

Overview

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Zoom offers the video, audio, and wireless screen-sharing experience across multiple platforms.

Follow this article to learn about the basic features of the Zoom client on Windows and Mac.

Installation:

- [Zoom desktop client \(Windows or Mac\)](#)
NOTE: Clicking the link will automatically start download

This presentation covers:

- ▶ Getting started with Zoom
- ▶ Creating a Meeting & In-Meeting Controls
- ▶ How to install Zoom on Mac
- ▶ How to integrate Zoom with Outlook and Canvas

Getting started with Zoom

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light to dark, creating a modern and professional aesthetic.

Join or start a meeting

1. Make sure to have the Zoom client installed!

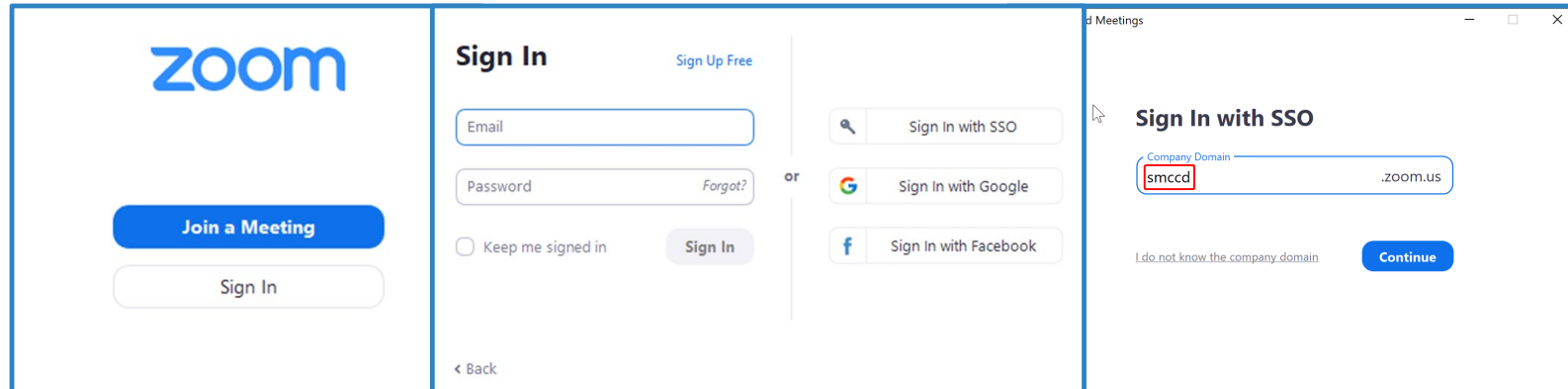
[Zoom desktop client \(Windows or Mac\)](#)

NOTE: Clicking the link will automatically start download

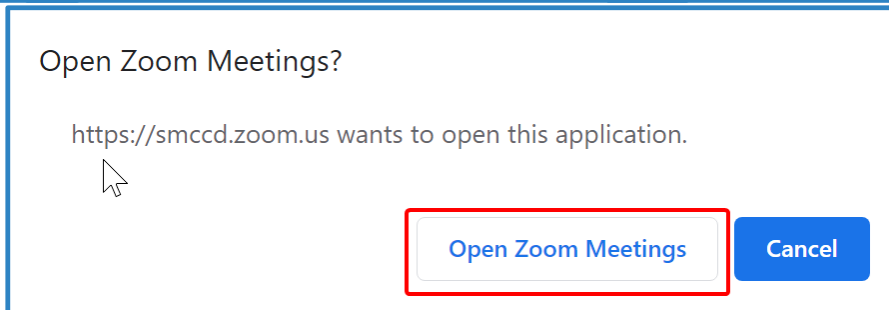
2. Join a meeting by entering a meeting ID or sign in to start your own meeting.

Note: **Sign In** using your OneLogin Single Sign On (SSO) credentials

Example: Username (eg. jdoe) (do not use full email address)



The screenshot shows the Zoom sign-in process. On the left is the Zoom logo and buttons for 'Join a Meeting' and 'Sign In'. The main area is titled 'Sign In' with a 'Sign Up Free' link. It features input fields for 'Email' and 'Password', a 'Forgot?' link, and a 'Sign In' button. Below these are options for 'Keep me signed in' and 'Sign In'. To the right, there are social login options: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. The 'Sign In with SSO' option is selected, leading to a 'Sign In with SSO' dialog box. This dialog has a 'Company Domain' input field with 'smccd' entered and '.zoom.us' as a suffix. A 'Continue' button is at the bottom right of the dialog.

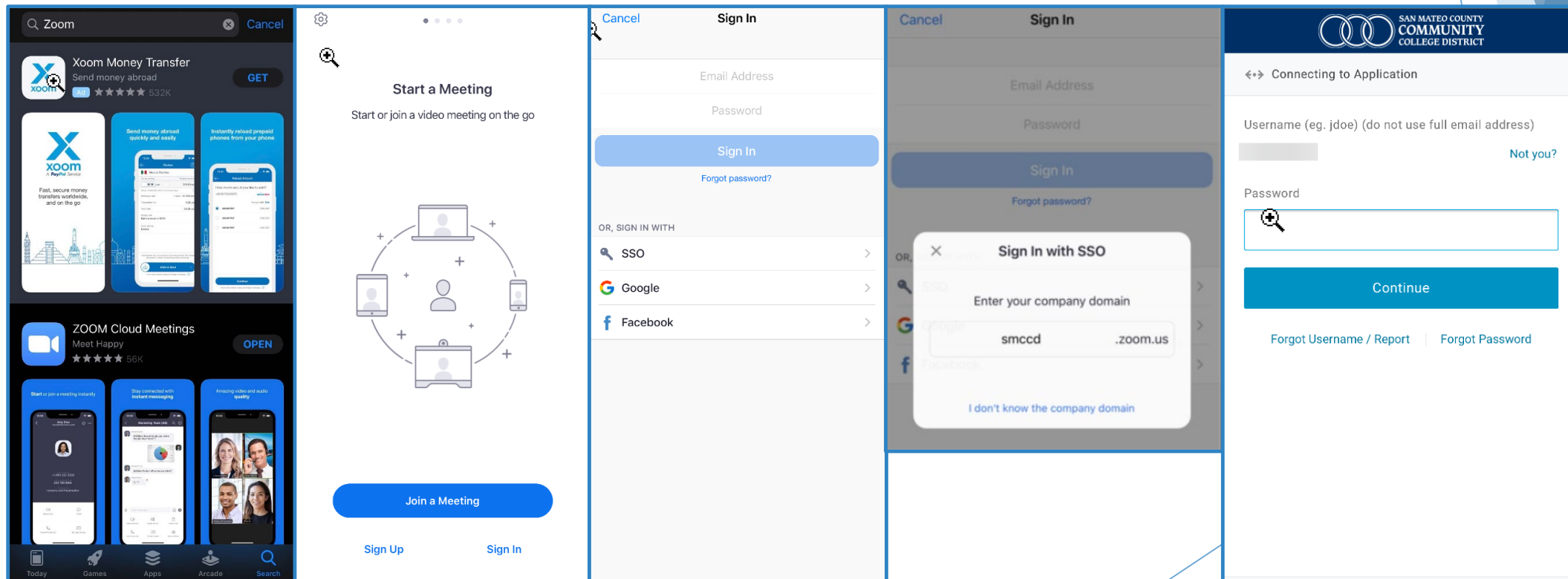


The screenshot shows a Windows security warning dialog box titled 'Open Zoom Meetings?'. The text inside reads: 'https://smccd.zoom.us wants to open this application.' Below the text is a mouse cursor icon. At the bottom of the dialog are two buttons: 'Open Zoom Meetings' (highlighted with a red box) and 'Cancel'.

Zoom Mobile Application

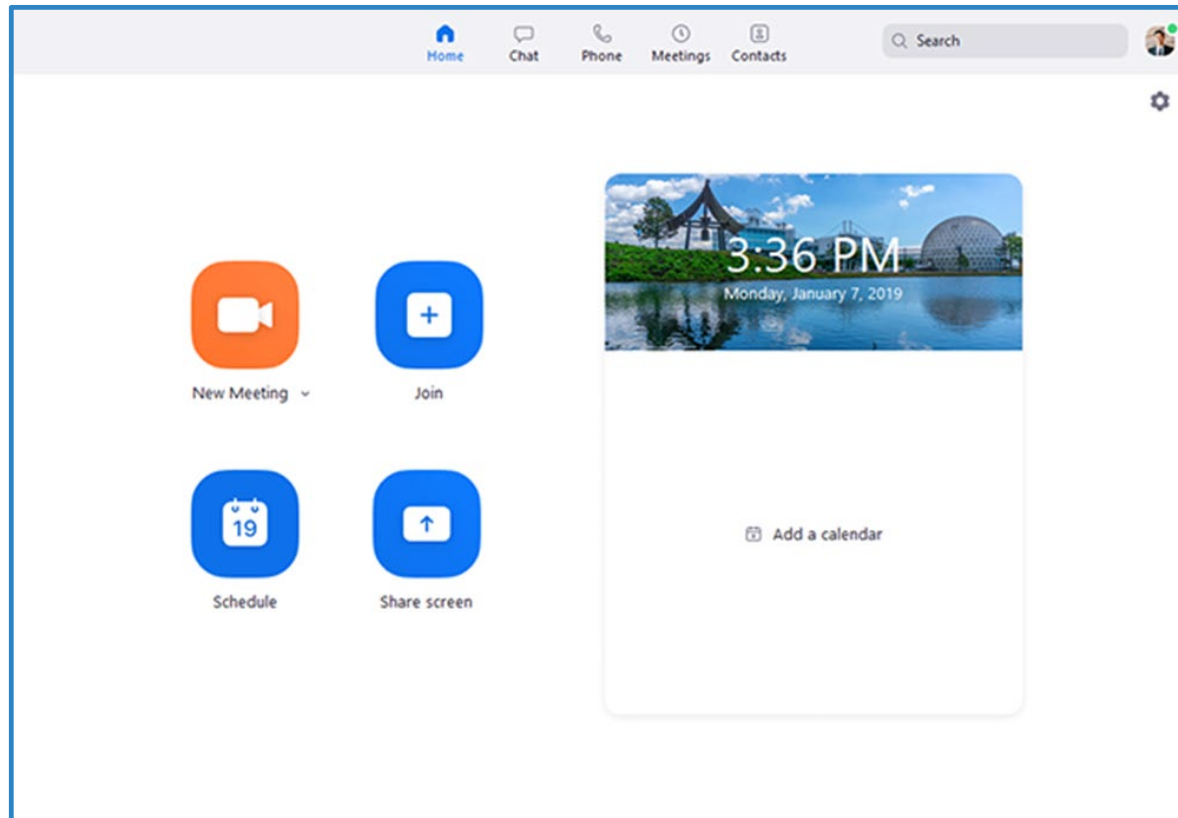
1. Zoom is available for download on iOS and Android devices. You can find it by going to your App Store/Play Store and searching “Zoom”.

Note: **Sign In** using your OneLogin Single Sign On (SSO) credentials
Example: Username (eg. jdoe) (do not use full email address)



Home

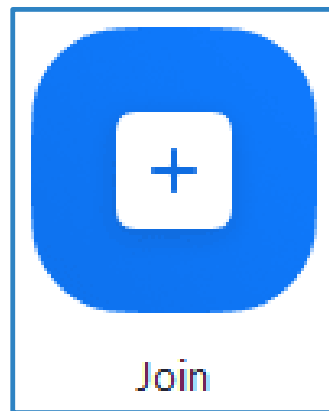
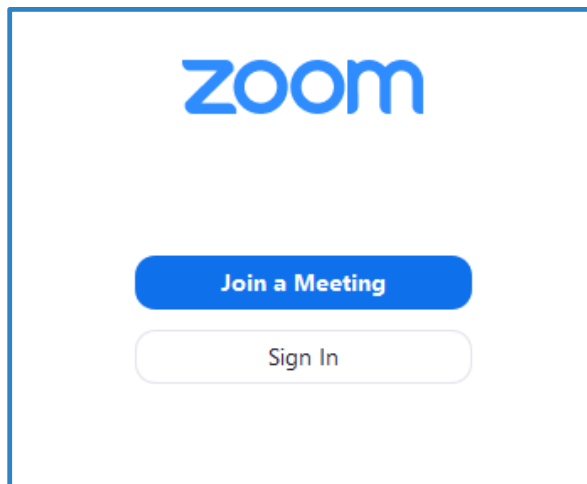
- ▶ After signing in, you will see the Home tab, where you can click these options: New Meeting, Join Meeting, Schedule, Share Screen.



Creating a Meeting & In-Meeting Controls

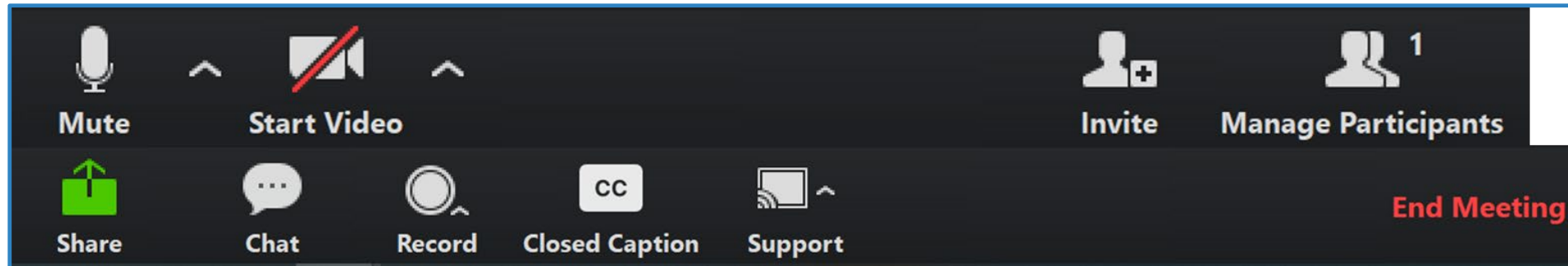
Meetings

- ▶ Open the Zoom desktop client.
- ▶ Join a meeting using one of these methods:
 - ▶ Click **New Meeting** if you want to create a new meeting and instantly join.
 - ▶ Click **Join** if you want to join an already existing meeting. Enter the meeting ID then click **Join**.
 - ▶ Click **Schedule** to schedule a meeting at a certain time or setup a reoccurring meeting.
 - ▶ Click **Share screen** to instantly join a meeting while sharing your screen.



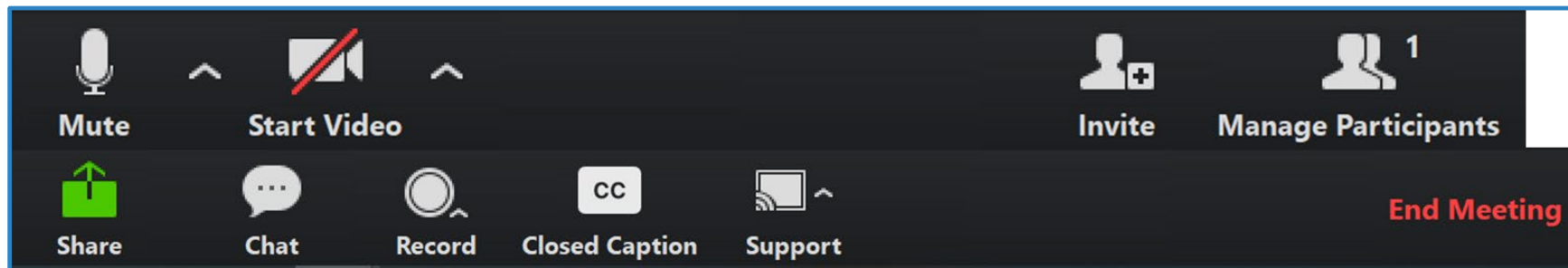
In-meeting controls

- ▶ **Mute/Unmute Microphone:** Mute or unmute the room's microphone.
- ▶ **Start/Stop Video:** Start or stop the room's video camera.
- ▶ **Invite:** Invite by contact, email, phone, or room system.
- ▶ **Manage Participants / Participants:** View the meeting participants. If you're the host, you will see controls to manage participants.



In-meeting controls

- ▶ **Share Content or Camera:** Display instructions to share content from your laptop or mobile device.
- ▶ **Chat:** Chat among participants and ask questions without interrupting a meeting.
- ▶ **Start Recording:** Start recording to the cloud.
- ▶ **Support:** Remote control another users CPU for assisting with technical issues.



Zoom Audio in Meetings

► You can access your audio settings and test your audio when you are already in a meeting.

1. In the meeting controls, click the arrow next to **Mute/Unmute**.
2. Click **Audio Options**. This will open your audio settings and allow you to select the device you want to use for the meeting.

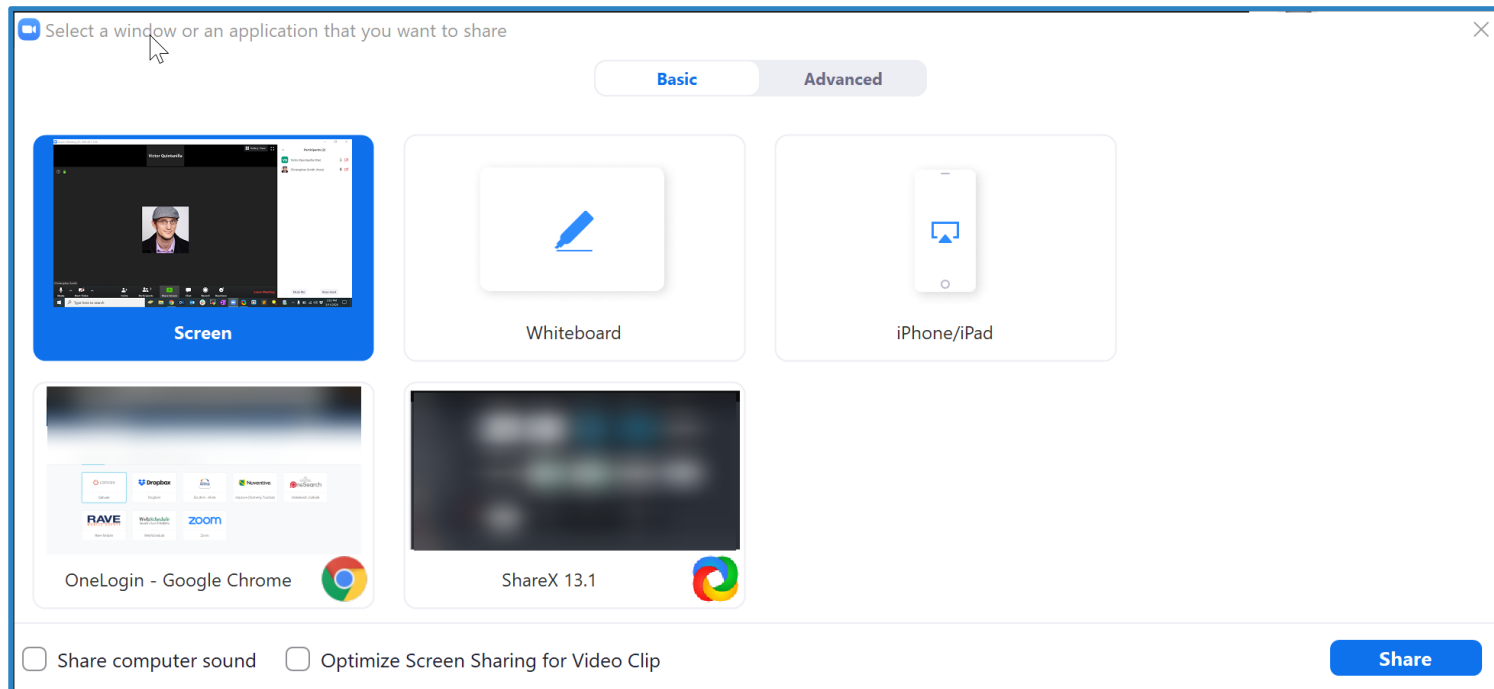
NOTE: If you are having problems getting your audio setup to work, please submit an ITS Request.

Remember you can also live-chat in Zoom to communicate in the meantime.



Sharing your Screen

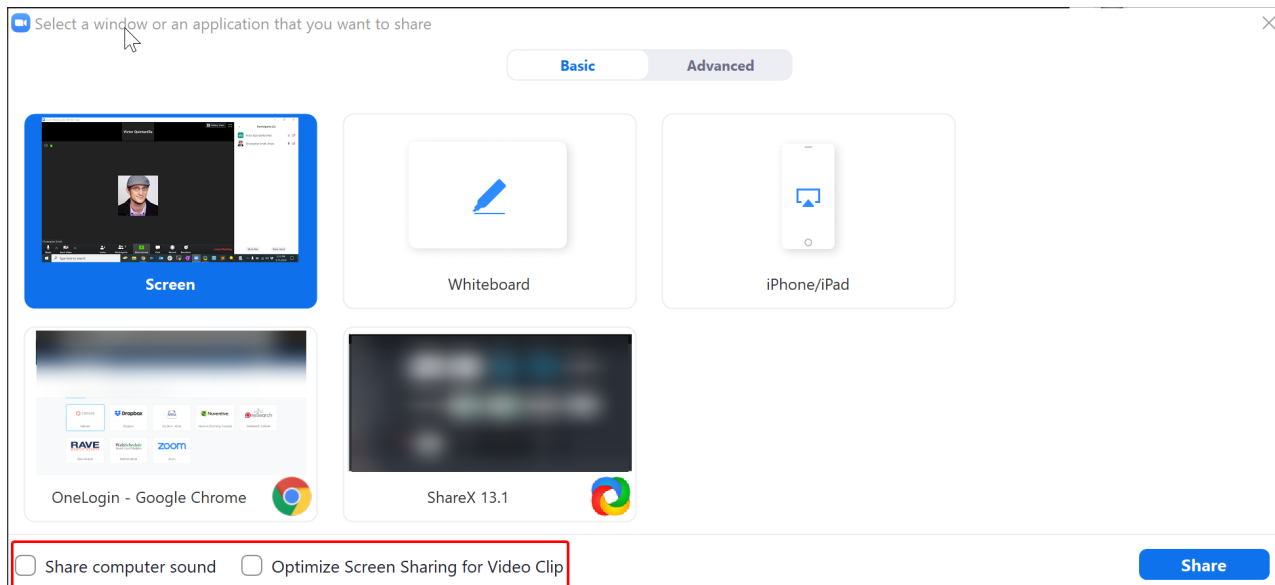
- ▶ Click the **Share Screen** button located in your meeting controls.
- ▶ Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, or an iPhone/iPad.
- ▶ Click **Share**.



Sharing your Screen

► (Optional) features:

- Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
- Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.



How to install Zoom on Mac



How to install Zoom on Mac

1. Visit the [Download Center](#).
2. Next to Zoom Client for Meetings, click **Download**.
3. Open the downloaded file. It is typically saved to your Downloads folder.
4. Follow the prompts to install the application on your computer.

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.

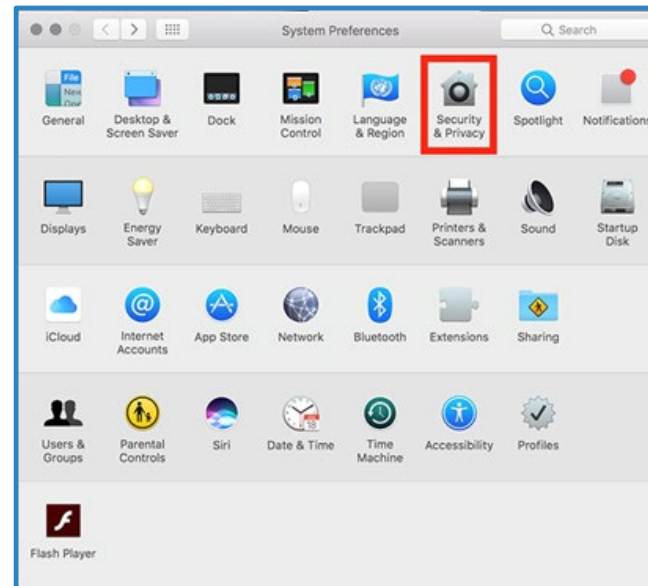
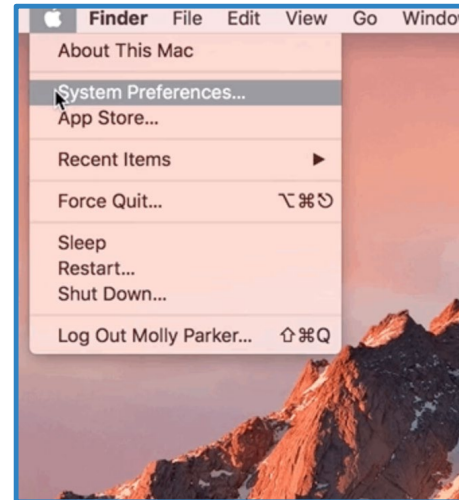
Download

Version 4.6.7 (18176.0301)

Permissions for installing Zoom on Mac for Screen Sharing

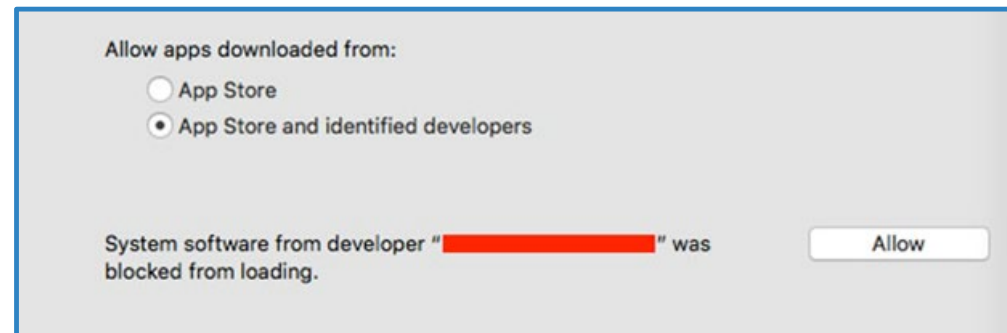
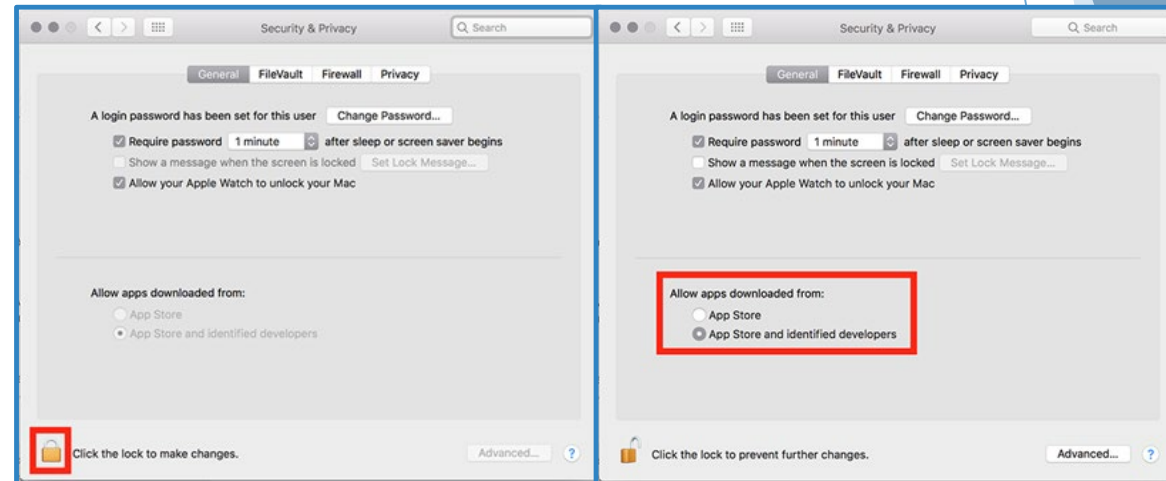
Mac unlike PC, locks down the ability for you to share screen, use mic/audio/video. To allow these features follow the below steps:

1. Click on the Apple Icon at the top left corner of your screen. Choose **System Preferences**.
2. Click on **Security & Privacy**.



Permissions for installing Zoom on Mac for Screen Sharing Continued...

1. Click the lock icon at the bottom left to have access to make changes.
2. Enter your computer administrator username and password.
3. Change **Allow apps downloaded from:**, to **App Store and identified developers**.
4. **Note:** For Mac High Sierra (10.13.x), you will need to click on **Allow** too.
5. Click the lock icon again to prevent any further changes.



How to integrate Zoom with Outlook and Canvas



How to install Outlook Plugin

To install the Zoom plugin for Outlook follow the instructions below:

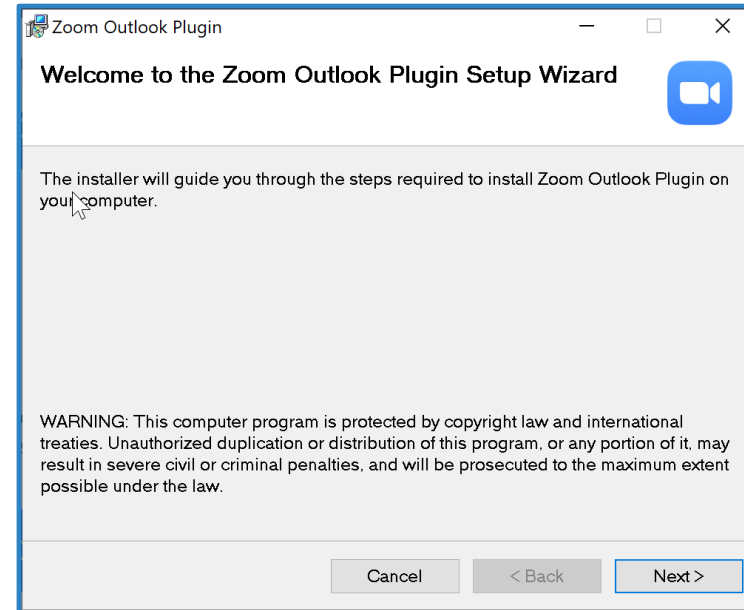
1. Go to: <https://zoom.us/download>
2. Find the “Zoom Plugin for Microsoft Outlook” and click “Download”
3. Once the ZoomOutlookPluginSetup.msi file is downloaded, open it and proceed to follow the on screen instructions for finalizing your download.

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

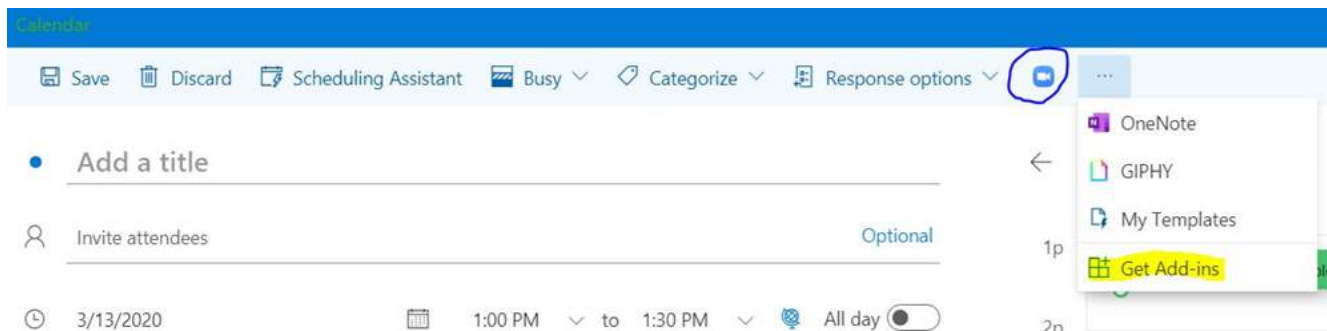
[Download](#)

Version 4.8.17303.0117



How to add Zoom Add-In for Outlook Web App

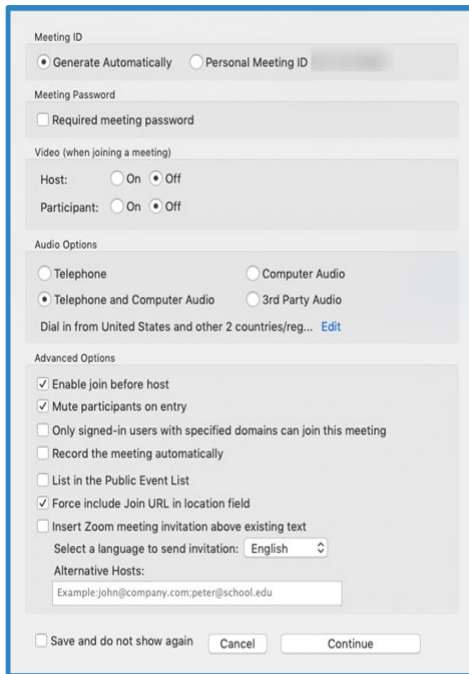
1. Open your Outlook web calendar and click **New** to create a new calendar event.
2. Click the three dots in the top toolbar.
3. In the drop down menu select **Get Add-ins**.
4. Select **Zoom for Outlook**.



Outlook Zoom Scheduling

1. Click the Schedule a Meeting button.
2. Select your desired settings for scheduling a meeting.
3. Click Continue.

The calendar invitation will automatically generate with the Zoom meeting information.



Meeting ID
 Generate Automatically Personal Meeting ID

Meeting Password
 Required meeting password

Video (when joining a meeting)
Host: On Off
Participant: On Off

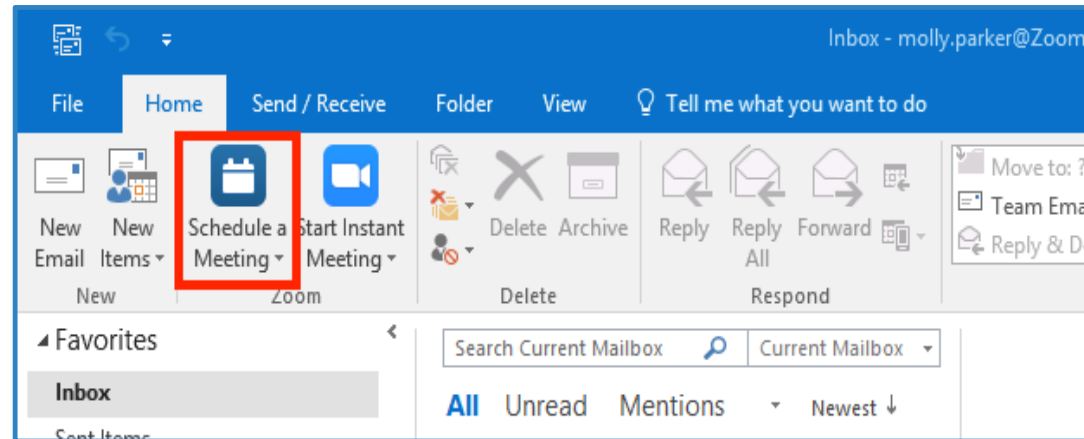
Audio Options
 Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio

Dial in from United States and other 2 countries/reg... [Edit](#)

Advanced Options
 Enable join before host
 Mute participants on entry
 Only signed-in users with specified domains can join this meeting
 Record the meeting automatically
 List in the Public Event List
 Force include Join URL in location field
 Insert Zoom meeting invitation above existing text
Select a language to send invitation:

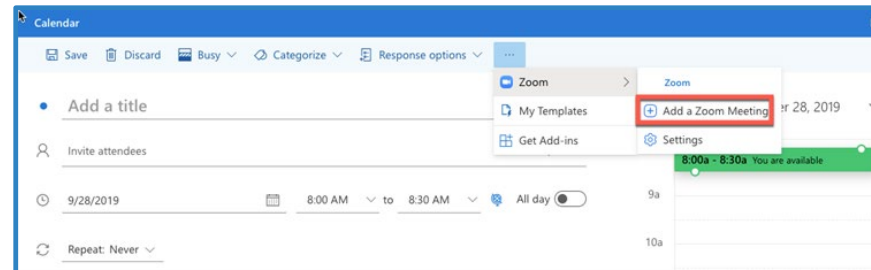
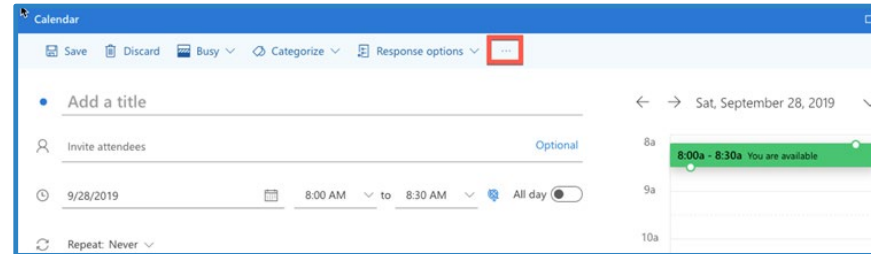
Alternative Hosts:

Save and do not show again



Scheduling Meetings in Outlook Web App

1. Open your Outlook web calendar and click **New** to create a new calendar event.
2. Enter meeting details like the title, location, and guest list.
3. Click the three dots in the top toolbar. You will see the Zoom sidebar open, prompting for your Zoom credentials.
4. Click **Zoom**
5. Click **Add a Zoom Meeting**
6. Sign in to your Zoom account. If you are already signed in to the Zoom web portal, it will log you in automatically.
Note: The meeting settings will automatically populate with your default settings found in your Zoom web portal in [My Meeting Settings](#).



Zoom-Canvas Integration

- ▶ The Zoom for Canvas Integration supports the ability to schedule meeting, list upcoming meeting, list history meeting and join meeting within the Canvas account.
- ▶ Users can leverage Zoom meetings from within a Canvas course.
- ▶ Features include creating, joining and deleting a Zoom meeting; as well as creating Calendar Event and creating Canvas Conversation.

