

Years 9 to 12 Project: Implementing the Vision

ZOOM SUPPORT

DoE Teachers

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1. Sign into Zoom. Open Google Chrome or Microsoft Edge and go to <https://tasedu.zoom.us/> and click Sign in.

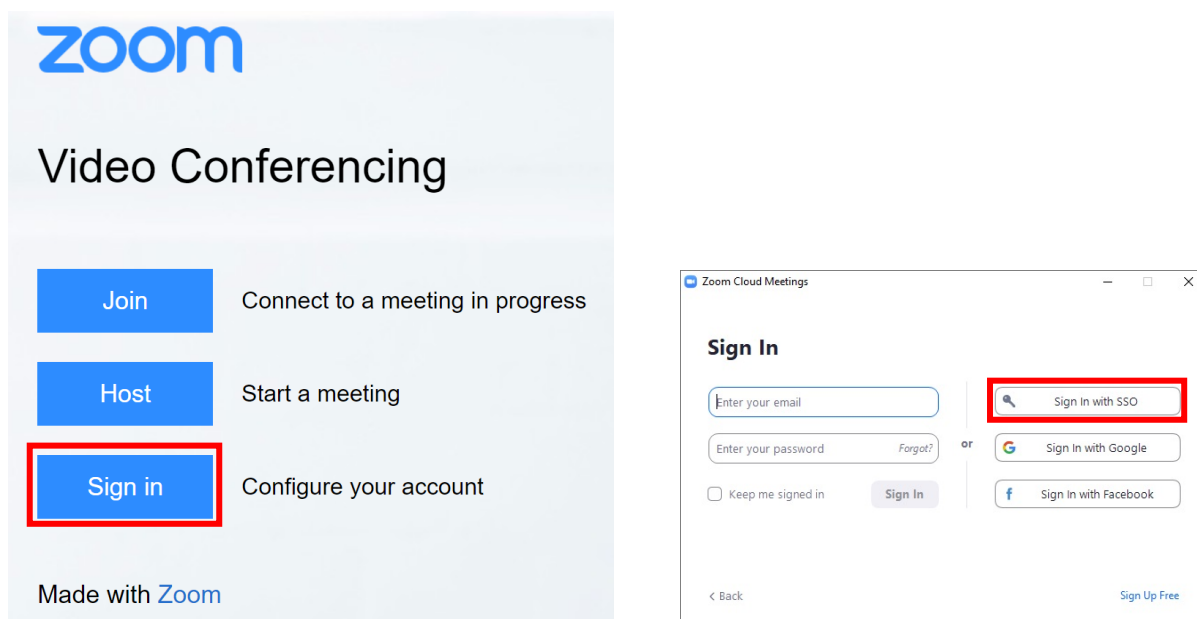


Figure 1: Zoom Video Conferencing Sign in Windows

- Sign in with your Departmental username and password.

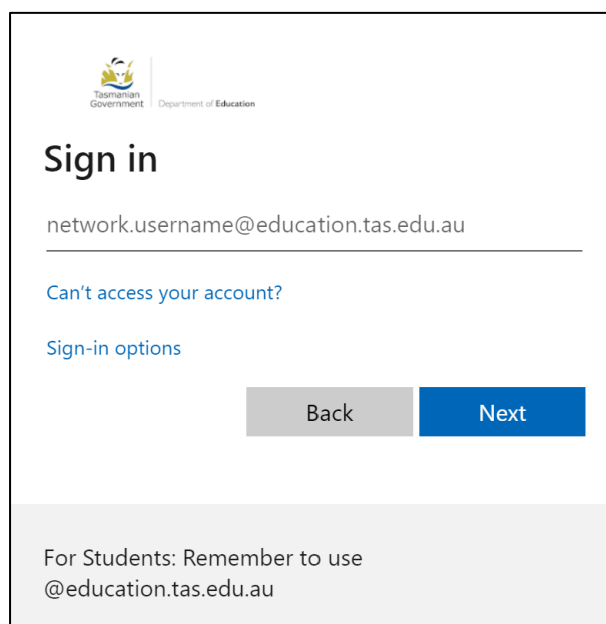
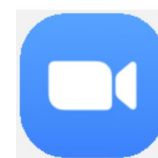
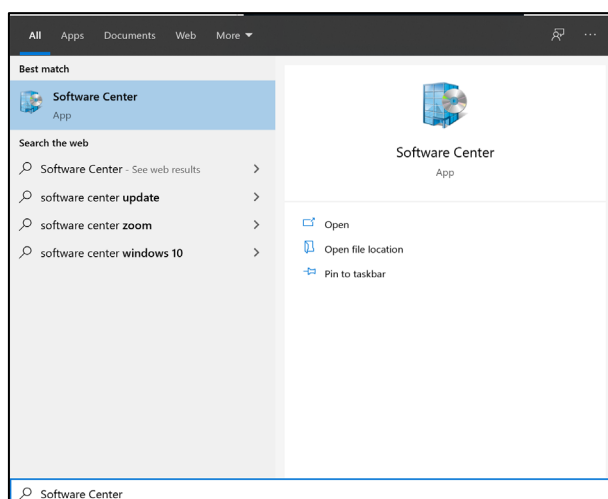



Figure 2: Sign in window

2. Make sure the Zoom Desktop Client is on your device.
 - The Zoom application is available for download in the Software Centre of your computer. Ensure that you have previously requested temporarily administrator access of your computer, which will require you to log off. Type Software Centre in your search bar.



Zoom - 5.0.24046
Zoom Video Commu...
5.0.24046

- Once open, select Zoom from your available applications and click . You may be asked to [sign in with your Departmental username and password](#).

Accessing my meeting invites and joining a meeting (Participant)

Joining a meeting using the link in Canvas

Make sure you are signed into your Zoom Desktop application.

Usually meeting invites can be found in your Zoom or Outlook applications, in the case of TAS Ed Talks the meeting invites will be accessible from within Canvas. Click on the link to the meeting from within Canvas.

Click Open Zoom Meetings to use the Zoom Desktop Client for a more stable experience.

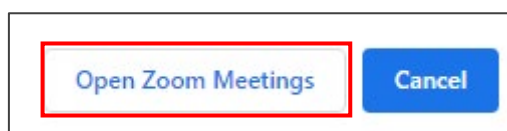


Figure 5: Open Zoom Meetings Prompt

If you have not signed into your Zoom Desktop Client, you may be prompted to sign in as the meetings are only for people with an active Zoom account.



Sign In

Email Address

Password

 [Forgot?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

☒ Stay signed in [New to Zoom? Sign Up Free](#)

Joining a meeting using the Zoom Desktop Client

Open the Zoom Desktop Client and select Join.

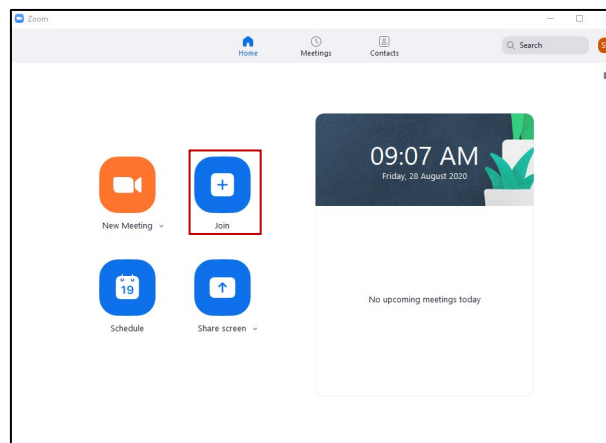


Figure 8: Zoom Desktop icon and Zoom Desktop Client

Enter the Meeting ID and select Join. The Meeting ID and password is located with the Meeting Link button in Canvas.

Join Meeting

667 7235 8647

Spencer, Kate

☐ Do not connect to audio

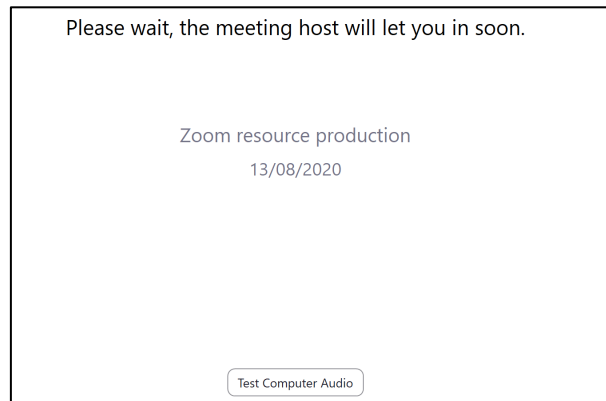
☐ Turn off my video

Join **Cancel**

Figure 9: Join Meeting in Zoom Desktop Client

Checking your computer audio when joining a meeting

When joining the meeting you will enter a lobby until the host starts the meeting (Figure 10)



Zoom will open on your computer when you click your join link. Tick the box "Automatically join audio by computer when joining a meeting" (1) and then click "Join with Computer Audio" (2).

If this is your first-time using Zoom on your device click "Test Speaker and Microphone" (3) to ensure that your device has allowed these to be used by Zoom and that they are working properly.

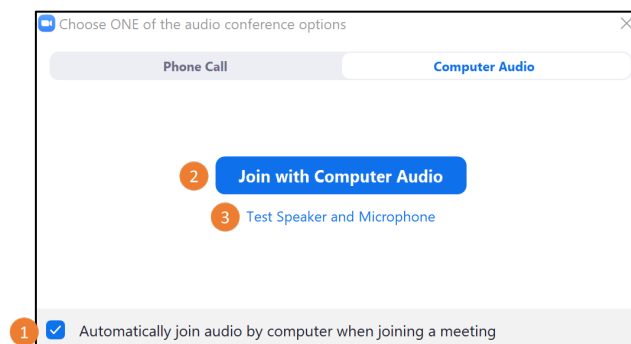


Figure 11: Join with Computer Audio

Joining and Participating in Zoom meeting

When you first open your Zoom meeting you will see the following screen options (Figure 12).

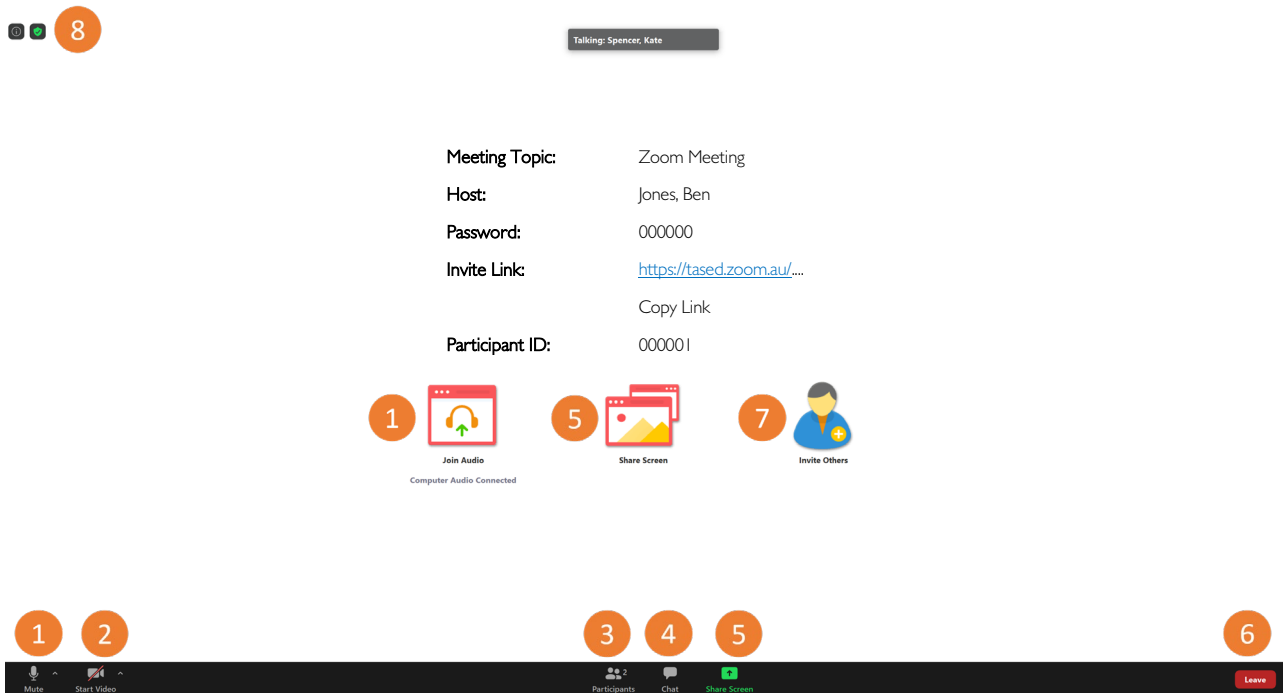


Figure 12: Zoom Hosting Screen

1. [Audio](#)
2. [Video](#)
3. [Participants](#)
4. [Chat](#)
5. [Share Screen](#) (including [whiteboard](#))
6. [Leaving a Meeting](#)
7. [Invite Others \(during meeting\)](#)
8. [Your Settings](#)

Setting your Audio controls

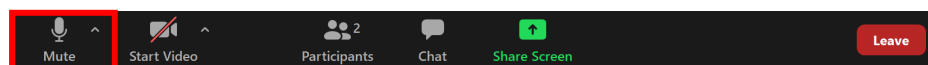
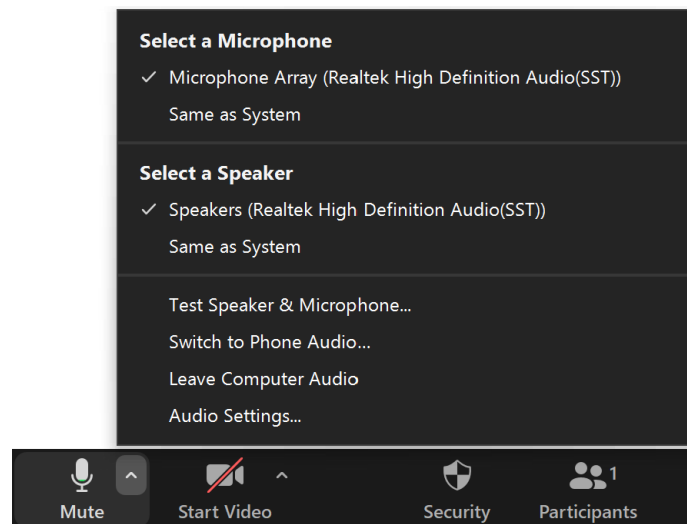
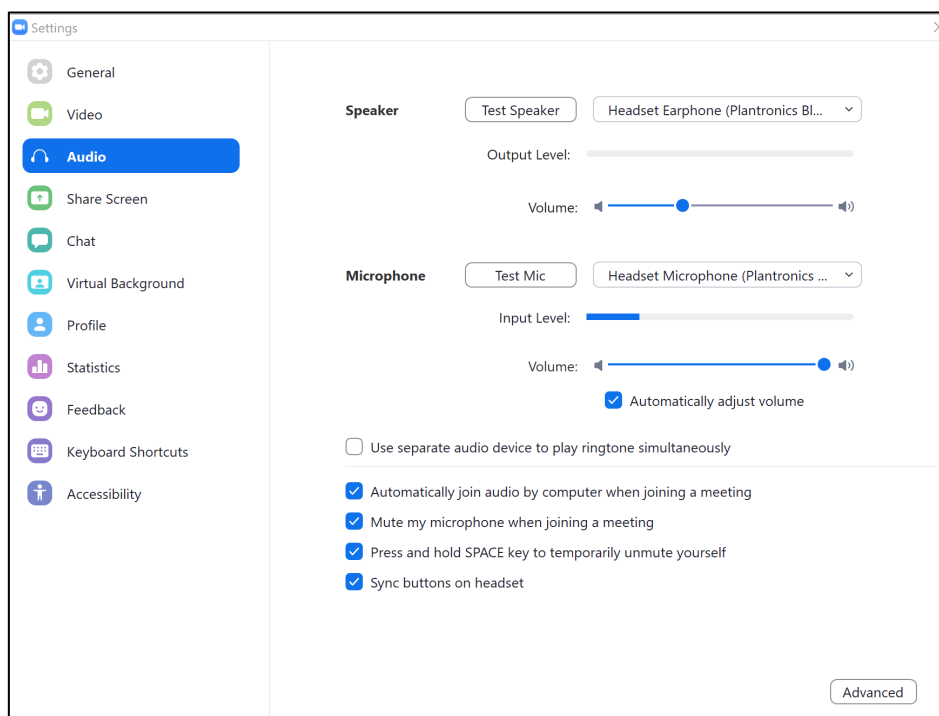


Figure 13: Accessing your in-meeting Audio Settings

You can mute yourself and unmute yourself by clicking the microphone logo. Click the microphone logo (Figure 14) to change your microphone or speaker. You can test your set-up at any time.



In general settings (Figure 15) you can set how you'd like to automatically join a meeting every time you use Zoom. This will remove the need to mute your microphone each time you join a meeting and easily mute or unmute yourself by using the space key.



Setting your Video



Figure 16: Accessing your in-meeting Video Settings

Click on the Start video icon (2) to select a camera and to start or stop your video (Figure 17). In this link you can choose a virtual background or upload an image or video as your background. (Figure 18).

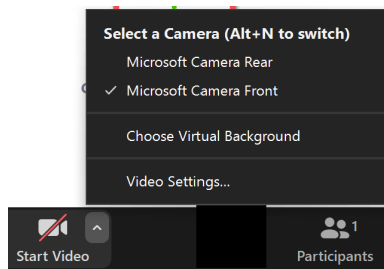
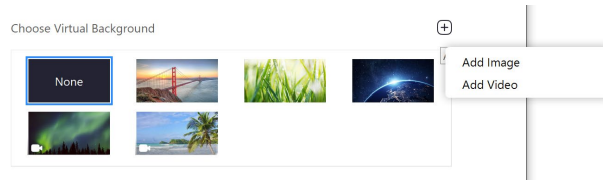


Figure 18: Zoom meeting video settings



In general settings (Figure 19) you can set how you'd like to automatically join a meeting every time you use Zoom. Tick options such as display 49 participants in gallery view and add names to videos to improve your Zoom experience.

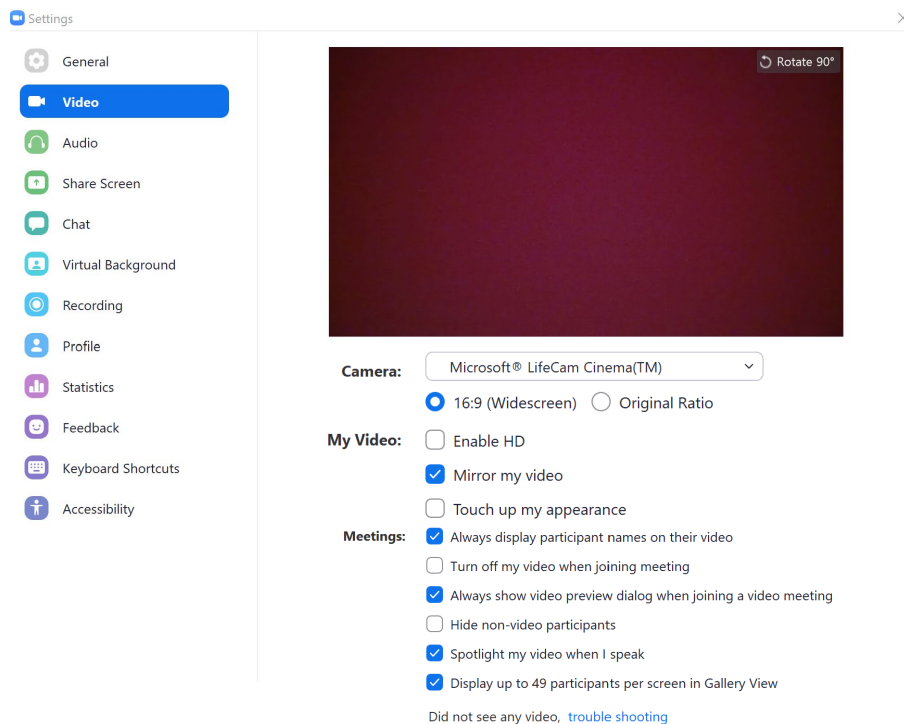
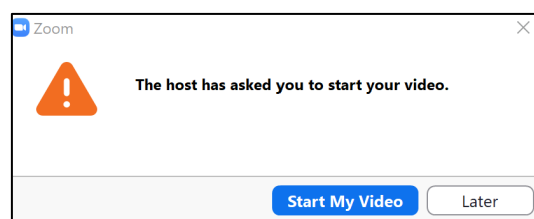


Figure 19: General settings for Zoom video

During a meeting your host may ask you to start your video. You can choose to start your video then or let the host know you will do this later.



Participants



Figure 21: Accessing your in-meeting Participant Settings

The Participants icon (Figure 21) will open a window to the right which you can click the V menu on the top left, to pop out this screen for easier viewing when sharing your screen.

The participants menu allows hosts to seek feedback on their meeting by asking participants to choose a reaction. These will be counted above the logo for the host to see.

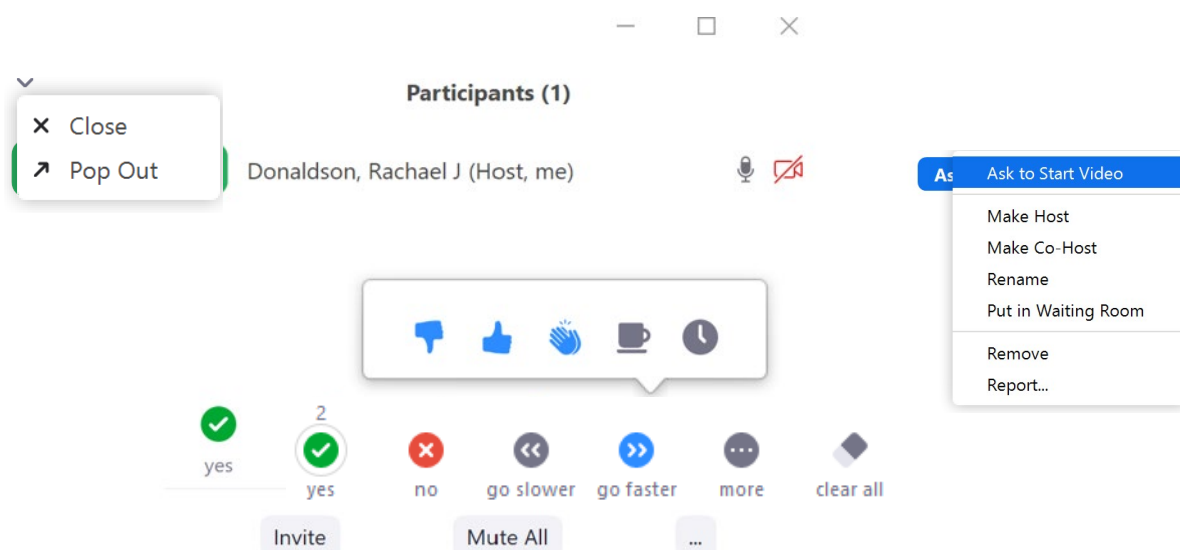


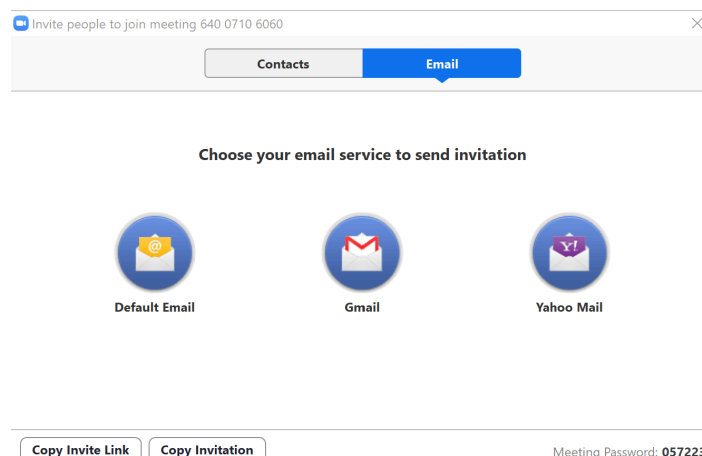
Figure 22: Participants settings in your meeting

Inviting Others

The participant can sometimes add other participants by clicking invite others link when the host first enters the meeting. This may be disabled by the host.



It is best to use the email method of adding others to the meeting. Click on the tab labelled email and choose default email. This will open Outlook for the host to then select participants from the DoE address book to send the Zoom email invite to. In this window (Figure 24) you can also copy invite link or invitation (bottom left) to choose another method to send the meeting invite.



Chat



Figure 25: Accessing your in-meeting Chat

Zoom chat is available unless the host has disabled the function for the meeting or webinar. Zoom chat is a great way to share links, clarify something said on the video call or post lists or large blocks of text.

In Zoom chat, hosts and participants, can use the @ sign followed by the starting few characters of the person they want to mention, and a list of participants with the matching names will appear, and the writer can then choose the one they want to mention.

When participants are in breakout groups you will only have access to the whole group chat (there are no “mini breakout group chats”).

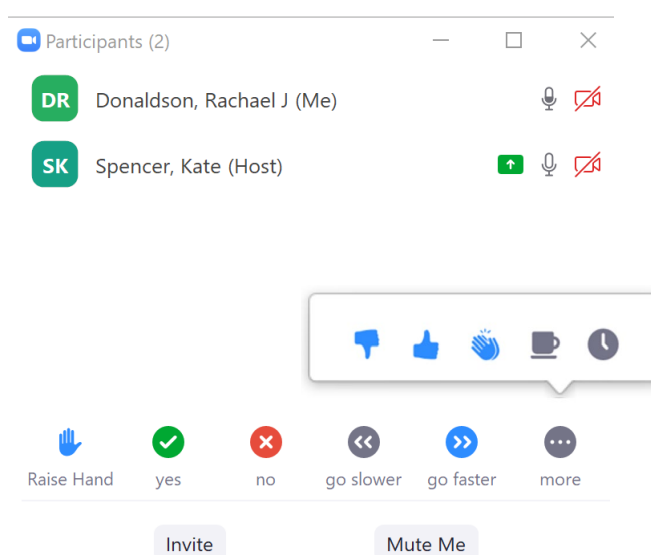


Figure 26: Participant options in chat

Share Your Screen

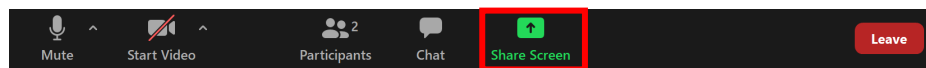
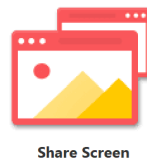


Figure 27: Sharing your Screen in a meeting



Share Screen can be turned off or on by the host. Click Share Screen button in the meeting controls (Figure 27) or the when the host or participant first enters the meeting, the red Share Screen reminder icon is available (Figure 29).

Hosts and participants can share desktop(s) (1 - recommended), specific applications, whiteboard or an iPhone/iPad screen (Figure 29). It is generally easier to share your screen rather than an application. In the “Advanced tab” you can share a portion of your screen – shown by a green screen, only share your computer’s audio, share a file from a third-party sharing service (eg Google Drive or Microsoft OneDrive) or content from a secondary camera connected to your computer (eg document camera or the integrated camera on your device).

When sharing video remember to click “Share computer sound” (2- bottom left). Click Share (3).

Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

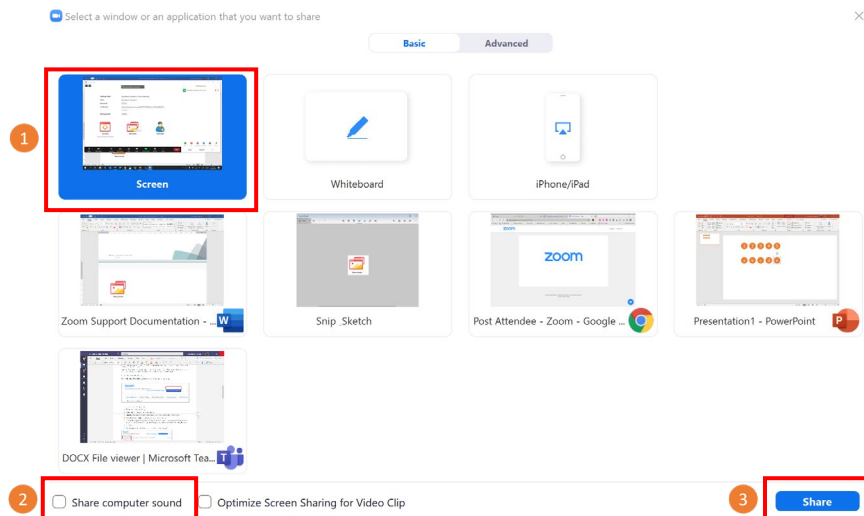


Figure 30: Share Screen Options

At any time you can choose a new share or pause your sharing (Figure 31) to allow for swapping between applications or focusing on the participant gallery view.

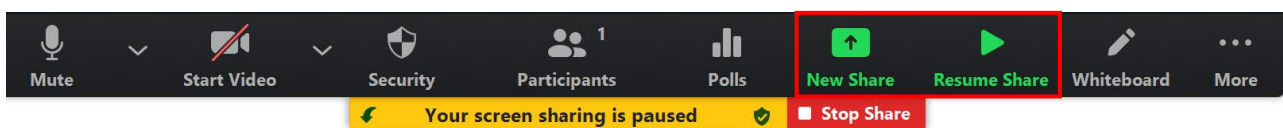
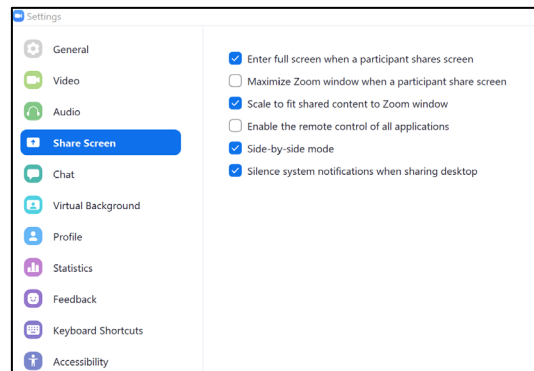


Figure 31: Pause sharing and new sharing

In General settings (Figure 32) you can set how you'd like to share your screen for all meetings. It is a good idea to tick silence system notifications when sharing desktop.



Whiteboard



When clicking Share Screen participants may be able to select whiteboard. The annotation tools (Figure 34) will appear automatically at the top the screen. You can press whiteboard option in the meeting controls to show or hide annotation tools. The spotlight tool can be used as a pointer.

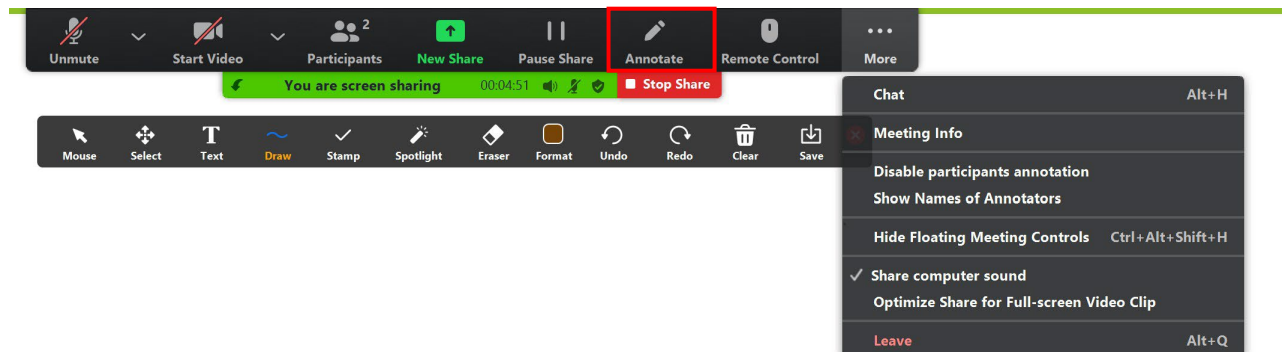


Figure 34: Annotation tools for whiteboard

Use the page controls at the bottom-right corner of the whiteboard to create new pages or switch between pages.



To clear whiteboard, choose clear and then select all drawings, my drawings or viewer's drawings.

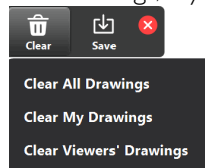


Figure 36: Clearing the whiteboard

Leaving a meeting

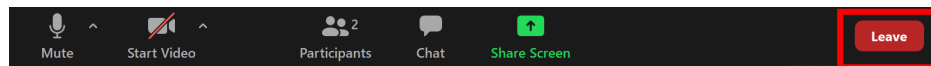
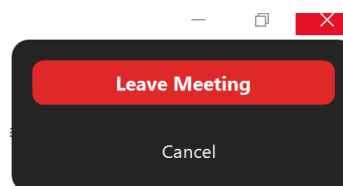


Figure 37: Choosing to leave a meeting

Click Leave to leave your meeting.



Zoom Settings

You can set your own personal zoom settings for all meetings. Open the Zoom application on your computer. Click the settings cog on the top right (Figure 39). In Settings you can change your accessibility options (larger text, meeting controls), keyboard shortcuts, recording, virtual backgrounds, chat, video and audio.

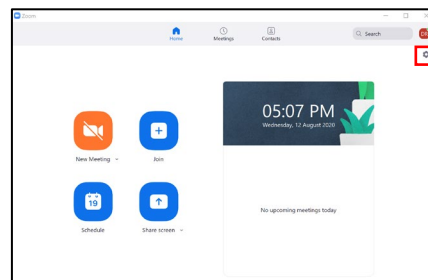
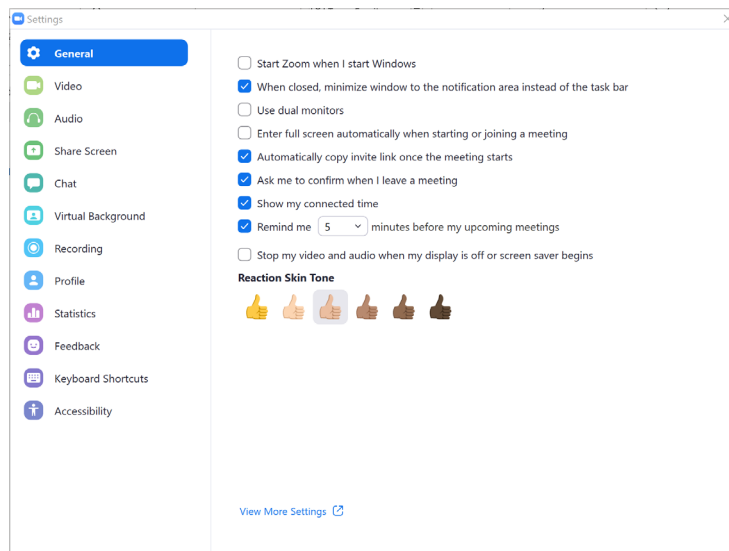


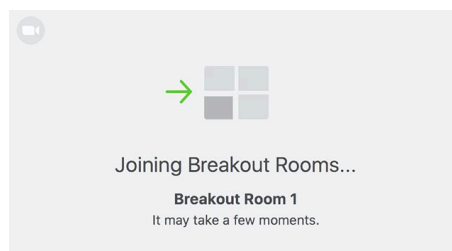
Figure 39: Accessing your settings in Zoom



Participating in a Breakout Room

Your host may choose to use breakout rooms. These can be automatically or manually assigned.

Transition times between the Main Meeting Room and your assigned Breakout Room can vary depending on the network. Please be patient.



1. In a breakout room (Figure 43) you will need to turn your microphone on as there is not chat option within a breakout room (ie the chat you can see is to the whole group room only). You can [share your screen](#) in a breakout room.
2. In this room you can ask the host for help. They will receive a message asking for them to join your breakout room.
3. A host can also broadcast a message to all breakout rooms. This will appear at the top of your screen in a blue notice.
4. To leave the breakout room early click 'Leave Room' or the end of the set breakout room time you will be automatically returned to the main room (Figure 43). You will join the main room as muted.

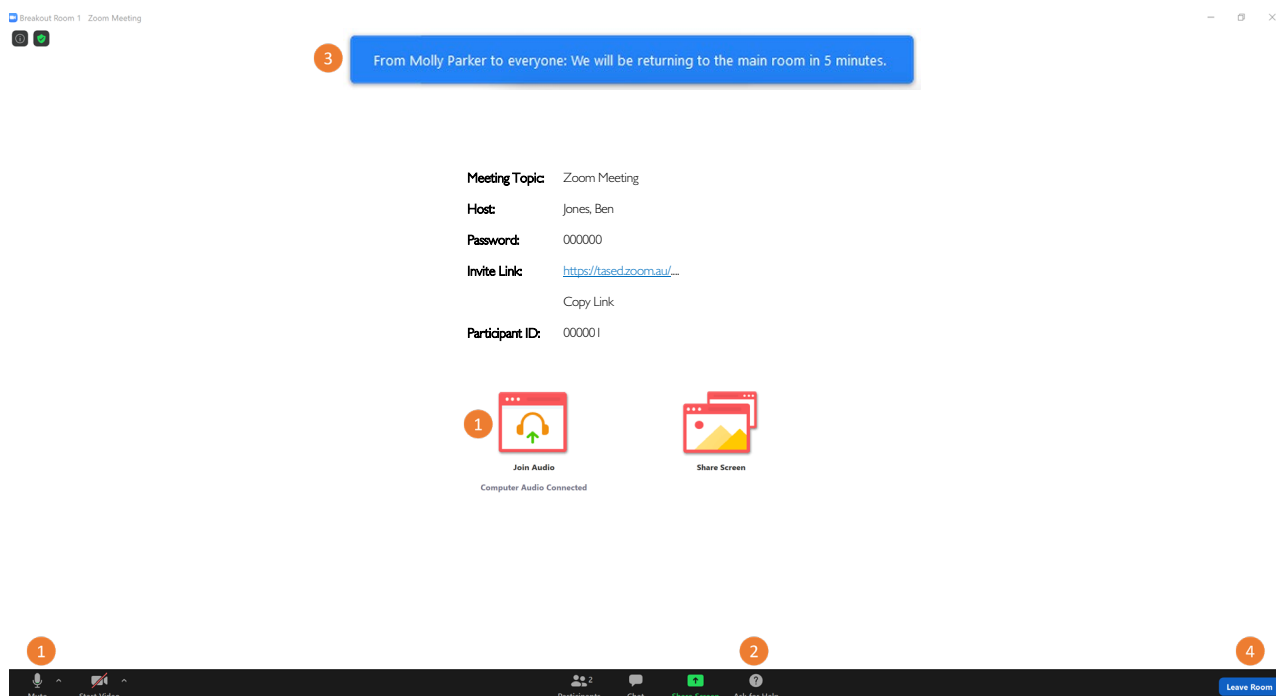
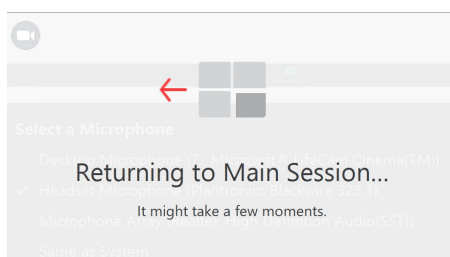


Figure: 42: Breakout Room participants view



Web view of Joining a Meeting as a Participant


It is best to join a meeting from the desktop Zoom application. If this is not possible you may see the following window when joining (Figure 44). Ensure that you use your full name when signing in, tick "I'm not a robot" and then press Join. You will then be asked to sign in.

This meeting is for authorized attendees only

Please [sign into](#) Zoom with an email address authorized for joining this meeting.

Join a Meeting

Your Name

☐ I'm not a robot  [Privacy](#) - [Terms](#)

Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Once signed in it will ask you for the Meeting ID which was sent to you via email. Copy and paste this into this window and click Join. It will then ask you for the Meeting Passcode from the same email.

Join a Meeting

Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

Join a Meeting

Meeting Passcode

Meeting Passcode

Join

You will then see a screen letting you know you have joined the meeting lobby and that the meeting will start soon.

The meeting has not started

The page will refresh in 5 seconds, or [reload the page](#) now.