ZOOM — Tip Sheet

Install & download

Get started

Before you can use Zoom, you must install the Zoom software for your device.

Go to **okcu.zoom.us** and click **Download Client** at the footer of the screen. Download the **Zoom Client for Meetings.** Once downloaded, the program can be opened by using the Windows search bar (lower left corner of desktop). Search for **Zoom.**

Outlook Plugin (Send invites from Outlook)

1. Download the Zoom Microsoft Outlook Plugin MSI file from the Zoom Download Center (Resources > Download Zoom Client > Download page with MSI option).

2. Select the **Schedule a Meeting** button in the ribbon of the Outlook application.

3. Input your meeting details and **Send**.

4. A calendar invitation will appear with the Zoom information generated automatically.

Log in and set up

Easiest

Open the Zoom program on your computer (right) and start, join, or schedule a meeting.
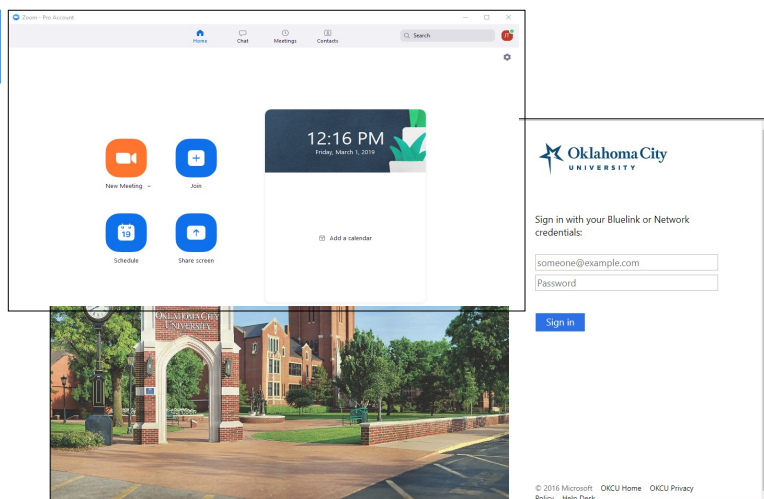
Web portal (okcu.zoom.us)

Go to **okcu.zoom.us** and sign in with your OCU Network username and password.
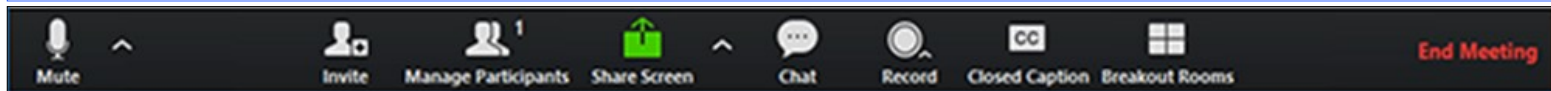
1. Once the Zoom Client for Meetings is installed, click the **Sign In** button on the okcu.zoom.us page.

2. On the Oklahoma City University page, enter your OCU Username and password, click **Sign In**.

Host Controls (Appears at the bottom of your screen)

◊ **Mute/Unmute:** This allows you to mute and unmute **your** microphone.

◊ **Audio Controls (via the ^ arrow next to mute/unmute):** The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

◊ **Start/Stop Video:** This allows you to start and stop your own video.

◊ **Video Controls (via the ^ arrow next to Start/Stop Video):** If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.

◊ **Invite**: Invite others to join your meeting

◊ **Manage Participants**: This opens up the Participants window.

◊ **Polling:** This allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser.

◊ **Share Screen:** Click on this to start a screen share. You will be able to select the desktop or application you want to share.

◊ **Screen Share Controls (via the ^ next to Share Screen):** Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

◊ **Chat:** Access the chat window to chat with the participants.

◊ **Record:** Start or stop a cloud or local recording.

◊ Closed Caption: If you have enabled closed captioning for your account, click here to access the closed caption options.

◊ **End Meeting:** This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

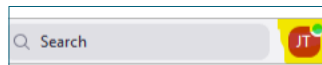# Screen Sharing (controls in a moveable bar @ top of screen)

◊ **New Share:** Starts a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing as you can only share one screen at a time.

◊ **Pause Share:** This will pause your current share and not show any changes to your screen until you choose **Resume Share**.

◊ **Annotate:** This will allow you to annotate on your shared screen. It will open up the annotation options.

◊ **Disable/Enable Attendee Annotation:** If you want to prevent the attendees from being able to annotate on your screen share, select this option.

◊ **Hide Video Panel:** When you are screen sharing, the video will be in a moveable window. If you want to hide the video panel, select this option.

◊ **Optimize for full-screen video clip:** If you are sharing a video clip in full screen (not your live camera feed), we recommend checking this option.

◊ **Stop Share:** Select this to stop your screen share.

Video Settings

♦ **Aspect Ratio:** Select to share your camera in 16:9 (Widescreen) or Original Ratio

♦ **Enable HD:** Forces 16:9 aspect ratio and will share HD video when conditions are met

♦ **Enable mirror effect:** Flip the video of your camera

♦ **Enable Hardware Acceleration:** Check this setting if you are having CPU issues when using Zoom. This will use the hardware to encode and decode video, instead of the Zoom software.

♦ **Touch up my appearance:** Apply a blur effect to your video. Read more.

♦ **Display participants name on their video:** shows the name of every participant in the bottom left corner of video window.

♦ **Turn off my video when joining a meeting:** camera will default to being off when joining meetings (can turn on once in meeting).

♦ **Hide Non-Video participants:** selecting this option will turn off the video window box for participants joined without video or through PSTN. When one of these participants are speaking, their name will appear at the top of the screen.

♦ **Spotlight my video when I speak:** Display your own video locally when you speak when using active speaker video.

Additional Resources and Support

◊ Need help? Try the **Getting Started** link at the bottom of the okcu.zoom.us page.

◊ For additional support, click on the Zoom Support link at the bottom of the okcu.zoom.us page.

◊ Browse the topics or click **Submit a Request** at the top of page.

◊ To join a test meeting go to **https://zoom.us/test**, click **Join**.

◊ Video Tutorials are available: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

♦ If you have downloaded the desktop client, you can test your video camera with Zoom before joining the meeting to ensure that the camera is working correctly.

♦ You can also launch a test Zoom meeting at zoom.us/test.

⇒ Log in to the Zoom client.

⇒ Click on your profile picture or initials and choose Settings.

⇒ Click the Video option

⇒ You will see a preview of your camera and can choose a different camera, if needed.