



## Zoom: Hosting and Managing Participants

ALL HANDOUTS & CLASS FILES:

**<https://training.health.ufl.edu/zoom>**

PRESENTERS:

**Pandora Rose Cowart, [prcowart@ufl.edu](mailto:prcowart@ufl.edu)**

**Jason DeLeon, [jadeleon@ufl.edu](mailto:jadeleon@ufl.edu)**

EVALUATION:

**[https://ufl.qualtrics.com/jfe/form/SV\\_1Ojjkl6lRsKV3XT](https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6lRsKV3XT)**

# LAUNCHING ZOOM

Let's get started!

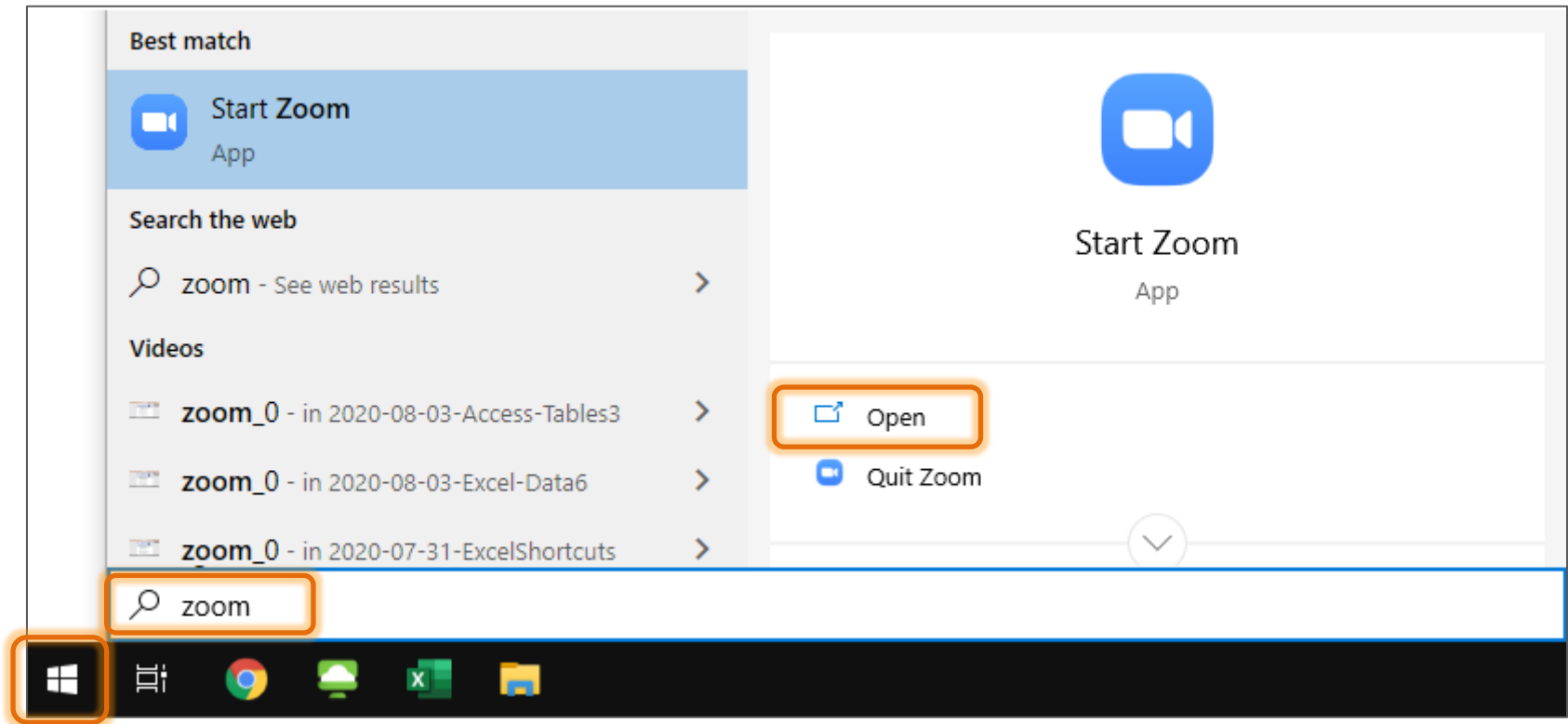


Start Zoom

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.

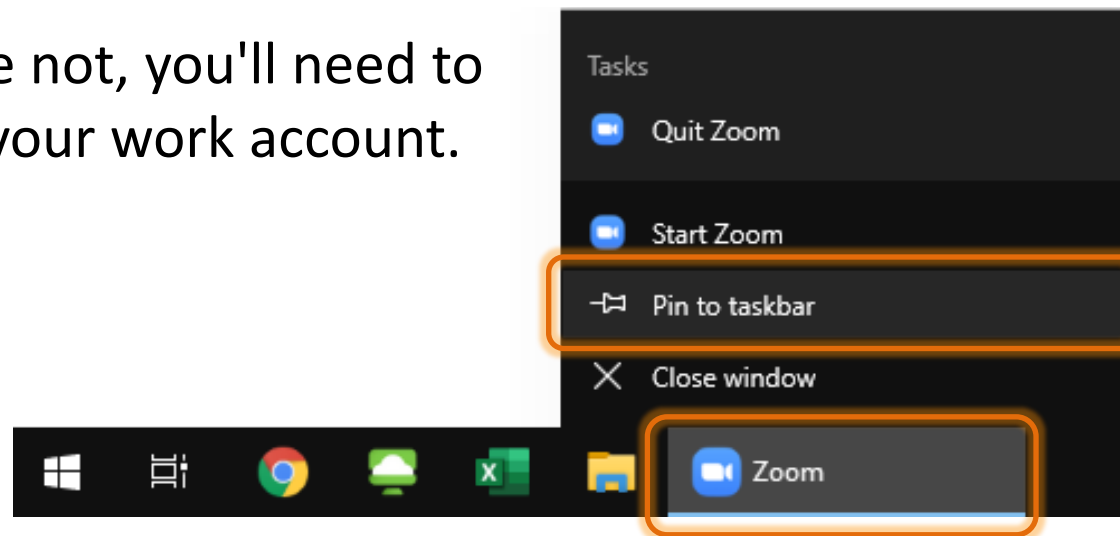
# Pin the App to the Taskbar

If you use Zoom often, you may choose to create a shortcut on your Taskbar.

In Windows, you can right-click on an open application and **Pin to taskbar** to leave it as an icon for easy access.

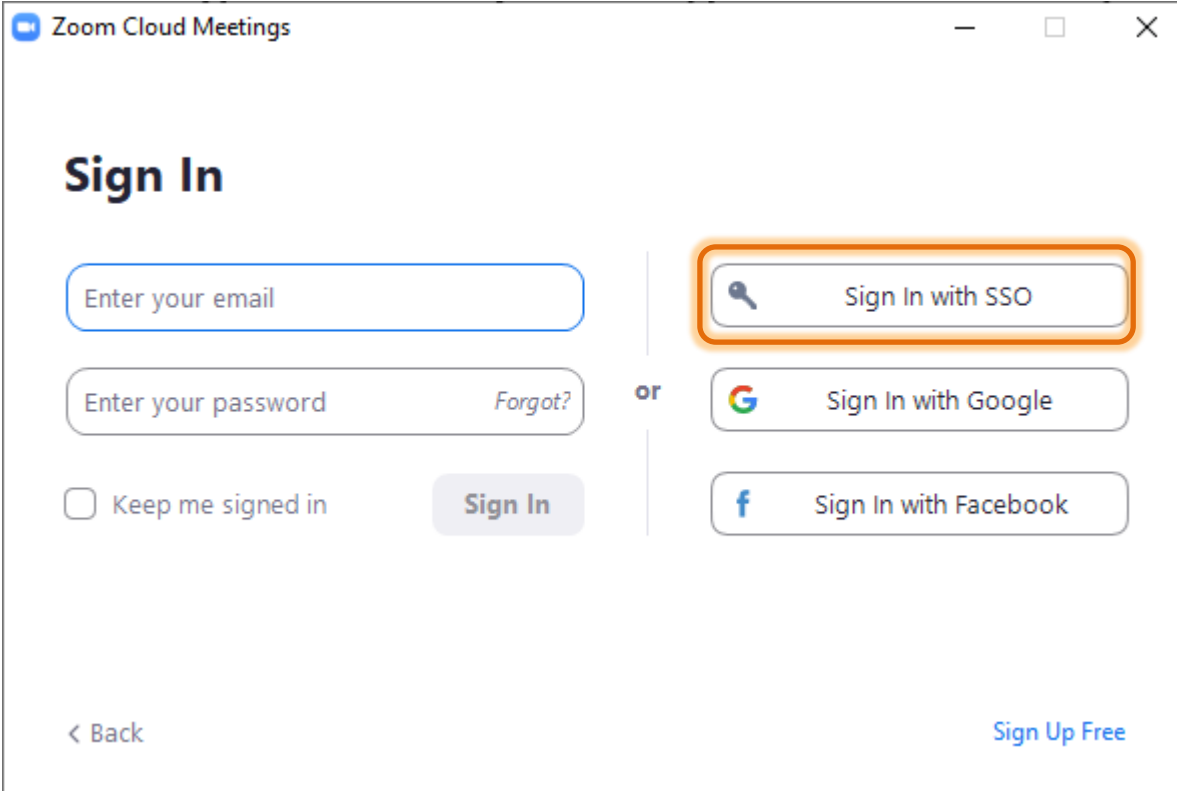
If you are already logged into Zoom the App will open.

If you are not, you'll need to log into your work account.



# 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.



The image shows a screenshot of the Zoom Cloud Meetings sign-in window. The window has a title bar with the Zoom logo and the text "Zoom Cloud Meetings". The main heading is "Sign In". On the left side, there are two input fields: "Enter your email" and "Enter your password". Below the password field is a checkbox labeled "Keep me signed in" and a "Sign In" button. To the right of the password field is a link that says "Forgot?". In the center, there is a vertical line with the word "or" on either side. On the right side, there are three buttons: "Sign In with SSO" (which is highlighted with an orange border), "Sign In with Google", and "Sign In with Facebook". At the bottom left, there is a "< Back" link, and at the bottom right, there is a "Sign Up Free" link.

Zoom Cloud Meetings

## Sign In

Enter your email

Enter your password [Forgot?](#)

☐ Keep me signed in [Sign In](#)

or

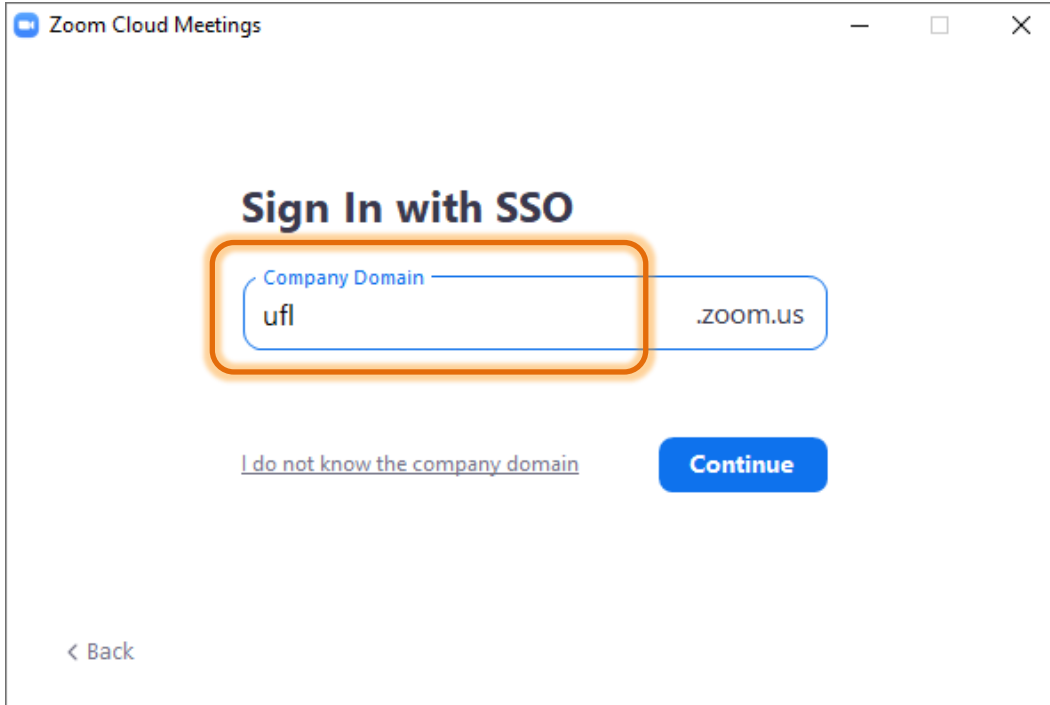
[Sign In with SSO](#)

[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.

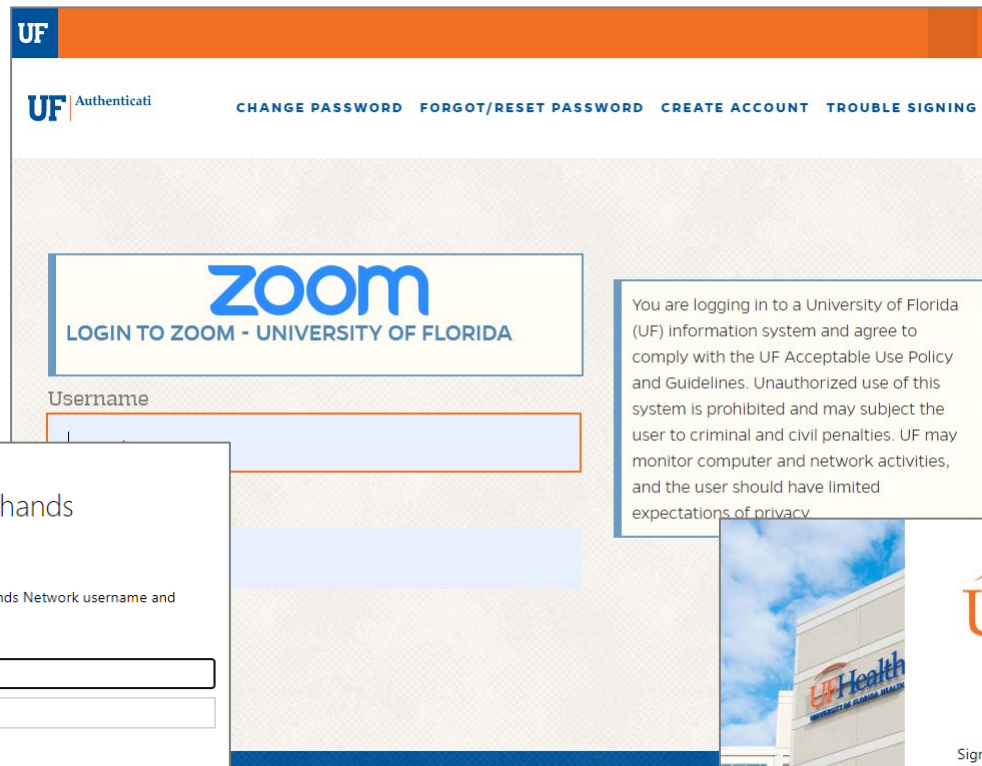
You can also go directly to the webpage:

<https://ufl.zoom.us>

<https://ufhshands.zoom.us>

<https://ufhjax.zoom.us>

# Logging into Zoom



UF

UF Authenticati

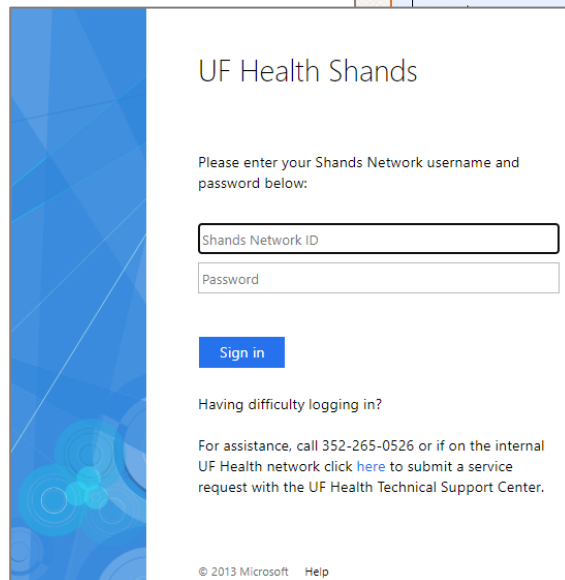
CHANGE PASSWORD FORGOT/RESET PASSWORD CREATE ACCOUNT TROUBLE SIGNING O

**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

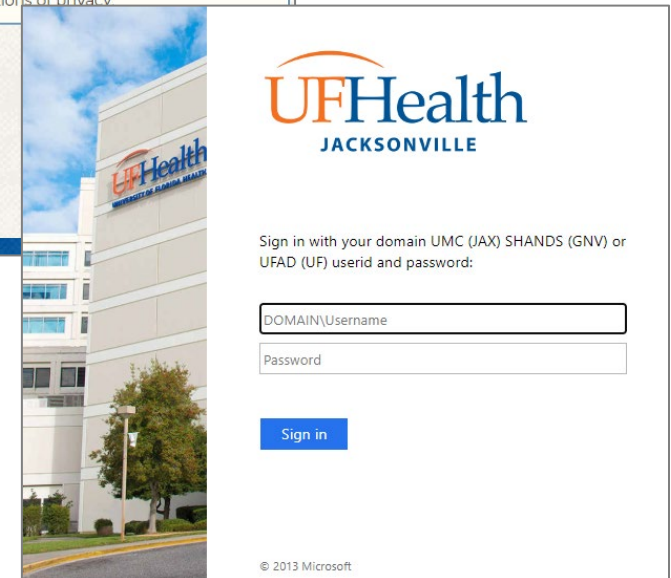
Please enter your Shands Network username and password below:

[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](#)



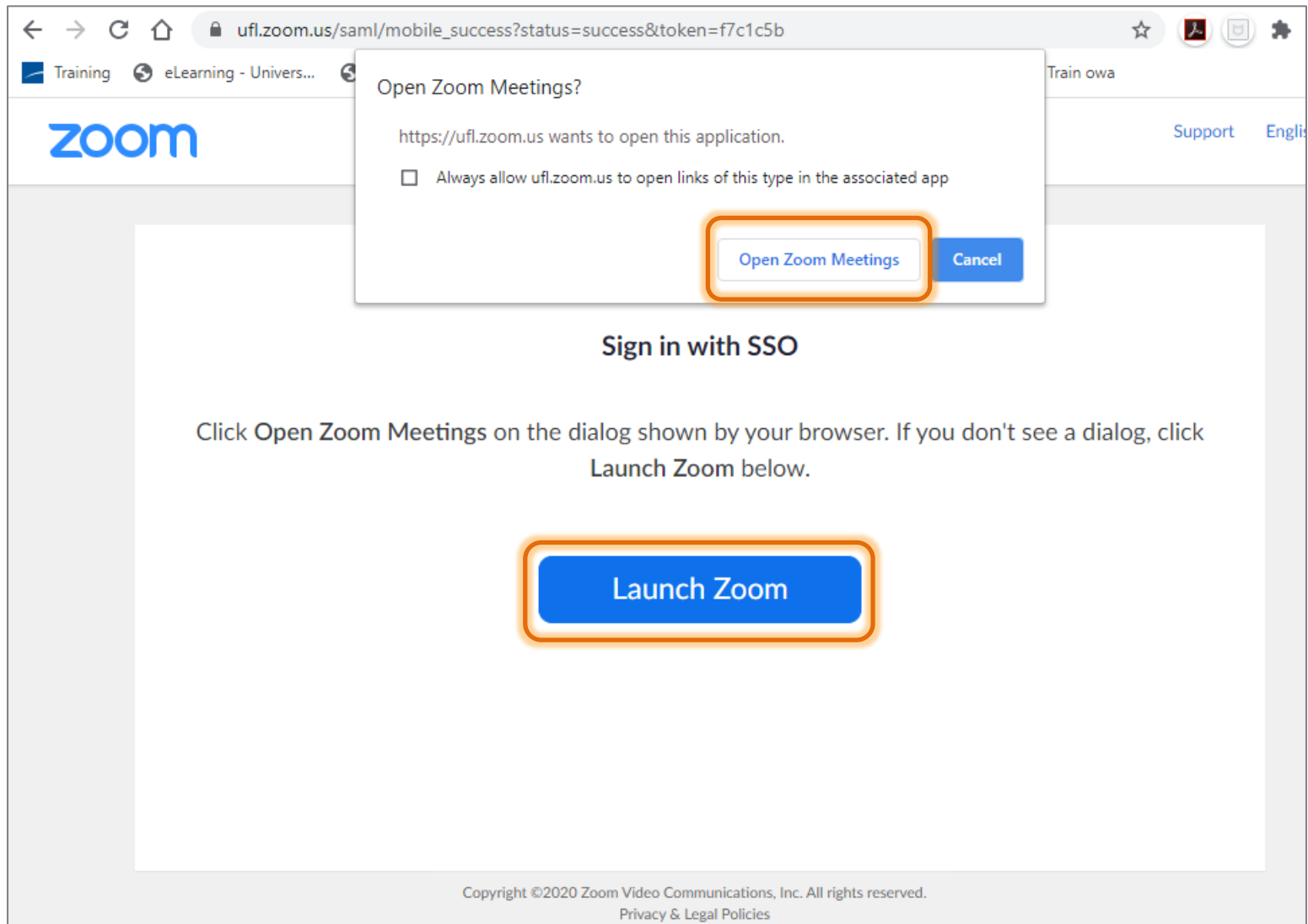
**UFHealth**  
JACKSONVILLE

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

[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..., and Train owa. A modal dialog box titled "Open Zoom Meetings?" is displayed, asking if the user wants to open the application. It 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". Below the dialog, the text "Sign in with SSO" is visible, followed by instructions: "Click Open Zoom Meetings on the dialog shown by your browser. If you don't see a dialog, click Launch Zoom below." A large blue button labeled "Launch Zoom" (also highlighted with an orange border) is positioned below the instructions. The footer contains the copyright notice: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies".

ufl.zoom.us/saml/mobile\_success?status=success&token=f7c1c5b

Training eLearning - Univers... Train owa

zoom

Support English

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

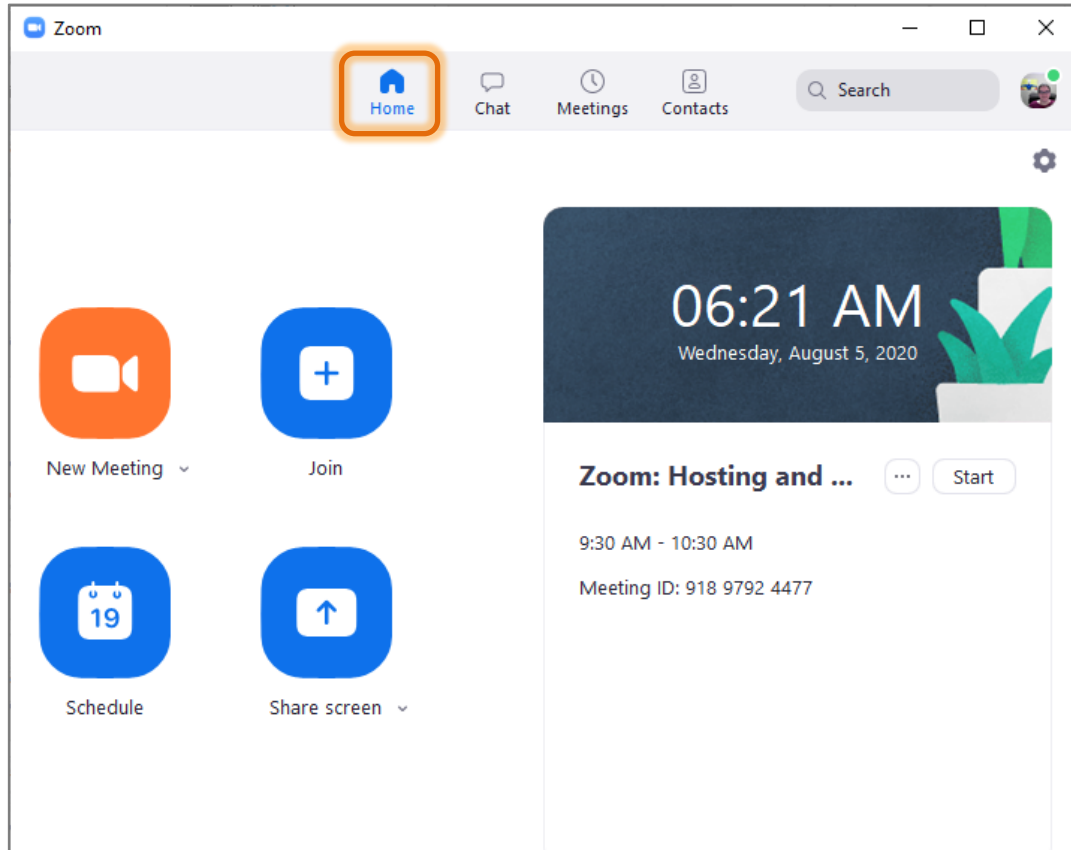


Schedule



Share screen

# Buttons on the Home Tab



**New Meeting** – Create an Instant Meeting.

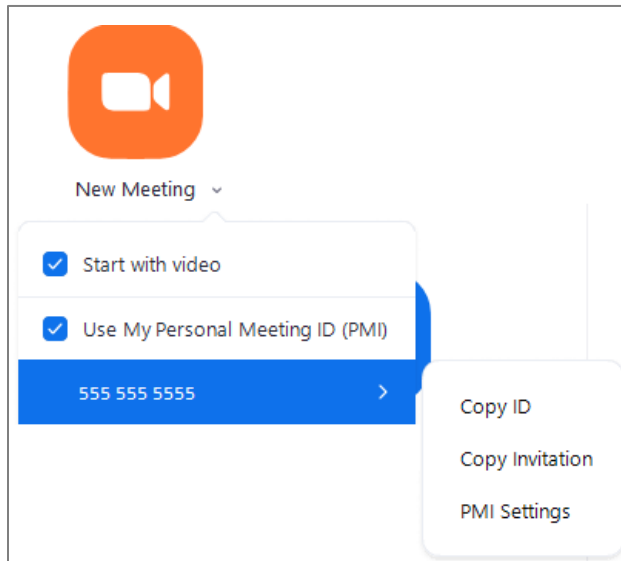
**Join** – Go to a meeting that has been created or planned.

**Schedule** – Plan a meeting date and time.

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

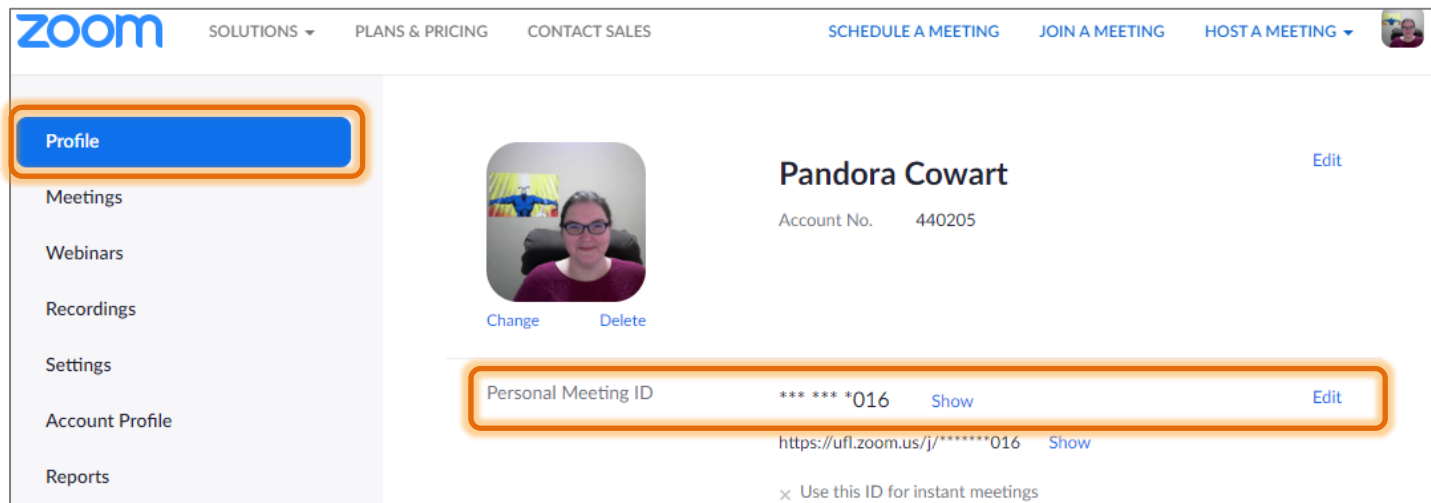
Meetings you have scheduled for today will appear on the right side of the window, and can be started at anytime, despite the planned begin time.

# 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. You can modify this number in the online Profile settings.



# 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/\\*\\*\\*\\*\\*](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.



Zoom

## Join Meeting

Enter meeting ID or personal link name ▼

Pandora Rose Cowart

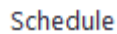
☐ Do not connect to audio

☐ Turn off my video

Join Cancel

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

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



Advanced Options ▾

## Schedule

Cancel



Schedule

# Schedule - Advanced Options

## Advanced Options ^

- ☐ Enable Waiting Room
- ☒ Enable join before host
- ☒ Mute participants upon entry
- ☐ Only authenticated users can join
- ☐ Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

Course Number:



(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 meeting, you can close and not save.

 Send	From ▾	prcowart@ufl.edu		
	Title	Zoom: Hosting and Managing Participants		
	Required			
	Optional			
	Start time	Wed 8/5/2020 	9:30 AM ▾	<input type="checkbox"/> All day
End time	Wed 8/5/2020 	10:30 AM ▾	 Make Recurring	
Location	<a href="https://ufl.zoom.us/j/5555555555">https://ufl.zoom.us/j/5555 5555 5555</a>			

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)

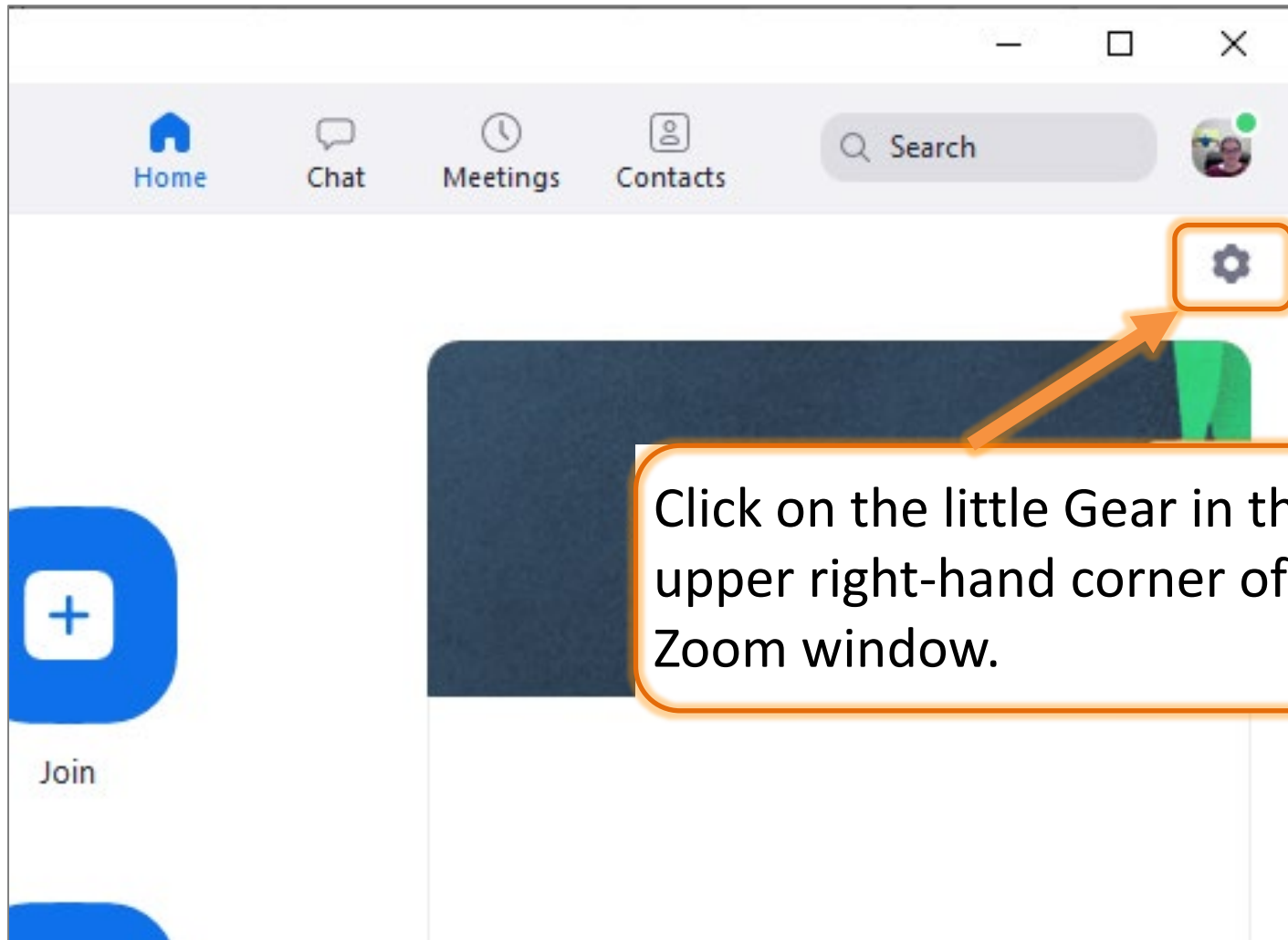
Dial by your location  
+1 646 558 8656 US (New York)

# SETTINGS





# Zoom Settings



# So Many Settings!

Settings

**General**

Video

Audio

Share Screen

Chat

Virtual Background

Recording

Profile







Statistics

Keyboard Shortcuts

Accessibility

- ☒ Start Zoom when I start Windows
  - ☒ Silently 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
- ☒ Ask me to confirm when I leave a meeting
- ☒ Show my connected time
- ☒ Remind me  minutes before my upcoming meetings
- ☐ Stop my video and audio when my display is off or screen saver begins

**Reaction Skin Tone**

[View More Settings](#)

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

# Video Meeting Settings



Video

## Meetings:

- ☒ 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
- ☐ Spotlight my video when I speak
- ☐ Display up to 49 participants per screen in Gallery View

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

# Share Screen Meeting Settings



Share Screen

- ☐ Enter full screen when a participant shares screen
- ☒ Maximize Zoom window when a participant share screen
- ☒ Scale to fit shared content to Zoom window
- ☐ Show Zoom windows during screen share
- ☐ Enable the remote control of all applications
- ☐ Side-by-side mode
- ☒ Silence system notifications when sharing desktop

# MORE SETTINGS ON WEB

[View More Settings](#) 

You can also go directly to the webpage:

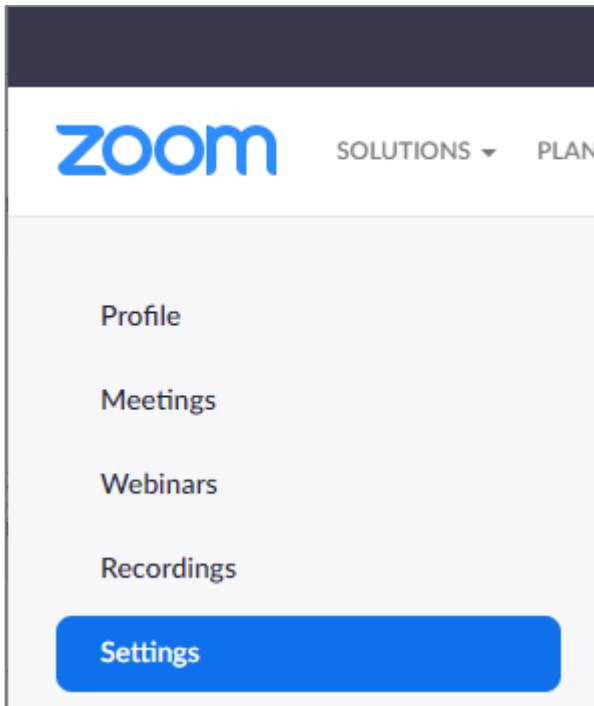
<https://ufl.zoom.us>

<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.

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

### 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

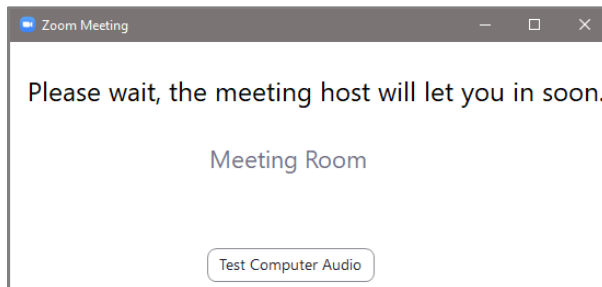
[Edit Options](#) [Customize Waiting Room](#)

### 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)



## 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.

## 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.



# 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.

Meeting Authentication Options:

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

UFL Participants Only

### 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

### 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

# 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, PMID, Mute

## Join before host



Allow participants to join the meeting before the host arrives

## 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 participants upon entry

**Can be changed in the Participant Options during the meeting**



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

# 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 

Co-host



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

Polling



Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 

# 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 

Disable desktop/screen share for users



Disable desktop or screen share in a meeting and only allow sharing of selected applications. 


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

# 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

# In Meeting (Basic) Settings


## Nonverbal Feedback and Reactions

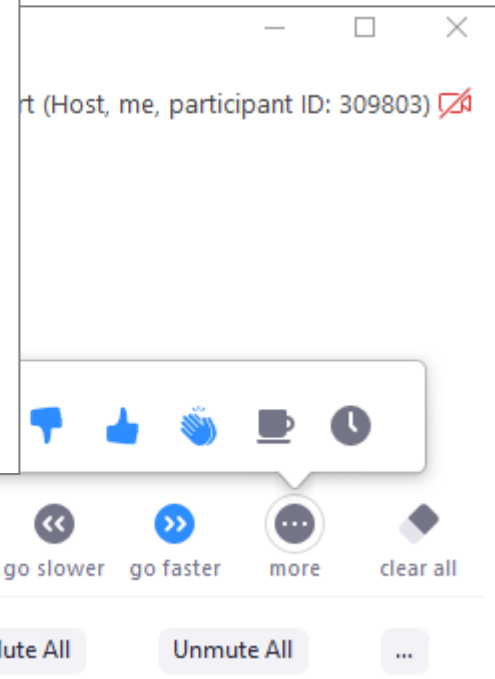
### Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



### Meeting reactions

Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings. 





# In Meeting (Basic) Settings

## Removed, Rename, Profile Pictures

Allow removed participants to rejoin

Allows 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



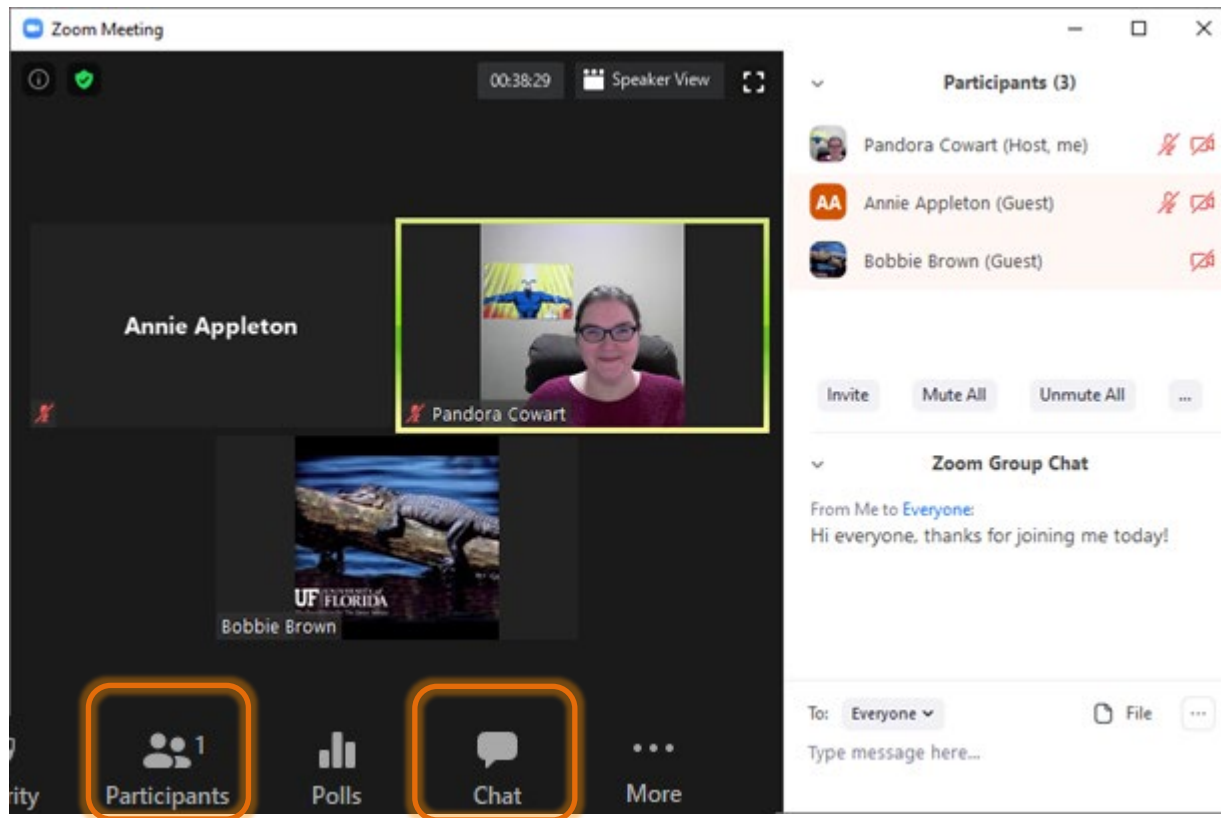
The title bar lists your Participant ID, which you will need if you are calling into the meeting.

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 the options, click the ... More button.



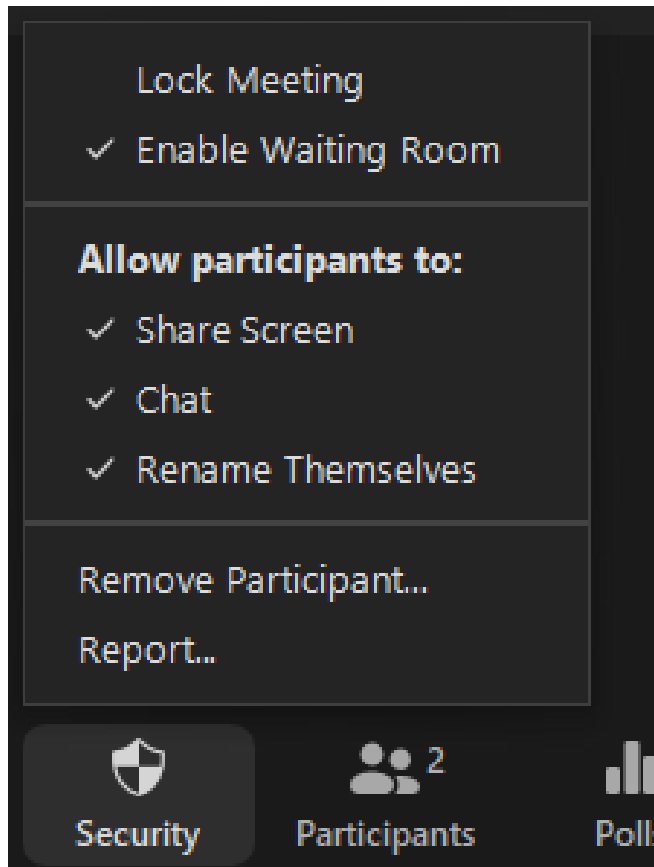
If you are in full screen mode these windows will float.

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 left of each window.

# During the Meeting - Settings

Some options are in more than one place.  
Here are the settings for Security,  
Participants, and Chat.



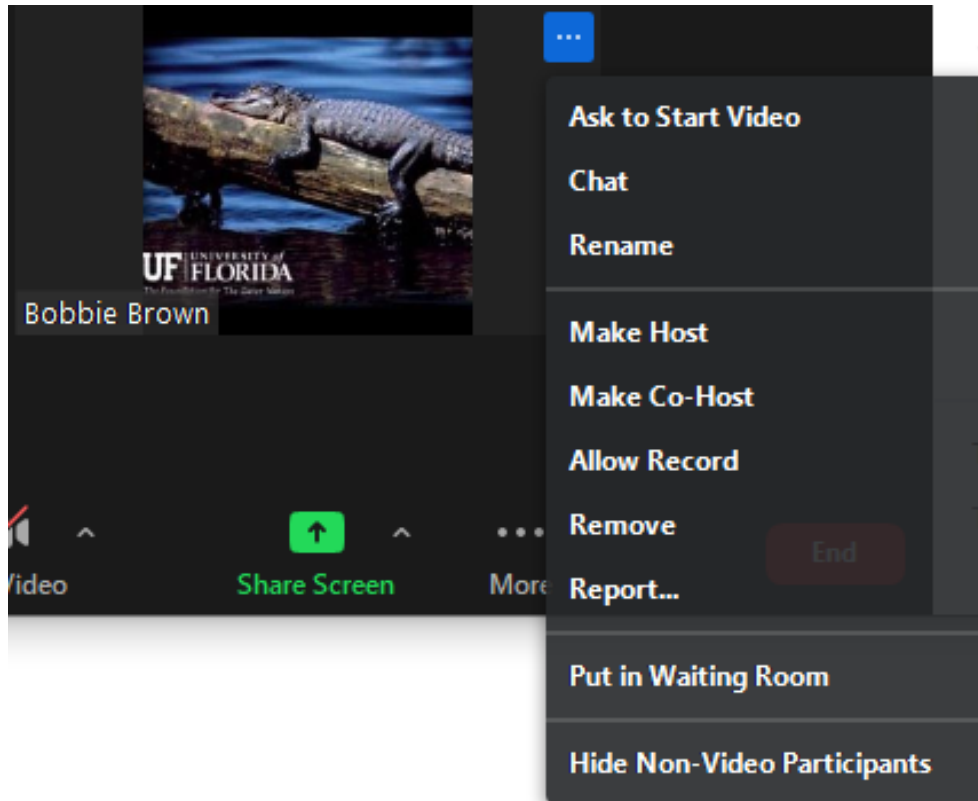
- ✓ Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play Enter/Exit Chime
- ✓ Enable Waiting Room
- ✓ Lock Meeting

## Save Chat

### Participant Can Chat With:

- No One
- Host Only
- Everyone Publicly
- ✓ Everyone Publicly and Privately

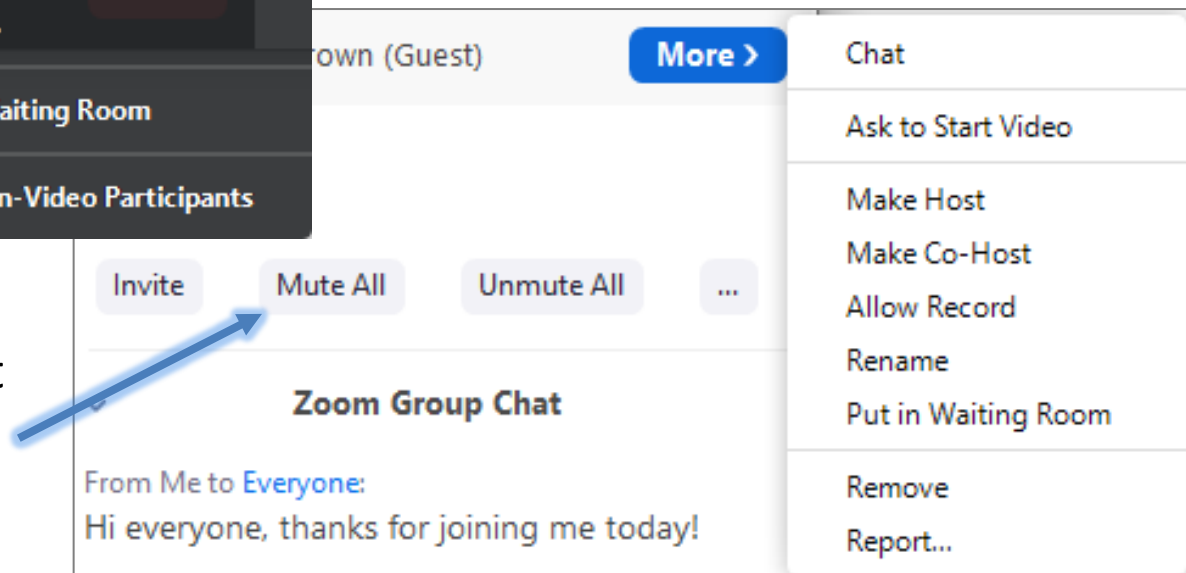
# During the Meeting - Participants



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

Or click on the **More** button next to their name in the list of participants.

The bottom of the Participant list is the Mute/Unmute All.

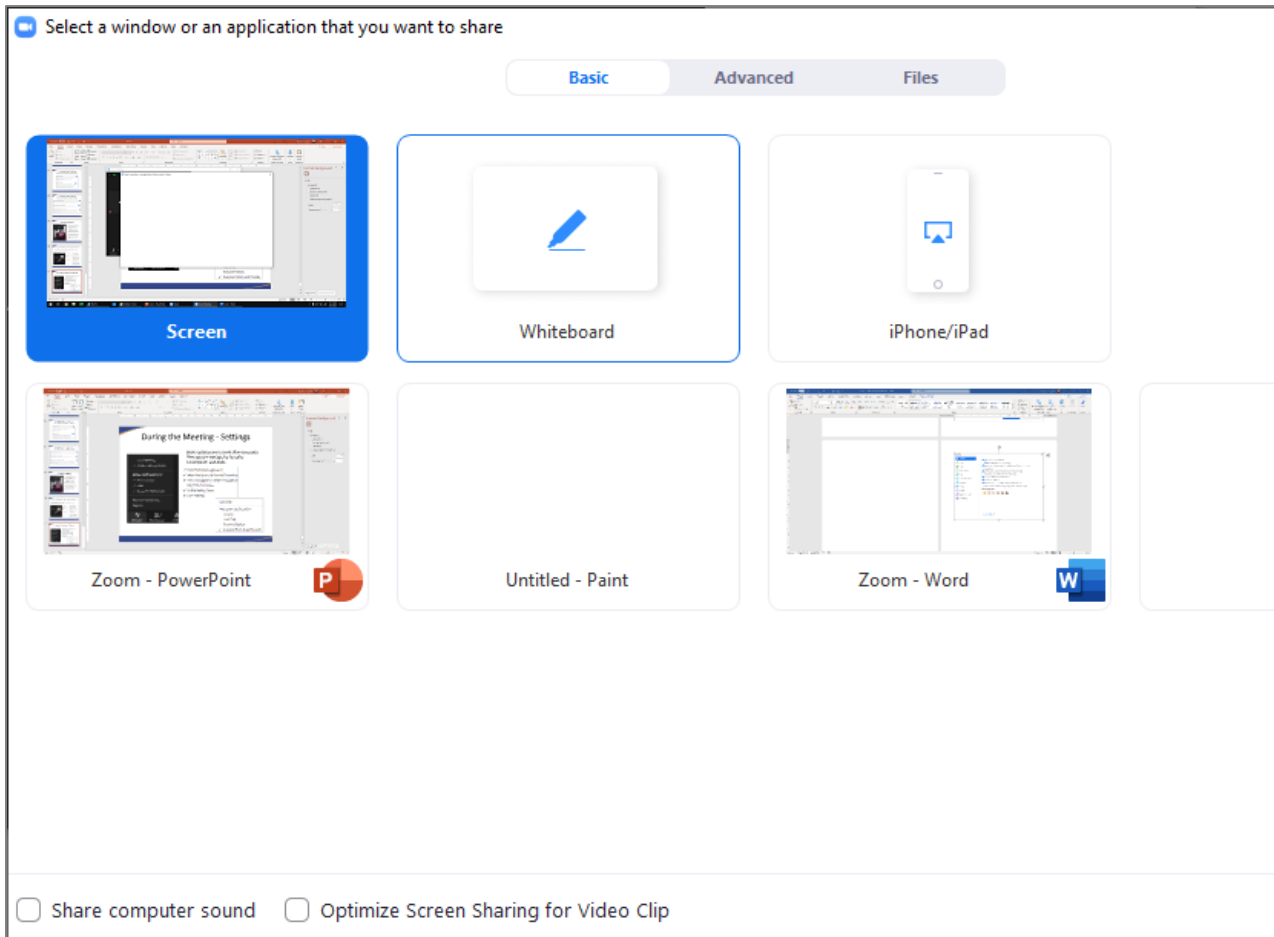


# SHARING

# During the Meeting - Sharing



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



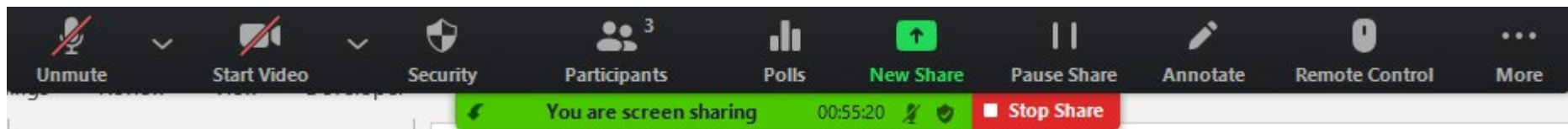
You have options

- 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.



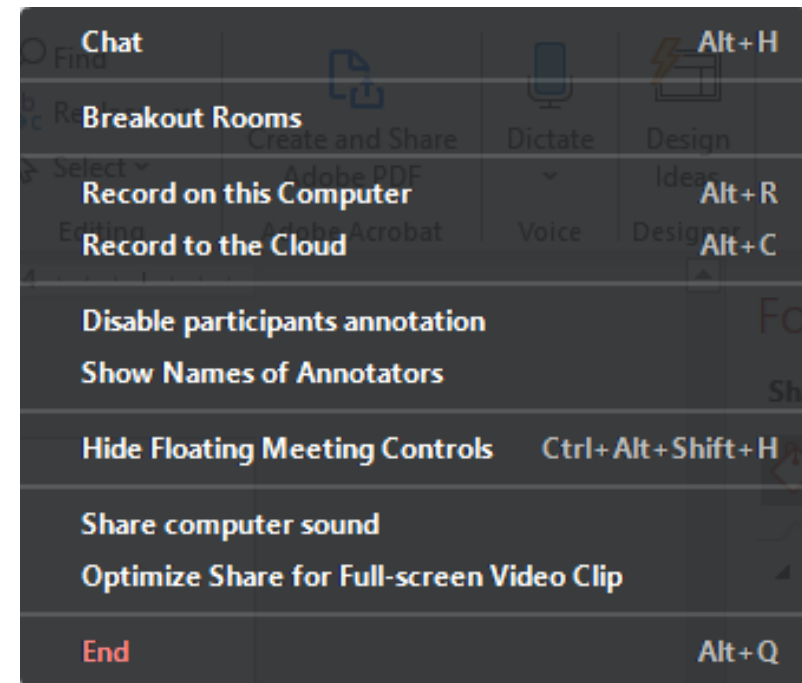
# During the Meeting - Sharing

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.



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

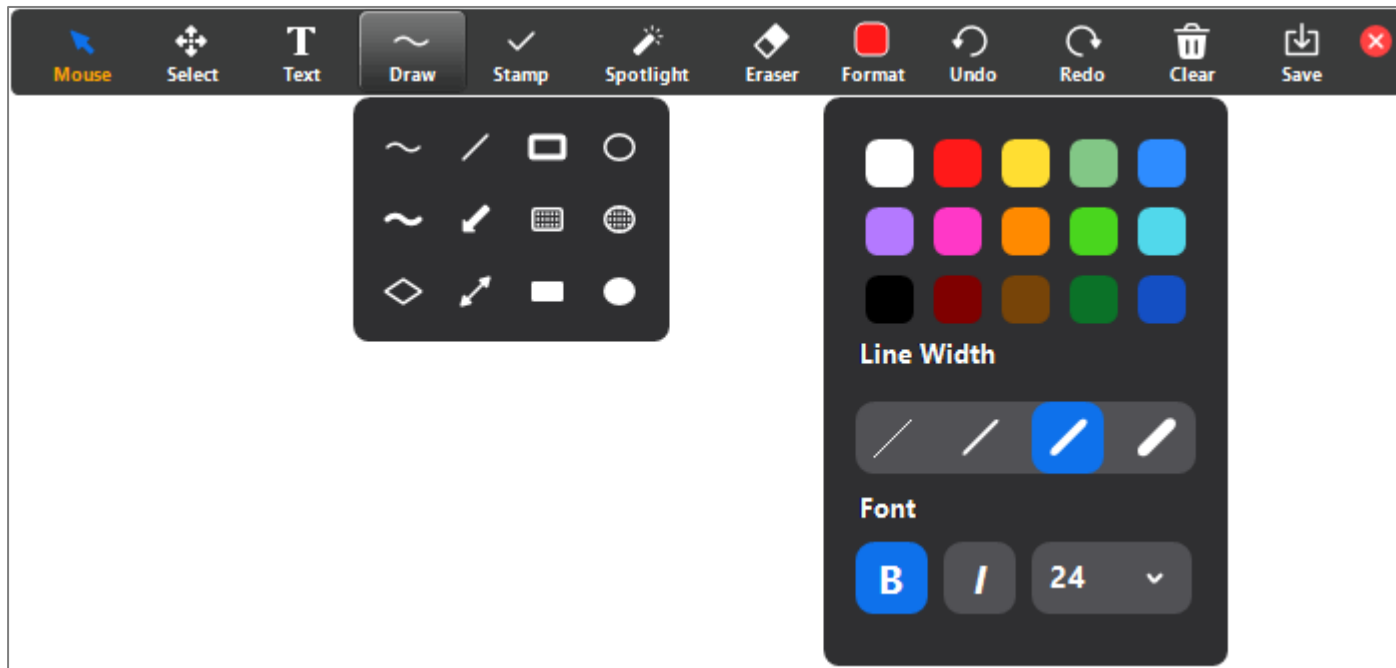
Sometimes the Chat window will disappear while you are sharing, you'll find the option here as well.



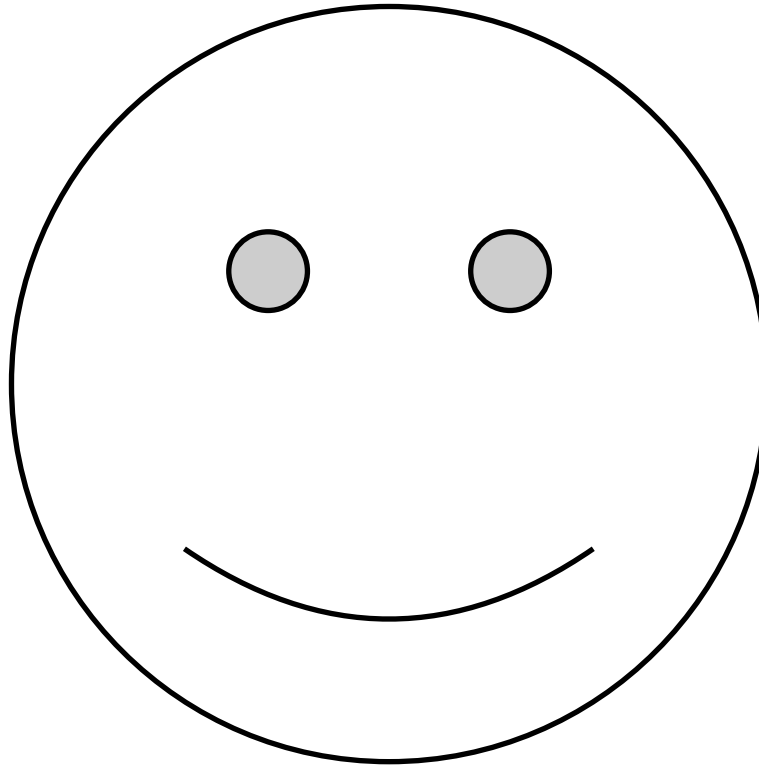
# During the Meeting - Annotate

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 under their Zoom Tools ... More button.



# During the Meeting - Annotate



# Information Technology Training

University of Florida Health Educational Technologies



## Thank you for joining us!

ALL HANDOUTS & CLASS FILES:

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

Presenters:

Pandora Rose Cowart, [prcowart@ufl.edu](mailto:prcowart@ufl.edu)

Jason Deleon, [jadeleon@ufl.edu](mailto:jadeleon@ufl.edu)

EVALUATION *(link is on the second page of the handout)*

[https://ufl.qualtrics.com/jfe/form/SV\\_10jjkl6lRsKV3XT](https://ufl.qualtrics.com/jfe/form/SV_10jjkl6lRsKV3XT)

Look for our other upcoming sessions

- Zoom Breakout Rooms
- Zoom Recordings