Zoom Configuration and Usage Guide

Overview

This guide provides information on the most widely used features of Zoom web conferencing – those features most essential to participating in a Zoom meeting as part of Lehigh University Distance Education's Classroom LIVE platform. These instructions were written primarily for Windows 10. Differences may occur using different operating systems and configurations.

Configuration

- **Log in to Course Site using Your Lehigh Account**
 - **https://coursesite.lehigh.edu**
  - Navigate to the class site and click the meeting link provided. (If this is your first time using Zoom, download the Zoom installer when prompted. Install Zoom as instructed.)
    - There will be one link/meeting ID for the entire semester.
    - The meeting ID will be visible at the top of the meeting window.
- **Test Your Microphone**
  - Be sure to click "Test Computer Mic & Speakers."
    - Click the "Test Speaker" button to make sure you can hear through your headset, and then click the "Test Mic" button to check that your microphone is working properly. Close the 'Settings' window.
  - Select, "Join Audio Conference by Computer" and be sure to keep your mic muted.
  - Muting your mic is done by clicking the microphone icon in the lower-left of the meeting window.
- **Enable Your Camera**
 - Your camera is to be enabled for the entire class.
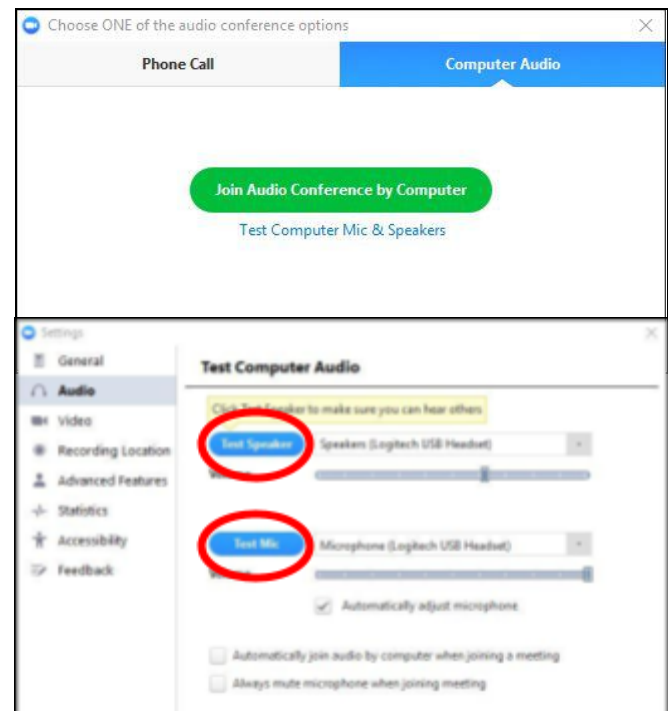
○ The video Start/Stop Video button is located to the right of the Mute button.
○ Be mindful that your video feed is always visible to everyone in the classroom.
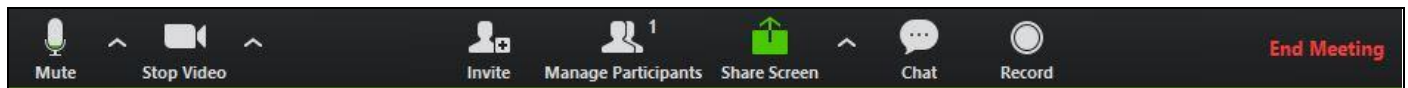
Usage

- **Participant List**
  - The 'Raise Hand' button is in the participant list and does not have an audible signal to notify the classroom. You may click the "Raise Hand" button as well as physically raise your hand since your video feed is always present in the classroom.
  - If you would like to change your name as it's shown in the Participants list:
    - Mouse over your name, and click the 'More' option.
    - Select 'Rename' to edit your name.
   - Use First, (Preferred First), and Last name.
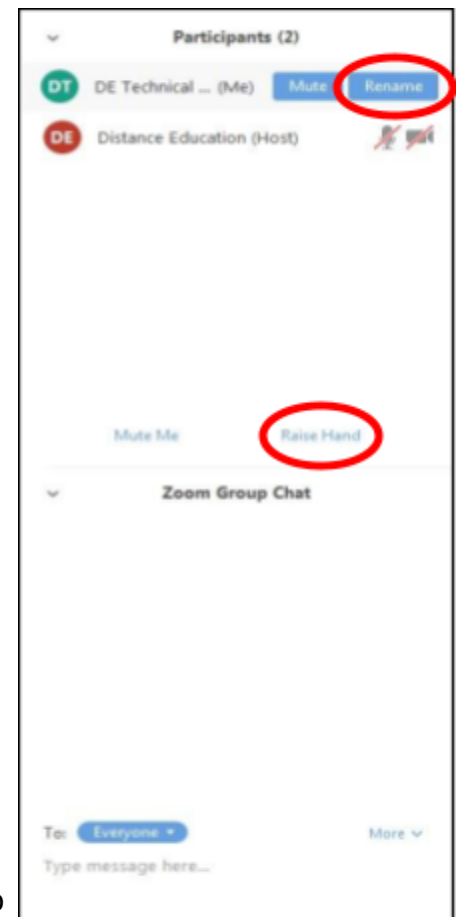
- **Chat**
  - All chat conversations are listed in the same thread in the Chat panel.
    - Each message is labeled with the audience that can read it.
  - Click the blue button next to "To:" to choose who you wish to send a message to.
  - Private conversations are only available between two participants.
    - Private group conversations are currently not an option in Zoom.

Video Layout Customization

- **Gallery View**
  - To switch to "Gallery View" select the icon in the upper-right hand corner of your screen. When viewing the "Gallery View" you will be able to see four participants along with the shared desktop from the instructor PC.
  - To change the location and/or orientation of the gallery, click and drag the gallery to either the left or right side of your screen for a vertical view or the top or bottom of your screen for a horizontal view.
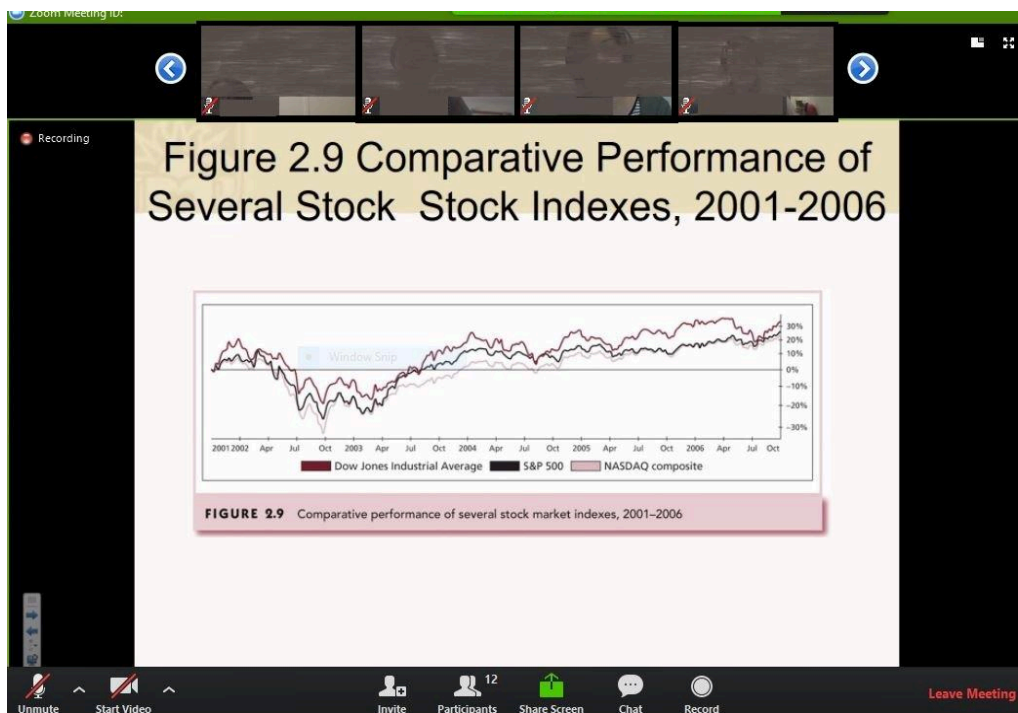
'Gallery View' with shared classroom desktop

- **Active Speaker View**
  - To turn the "Active Speaker" view on, click the "Switch to active speaker" icon.
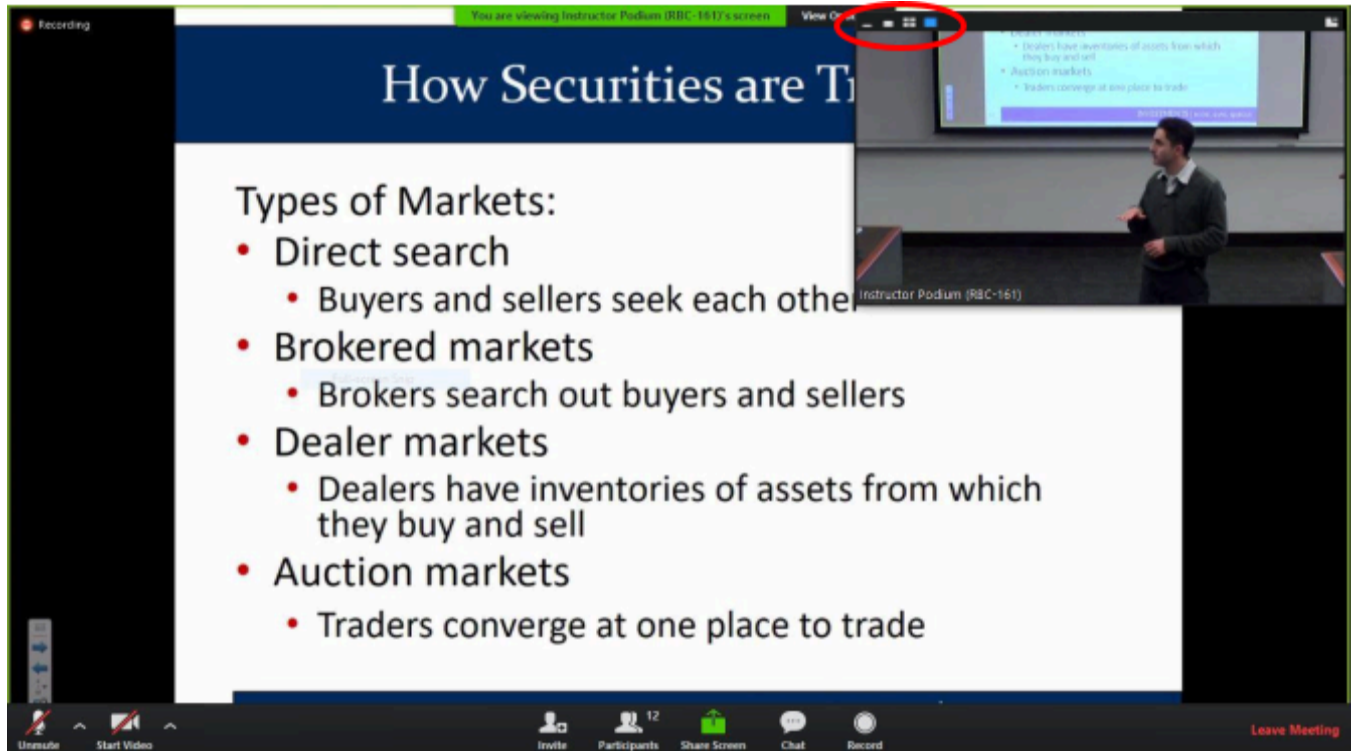
"Active Speaker View" with shared classroom desktop

  - The "Active Speaker" window can be swapped with the "Screen Share" window by clicking the "Swap" button in the upper-right corner.
  - Note: The "Active speaker" is always on by default when starting or joining a Zoom meeting.

Share Screen for Student Presentations

  - To make your computer screen visible to everyone in the class, click the "Share Screen" button at the bottom of the Zoom meeting window.
    - Select "Desktop", and select the option "Share computer sound" in the lower-left corner. Then click "Share Screen" in the lower-right corner.
  - To stop sharing simply click the red "Stop Share" button at the top of your shared screen.
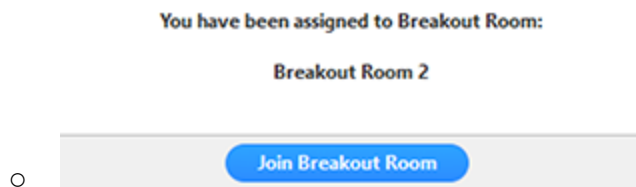
Breakout Rooms

Prerequisites

- Join the meeting by the Zoom desktop client, mobile app, web client, or phone.
- Invitation to join breakout rooms from the meeting host.
- Self-select breakout rooms feature requires desktop client or mobile app, version 5.3.0 or higher.

Joining a Breakout Room

- The host will need to invite you to join the breakout room.
- Click "Join".
- If you choose "Later", you can join by clicking the "Breakout Rooms" ⊞ option in your meeting controls.
- Click "Join Breakout Room".

- You will have access to full controls similar to the meeting.

Self-selecting a Breakout Room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

- Click the "Breakout Rooms" ⊞ option in your meeting controls.
- This will display the list of open breakout rooms created by the host.
- Click "Join" next to the Breakout Room you wish to participate in, then confirm by clicking "Join" again.
- Repeat as necessary to join other breakout rooms, or click "Leave Room" to return to the main session.

Asking for Help

- Click "Ask for Help" [?] in the meeting controls.
- Confirm that you would like assistance by clicking "Invite Host".

You can invite the host to this Breakout Room for assistance.

○

Invite Host
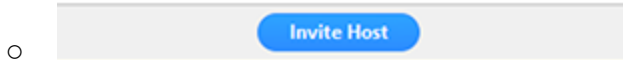
Leaving the Breakout Room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

- Click "Leave Breakout Room".
- Choose if you want to leave the breakout room or the entire meeting.
- When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or when the timer runs out.

Upgrade / Update to The Latest Version

Overview

Zoom [regularly provides new versions](#) of the Zoom desktop client and mobile app to release new features and fix bugs. We recommend upgrading to the latest version once it is available. You can also [check which version you're currently running.](#)
[Follow our release notes](#) to stay updated on the latest Zoom releases.
This article covers:
- [Zoom Desktop Client](#)
- [Zoom Mobile App](#)

New Installation - Zoom Desktop Client (PC, Mac, or Linux)

Zoom provides a pop-up notification when there is a new mandatory or optional update within 24 hours of logging in.
You can also manually download the latest version by:
- Clicking on download from the link at https://zoom.us
- Directly from one of the following links
  - https://zoom.us/support/download
  - https://zoom.us/download
  - https://zoom.us/download2

Note: https://zoom.us/download is hosted on cloudfront.net while https://zoom.us/download2 is hosted on zoom.us

Update Installation - Zoom Desktop Client (PC, Mac, or Linux)

If you already have the Zoom desktop client installed, you can check for updates:
1. Sign in to Zoom desktop client.

2. Click your profile picture then click Check for Updates.
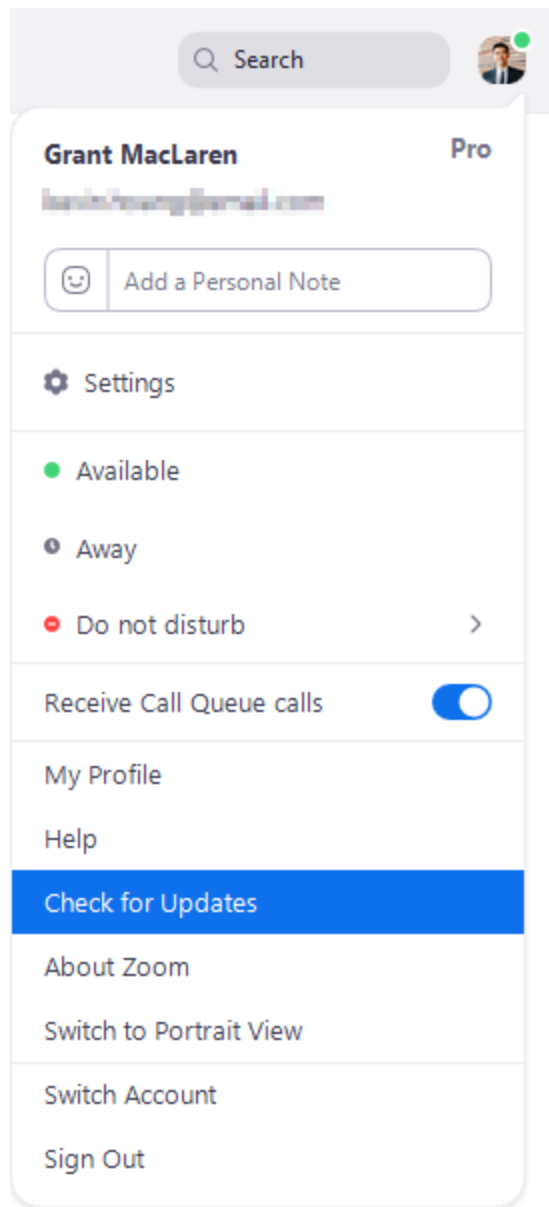
If there is a newer version, Zoom will download and install it.
There are 3 types of updates; web-only, mandatory and optional.
- Web-only updates are available for new fixes that are being tested.
- Mandatory updates will start once you click on update. You cannot proceed further until you update.
- Optional updates will start once you click on update. You can proceed should you decide to postpone the update till a later time and update manually.

Note: If you choose to postpone your optional update, you will only be prompted to update the next time you login.

Zoom Mobile App (iOS or Android)

Download the Zoom mobile app from the Apple Appstore or Google Play.

Zoom displays a mobile notification whenever there is a new update.