Zoom: A Brief Introduction

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Overview

• Zoom support
• Signing up for a Pro account
• Accessing/Setting up your Zoom
• Scheduling meetings
• In meetings
• Zoom Etiquette
Questions and Help

• E-mail the Johns Hopkins Support Team at zoom@jhu.edu
• Call Zoom Support at 888-799-9666 (choose option 2)
• Submit a ticket on-line though the Support Request portal
1. Go to the JHU Service Now Portal
2. Select Zoom User Account(s)
3. Enter the JHED ID of users you are requesting for (you will be charged $8.88 PER JHED ID)
4. Choose “Licensed” account
5. Enter the cost center or IO to be charged.

6. Select “Order Now”

7. You will receive an e-mail with instructions on how to log in
There are 4 ways to access Zoom and schedule meetings:

1. Through the Hopkins Zoom website: [https://jh.zoom.us/](https://jh.zoom.us/)
2. Zoom Desktop client: [https://uis.jhu.edu/zoom/zoom-desktop-client-setup/](https://uis.jhu.edu/zoom/zoom-desktop-client-setup/)
3. Microsoft Outlook Plug-In: [https://uis.jhu.edu/zoom/zoom-outlook-plugin/](https://uis.jhu.edu/zoom/zoom-outlook-plugin/)
4. Mobile Phone app: [https://uis.jhu.edu/zoom/zoom-mobile-application/](https://uis.jhu.edu/zoom/zoom-mobile-application/)
Setting Up Zoom

• You can set up your account preferences under the “Settings” tab.

• You can delegate access to another Zoom Pro user so that they schedule on your behalf.
  − Zoom does NOT allow concurrent meetings under the same account.
  − If you schedule back to back meetings, you MUST end the first meeting before the second meeting can start
Scheduling a meeting

1. Sign into Zoom through your preferred method
2. Select “New Meeting” or “Schedule Meeting”
3. Enter your meeting title
4. Select the meeting time, and the time zone.
5. Choose your preferred meeting options
Meeting options

- Enable join before host – allow attendees to enter before the host starts a meeting
- Enable or disable video for participants or host
- Mute participants upon entry
- Select whether participants can join with computer audio, phone, or both (recommended)
- Require a meeting password
- Record the meeting automatically
In the meeting

• You can mute and unmute “All Participants” or individuals
• Meeting participants can ask questions in the chat or by choosing the “Raise Hand” function
• You can grant host permissions during the meeting. This will allow the new host to share their screen, mute/unmute, and end the meeting.
• Share your screen
Sharing your screen

• Zoom allows you two options:
  – Share your screen: it will display anything you do on your computer for the duration you are sharing your screen
  – Share a specific file/program: it will only share that document, even if you move between programs
Recording Meetings

• You can record all Zoom meetings

• SOM
  – Locally: meetings are downloaded directly to the computer the host is using

• SPH:
  – Locally: meetings are downloaded directly to the computer the host is using
  – On the cloud: downloaded to the cloud, and creates a link that can be shared after meeting
Zoom Etiquette

• Hosts should let their attendees know how to ask questions or participate in discussions
  – In the chat
  – Raise hand function
  – Just ask!

• If you are not currently speaking, you should mute yourself to cut down on white noise

• When the meeting is over, choose “Leave meeting” (participants) or “End meeting for all” (host). If participants remain in the meeting room, it will prevent future meetings from occurring.
Signing up for a Student Zoom Pro account

1. Go to jhubuejays.zoom.us
2. Sign-in with your JHED

To sign-in on the Zoom desktop client
1. Select “Sign In with SSO”
2. Enter “jhubuejays”
Here are some more in depth tutorials that may be helpful:

• Getting Started with Zoom (30 mins)
• Zoom Meetings Training (60 mins)
• Zoom Education Tutorial (60 mins)
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