



# ZOOM ROOM TRAINING

For Faculty, Students, Staff & Presenters



UNIVERSITY *of* DELAWARE

Chemical & Biomolecular  
Engineering

# TABLE OF CONTENTS

## Instructions for Everyone:

Zoom **WARNING** – everyone read!

- Slide 3

Zoom iPad **Do's & Don'ts**

- Slide 4

Zoom **Computer Trouble Shooting**

- Slide 5 & Slide 12

## Zoom Scheduling Instructions:

Zoom Room Scheduling

- Slide 6

Zoom Meeting Scheduling

- Slides 7-10

## Instructions for Presenters/Zoom Room Hosts:

Zoom Projector – How to Connect

- Slides 11-12

Zoom Room iPad – How to Start Meeting

- Slide 13

Presenter Laptop – How to Join & Share Screen

- Slides 14-21

How to Manage Video, Room & Participants

- Slides 22-24

How to Use Chat Function

- Slide 25

How to Leave Meeting

- Slide 26

How to End Meeting – Room host must end it!

- Slide 27





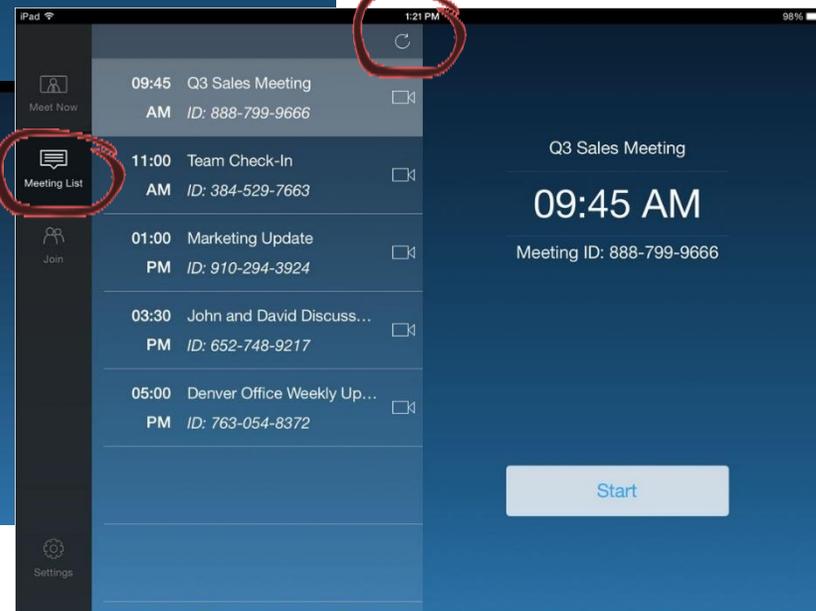
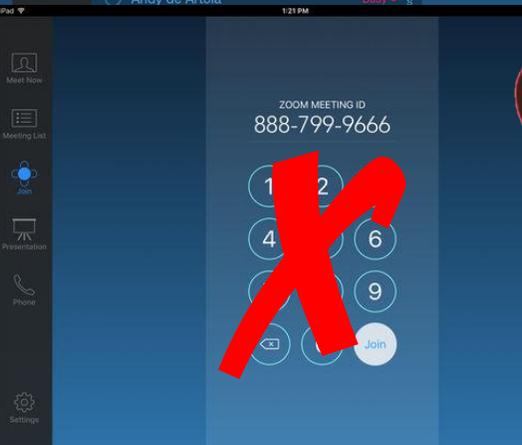
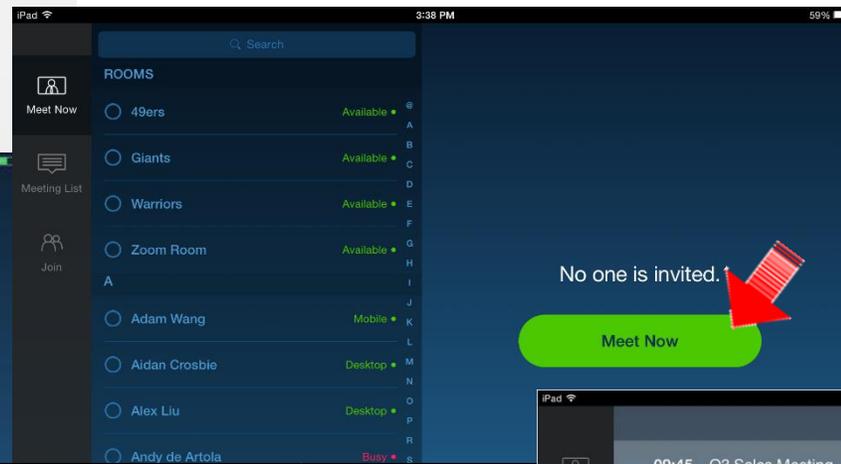
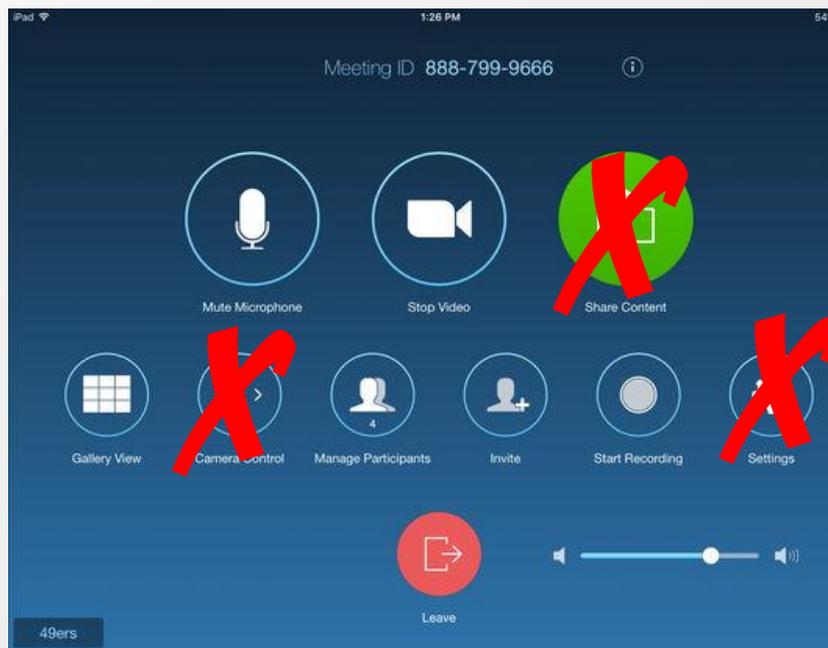
# FOR ADMIN USE ONLY



- **DO NOT** touch **Zoom Room iPad** before you complete training
- 3 simple motions can disconnect Zoom (i.e. tap, tap, swipe)
- This would require IT to come over & manually enter 25-entry case protected account password: *(i.e. a b c d E I E I O 1 2 3 4 5 9 h i k e ...)*



# DO'S & DON'T'S

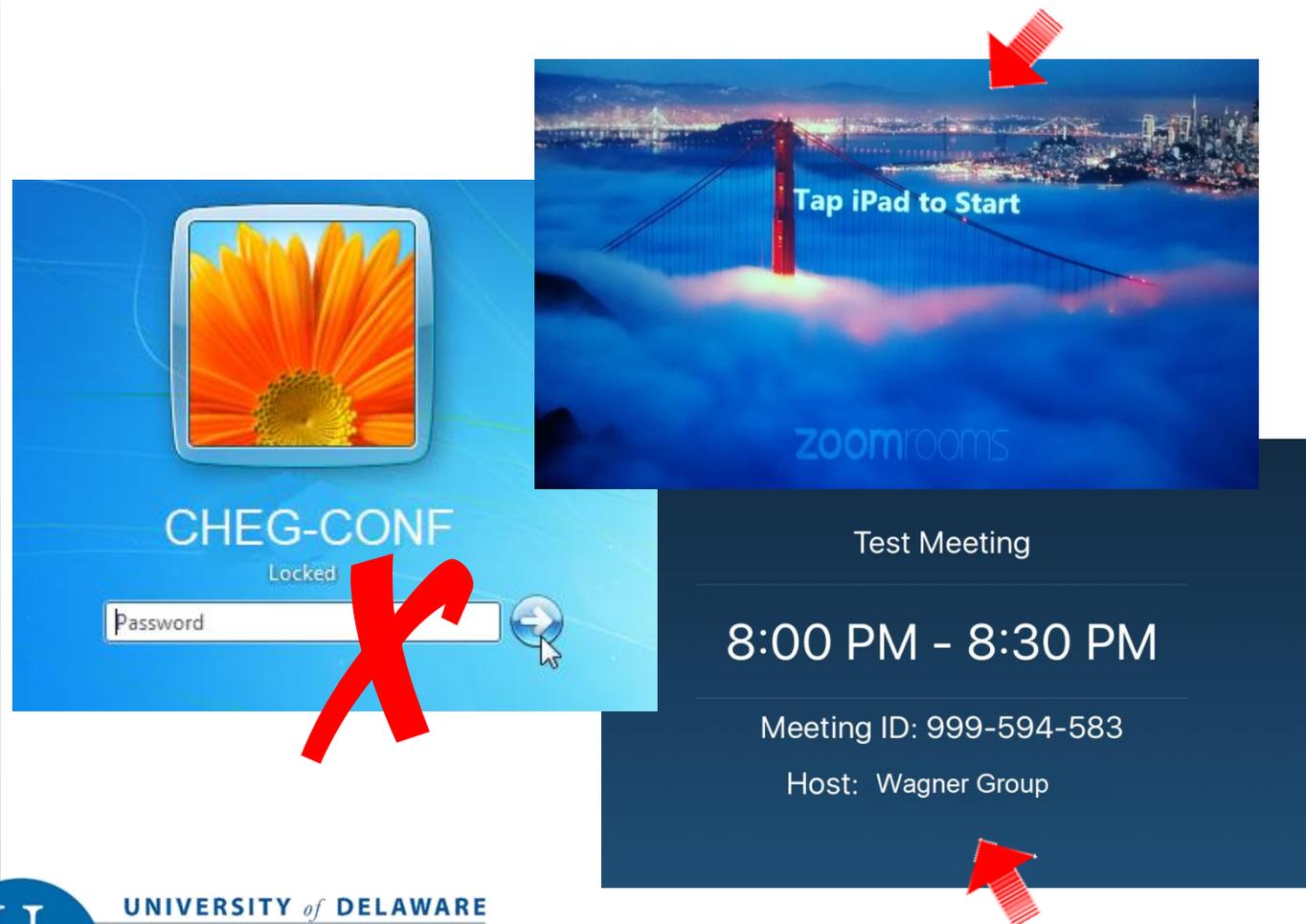


- Click on **Meet Now** for instant meeting
-  **Meeting List**, if needed

- Please **DO NOT** click on buttons you will not need!

# ZOOM COMPUTER TROUBLE SHOOTING

- If you see a computer screen saver or CHEG-CONF (enter password), the Zoom Computer is **not connected**
- Turn on mouse (in podium) and click on screen
- Restart computer
- Computer should re-login to Zoom (automatically)



# ZOOM ROOM SCHEDULING

- Make a reservation for 366 CLB via CBE WebEvent Calendar
- Include **ZOOM ROOM MEETING** in Event Title and indicate:
  - ✓ Is this a RECURRING meeting with internal only participants?
  - ✓ Internal meeting ONLY or External participants?
  - ✓ Do you want a password? NOTE: A password will be required if you need a unique ID Code (same code every time)?

search subscribe print options help login

Powered By: WebEvent™

Add New Event

Cancel

Add New Event

Cancel

Basic Options

Event Title: Wagner Group – Zoom Room Meeting

Category: Unspecified

Date: Sep 5, 2017

Start Time: hour minute a.m.

End Time: hour minute a.m.

Special:  Mark as Busy All Day  Make it a To-do  To-do Completed

Description:  Wrapped  Pre-formatted

This is an internal recurring group meeting – please use a confidential unique ID Code and Use the password TESTME

Project/Account Name:

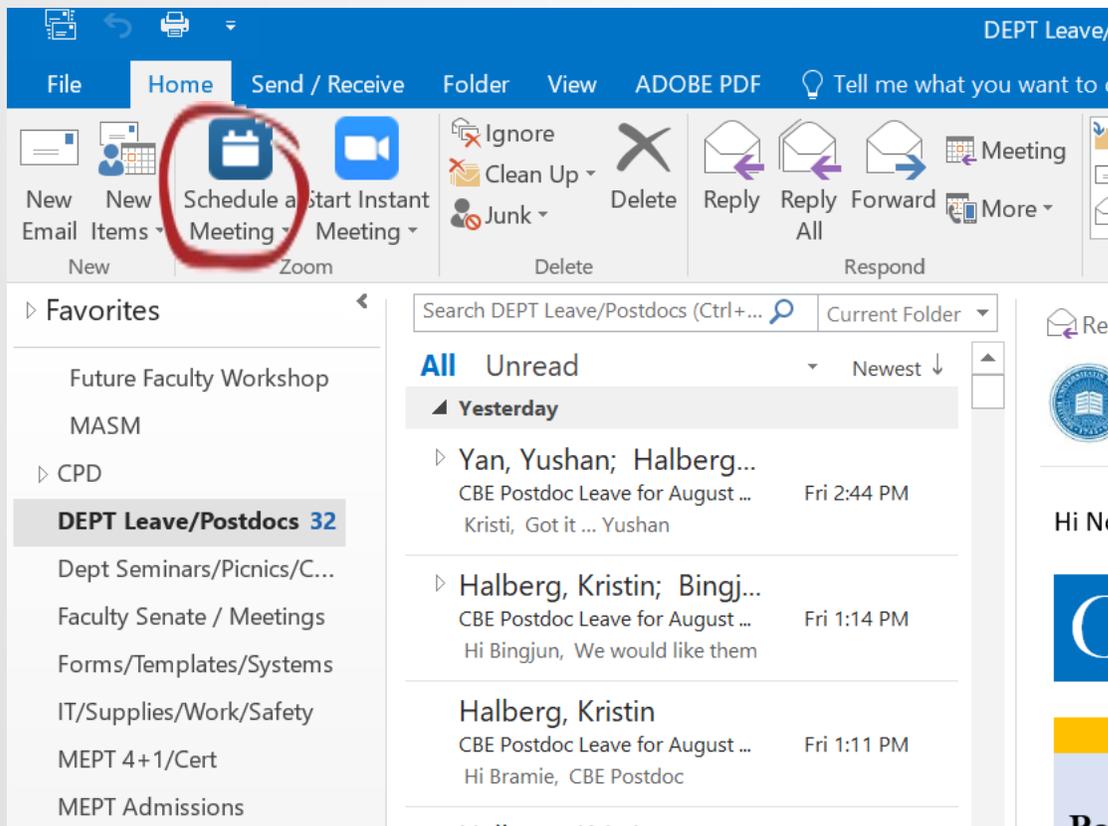
Add New Event

Cancel

- Follow up with your support person to ensure Zoom Meeting is scheduled in 366



# ADMIN ONLY SCHEDULING INSTRUCTIONS



- To **Install** Zoom Room **Plugin** contact COE-IT for:
  - ✓ Secure Outlook plugin **link**
  - ✓ Confidential Zoom account username
  - ✓ Confidential Zoom password (via Dropbox)
- Click on **Schedule a Meeting**



# ADMIN ONLY SCHEDULING DO'S & DON'T'S

- **Video:** Choose **Off**
- **Audio Options:** Choose **Both**
- **Meeting Options:**
  - ✓ Click on **Enable join before host**
  - ✓ **DO NOT** Use *Personal Meeting ID* if external participants
  - ✓ **For internal use ONLY**, Require meeting password to Use *Personal Meeting ID* (set unique password)
  - ✓ **DO NOT** Save and do not show again
- Click **Continue**

Zoom - Schedule a Meeting

**Video (when joining a meeting)**

Host:  On  Off

Participants:  On  Off

**Audio Options**

Telephony Only  Voip Only  Both

**Meeting Options**

Require meeting password

Enable join before host

Use Personal Meeting ID 123 456 789

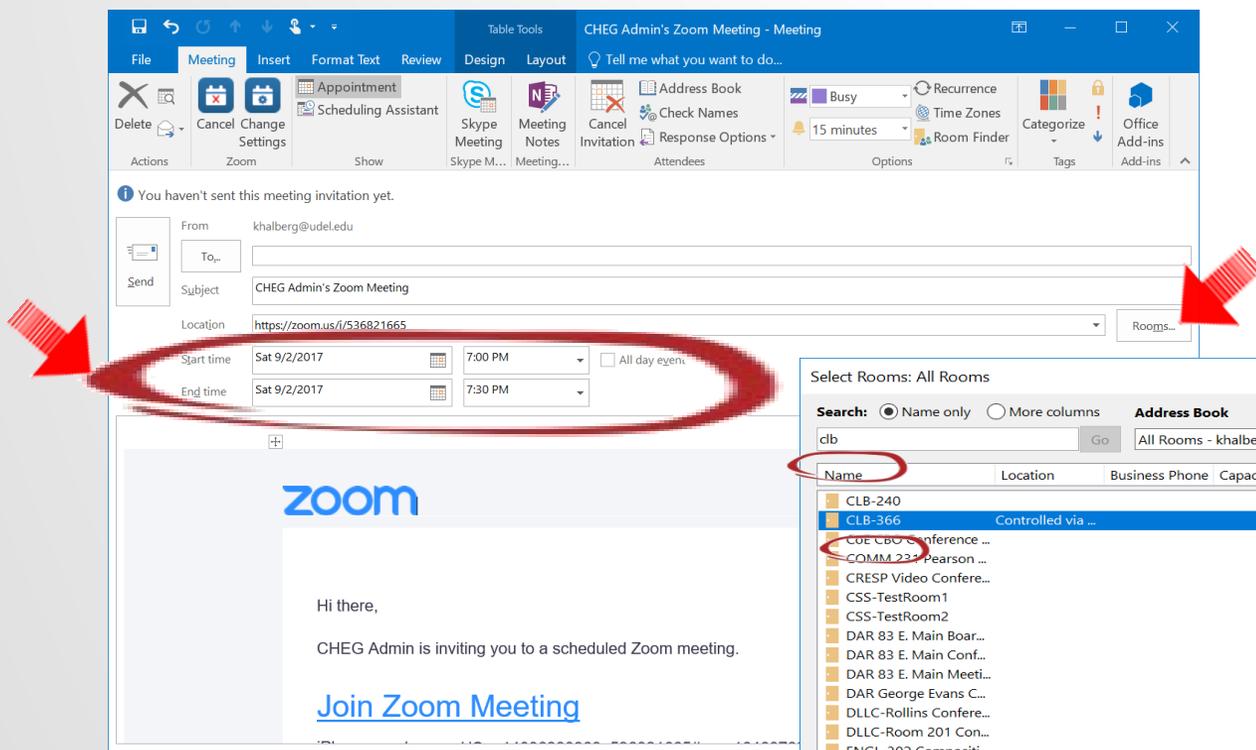
Record the meeting automatically on the local computer

Save and do not show again

**Continue** **Cancel**



# ADMIN ONLY SCHEDULE DATE, TIME & ROOM

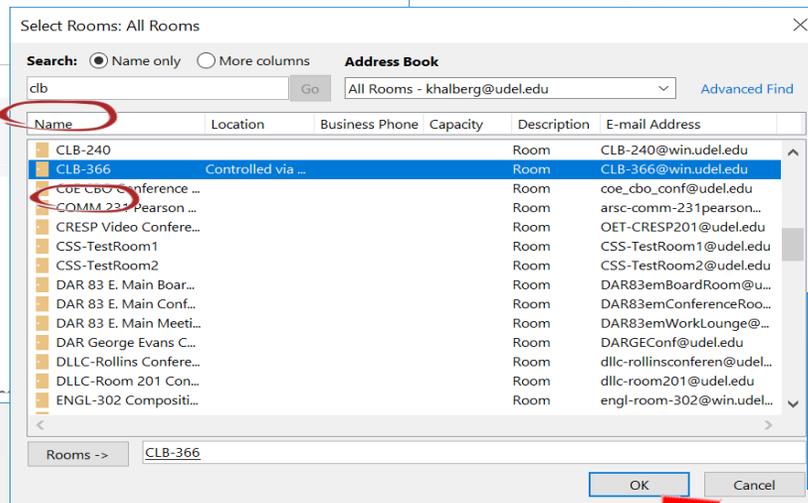


Microsoft Outlook Meeting Scheduling Interface:

- From: khalberg@udel.edu
- To: [Empty]
- Subject: CHEG Admin's Zoom Meeting
- Location: <https://zoom.us/j/536821665>
- Start time: Sat 9/2/2017 7:00 PM
- End time: Sat 9/2/2017 7:30 PM

- Schedule **Date & Time**:
  - ✓ Enter **Start time** date/time
  - ✓ Enter **End time** date/time
  - ✓ Enter **All day**, if needed

- Schedule **Room**:
  - ✓ Click on **Rooms**
  - ✓ Search for **CLB**
  - ✓ Click on **CLB-366**
  - ✓ Click **OK**



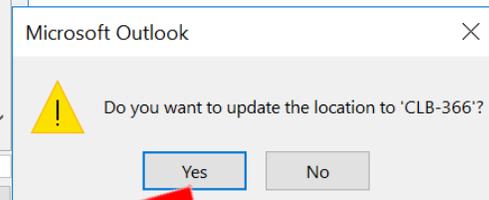
Select Rooms: All Rooms

Search:  Name only  More columns

Address Book: All Rooms - khalberg@udel.edu

| Name                    | Location           | Business Phone | Capacity | Description | E-mail Address              |
|-------------------------|--------------------|----------------|----------|-------------|-----------------------------|
| CLB-240                 |                    |                |          | Room        | CLB-240@win.udel.edu        |
| CLB-366                 | Controlled via ... |                |          | Room        | CLB-366@win.udel.edu        |
| COE CBO Conference ...  |                    |                |          | Room        | coe_cbo_conf@udel.edu       |
| COMM 231 Pearson ...    |                    |                |          | Room        | arsc-comm-231pearson...     |
| CRESP Video Confere...  |                    |                |          | Room        | OET-CRESP201@udel.edu       |
| CSS-TestRoom1           |                    |                |          | Room        | CSS-TestRoom1@udel.edu      |
| CSS-TestRoom2           |                    |                |          | Room        | CSS-TestRoom2@udel.edu      |
| DAR 83 E. Main Boar...  |                    |                |          | Room        | DAR83emBoardRoom@u...       |
| DAR 83 E. Main Conf...  |                    |                |          | Room        | DAR83emConferenceRoo...     |
| DAR 83 E. Main Meeti... |                    |                |          | Room        | DAR83emWorkLounge@...       |
| DAR George Evans C...   |                    |                |          | Room        | DARGEConf@udel.edu          |
| DLLC-Rollins Confere... |                    |                |          | Room        | dllc-rollinsconfere@udel... |
| DLLC-Room 201 Con...    |                    |                |          | Room        | dllc-room201@udel.edu       |
| ENGL-302 Compositi...   |                    |                |          | Room        | engl-room-302@win.udel...   |

Rooms -> CLB-366



Microsoft Outlook

Do you want to update the location to 'CLB-366'?

Yes No



# ADMIN ONLY SCHEDULE PARTICIPANTS

- **Location:** CLB-366 (should be auto populated)
- **To:**
  - ✓ CLB-366 (should be auto populated)
  - ✓ Enter email address of participants
- Rename **Subject**, if needed
- Click **Send**

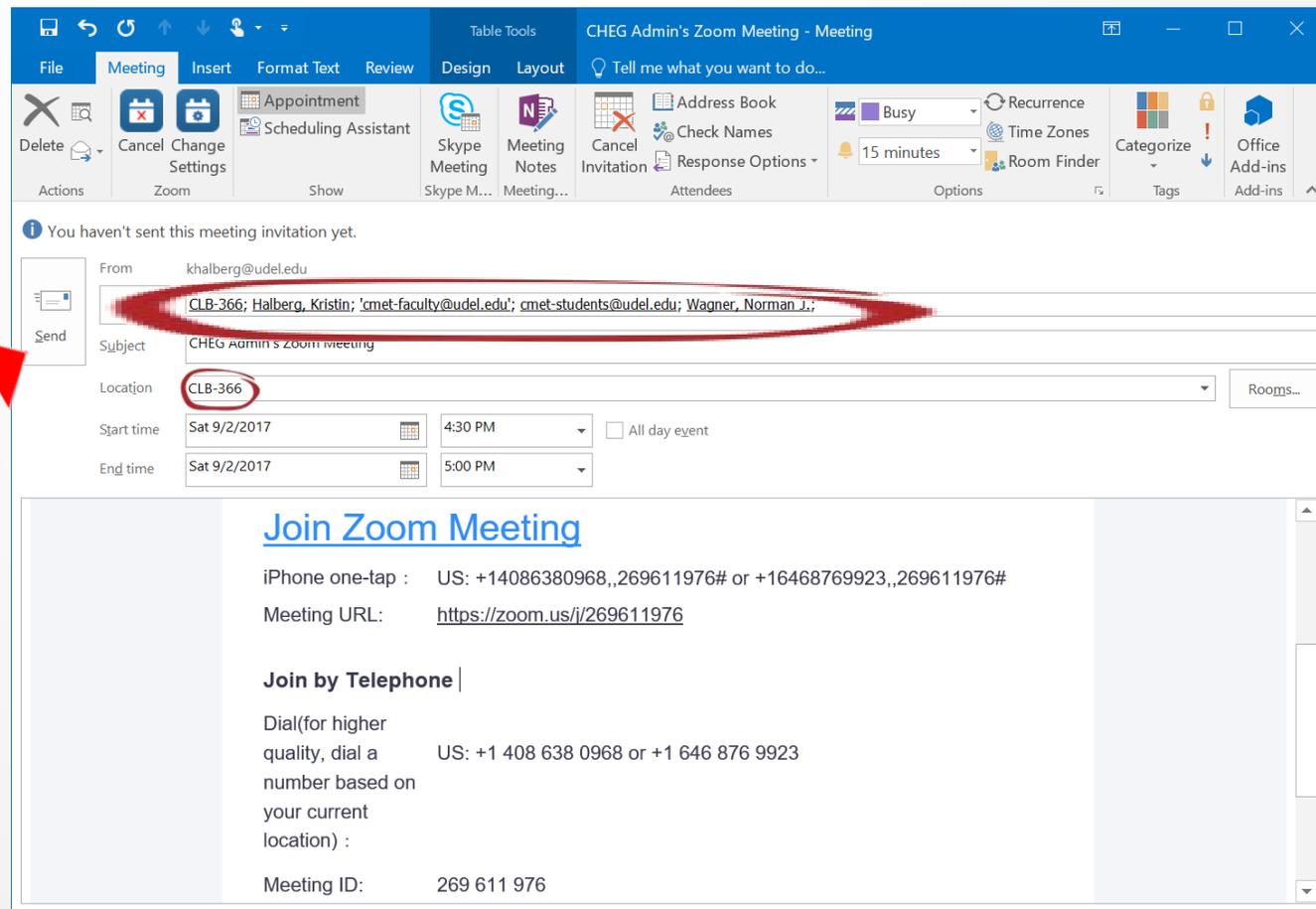


Table Tools CHEG Admin's Zoom Meeting - Meeting

File Meeting Insert Format Text Review Design Layout Tell me what you want to do...

Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

15 minutes Recurrence Time Zones Room Finder Categorize Office Add-ins

You haven't sent this meeting invitation yet.

From khalberg@udel.edu

To CLB-366; Halberg, Kristin; cmet-faculty@udel.edu; cmet-students@udel.edu; Wagner, Norman J.;

Subject CHEG Admin's Zoom Meeting

Location CLB-366 Rooms...

Start time Sat 9/2/2017 4:30 PM All day event

End time Sat 9/2/2017 5:00 PM

[Join Zoom Meeting](#)

iPhone one-tap : US: +14086380968,,269611976# or +16468769923,,269611976#

Meeting URL: <https://zoom.us/j/269611976>

**Join by Telephone**

Dial(for higher quality, dial a number based on your current location) : US: +1 408 638 0968 or +1 646 876 9923

Meeting ID: 269 611 976



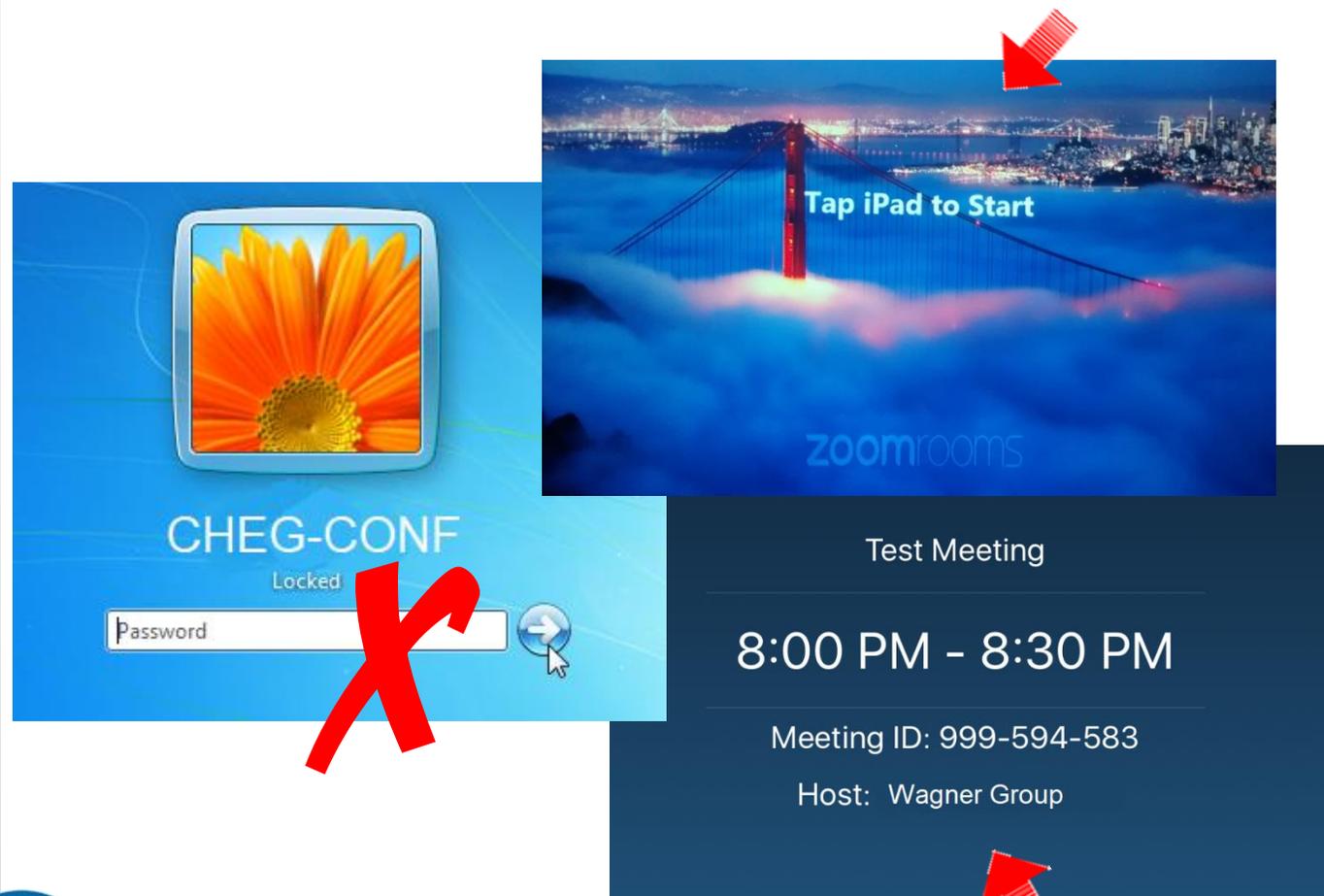
# ZOOM PROJECTOR CONNECTION

- Turn **ON** power to projector, then click on **HDMI/VID COM** to connect to **Zoom**
- **Do not** click on **VGA**
- Trouble Shooting:
  - ✓ If panel doesn't connect right away to Zoom contact x4500 or come to 233 CLB
  - ✓ **Do not** use the volume switch – it is not connected.

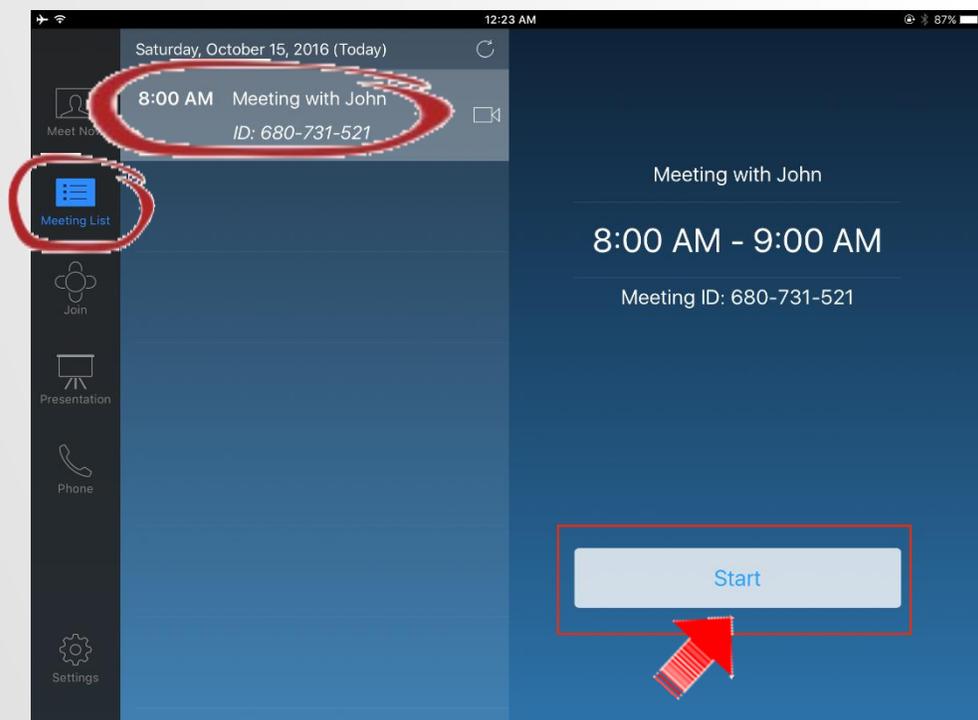


# ZOOM COMPUTER TROUBLE SHOOTING

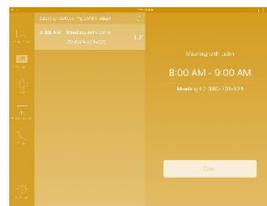
- If you see a computer screen saver or CHEG-CONF (enter password), the Zoom Computer is **not connected**
- Turn on mouse (in podium) and click on screen
- Restart computer
- Computer should re-login to Zoom (automatically)



# ZOOM ROOM iPad



- **Go to** Zoom Room iPad, click on:
  - ✓ **Meeting List**, if needed
  - ✓ **Meeting Event**, if needed
  - ✓ **Start**
- iPad may appear **orange** or **red** around your meeting time



- **Begin meeting promptly** or you may need to schedule a new meeting



# JOIN MEETING ON LAPTOP

- Go to email meeting invite  
or <https://Zoom.us>
- Click on link to: **JOIN ZOOM MEETING**
- Download Zoom, *if needed*



Hi there,

TEST ADMIN is inviting you to a scheduled Zoom meeting.



[Join Zoom Meeting](#)

Password: TESTAdmin

iPhone one-tap : US: +14086380968,,338177267# or +16468769923,,338177267#

Meeting URL: <https://zoom.us/j/338177267?pwd=dWfDBf4gGmUIIRwH7q0ykg>

### Join by Telephone

Dial(for higher quality, dial a number based on your current location) : US: +1 408 638 0968 or +1 646 876 9923

Meeting ID: 338 177 267

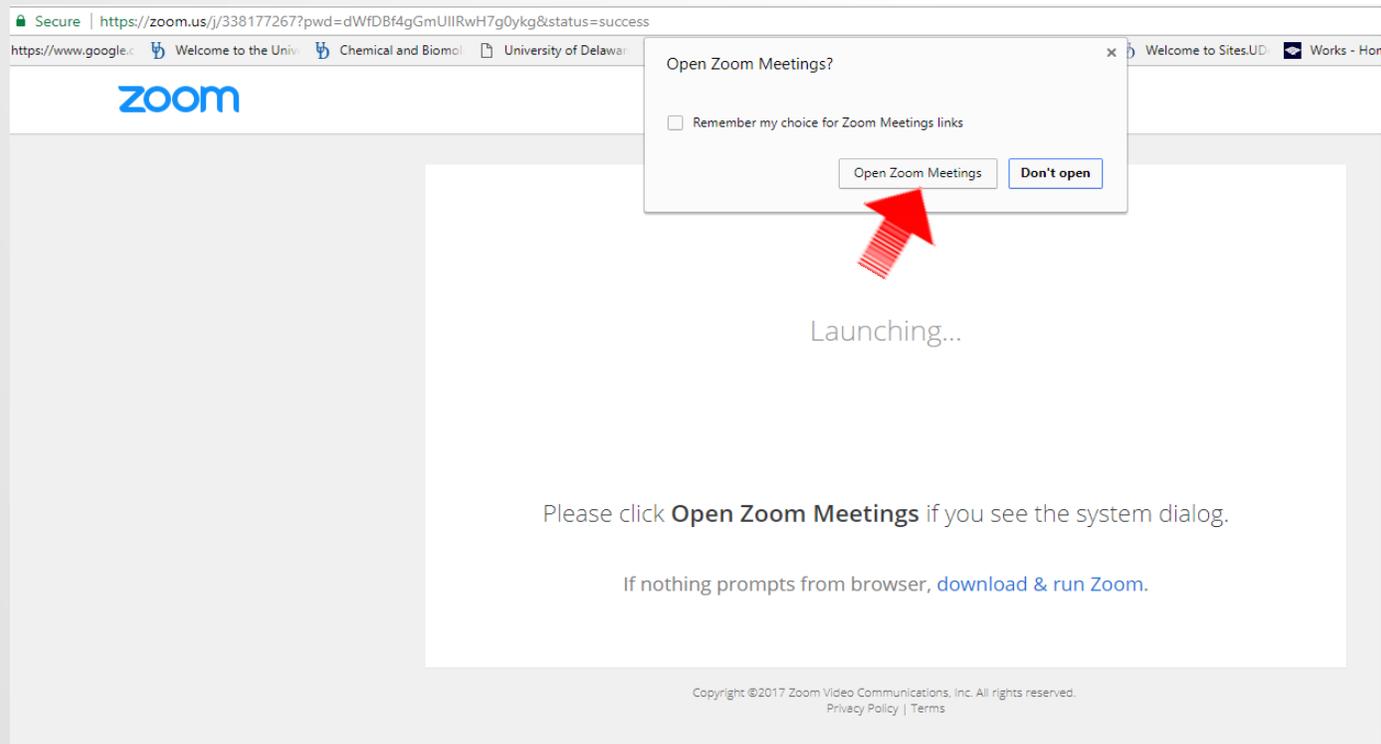
[International numbers](#)



UNIVERSITY of DELAWARE

Chemical & Biomolecular  
Engineering

# LAUNCH ZOOM MEETING

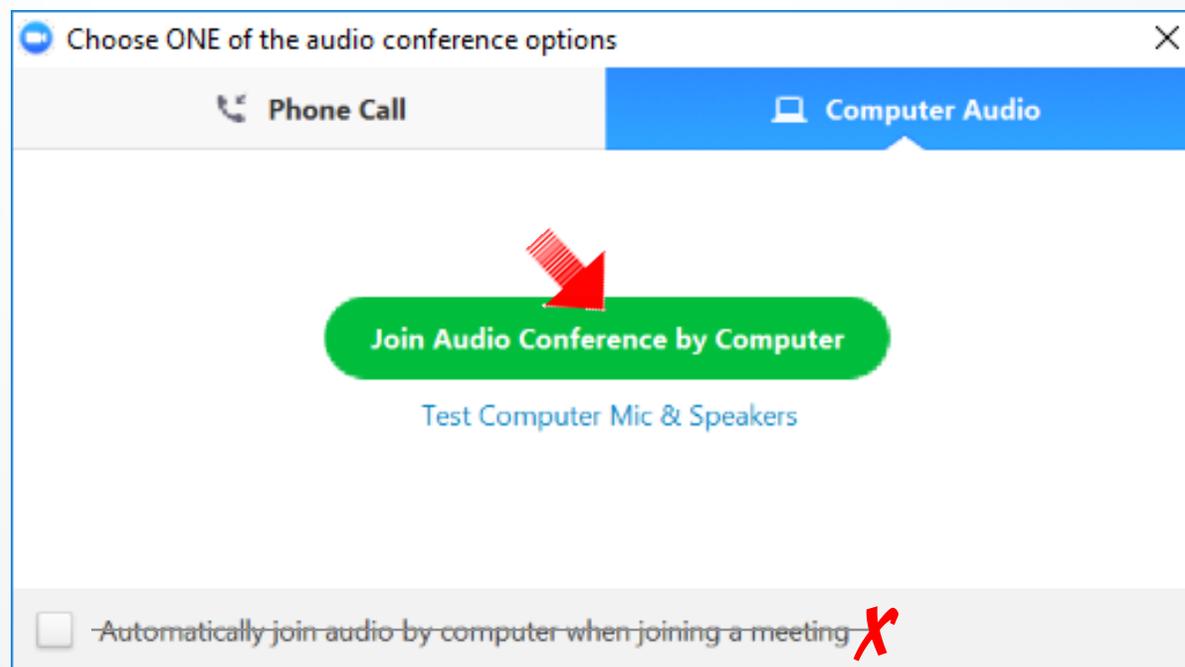


- Click on:  
**Open Zoom Meeting**
- Enter Meeting ID#  
(from email):  
**338 177 267**
- Enter Password, *if needed*, (from email):  
**TESTAdmin**



# JOIN AUDIO

- If you are in Zoom Room:
  - ✓ Click on **Join Audio Conference by Computer**
  - ✓ **DO NOT** Automatically join audio by computer when joining a meeting
  - ✓ **Use Zoom Room mic ONLY** (do not use laptop mic)



# JOIN AS

- Enter **Your Name** as you want participants to see (i.e. Seminar Speaker or your name)
- **DO NOT** *Remember my name for future meetings*
- Click on **Join**

Zoom

Please enter your name.

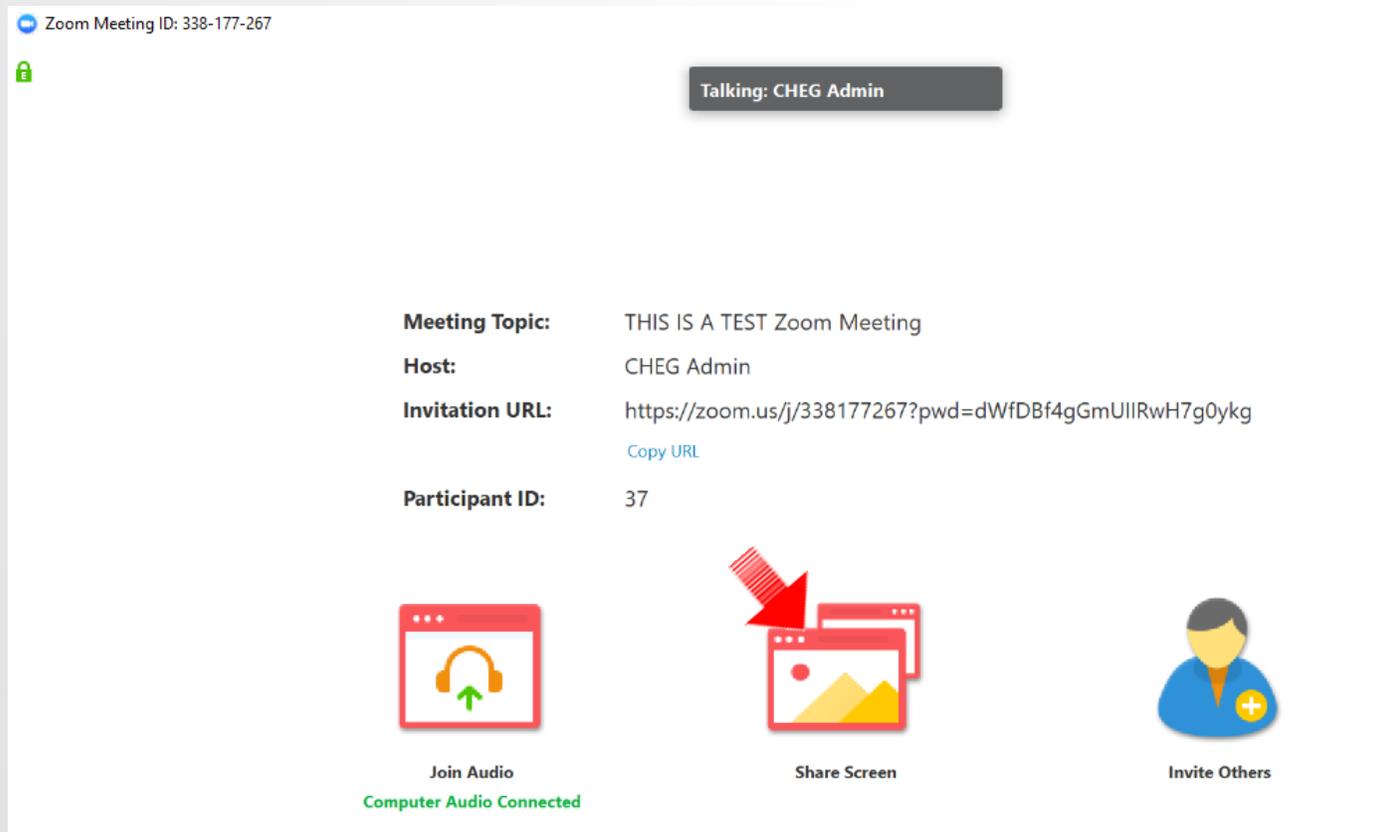
Your Name:

Remember my name for future meetings

Join



# SHARE SCREEN



Zoom Meeting ID: 338-177-267

Talking: CHEG Admin

**Meeting Topic:** THIS IS A TEST Zoom Meeting

**Host:** CHEG Admin

**Invitation URL:** <https://zoom.us/j/338177267?pwd=dWfDBf4gGmUIIrh7g0ykg>  
[Copy URL](#)

**Participant ID:** 37

**Join Audio**  
Computer Audio Connected

**Share Screen**

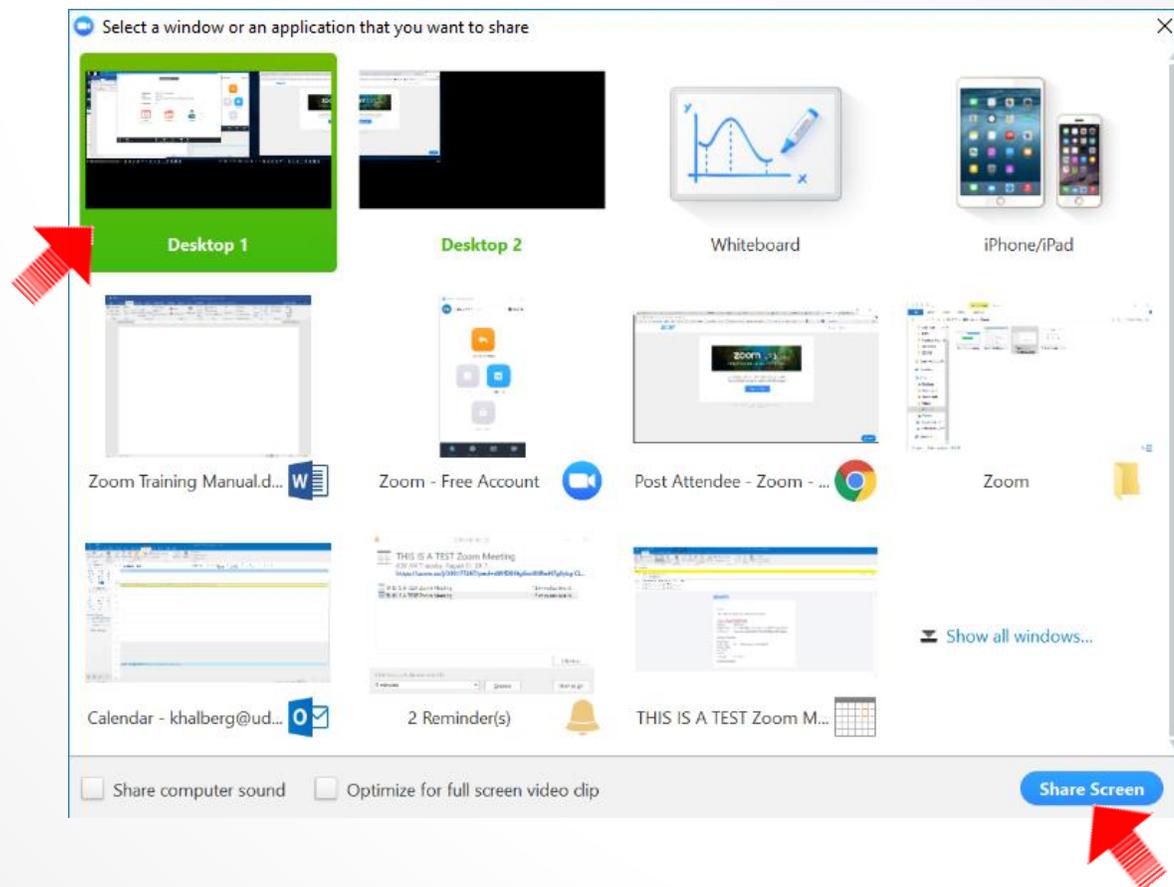
**Invite Others**

- Click on: **Share Screen**
- **DO NOT** *Join Audio* –  
use  
Zoom Room mic **ONLY**

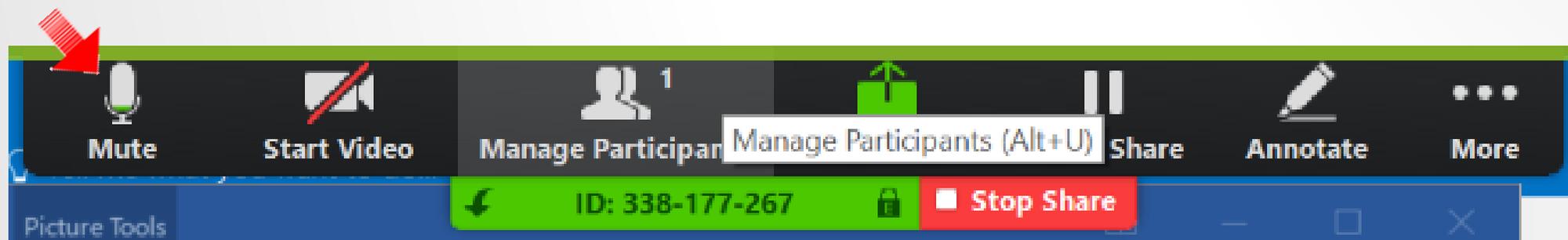


# SELECT APPLICATION

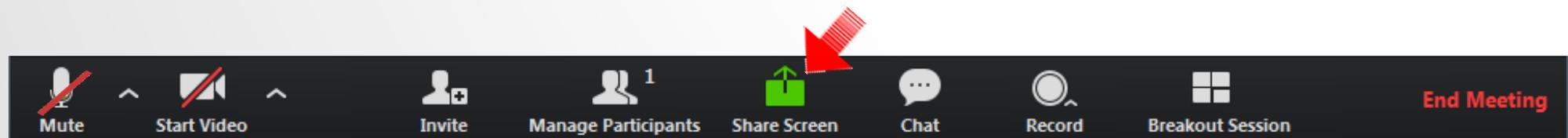
- **Open window or application for presentation**
- **DO NOT** Share computer sound
- You can *Optimize for full screen video clip*, if needed
- Click on **Share Screen**



# MUTE MIC & SHARE SCREEN



- Click on **Mute** to mute your mic

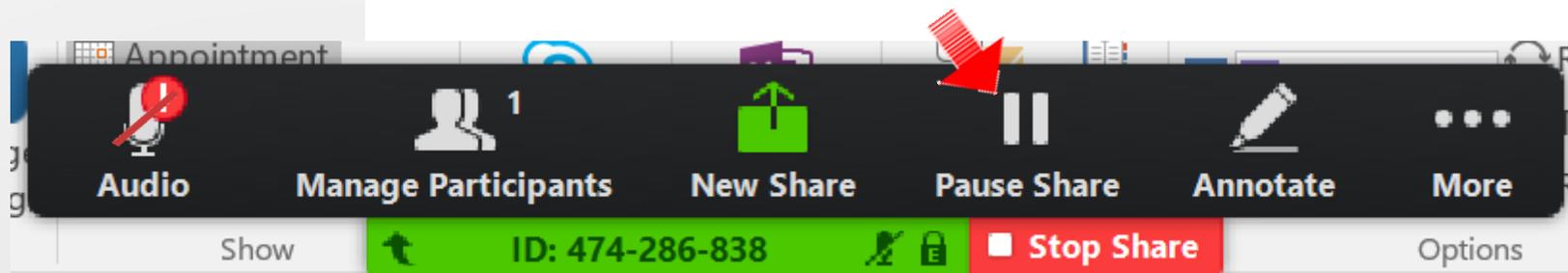


- Make sure **Share Screen** is highlighted **green**

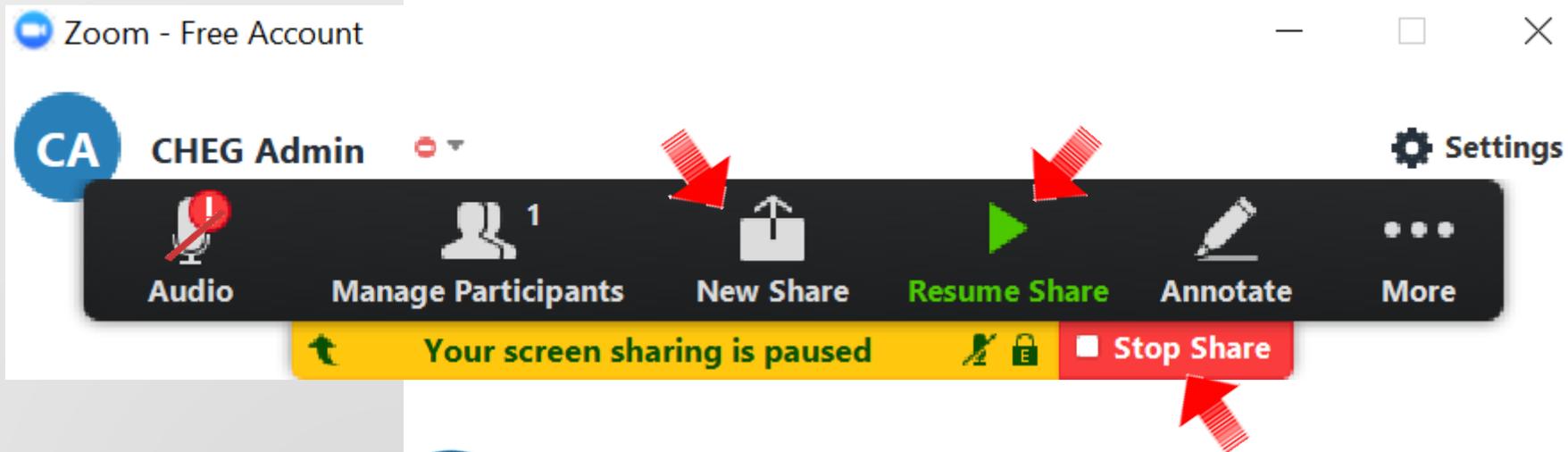


# PAUSE, RESUME, NEW OR STOP SHARE

- Click on **Pause Share** (if you need to switch apps without viewers seeing)



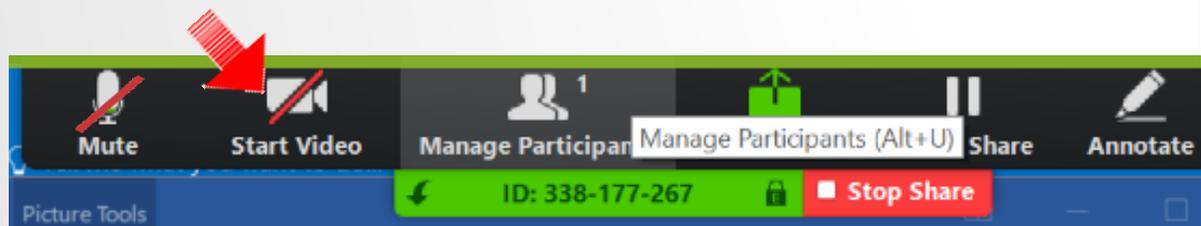
- Click on **Resume Share** or **New Share**



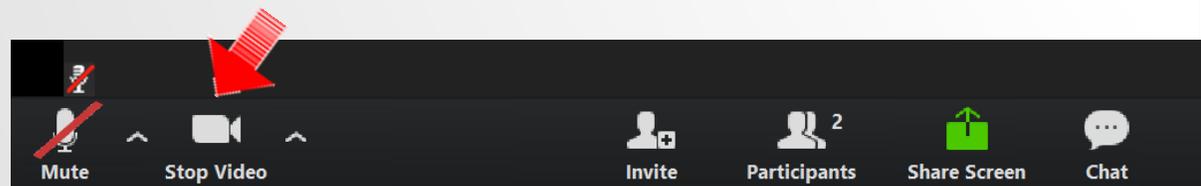
- Click on **Stop Share** when done



# START & STOP VIDEO

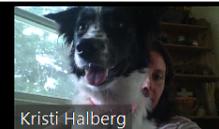


- Click on **Start Video** if you want to share your video



- Click to **Stop Video**

ID: 675-891-556



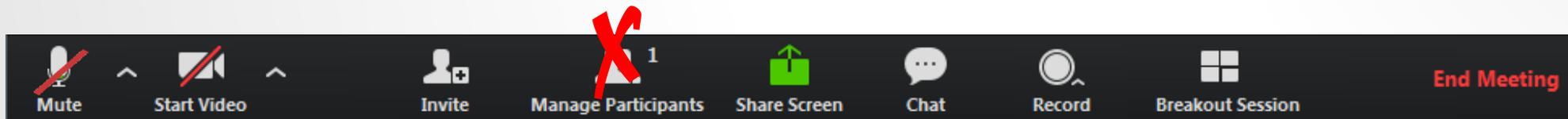
# CHEG Admin



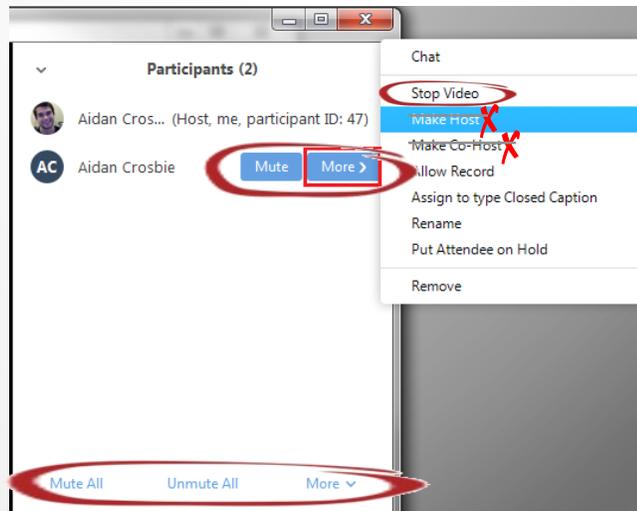
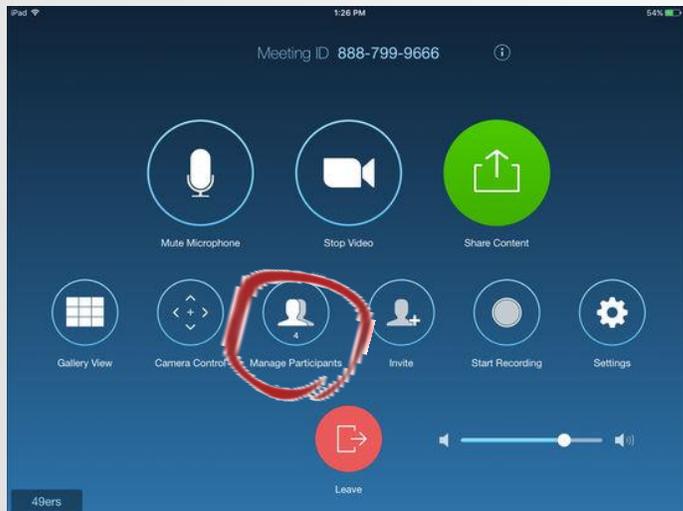
UNIVERSITY of DELAWARE

Chemical & Biomolecular  
Engineering

# MANAGE PARTICIPANTS

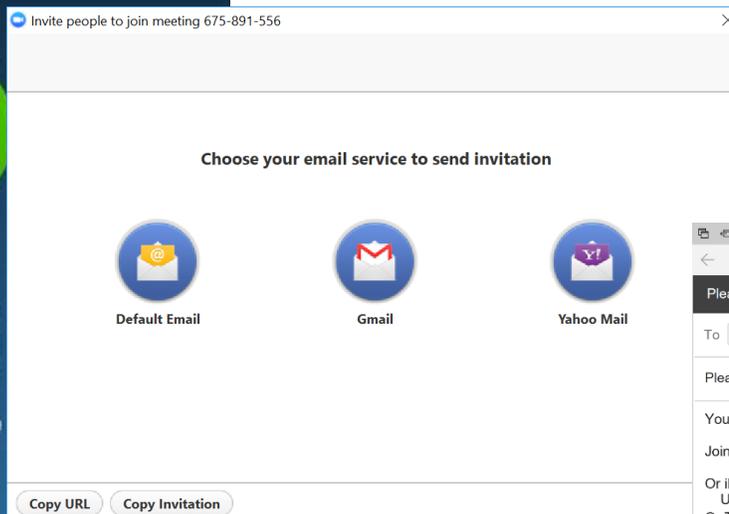
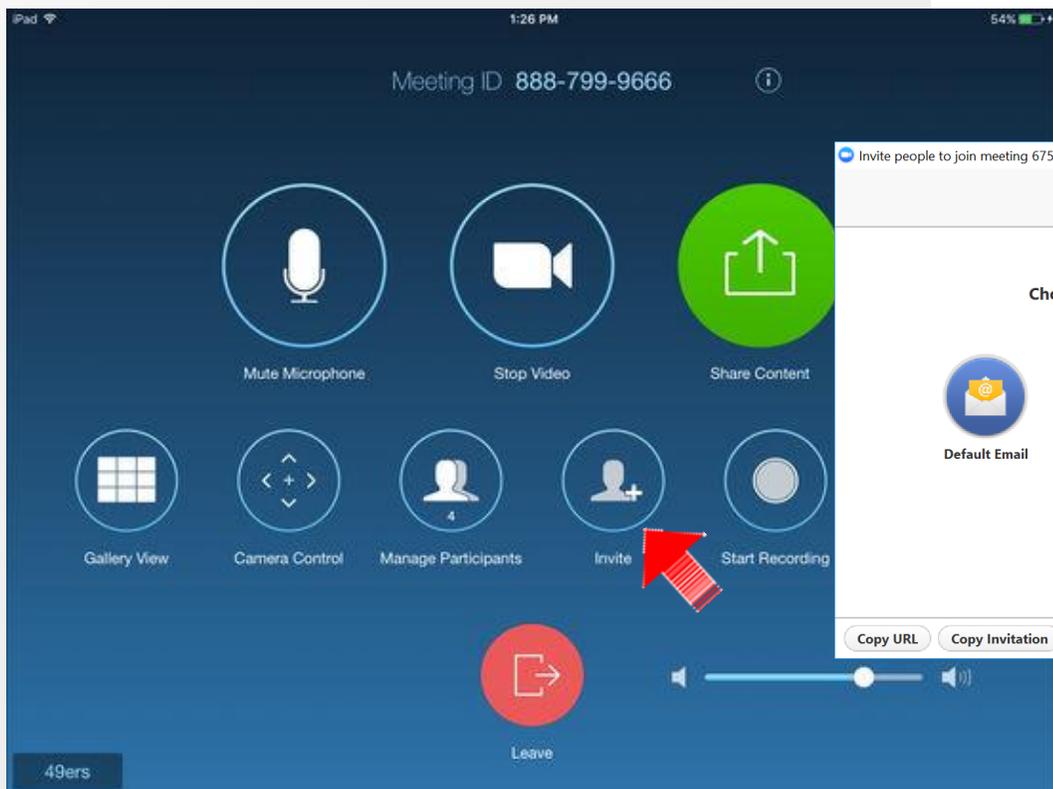
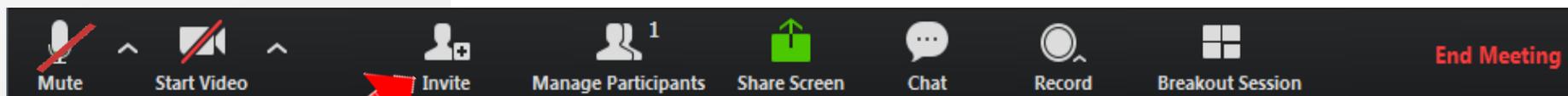


- **DO NOT** use laptop to *Manage Participants*, **use iPad ONLY**

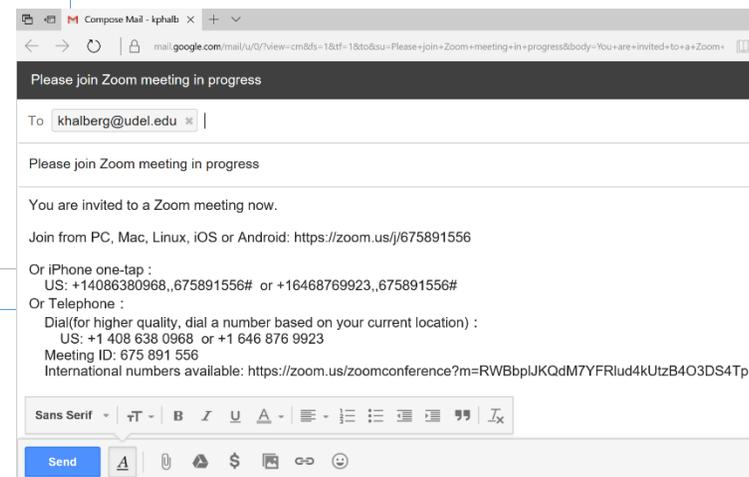


- Use **iPad** to **Manage Participants**
- Use *Mute/Unmute* or *Stop Video* **ONLY**
- **DO NOT** use *Make Host* or *Make Co-Host*

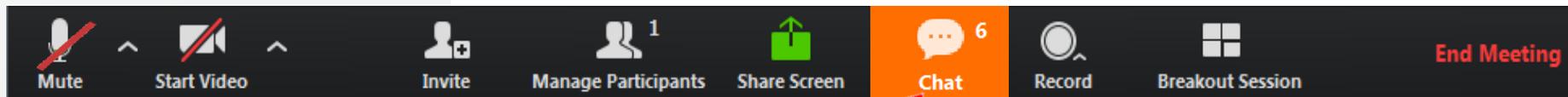
# INVITE



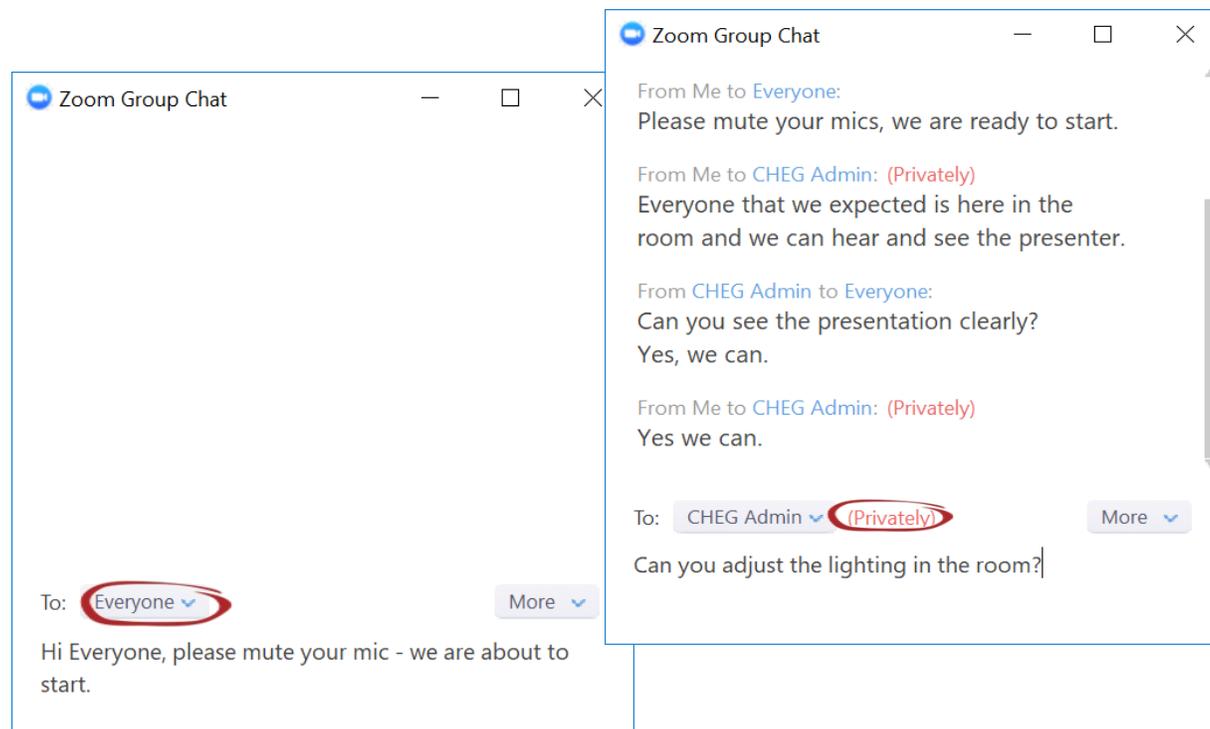
- **Invite** Participants with laptop or iPad
- Choose your email service to invite



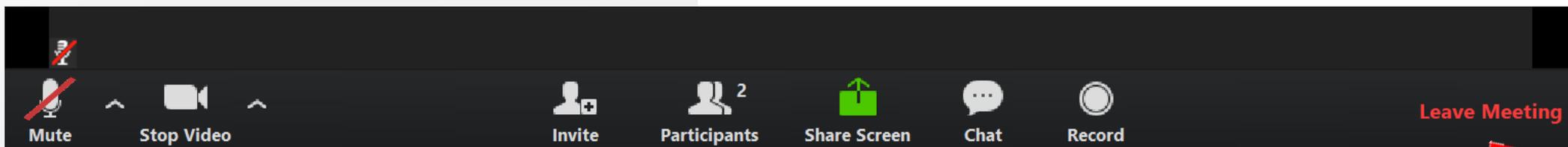
# CHAT



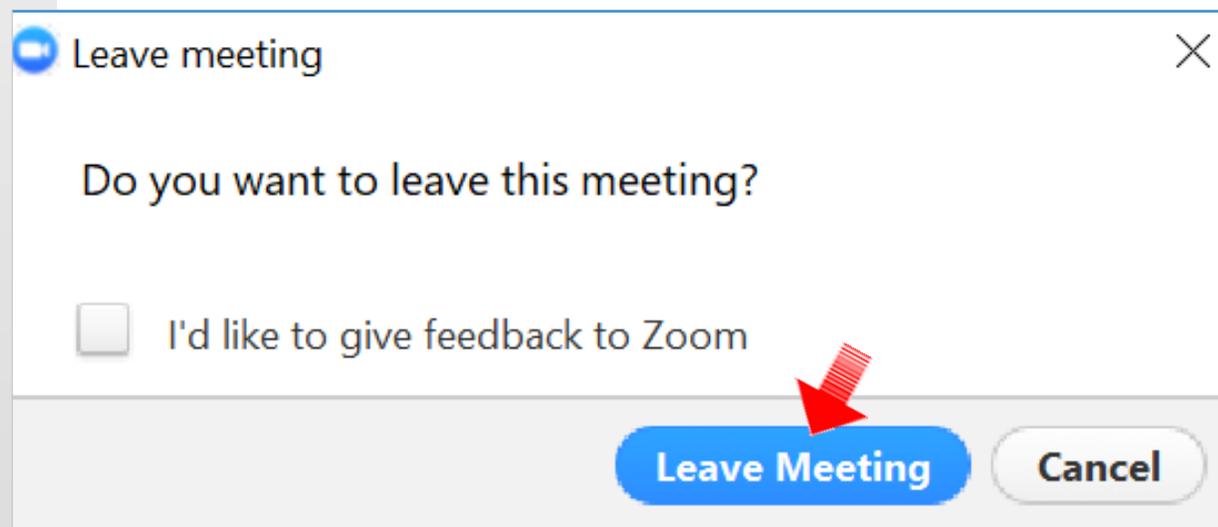
- Use your laptop to invite participants to chat
- Click on **Chat**
- Use **drop down arrow** ▾
- If you want chat to go to everyone, select **Everyone**
- Send chat **(Privately)** by selecting individual only



# LEAVE MEETING

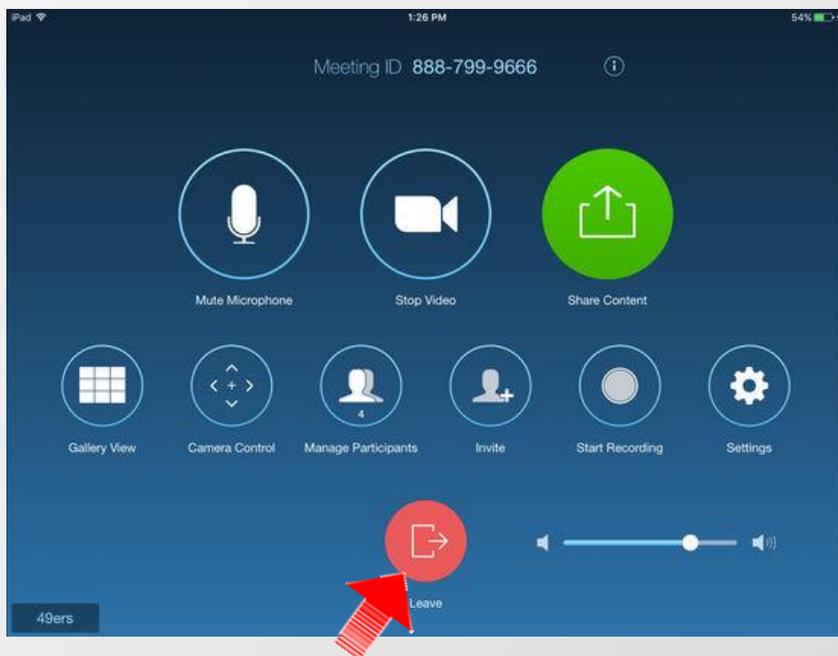


- Click on toolbar to **Leave Meeting**
- Confirm in popup **Leave Meeting**
- Please walk over to **Zoom Room iPad**



# END MEETING

- Use **iPad** host control to **End Meeting**



- Go to **Zoom Room iPad**
- Click on **Leave**
- Click on **End (End Meeting for All)**

