# SP ORIENTATION TO ZOOM

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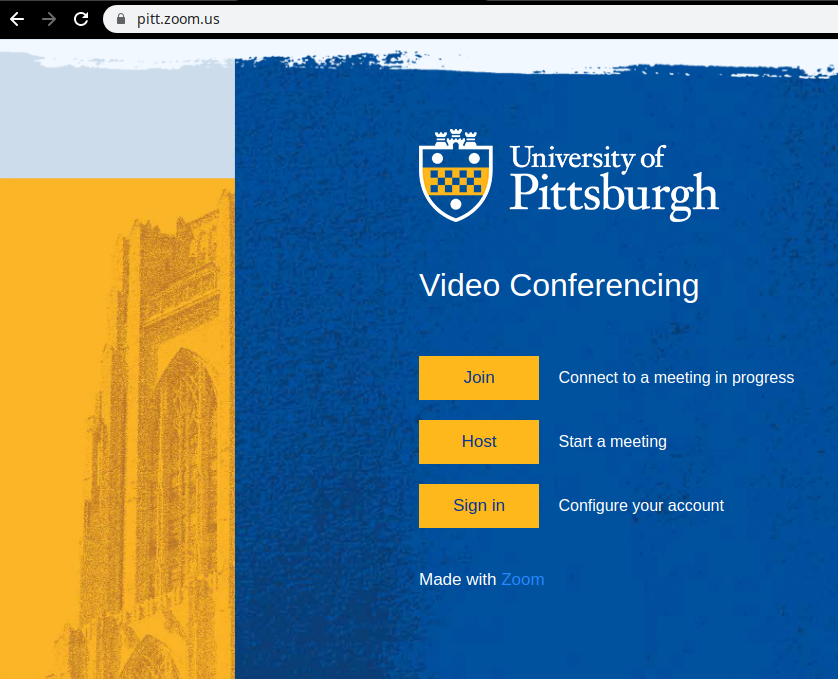


# Sign In

via [web browser](#_uxc6defr1zqf), [desktop application](#_wyq970saxoth), [smartphone application](#_5lem33w4sdwy)

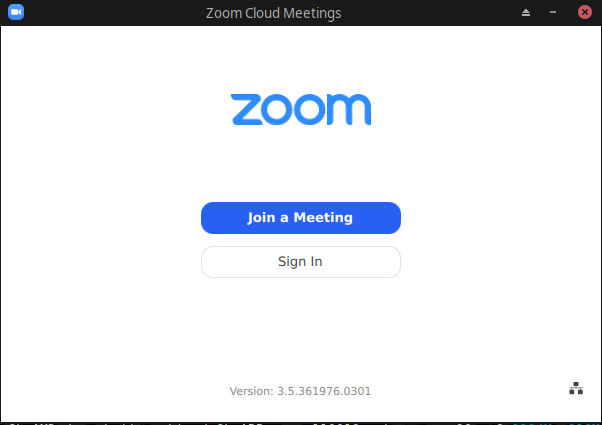
## Web Browser

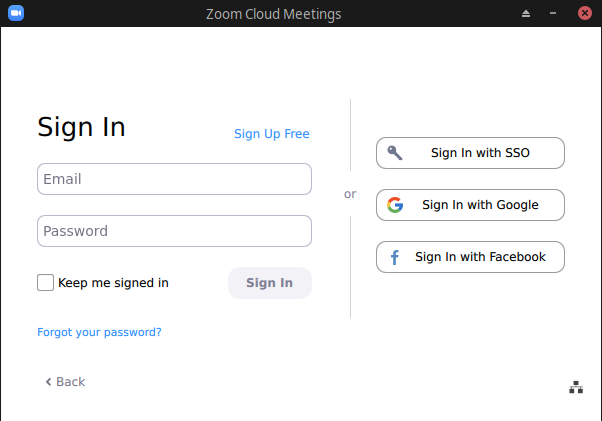
* Go to [pitt.zoom.us](http://pitt.zoom.us)
* Click on “Sign In”
* You will be redirected to Pitt’s Login Screen where you will have to enter your Pitt ID and Password, followed by authentication from Duo
* From here you, will be able to see upcoming events, join a meeting, view your profile, and adjust settings



## Desktop Application

* Launch Zoom
* Click “Sign In”
* Click “Sign In with SSO”
* Enter “pitt” in the “enter your company domain” so it reads “pitt.zoom.us”
* You will be redirected to Pitt’s Login Screen where you will have to enter your Pitt ID and Password, followed by authentication from Duo
* From here you, will be able to see upcoming events, join a meeting, view your profile, and adjust settings





## Smartphone Application

* Launch Zoom
* Press “Sign In”
* Press “SSO”
* Enter “pitt” below “enter your company domain” so it reads “pitt.zoom.us”
* You will be redirected to Pitt’s Login Screen where you will have to enter your Pitt ID and Password, followed by authentication from Duo
* From here you, will be able to see upcoming events, join a meeting, view your profile, and adjust settings

# 

# Invites

An email for an invite to a Zoom Meet usually looks like this (bolding mine):

Topic: Let’s Meet

Time: M DD, YYYY HH:MM AM/PM TIME ZONE

**Join Zoom Meeting**

<https://pitt.zoom.us/j/123456789>

**Meeting ID:** 123 456 789

**One tap mobile**

+12678310333,,123456789# **US**

8778535247,,123456789# **US** Toll-free

**Dial by your location**

+1 267 831 0333 **US**

877 853 5247 **US** Toll-free

Meeting ID: 123 456 789

Find your local number: <https://pitt.zoom.us/u/ac1RRl39Cn>

**Join Zoom Meeting**

* **Computer or Smartphone:** Click on the URL if it is active OR copy/paste the URL into a browser (computer, smartphone or tablet) to automatically join the meeting
* On the browser the URL opened in, you will be prompted to open the app if you already have it downloaded on your device
  + If you do not have the app you will be prompted to download it
* It is optional to be logged in to Zoom to attend a meeting
  + If you are logged in, the Zoom meeting will automatically open to your account with your preferred settings
  + If you are not logged in, you can choose to log in OR you can just enter a name to enter the meeting

**One tap mobile**

* **Smartphone:** Click on or call any phone number that has **US** at the end of the phone number to automatically join the Zoom meeting with your phone’s audio only
* \*\*\*Some invites may have more options than just the US (e.g. New York, Chicago, Houston...), ignore those; they are used for specified locations with higher Zoom traffic

**Dial by your location**

* **Cell Phone:** Call any phone number that has **US** at the end of the phone number to enter Zoom. Then, enter the Meeting ID, followed by the pound sign (#) to join the meeting with audio only.
* **Smartphone:** Click on or call any phone number that has **US** at the end of the phone number to enter Zoom. Then, enter the Meeting ID, followed by the pound sign (#) to join the meeting with audio only.
* \*\*\*Some invites may have more options than just the US (e.g. New York, Chicago, Houston...), ignore those; they are used for specified locations with higher Zoom traffic

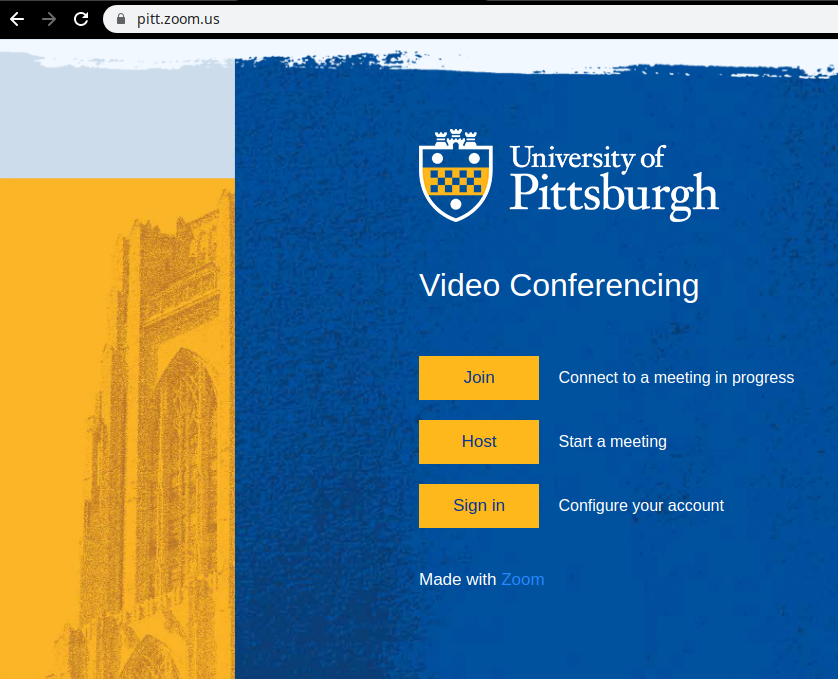
# Join a Meeting

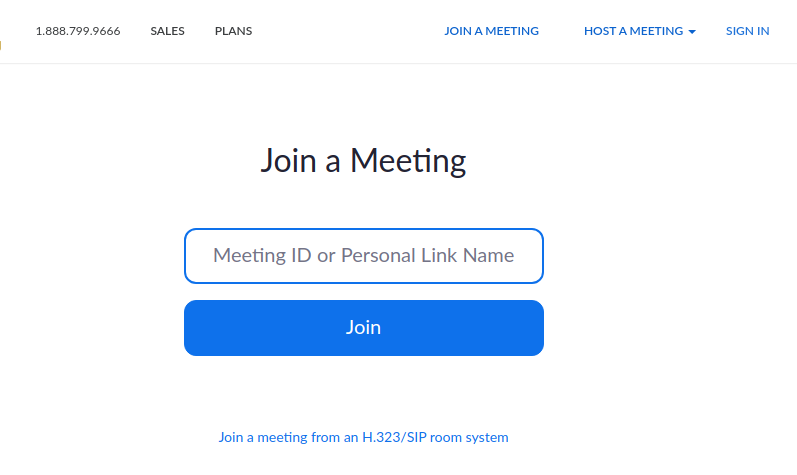
via [web browser](#_ki1lb5378i0j) - [desktop application](#_3j5z885ypgp2) - [smartphone application](#_uplh2t16uey7)

**For when you don’t want to use the invite, or for when you are given just the Meeting ID**:

## Web Browser

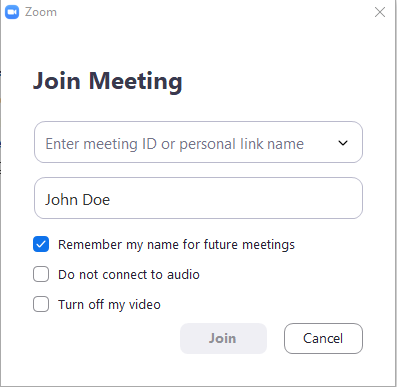
* Go to [pitt.zoom.us](http://pitt.zoom.us)
  + [Optionally] Sign in
* Click “Join” on pitt.zoom.us
  + [OR] Click “Join a Meeting” on the top right of your screen once logged in
* Enter Meeting ID Number
* The web browser will prompt you to open the Desktop Application of Zoom
  + If you do not have the Desktop Application, you will need to download it





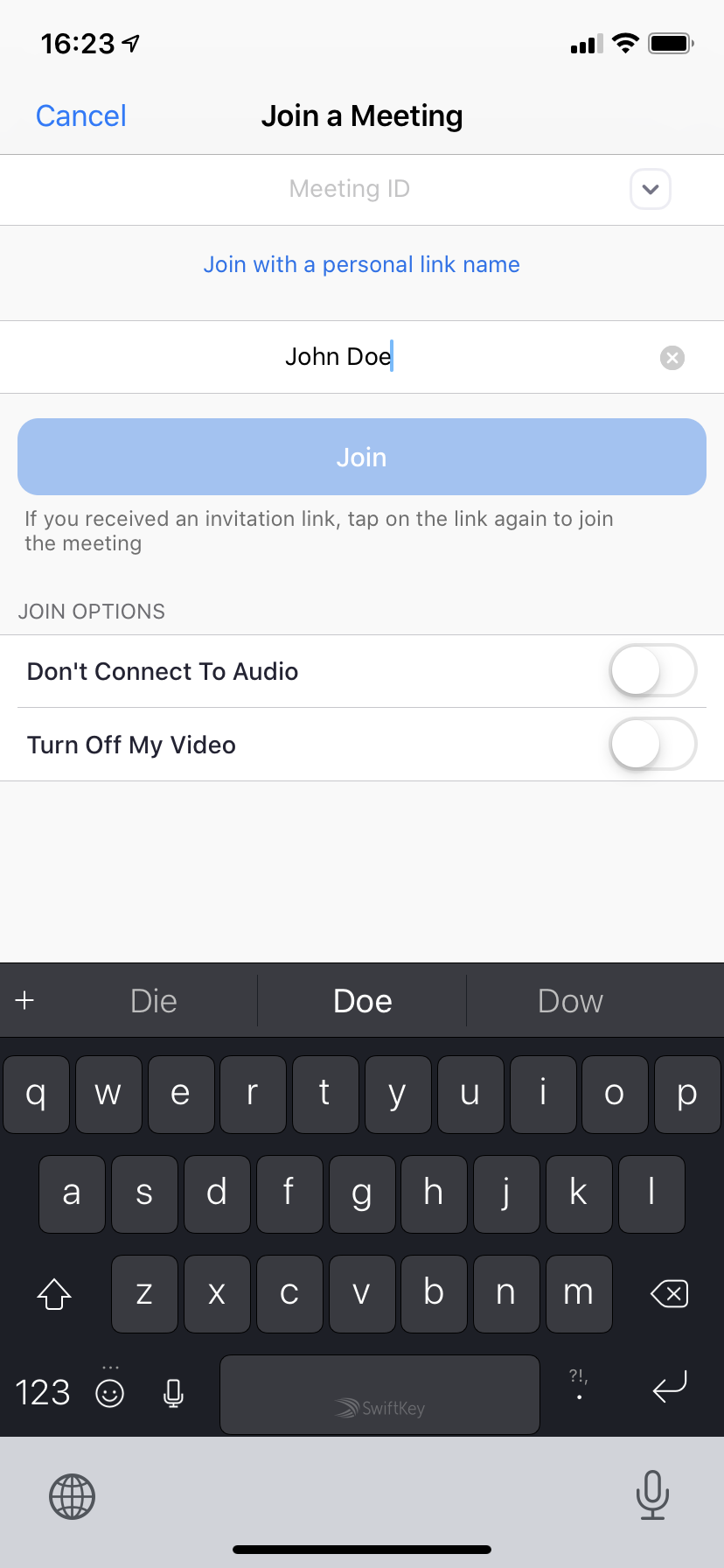
## Desktop Application

* Open Zoom
  + [optionally] Sign in
* Click “Join a Meeting”
* Enter the Meeting ID
* Enter the name you would like to have displayed during the meeting (can change later)
* Click “Join”

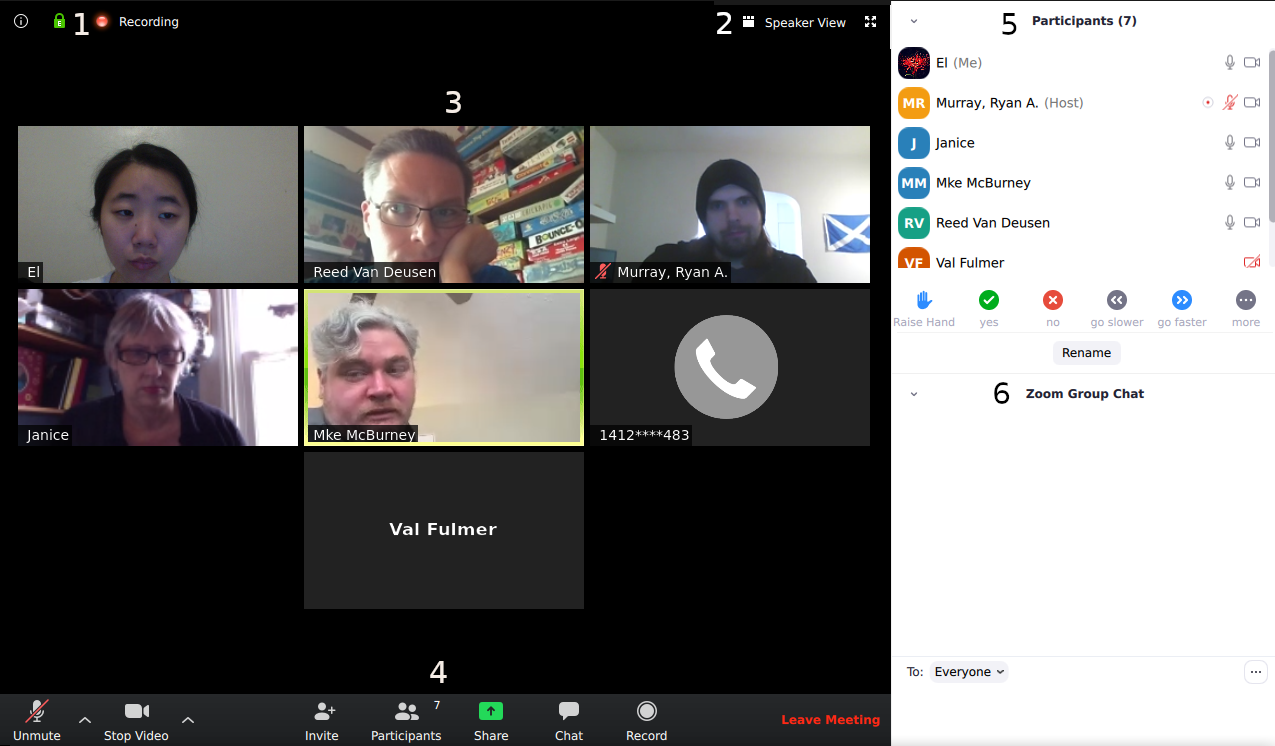


## Smartphone Application

* Launch Zoom
  + [optionally] Sign in
* Press “Join a Meeting”
* Enter the Meeting ID
* Enter the name you would like to have displayed during the meeting (can change later)
* Press “Join”



# Meeting - Main View



**\*\*Zoom operates on “Click on this to make it change to this” for Views, Mic, and Video\*\***

**e.g. #2 above is labelled “Speaker View”; note Gallery View is currently displayed.**

**One would click on #2 to *change it into* Speaker View*.***

**1 - Recording Indicator**

* Session is being recorded

**2 – Speaker (Alt F2)/Gallery (Alt F1) View Toggle & Full/Minimize Screen Toggle (Alt F)**

* Gallery View: Members are tiled on screen; if a person talks, their box is highlighted
* Speaker View: Members scroll along the top; if a person talks, their picture is enlarged
* Full Screen: Make Zoom full screen
* Minimize Screen: Shrinks Zoom so it can be moved around

**3 - Main Viewing Area**

* Gallery View: Shows *all* participants tiled across the main section of the screen
  + Shown in above example
  + Mike is talking, so his box is highlighted
* Speaker View: Shows *only* the participant talking on the main section of the screen
  + If the above example were in Speaker View, *only* Mike would be in the main section area; everyone else would be pinned horizontally to the top of the screen

**4 - Bottom Bar**

* Mute/Unmute (Alt A)
  + If the mic is muted/off, a red line will appear across the mic picture
* Stop/Start Video (Alt V)
  + If the camera is off, a red line will appear across the video picture
* Invite (Alt I)
  + Invite other people to the meeting
* Participants (Alt U)
  + Shows number of participants in the meeting
  + Clicking on the icon will toggle Participant View (#5)
* Share Screen (Alt S)
  + Share and annotate a chosen desktop screen, whiteboard, or mobile device
* Chat (Alt H)
  + Clicking on the icon will toggle Chat (#6 in above picture)
* Record
  + Record the meeting; the recording will either be saved locally or on the cloud
* Reactions
  + On Windows and Mac, Reactions will also be available
  + Clicking on Reactions will give an emoji option of thumbs up or clapping
  + Once selected, the reaction will appear on the upper-right corner of the participant’s box (either pinned to the top or tiled in the main section)
  + The reaction will disappear after about ten seconds



* Leave Meeting (Alt Q)
  + Self-explanatory
  + To rejoin (only possible if the Host has not ended the meeting yet), the Meeting ID will have to be re-entered

**5 - Participant View**

* Shows the number of participants
* Shows the names of the participants & the Host (the administrator of the meeting)
* Show audio/video status of each participant; red → mute/off
* Shows who is recording the meeting; recorders will have a red dot next to their mic
  + Participants will be notified upon entering the meeting that it is being recorded
* Gives a list of icons that can be added next to participant’s name
* Gives participants option to change their display name

**6 - Chat View**

* Allows text communication and file transmission to “Everyone” (all participants)

OR between individual participants

# Meeting – Participant View

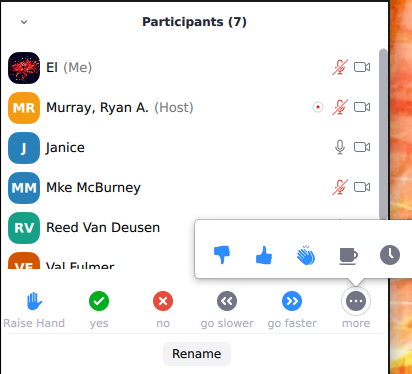
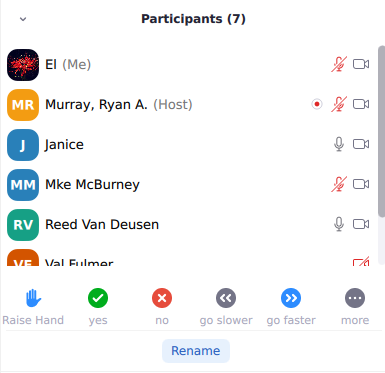
* Shows the number of participants
* Shows the names of the participants & the Host (the administrator of the meeting)
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* Shows who is recording the meeting; recorders will have a red dot next to their mic
  + Participants will be notified upon entering the meeting that it is being recorded
* Gives a list of icons that can be added next to participant’s name
* Gives participants option to change their display name

**The Icons**: If pressed, the icon will appear next to the mic and camera icons on the row of the person who pressed it. These are intended for non-verbal feedback to whoever is talking.

* Raise/Lower Hand
* Yes
* No
* Go Slower
* Go Faster

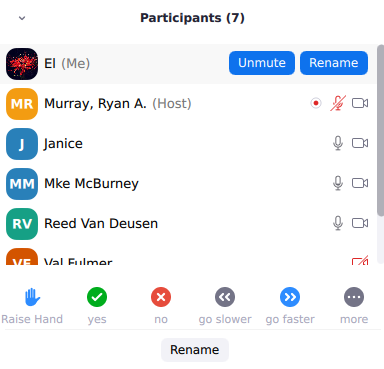
PRESS “MORE”

* + Thumbs Down → Disagree
  + Thumbs Up → Agree
  + Clap → Clap
  + Coffee → Need a Break
  + Clock → Away from Computer



**Renaming**: Participants can rename themselves one of three ways.

1. Hover over their current name, the name that has (Me) after it, and select “Rename”
2. Underneath the icons of Participant View, click “Rename”
3. In Speaker or Gallery View, hover over the upper-right corner of the box with their name or picture > Click on “**…**” > Click “Rename”



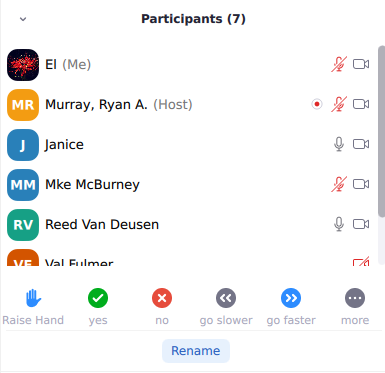
**← 1**

**← 2**

\*\*For **trainings**, CHANGE TO *REAL NAME*

\*\*For **encounters**, CHANGE TO *CASE NAME*

**Bringing it Together:** What can we tell about this Meeting from the Participant View?

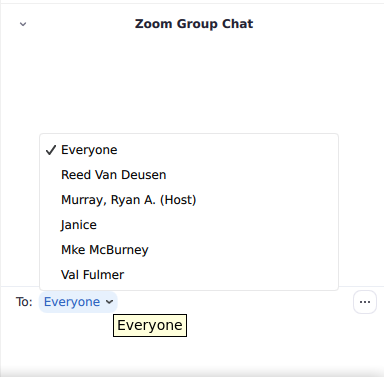
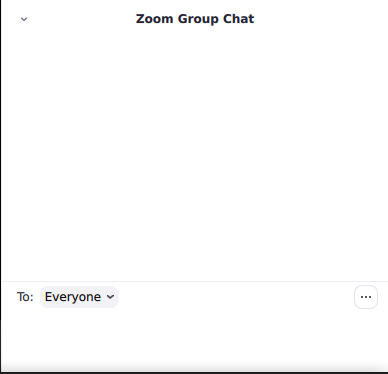


1. There are 7 participants
2. Elizabeth has changed her name to “El” - her mic is muted, but her camera is on
3. Ryan is the Host; he is recording the meeting
4. Both Janice and Reed have their mic and camera on
5. No one has selected an icon

# Meeting – Chat View

* Allows text communication and file transmission to “Everyone” (all participants)

OR between individual participants



Sending a message to everyone vs Choosing who to send a private message to

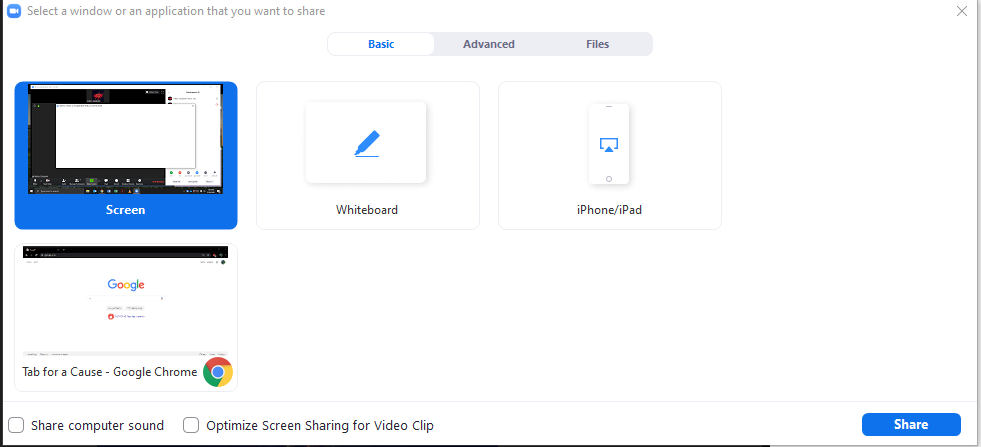
**… :** Clicking the “…” across from “To” will allow the participant to send files to Everyone or to individual participants

# Meeting – Share Screen

* Share and annotate a chosen desktop screen, whiteboard, or mobile device

C:\Users\elm201\AppData\Local\Microsoft\Windows\INetCache\Content.Word\reactions and share (002).png

* Click on “Share Screen”



**Screen Share Options**

* Screen
  + Displays whatever screen is currently up and in view
  + Example: If I shared Screen with Chrome open, Chrome would be displayed. If I opened Outlook Mail over it, participants on Zoom would **then** see Outlook Mail
* Whiteboard
  + Creates a virtual whiteboard that can be drawn and written on
* iPhone/iPad
  + Allows the connection of an Apple Device via Screen Mirroring if the Zoom Device and the iPhone/iPad are both on the same internet network
* Individual Windows
  + Shows ONLY that particular window
  + Example: If I shared the individual window of Chrome and then opened Outlook Mail over it, participants on Zoom would **still** see Chrome

# Meeting – Breakout Rooms

* Hosts have the option of creating “Breakout Rooms”
* Breakout rooms consist of a group of participants separated from the “Main Room”
* Hosts *only* have the ability to create and control breakout rooms
* When a participant is put into a breakout room, they will get a message saying:
  + “The host is inviting you to join Breakout Room: *NAME OF BREAKOUT ROOM*”
* Alternatively, a breakout room icon will appear in their bottom bar and they will have to click on that first before agreeing to join.
* Click “Join” to join the breakout room
* Once in the breakout room, the bottom bar gives the participant two new options



* Ask for Help
  + Tells a Host or Co-Host that help is needed in the breakout room
* Leave Breakout Room
  + Self-explanatory
  + (depending on the settings the Host uses) Allows participant to leave the breakout room and return to the main room; if the Host hasn’t closed the breakout room they’ve been assigned to, the participant who left may renter the breakout room they were assigned to
* The breakout room functions like the main room
* The Host may need to get a breakroom’s attention; to do this, they will either
  + Broadcast a text message to all of the breakout rooms
    - This will display across the top of the screen, highlighted in blue
  + Enter into individual breakout rooms