



Zoom: Hosting and Managing Participants

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/Zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

Jason DeLeon (Gnv)

Clara Lindley (Jax)

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_10jkl6lRsKV3XT

LAUNCHING Zoom

Let's get started!

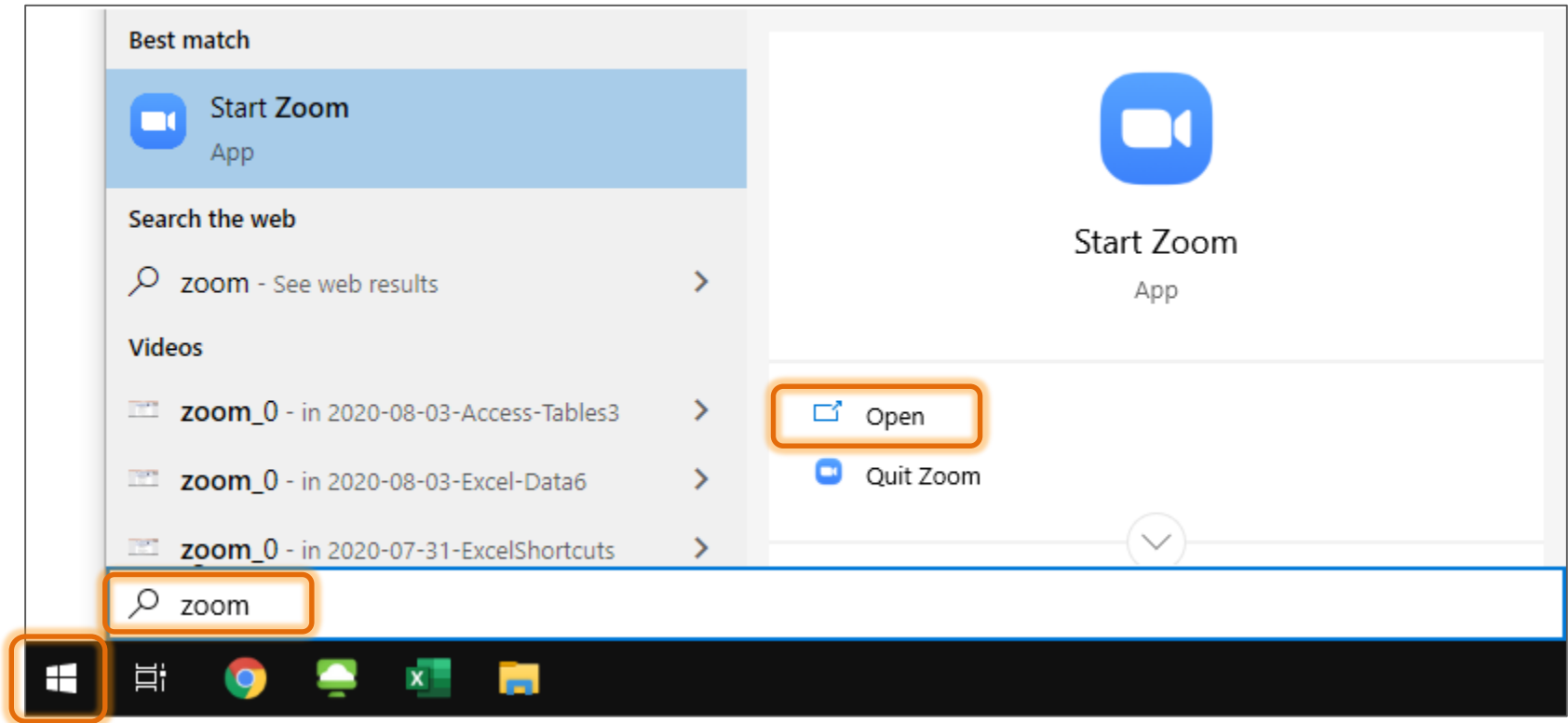


Start Zoom

App

Launching Zoom

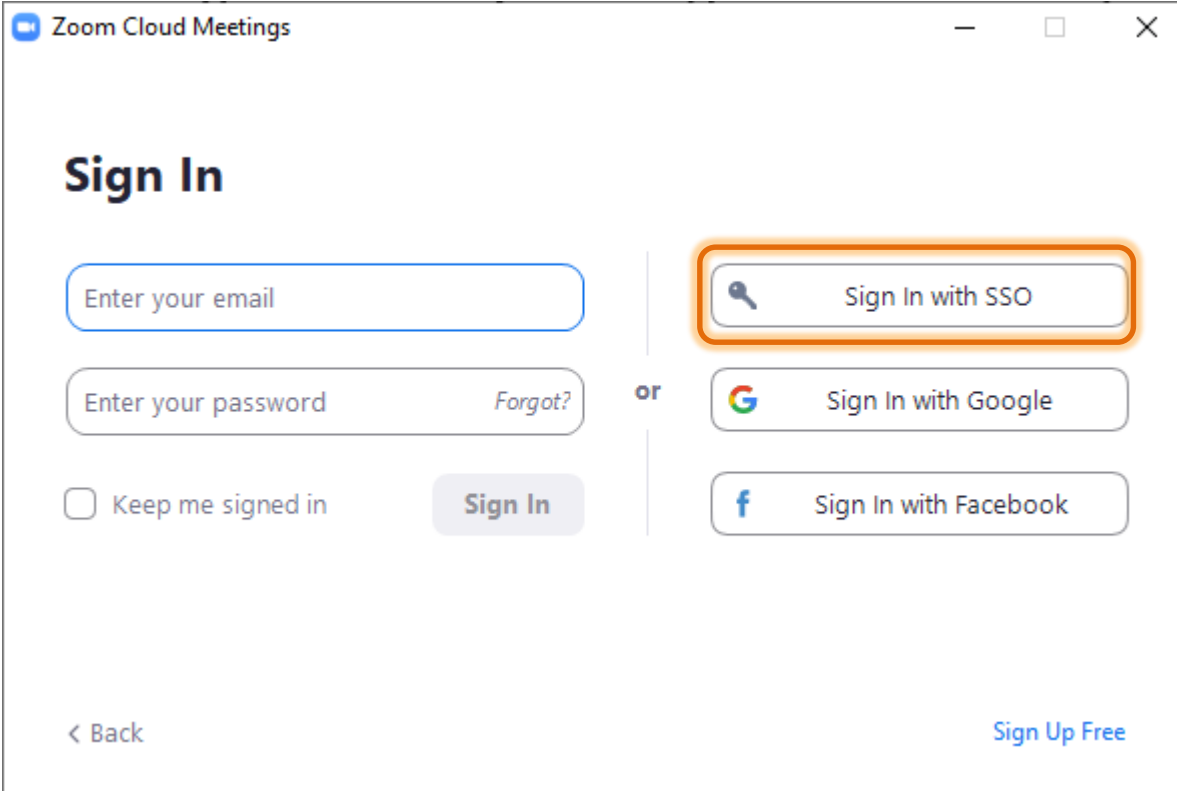
After the first time you use Zoom, the App will be installed on your device.



In Windows, you can open Zoom from the Start menu. If you don't see the App, you can start to type "Zoom" and then click on the **Open** button.

Logging into Zoom

If you are not already logged into Zoom, you will be prompted to enter your information. To use your work account, you will choose the SSO (single sign on) option.



Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

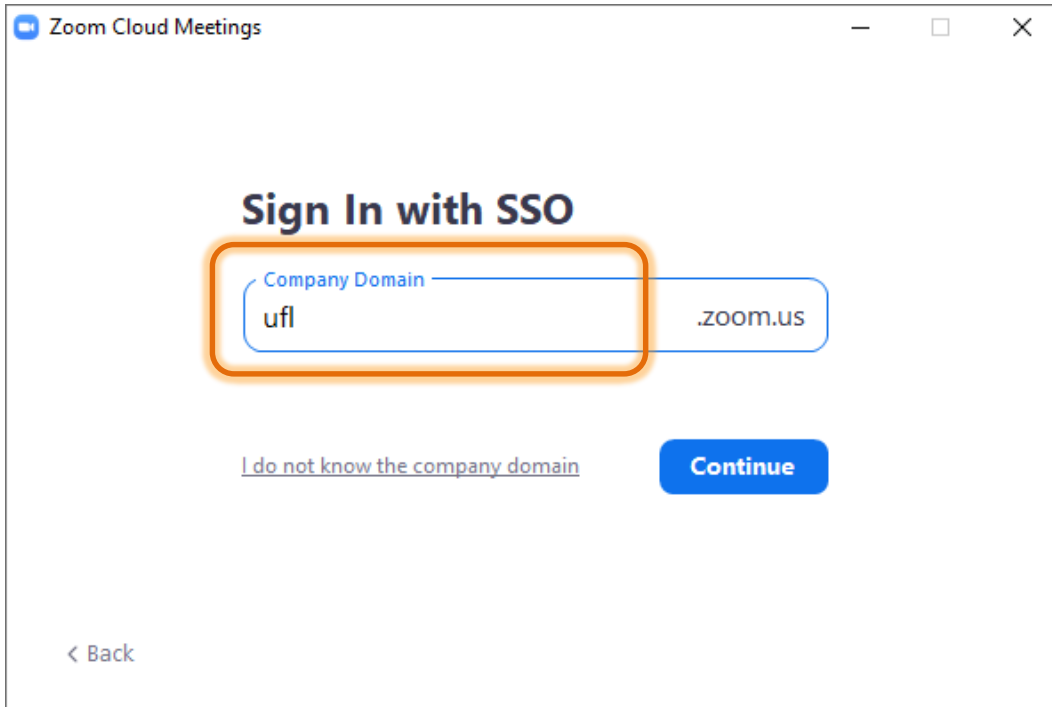
[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

[< Back](#) [Sign Up Free](#)

Company Domain?



Zoom Cloud Meetings

Sign In with SSO

Company Domain

ufl .zoom.us

[I do not know the company domain](#)

[Continue](#)

[< Back](#)

ufl

UF Students, Faculty, and Staff

ufhshands

UFHealth Shands employees
in *Gainesville*

ufhjax

UFHealth Shands employees
in *Jacksonville*

When you click Continue, Zoom will open the login page for your domain.

You can also go directly to the webpage:

<https://ufl.zoom.us>

<https://ufhshands.zoom.us>

<https://ufhjax.Zoom.us>

Logging into Zoom

UF Authenticati

CHANGE PASSWORD FORGOT/RESET PASSWORD CREATE ACCOUNT TROUBLE SIGNING O

zoom

LOGIN TO ZOOM - UNIVERSITY OF FLORIDA

Username

You are logging in to a University of Florida (UF) information system and agree to comply with the UF Acceptable Use Policy and Guidelines. Unauthorized use of this system is prohibited and may subject the user to criminal and civil penalties. UF may monitor computer and network activities, and the user should have limited expectations of privacy.

UF Health Shands

Please enter your Shands Network username and password below:

Shands Network ID

Password

Sign in

Having difficulty logging in?

For assistance, call 352-265-0526 or if on the internal UF Health network click [here](#) to submit a service request with the UF Health Technical Support Center.

© 2013 Microsoft Help

UFHealth JACKSONVILLE

Sign in with your domain UMC (JAX) SHANDS (GNV) or UFAD (UF) userid and password:

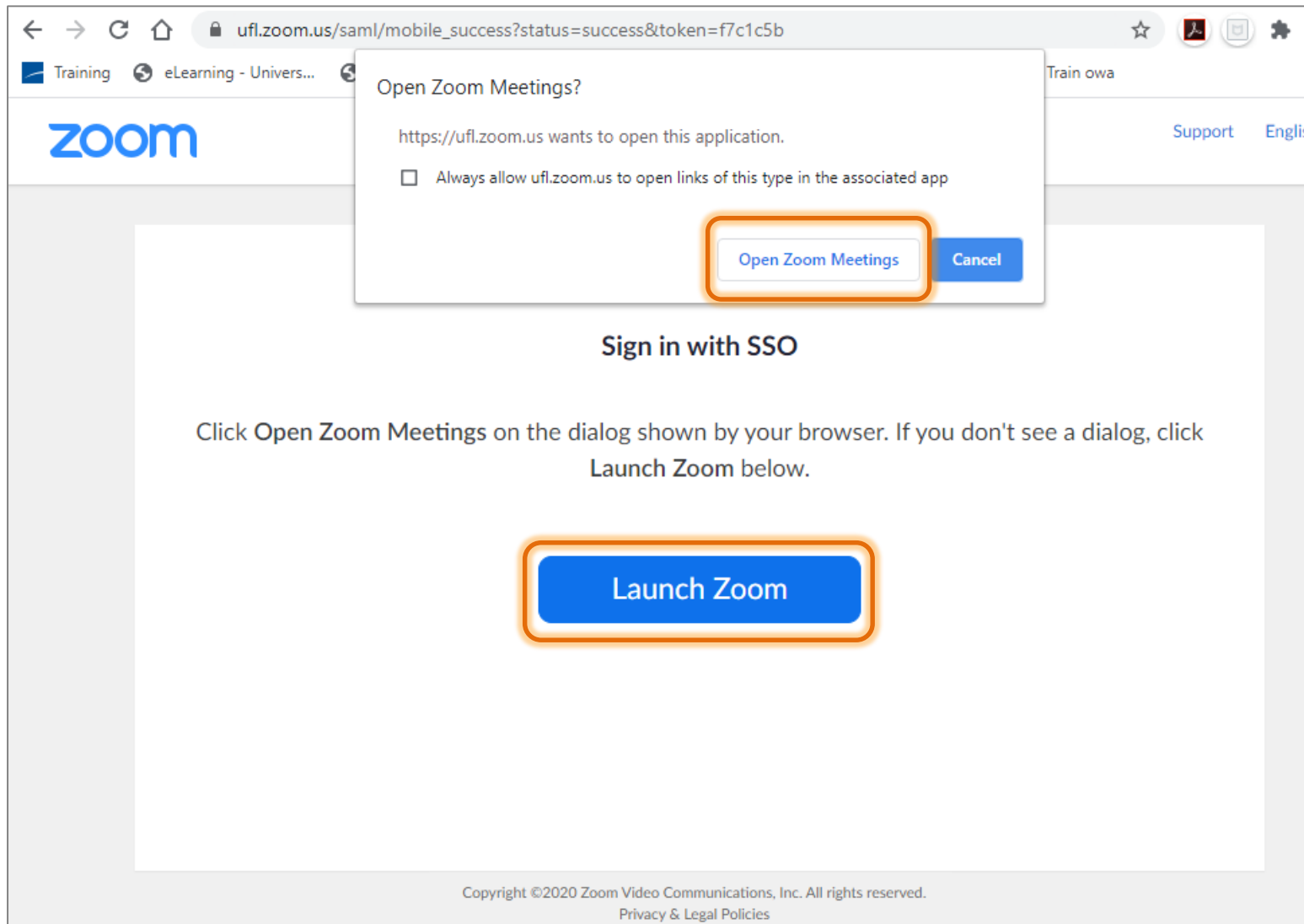
DOMAIN\Username

Password

Sign in

© 2013 Microsoft

Logging into Zoom



The screenshot shows a web browser window with the URL `ufl.zoom.us/saml/mobile_success?status=success&token=f7c1c5b`. The page features the Zoom logo and navigation links for "Training", "eLearning - Univers...", "Support", and "Englis". A modal dialog box titled "Open Zoom Meetings?" is displayed, asking for permission to open the application. The dialog includes a checkbox for "Always allow ufl.zoom.us to open links of this type in the associated app" and two buttons: "Open Zoom Meetings" (highlighted with an orange border) and "Cancel".

Open Zoom Meetings?

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

Always allow ufl.zoom.us to open links of this type in the associated app

[Open Zoom Meetings](#) [Cancel](#)

Sign in with SSO

Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Zoom** below.

[Launch Zoom](#)

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Privacy & Legal Policies

HOME TAB



New Meeting ▾



Join

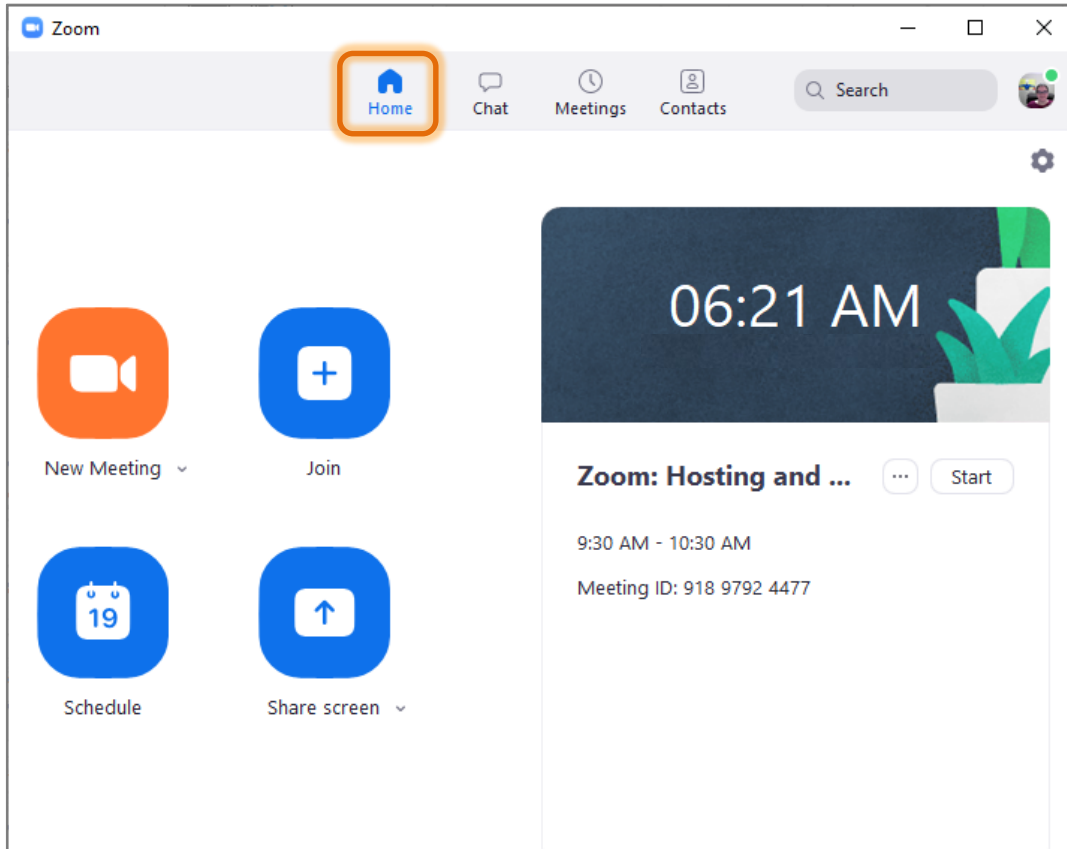


Schedule



Share screen

Buttons on the Home Tab



New Meeting – Create an Instant Meeting.

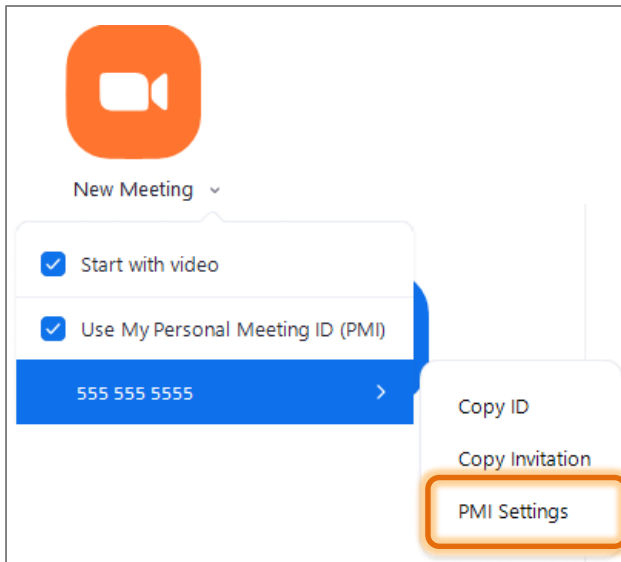
Join – Go to a meeting that has been created or planned.

Schedule – Plan a meeting date and time.

Share Screen – Launch a meeting directly in Share Screen mode.

Meetings you have scheduled for today will appear on the right side of the window, and despite the planned begin time can be started at anytime.

New Meeting



You can click on the big orange button to launch the instant meeting or open the menu to modify your choices.

Your PMI (personal meeting ID) will be listed here. Choose PMI Settings to view your options.

Personal Meeting ID Settings

Personal Meeting ID

352 555 5555

Security

- Passcode [?]
Only users who have the invite link or passcode can join the meeting
- Waiting Room
Only users admitted by the host can join the meeting
- Only authenticated users can join

Video

Host: On Off

Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Advanced Options [^]

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting

Alternative hosts:

Jason DeLeon ×

Randy Graff ×

Join a Meeting

Hi there,
***** is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: US: +13017158592,,*****# or +13126266799,,*****#

Meeting URL: https://ufl.zoom.us/j/*****

Meeting ID: *** ** *

You can follow the hyperlink in an invitation, and it will open a webpage to launch Zoom and take you to the meeting. If there is a meeting password, it will be inside the link.



Join

A screenshot of the Zoom 'Join Meeting' dialog box. It features a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it is a dropdown menu for 'Enter meeting ID or personal link name'. A text input field contains the name 'Pandora Rose Cowart'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are currently unchecked. At the bottom, there are two buttons: 'Join' and 'Cancel'.

Or you can open the App directly, click on the **Join** button, and type in (or paste) the Meeting ID, and if needed the Meeting Password.

The Meeting ID may even already be on the list of recent meetings.



Schedule

Time and Duration are flexible. If you want to come into the meeting early, or need to run over your planned time, Zoom will not kick you out.

Schedule meetings are required to have a **Password** or a **Waiting Room** enabled. Authenticated users require all attendees to be logged into their work accounts.

It's recommended to leave the **Audio** setting at *Telephone and Computer Audio* for attendees that may not have microphones and speakers.



Schedule meeting

Schedule Meeting

Topic
Pandora Cowart's Zoom Meeting

Start: Fri February 19 02:00

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 352 555 5555

Security
 Passcode ?
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

[Save](#) [Cancel](#)



Schedule

Schedule - Advanced Options

Advanced Options ^

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting

Alternative hosts:

john@company.com

Course Number:

(Optional)

Import into Mediasite:

(Optional)







Schedule

Schedule - Invitation

If your options are set to allow it, Zoom will launch Outlook, and open a new meeting window.

From here you can invite people to the meeting.

You don't have to use this invitation; you can close and not save.

	From	prcowart@ufl.edu			
	Title	Zoom: Hosting and Managing Participants			
	Required	<input type="checkbox"/>			
	Optional	<input type="checkbox"/>			
Start time	Wed 8/5/2020		9:30 AM	<input type="checkbox"/> All day	<input type="checkbox"/>  Time zones
End time	Wed 8/5/2020		10:30 AM	Make Recurring	
Location	https://ufl.zoom.us/j/5555 5555 5555				

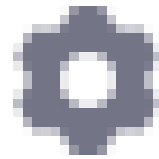
Pandora Cowart is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
[https://ufl.zoom.us/j/5555 5555 5555](https://ufl.zoom.us/j/5555555555)

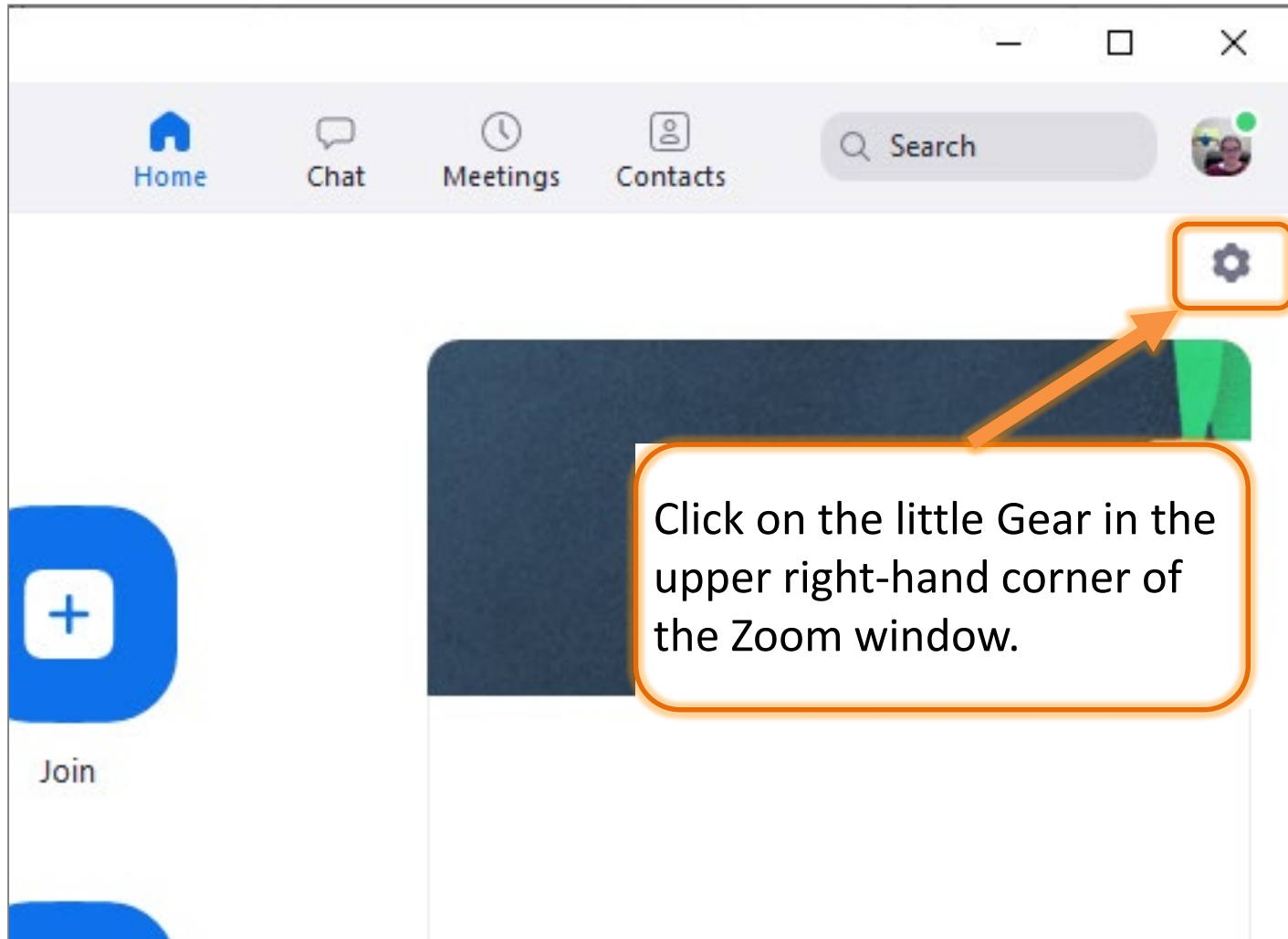
Meeting ID: 5555 5555 5555
One tap mobile
+16465588656,,5555 5555 5555# US (New York)
+13017158592,,5555 5555 5555# US (Germantown)

Dial by your location
+1 646 558 8656 US (New York)

SETTINGS



Zoom Settings



So Many Settings!

Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Keyboard Shortcuts

Accessibility

- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors ?
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Always show meeting controls ?
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me 5 minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins
- Integrate Zoom with Outlook ?

Reaction Skin Tone

[View More Settings](#)

Click **View More Settings** to go to the online options

Video Meeting Settings



Video

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants
- See myself as the active speaker while speaking

Maximum participants displayed per screen in Gallery View:

- 25 participants 49 participants

Did not see any video, [trouble shooting](#)

Share Screen Meeting Settings



Share Screen

Window size when screen sharing:

- Fullscreen mode
- Maximize window
- Maintain current size
- Scale to fit shared content to Zoom window
- Enable the remote control of all applications
- Side-by-side mode
- Silence system notifications when sharing desktop

Share applications

- Share individual window
- Share all windows from an application

When I share my screen in a meeting

- Automatically share desktop ?
- Show all sharing options

When I share directly to a Zoom Room

- Automatically share desktop ?
- Show all sharing options

MORE SETTINGS ON WEB

[View More Settings](#) 

You can also go directly to the webpage:

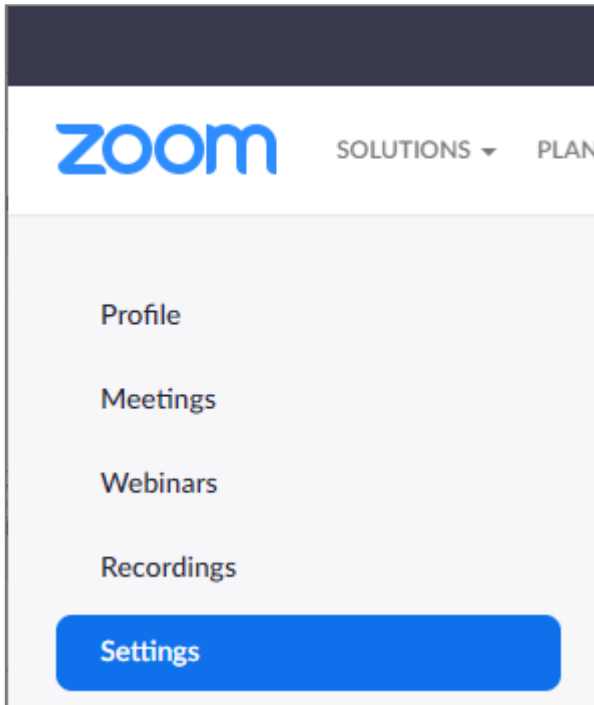
<https://ufl.Zoom.us>

<https://ufhshands.Zoom.us>

<https://ufhjax.Zoom.us>

More Settings!

[View More Settings](#) 



If your window is too narrow to see these options, look for the Settings option in the top left.

View More Settings at the bottom of the **General** tab launches your web browser and take you to the online "My Settings" page.

Profile – manage options such as your display picture, Personal Meeting ID, and time zone.

Meetings – lists upcoming scheduled and recurring meetings.

Webinars – offers information about webinars

Recording – lists recordings saved to the cloud.

Settings – More options to change.

Security Settings – Waiting Room

Security

Waiting Room



Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

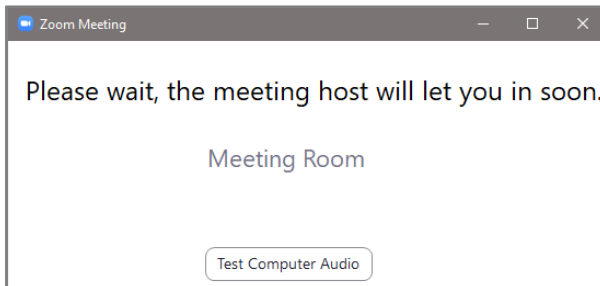
The Waiting Room Option can be modified during the meeting under the Security and Participant options

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains



Security Settings – Passcodes

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting



Require a passcode for Personal Meeting ID (PMI)



Require a passcode for Personal Audio Conference



Require passcode for participants joining by phone

A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.



Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



Security Settings – Authentication

Limiting Attendees

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting. [Learn more](#)

Meeting Authentication Options:

Zoom Signed-In Users (No Guest Access)
(Default)

[Edit](#) [Hide in the Selection](#)

Authentication Configuration

Give a name for users to know this authentication

Zoom Signed-In Users (No Guest Access)

Set as default authentication option

Save Cancel

UFL Participants Only

[Edit](#) [Hide in the Selection](#)

Authentication Configuration

Give a name for users to know this authentication

UFL Participants Only

Sign in to Zoom with the following specified domains

*.ufl.edu

Set as default authentication option

Save Cancel

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room

If Waiting Room is not enabled, phone dial-in only users will:

- Be allowed to join the meeting
- Be blocked from joining the meeting

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Approve or block entry for users from specific countries/regions



Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.

Schedule Meeting Settings – Video/Audio

Schedule Meeting

Host video



Start meetings with host video on

Participants video



Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Meeting Settings – Join, PMI, Mute

Allow participants to join before host



Allow participants to join the meeting before the host arrives

Participants can join 5 minutes ▾ before start time

Enable Personal Meeting ID



A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

Use Personal Meeting ID (PMI) when scheduling a meeting



You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting



Mute all participants when they join a meeting



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder




Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic) Settings - Chat

Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat 

These settings can be changed under the Share options during the meeting.

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



The chat log will generate once you leave the meeting.

In Meeting (Basic) Settings

Files, Co-host, and Polling


Sound notification when someone joins or leaves



File transfer



Hosts and participants can send files through the in-meeting chat. 

Only allow specified file types 

Maximum file size 

Feedback to Zoom



Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey



Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.



Co-host




Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Meeting Polls



Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting.

In Meeting (Basic) Settings - Sharing

Show Zoom windows during screen share 



Screen sharing



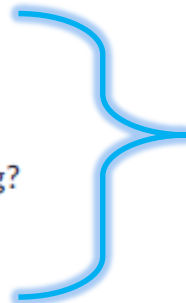
Allow host and participants to share their screen or content during meetings

Who can share?

Host Only All Participants 

Who can start sharing when someone else is sharing?


Host Only All Participants 



**These can be changed
under the Share options
during the meeting.**

Disable desktop screen sharing for meetings you host




When this option is on, users can only share selected applications and files. 


In Meeting (Basic) Settings


Annotation, White Board, Remote Control

Annotation



Allow host and participants to use annotation tools to add information to shared screens 

Allow saving of shared screens with annotations 


Only the user who is sharing can annotate 


You can turn off the participant annotation tools while you are screen sharing.

Whiteboard



Allow host and participants to share whiteboard during a meeting 


Allow saving of whiteboard content 

Auto save whiteboard content when sharing is stopped 

Remote control




During screen sharing, the person who is sharing can allow others to control the shared content

Allow remote controlling user to share clipboard 

In Meeting (Basic) Settings

Nonverbal Feedback and Reactions

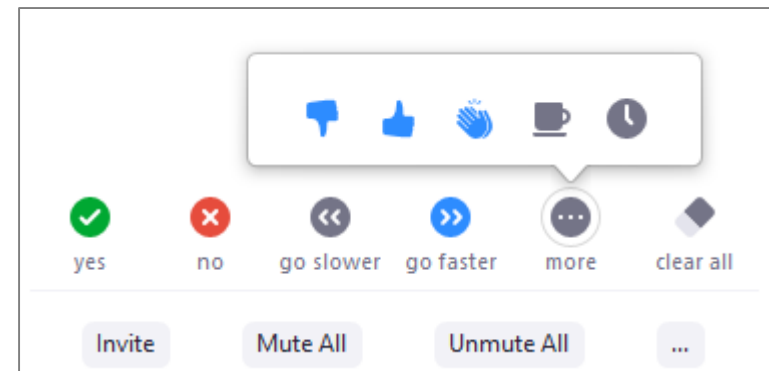
Non-verbal feedback

Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed. 



Meeting reactions

Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings.



In Meeting (Basic) Settings

Removed, Rename, Profile Pictures

Allow removed participants to rejoin

Allow previously removed meeting participants and webinar panelists to rejoin 




Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves. 



Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. 



DURING THE MEETING

During the Meeting



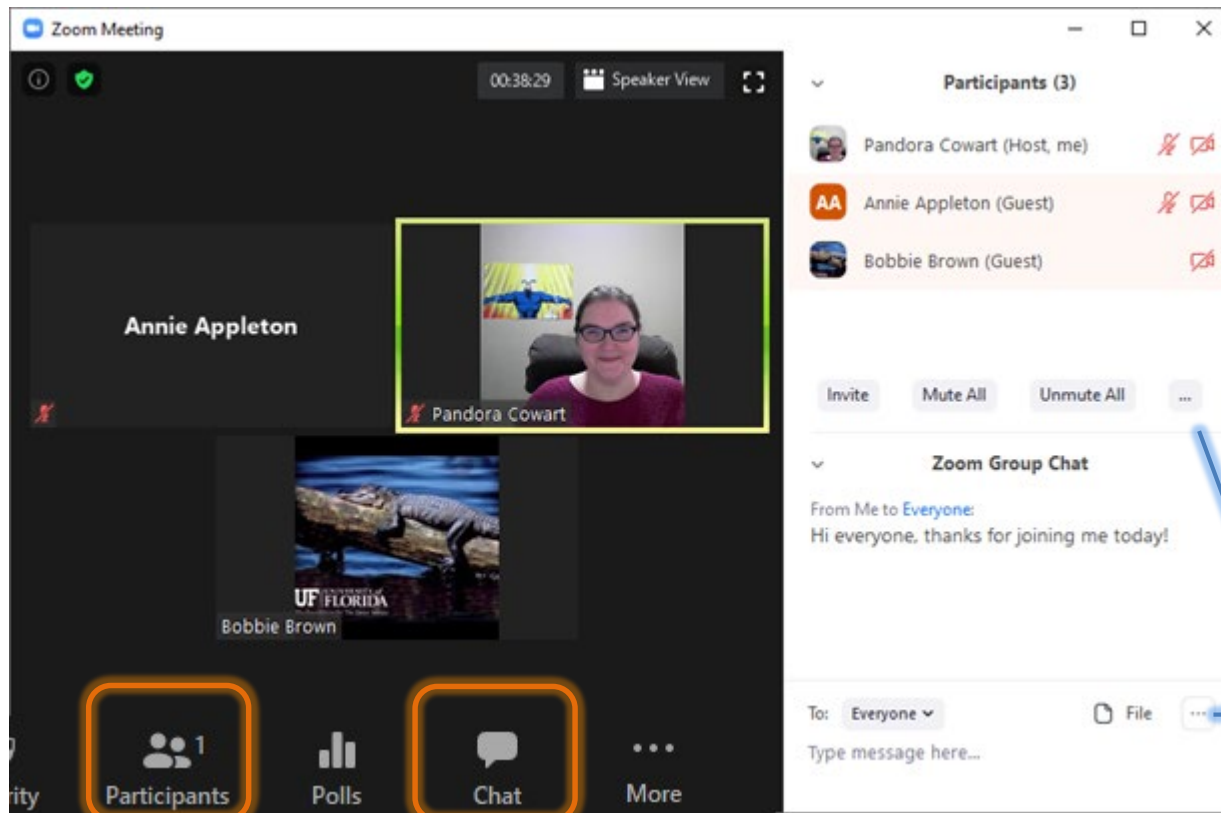
The title bar lists your Participant ID, which you will need if you are calling into the meeting.

The little **i** in the upper left corner will show me detailed information about the meeting, including the participant number.

The little green shield in the upper left corner lets me know this meeting is secure. If you click on it, Zoom will open your options window.

During the Meeting – Participants & Chat

Click the Participants and Chat options along the bottom of your Zoom window to open the respective tools. If you don't see these options, click the ... More button.



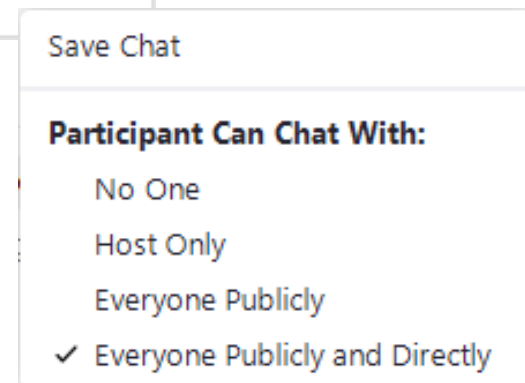
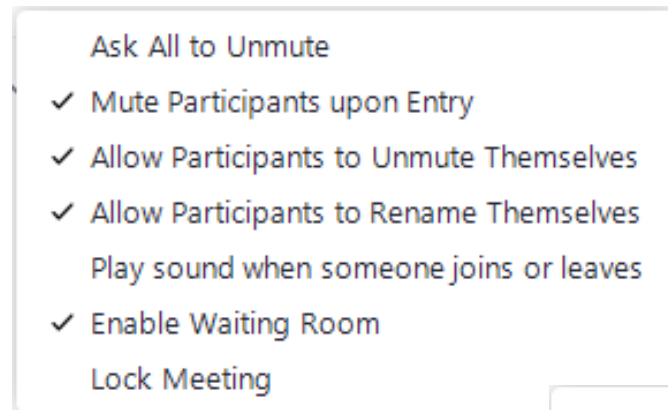
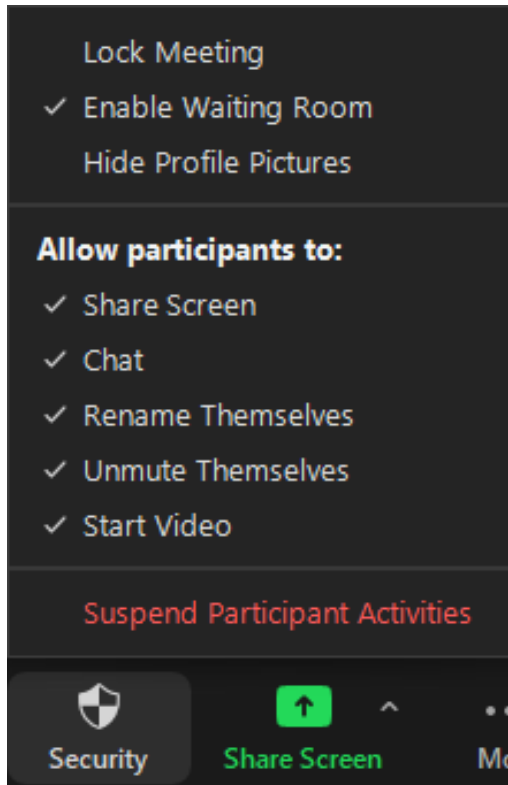
If you are in full screen mode, these windows will float.

When you are not in full screen mode, they will snap to the side of the window.

Look for the ... More buttons in the bottom corner to see the settings.

During the Meeting - Settings

Some options can be found in multiple locations. Here are the **Host** settings for Security, Participants, and Chat.



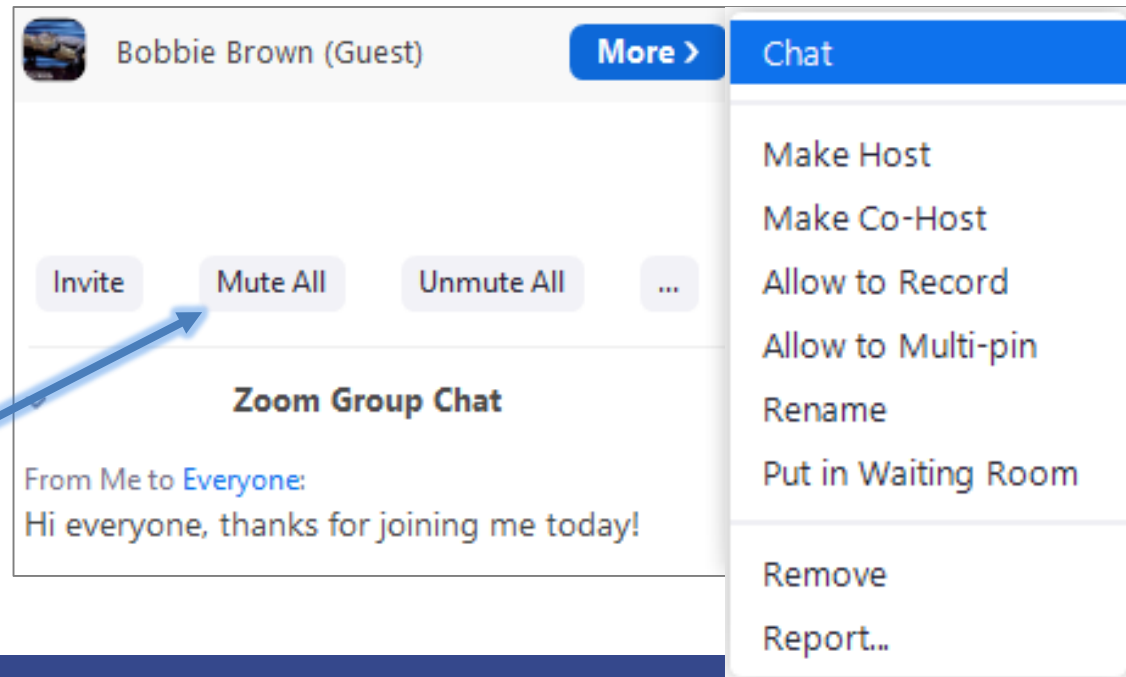
During the Meeting - Participants

To see an individual participant's options, hover over their participant picture or name and click on the ... or More button.

If their camera is available, you can Hide their video and Ask them to Start their video.

If their audio is available, you can Mute or Ask to unmute.

At the bottom of the Participant list is the Mute All and Unmute All.



SHARING

During the Meeting - Sharing



To share your screen, click on the large green Share Screen button at the bottom of the Zoom window.

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

Zoom - PowerPoint

Untitled - Paint

Zoom - Word

Share computer sound Optimize Screen Sharing for Video Clip

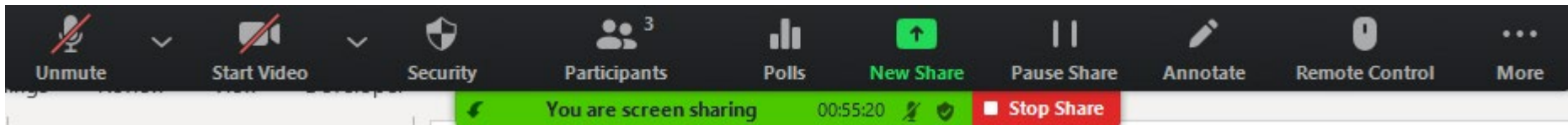
I usually prefer to share the Screen. That way I can show multiple different windows without doing a new share each time.

You have options

- Share everything on your screen
(or choose a screen from multiple monitors)
- Share a Whiteboard
- Share an individual open window. If this window closes, the Share Screen will end.
- If needed, you can share your computer's sound.

During the Meeting - Sharing

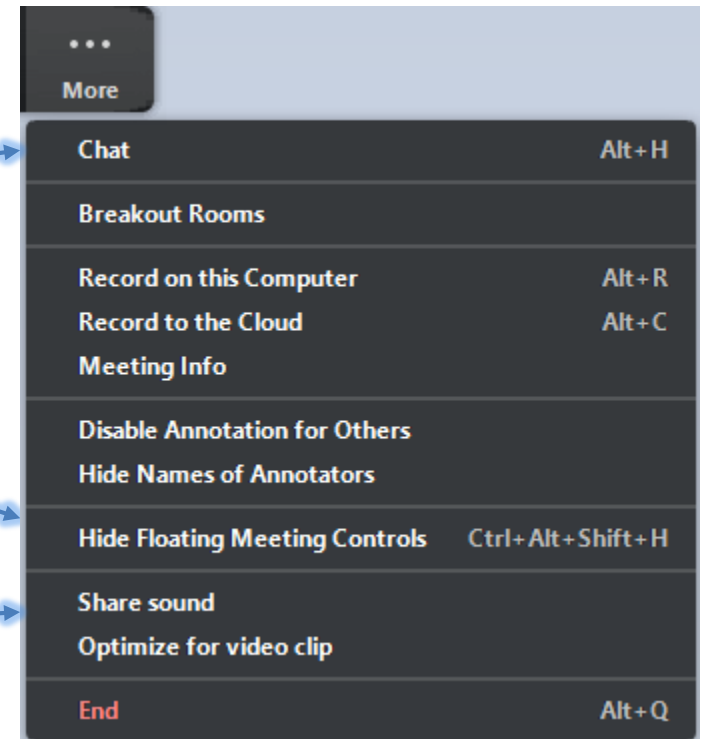
Your Zoom tools will move to the top of your window. You can grab this toolbar and move it, so it floats. I usually attach mine to the bottom of the window.



Sometimes the Chat window will disappear while you are sharing, click on the More button to open it again.

You can also choose to hide them from the ... More menu. The Esc key will bring them back.

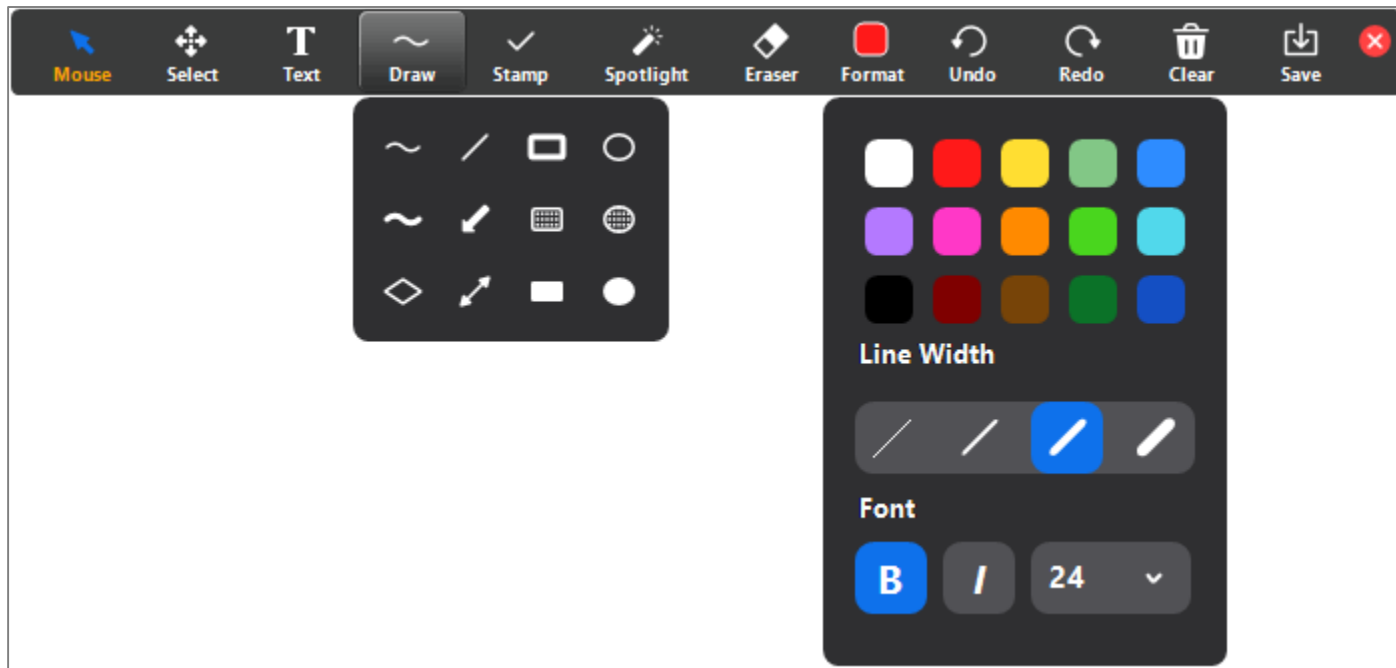
If you forget to share your sound, you can find it here.



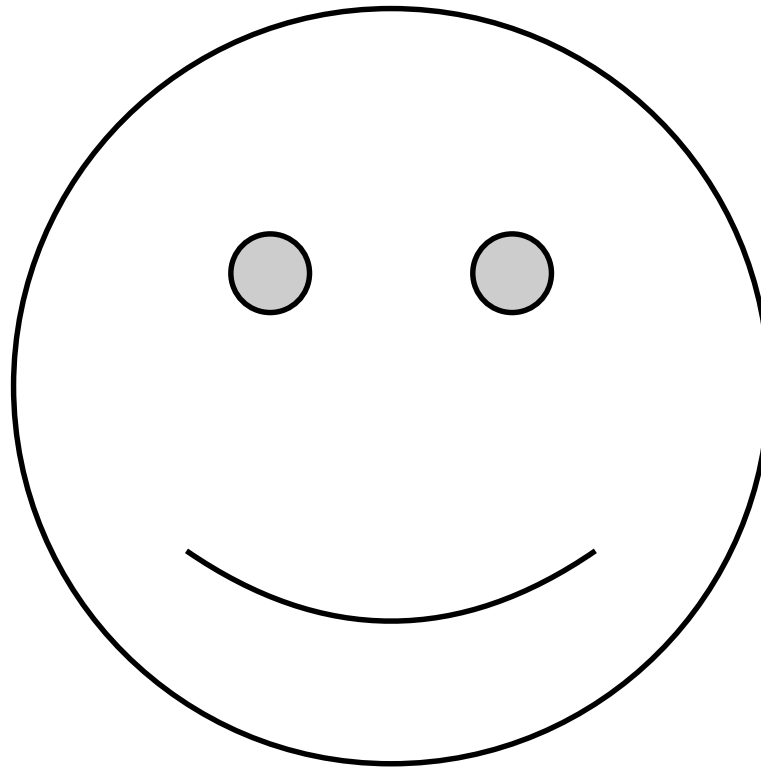
During the Meeting - Annotate

The annotate tool is available during screen sharing. There is an option to disable the participants annotations under the ... **More** button.

If participants are allowed to annotate, they can find the option in their Zoom Tools ... More button.



During the Meeting - Annotate





Thank you for joining us!

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/Zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

Jason DeLeon (Gnv)

Clara Lindley (Jax)

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_10jkl6lRsKV3XT