

## Installing and Using Zoom

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This guide is to assist on quick steps to get up and running on Zoom. For detailed help and advanced features, check out the Zoom Help Center at <https://support.zoom.us/hc/en-us>

### Installing

1. Navigate to <https://wartburg.zoom.us/download>
2. Under the header “Zoom Client for Meetings”, click **Download**.

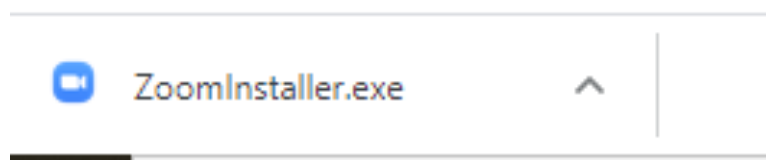
## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

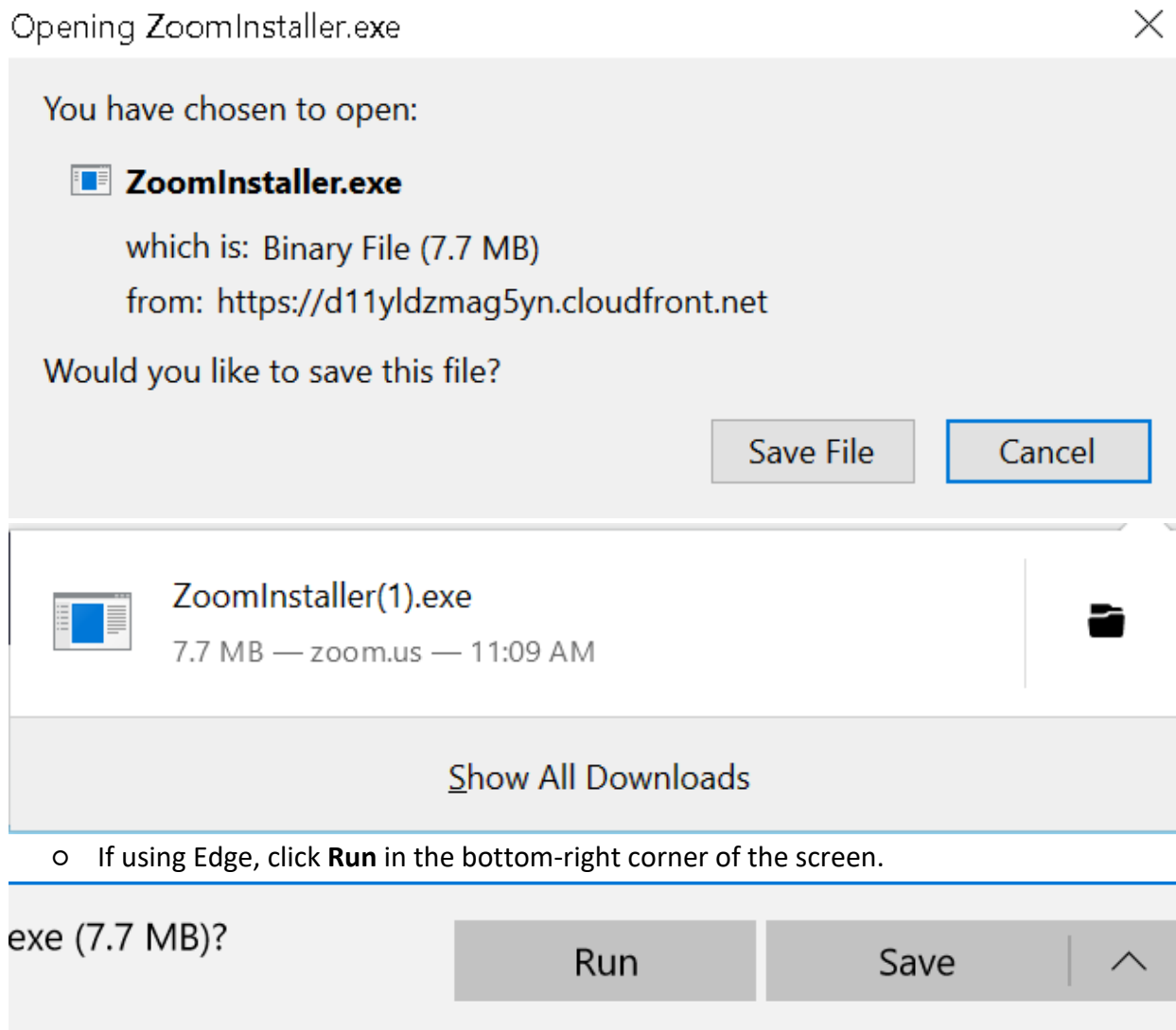
**Download**

Version 4.1.20185.0205

- o If using Chrome, click the file in the bottom-left corner of the window.



- o If using Firefox, click **Save File**, then click the file in the top-right corner of the window.



## Logging into Zoom

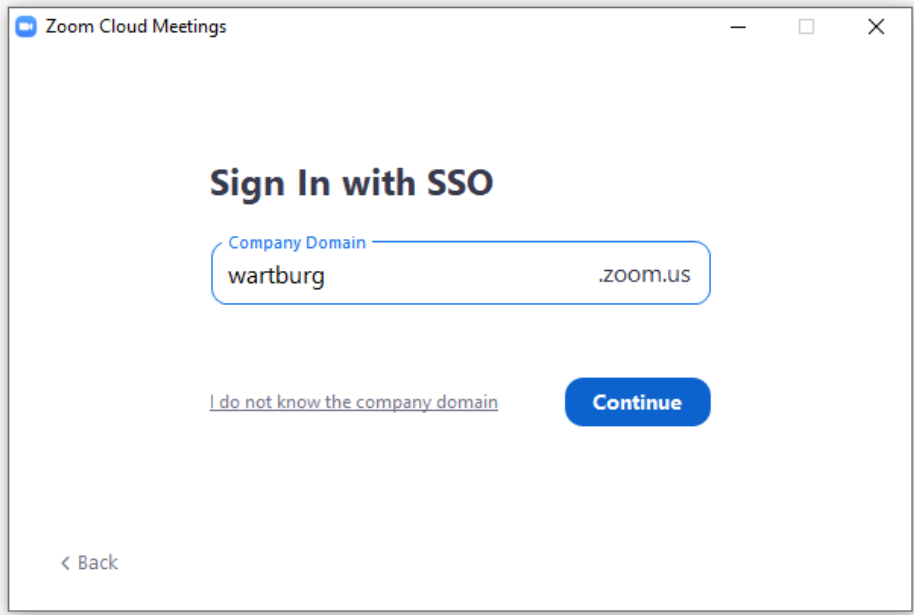
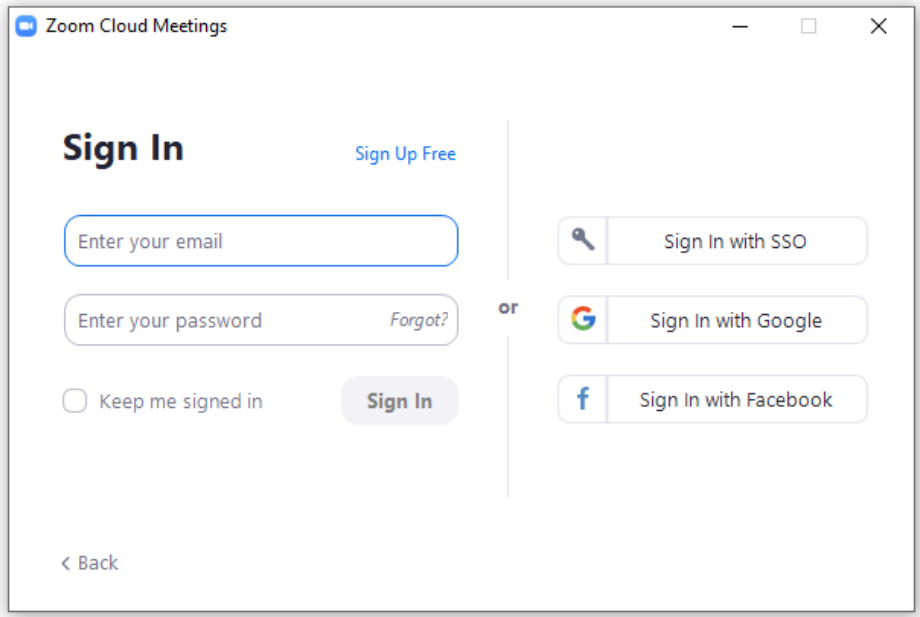
1. Zoom should automatically open after installation.
2. Click **Sign In**.

zoom

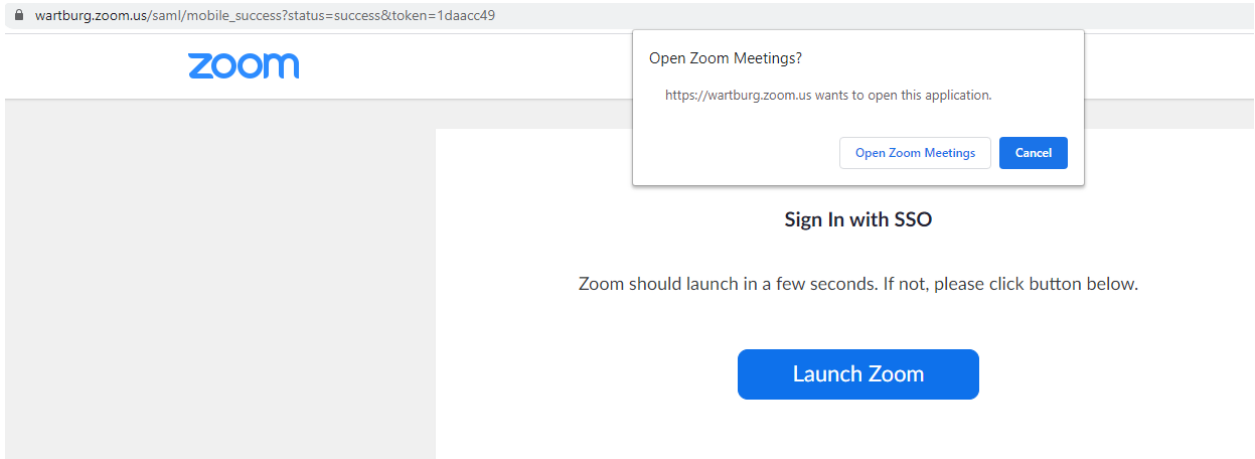
Join a Meeting

Sign In

3. Click **Sign In with SSO**



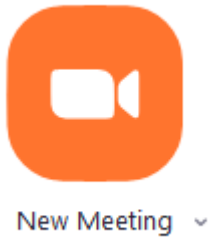
4.



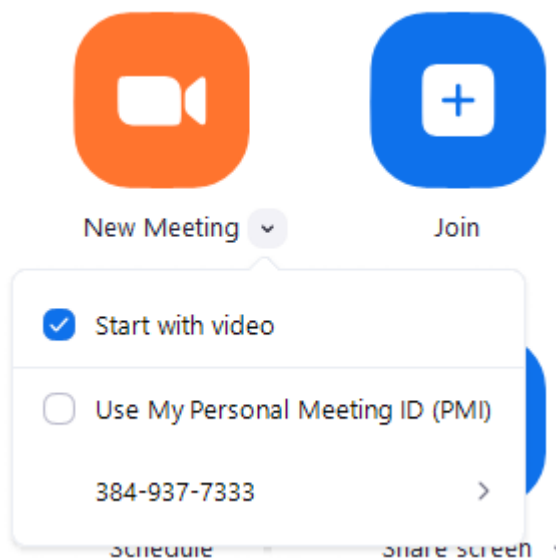
## Using Zoom

### Hosting a Meeting

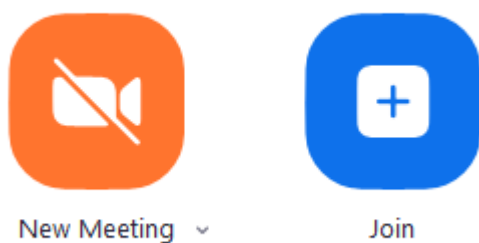
1. To start hosting a meeting with video turned on, simply click the New Meeting Orange button



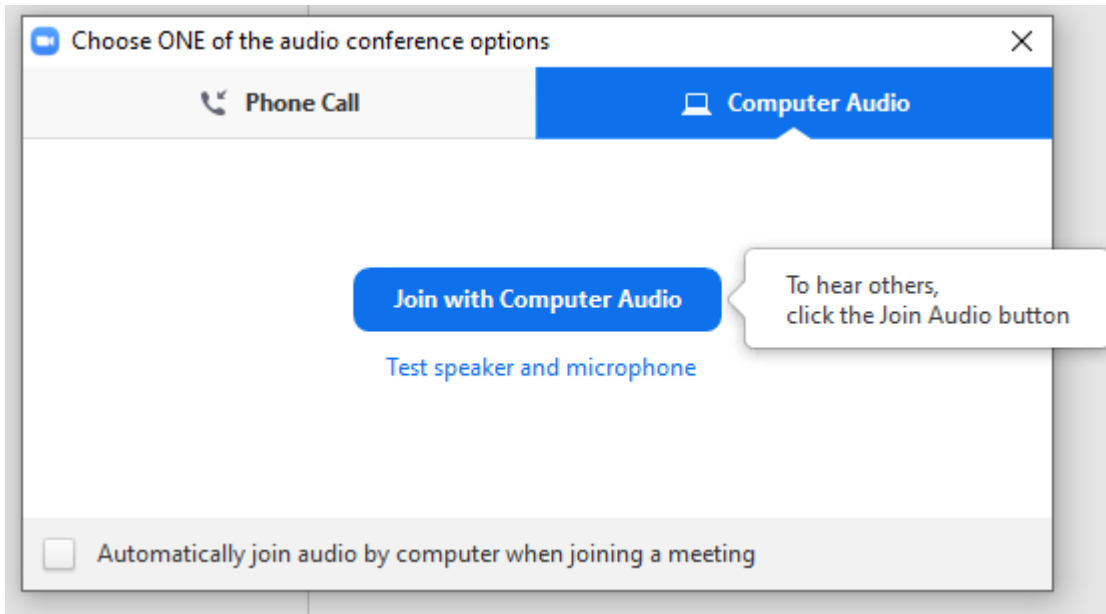
2. To start hosting a meeting without video, choose the drop down on the New Meeting orange button and unselect the start with video



3. Then click the New Meeting icon which should have a line across the camera

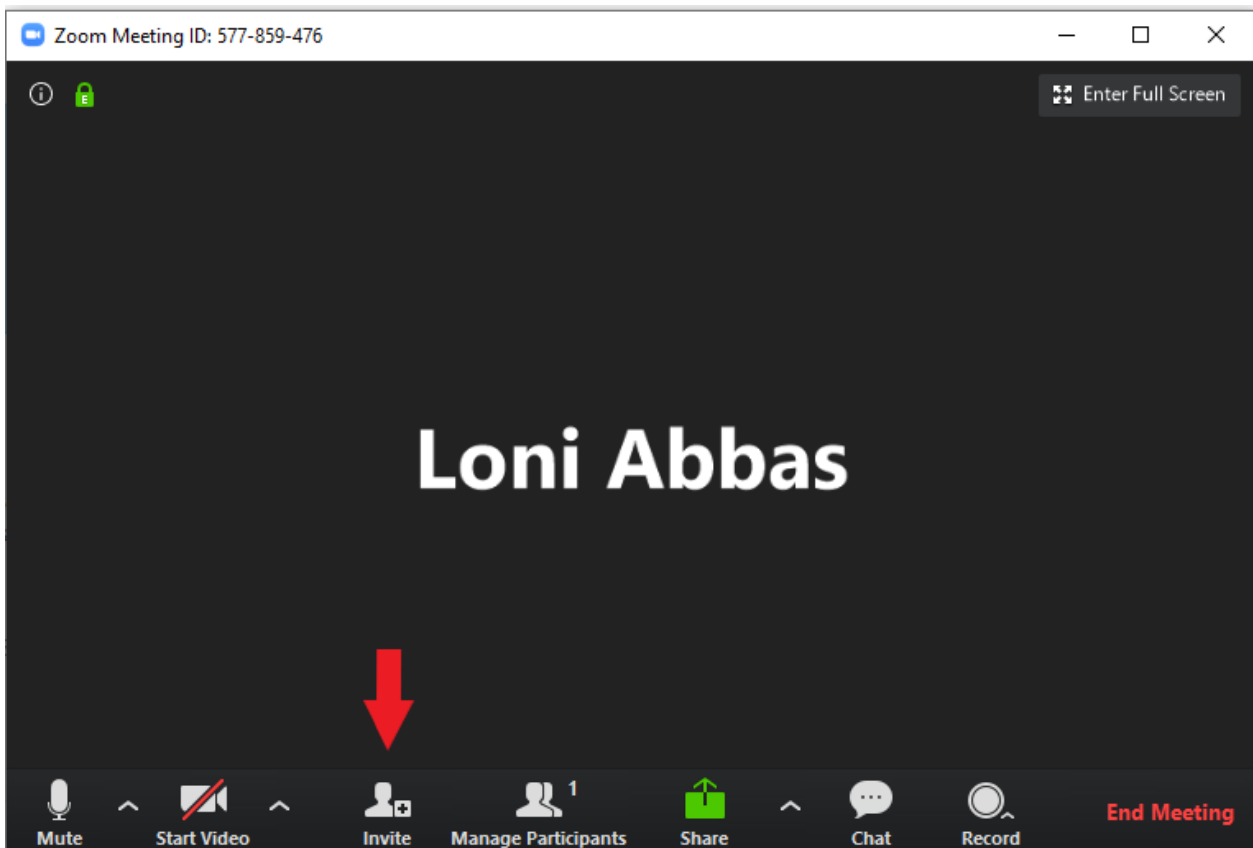


4. To use your computer for audio Click **Join with Computer Audio**.



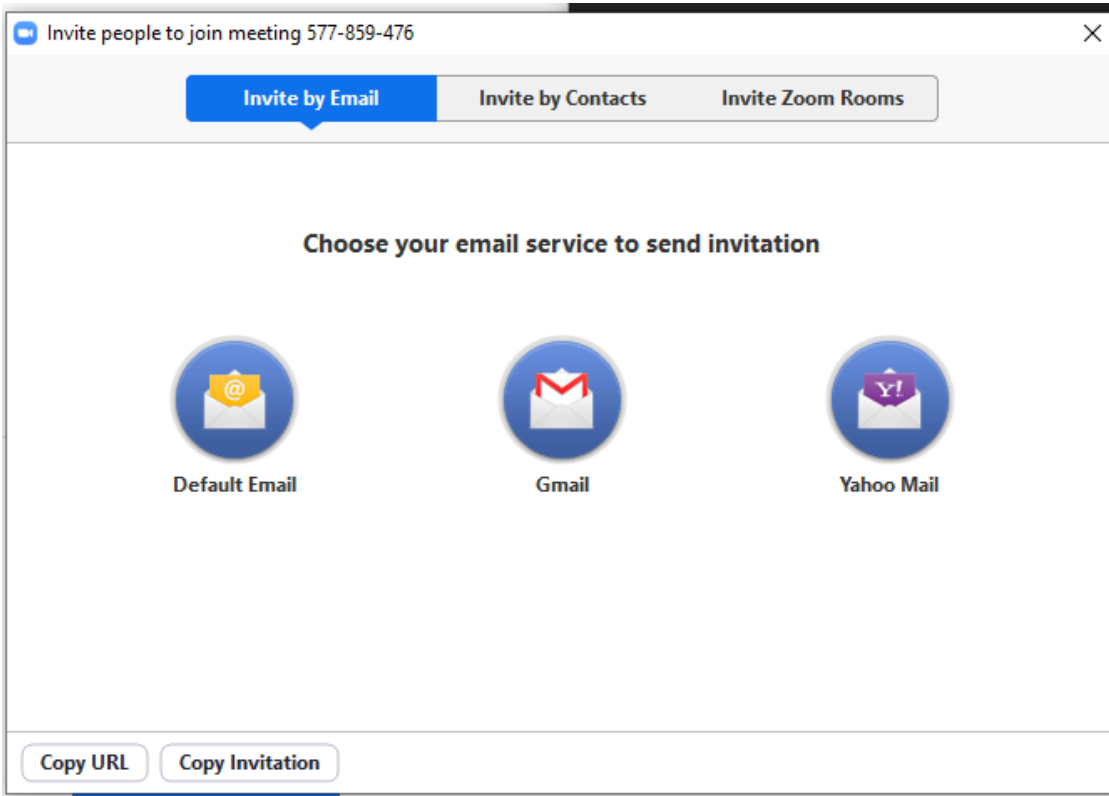
If you are unsure if your audio is working, click the Test speaker and microphone link and follow the directions.

3. To invite other people, click either **Invite image**



4. Sharing options:

- If you want to email the link, click on **Default Email**. This will automatically compose an email with all the required information. Simply fill in the “To” section with the email addresses of your desired recipients, then click **Send**.



From	loni.abbas@wartburg.edu
To	
Cc	
Bcc	
Subject	Please join Zoom meeting in progress

#### Join Zoom Meeting

<https://wartburg.zoom.us/j/577859476>

Meeting ID: 577 859 476

#### One tap mobile

+13126266799,,577859476# US (Chicago)  
+16465588656,,577859476# US (New York)

#### Dial by your location

+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)

Meeting ID: 577 859 476

Find your local number: <https://wartburg.zoom.us/u/aeqoHpWnvW>

- 
- If you want to copy & send the URL to someone directly, click on **Copy URL**.
- Then paste (using Ctrl + V) in any desired location, such as instant messenger.

## Joining a Meeting

1. If you were emailed an invitation, simply click the URL and then select to Open Zoom Meetings.

### Open Zoom Meetings?

https://success.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

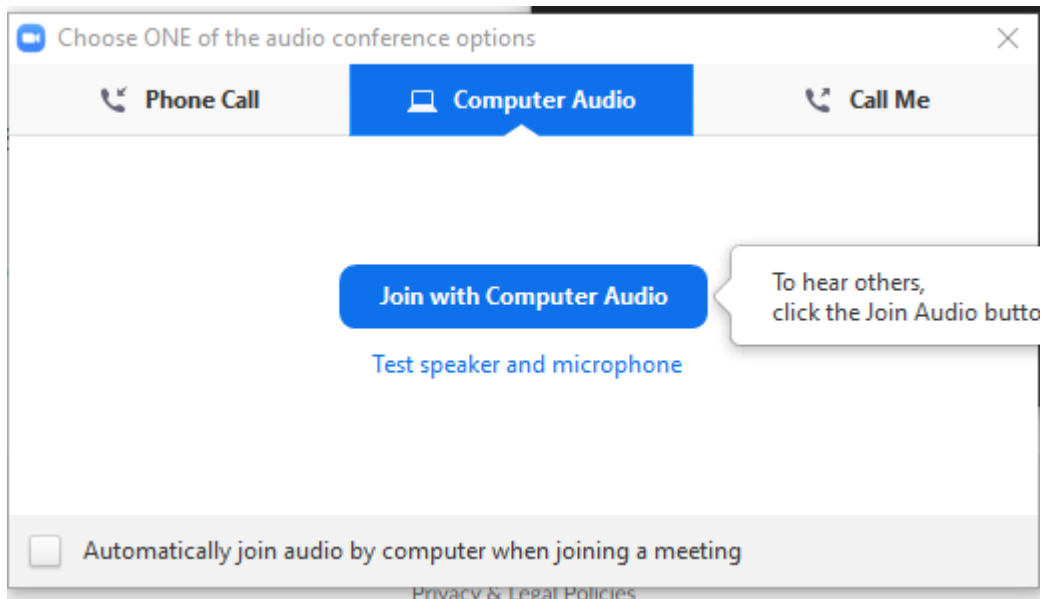
- Then select to Join with Video or Join Without Video

Always show video preview dialog when joining a video meeting

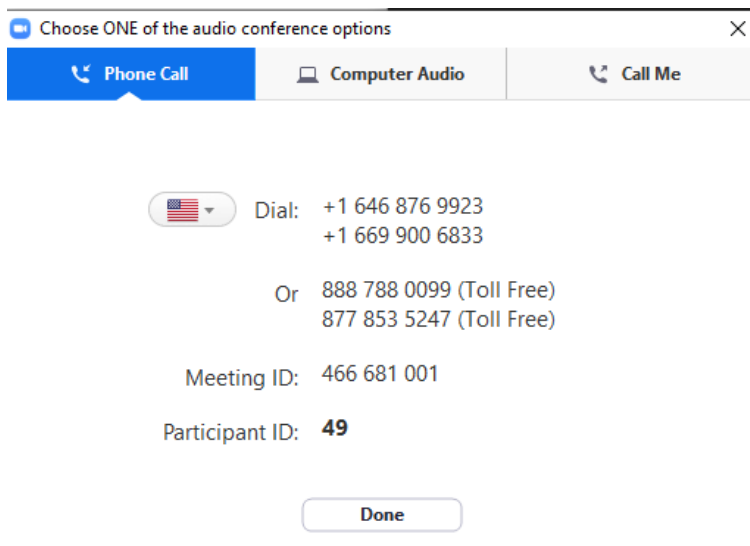
Join with Video

Join without Video

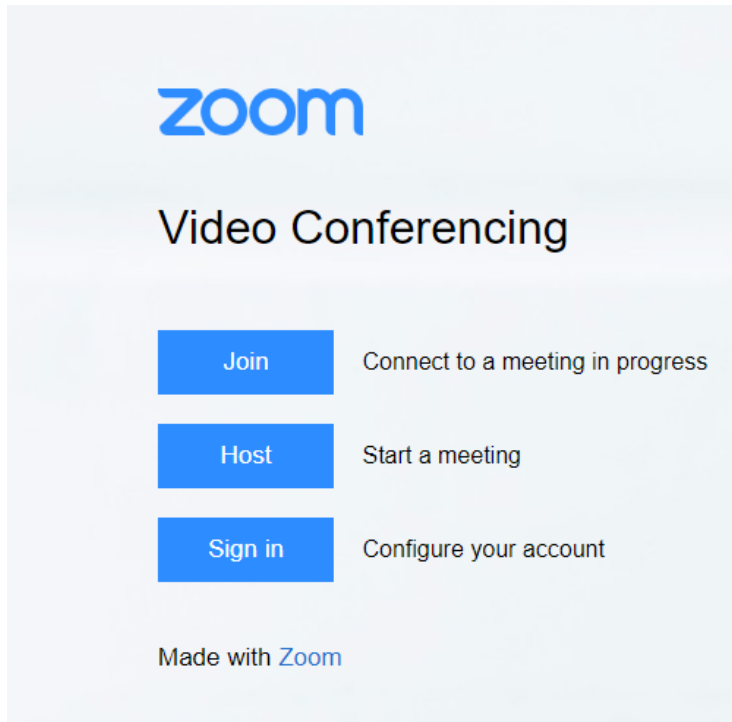
- Next select to Join with Computer Audio or select Phone Call



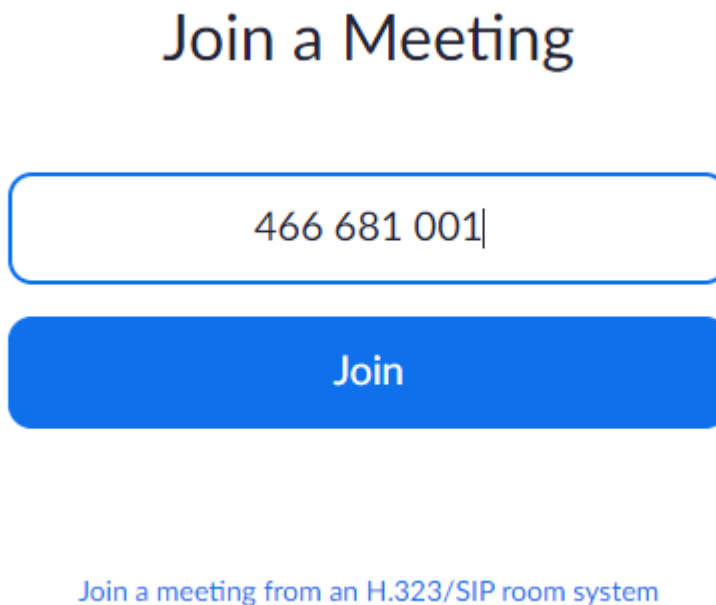
- If you select phone call you will see a number to dial in for audio only.



5. If you only have a meeting ID, go to <https://wartburg.zoom.us>



6. Click the blue **Join** button, then type or paste (Ctrl + V) the ID.



7. Click the Open Zoom Meetings box and complete steps 1-4 above



## Meeting Features

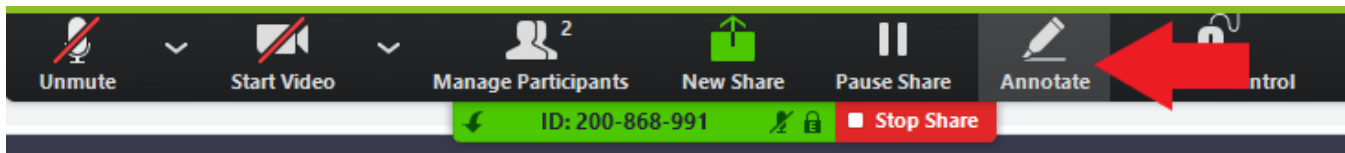


### 1. Participants or Manage Participants:

- Anyone:
  - See list of participants
  - Mute yourself
  - Change your name
- Owner:
  - Mute, rename, or kick anyone in the meeting
  - Change permissions

### 2. Share Screen – By default any participant can share their screen

- Choose a window to share (default is desktop).
- Click **Share Screen** to get started. Click **Pause** or **Stop Share** to stop temporarily or permanently.
- Click **Annotate** to highlight, draw, or point out things on your screen.

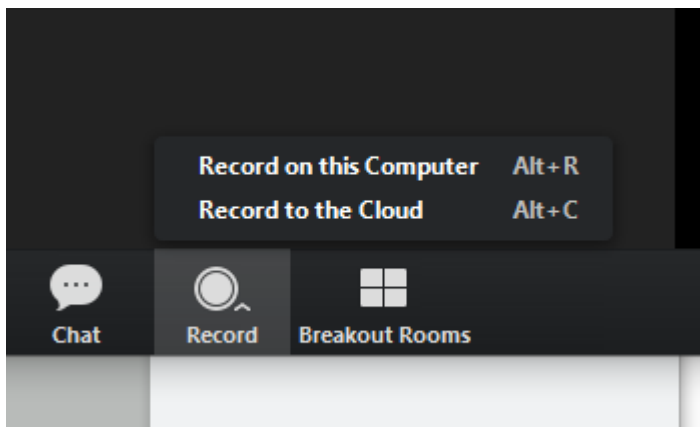


### 3. Chat

- Click on **Chat**.
- This will allow you to use instant messaging.

### 4. Record

- Click on **Record**. Select Record to this Computer or the Cloud.
- You will get an email when the meeting is complete with a link to the recording.



- At the end of the meeting, the recording will be automatically saved to your computer.

### 5. Breakout Rooms

- **\*\*NOTE\*\*** If you do not see Breakout Rooms, it needs to be enabled in your Zoom profile

<https://wartburg.zoom.us/profile/setting>

In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling

- This feature allows you to break the meeting into smaller groups. Click on **Breakout Rooms** to get started.
- Choose to either automatically split the meeting up evenly or manually choose participants for each breakout room.

Create Breakout Rooms

Assign 1 participants into  Rooms:

Automatically  Manually

0-1 participants per room

- After creation, you can further manage the participants in each room. When you are ready to actually split the meeting up, click **Open All Rooms**.



Recreate ^

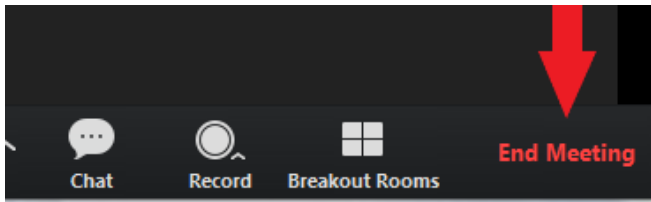
Options ^

Add a Room

- For more information on managing breakout rooms, please visit [Zoom Breakout Rooms Support Article](#).

## Ending the Meeting

1. If you are the host, click **End Meeting**. It will then give the option to either **End Meeting for All** or just **Leave Meeting**.



2. If you are a participant, click **Leave Meeting**.