

## Zoom Virtual Meeting Guide

### Scheduling a Meeting

Zoom offers you several ways to schedule your meetings. If you're using Google calendar or Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

#### Web Portal

1. Log in to <http://zoom.us/signin>
2. Click "Schedule a Meeting" in the top navigation bar
3. Input details for the meeting and click "Save". Ensure that under the audio option, dial-in information is set to Canada to prevent any long-distance charges
4. Always ensure you set-up a password for your meeting and check off the option to have the password embedded in your one-click link in your settings
5. You can then copy the URL or Invitation or add to your calendar

#### Zoom Desktop Client

1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Schedule". Ensure that under the audio option, dial-in information is set to Canada to prevent any long-distance charges
3. Always ensure you set-up a password for your meeting and check off the option to have the password embedded in your one-click-link in your settings
4. You can then copy the URL or Invitation or add to your calendar

Learn more: [Scheduling with Zoom](#)

### Meeting Settings

#### Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose "Join Audio by Computer" to connect your computers mic and speakers to the Zoom Meeting. You can test your Audio sources by using the "Test Computer Audio" link when joining.

- Choose “Phone Call” and dial the number provided. Enter in the Meeting ID and make sure to input the “Participant ID” Clicking on the Mic icon will let you mute and unmute your audio once connected unless settings are otherwise set by the host prior to the meeting.

## **Video**

Access Video settings before or during a meeting by clicking on the “Settings” icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow. Clicking on the Video icon will let you start and stop your video feed unless settings are otherwise set by the host prior to the meeting.

## **Invite Participants**

During a meeting, click “Invite” to send meeting information to more participants by email, Zoom chat, phone, or room system

## **Manage Participants**

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants. To learn more about managing participants as a host or co-host please visit <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

## **Share Screen**

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen unless settings are otherwise set by the host prior to the meeting
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc. – only if enabled by the host

## **Chat**

1. Click “Chat” to start an in-meeting message with participants in the meeting. This option may be just limited to the host or co-hosts of the meeting if the meeting host wishes.

2. The dropdown on the chat window will allow you to message everyone, or a specific participant.

## **Record**

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the “Record” icon in the toolbar
2. Choose to record to the Local machine and not the cloud due to privacy reasons
3. Recording will process once the meeting ends

## **Meeting Size Limitations**

Zoom licenses have various capacities. Please login with your zoom account and click the profile button on the top left of your screen to view what your license capacity is and ensure it is large enough for the meeting you wish to host. Please note that free accounts only allow for meetings with a duration of 40 minutes or less.

## **Asking Questions**

Zoom allows for the capability to ask questions during meetings. This is typically done in one of two ways which is either to utilize the “raise hand” feature or have attendees submit their questions via the chat feature given that chat is enabled by the host.

By clicking the “raise hand” button, attendees will indicate to the host that they would like to ask a question and the host will bring them on the line to speak. Once the question has been asked, the host will mute the attendee’s microphone and place them back into the attendee list.

If attendees wish to ask a question via the chat feature, they should type out their question and check off the visibility to either just the host or everyone pending on settings set by the host.

Alternatively, if neither of the above is an option, as the host, please draft an email that can be sent at least 5 business days prior to the meeting to all attendees, asking them to submit their questions via email so they could be addressed during the meeting. This can also be an option for those who wish to submit their questions anonymously ahead of time.

## Agenda & Presentations

To share a powerpoint or presentation or agenda, the host can share their screen. There are three methods you can use to screen share a PowerPoint presentation in a Zoom meeting. If you have a dual monitor, you can share a slide show while viewing presenter's notes in another monitor. If you have a single monitor, you can also start the slide show in a window so you have access to other meeting features while sharing your presentation.

[Dual monitors with slide show and presenter's views](#)

[Single monitor with slide show in a window](#)

[Single monitor with slide show in full screen](#)

## Polling

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results. For more information please visit <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>.

## Recording and Transcription

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer. The recorded files can be uploaded to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo. **Please note:** that there are limits on recording capacity. Check with your host to ensure your licence has full capacity.

Use the **Audio transcript** option (under Cloud Recording) to automatically transcribe the audio of a meeting or webinar that you record to the cloud. After this transcript is processed, it appears as a separate .vtt text file in the list of recorded meetings. In addition, you have the option to display the transcript text within the video itself, similar to a closed caption display.

The transcript is divided into sections, each with a timestamp that shows how far into the recording that portion of the text was recorded. You can edit the text to more accurately capture the words, or to add capitalization and punctuation, which are not captured by the transcript.

For more information please visit <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>.

## **Breakout Rooms**

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time. For more information please visit <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>.

## **Using breakout rooms**

After enabling breakout rooms, you can do the following:

- [Participant in breakout rooms](#) (participants)
- [Manage breakout rooms](#) (host)
- [Pre-assign participants to breakout rooms](#) (host)

For additional questions regarding hosting your Zoom virtual meeting, please email [events@fsrao.ca](mailto:events@fsrao.ca).