

# Zoom Guide

CSE 105 - Spring 2020

Host

# Creating a Meeting Via the Website - Personal

- Main page: <https://ucsd.zoom.us/>
  - Log in with your UCSD login
- Scheduled meetings
  - You can schedule new meetings that start/stop at certain times
  - Click on “Meetings” in the left panel, then “Personal Meeting Room” on the top
  - Click on “Copy the invitation” and share that information with the guests
    - Tip, if you change the meeting URL from <https://ucsd.zoom.us/j/<ID>> to <https://ucsd.zoom.us/wc/join/<ID>>, it will allow the user to join via the browser by default
  - Click “Start Meeting” to start the meeting

# Creating a Meeting Via the Website - Scheduled

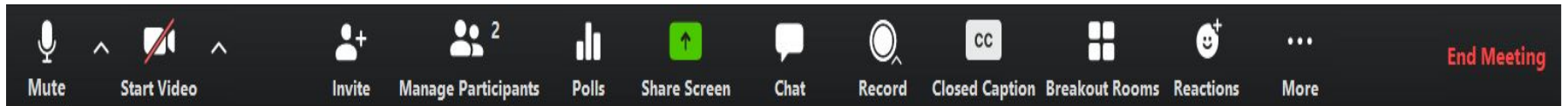
- Main page: <https://ucsd.zoom.us/>
  - Log in with your UCSD login
- Personal meetings
  - Every Zoom user has a personal meeting room (just a meeting with a constant, unique ID)
  - Click on “Meetings” in the left panel, then “Schedule a meeting”
  - Fill in the relevant information
    - There are many other default behaviors you can explore under “Settings” in the left menu
  - Save the meeting
  - The webpage will load the meeting details
  - Click on “Copy the invitation” and share that with the guests
    - Tip, if you change the meeting URL from <https://ucsd.zoom.us/j/<ID>> to <https://ucsd.zoom.us/jc/<ID>>, it will allow the user to join via the browser by default

# Host View

The screenshot displays a Zoom meeting interface from the host's perspective. At the top, a black bar contains a lock icon, a timer at 00:07:07, and a 'Speaker View' button. The main area shows two participant name cards: 'Carlos Eduardo' on the left and 'Dhiren Lad' on the right, which is highlighted with a yellow border. To the right, a 'Participants (2)' sidebar lists 'Dhiren Lad (Host, me)' and 'Carlos Eduardo (Guest)', both with muted icons. The bottom toolbar includes icons for Mute, Start Video, Invite, Manage Participants (2), Polls, Share Screen, Chat, Record, Closed Caption, Breakout Rooms, Reactions, and More. A red 'End Meeting' button is in the bottom right. A secondary toolbar on the right side of the screen offers reaction options: yes, no, go slower, go faster, more, and clear all.

# Toolbar as a Host

- Full information here: <https://support.zoom.us/hc/en-us/categories/200101697>
- Mute: mute and unmute yourself
  - Includes options to test your audio
- Start video: start and stop your own video
- Manage participants: shows a list of all participants, shows any reactions they have clicked, allows you to force mute participants, etc.
- Polls: allows you to create polls that you can present during the meeting (easiest to create them beforehand)
- Share screen: allows you to share your entire screen, specific applications, or start a whiteboard
- Chat: shows the ongoing chat with all participants
- Record: start and stop recording the meeting (you can either record to the cloud, in which case you get a link to the recording, or you can record to a local file)
- Reactions: indicators such as “Yes”, “No”, “Slow down”, “Go faster”, etc.



# Sharing Your Screen

The screenshot shows a Zoom meeting in progress. The Zoom toolbar at the top includes options like Mute, Start Video, Manage Participants, Polls, New Share, Pause Share, Annotate, Remote Control, and a red 'Stop Share' button. A context menu is open over the 'Stop Share' button, listing various options: Chat (ALT+H), Breakout Rooms, Invite (ALT+I), Record on this Computer (ALT+R), Record to the Cloud (ALT+C), Closed Caption, Disable participants annotation, Show Names of Annotators, Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Live on Facebook, Live on Workplace by Facebook, Live on YouTube, Share computer sound, Optimize Share for Full-screen Video Clip, and End Meeting (ALT+Q). The background shows the Overleaf interface with a LaTeX document titled 'The Universe'.

- Modified toolbar when you start sharing your screen
- Can still view the chat, participants, recording options, etc.
- Click on the red “Stop Share” to return to the original view and stop sharing your screen
- Remote control: allows a guest to request access to control the computer of the person sharing their screen (can be useful, but use with caution!)

Participant



# Joining a meeting

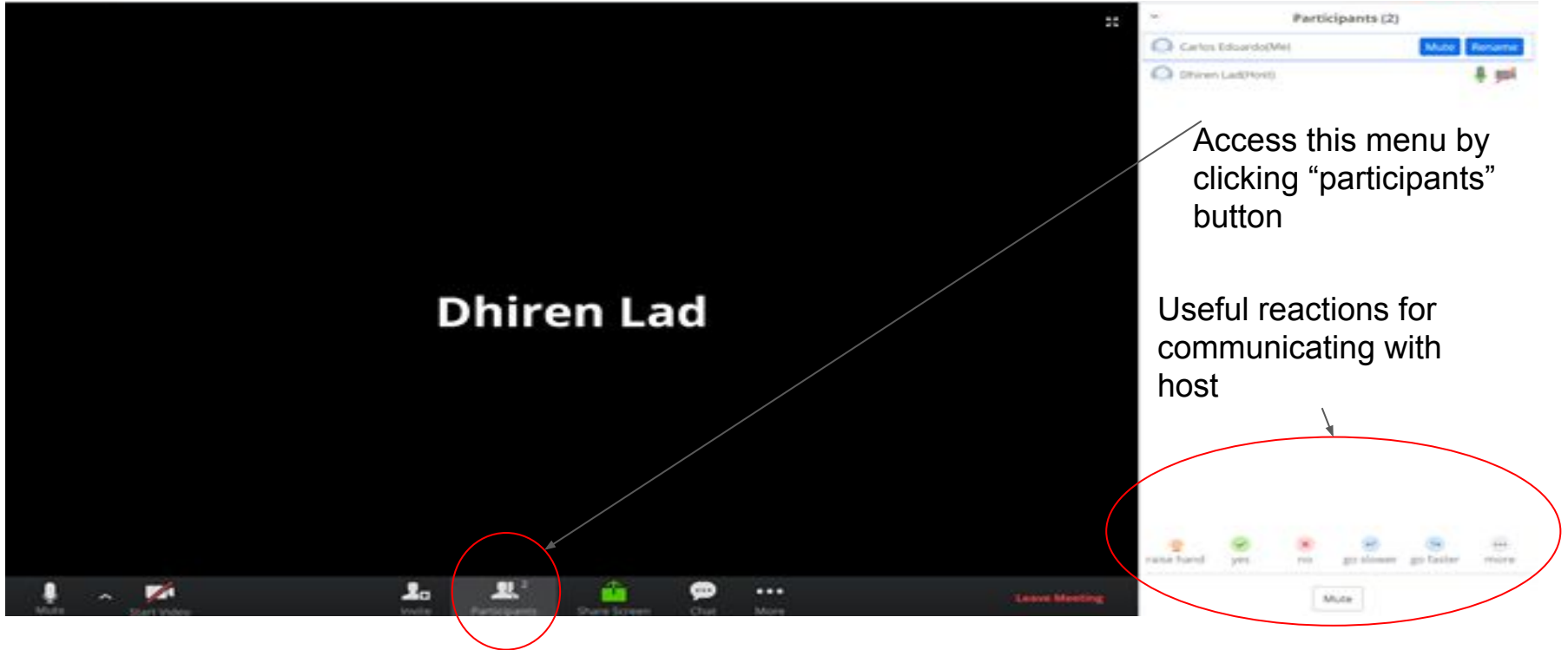
- Simply click the invitation link to join a meeting; no login required.
  - If joining via the application, simply paste the invitation link into the input box and it will parse the meeting ID for you
  
- Set your display name and chose to join with audio and video as desired.

# Toolbar as a Participant

- Full information here: <https://support.zoom.us/hc/en-us/categories/200101697>
- Similar to host, with fewer capabilities
- Main difference is Participants menu (screenshot on next slide)



# Participants tab



Access this menu by clicking "participants" button

Useful reactions for communicating with host