

Zoom - Getting Started

476 David Stefan Wed, Oct 3, 2018 [Zoom](#) 4892

Getting Started:

Before you can host a meeting with Zoom, you must install the Zoom Desktop software on your computer/device.

Log In and Set Up

Zoom Web Portal:

Go to <https://heifer.zoom.us> and click Sign In. If prompted, use your Heifer ID (username@heifer.org and network password).

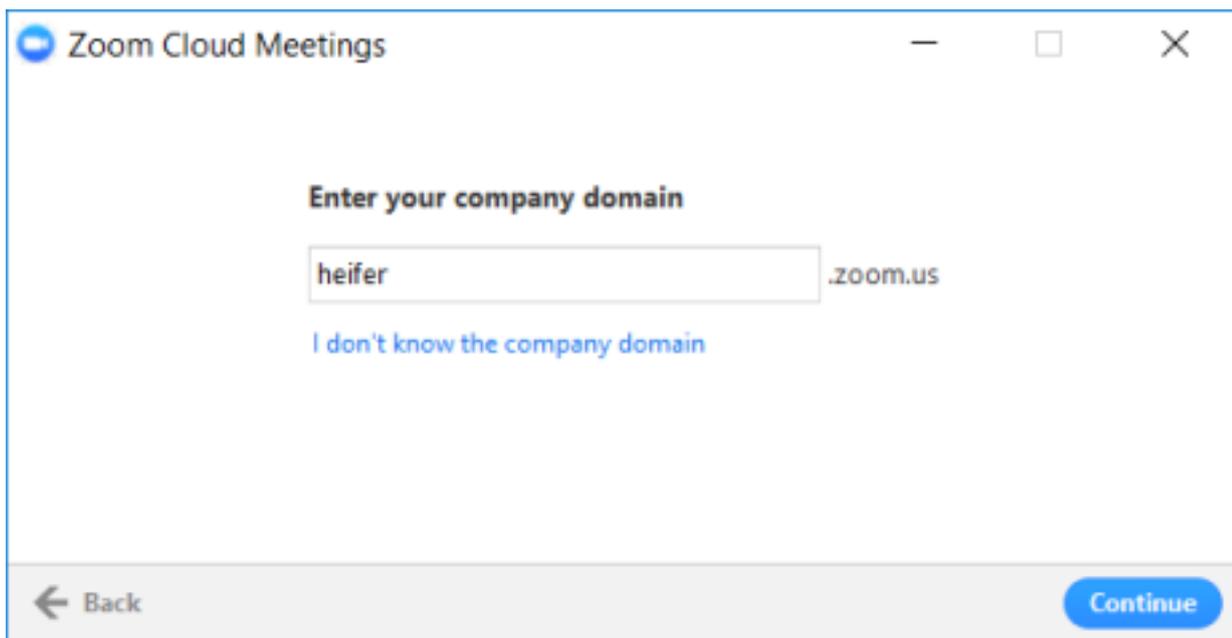
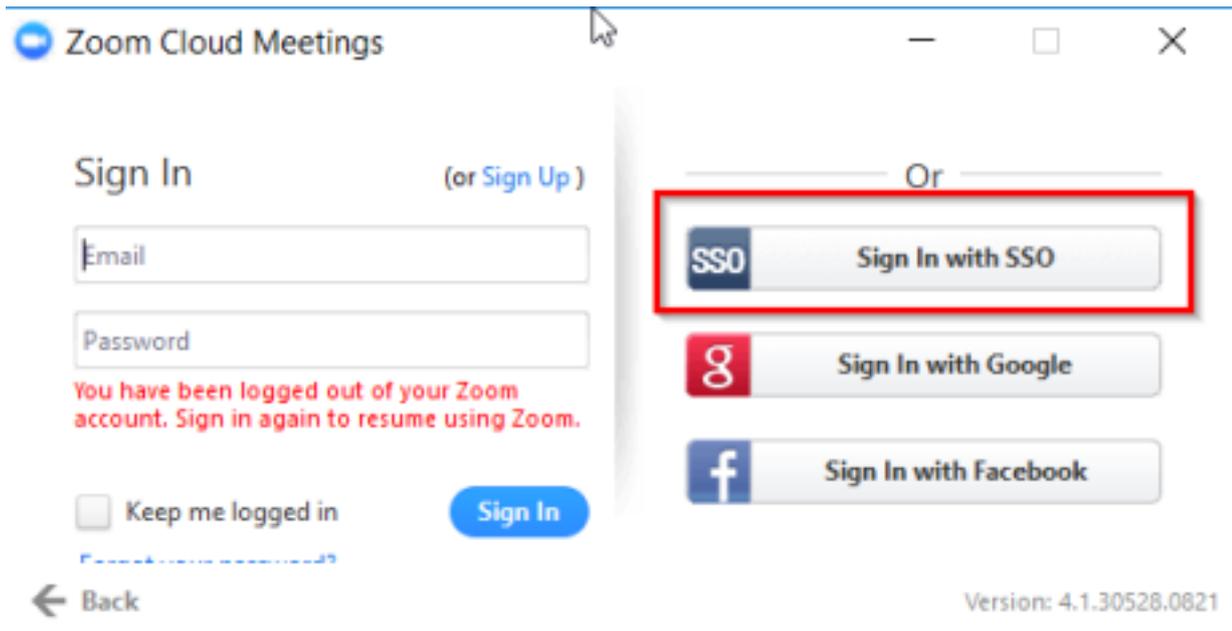
Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:

- Setting your avatar (persists through all Zoom Applications).
- Edit your [Personal Meeting ID/Personal Vanity URL](#)
 - This is your personal dedicated virtual room. You can use it at any time or schedule it for future use. For more details, refer to the [Personal Member ID Knowledge Base article](#).

Zoom Desktop:

1. Download here: <https://heifer.zoom.us/download>
2. First download and install the Zoom for Meetings
3. Next download and install the Zoom Plugin for Microsoft Outlook. (Close Outlook before doing this step)
4. After installing, open the Zoom software. You will see a log on screen, choose **'Sign in with SSO' option on the right hand side of that screen.**
5. When prompted, type 'heifer' in the box. Should read: heifer.zoom.us



You now have the Zoom for Meetings installed. Best practice is to have Zoom start when your computer boots up. [About Settings](#)

- On **Windows**, browse to Zoom and click on "Settings" at the top right. Click on General and then check the box that says "Start Zoom when I start Windows".
- On Mac, right-click the Zoom app in the Dock, select Options > Open at Login.

Scheduling a Zoom Meeting

Outlook Plugin

1. Download the Zoom Outlook plugin from zoom.us/downloads
2. Create a New Meeting in Outlook
3. Click "Add Zoom Meeting"
4. Input Zoom Details for the meeting and click "Continue"
5. Update invitation details and hit "Send"
6. Update invitation details and hit "Save"

Zoom Desktop

1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Save"
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Details on additional features for scheduled meetings can be found here:

- [Alternative Host](#)
- [Scheduling Privilege](#)
- [Meet Now-vs-Schedule Meetings](#)

Meeting Controls

Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose "Join Audio by Computer" to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the "Test Computer Audio" link when joining.
- Choose "Phone Call" and dial the number provided. Enter in the Meeting ID and make sure to input the "Participant ID"

Clicking on the Mic icon will let you mute and unmute your audio once connected

Video

Access Video settings before or during a meeting by clicking on the "Settings" icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow.

Clicking on the Video icon will let you start and stop your video feed

Invite

During a meeting, click "Invite" to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat

1. Click "Chat" to start an in meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant

Record

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the "Record" icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends

A Few Last Things

Before the Meeting:

- Test your Audio and Video
- Make sure to choose the correct audio and video sources
- Have the content you intend to share prepared ahead of time
- Close applications that have pop ups

Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use "Gallery View" for smaller group/team meetings
- Share your screen
- Share specific Applications to control displayed content

- Use "New Share" to seamlessly transition between shared applications.
 - o Use the Annotation tools to grab and direct attention

Turn the camera on!

- o Put your webcam at eye level or higher – experiment for best angles
- o Use the gestures and mannerisms that you would typically use in person
- o Make Eye Contact - Try to look at your webcam versus the screen

Here are some great resources to take a deeper dive into using Zoom.

- Join our [Weekly Zoom Meetings and Webinar training](#)