



# Get on Zoom and zoom well

## A quick guide

*This document provides guidance on how to get started and use Zoom which is the platform and tool used by Lund University. This document also gives some tips on how to ensure that the online session works well. Read it all the way through, and remember that after reading and trying out Zoom you also will feel much comfortable with many other platforms for online meetings.*

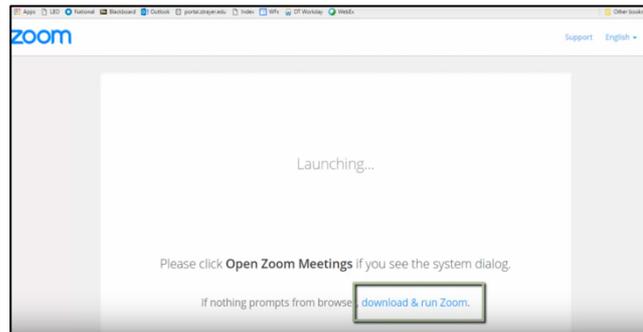
1. Joining a Zoom meeting
2. Hosting a Zoom meeting
3. Navigating in Zoom
4. “Zoom like a God” – tips for a successful meeting

## 1. JOINING A ZOOM MEETING

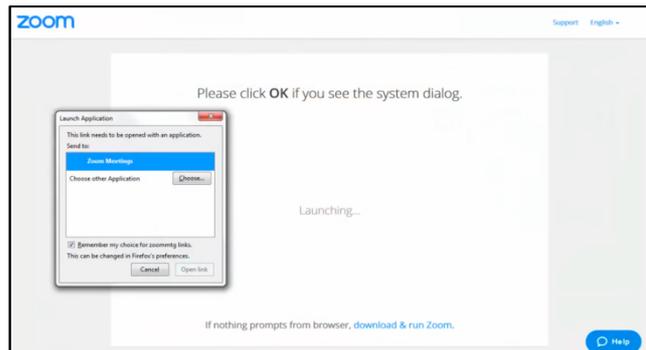
You will get invited to a Zoom meeting with a link. Once you click on the link, you will be asked to type in your name (mandatory) and email address (optional) before joining to the meeting. Then click on join Meeting.

You can either join to the meeting through your web browser or a desktop app and the below instructions are for those using the browser to join Zoom. Try it on different browsers if you have any problems. Firefox and chrome seem to work well with Zoom.

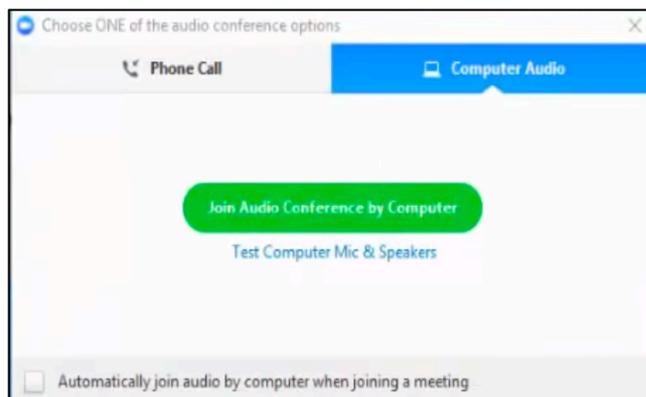
1. When using the browser version, and getting the link, you will see a page that prompts you to download a client to use with the browser. Click on 'Download and run Zoom'.



2. Click on 'Zoom Meetings' and then 'Open link'.



3. Select 'Join Audio Conference by Computer'.

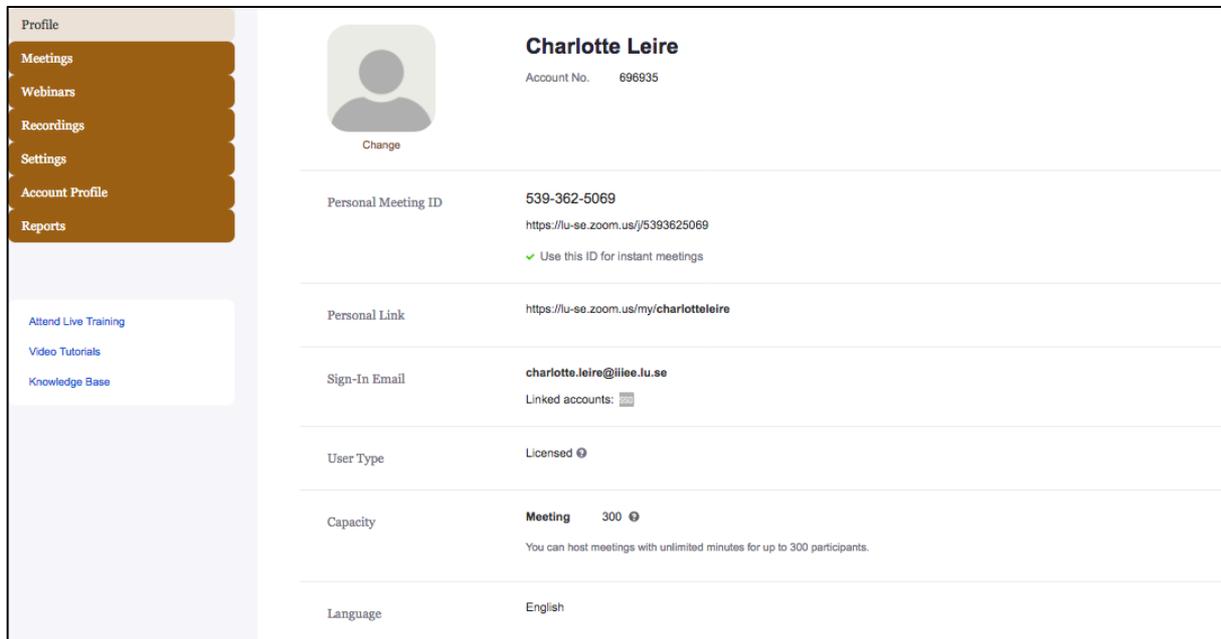


**Tip:** Check the button "Automatically join audio by computer when joining a meeting."

## 2. HOSTING A ZOOM MEETING

- Go to [www.lu-zoom.lu.se](http://www.lu-zoom.lu.se) and login with your LUCAT ID.
- Choose "Host" if you wish to initiate a meeting right there and then.
- Choose "Sign in" if you wish to schedule a meeting (and send out a meeting link to participants) ahead of time. You can schedule several meetings at the same time and also have the scheduled meeting be entered in your calendar. This makes it easier to send a calendar invite to participants which also contains the link to the meeting room.

My link ID in Zoom is always <https://lu-se.zoom.us/j/5393625069>. I can also use the 'personal link' which is <https://lu-se.zoom.us/my/charlotteleire> (see text box below). If the personal link does not work it is good to refer to the numerical one.



The screenshot shows the Zoom user profile for Charlotte Leire. On the left is a navigation menu with options: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays the user's name 'Charlotte Leire' and account number '696935'. Below this is a 'Change' button for the profile picture. The profile details are as follows:

Personal Meeting ID	539-362-5069 <a href="https://lu-se.zoom.us/j/5393625069">https://lu-se.zoom.us/j/5393625069</a> ✓ Use this ID for instant meetings
Personal Link	<a href="https://lu-se.zoom.us/my/charlotteleire">https://lu-se.zoom.us/my/charlotteleire</a>
Sign-In Email	charlotte.leire@iitee.lu.se Linked accounts:
User Type	Licensed
Capacity	Meeting 300 You can host meetings with unlimited minutes for up to 300 participants.
Language	English

Go to the three alternatives in the menu in the top right-hand corner:



The screenshot shows the top navigation bar of the Zoom interface. It contains four items: 'Schedule a meeting', 'Join a meeting', 'Host a meeting' with a dropdown arrow, and a 'SIGN OUT' button with a user profile icon. Two red arrows point to the 'Schedule a meeting' and 'Host a meeting' options.

Schedule a meeting (see text box below). You can host meetings with unlimited time for up to 300 participants. Pay extra attention to:

- Date and time.
- Time zone.
- Video and audio should be on.
- Host a meeting – start a session immediately. Choose the option “with video ON”.

**Tip:** You can do a basic test of your ZOOM online: <https://zoom.us/test>

The screenshot shows a meeting scheduling form with the following sections:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 03/16/2020, 3:00 PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT+1:00) Stockholm
- Registration:**  Required
- Meeting ID:**  Generate Automatically,  Personal Meeting ID 539-362-5069
- Meeting Password:**  Require meeting password
- Video:** Host:  on,  off; Participant:  on,  off
- Audio:**  Telephone,  Computer Audio,  Both; Dial from Sweden Edit
- Meeting Options:**
  - Enable join before host
  - Mute participants upon entry
  - Enable waiting room
  - Only authenticated users can join
  - Record the meeting automatically on the local computer
- Alternative Hosts:** Example: mary@company.com, peter@school.edu

**Tip:** Check the option to “Enable join before host” to let the participants join the meeting before the host. This saves time because they can then try out their audio and video before the meetings starts.

Please note that you can make co-hosts/alternative hosts, see above screen shot.

When you have scheduled a meeting, you are asked if you want to export the meeting to your calendar.

The screenshot shows a calendar export interface with the following elements:

- Date and Time:** Mar 16, 2020 10:00 PM Stockholm
- Add to:**
  - [Google Calendar](#)
  - [Outlook Calendar \(.ics\)](#)
  - [Yahoo Calendar](#)

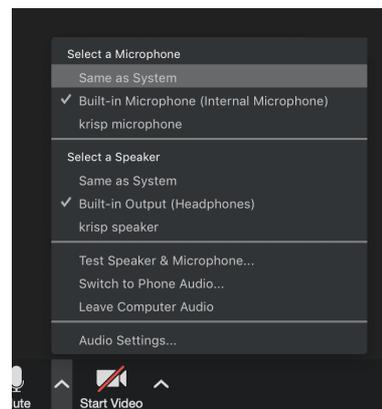
### 3. NAVIGATING IN ZOOM

#### Settings and controls

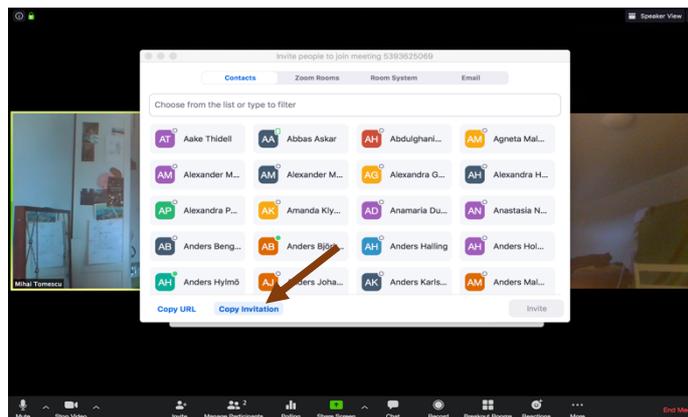
The icons are to be found at the bottom of the window. The buttons hide after a few seconds, you just need to go with the mouse to the lower rim of the window to make the reappear.



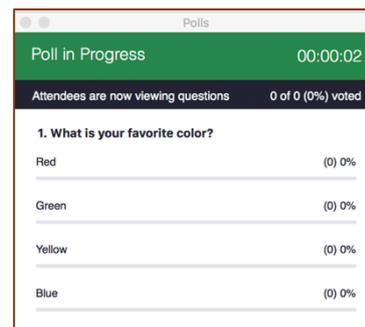
- **Microphone.** This is a toggle button, press to mute or unmute your microphone during the meeting. Next to the icon is a drop-up arrow. There you choose and test your audio (both microphone and speaker) settings. If the microphone does not fill with green when you speak it is not on at all. Then you need to go to the setting with the drop-up arrow.
- **Start video.** This is also a toggle button to turn on and off your camera. Next to the icon is a drop-up arrow. That is where you find and choose the camera to use.
- **Invite.** Click clicking on 'Copy invitation' and paste it in an email – it contains the link to the session.



- **Manage participants.** By clicking on participants in your host controls, you can manage the panelists and attendees in your webinar. This includes promoting to co-host or panelist, demoting panelists to attendees, unmuting, stopping video, and more.



- **Polling (only for hosts).** An excellent new tool for participants to vote (multiple choice). You can create several polls in your preparations for the meeting and then bring them up on demand (Poll 1, Poll 2 etc.).
- **Share screen.** Share your presentation if this is enabled by your meeting host. You can share two things: your desktop, or a file that is open in the background. That

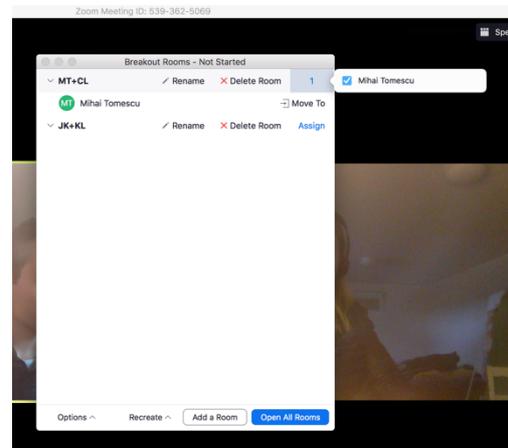


means that if you want to share a Word document or PowerPoint file you need to open that file first before clicking on share in Zoom.

- **Chat.** You can type in your questions or remarks by using this section. You have to click on the chat icon to have the chat window open. If the chat window is closed and someone writes a chat message this icon will turn coloured.
- **Record.** Records your meeting and saves it to the Zoom folder on your computer (default) or to the cloud. *Always ask the participants beforehand if you have their consent on being recorded.*

- **Reactions.**  Express your appreciation to a speaker using these icons.

- **Breakout Rooms** (only for hosts). Create and name separate up to 50 breakout rooms. Assign participants automatically or manually. You can split the meeting in up to 50 separate sessions. The host can switch between sessions at any time. The breakout room participants have full audio, video and screen share capabilities
- **Leave the meeting.** Clicking on this button will allow you to leave the meeting or, if you are the host, to close the meeting altogether.



**Tip:** Run a test of the audio (microphone and speaker) by clicking on 'Test Speaker & Microphone!'

As the host you can mute or unmute participants by clicking on 'Manage participants' and also by clicking on the video window from each participant.



In the desktop app you can also go to the top menu to mute all.



## Choosing between different views

Important to know as it is not fun to lose sight of the participants videos or the presentation that they might share. You can choose from three video layouts: active speaker, gallery, and mini. You control the different views in the upper right-hand corner of the Zoom window.

- The gallery view means you all participants in a grid which expands and contracts as participants come and go. **Please note:** If you use two monitors the desktop client gallery view will still only be shown on one monitor. The speakers' video will be highlighted with a green frame, see screenshot, first top row video.



- The active speaker view displays only the speaking person, i.e. it keeps switching. Here is it of extra important to mute those who are supposed to just listen and not make unintentional noise.
- The mini view brings down your Zoom window in a small format. It will always stay on as a top layer and stay visible even if you switch to another program.



Participants who are viewing a shared screen can switch to Side-by-side mode which allows them to see the shared screen alongside either the participants videos. The relative sizes of the shared screen vis-à-vis the video windows can be adjusted.

**Tip:** You can fixate (pin) a participant's video, which then disables the active speaker view. This will only affect your computer and local recordings, not the view of other participants or cloud recordings. You can also choose to show or hide non-video participants.

## 4. ZOOM LIKE A GOOD – TIPS FOR A SUCCESSFUL MEETING!

*This is a set of recommendations from Peter Arnfalk at the IIIIEE which were presented in the document “ZOOM like a GOD: The 14 commandments for a successful virtual meeting in ZOOM”*

### General

1. Use a headset with a USB-plug. Alternatively, a conference unit (e.g. Jabra).
2. Sit separately, by one computer each. Not in the same room as others in the same meeting.
3. Use a camera, built-in or external, placed in the same level as your eyes.
4. Avoid strong light behind you (e.g. a window); have some light source in front of you.
5. Use a network cable connection instead of WiFi.

### Before

6. Send out an invitation with an agenda well in advance.
  - Use calendar-invitation (e.g. Outlook).
  - Give the participants clear instructions on how to join.
7. Offer first-time users to test beforehand (at least one day in advance).
8. Invite participants to join 10-15 min before you plan to start the meeting, and open up the room beforehand. Then:
  - Turn on your microphone and camera. Say hi!
  - Adjust settings so that you have the right microphone, avoid breathing-noise.
  - Use the camera. Ask all meeting participants to do it as well.
  - Chit-chat and drink coffee. This will make the other participants feel at ease.

### During

9. Assign someone to moderate the meeting – more important than IRL.
  - Raise your hand when you want to say something.
  - Use the chat function for links, etc.
  - Use the share screen function to show presentations, web pages etc.
  - Use polls!
  - Large meetings: consider using a facilitator/side-kick.
10. Look into the camera!
11. Mute the microphone when someone presents, background noise.
12. Finish in due time.

### After

13. Email the chat and use for meeting minutes or Q & A.
14. Distribute meeting minutes and presentations to the participants.