

# Zoom Instructions

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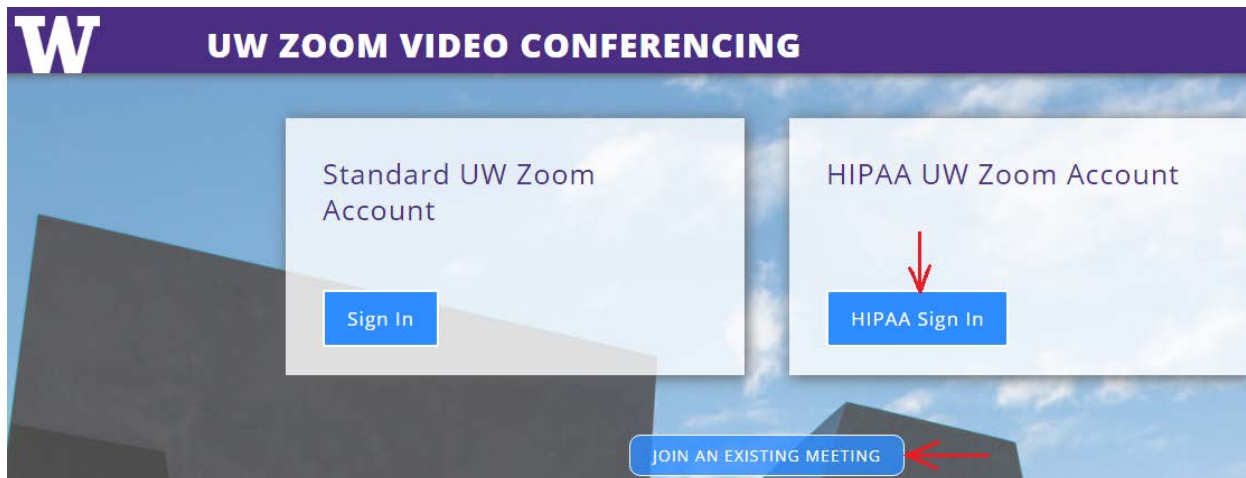
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## How to Log-In into Zoom

Please go to <https://uw-phi.zoom.us/> to access your Zoom account or to join a Zoom meeting.

Select either:

- **HIPAA UW Zoom Account – HIPAA Sign in** – this is if you are hosting a meeting
- **Join An Existing Meeting** – if you are going to join a zoom meeting using a zoom ID that you were provided.



## How to Schedule a New Meeting

Log in to your HIPPA UW Zoom account profile by going to <https://uw-phi.zoom.us> and choose "HIPAA Sign In". On the top right hand corner, select "SCHEDULE A MEETING"

[My Meetings](#) > Schedule a Meeting

### Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="01/29/2018"/> <input type="text" value="9:00"/> <input type="text" value="AM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-8:00) Pacific Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting
Registration	<input type="checkbox"/> Required
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off Participant <input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both Dial from United States <a href="#">Edit</a>
Meeting Options	<input type="checkbox"/> Require meeting password <input checked="" type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <a href="#">?</a> <input checked="" type="checkbox"/> Use Personal Meeting ID 663-137-3477 <input type="checkbox"/> Record the meeting automatically on the local computer
Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.edu"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- **Topic:** Choose a topic/name for your meeting.
- **When:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, zoom will use your computer's time zone. Click on the drop down to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting. You can schedule these meetings in daily, weekly and monthly increments, i.e. the meeting ID will remain the same for each session.

Recurring meeting **Every month on the Last Thu, 7 occurrence(s)**

Recurrence

Repeat every  month

Occurs on  Day  of the month

of the month

End date  By   After  occurrences

- **Registration:** Scheduling a meeting that requires registration will allow you to have your participants register with their e-mail, name, other registration fields, and custom questions. To enable registration check the “**Required**” box.

Registration  Required

Video Host  on  off

Participant  on  off

After scheduling your meeting, you can find your registration link in the Invite Attendees section.

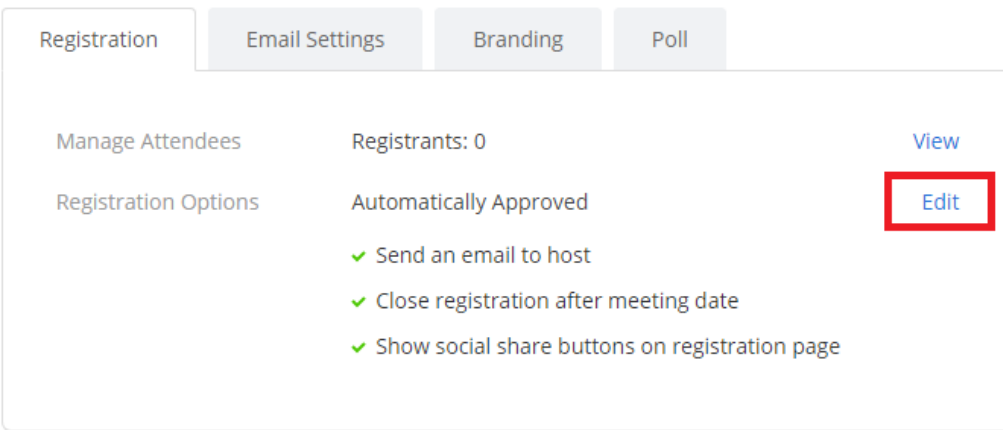
Meeting ID 429-548-519

Invite Attendees

People are required to register before joining this meeting.

Registration URL: <https://uw-phi.zoom.us/meeting/register/f1c8b1f681ec24b27510d14dfea9e911> [Copy the invitation](#)

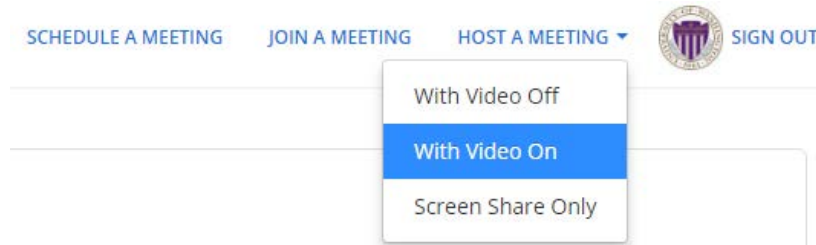
In the **Registration** section, click on “**Edit**” to configure the registration process by changing the approval type and registration questions.



- **Video Options:** Select if you would like the Host or Participant to start the meeting with video using their webcam.
  - **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** Choose whether to allow users to call in via Telephone Only , VOIP Only (computer audio), both, or 3rd Party Audio (if enabled for your account). The “Both” option is appropriate for most meetings.
- **Meeting Options:**
  - **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
  - **Enable join before host:** Allow participants to join the meeting before or after the host join. Most people leave this option checked.
  - **Mute Participants Upon Entry:** This will mute all participants as they join the meeting.
  - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated. If you want participants to be able to use the same URL for multiple meetings then check this box.
  - **Record the meeting automatically on a local computer:** Check this if you want the meeting to be automatically recorded to your computer
- **Alternative Hosts:** The alternative host option allows you to schedule meetings and designate another Pro user on the same account to start the meeting or webinar if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting. You can also give another Pro user scheduling privilege, which will make them an alternative host for all of your meetings and webinars and allow them to schedule meetings for you.
- Watch this [YouTube Video](#) for a quick instruction on how to schedule a new meeting in Zoom.

## How to Start Your Zoom Meeting as the Host/Meeting Organizer

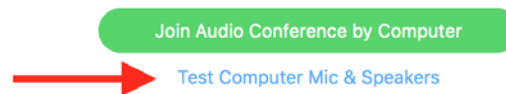
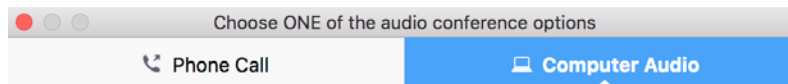
- Log in to your HIPAA UW Zoom account profile by going to <https://uw-phi.zoom.us> and choose “**HIPAA Sign In**”. On the top right hand corner, select “**HOST A MEETING**”. You will have an option to start the meeting with Video On, Off, or Screen Share Only.



- For first-time user, you will be asked to **Download & Run** Zoom Application onto your computer.
- Once Zoom Application launches, you’ll have the option to “**Join Audio Conference by Computer**” and “**Test Computer Mic & Speakers**”. If this is your first time joining a Zoom meeting, we recommend choosing the option to test your microphone & speaker.

### Test Audio & Video

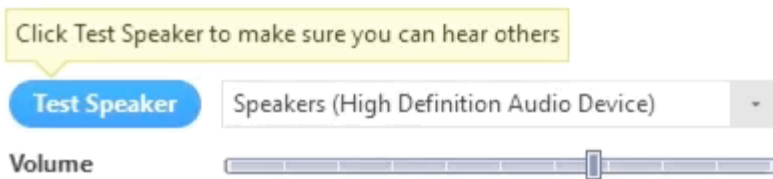
Watch this [YouTube Video](#) for a quick instruction on how to configure Audio & Video.



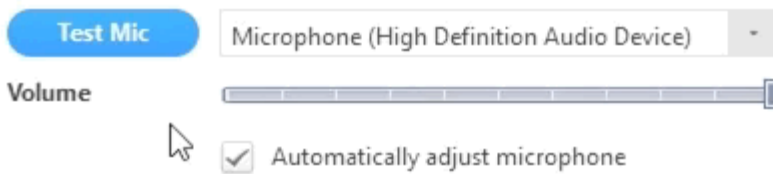
- Click on “**Test Computer Mic & Speakers**” to open your audio settings window.

### AUDIO

- On the **Audio** tab, click “**Test Speaker**” to make sure you can hear others. If you cannot hear it, select a different speaker from the menu or adjust the Output Volume.

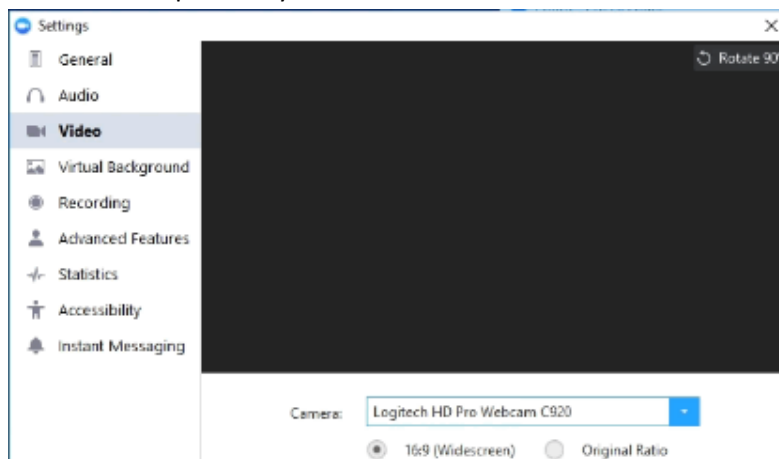


Click “**Test Mic**” to test your microphone. Your audio will start recording. Click “**Recording**” when you are done and it will play back. You can select another microphone from the menu or adjust the input level.

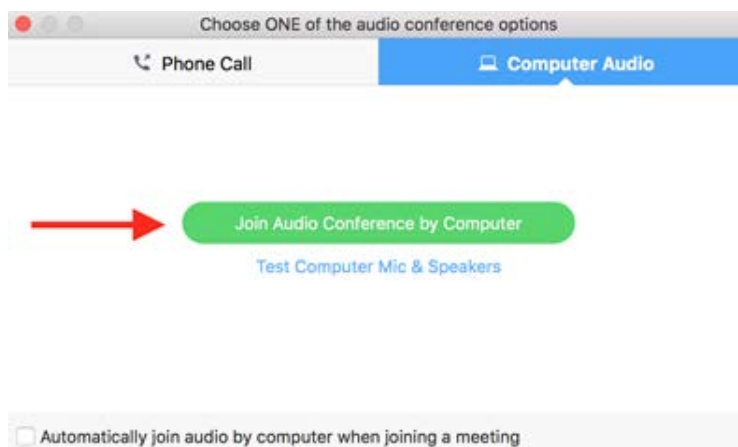


## VIDEO

Click on the **Video** tab to preview your camera and can choose a different camera if needed.



After you’re done testing your microphone and video, close the Settings window and choose “**Join Audio Conference by Computer**” to start.



## Meeting Controls

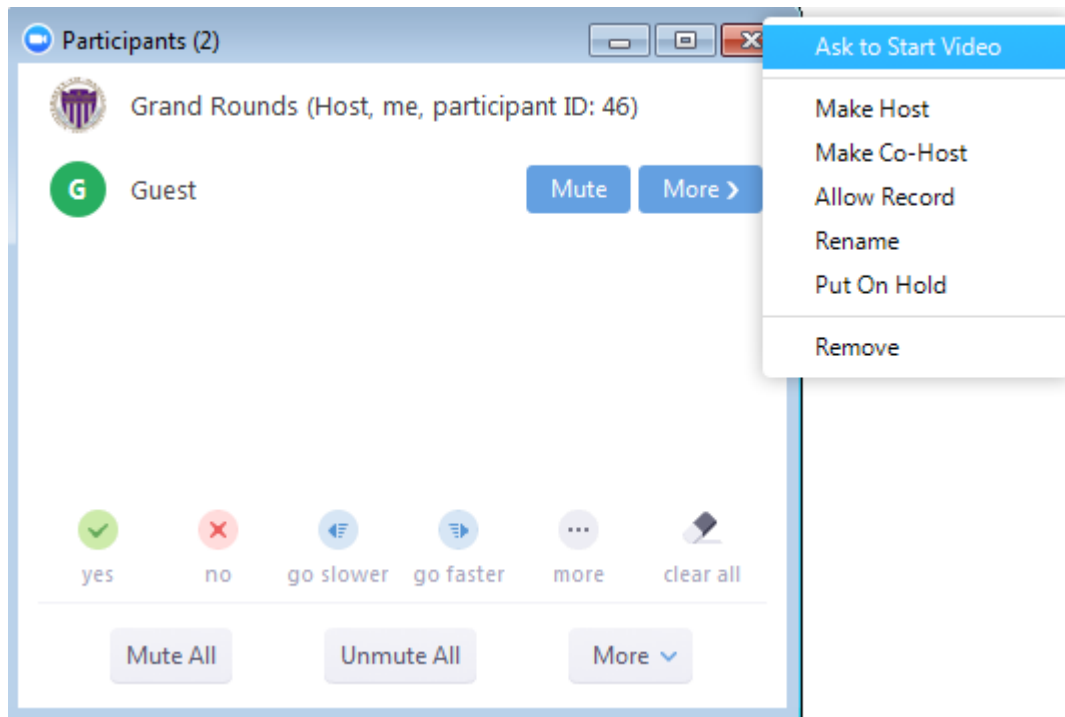


Watch this [YouTube Video](#) for a quick instruction about Zoom Meeting Controls.

**Audio:** After starting the meeting with your audio on, you can “Mute” or “Unmute” by clicking on your Microphone icon on the lower left of your meeting controls.

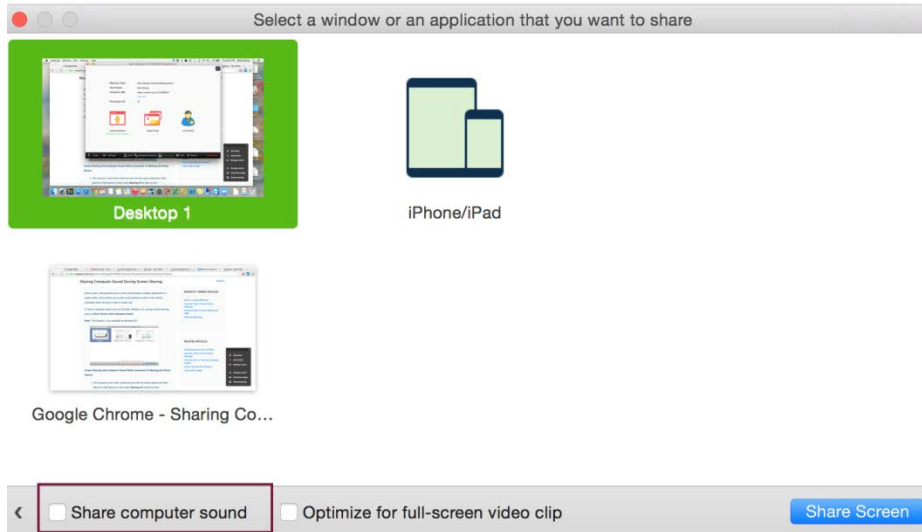
- **Video:** On your meeting controls, click “Start Video” icon to share your webcam video.
- **Invites:** You can invite people to join the conference by clicking on “Invite” icon in your meeting controls. Once you click invite, you can choose the option to invite by Email.
- **Participants:** As the host in the meeting, you can manage the participants. You have the following options:
  - Mute one or all participants
  - Request that a participant unmutes
  - Stop a participant's video
  - Request that a participant starts their video
  - Rename a participant
  - Remove a participant
  - Make a participant host or co-host
  - Put a participant on hold if enabled
  - Choose to play an enter or exit chime
  - Lock the meeting to prevent anyone new from joining

Select “More” next to a participant’s name to display the options

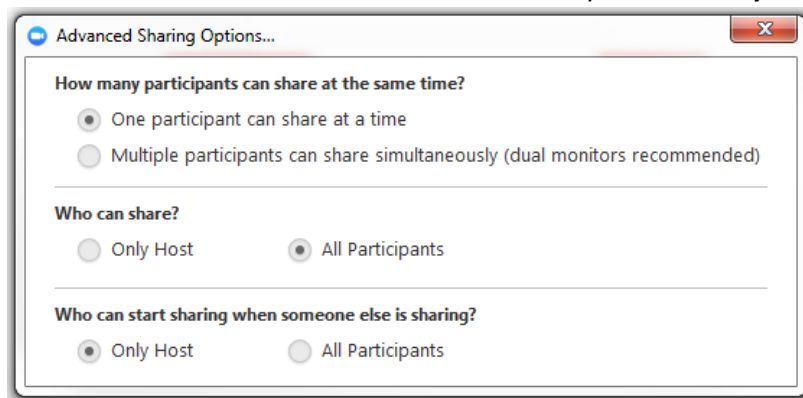




- **Share Screen & Computer Audio:** If you ever need to share your screen, click “**Share Screen**” icon and choose “**Desktop**” to share your desktop screen. You can also share computer audio to the remote attendees when sharing a video or audio clip by checking “**Share Computer Sound**” box.

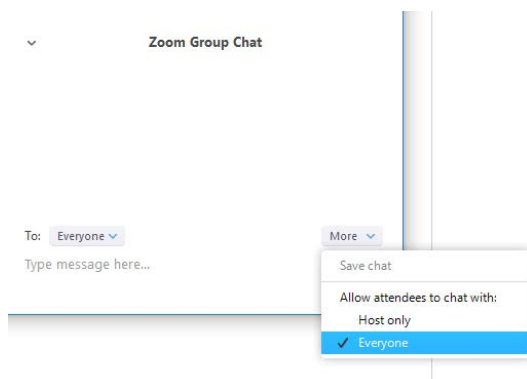


The host does not need to "pass the ball" or "make someone else a presenter" to share. The host can "lock screen share" so no attendee can screen share by choose “**Only Host**” under “**Who Can Share**” option.



Watch this [YouTube Video](#) for a quick instruction on how to share your screen.

- **Chat:** As the host, you can allow attendees to chat with everyone or with the host only. Click “**Chat**” in the meeting controls. At the bottom of the Zoom Group Chat window, click “**More**”, and then choose an option for “**Allow attendees to chat with**”.

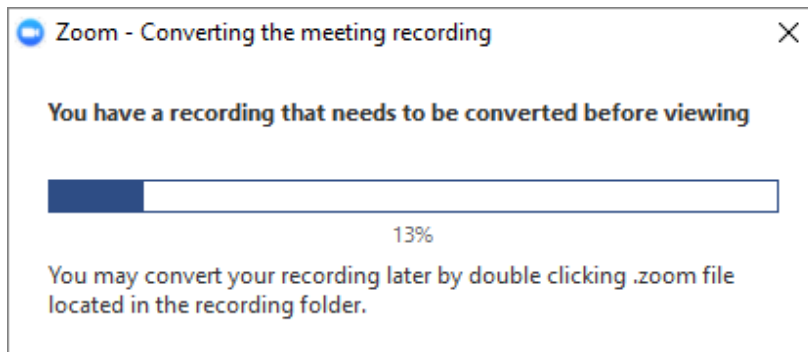


- **Recording:** In the meeting controls, click **"Record"** to record meeting video and audio locally to your computer. The host and participants will see the following indicator in the top left corner when the recording has started.

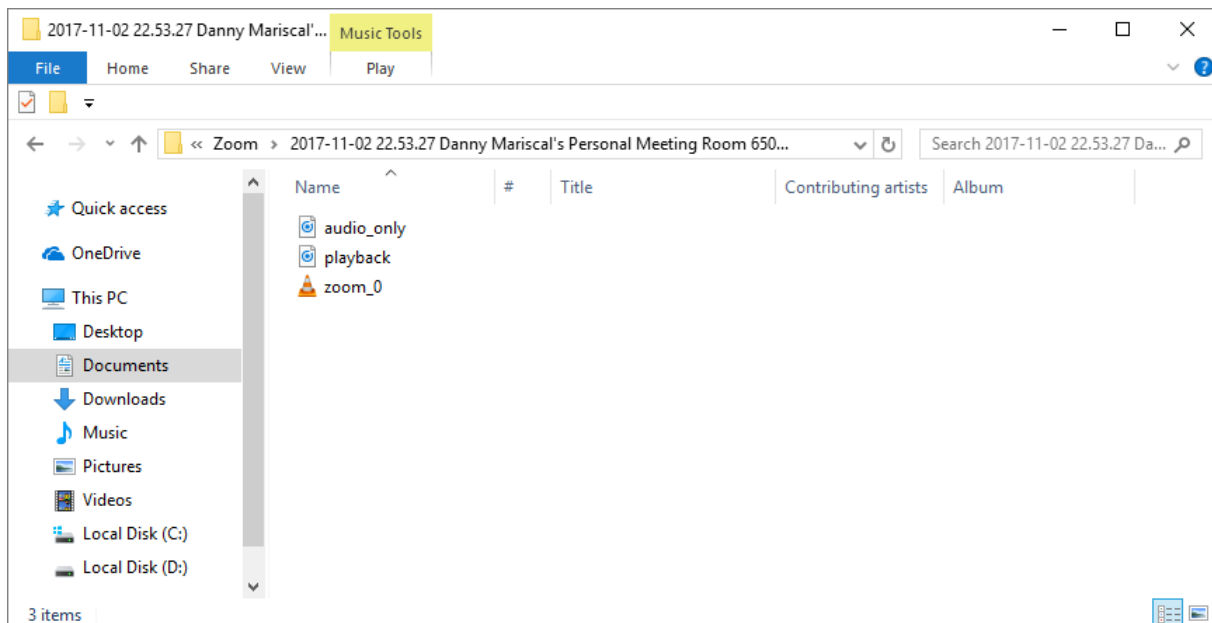


**Note:** If the above recording icon is not visible in the meeting, the conference is **not** recording.

After the meeting has ended, a prompt will appear stating "You have a recording that needs to be converted before viewing". Wait for the recording to convert before it can be assessed. This process could take several minutes to convert.



Once the conversion process is completed, the folder containing the recording files will automatically open.



**Note:** By default, the audio/video file (MP4) will be named **"Zoom\_0.mp4."** The audio only file (M4A) is named **"audio\_only.m4a."**

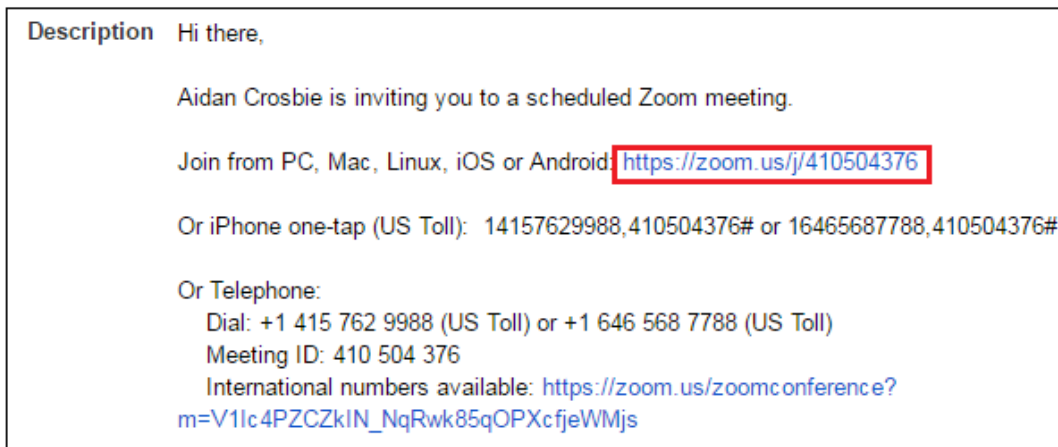
## How Users can Log-In to attend Your Meeting

There are several ways for participants to join the meeting (participants do not need to have a zoom account to join):

- From their Email Invite
- From the Web Browser on their laptop
- From their Smart Phone or Tablet
- From a Phone line or Mobile Phone by Dial-In (Audio Only)

### Join by Email Invite

On the email invite, participants can click on the link provided to join the meeting.



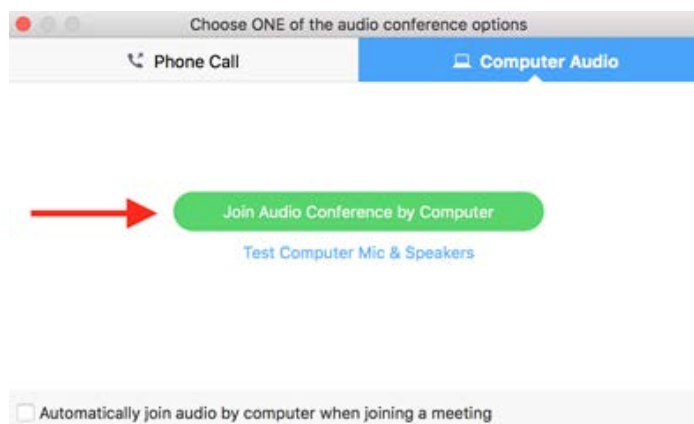
Watch this 1-minute [YouTube Video](#) for a quick instruction on how to join a meeting by Email Invite.

### Join by Web Browser

- Open a web browser and go to the website: <https://uw-phi.zoom.us/join>
- Enter the **Meeting ID** provided by the meeting organizer then click “**Join**”
- For first-time user, they will be asked to **Download & Run** Zoom Application onto their computer.

### Audio & Video Connection

- To enable these features, users must have active **Microphone** and **Webcam** on their computer.
- Once the Zoom Application launches, choose “**Join Audio Conference by Computer**” to start.

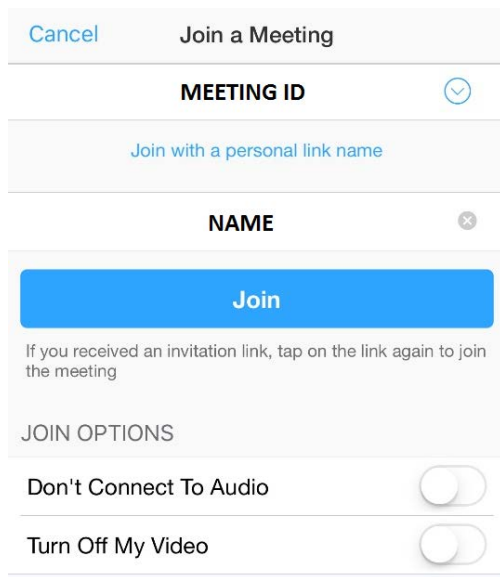


- Select **“Start Video”** to share webcam with others.

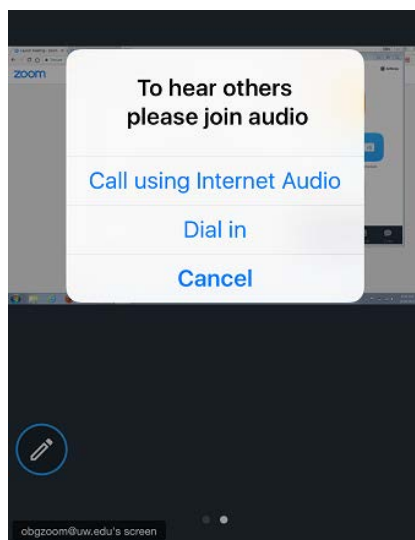


### Join from Smart Phone or Tablet

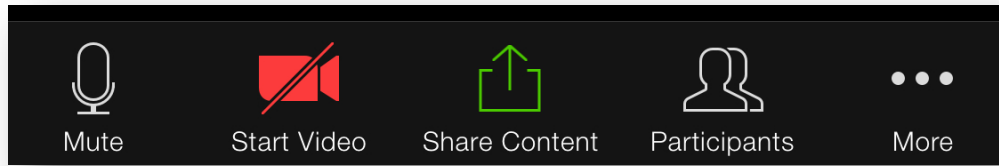
- Download the **Zoom** App on Smartphone/Tablet
- Open the **Zoom** App and choose **“Join a Meeting”**



- Enter **Meeting ID** (provided by the host) & **Name** then click **“Join”**
- Choose **“Call using Internet Audio”** to participate



- Select **“Start Video”** on the screen to share webcam with others



### **Join by Dial-In Phone (Audio Only)**

From the **Phone Number** and **Meeting ID** provided by the host/meeting organizer, users will be able to participate with audio presentation *without* seeing others.

## **How A User Gets Help in Zoom**

You can contact Zoom via email ([info@zoom.us](mailto:info@zoom.us)) or when you are logged into your Zoom account there is a **“Help”** button at the bottom (red arrow in below image) that allows you to live chat with someone for assistance with Zoom. The live chat will get Zoom help/information in real time as the issue is happening. Everyone has this **“Help”** button within their Zoom account.

