Zoom Quick Reference

*Zoom is an easy-to-use cloud-based videoconferencing tool which works on **PC and Mac** as well as **nearly any mobile device**. This short 1-minute video succinctly explains what Zoom collaboration software enables:*
https://youtu.be/BGH1y70zSkg

How to Join an Already-Scheduled Meeting *(this is what your students will be doing)*
1. Click the meeting URL (often found in an email, D2L link, or calendar invite).
2. The system will auto-detect what device you're using and prompt you to install whatever app, viewer, or plug-in is needed for the particular device you're using (so be sure to say "yes" or accept any recommendations).

How to Schedule a Meeting
1. Launch the Zoom app
2. Choose "Schedule"
3. Set your preferences:
    - **Recurring:** Is this a one-time meeting or will you use the link again and again for future sessions?
    - **Password:** This is now required. You cannot turn this off.
    - **Video:** In most cases you will want video for host and participants enabled
    - **Audio:** Unless you have a reason to limit options, choose "both."
    - **Calendar:** If scheduling a class session, choosing Other Calendar will simply provide you the text you can copy and paste into D2L or an email to your students
    - **Join Before Host (found in Advanced Options):** Enable if you want students to be able to meet before you arrive or when you're not available
    - **Automatically record meeting (found in Advanced Options):** If you are going to record your class sessions so others who can't attend or who have connection issues don't miss out, this is a great way to make sure you don't forget to click the record button. Choosing "In the cloud" is the easiest way to go. (See more information here about recording class sessions)
4. Click "Schedule," which opens up the meeting information or the calendar invite.

How to Share a Document or Your Screen
1. While in a Zoom session, move mouse over the interface to reveal tools, then click "Share Screen."
2. Choose either your full desktop or any specific program which is available among the ones available.
    On many devices, a program needs to be showing (not merely minimized) in order to be available to select.
3. Begin sharing.
    If what you plan to share has sound (such as YouTube, a video, etc.), make sure you select "Share Screen with Computer Sound" to enable that.
4. When done sharing, click "stop sharing" (on the red bar near the top).

For Help with Zoom, contact Support:

support@washburn.edu or (785) 670-3000