

Zoom Conferencing Guide

2020 Alliance Fall Virtual Group Meeting
For Hosts & Attendees

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Before the Meeting: System Requirements

Hardware Requirements

- Internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers & microphone
 - built-in or
 - USB plug-in or wireless Bluetooth or
 - cell audio with computer visual

Optional (if you wish to use video)

- Webcam or HD webcam – built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture

Supported Operating Systems

Apple Mac	Windows	Other
<ul style="list-style-type: none">• MacOS X with MacOS 10.7 or later	<ul style="list-style-type: none">• Windows 10, 8, 7• Windows Vista with SP1 or later• Windows XP with SP3 or later	<ul style="list-style-type: none">• Ubuntu 12.04 or higher• Mint 17.1 or higher• Red Hat Enterprise• Red Hat Enterprise Linux 6.4 or higher• Linux 6.4 or higher• Oracle Linux 6.4 or higher• CentOS 6.4 or higher• Fedora 21 or higher• OpenSUSE 13.2 or higher• ArchLinux (64-bit only)

Supported Tablet and Mobile Devices

- Surface PRO 2 running Win8.1
- Surface PRO 3 running Win10
- iOS and Android devices
- Blackberry devices

Supported Browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome30+
- Linux: Firefox 27+, Chrome 30

Prerequisites

Joining a Meeting - Recommendations

If you are only ever going to join an online conference call then you do not have to install any software.

Hosting a Meeting - Recommendations

However if you are going to host (plan) meetings it is recommended to install the **Zoom Desktop Client**.

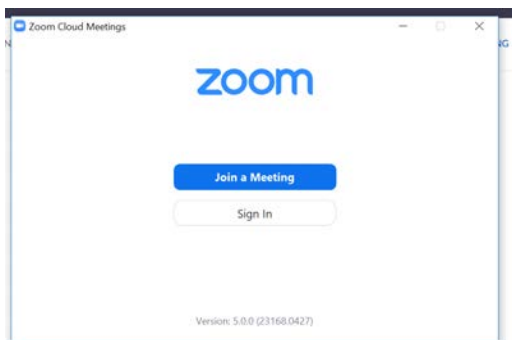
Install Zoom Desktop Client

Desktop/Laptops

Web-based: Zoom web client allows joining a Zoom meeting **without downloading any plugins or software**. However, the web client has limited features and **functions best on Google Chrome**.

Software-based: Zoom desktop client can be downloaded from the following link:

1. <https://zoom.us/support/download>. Once downloaded, run the installer application.
2. Once running, the below will pop up:



Mobiles

IOS	Android
<ul style="list-style-type: none">• iPhone4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation• Operating System – iOS 7.0 or later• Web Browser – Safari5+, Chrome• Zoom Cloud Meetings app (available on the App Store)	<ul style="list-style-type: none">• Operating System – Android 4.0x or later• Web Browser – Webkit (default), Chrome• Zoom Cloud Meetings app (available on Google Play)

For additional help on accounts please see below this link:

<https://support.zoom.us/hc/en-us/sections/200305503-My-Account>

Joining a Meeting

You can join meetings on the web **or** by installing the Zoom Desktop Client ahead of time. Alternatively, you will be prompted to download and install Zoom when you click a join link.

Download here: <https://zoom.us/support/download>

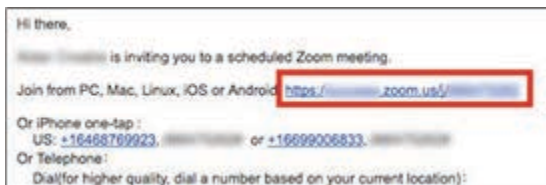
Alternatively, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

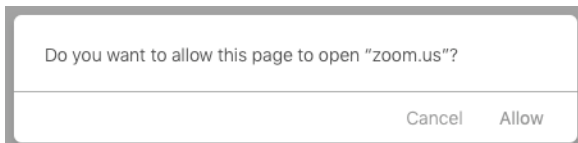
Each meeting has a unique 9, 10, or 11-digit number called a **meeting ID** that is required to join a Zoom meeting. If you are joining via telephone, you need the teleconferencing number provided in the invite/schedule.

Desktop or Laptop

1. Click the join link in your email or calendar invitation.

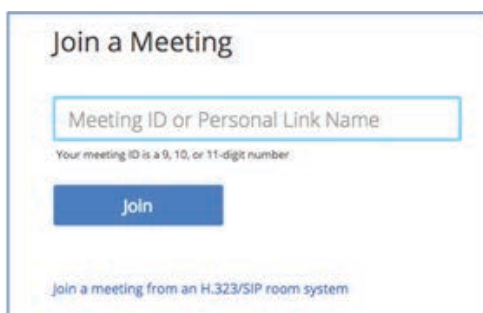


2. Depending on your default web browser, you may be prompted to open Zoom.



Web Browser

1. Open your internet browser (Chrome, Edge, Internet Explorer, Firefox etc.)
2. Go to <https://join.zoom.us>.



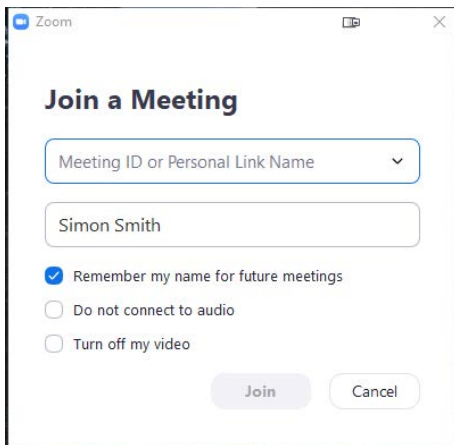
3. Enter your meeting ID provided by the host/meeting organizer.
4. Click Join.

Zoom Desktop Client

1. Open the Zoom Desktop Client.
 - a. Without signing in: simply click Join a Meeting. *If you do not have a zoom account, simply click Join a Meeting.*



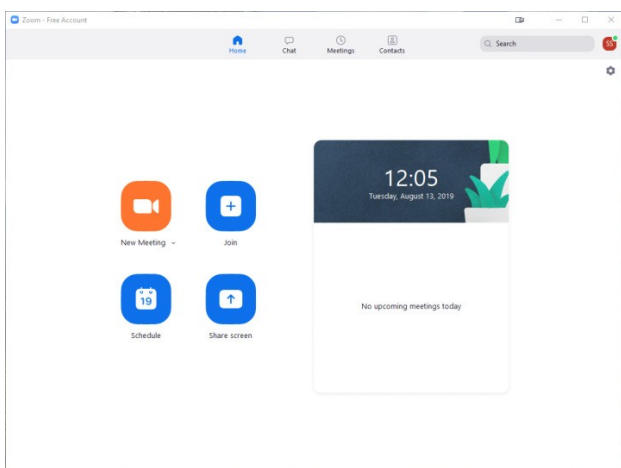
- b. Enter the meeting ID number and your display name. If you're not signed in, enter a display name. Select if you would like to connect audio and/or video and click Join.



- a. If you have a zoom account, and would like to sign in, click "Sign in" & enter email and password. *If you do not have an account, select Join a Meeting.*



- b. If you signed in with your zoom account, join a meeting by selecting the "Join" button



Mobiles

Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google PlayStore.

2. To join without signing in, tap Join a Meeting



3. Sign in to Zoom then tap **Join**.



4. Enter the meeting ID number and your display name. If you're signed in, change your name if you don't want your default name to appear

Select if you would like to connect audio and/or video and tap **Join Meeting**.



Apple

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the AppStore.

Join a meeting using one of these methods: Tap **Join a Meeting** if you want to join without signing in

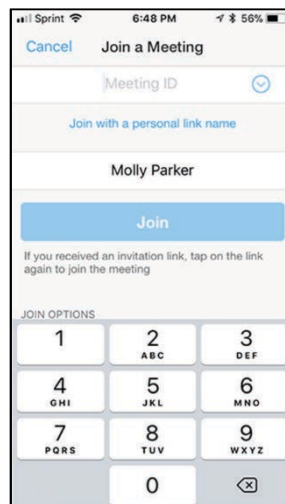


2. Sign in to Zoom then tap Join



3. Enter the meeting ID number and your display name. If you're signed in, change your name if you don't want your default name to appear. If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and select **Join**.



Telephone

1. On your phone, dial the teleconferencing number provided in your invite.

2. Enter the meeting ID number when prompted using your dial pad.

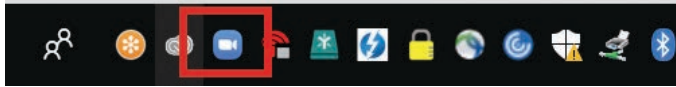
Note: If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Start a Meeting (For Hosts Only)

If you have been designated a facilitator or are the admin responsible for starting your meeting's Zoom meeting, please see instructions below. It is highly recommended to install **Zoom Desktop Client**.

Zoom Desktop Client

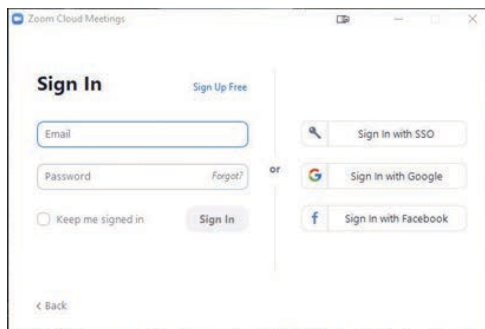
1. Launch the application. If you have it pre-installed you can search your applications or click the blue zoom icon at the bottom of your desktop.



This should then display the sign in screen. Alternatively, you can search for it in your “start” menu.



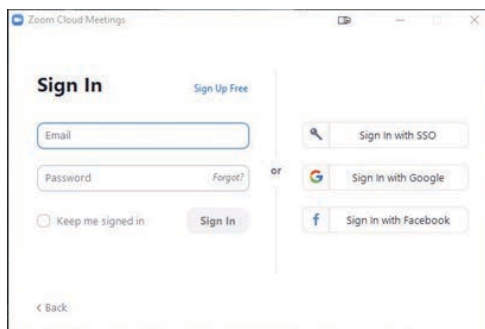
2. Choose Sign in



3. Enter your Alliance Group Meeting email and password (provided ahead of time).
 - a. Your email should be like: groupmeeting#@alliancefoundationtrials.org

Web Browser

1. Open web browser and go to: zoom.us/signin.

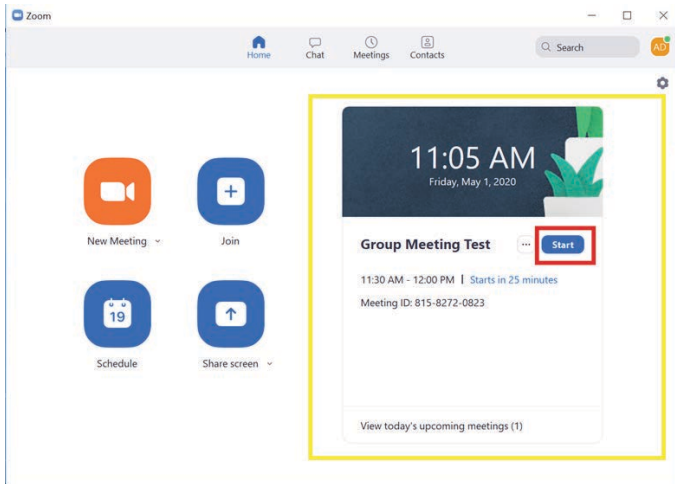


2. Enter your Alliance Group Meeting email and password (provided ahead of time).
 - a. Your email should be like: groupmeeting#@alliancefoundationtrials.org

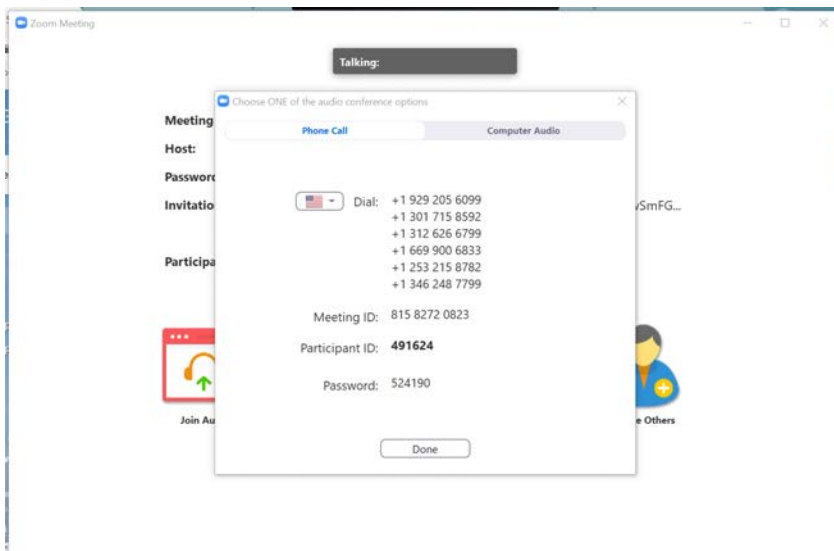
Start Scheduled Meeting

Zoom Desktop Client

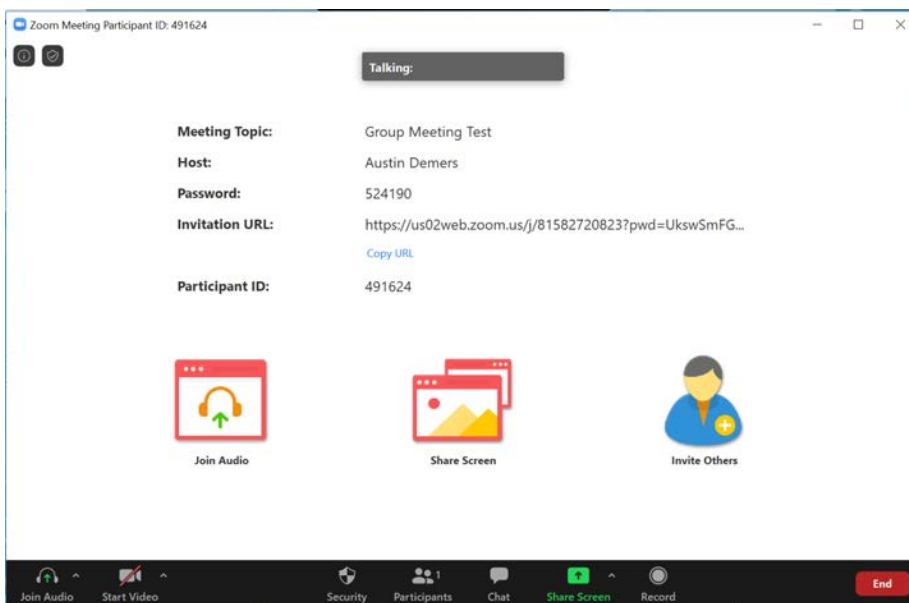
1. Click START button on right side of panel to scheduled meeting.



2. Choose phone or computer audio.



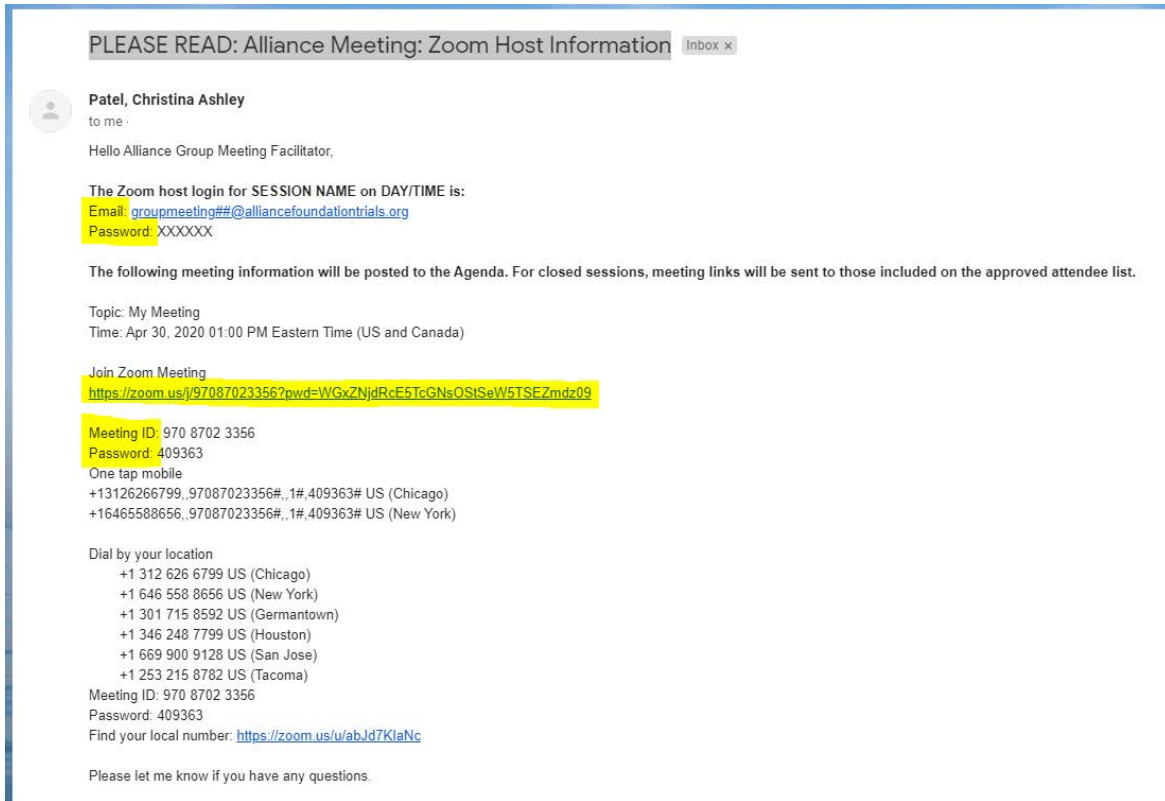
3. Zoom meeting panel opens.



Log In Credentials

You will receive an email from Christina Patel with the subject line:

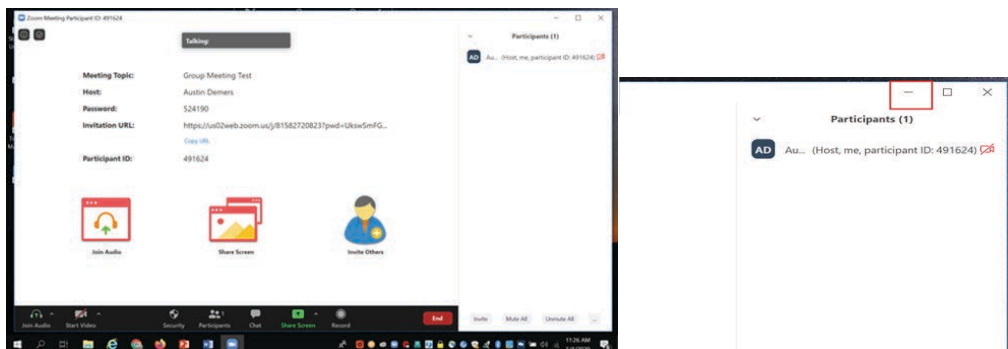
PLEASE READ: Alliance Meeting: Zoom Host Information



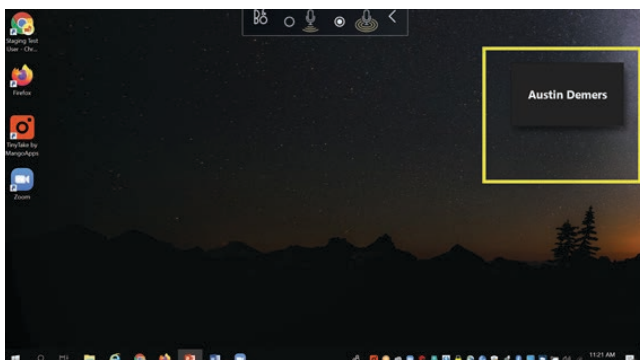
Minimize/ Exit Minimized Menu

Minimize

1. Click the minimize button.

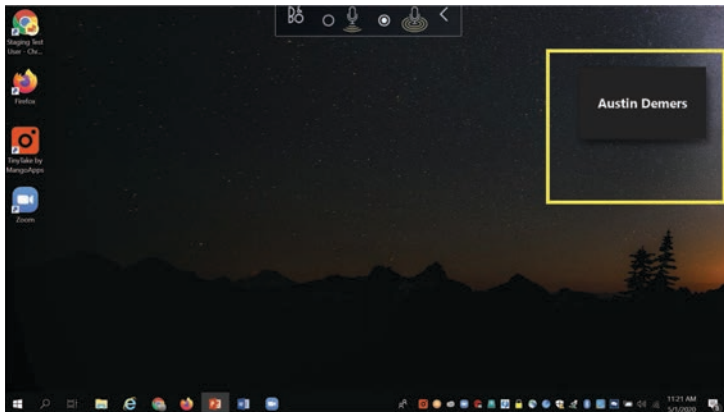


2. Minimized window will look like a small screen on your desktop.

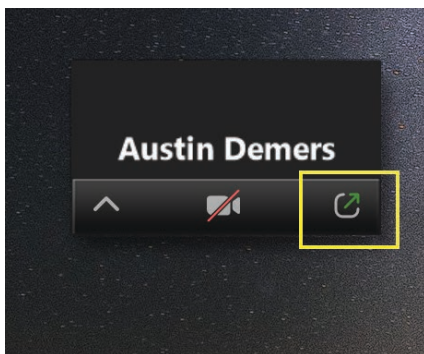


Exit Minimized Menu

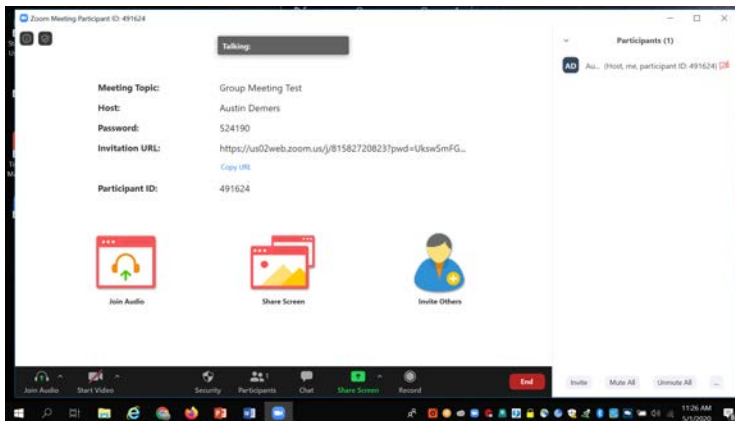
1. Hover over the minimized window.



2. Select the green maximize arrow.



3. Main zoom panel will open.



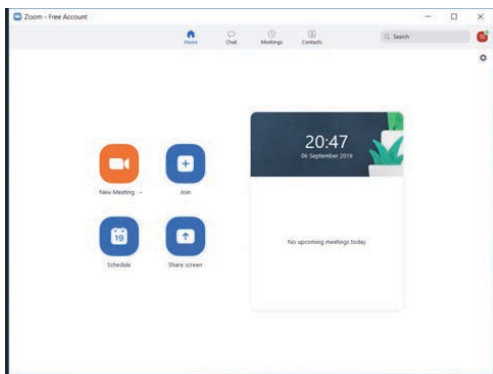
Schedule a Meeting

If you are the meeting host and need to start or join a scheduled meeting, there are several ways that you can join the meeting. As the host, you can start the meeting from the Zoom desktop client for Mac, PC or Linux, the Zoom app for Android or iOS, or your web browser.

Overview

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. The simplest way is through the Zoom application, so this is the method we will use.

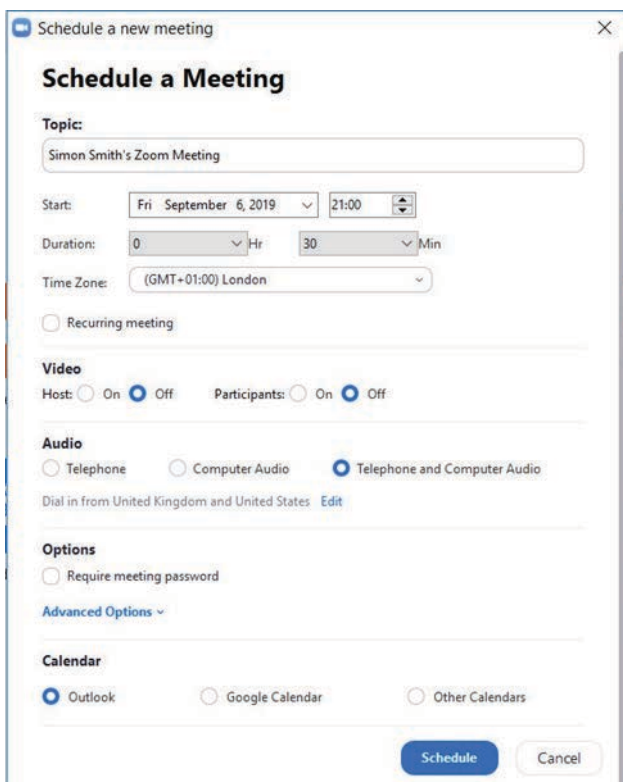
1. Open your Zoom client and sign in to Zoom.



2. Click on the **Schedule** icon.



3. This will open the scheduler window. Select your meeting settings.



Selections

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

Video

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

Audio

- Choose whether to allow users to call in via **Telephone only**, **Computer Audio only**, or **Both**.

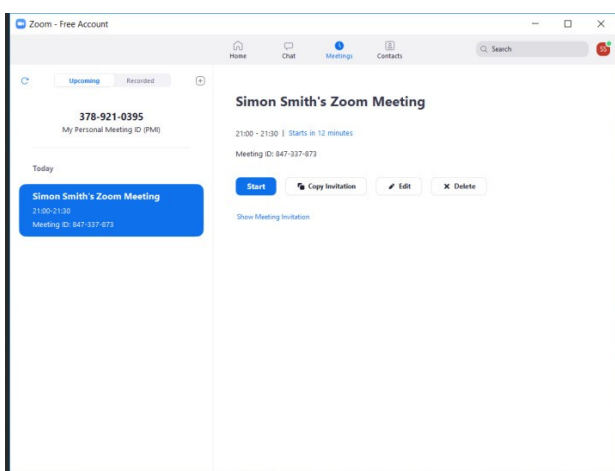
Calendar

- Select a calendar service to add the meeting to and send out invites to participants.

Click **Schedule** to finish and open the selected calendar service to add the meeting. If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.

Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.

To review all meetings that you have scheduled select **Meetings** from the Zoom home screen.



From this list you can see and review all of your scheduled meetings.

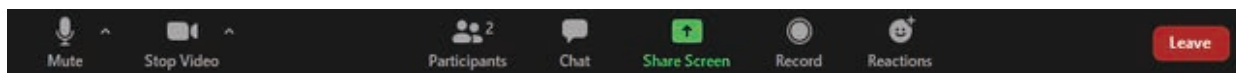
Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Attendee Controls

When you join a meeting hosted by another user, you are considered an attendee.

The attendee controls appear at the bottom of your screen if you're not current screen sharing.



Attendees have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
- **Audio Controls** (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
- **Video Controls** (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

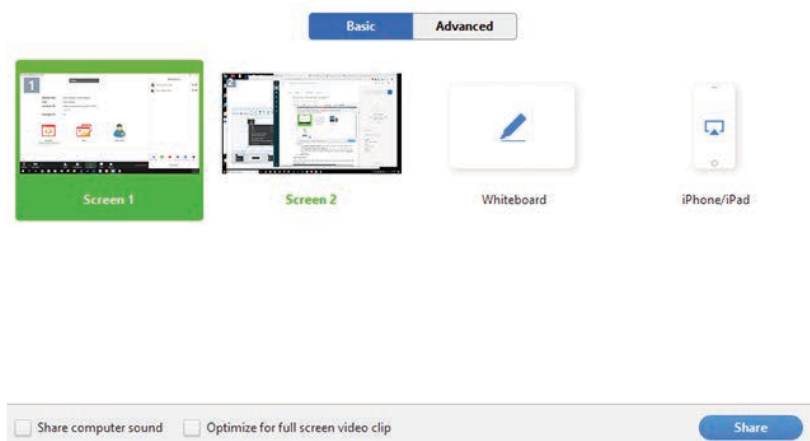
Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- *Windows: Alt + A*
- *Mac: Shift + Command + A*
- *Start Video / Stop Video: Turns your camera on or off.*

Additional Features:

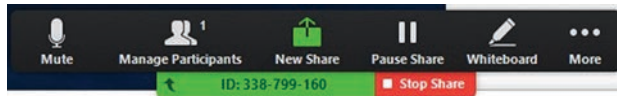
- **Chat:** Access the chat window to chat with the participants.
- **Leave:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
- **Participants:** See who's currently in the meeting and invite others.
- **Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.
- **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host.

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Choose to share screen or even application individually.



Zoom Support link on screen sharing here: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.



- Record: Start or stop a local recording. *Attendees do not have access to start a cloud recording.*

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Host Controls

Host controls allow you, as the host, to control various aspects of the Zoom Meeting, such as managing the participants. Hosts have access to the following controls during 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)

Prerequisites

- Host permission in the meeting, or co-host permission (set by the host)
- Zoom desktop client for Mac, PC, or Linux
- Zoom mobile app for iOS or Android

Controls

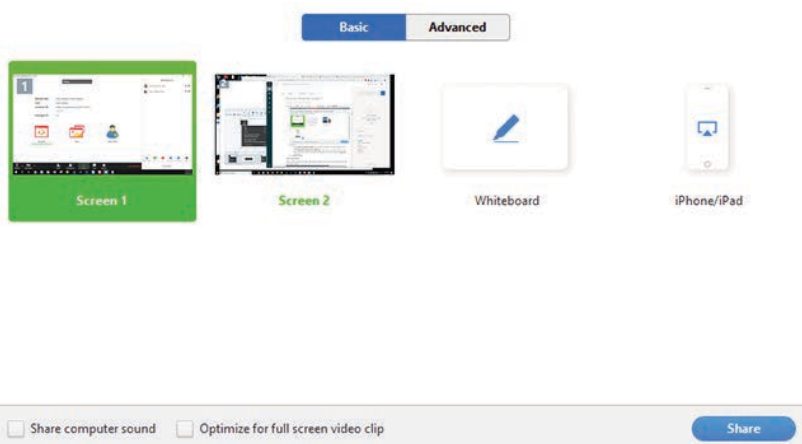
The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
- **Audio Controls** (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
- **Video controls** (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Invite:** Invite others to join your meeting.
- **Manage Participants:** Opens the Participants window. From here you can
 - **Chat:** Open the chat window to send messages directly to the panelist.
 - **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
 - **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
 - **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
 - **Allow Record** (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.

- **Assign to type Closed Caption** (only available to the host): Assign the attendee to type closed caption during the meeting.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
- **Note:** To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.
- **Move participant from waiting room to meeting.** Select allow for one person or allow all for all users.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.
-
- **Polling:** Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser.

Share Screen: Start sharing your screen. You will be able to select the desktop or application you want to share.



Screen Share controls (click ^ next to Share Screen): **Select who else can share in your meeting** and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time
 Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

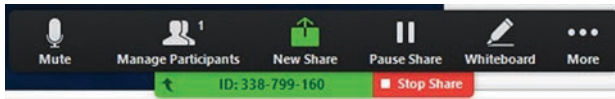
Only Host
 All Participants

Who can start sharing when someone else is sharing?

Only Host
 All Participants

- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a cloud or local recording.
- **Closed Caption** (only available to the host): If you have enabled closed captioning for your account, click here to access the closed caption options.
- **Breakout Rooms** (only available to the host): Start breakout rooms.

- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

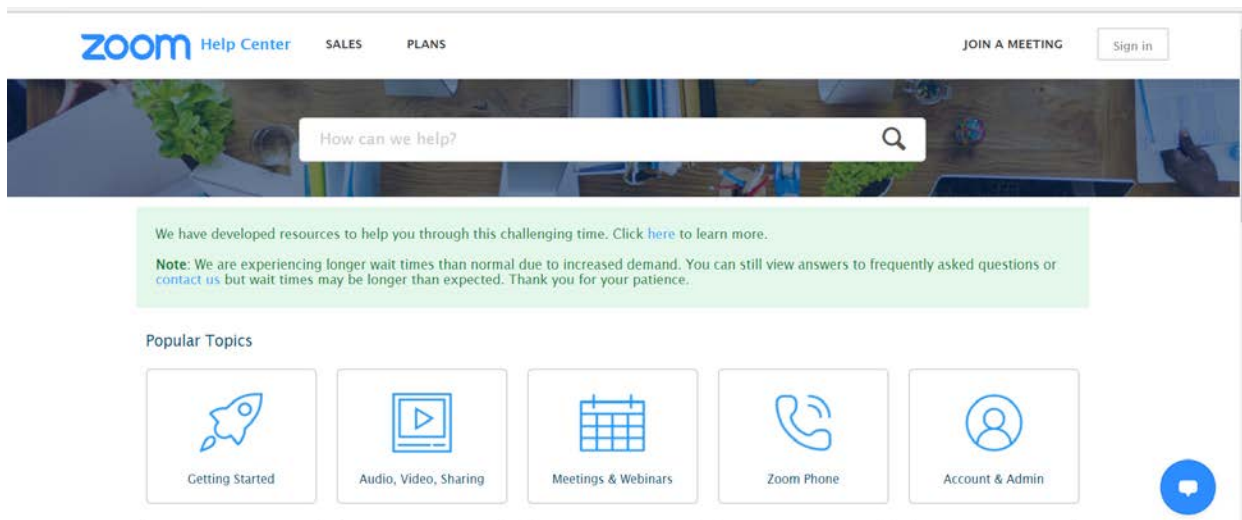


When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.

Help & Technical Support – under construction

Zoom Resources

Zoom has an extensive and easy to use support library that has quick how to lists, videos, and frequently asked questions. Link to Zoom Helpdesk: <https://support.zoom.us/hc/en-us>



Simply type in key words to your question and several resources will pop up.

Immediate Support from Alliance

Each meeting has a **designated facilitator**. They will be available to start and host the meeting and answer any questions that participants have.

Each facilitator has the Alliance technical support number that they can call to reach a member of AFT/ Alliance that can help with general troubleshooting questions.

General Help

If you are not in a meeting, are experiencing difficulties, and you cannot find your issue in the Zoom Resources, then please reach out to the AFT Tech Support Desk via email at techsupport@alliancefoundationtrials.org. We will do our best to answer all questions within 10-15 minutes.