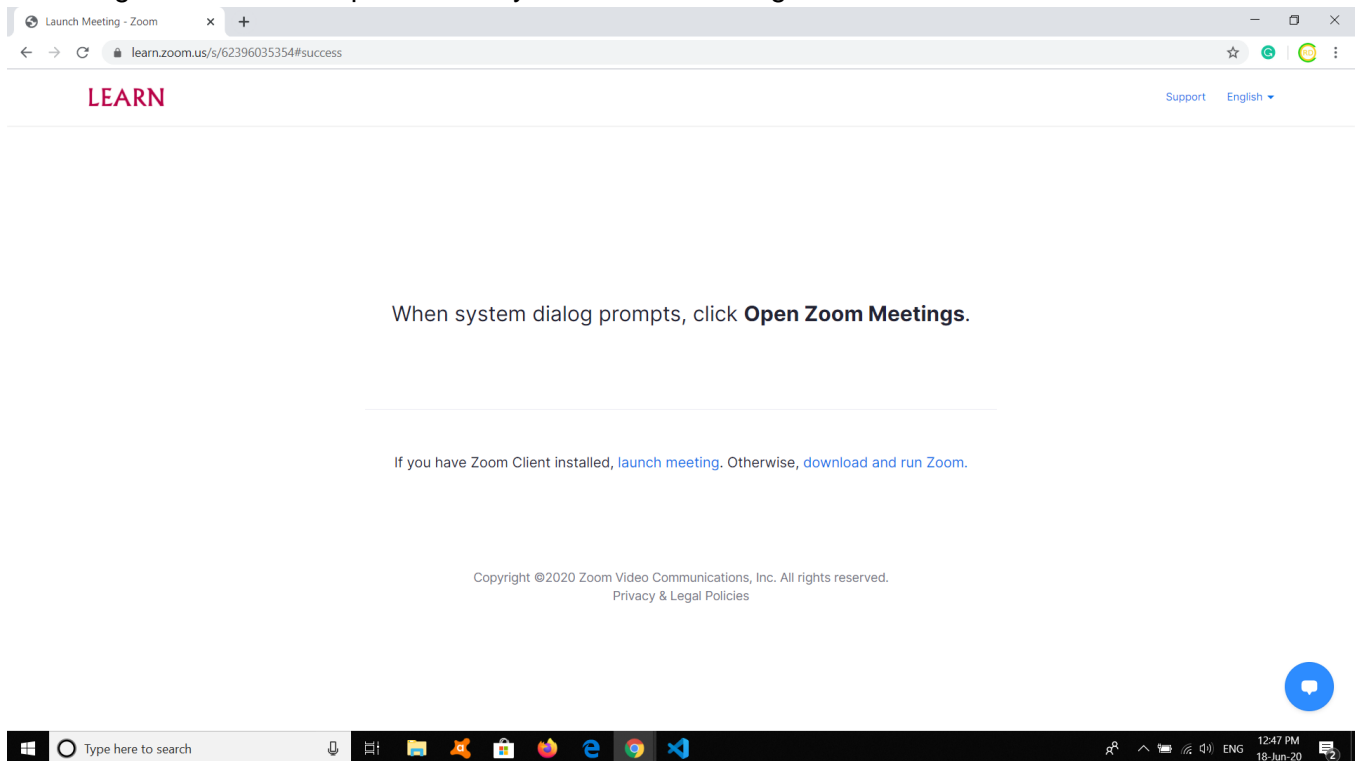
Select 'Meetings' from the left hand side panel.

All the scheduled meetings (upcoming meeting) will be displayed on the right hand side.

Then, click 'Start' button for the meeting that you wish to start.

Start Time	Topic	Meeting ID	
Today 13:00	My test	623 9603 5354	Start Delete
Tomorrow	CO1203 Programming for Engineers	424 0000 4070	Start Delete

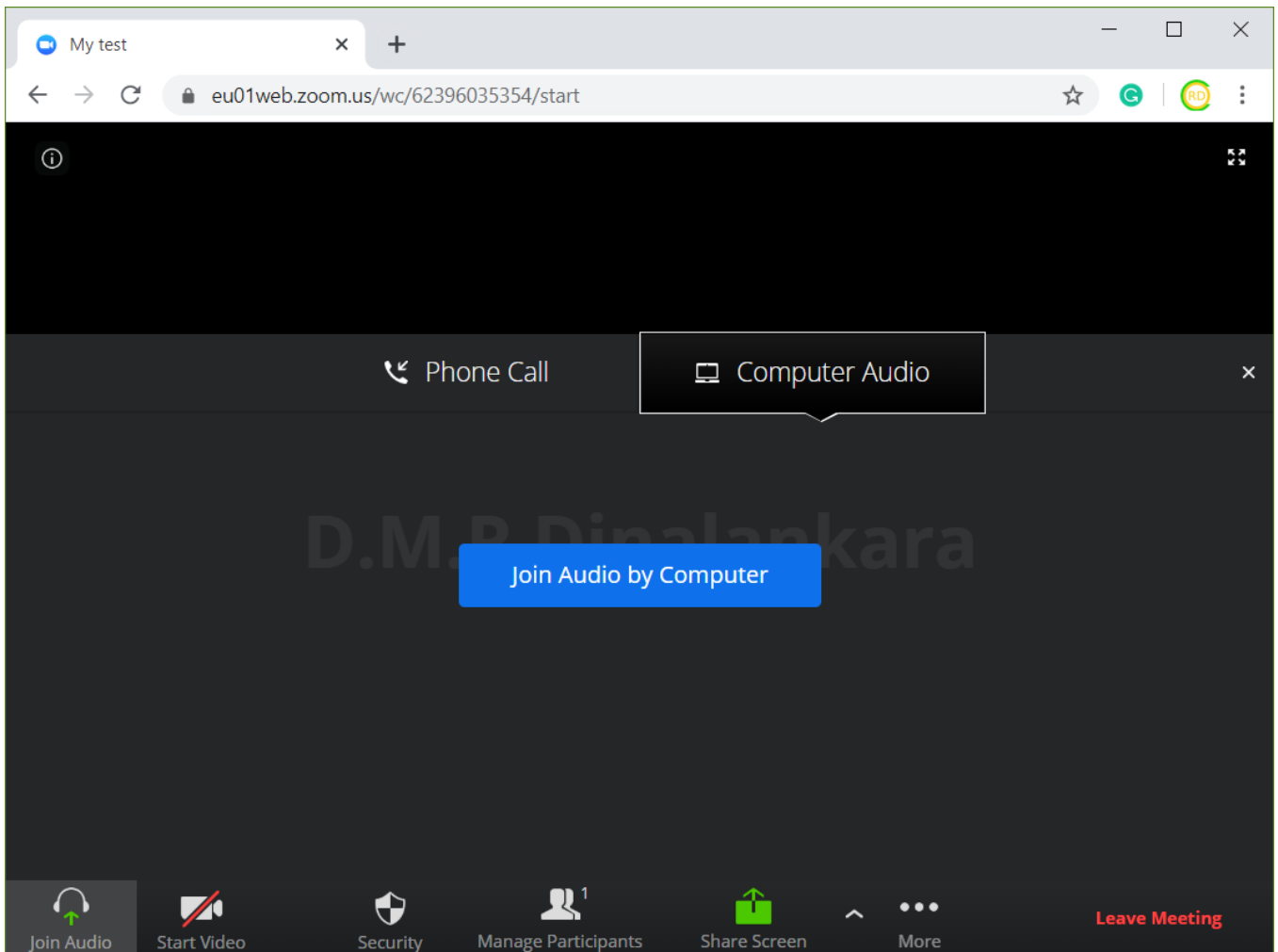
Following window will be opened once you start the meeting.



Click on 'launch meeting' from the two options displayed in the browser window.

Select 'Join from your browser' in the next screen.

Zoom session will start in the browser window as follows

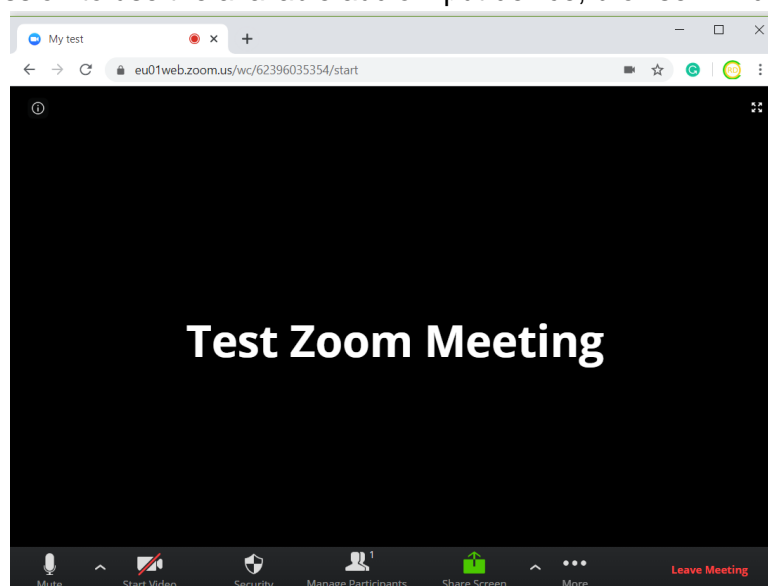


Click on 'Join Audio by Computer'

A pop up window will appear and request permission to use the existing audio input method.

Select 'Allow' from the options.

Once you grant permission to use the available audio input device, browser window will look as follows

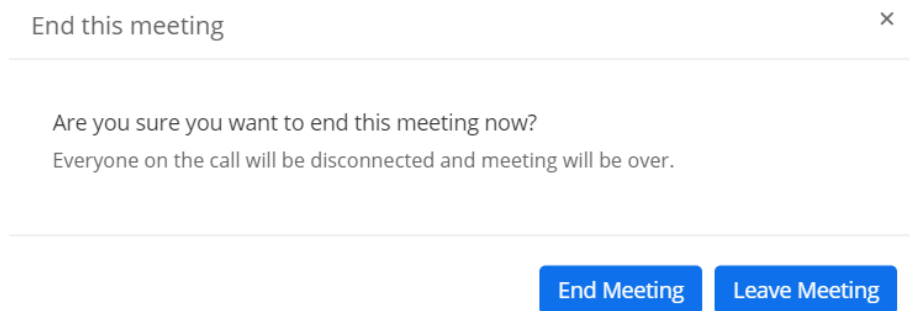


# Ending a zoom session

Click on the **Leave Meeting** button on the bottom right corner of the window.



Following popup list will appear.



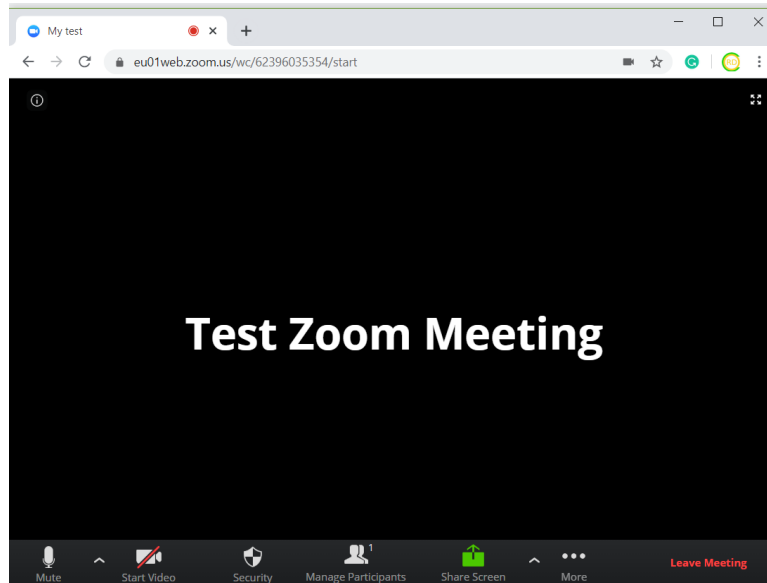
Select **End Meeting** you wish to end the Zoom session for you and all the participants.

On the other hand, if you wish to leave the meeting while others remain in the meeting, you can select **Leave Meeting**. A new host will be assigned and the meeting will be continued.

# Sharing screens

## Start sharing

The following window will be open when you start the meeting, if you start the session without video.

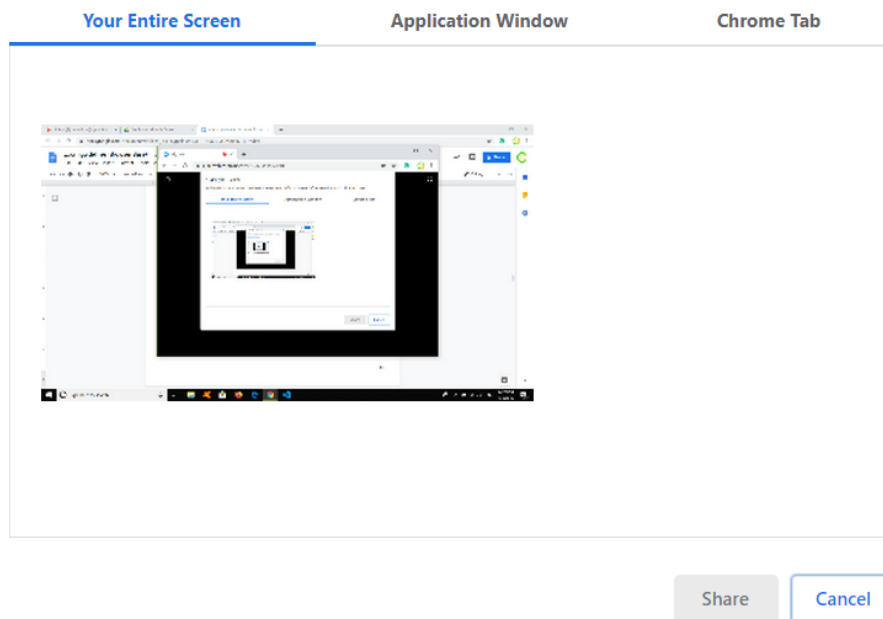


Click on the 'Share Screen' button, which is appearing in green color.

Following screen will be opened.

Share your screen

eu01web.zoom.us wants to share the contents of your screen. Choose what you'd like to share.



There are three options in the window

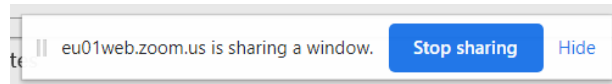
1. **Your Entire Screen** - You can share your entire screen with participants
2. **Application Window** - Only the selected application window will be shared with the participants
3. **Chrome Tab** - You can share the content in a tab of the browser window.

First select one out of these three options.

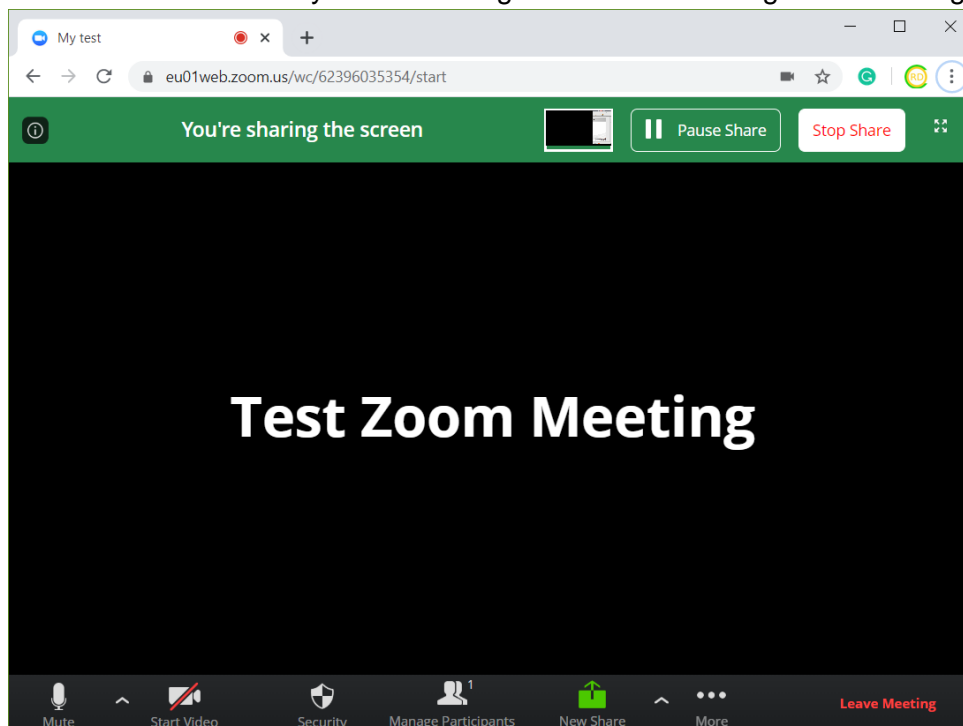
Secondly, select the window you wish to share with your participants.

Then click 'Share' button.

Following pop up window will appear and indicate that you are sharing screens



The browser window will indicate that you are sharing a screen and changed to following mode.



Stop sharing the screens.

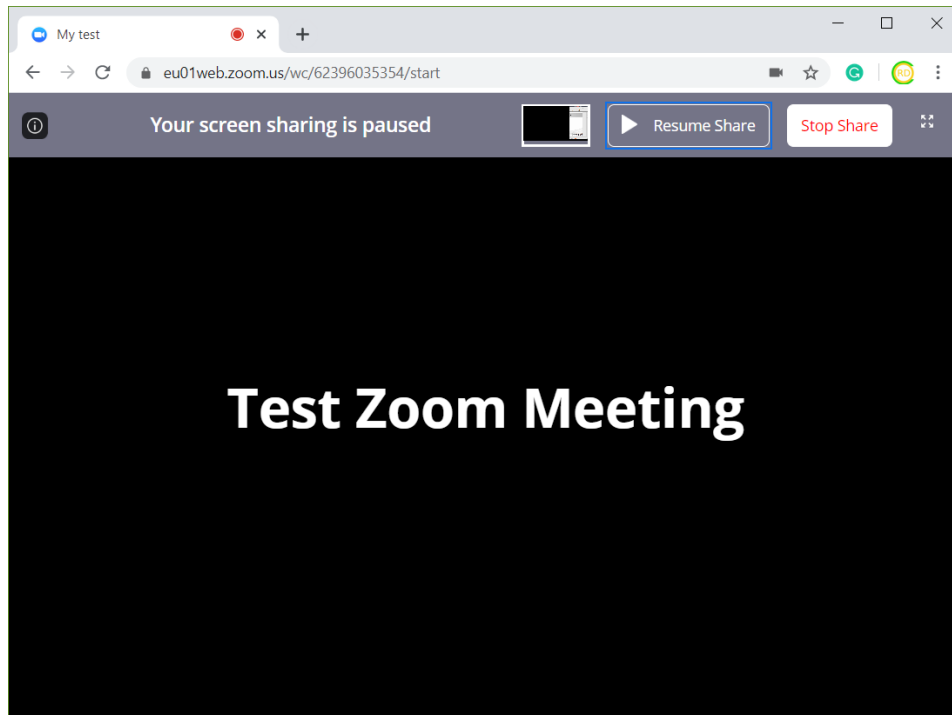
Click on the **'Stop Sharing'** button

It will stop sharing the screen.

## Pause sharing

Click on 'Pause Share' button.

It will pause sharing the screen and browser window changes to following mode



At this point, you can switch between the applications and the participants don't view the changes.

## Resume a paused sharing

Click on the 'Resume Share'

It will start sharing the previously selected screen.

## Changing the sharing screen.

Click the 'New Share' button.

Screen selection window will be open.

You can select the screen you wish to share.

Click the 'Share' button in the bottom right corner of the window.

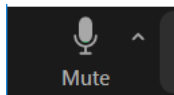
The newly selected screen will be shared with the others.



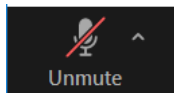
# Audio Settings

## Mute / Unmute the microphone

Click on the microphone button to mute or press 'Alt + A'.



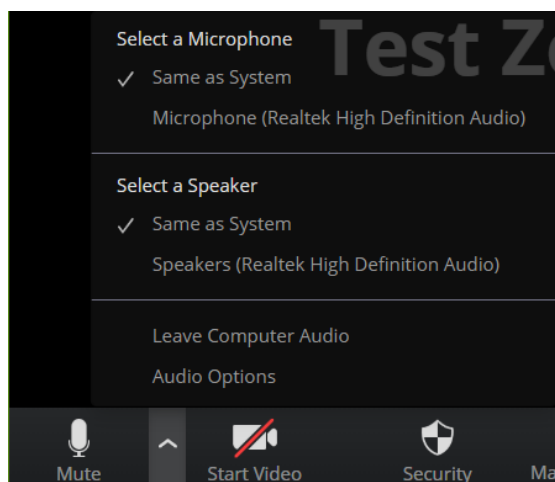
To unmute the mic, click on the mic with the red line or press 'Alt + A', then the mic will be unmuted.



Note: To unmute the mic for a short period, *press and hold* the 'Space bar' on the keyboard while you are speaking.

## Audio setting

Click the upward arrow near the mic icon and the following list will popup.



If your computer connects to audio devices other than the built-in system, you can select them from the menu.

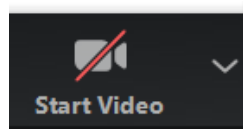
If you wish to disable built-in audio system and audio system that you have attached to the computer, you can select 'Leave Computer Audio' and it will enable the attached system.

You can select different audio settings by selecting 'Audio Options' as well.

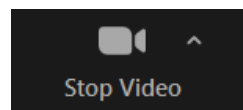
# Video Settings

## Enable/Disable Video

Click on the camera icon with 'Start Video' to start video conferencing or press 'Alt + V'.

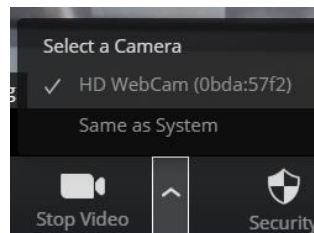


To stop the video, click on the " or press 'Alt + V'



## Video setting

Click on the arrow closer to the camera icon

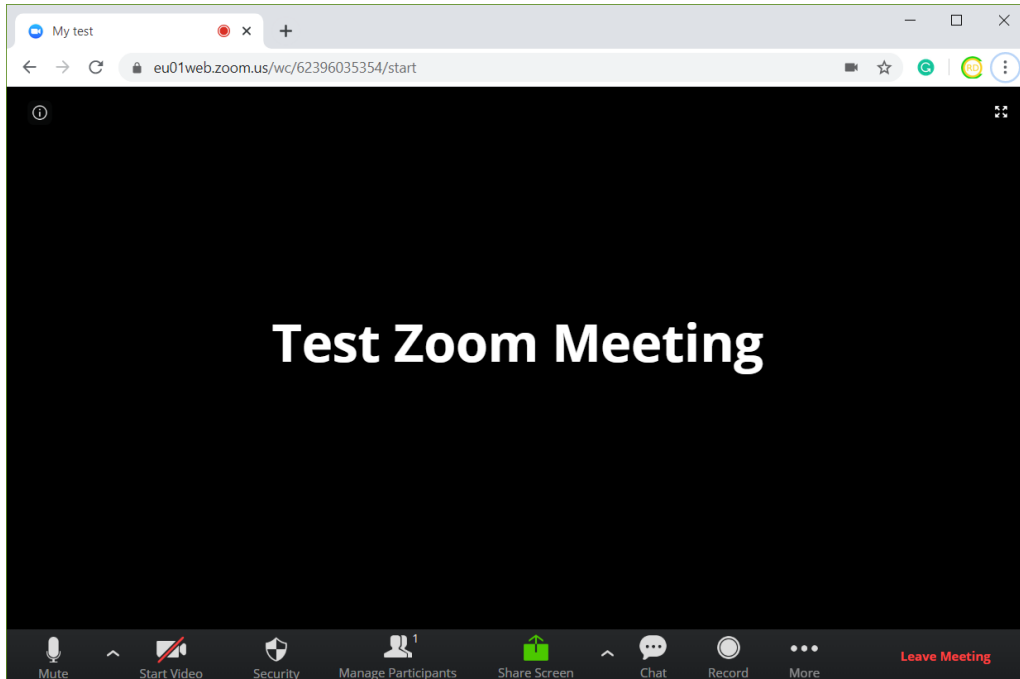


If you connect a separate webcam or a camcorder to the computer, you can select them from the list.

# Recording options

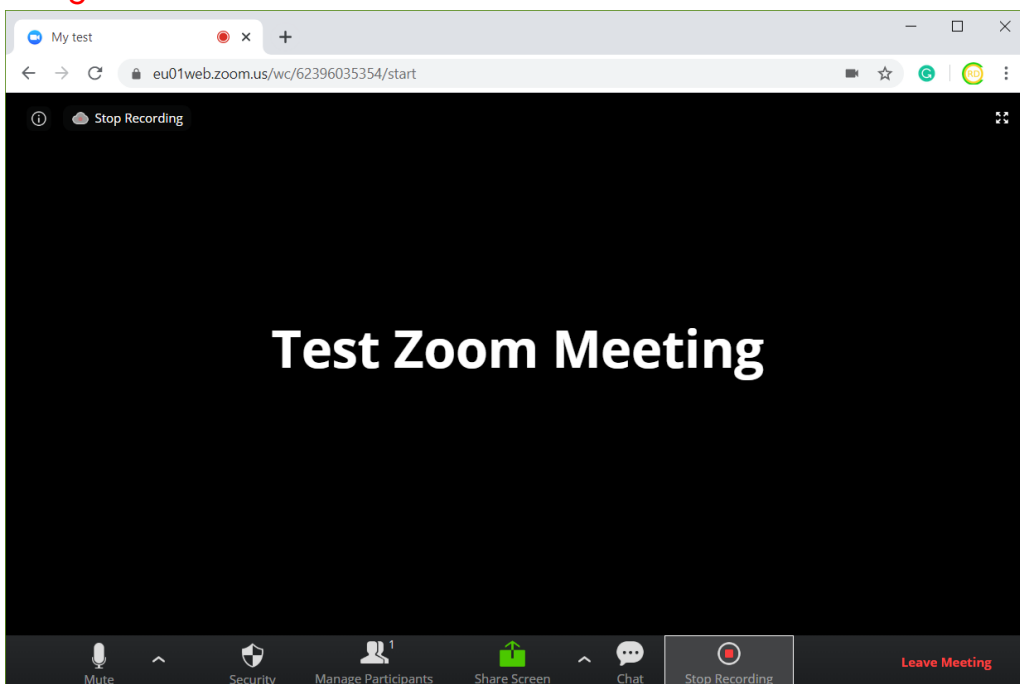
## Start recording the meeting

Click on the 'Record' icon in the bottom of the window.



*If it is not visible, click '... More' button and the pop up window will show the record option.*

The browser window will change into the following mode and the Record icon will change into the 'Stop Recording' icon.

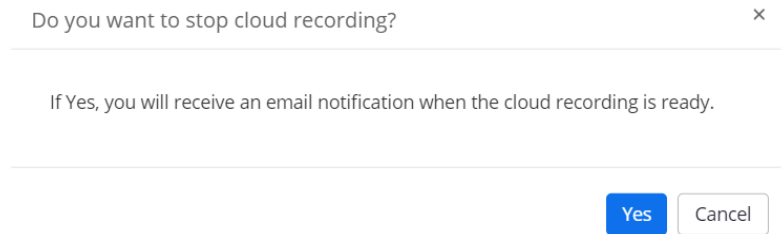


# Stop the recording

Select 'Stop Recording'

Following message will be displayed.

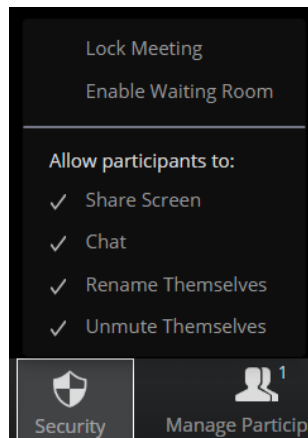
Select 'Yes' from the option list.



# Security Features

Click on the Shield icon with text 'Security'.

Following list will appear.



Following options are available in the feature list

## Lock Meeting

If this option is enabled, no one can join after locking the meeting

## Enable Waiting Room

Once the waiting room is enabled, newly joining participants first join a waiting room and the host receives a notification. The host should allow the participants in the waiting room to join the actual zoom session.

## Share Screen

Allow the participant to share the screen other than the host

## Chat

Allow participants to chat during the sessions

## Rename Themselves

The participants ask to enter the name when they are joining the meeting. However, they can rename themselves during the zoom session.

## Unmute themselves

Host can allow participants to unmute themselves. Otherwise, participants must get the host's permission to unmute themselves.

# Working with participants (additional)

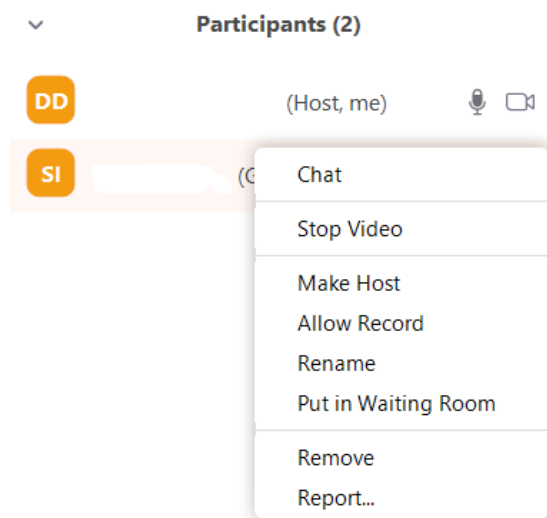
## Allow participant to record the meeting

In a case that you are unable to record the video on your local machine, you can grant the recording privilege to a participant.

Open the **Participants** list.

Select the participant that you wish to grant the permission.

Click on **'More'**.

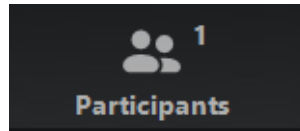


Select **'Allow Record'**

Then that participant can record the meeting on his local machine.

## View Participants during meeting

You can view the list of participants as a summary. To view the participants, click on the participants icon in the icon list.



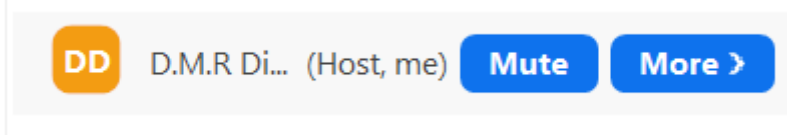
## Mute and Unmute the participants

The host can mute or unmute the participants.

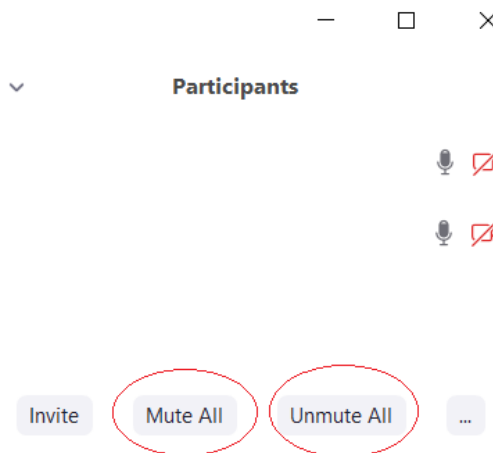
First, open the participant list.

Click the 'Participants'.

Mute or Unmute options will be displayed accordingly



If you wish to unmute or mute all, select the option from the bottom of the participants' window.



*Mute All is useful to avoid getting the background noise from participants. It helps to conduct meeting with clear audio and reduce the record file size.*

*Unmute All will be helpful to check whether the participants are paying attention to the meeting and allow them to ask questions.*

## Make a Co-Host

In a case where the host wishes to have another participant as a co host, please follow the following steps.

Open the [Participants](#) list.

Select the participant that you wish to grant the permission.

Click on ['More'](#).

Select ['Make Host'](#)

Now, that participant is a co-host of the meeting.

*This is really helpful if the original host has a poor internet connection and wants another person to be the host instead of sharing a new link with a new host.*