

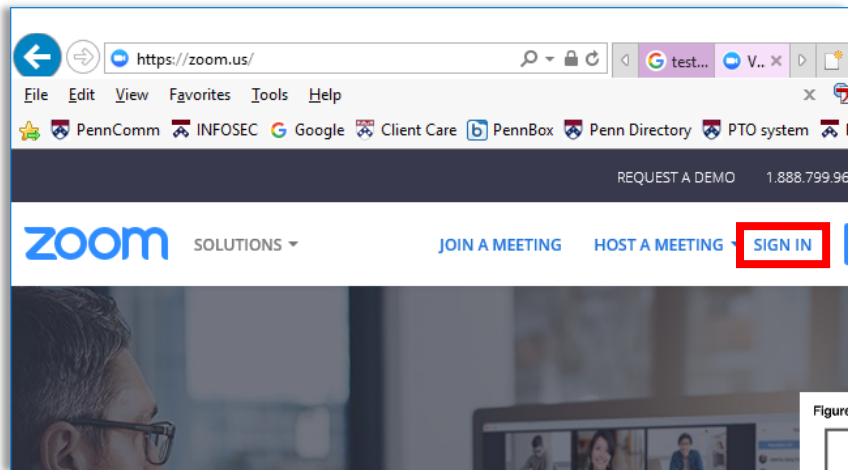
Getting started with Zoom Video Conferencing

Getting an SP2 Zoom account

- Contact SP2 Information Services (sp2help@sp2.upenn.edu) to have a Zoom account provisioned. **NOTE:** *You will only need an SP2 Zoom account if you plan to HOST a Zoom meeting. If you are just a participant/viewer, you do not need an account. You will just need the Zoom link from the person Hosting the meeting.*
- Bookmark the web page <https://zoom.us>

Logging in. What's my Zoom link for hosting?

Login: Go to <https://zoom.us> and click SIGN IN. Then login with your SP2 Zoom credentials.



Sign In

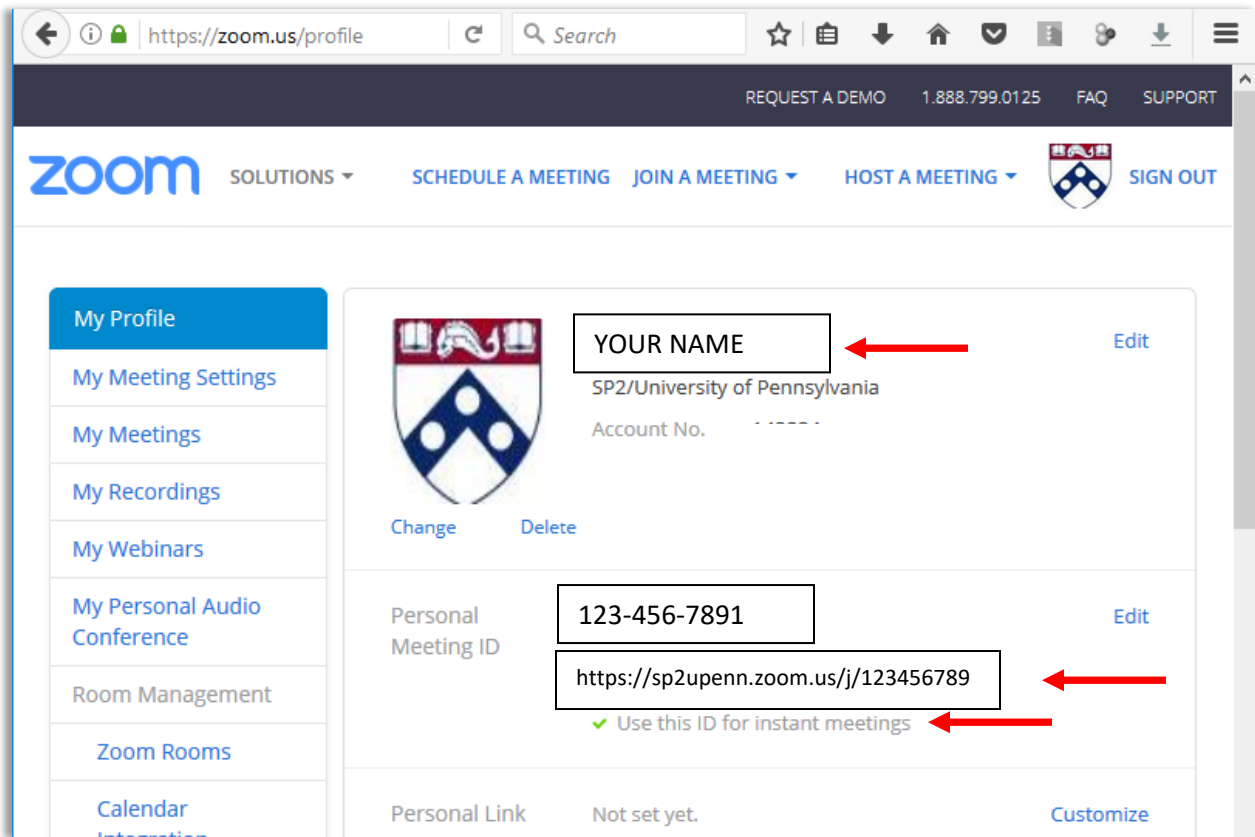
[Forgot password?](#) Stay signed in

Or, sign in with Google or Facebook

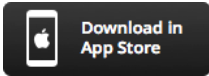

New to Zoom? [Sign Up Free](#)

FIND YOUR ZOOM LINK & EDIT YOUR PROFILE:

After you login to <https://zoom.us> , click MY PROFILE on the left. This is where you will find your PERSONAL MEETING ID (zoom link) and edit your Profile settings. Click Edit, and then Check the box that says “Use this ID for instant meetings”. You can also create a personal link if desired.

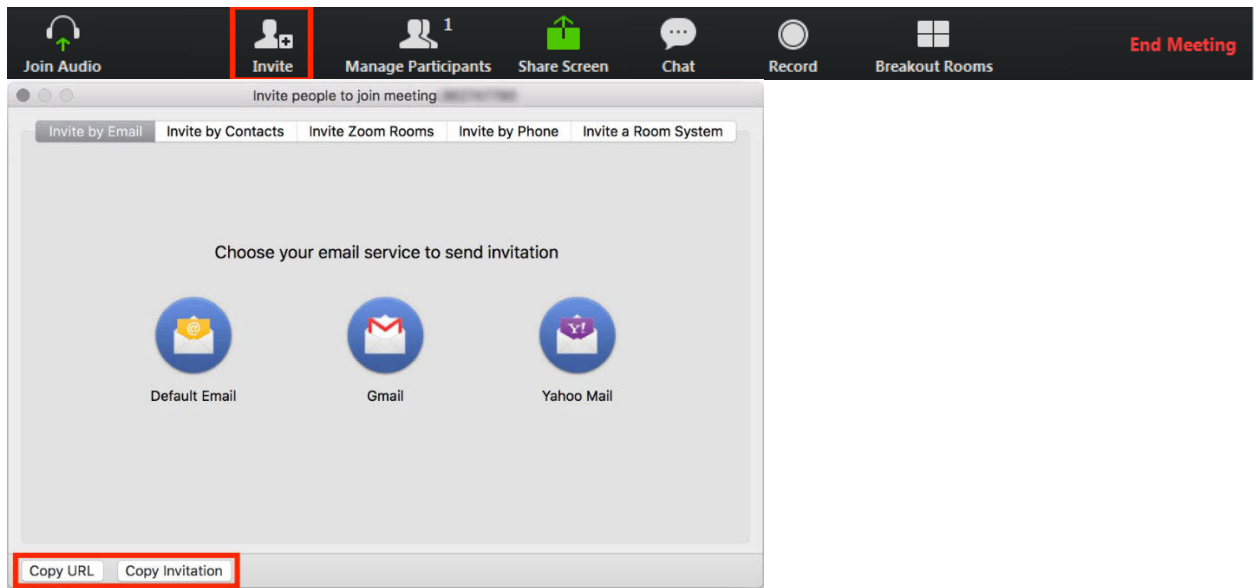


Downloading and installing the Zoom app

- If using an SP2 computer in Caster or 3815 Walnut, Zoom should already be installed. Test your Zoom installation by visiting <https://zoom.us/test> Once on the Zoom test page, click on the blue JOIN button to launch Zoom.
- If using a smartphone or tablet, please visit  
- If using a personal (non-Penn) computer, go to <https://zoom.us/download> and Download the Zoom Client for Meetings.

Instant Zoom meeting (unscheduled)

1. Open the Zoom app on your computer or tablet and choose Sign in.
2. Click Start with Video or Start without Video.
3. Make sure your participants have your Zoom link to join. If they do not, you can click “INVITE” and then click Copy URL or Copy Invitation and then paste into an email.



Scheduling Zoom meetings

Zoom offers you several ways to schedule your meetings. [Scheduling with Zoom](#)

Web Portal

1. Log in to <https://zoom.us>
2. Click “Schedule a Meeting” in the top navigation bar
3. Input details for the meeting and click “Save”
4. You can then copy the URL or Invitation or add to your calendar with available plug in

Zoom Desktop Client

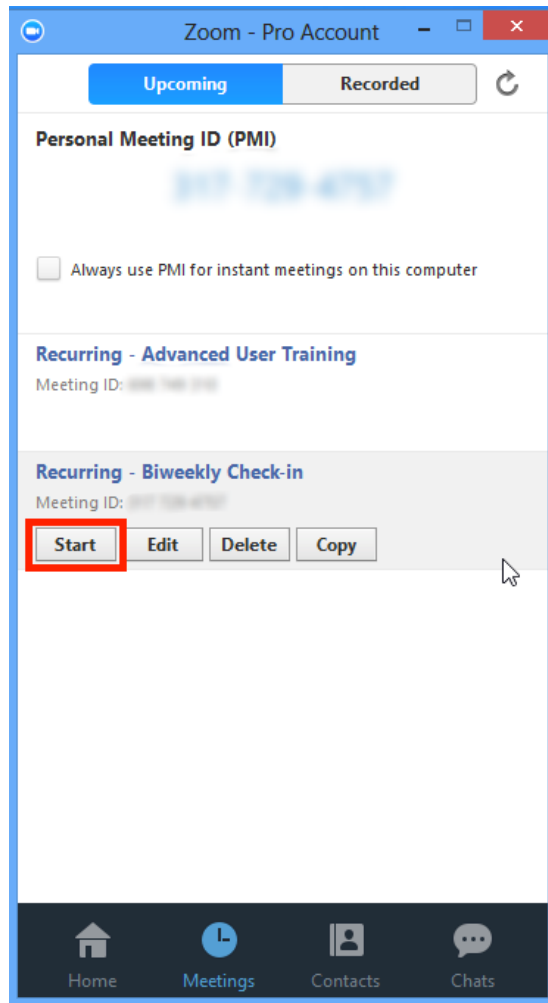
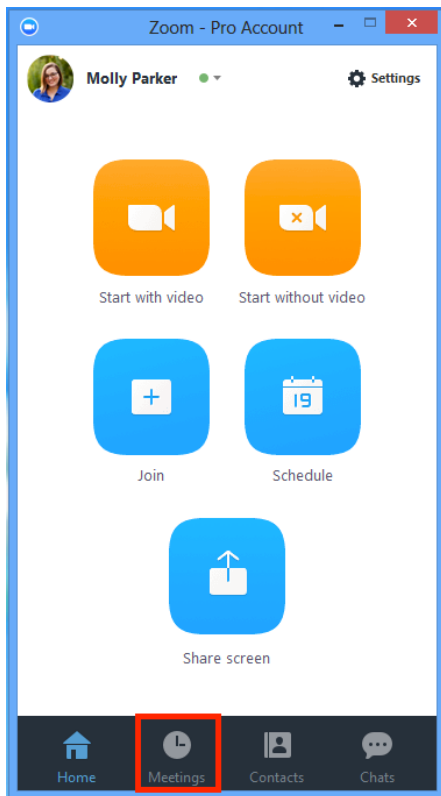
1. Open the Zoom app from your computer or tablet/smartphone
2. Click “Schedule” button on the Zoom App
3. Input details for the meeting and click “Save”
4. You can then copy the URL or Invitation or add to your calendar with available plug in

Details on additional features for scheduled meetings can be found here:

- [Alternative Host](#)
- [Scheduling Privilege](#)
- [Meet Now-vs-Schedule Meetings](#)

Starting your Scheduled Zoom meeting (as a Host)

1. Open the Zoom app on your computer or tablet, click on MEETINGS.
2. Under Upcoming, hover over the meeting you want to start. Additional options will appear.
3. Click Start.



Screen Sharing

Overview:

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

- *The host and attendee can screen share by clicking on the Share Screen icon.*
- *The host does not need to "pass the ball" or "make someone else a presenter" to share.*
- *The host can "lock screen share" so no attendee can screen share.*

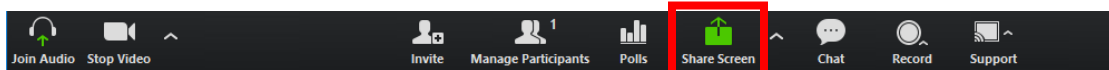
Prerequisites:

- *Zoom Desktop Client*
- *Zoom Mobile App*

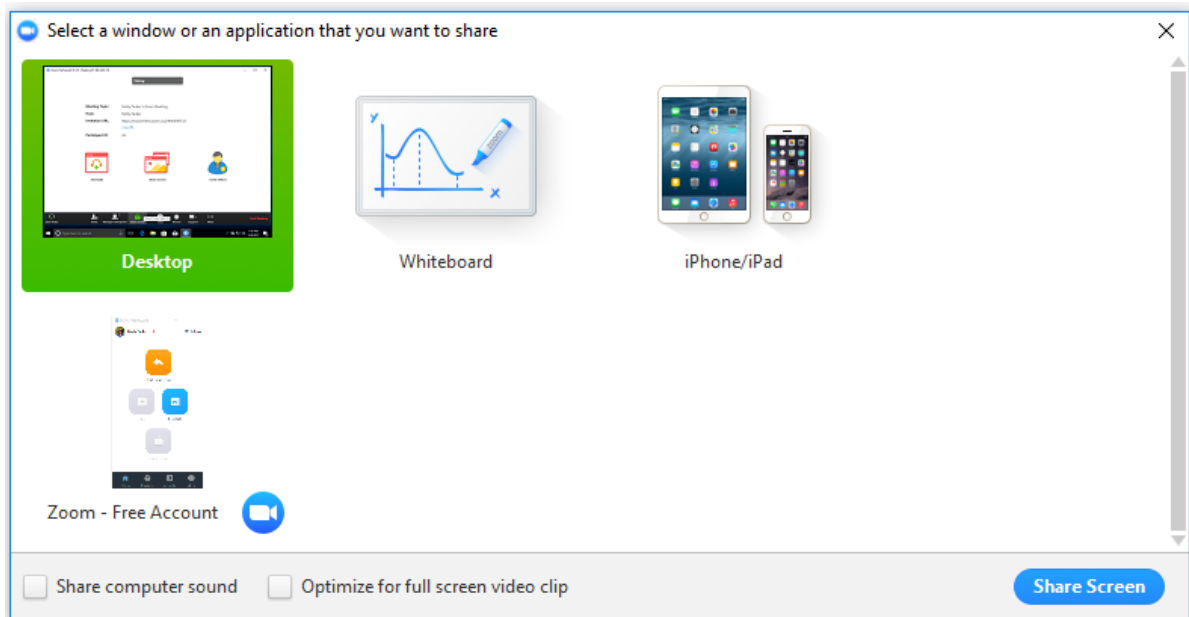
Instructions:

Start the Screenshare

1. Click the "Share Screen" button located in your meeting tool bar.

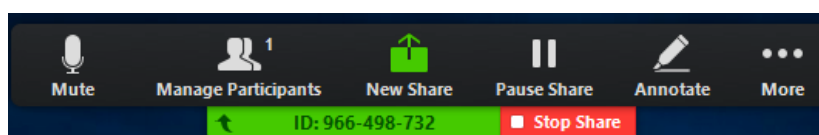


2. Select the screen you want to share. You can choose an individual application that is already open on your computer, the desktop, the Whiteboard, or an iPhone/iPad.



3. Click Share Screen.

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

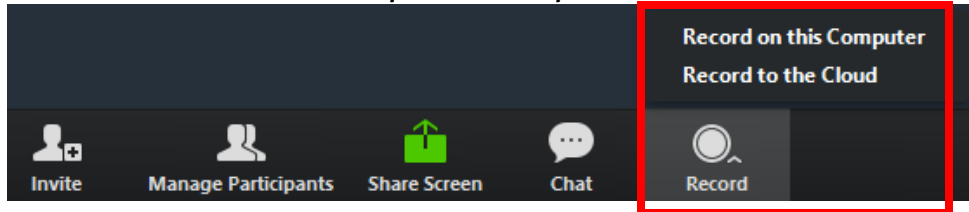


Recording a Zoom meeting

Starting a Zoom Recording to the Cloud

1. Start a meeting
2. Select the Record button in the Zoom toolbar
3. Select "Record to the Cloud"
4. To stop the recording press Stop Recording or end the meeting

Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host email address when the process is completed.



For recording on mobile, please see [How Do I Record on Mobile Devices?](#)

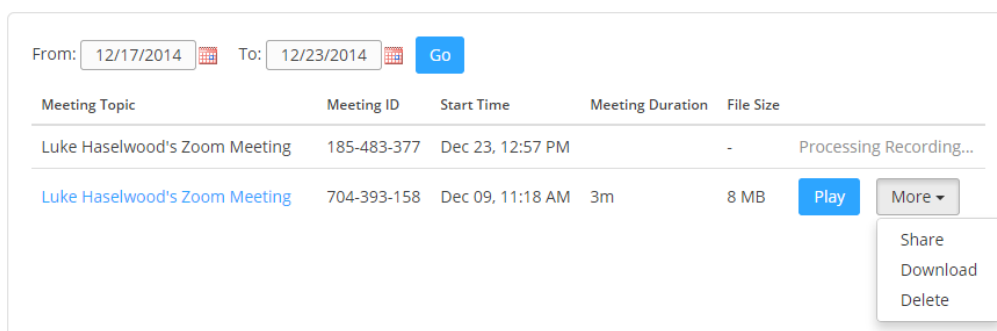
Viewing Cloud Recordings

The recorded meeting can be seen by logging in to your account and selecting the My Recordings page. (<https://zoom.us/recording>)

- *If your meeting has not finished converting, the recording will show in the list, but you will see a "Processing Recording..." message indicating that it is still processing.*

Once the process is completed, you will be able to Play, Share, Download or Delete your recording.

My Recordings



Trim a recording

If you want to trim the recording of a shared video so that it starts and ends at the times you specify, you can set a playback range. See [Cloud Recording Playback](#) for details.

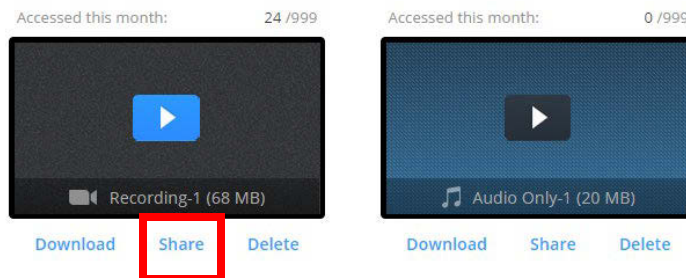
Protecting Cloud Recordings

If you wish to limit the access to download/viewing your cloud recording, you can password protect the recording.

1. Select the Topic link on your My Recordings page
2. Select the Share link under the recording you wish to password protect

Zoom Technology Webinar: All About Recording [Edit](#)

Feb 25, 2015 10:53 AM (GMT-8:00) Pacific Time (US and Canada) ID: 135-973-543



3. Check the Enable Access Password checkbox, enter the password you wish to use, and press Save

Share this cloud recording: ×

Topic: Zoom Technology Webinar: All About Recording
Date: Feb 25, 2015 10:53 AM (GMT-8:00) Pacific Time (US and Canada)

Recording-1 (68 MB)
<https://zoom.us/recording/play/d36501ff-d065-4772-8ae1-0753051c0e33>

Access Password: test

Enable Access Password

Select, copy and paste recording links.

Other Zoom features and FAQ

[ZOOM SUPPORT](#), support@zoom.us or 1-888-799-9666 ext 2

Breakout Rooms: [Getting Started with Breakout Rooms](#)

Using non-verbal feedback for attendees: [Non-verbal feedback \(raise hand, clap, etc.\)](#)

Polling: [Add polling to your meeting](#)

Adding a Co-host: [Adding a co-host](#)

Using Side-by-side mode (participants only): [Side-by-side mode](#)

Test your video camera: [Test your camera](#)

Test your audio: [Test your Audio](#)

Audio Echo in a Meeting: [Audio Echo in meeting](#)

Mute/Unmute audio: [Mute-Unmute audio](#)

How do I change the video layout? [Change video layout](#)

How do I use dual monitors with Zoom? [Using Dual monitors](#)

How do I join by TELEPHONE? [Join By Phone](#)

Zoom documentation, resources and self-help tutorials

Zoom Help Center and quick start documentation: <https://support.zoom.us/hc>

Live Zoom training sessions (free): <https://zoom.us/livetraining> (Choose the Zoom User Training)

Watch pre-recorded trainings: [Zoom pre-recorded trainings](#)

Zoom Video tutorials: [Zoom video tutorials](#)