



## Using Zoom for Virtual Meetings

1. To start using a Zoom room, click a Zoom link, either within a Canvas course or by using a direct URL.

**Note!** If it's the first time you've used Zoom, you may need to download and install the Zoom application to your computer or mobile device. To do so, after clicking the Zoom link, click download & run Zoom (as pictured below). After installing, you may need to click the Zoom link again or refresh the page.

If nothing prompts from browser, [download & run Zoom](#).

2. When the room opens, you will be prompted to choose an Audio preference. Typically, you would choose **Join Audio Conference by Computer**.

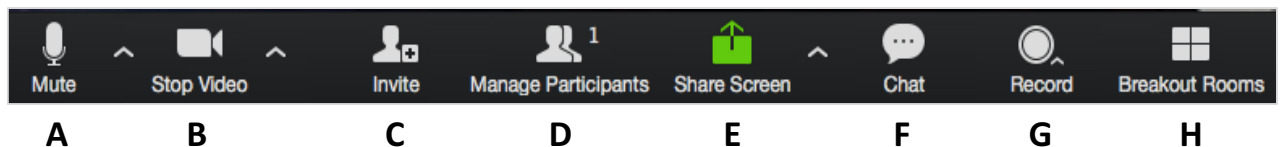
Join Audio Conference by Computer

You can also use this time to test your audio by choosing **Test Computer Mic & Speakers**.

3. By default, Zoom will open with video turned on in full-screen. If you want to exit full-screen, click the button in the top-right of the video.

Exit Full Screen

4. The menu bar at the bottom of the Zoom room houses the various features. If you are a participant (rather than the meeting host), you may not see all of these buttons.



**A. Audio settings:** Mute/unmute your microphone or control audio levels.

**B. Video settings:** Turn video on/off or fine-tune video settings.

**C. Invite:** Add others to the Zoom room by sending an email with the direct URL to the room.

**D. Manage Participants:** Control permissions for users currently in the Zoom room.

**E. Share Screen:** Share application windows on your computer's desktop and control screen sharing settings.

**F. Chat:** open the parallel text chat window for participants in the room.

**G. Record:** Record your Zoom meeting either to your computer or to the cloud. Recording to the cloud requires a pro account. After you end the meeting, the recording will process and be available in you Kaltura My Media account within Canvas.

**H. Breakout Rooms:** Add participants to smaller groups where they can discuss topics apart from all participants.



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5. To access more detailed settings, click the **Settings** button on the application window.



6. To exit a Zoom room, choose the **Leave Session** or **End Meeting** button. Only the room host can end the session for all participants. Other participants will see a **Leave Session** button.

