

Zoom Topics & Features

- [Zoom integration for Canvas](#)
- [Zoom add-in for Outlook](#)
- [Zoom Security](#)
- [Calendar Synchronization with Zoom](#)
- [Scheduling Meetings](#)
- [Breakout Rooms](#)
- [Screen Sharing](#)
- [Video Layouts \(including display up to 49 participants\)](#)
- [Recording](#)
- [Virtual Backgrounds](#)
- [Alternative Host vs. Co-host](#)
- [Polling](#)
- [Spotlighting](#)
- [FAQ's](#)
- [Zoom Documentation, Resources, and Self-Help Tutorials](#)
- [What's New/Release Notes](#)

Zoom integration for Canvas

The [Zoom integration for Canvas](#) creates a one stop shop for all your Zoom class needs. Easily schedule Zoom meetings, invite students, and share recordings right from your Canvas course!

Download: [Zoom integration for Canvas Guide](#)

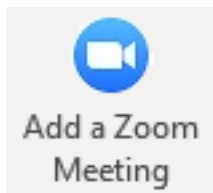
Zoom add-in for Outlook

Zoom+Outlook for Windows

Scheduling a meeting using the Zoom add-in for Outlook

Your scheduler settings are synced from the [Zoom web portal](#).

1. Open the Outlook desktop app and switch to calendar view.
2. In the **Home** tab, click **New Meeting**.
3. Enter meeting details like the title, location, and guest list.



4. In the **Meeting** tab, click **Add a Zoom Meeting**.



Add Zoom Meeting

Meeting ID

- One-time Meeting ID
- Personal Meeting ID (PMI) 931-592-0615

Video

- Host Off
- Participant Off

Audio

- Telephone
- Computer Audio
- Telephone and Computer Audio

Dial from United States

[Edit countries](#)

Meeting Options

- Require meeting password
- Recurring meeting
Note: Enable this one when choose "Recurrence"

[Advanced Options](#) ▼

5. Select your desired video, audio and meeting settings. Click **Add Zoom Meeting** to add zoom join details to the meeting.

Zoom+Outlook for Mac

In Outlook, click the “OUTLOOK” menu at the top, choose “Preferences” and then “Privacy”. Check the box that says “optional connected experiences”. This should make the Zoom add-in stay in Outlook in the event you need to restart.

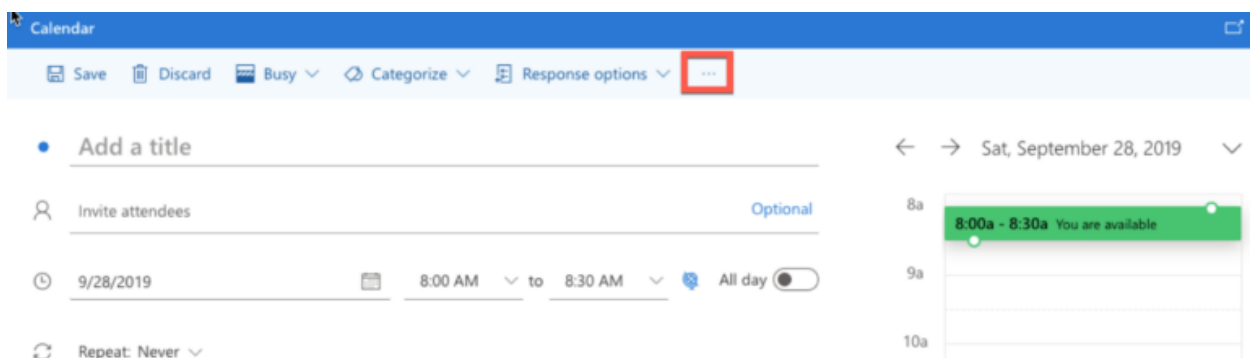
The Zoom for Outlook Add-in is accessible when composing a meeting invitation in Outlook.

1. From Outlook, create a new meeting or event. Add your invitees, set the date, time, and recurrence of your meeting, and add a location if necessary.
2. Locate and click the “Add a Zoom Meeting” button on the ribbon.
3. If you are asked to sign in, make sure you login to Zoom.
4. Configure your meeting options as desired. When finished, click “Add Zoom Meeting.”
5. The Zoom meeting will be automatically created and added to your invite. Your invite is now ready to send.

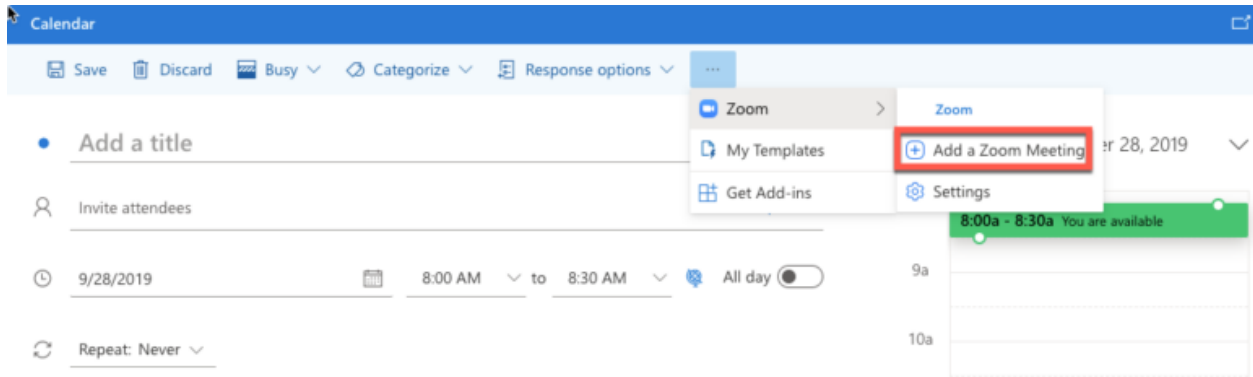
Zoom+Outlook on the Web

Open your Outlook web calendar and click **New** to create a new calendar event.

1. Enter meeting details like the title, location, and guest list.



2. Click the three dots in the top toolbar. You will see the Zoom sidebar open, prompting for your Zoom credentials.



3. Click **Zoom**.

4. Click **Add a Zoom Meeting**.

5. Sign in to your Zoom account. If you are already signed in to the Zoom web portal, it will log you in automatically.

The meeting settings will automatically populate with your [default settings in your Zoom web portal](#).

Zoom Security

Class Sessions & Office Hours

Do not post Zoom meeting links on open web pages. If you don't use Canvas, send class meeting links to students using your class mailing list.

Add a Waiting Room. The [Waiting Room](#) feature allows the host to control when a participant joins the meeting. See below for a special note below about Waiting Rooms.

[Become familiar with the Zoom security tools available to meeting hosts](#). These tools can help you manage behavior while the meeting is in progress

Consider [adding a Passcode](#) to your meetings.

Private Meetings Other than Class Sessions

Research Meetings, Staff Meetings, One-on-One Meetings

Do not post Zoom meeting links on open web pages. You shouldn't put Zoom links on your personal home page, research site, social media, or any other site that is available to the general public.

Don't use your Personal Meeting Room for group meetings. Establish unique meetings for each group.

Private meetings should be sent directly to users through the outlook, ical or google calendar while creating the event or by clicking the 3 dots next to the event and copying the invitation information and sending it via email.

Add a Waiting Room. The [Waiting Room](#) feature allows the host to control when a participant joins the meeting. See below for a special note about Waiting Rooms.

[Become familiar with the Zoom security tools available to meeting hosts.](#) These tools can help you manage behavior while the meeting is in progress.

Consider [adding a Passcode](#) to your meetings.

Public Events

Be selective about how you publicize your event. Zoom Bombers actively monitor social media for Zoom meeting links and target them for disruption. If possible, use established mailing lists or other trusted channels to publicize your event; avoid posting meeting links on Twitter or other social media. Only post your registration link; do not post the actual meeting link.

Don't use your personal meeting link or re-use the same link for multiple events. Create a new meeting for each event.

[Require registration.](#) If practical, set the registration to require manual approval. This allows the host to check for suspicious names or email addresses before the event.

Configure the meeting so that participants have video off and audio muted upon entry. You set these options when scheduling the meeting.

Verify that "Allow Removed Participants to Rejoin" is disabled in your account settings. This is set to OFF by default for SP2 users.

Have a co-host in the meeting prepared to act in case of disruptive behavior. This person should be familiar with all the controls in the [Zoom Security Toolbar](#).

For large or very important meetings, consider using a webinar. Contact [SP2 Information Services](#) for details.

Special Note About Waiting Rooms

A [Waiting Room](#) can be added to any meeting. However, settings that govern the Waiting Room will apply to all of your meetings. Waiting Room options can NOT be configured differently for each meeting.

[See details about Waiting Room settings:](#) *Users not in your account* is recommended for most teachers, especially those with large classes. Participants logged in through Penn Zoom accounts will be automatically admitted to the meeting; others will be held in a queue and can be manually admitted by the host.

When setting the Waiting Room options, consider what will work best for most of your meetings, but recognize that the settings will apply to any meeting that includes a Waiting Room.

Other Resources

[Zoom security guidance from Penn's Information Systems and Computing Best Practices for Securing your Zoom Meeting](#) guidance provided by Zoom

Calendar Synchronization with Zoom

You can set up calendar integration so that your Zoom meetings and webinars on your third-party calendar are synced to the Zoom desktop client. This provides an easy way to start or join your meetings. If a Zoom join link is not detected, the meeting will show the host information, but will also be listed as “Not a Zoom meeting” and not have a join button. Calendar integration is compatible with Google Calendar, Office 365, and Exchange.

1. Sign in to the Zoom web portal.

2. Click **Profile**.

Calendar and Contact
Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync up the calendar and contacts.

Connect to Calendar and Contact Service

3. In the **Calendar and Contact Integration** section, click **Connect to Calendar and Contact Service**.

4. Select the Office 365 service.

5. Change the [permissions for the service](#). Read/Write.

6. Click **Next**.

7. Follow the on-screen instructions to grant Zoom access to the calendar/contacts service.

Penn Office 365

1. Choose a way to authorize the calendar: Choose an authorization method. The authorization method depends organization's security requirements. Contact your internal

IT team if you are not sure which one to choose. **Authorize with OAuth 2.0** is recommended.

2. Office 365 account email address: Enter the email address associated with your Office 365 account.
3. Office 365 account email password: Enter the password associated with your Office 365 account

Scheduling Meetings

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings, except for settings that an administrator has locked for all users in the account or for all members of a specific group.

- Schedule from the Zoom desktop client or mobile app
- Schedule from the Zoom [web portal](#)
- [Schedule for someone else](#) – PDF Guides for Executive Assistants ([Outlook](#), [Google](#))

For instructions on scheduling using add-ins and extensions, see:

- [Scheduling from the Outlook add-in](#)
- [Scheduling from the Chrome Google extension](#)
- [Scheduling from the Firefox extension](#)

Note:

- Your scheduler settings are synced from the [Zoom web portal](#).
- The asterisk (*) means your admin can restrict access to the setting/options, or the setting has additional prerequisites. These settings may not be visible. Click the relevant embedded links for more information.
- If you set up [calendar and contacts integration](#), install the [Zoom add-in](#) for your calendar service for a better experience. When scheduling or editing meetings, use your third-party calendar service instead of the Zoom desktop client.

Breakout Rooms

More information is available [here](#). A video tutorial is available [here](#).

Joining a Breakout Room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.



3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.

You have been assigned to Breakout Room:

Breakout Room 2

Join Breakout Room

4. Click **Join Breakout Room**. You will have access to full [controls](#) similar to the meeting.

Self-Selecting a Breakout Room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.



1. Click the **Breakout Rooms** option in your meeting controls. This will display the list of open breakout rooms created by the host.
2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

Asking for Help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.



1. Click **Ask for Help** in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

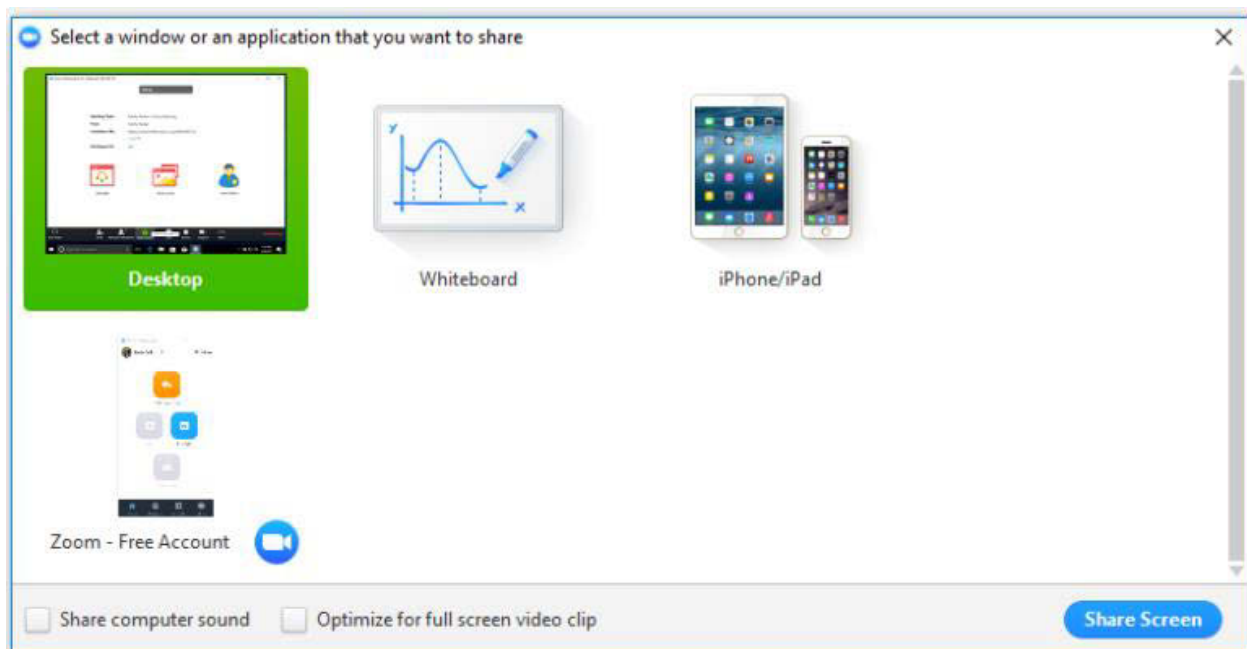
Creating & Managing Breakout Rooms

For more information on Creating, Assigning, Opening/Closing, and Broadcasting messages to Breakout Rooms, please click [here](#).

Screen Sharing



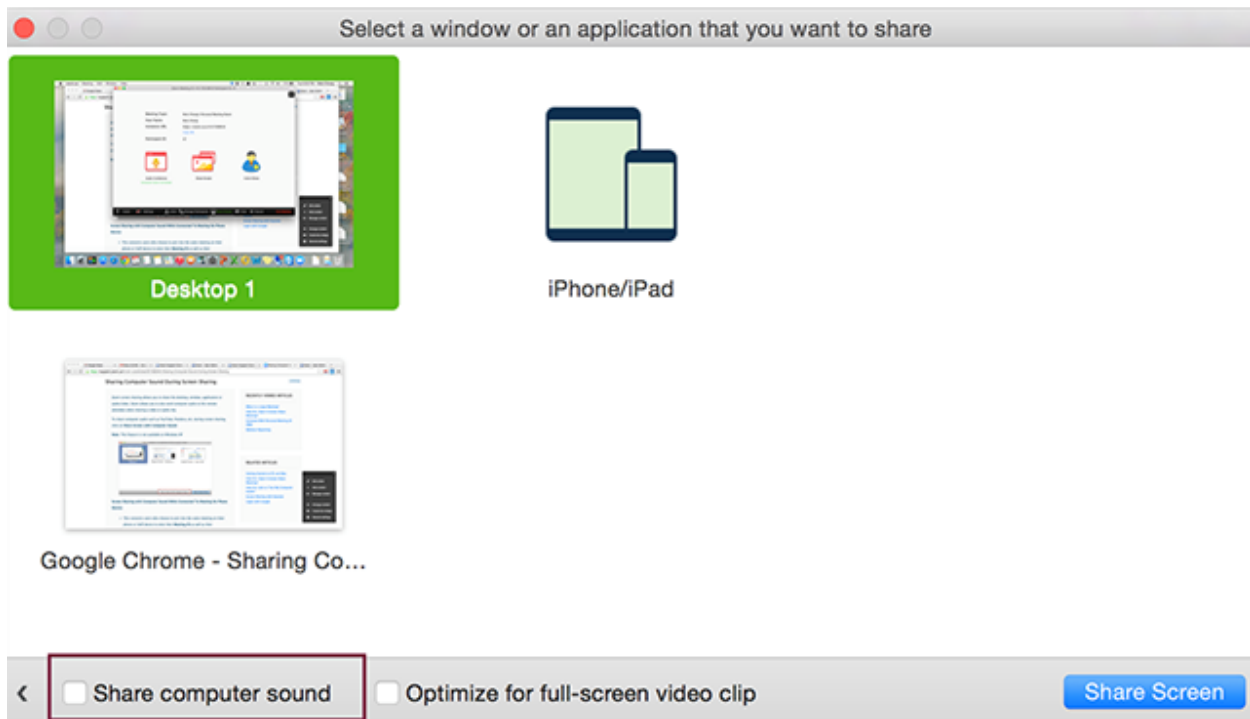
1. Click the “Share Screen” button located in your meeting tool bar.



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

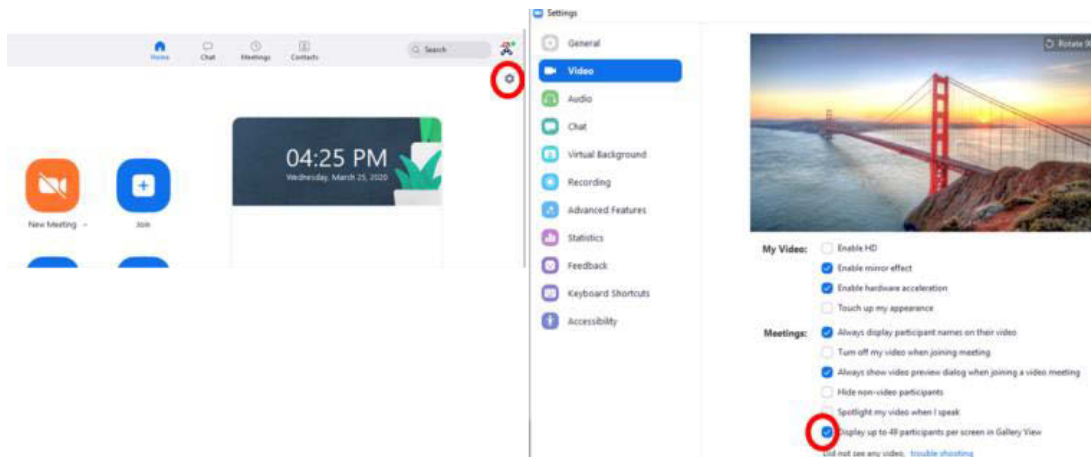


4. To share computer audio such as YouTube, Pandora, etc. during screen sharing, click on **Share Computer Sound**.

Video Layouts (including Display up to 49 participants)

More information is available [here](#). A video tutorial is available [here](#).

You can have [Zoom display](#) up to 49 participant cameras on the Gallery view screen at one time but you will need to toggle this setting on. Otherwise, the default setting is 25 video cameras. This is a per User setting not a Meeting setting.



Recording

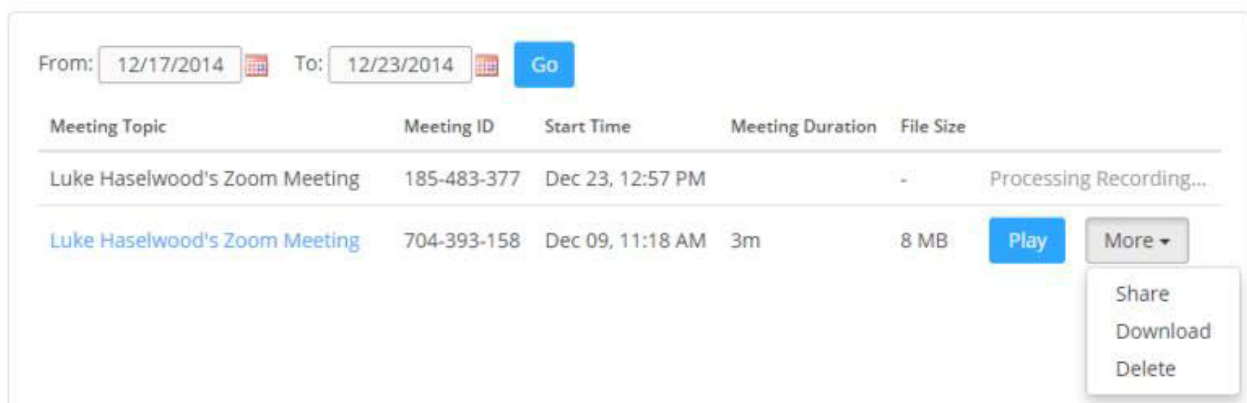
Starting a Zoom Recording to the Cloud

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

My Recordings



The screenshot shows the 'My Recordings' interface. At the top, there are date filters for 'From: 12/17/2014' and 'To: 12/23/2014' with a 'Go' button. Below is a table with the following data:

Meeting Topic	Meeting ID	Start Time	Meeting Duration	File Size
Luke Haselwood's Zoom Meeting	185-483-377	Dec 23, 12:57 PM	-	Processing Recording...
Luke Haselwood's Zoom Meeting	704-393-158	Dec 09, 11:18 AM	3m	8 MB

For the second recording, there is a 'Play' button and a 'More' dropdown menu with options for 'Share', 'Download', and 'Delete'.

The recorded meeting can be seen by logging in to your account and selecting the [My Recordings page](#).

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.

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.

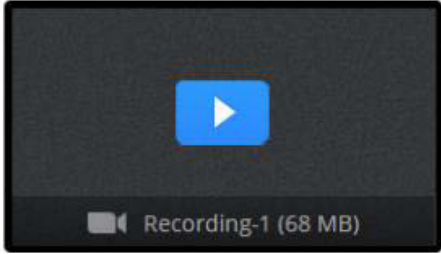
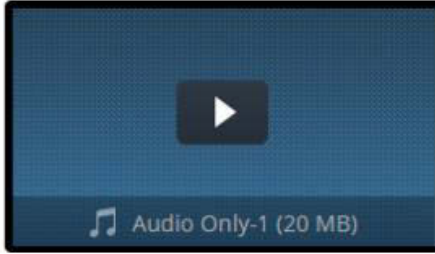
Protecting Cloud Recordings

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.

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

Accessed this month:	24 /999	Accessed this month:	0 /999		
					
Download	Share	Delete	Download	Share	Delete

2. Select the Share link under the recording you wish to password protect.

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

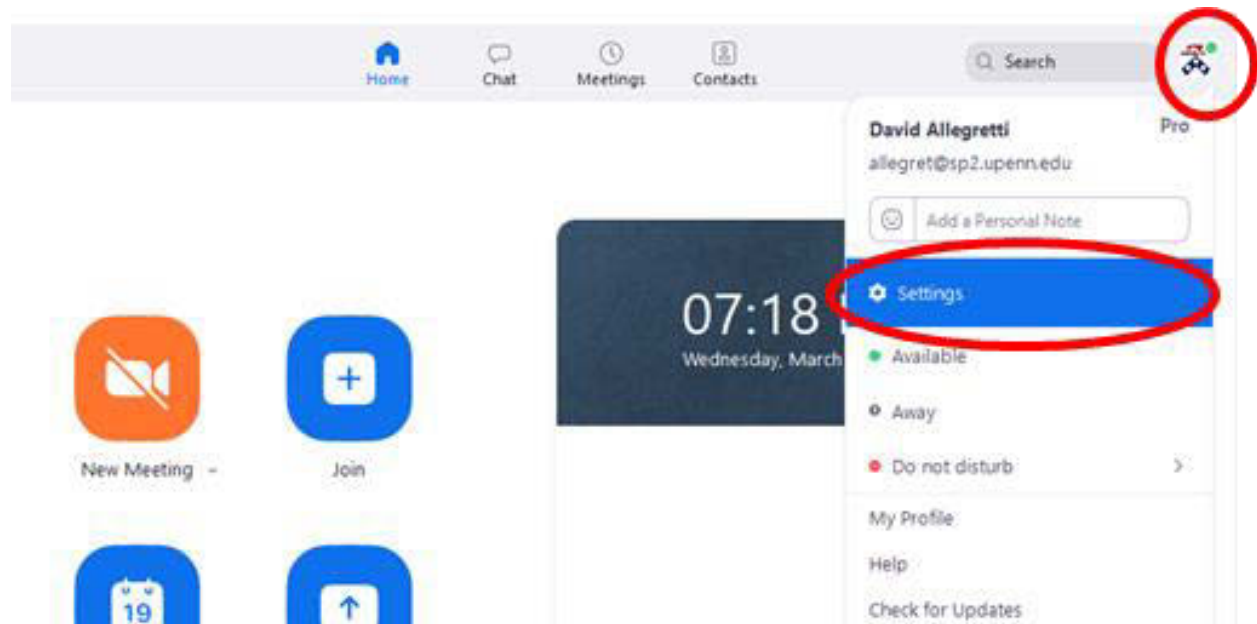
Enable Access Password

Select, copy and paste recording links.

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

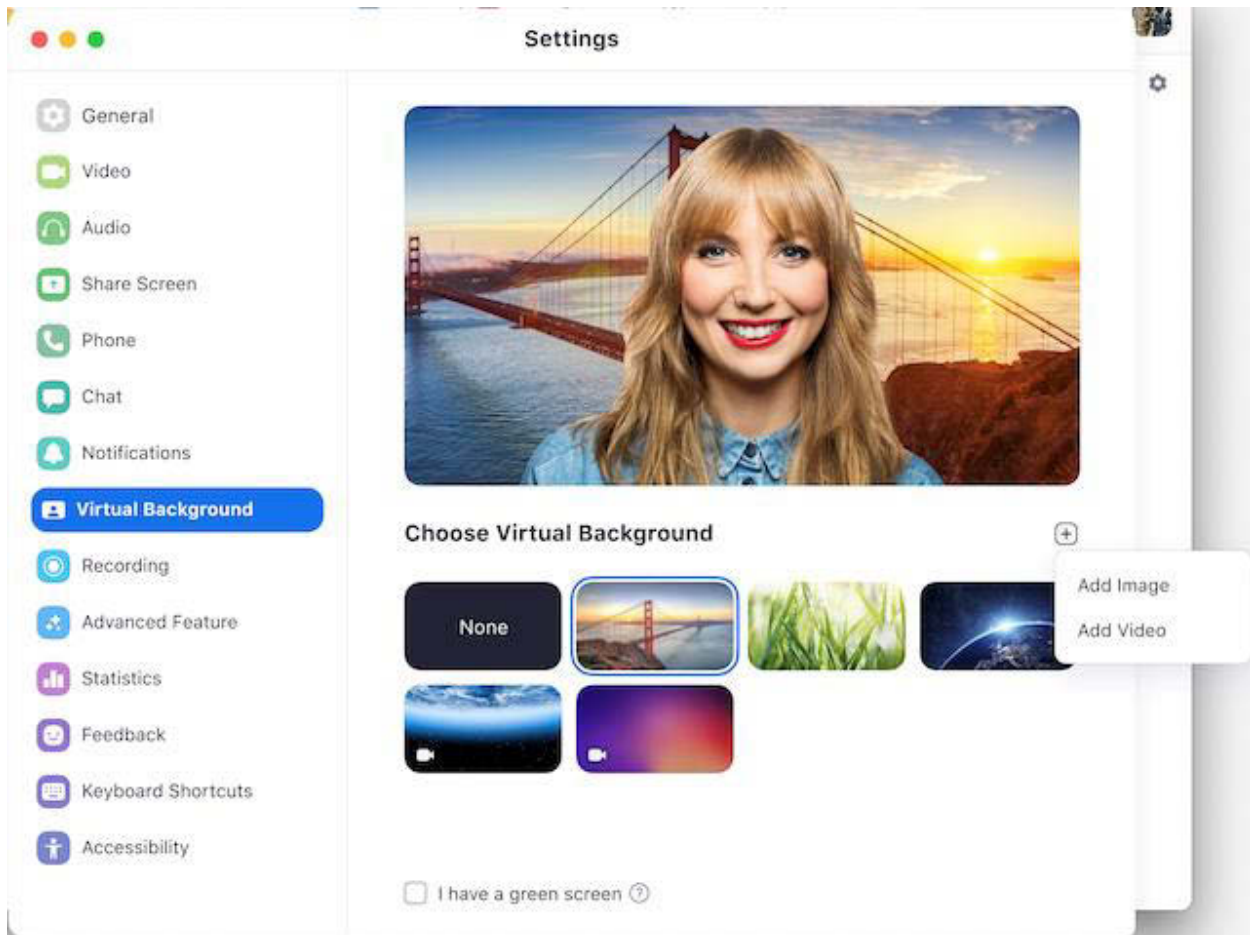
Virtual Backgrounds

1. Sign in to the [Zoom desktop client](#).

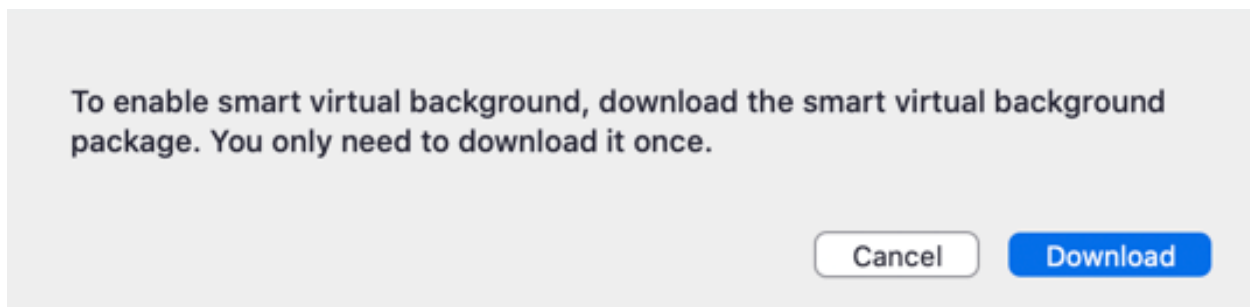


2. Click your profile picture then click **Settings**.

3. Select **Virtual Background** on the left side.



4. Click on an image to select the desired virtual background or add your own image by clicking + and choosing if you want to upload an image or a video.



5. If prompted, click **Download** to download the package for virtual background without a green screen.

Notes:

- Ensure that you are using a solid background color.
- After you select an option, that virtual background will display during your meetings.
- To disable Virtual Background, choose the option **None**.

Alternative Host vs. Cohost

Alternative Host

When scheduling a meeting, the host can designate another Licensed user on the same account to be the alternative host. The alternative host can start the meeting on the host's behalf. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting. If this email notification is disabled in the Zoom web portal, the alternative host will not receive an email to start the meeting.

If you're not sure that alternative host is right role for you, learn about [roles in a meeting](#).

Co-host

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

To Assign a Co-host, review instructions [here](#).

Co-hosts do not have access to the following controls, as they are only available as host controls in a meeting:

- Start [closed captioning](#) and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#).

Polling

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

More information is available [here](#). A video tutorial is available [here](#).

Spotlighting

Spotlight video puts up to nine participants as the primary active speakers for all participants, and participants will only see these speakers. This feature is often used to spotlight a keynote speaker. More information is available [here](#).

FAQ's

[Test your video camera.](#)

[Test your audio.](#)

[Audio Echo in meeting.](#)

[Mute-Unmute audio.](#)

What is the difference between a Webinar and Meeting? [Comparison](#)

How do I host a Webinar? Contact sp2help@sp2.upenn.edu to obtain a Webinar license.

How do I hide my camera view during a meeting? [Hide self display.](#)

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.](#)

How do I find my recordings? — By default, local recordings are saved to your documents folder. Cloud recordings can be found on the [Recording](#) page of your Zoom web portal. [Learn more about locating your recording.](#)

Zoom Documentation, Resources, and Self-Help Tutorials

[How to Zoom, Youtube Channel](#)

[Zoom 101: Breakout Rooms](#)

[Zoom 101: Polling \(In-Meeting\)](#)

[Zoom 101: Manage Participants \(In-Depth\)](#)

[Screen Share & Annotate for EDU](#)

[How to Use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times](#)

[Comprehensive Guide to Educating Through Zoom](#)

[Zoom recorded trainings](#)

[Live Zoom training sessions \(free\)](#)

[Quick 1 minute videos](#)

[Zoom Help Center and quick start documentation](#)

What's New/Release Notes

Click **Follow** to stay up to date on the latest Zoom [releases](#).

Zoom Blog, Subscribe at <https://blog.zoom.us/>