Zoom Meetings

Zoom is a video conferencing platform alternate to Purdue's supported platform, Webex.

- In order to host a meeting, you will need to create an account. During the COVID-19 situation, there is no participant or time limit for schools. Create a free account with your purdue.edu email address to take advantage of this feature.
- Participants are not required to have a Zoom account.
- You can schedule a meeting in advance or start one right away. When it's time to meet, you can present and collaborate with your team as if you're in the same room.
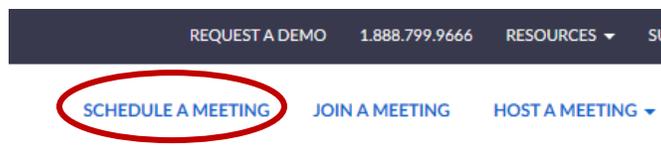
Schedule a meeting

Step 1:
Navigate to https://zoom.us/ and log in.

Step 2:
From the home page, click **Schedule A Meeting** near the top right to open the scheduler window.

Step 3:
Select your meeting settings (see details below).

- **Topic:** Enter a topic or name for your meeting.
- **Start:** 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. 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 the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).
- **Video**
  - **Host:** 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:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio:** Choose whether to allow users to call in via Telephone only, Computer Audio only, or Both.
- **Advanced Options:** Click on the arrow to view additional 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.
    Note: The meeting password must meet these requirements.
      - 10 characters maximum
      - Passwords are case sensitive
      - We recommend using alphanumeric characters and these special characters: @ * _ -
      - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
      - The Zoom web portal allows any characters, but the these characters are not allowed: & <> \
  - **Enable join before host:** Allow participants to join the meeting without you or before you join.
  - **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
    Note: To mute all participants currently in a meeting, see the options to manage participants.
  - **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.
  - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
  - **List on Public Event List:** Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
  - **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.

- o **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. [Read more about Alternative Host](#).
- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.

Step 4:
Click **Schedule** to finish, and open the selected calendar service to add the meeting.

Note:
- If you are [scheduling a recurring meeting](#), you will need to set the recurrence in your calendar service.
- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.
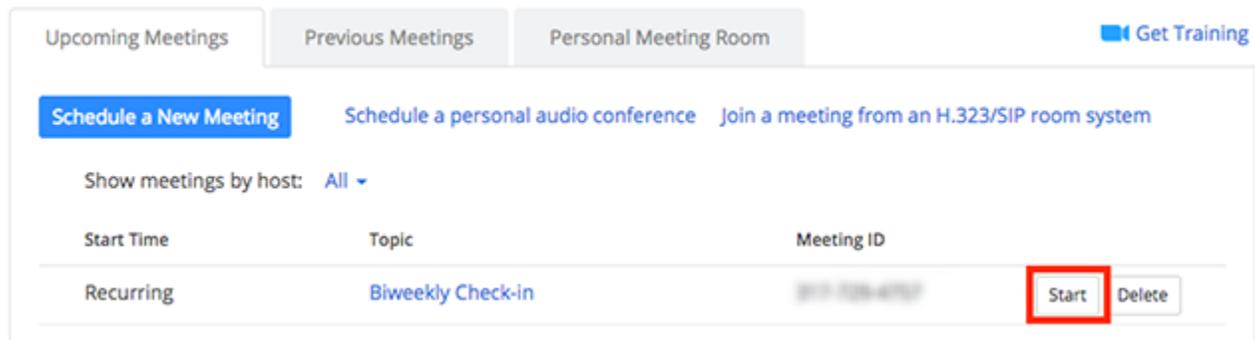
Start a scheduled meeting:

Step 1:
Login to **My Meetings**.

Step 2:
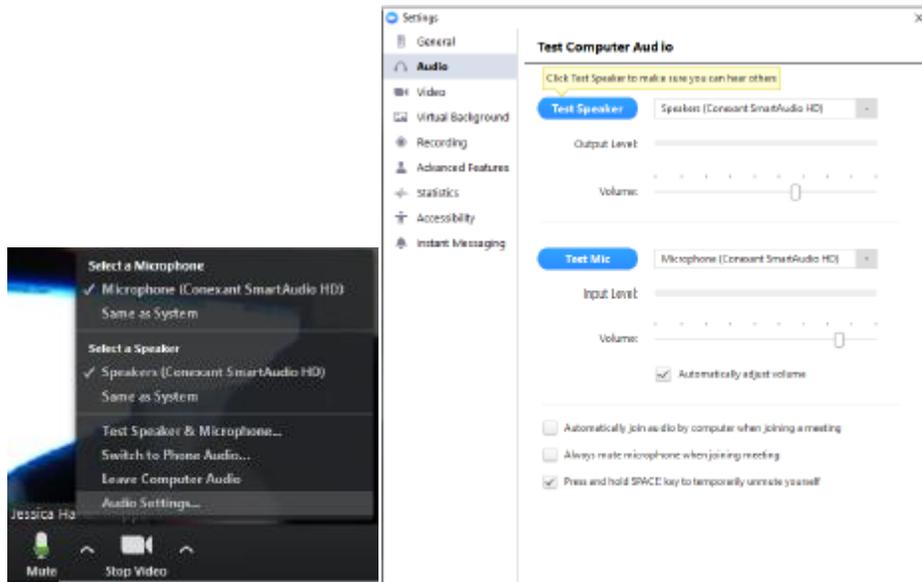Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.

Step 3:
The Zoom client should launch automatically to start the meeting.
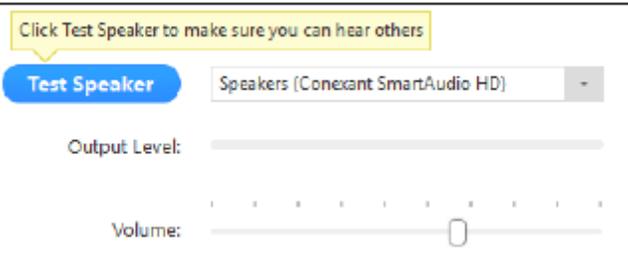
Logistics of Hosting a Meeting

Controlling Audio

- The easiest way to adjust the volume is through the device's volume control keys.
- Speakers cannot be turned on and off directly through the Zoom Meeting. You can, however, adjust the volume through the Zoom Meeting.
- Click on the carrot (^) menu next to the microphone button and select the "Audio Settings" option. This will open the settings screen, already set to the Audio settings tab.
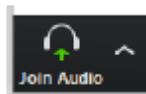

- Adjusting the speaker volume by sliding the indicator right or left will allow you to turn the volume up or down. Moving the slider to the right will increase the volume. Be aware that this increases not only the speaker's voice, but all background noise will increase as well.
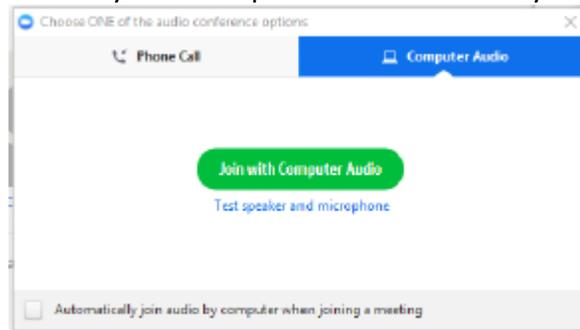

- Once the meeting begins, if you cannot hear advisor please verify that your volume is turned up far enough for the sound to come through.
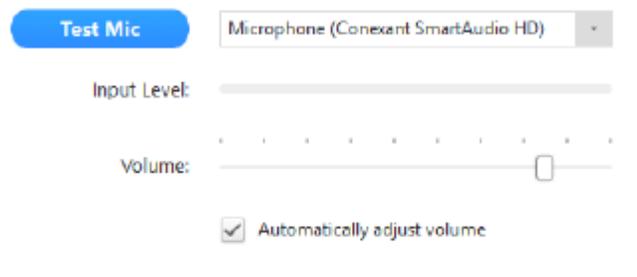- To start your microphone, click on the icon that looks like a headset.

- Once you click on the headset, your device will ask you to select how you will be joining the audio. Once you have selected, the headset icon will change to a microphone icon. This switch indicates that your microphone has successfully been turned on.

- Once you have activated your microphone, you can mute the microphone by clicking on the microphone icon. This is usually done so that any background noise isn't sent to the speaker. If you choose to use this function, be sure to unmute it prior to speaking!
  - A microphone with a slash through it indicates that the microphone is muted. To know that your microphone is picking up your speech, look for the white space to fill with green as you speak.
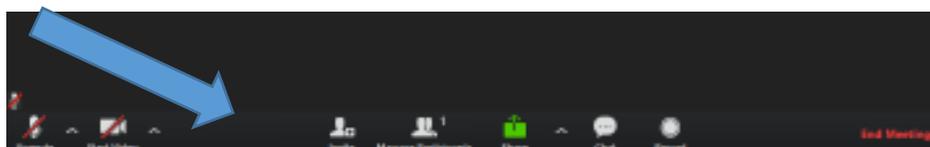

- In order to adjust the level of sound picked up by your microphone, click on the carrot (^) menu next to the microphone button and select the "Audio Settings" option. This will open the settings screen, already open to the Audio settings tab.

- Moving the slider right will make your microphone more sensitive. This means that it will pick up quieter sounds. This may be helpful if you have a quiet speaking voice, but this will also pick up more background noise. Most find that a microphone setting toward the middle is best.
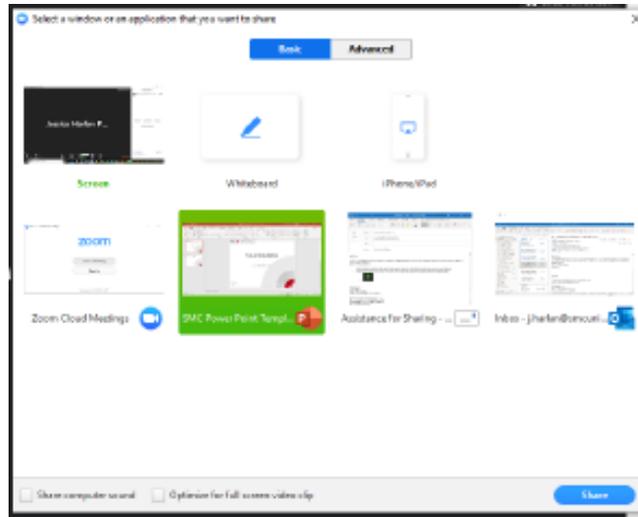
Share Content

- Once you are in the room, you must move your mouse to the bottom of the Zoom window to reveal the command menu.

- From this pop-up menu, you will click the share button at the bottom of the video screen.

- Once you click the Share button, a pop-up screen will appear with the option to "Select a window or an application that you want to share"

- Click on the option you want to share (this will highlight the selection) then click the Share button at the bottom of the screen.
- You will know that you have successfully shared your screen when the item you selected is shown with the Zoom meeting tool bar at the top of the screen