

zoom BASICS

A Guide to The University of Trinidad and Tobago's (UTT) Primary Video Conferencing Tool

Brought to you by:

The Learning Centre (TLC)

<https://u.tt/tlc>

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WHAT IS ZOOM?

ZOOM is The University of Trinidad and Tobago's (UTT) official video conferencing platform for unified communication needs. It amalgamates cloud video conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. **ZOOM** allows faculty, students, and staff at the University to connect in real time. It can be used from any computer, laptop, tablet, or phone, and it works on PC, Mac, Android and iOS devices from any location. Use your UTT email address to sign up and get started with **ZOOM**!

*You can connect to **[almost]** everything, **[almost]** everywhere, from **[almost]** any device.*

WHAT MAKES ZOOM DIFFERENT?

ZOOM is self-serve and it allows you to:

- Sign up for a **ZOOM** account **YOURSELF!**
- Host a **ZOOM** meeting or class **YOURSELF!**
- Schedule a **ZOOM** meeting or class **YOURSELF!**
- Record your **ZOOM** meeting or class **YOURSELF!**

ZOOM is geared for the virtual space:

- Video breakout rooms;
- Screen share documents;
- Group messaging;
- Annotation and co-annotation;
- White boarding;
- Raise hand;
- Photos and video clips;
- iPhone/ iPad screen share with iOS mirror.

ZOOM is best known for its:

- Small footprint; small installer file, low PC resource utilisation;
- Ease of use;
- Reliability;
- Robustness;
- High flexibility.

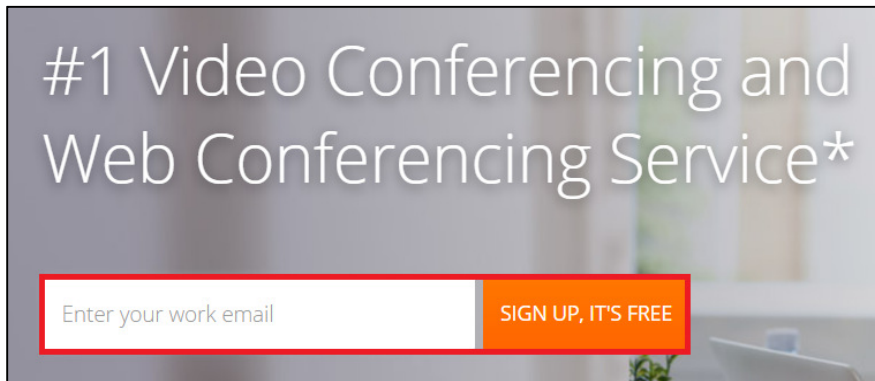
GETTING STARTED

ZOOM HOW TOs

HOW TO - SIGN UP FOR A UTT **Zoom** ACCOUNT

1. Open an internet browser and type <https://utt.zoom.us> in the URL bar.

2. Enter your UTT email address and click the orange **“Sign Up, It’s Free”** button.

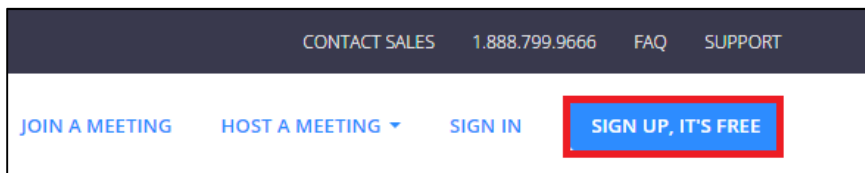
A screenshot of the top section of the Zoom website. It features a blurred background image of a person in a meeting. The text "#1 Video Conferencing and Web Conferencing Service*" is displayed in a large, white, sans-serif font. Below this, there is a white input field with the placeholder text "Enter your work email" and an orange button to its right with the text "SIGN UP, IT'S FREE".

#1 Video Conferencing and Web Conferencing Service*

Enter your work email

SIGN UP, IT'S FREE

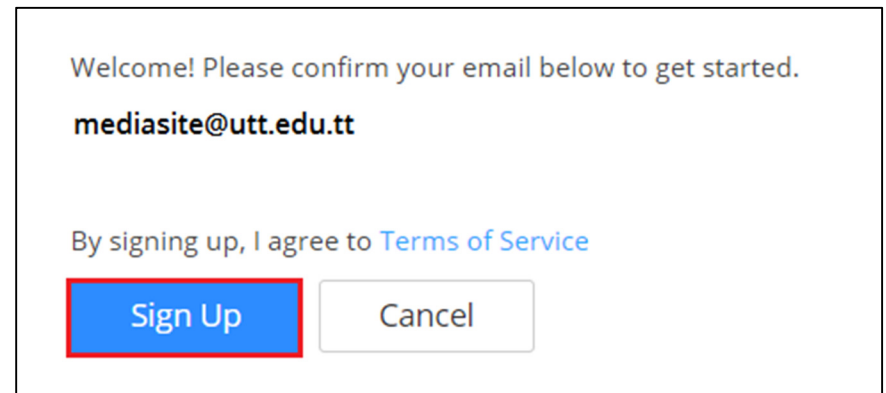
3. Alternatively, you can click on the blue **“Sign Up, It’s Free”** button on the top right hand corner of the page.

A screenshot of the Zoom website's navigation bar. It has a dark blue header with links for "CONTACT SALES", "1.888.799.9666", "FAQ", and "SUPPORT". Below this is a white bar with links for "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a blue button with a red border labeled "SIGN UP, IT'S FREE".

CONTACT SALES 1.888.799.9666 FAQ SUPPORT

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

4. Confirm your email by clicking the blue **“Sign Up”** button in the notification window.

A screenshot of a confirmation email window. It contains the text "Welcome! Please confirm your email below to get started." followed by the email address "mediasite@utt.edu.tt". Below this, it says "By signing up, I agree to Terms of Service". At the bottom, there are two buttons: a blue "Sign Up" button with a red border and a white "Cancel" button.

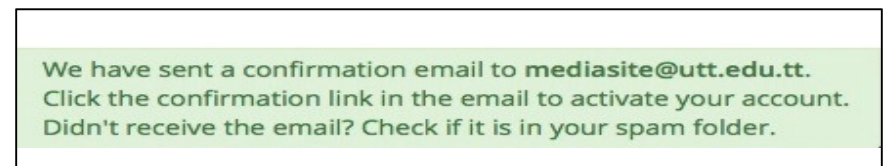
Welcome! Please confirm your email below to get started.

mediasite@utt.edu.tt

By signing up, I agree to [Terms of Service](#)

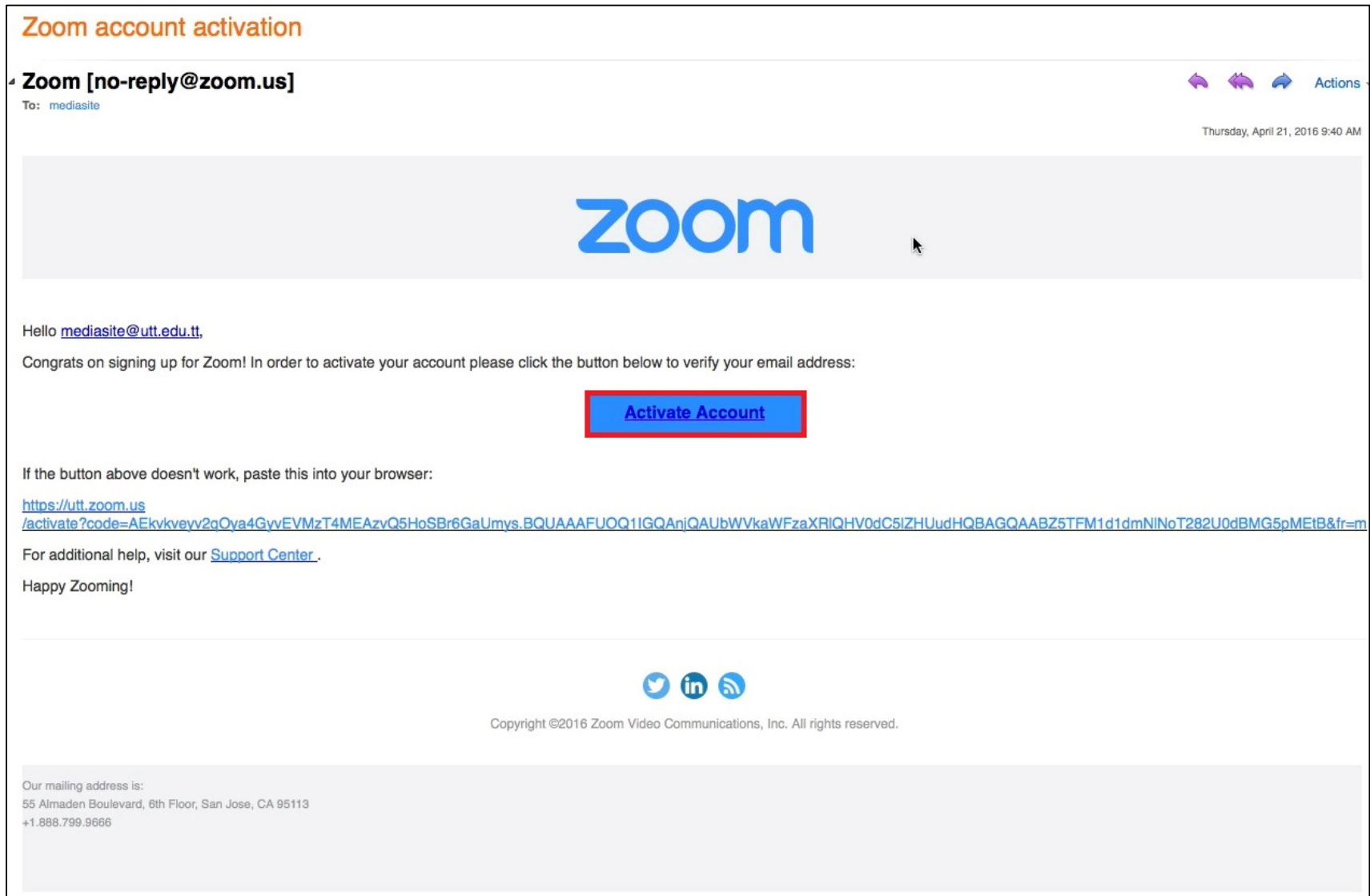
Sign Up Cancel

5. A notification will appear informing you that a confirmation email has been sent to your UTT email.

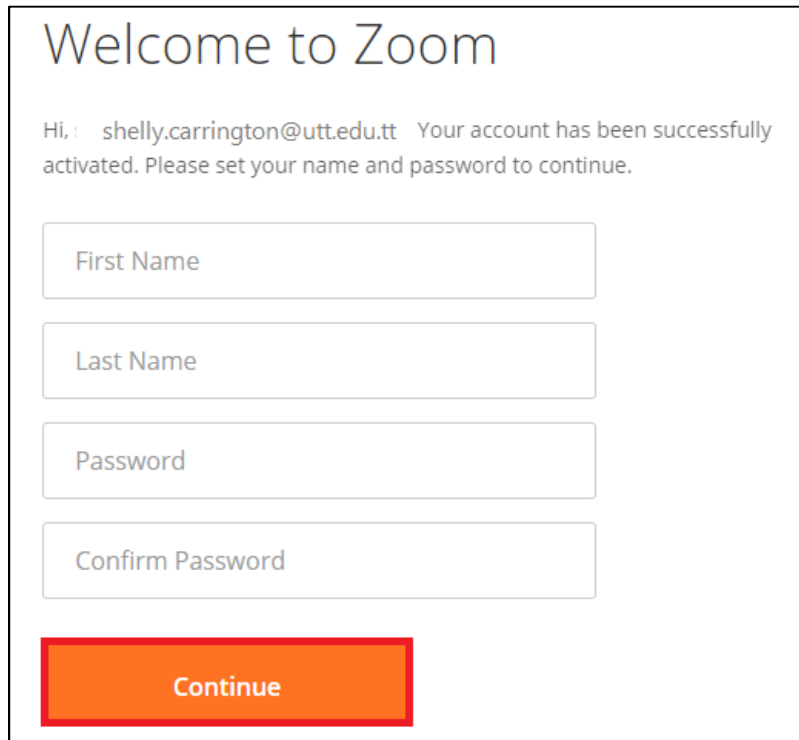
A screenshot of a green notification box. It contains the text "We have sent a confirmation email to mediasite@utt.edu.tt. Click the confirmation link in the email to activate your account. Didn't receive the email? Check if it is in your spam folder.".

We have sent a confirmation email to mediasite@utt.edu.tt. Click the confirmation link in the email to activate your account. Didn't receive the email? Check if it is in your spam folder.

6. Final confirmation will occur once you validate your email address. Go to your UTT email and open the email sent by **Zoom** and click the “**Activate Account**” button. Alternatively, you can paste the link into your browser.



7. Enter your name and password. The password strength is displayed to the right of the password you entered.



Welcome to Zoom

Hi, shelly.carrington@utt.edu.tt Your account has been successfully activated. Please set your name and password to continue.

First Name

Last Name

Password

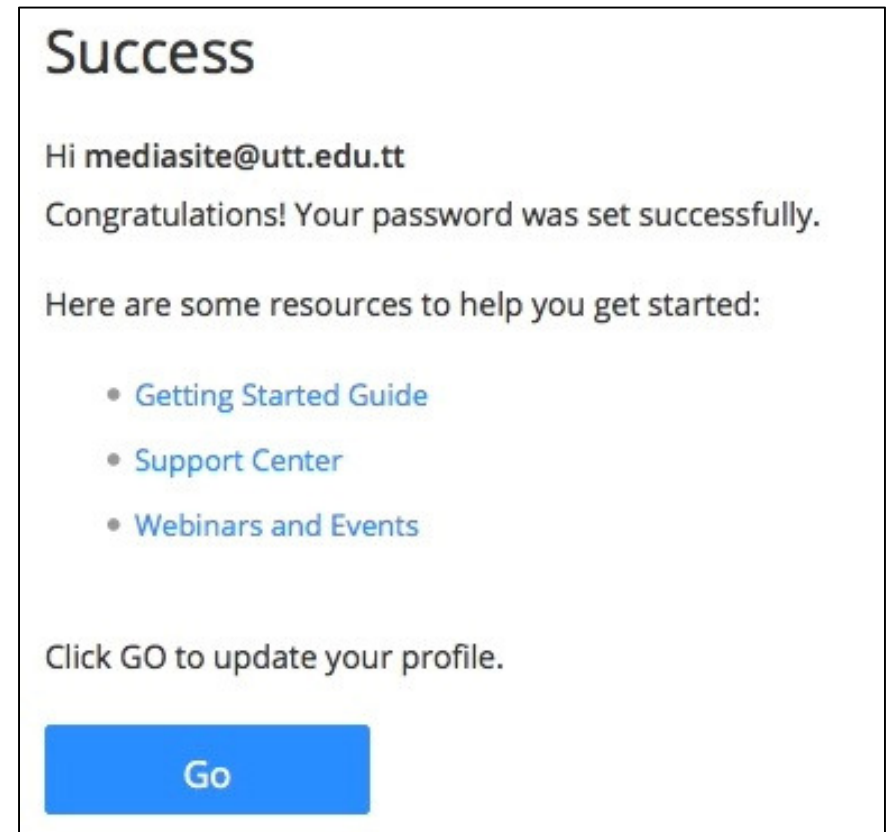
Confirm Password

Continue

The password requirements for **Zoom** accounts are:

- Must be at least six (6) characters;
- Cannot contain only one (1) character (i.e., "111111" or "aaaaaa");
- Cannot contain consecutive characters (i.e., "123456" or "abcdef").

8. You're done! Fill in your personal information and have productive meetings and class sessions without leaving your home or office.



Success

Hi mediasite@utt.edu.tt

Congratulations! Your password was set successfully.

Here are some resources to help you get started:

- [Getting Started Guide](#)
- [Support Center](#)
- [Webinars and Events](#)

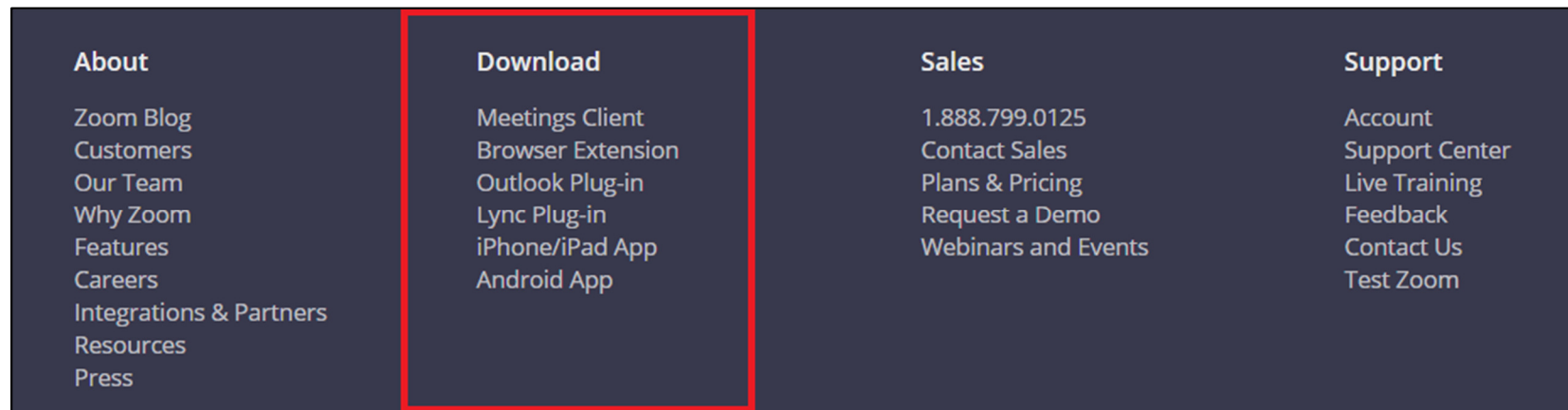
Click GO to update your profile.

Go

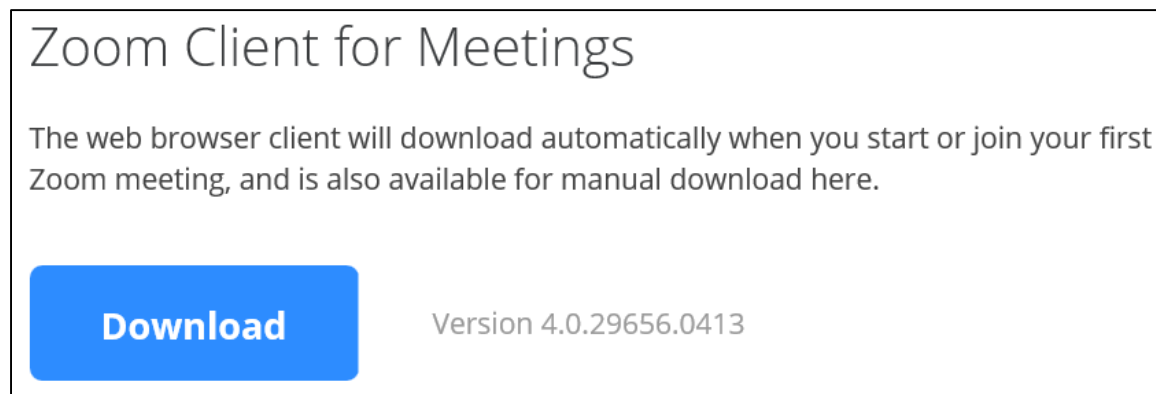
HOW TO - DOWNLOAD THE ZOOM SOFTWARE

Before you can use **ZOOM** for your meetings or class sessions, you must install the **ZOOM** software or applications for your device(s). It's quick and easy!

1. Click on the download footer link at <https://utt.zoom.us> to access **ZOOM**'s Download Center.



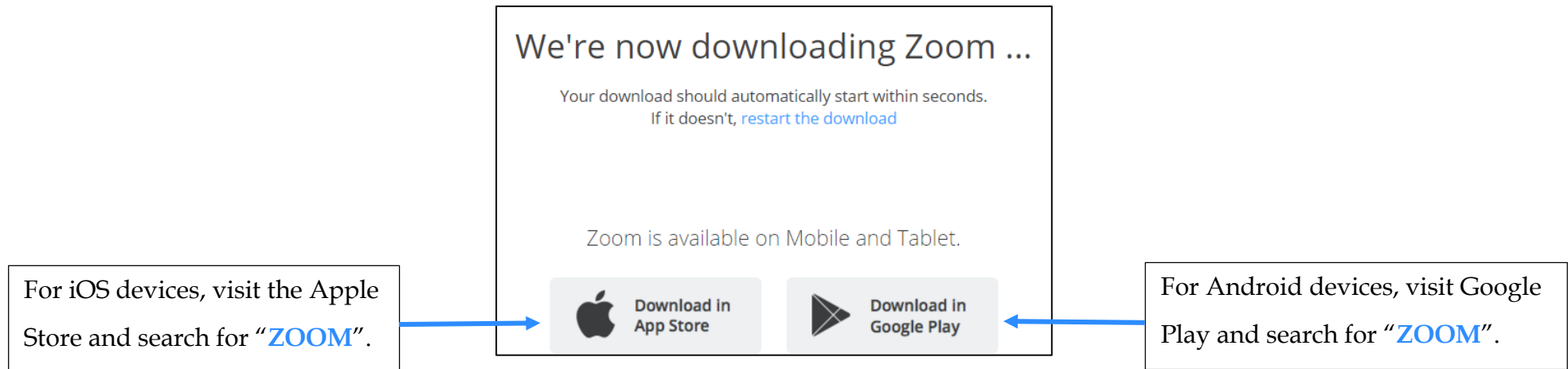
2. In the Download Center, under **Zoom** Client for Meetings, click the **"Download"** button.



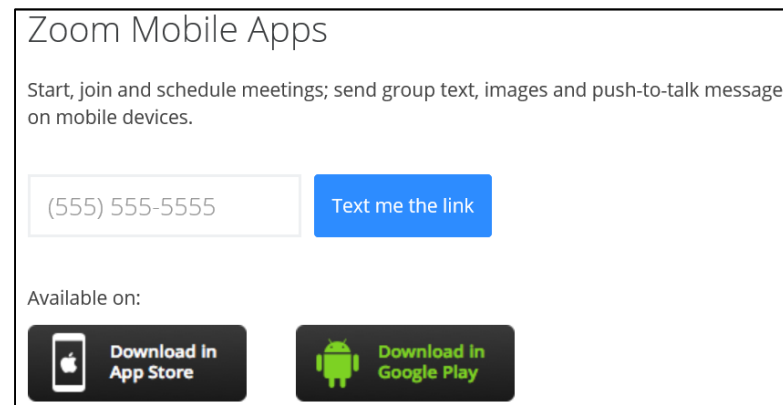
3. Alternatively, you can click on the following link to download the software: <https://zoom.us/support/download>.

*Downloading the **Zoom** Mobile Application/ App*

- You can download the **Zoom** app for mobile devices directly from <https://zoom.us/support/download>.

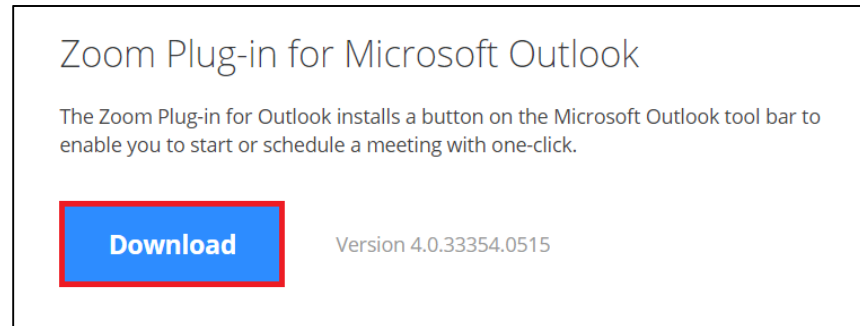


- Alternatively, you can download the apps in **Zoom**'s Download Center via the following link: <https://zoom.us/download>.

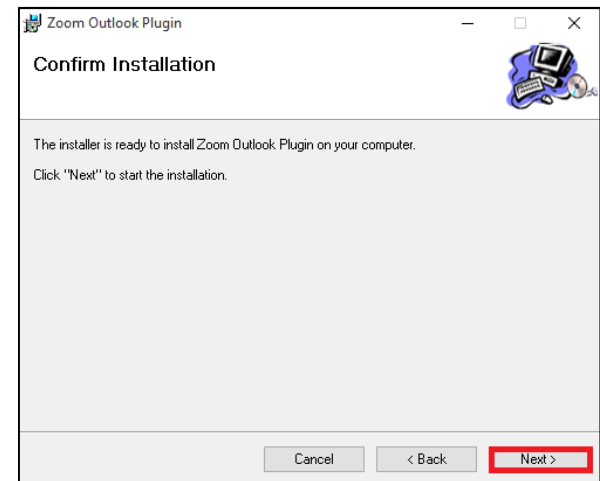
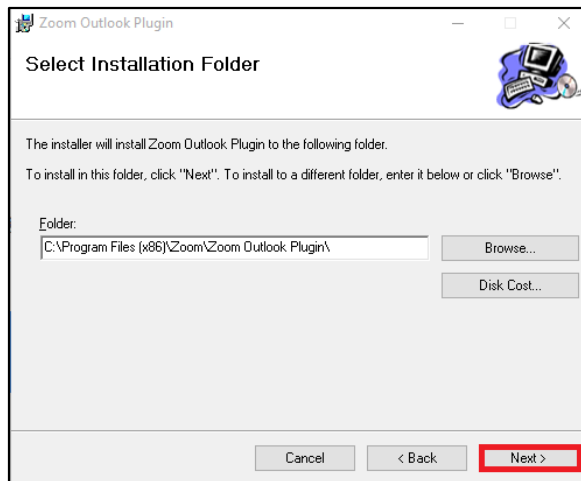
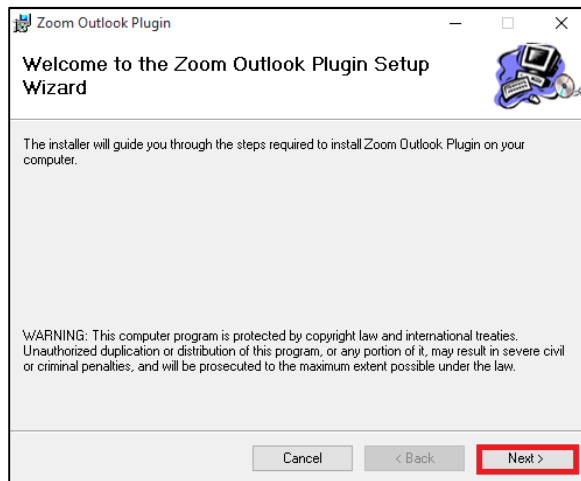


Downloading the **ZOOM** Outlook Plugin

1. Go to <https://zoom.us/download>.
2. Download the **ZOOM** Microsoft Outlook Plugin from the Download Center.



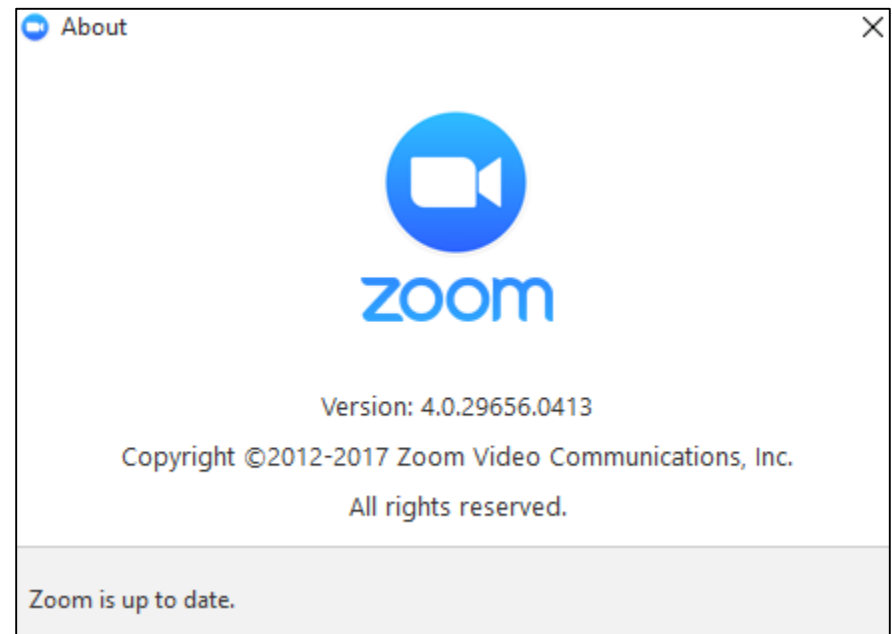
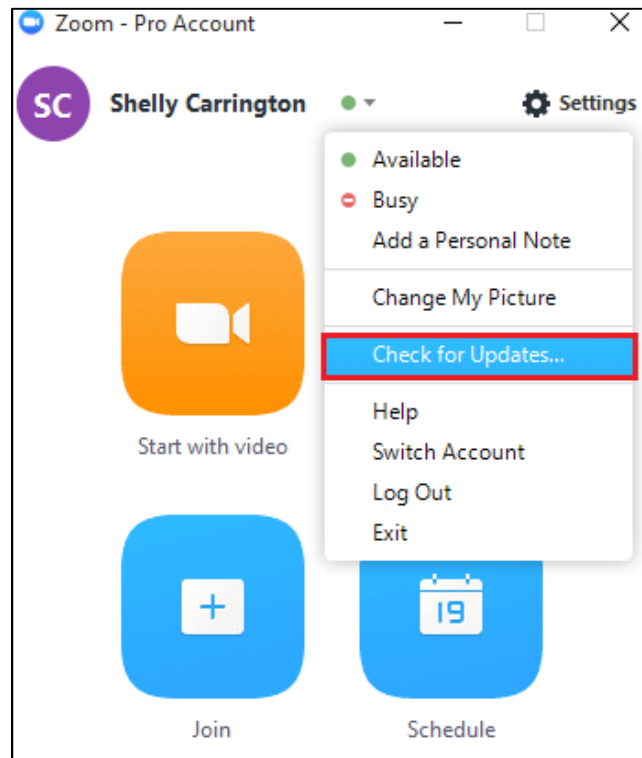
3. Run the MSI file and follow the install wizard to complete the installation. Restart Outlook before using the Plugin.



HOW TO - UPDATE ZOOM

ZOOM provides a pop-up notification when there is a new update within twenty-four (24) hours of logging in. In order to access the new and updated features, it is necessary to update to the latest version of **ZOOM**.

1. Once you have logged into the **ZOOM** app, click on the down arrow icon adjacent to the profile photo and name.
2. In the drop down list, select the **“Check for Updates”** option.
3. The pop up window will indicate if you have the latest version. If not, **ZOOM** will be updated.



4. Users can also manually download the latest version by:

- Accessing the download center and clicking on the “**Download**” footer link at <https://zoom.us>.

About	Download	Sales	Support
Zoom Blog Customers Our Team Why Zoom Features Careers Integrations & Partners Resources Press	Meetings Client Browser Extension Outlook Plug-in Lync Plug-in iPhone/iPad App Android App	1.888.799.0125 Contact Sales Plans & Pricing Request a Demo Webinars and Events	Account Support Center Live Training Feedback Contact Us Test Zoom

5. Users can also access the latest version of **ZOOM** directly from:

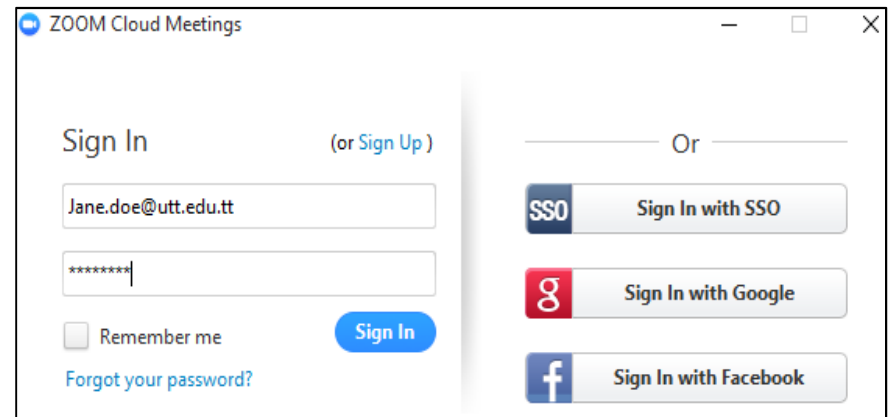
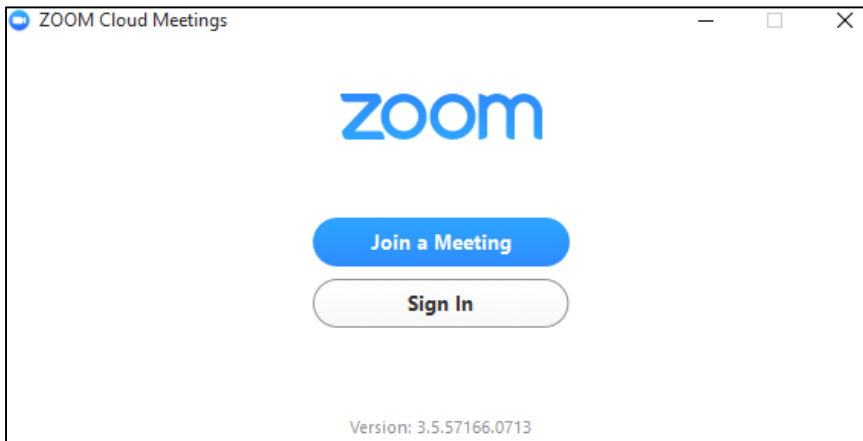
- <https://zoom.us/download>.
- <https://zoom.us/support/download>.
- <https://zoom.us/download2>.

HOW TO - SCHEDULE A ZOOM MEETING

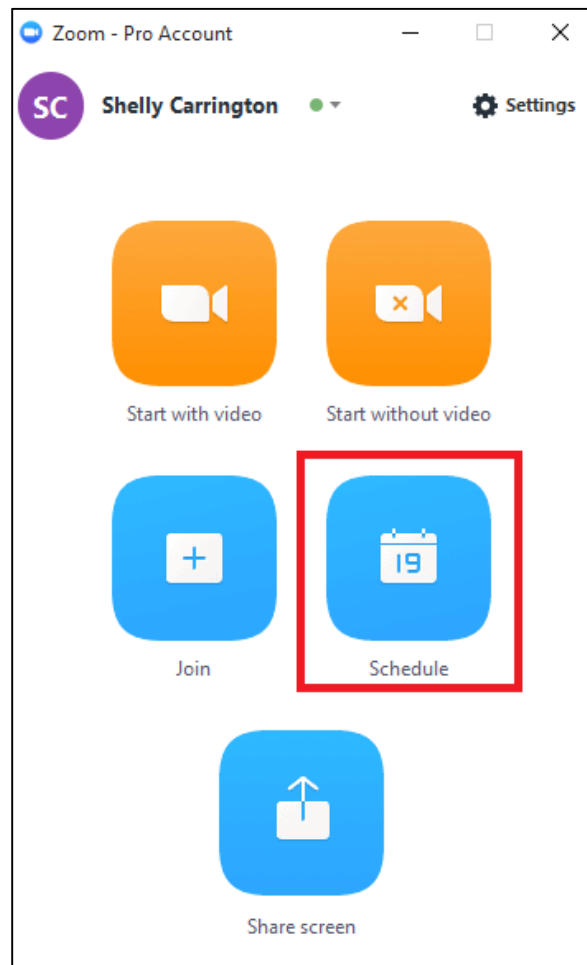
ZOOM offers multiple options to schedule a meeting. Users can schedule a meeting using the following steps.

*Scheduling from the **ZOOM** Application/ App*

1. Sign in to your account from the **ZOOM** desktop app.
2. Enter your UTT **ZOOM** login credentials.



3. Click on the **“Schedule”** icon to add your meeting information.



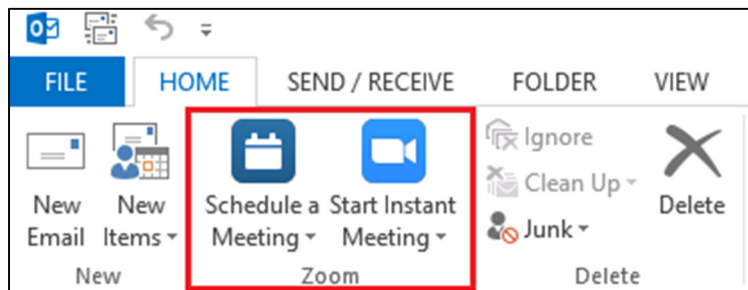
4. Set-up your future **ZOOM** meeting by including all the necessary information in the schedule window.

The image shows the 'Schedule a new meeting' window in Zoom. The window has a title bar with the Zoom logo and a close button. The main content area is divided into several sections: 'Topic' (a text field with 'Shelly Carrington's Zoom Meeting'), 'When' (a section with 'Start' date and time, 'Duration' in hours and minutes, 'Time Zone' dropdown, and a 'Recurring meeting' checkbox), 'Video (when joining a meeting)' (a section with 'Host' and 'Participants' radio buttons for 'On' and 'Off'), 'Audio Options' (a section with radio buttons for 'Telephone Only', 'VoIP Only', and 'Both'), 'Meeting Options' (a section with a 'Require meeting password' checkbox and an 'Advanced Options' dropdown), and 'Calendar' (a section with radio buttons for 'Outlook', 'Google Calendar', and 'Other Calendars'). At the bottom right, there is a blue 'Schedule' button highlighted with a red rectangular border.

5. After you have finished scheduling your meeting, click on the **“Schedule”** button located in the lower right-hand corner of the window.

Scheduling Using the **ZOOM** Outlook Plugin

1. The **ZOOM** Microsoft Outlook Plugin is designed to make scheduling a meeting in Microsoft Outlook quick and convenient; allowing you to schedule and start instant **ZOOM** meetings, as well as make existing meeting events **ZOOM** meetings. The Outlook Plugin will also sync free and busy times to the **ZOOM** Client based on your Outlook Calendar events. You must have the **ZOOM** client installed and be logged in to install the Plugin. Once you've installed the Plugin and restarted Outlook, select the **"Schedule a Meeting"** icon located in the main ribbon bar. If you do not see the **"Schedule a Meeting"** or **"Start Instant Meeting"** icons, check if they appear after creating a new appointment or calendar event.



2. In the pop-up window, select your desired meeting settings.

A screenshot of the 'Zoom - Schedule a Meeting' dialog box. The dialog has a title bar with a close button. It contains three main sections: 'Video (when joining a meeting)', 'Audio Options', and 'Meeting Options'. In the 'Video' section, 'Host' and 'Participants' are both set to 'On'. In the 'Audio Options' section, 'Both' is selected. In the 'Meeting Options' section, 'Enable join before host' is checked, while 'Require meeting password', 'Use Personal Meeting ID 701-895-2024', and 'Record the meeting automatically' are unchecked. At the bottom, there is a checkbox for 'Save and do not show again', a blue 'Continue' button, and a grey 'Cancel' button.

N.B. - Selecting **"Save and do not show again"** will make the current selections the default for all future scheduled meetings using the Outlook Plugin.

3. A calendar invitation will appear with the **Zoom** information generated automatically. Enter the invitee's email address and the date and time of the meeting, then, click **"Send"** to forward the invitation.

You haven't sent this meeting invitation yet.

To... mediasite

Subject Shelly Carrington's Zoom Meeting

Location https://utt.zoom.us/j/7018952024 Rooms...

Start time Tue 5/2/2017 10:00 AM ☐ All day event

End time Tue 5/2/2017 10:30 AM

zoom

Hi there,

Shelly Carrington is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

iPhone one-tap: (US Toll): +14086380968, 7018952024# or +16465588656, 7018952024#
Meeting URL: <https://utt.zoom.us/j/7018952024>

Join by Telephone

Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)

Meeting ID: 701 895 2024

[International numbers](#)

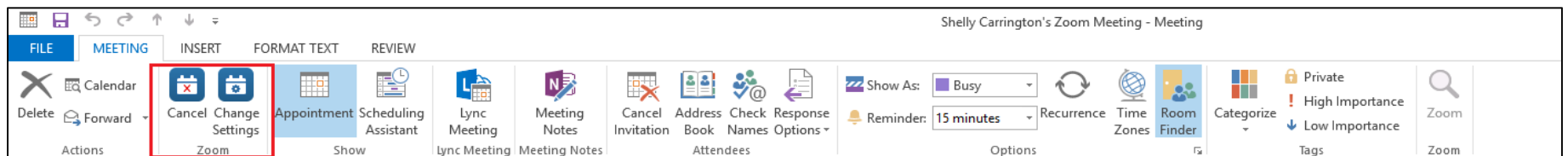
Join from an H.323/SIP room system

H.323: 162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.144.110 (EMEA)
202.177.207.158 (Australia)
209.9.211.110 (Hong Kong)

Meeting ID: 701 895 2024

SIP: 7018952024@zoomcrc.com

Note: You can cancel the scheduling process or change the meeting settings by selecting the corresponding buttons in the ribbon.

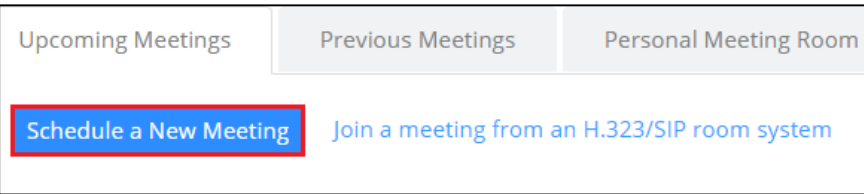
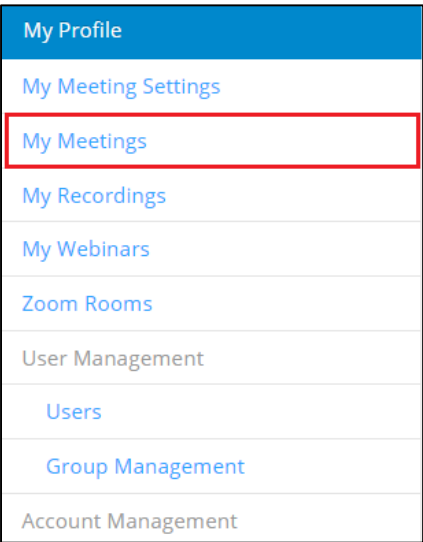


Scheduling from the **ZOOM** Web Portal

- 1. Go to <https://utt.zoom.us> and sign in using your UTT email address and password.
- 2. Click on “**My Account**” in the top-right hand corner of the web portal.



- 3. On the left-hand navigation menu select, “**My Meetings**”.
- 4. Click on the “**Schedule a New Meeting**” button.



5. When entering the meeting information, click the **“Save”** button to complete the scheduling process.

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

05/02/2017 7:00 AM

Duration

1 hr 0 min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

Registration

☐ Required

Video

Host

☒ on ☐ off

Participant

☒ on ☐ off

Audio

☐ Telephony Only ☐ VoIP Only ☒ Both

Meeting Options

☐ Require meeting password

☒ Enable join before host

☐ Mute participants upon entry [Supported versions](#)

☐ Use Personal Meeting ID 701-895-2024

☐ Record the meeting automatically

Alternative Hosts

Example: john@company.com; peter@school.edu

Save

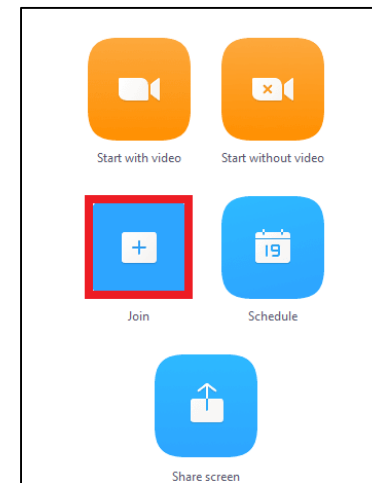
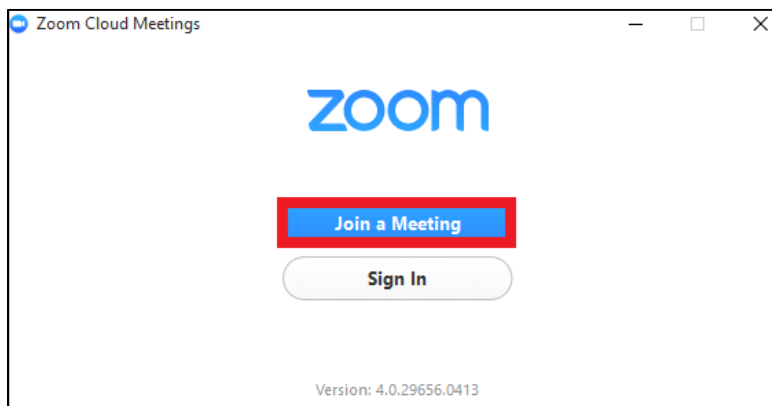
Cancel

HOW TO - JOIN A ZOOM MEETING

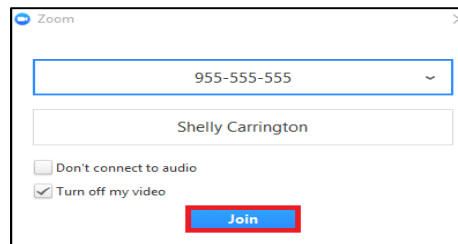
ZOOM offers multiple options to join a meeting. Users can join through an email invite, an instant messaging invite, from the browser, from the **ZOOM** desktop and mobile application.

*Joining from the **ZOOM** Desktop Application/ App*

1. Open the **ZOOM** desktop app and select the “**Join a Meeting**” button.
2. Alternatively, you can sign in to your **ZOOM** account and select the “**Join**” icon.

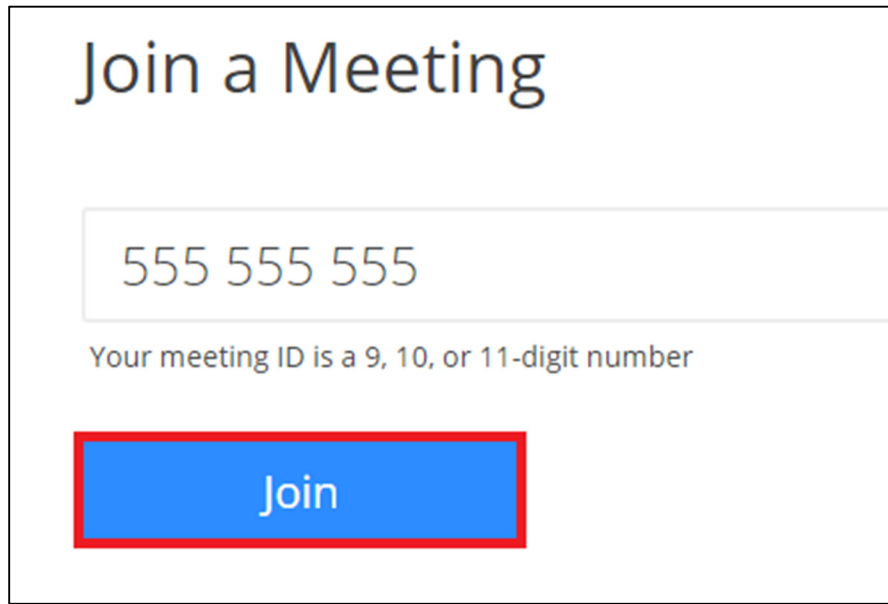


3. Enter the Personal Link Name or Meeting ID provided by the host and select your preferred audio and video settings. Then, click the “**Join**” button.



Join Via Web Browser

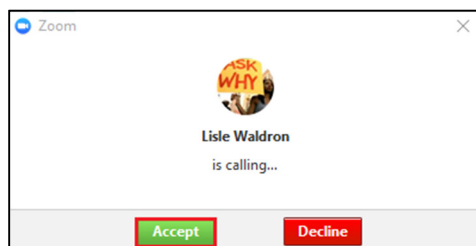
1. Open an internet browser and go to **join.ZOOM.us** and enter the Meeting ID or Personal Link Name.
2. Click the **“Join”** button.



The screenshot shows the Zoom 'Join a Meeting' web interface. At the top, the text 'Join a Meeting' is displayed in a large, dark font. Below this, there is a light gray rectangular input field containing the placeholder text '555 555 555'. Underneath the input field, a smaller line of text reads 'Your meeting ID is a 9, 10, or 11-digit number'. At the bottom of the interface, there is a prominent blue rectangular button with the word 'Join' written in white. This button is highlighted with a thick red border.

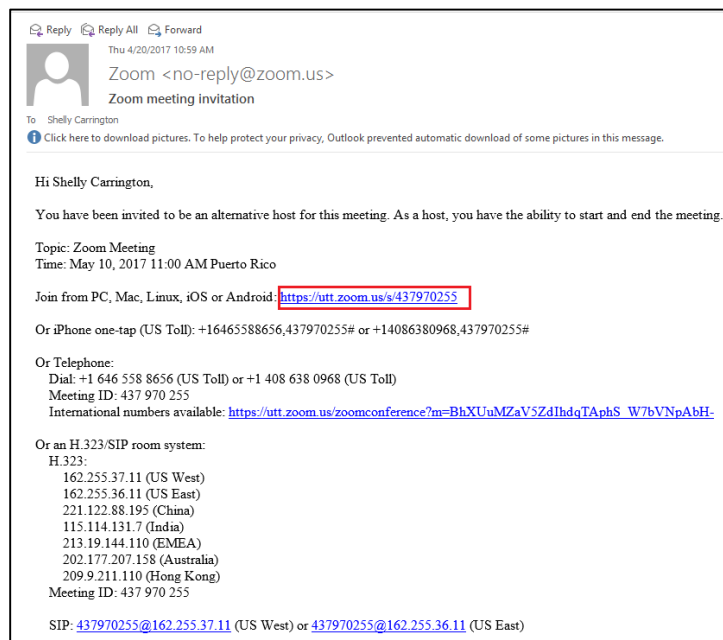
Join Via Message Request

1. A message notification with a ringtone will indicate that someone is calling.
2. Select **“Accept”** to join the meeting.



Join Via Email Invitation

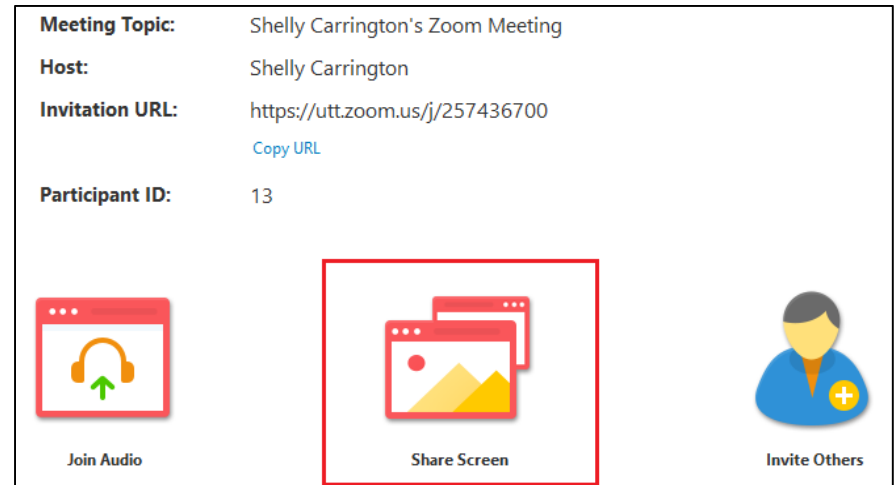
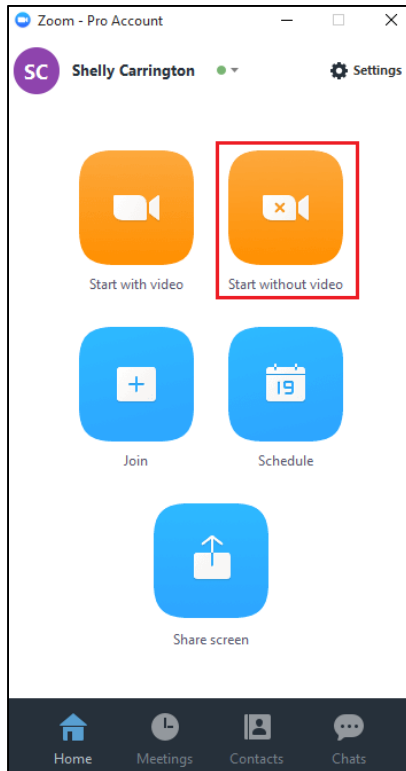
- Join by clicking on the URL link in your e-mail or calendar invitation.



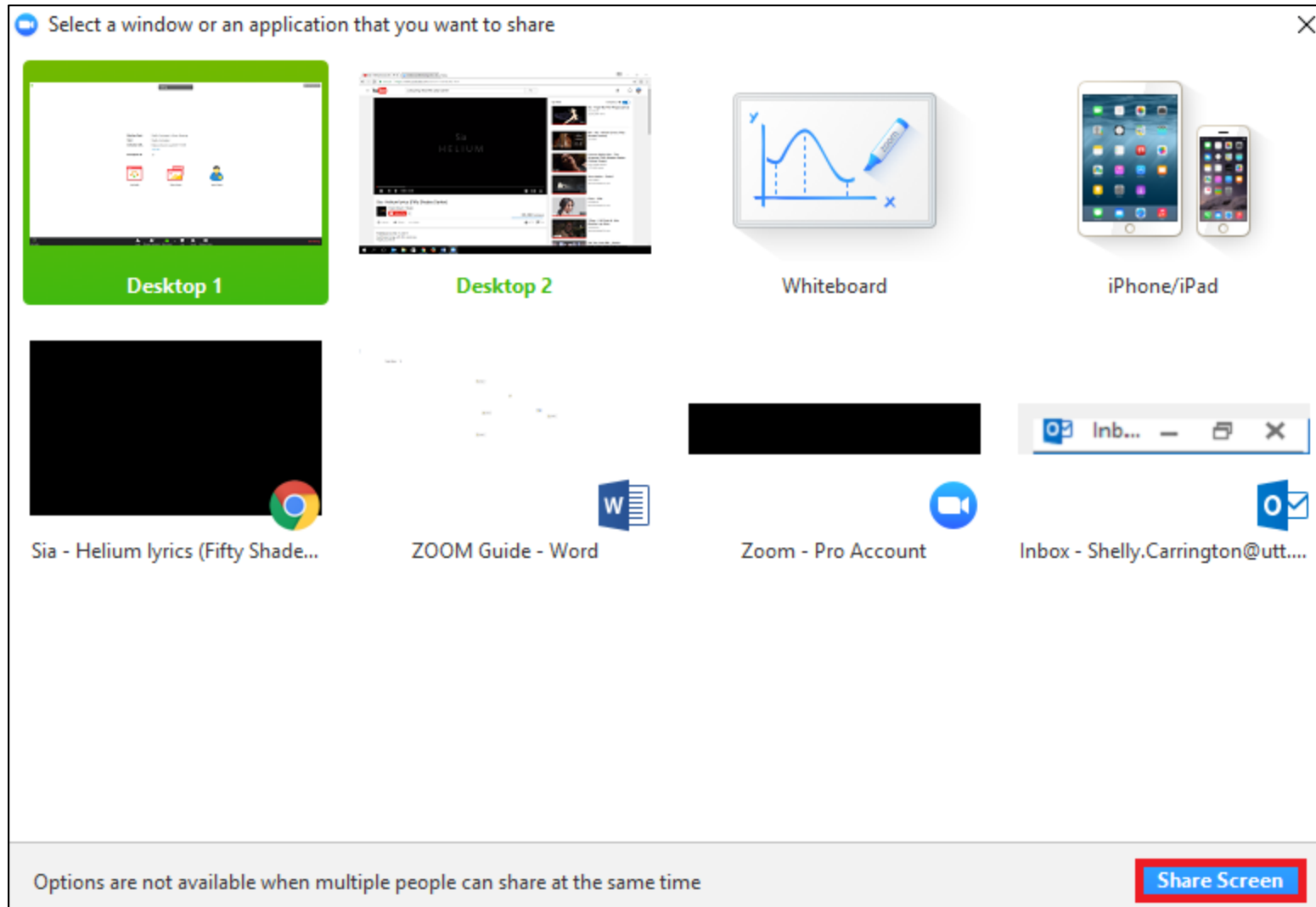
HOW TO - SCREEN SHARE IN ZOOM

Starting a Screen Share Meeting in ZOOM

1. Click on the **“Start without video”** icon in the home menu.
2. Select your preferred audio conference options. Then, click on the **“Share Screen”** icon.

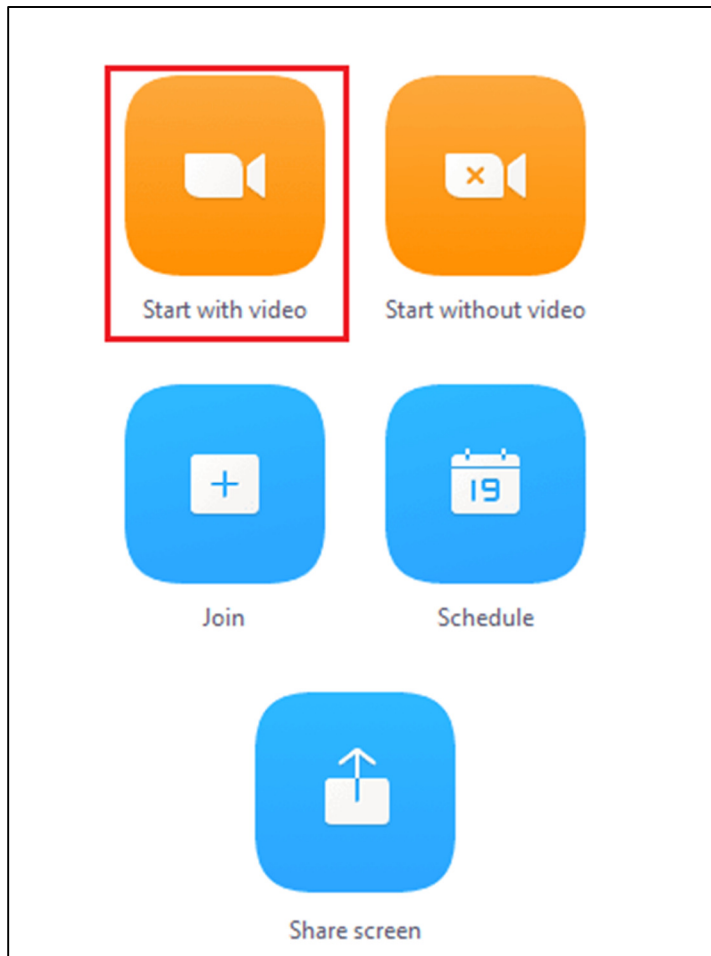


3. Select a window or an application that you want to share, then, click on the **“Share Screen”** button.

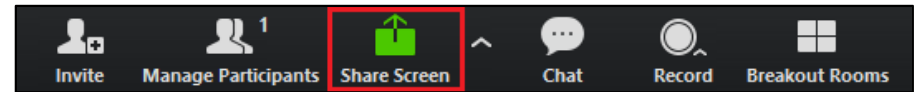


Alternatively, you can click on the **“Start with video”** icon.

1. Click on the **“Start with video”** icon.

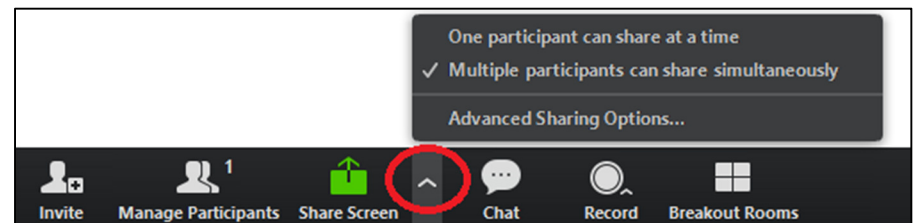


2. Click on the **“Share Screen”** icon in the meeting menu.



To enable simultaneous screen sharing:

- Click the **arrow (^)** to the right of the Share Screen icon, then, choose the **“Multiple participants can share simultaneously”** option.



ADDITIONAL RESOURCES

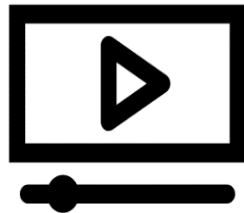
Need more information about **ZOOM**? Copy and paste the links below in an internet browser to access information from **ZOOM**'s official support centre, view **ZOOM** webinars and sign up for free **ZOOM** training.

ZOOM Support Center



<https://support.zoom.us/hc/en-us>

ZOOM Video Tutorials



<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

ZOOM Training



<https://zoom.us/livetraining>

ZOOM Webinars



<https://utt.mediasite.com/Mediasite/Catalog/catalogs/tlc-webinar-central>

ZOOM BASICS @ TLC