



# Videoconferencing The Basics!

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**During today's Session you will learn how to. . .**

- Differentiate between a Free and Paid Account
  - Adjust Accessibility Settings (turn on menus)
  - Adjust meeting Video Settings
  - Schedule a meeting
  - Invite Participants
  - Start a Meeting
  - Manage and adjust settings during a meeting
  - Mute and unmute audio
  - Start and stop video feeds
  - Chat with participants as a group and individually
  - Record your meetings
  - Share your screen
  - Change roles of participants
  - Create breakout groups (Paid Feature)
  - Create polls (Paid Feature)
  - End a meeting
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### **Step-by-Step Training Outline:**

- 1.) Log on at [uiw.zoom.us](https://uiw.zoom.us) (If you have an account) or [zoom.us](https://zoom.us) (If you do not have an account.)
- 2.) A Free Trial allows you to host meetings that are 40min. in length. After 40min. Your meeting will automatically end and you would need to re-invite everyone or start a new one. This is the known limitation to the free account.
- 3.) Zoom sponsored training resources (Training Link)
- 4.) Adjusting Accessibility Settings
  - a.) User Account Settings > Accessibility
  - b.) Set Zoom to Always show meeting controls
  - c.) Adjust closed captioning if necessary
  - d.) Accessible keyboard shortcuts
- 5.) Adjusting Video Settings
  - a.) Video Ration
  - b.) Name
  - c.) Spotlight video when I speak
- 6.) Scheduling a Meeting
  - a.) Adjust Meeting Settings as Needed (go here to turn on polling/annotations, etc.)
  - b.) Schedule Meeting - name meeting, set date and time, etc.
  - c.) Invite Participants (you can also do this later from within the meeting)
- 7.) Using your Personal Meeting Room
  - a.) You can always use your personal meeting room for impromptu meetings
  - b.) Customize meeting room URL/guests always use same URL great for Office Hours (Edit Profile Settings)
- 8.) Starting a Meeting
  - a.) Test Audio
  - b.) Test Camera
  - c.) Join Meeting
- 9.) Invite Participants (if you didn't already do so.)
- 10.) Manage Participants
  - a.) Mute and Un-Mute Microphones
  - b.) Make a Participant a Host
  - c.) Watch for hand raises
  - d.) Adjust participant recording settings
- 11.) Mute and Unmute Audio
- 12.) Starting and Stopping your Camera and Audio
- 13.) Chat with Students (as group or privately)
- 14.) Recording your meeting
  - a.) Choose to save recording locally - it will be created after the meeting has ended.
- 15.) Sharing your Screen
  - a.) Choose what you want to share from your desktop
  - b.) Click on the button in the lower left corner of your screen if you want to share computer sound.
  - c.) Annotating on your screen

- d.) Sharing annotations
  - e.) Stop Sharing
- 16.) Polling
  - a.) Start polling
  - b.) Adding questions
  - c.) Showing Results
- 17.) Ending a Meeting

Manuals and Reference Materials can be found online at: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started> ( You may need to have your free account set up before you can access this.)