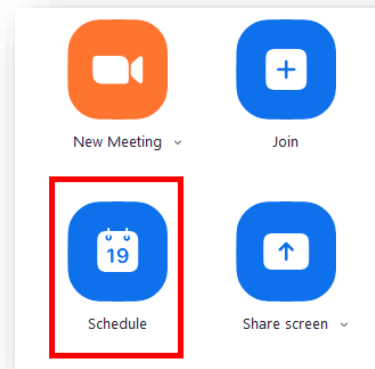


## Zoom Quick Guide for Instructors

[Download](#) the Zoom Client for Meetings. *You must be using the downloaded Client version to share.*

### 1. Scheduling a Meeting

- Click on Schedule a New Meeting
- Change the Topic name and other optional settings if needed
- Click on Save to set the meeting



### 2. Meeting Settings

- Topic – choose your own
- Start Time
- Duration – Default is one hour
- Time Zone – Default is your computer time zone
- Recurring meeting – Default is unchecked
- Meeting ID – Either option is good
- Video – Default is off for both Host and Participants
- Audio – Recommend “Both” to allow those who can’t use computer audio to connect telephonically
- Advanced Meeting Options – Recommend “Mute participants on entry” and “Record the meeting automatically”
- Alternative Hosts – any additional presenter(s)

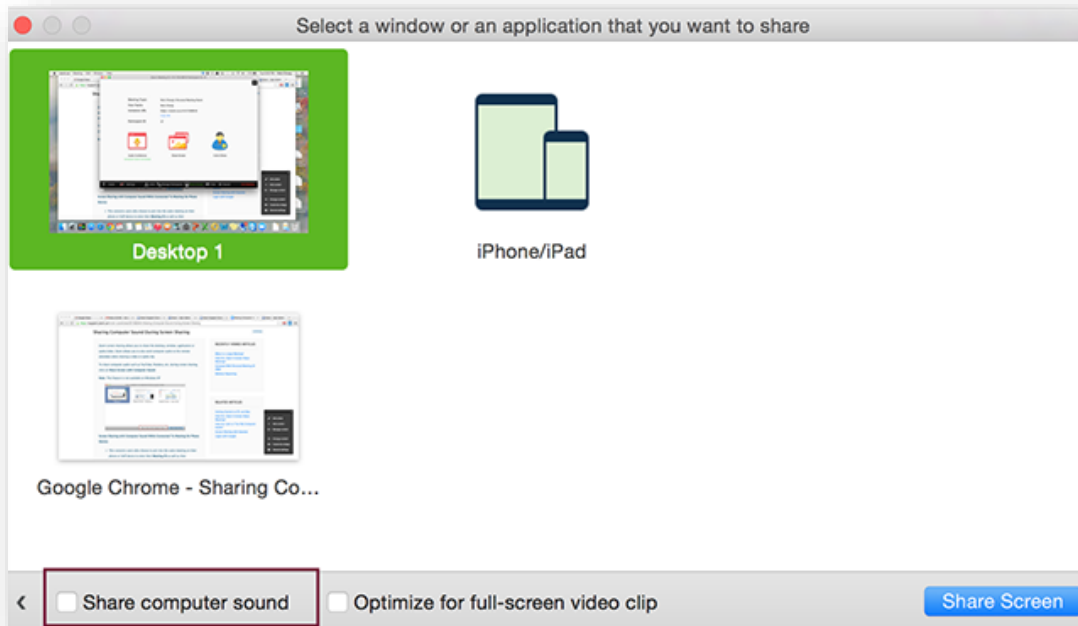
The screenshot shows the 'Schedule a Meeting' dialog box. It includes fields for 'Topic' (Zoom Meeting), 'Start' (Sun March 8, 2020 at 12:00 AM), 'Duration' (1 hour, 0 minute), and 'Time Zone' ((GMT-08:00) Pacific Time (US and Canada)). There are sections for 'Recurring meeting' (unchecked), 'Meeting ID' (Generate Automatically selected), 'Password' (Require meeting password unchecked), 'Video' (Host: Off, Participants: Off), 'Audio' (Telephone and Computer Audio selected), and 'Calendar' (Outlook selected). 'Schedule' and 'Cancel' buttons are at the bottom right.

### 3. Screen Sharing

- Click Share in the main window and choose the document, desktop, application, or browser window you want to share. Make sure it is open and active!

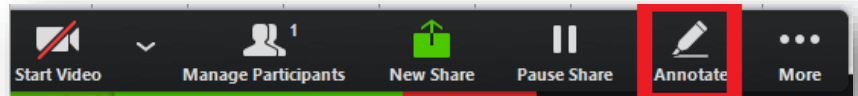


- b. If sharing a video from the window, check “Share computer sound” at the bottom of the share control window.
- c. While sharing, Zoom meeting controls will appear at the top of your screen
- d. To end sharing, click the red “Stop Share” button at the top of your screen



#### 4. Annotations

- a. Click on Annotations in the Zoom Sharing toolbar
  - i. Click Save to save the current shared view, including annotations. Zoom will create a folder for your saves, grouped by meetings.
  - ii. Click Clear to delete annotations before proceeding.



#### 5. Recording

- a. It is recommended that you chose “Record the meeting automatically” when setting up your meeting if you intend to record for you or for your class.
- b. From within the meeting, click on the Record button in the bottom menu to start recording
- c. You can record for yourself on your local computer only or to the cloud.
  - i. If you record to the cloud, you will be able to share a link for others to review.
  - ii. If you record to your local machine, you can still download the recording and upload it to a shared location. (When you record to your local computer, by default Zoom creates a folder in Documents called Zoom.)

