

# zoom

# Instructions



UNIVERSITY OF  
OREGON

**Lundquist College of Business**

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## How to Setup your UO Zoom Account:

1. Go to [uoregon.zoom.us](https://uoregon.zoom.us).
2. Click **Sign In** (configure your account).



3. Sign in with your **Duck ID** (everything before @uoregon.edu in your email address) and **Password**.
4. If you had a previous Zoom account, click **Switch to the New Account**, otherwise continue to send an email activation.

You are signing into a Zoom account that is  
different from your current one



5. Check your email for the activation link (wait a minute for it to send).
6. Click the button to **Switch to the New Account** from your activation email.



7. Accept any prompted agreements.
8. Sign in to your new account [uoregon.zoom.us](https://uoregon.zoom.us) or the desktop client.

## Signing into the Zoom Desktop Client

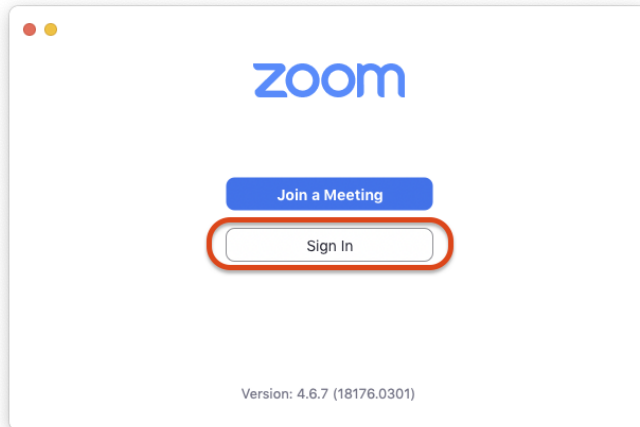
1. Download the Zoom Client for Meetings from [zoom.us/download](https://zoom.us/download).

### Zoom Client for Meetings

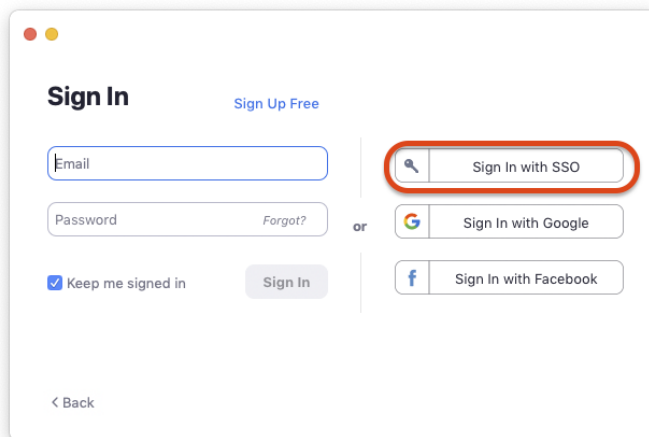
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



2. Open **Zoom.pkg**.
3. Click **Continue** through the installation menu.
4. Once the Zoom application opens, click **Sign In**.



5. Click **Sign In with SSO**.



6. Type "**uoregon**" in the domain field and click **Continue**.

7. Enter your Duck ID and Password.
8. Click **Launch Zoom**.

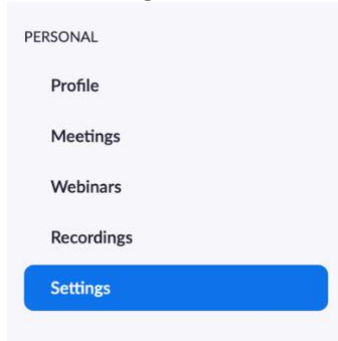
### Sign In with SSO

Zoom should launch in a few seconds. If not, please click button below.



### *Zoom Settings to Enable:*

1. Go to [uoregon.zoom.us](https://uoregon.zoom.us) and sign in.
2. Click **Settings** on the left menu bar.



3. Make sure the following suggested settings are enabled:
  - Host video
  - Participants video
  - Audio Type: Telephone and Computer Audio
  - Join before host
  - Chat
  - Private chat
  - File transfer
  - Co-host
  - Polling
  - Allow host to put attendee on hold
  - Screen sharing:
    - Who can share?: All Participants
    - Who can start sharing when someone else is sharing?: Host Only
  - Annotation
  - Whiteboard
  - Remote control

- Nonverbal feedback
- Allow removed participants to rejoin
- Breakout room
- Email notifications set to your preference

4. Click **Recording** from the top menu in **Settings**.



5. Make sure the following suggested settings are enabled:

- Local Recording: Host can give participants the permission to record locally
- Cloud Recording:
  - Record active speaker with shared screen
  - Record gallery view with shared screen
  - Record an audio only file
  - Save chat messages from the meeting / webinar

6. Click **Telephone** from the top menu in **Settings**.



7. Make sure the following suggested settings are enabled:

- Show international numbers link on the invitation email
- Mask phone number in the participant list

## *How to Schedule a Meeting:*

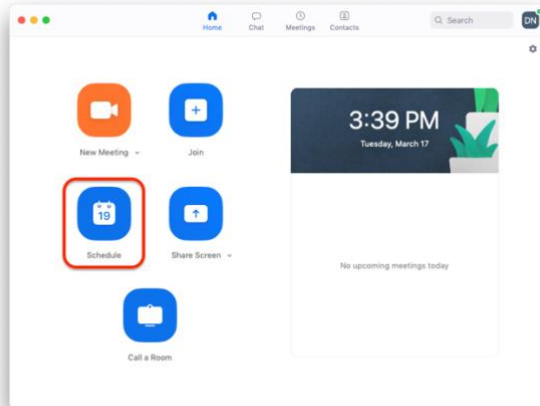


### *On the Website*

1. Go to [uoregon.zoom.us](https://uoregon.zoom.us) and **Sign In**.
2. Click **Meetings** from the left menu bar.
3. Click **Schedule a New Meeting**.
4. **Topic:** Give the meeting a name.
5. **Date and Time:** Set date/time.
6. **Time Zone:** Set relative - example: (GMT-7:00) Pacific Time (US and Canada).
7. **Recurring Meeting:** Check if applicable.
8. **Required Registration:** Leave unchecked.
9. **Meeting ID:** Generate Automatically.
10. **Meeting Password:** Leave unchecked.
11. **Video:** Host = on, Participant = on
12. **Audio:** Both.
13. **Meeting Options** (recommended to check):
  - Enable join before host.
  - Mute participants on entry.
  - Breakout Room pre-assign (optional) – Assigned by student email.
  - Record the meeting automatically (optional).
14. **Alternative Hosts:** Set by email.

## *In the Zoom Desktop App*

1. Click **Schedule** from the **Home** tab

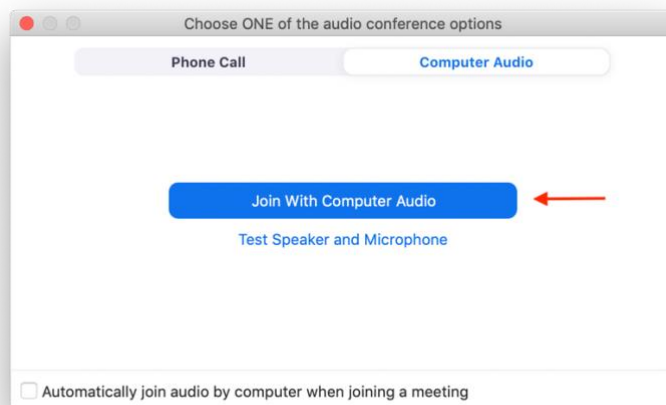


2. **Topic:** Give me meeting a name.
3. **Date and Time:** Set date/time.
4. **Time Zone:** Set relative - Example: (GMT-7:00) Pacific Time (US and Canada).
5. **Recurring Meeting:** Check if applicable.
6. **Meeting ID:** Generate Automatically.
7. **Password:** Leave unchecked.
8. **Video:** Host = on, Participant = on
9. **Audio:** Telephone and Computer Audio.
10. **Calendar:** Outlook or by preference.
11. **Advanced Options** (suggested to check)
  - Enable join before host.
  - Mute participants on entry.
12. **Alternative Hosts:** Assign by UO Email (must be a registered UO user).

## *How to Join a Meeting:*




1. Launch the **Zoom Desktop App** and sign in.
2. Click on the meeting link (example: [uoregon.zoom.us/j/0000000000](https://uoregon.zoom.us/j/0000000000)).
3. Click **Join With Computer Audio**.





## *How to Configure Audio and Video Settings:*



1. From within the meeting, click the **Join Audio**  icon on the bottom left corner of the screen. If you see a microphone icon, skip to step 3.




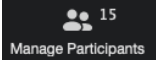


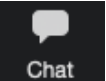


2. Select **Join With Computer Audio**.



3. If you still can't hear the room, click the  symbol next to the mic icon.
4. Click **Test Speaker & Microphone**.
5. Choose the correct speaker and microphone source from the drop down menus.
6. If your webcam isn't working, click the  symbol next to the video icon.
7. Click **Video Settings**.
8. Select the correct camera source from the drop down menu.


## Meeting Controls:

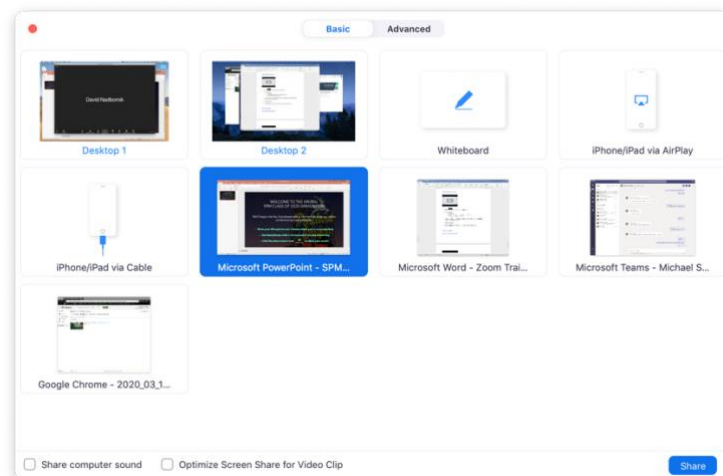


1. Select  to mute and unmute yourself.
2. Select  to turn on/off your camera.
3. Select  to invite others to the Zoom meeting.
4. Select  to see/manage other participants.
5. Select  to create or launch a poll.
6. Select  to share screen content with other participants.
7. Select  to chat with other meeting participants.
8. Select  to start recording the meeting if you are the host. Select **Record to the Cloud** to save the recording under the **Recordings** tab in on your account profile page at [uoregon.zoom.us](https://uoregon.zoom.us).
9. Select  to setup and launch breakout rooms.

## How to Share your Screen:



1. Select  **Share Screen** at the bottom of your meeting window.
2. Choose to show:
  - a. Full Desktop
  - b. A Specific Application (Chrome, Powerpoint, Excel, etc.)
  - c. Whiteboard (Virtual Whiteboard)
  - d. iPhone/iPad via AirPlay or Cable
  - e. Portion of your screen.



3. Click the checkbox next to **Share Computer Sound** and **Optimize for Full-Screen Video Clip** when sharing a video or audio clip.  
☒ Share computer sound    ☒ Optimize Screen Share for Video Clip
4. Select **Share Screen**.
5. Select **Stop Share** at the top of the meeting window to stop sharing content.

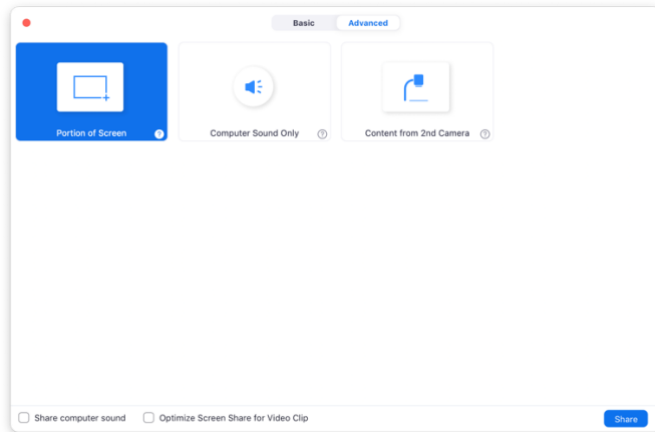


## *How to Zoom in on a Portion of your Screen*

1. From the Screen Share menu click on the **Advanced** tab on the top.



2. Select **Portion of Screen**.



3. Click **Share**.
4. Click and drag the green box around your screen to Zoom in on a specific section.



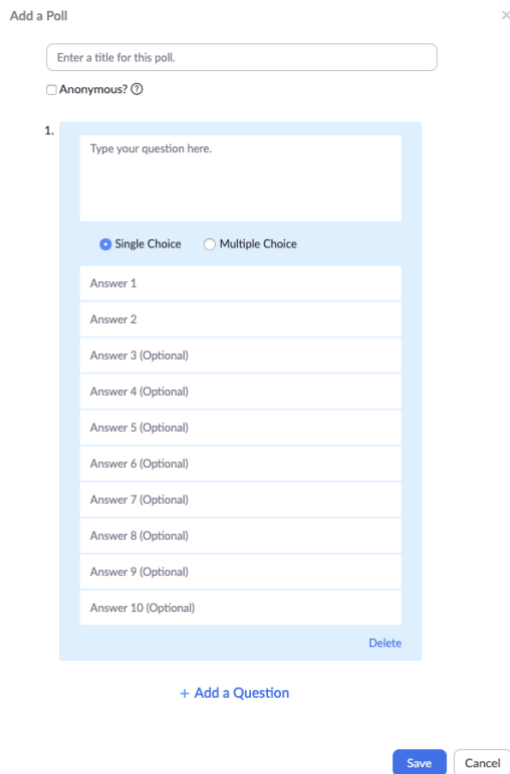
## How to Use Polling:

### How to Setup Polls

1. Go to [uoregon.zoom.us](https://uoregon.zoom.us) and sign in.
2. Click **Meetings** from the left menu and click on your class meeting Topic title.
3. Scroll down to the bottom of the page and select **Add** in the box that says “You have not created any poll yet.”




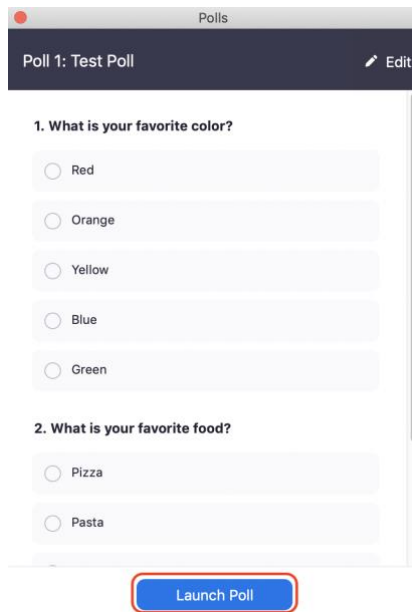
4. Fill in the corresponding boxes to your preference in order to create single-choice or multiple-choice polls.

A screenshot of the "Add a Poll" form in Zoom. At the top, it says "Add a Poll" with a close button (X). Below is a text input field for the title, labeled "Enter a title for this poll." Underneath is a checkbox for "Anonymous?" with a help icon. The main section is a list of questions, starting with "1." followed by a text box labeled "Type your question here." Below the question box are two radio buttons: "Single Choice" (selected) and "Multiple Choice". Underneath are ten answer boxes, labeled "Answer 1" through "Answer 10 (Optional)". At the bottom right of the question list is a "Delete" link. Below the entire list is a blue link that says "+ Add a Question". At the very bottom are two buttons: "Save" and "Cancel".

5. Click **+Add a Question** to add another question to the poll.
6. Once you have finished creating all of your poll questions, click **Save**.

## How to Launch Polls

1. In your meeting, click  Polling
2. If you've already setup a poll for this meeting, click **Launch Poll**, if not, click **Add a Question** which will redirect you to the meeting website to create a new poll.
3. Once you've created your poll questions, return to the meeting and click **Launch Poll**

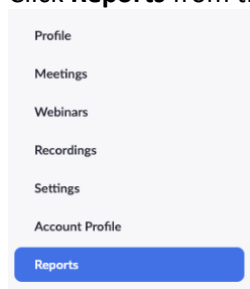


The screenshot shows the Zoom Polls interface. At the top, there's a header with the title 'Poll 1: Test Poll' and an 'Edit' button. Below the header, there are two questions. The first question is '1. What is your favorite color?' with five radio button options: Red, Orange, Yellow, Blue, and Green. The second question is '2. What is your favorite food?' with two radio button options: Pizza and Pasta. At the bottom of the interface, there is a blue button labeled 'Launch Poll' which is highlighted with a red rectangular box.

4. When you are ready to end the poll, click **End Poll**.
5. Click **Share Results** to share the poll results with the meeting participants, or click **Re-launch Poll** to have participants answer again.

## How to a Generate Poll Report

1. Go to [uoregon.zoom.us](https://uoregon.zoom.us) and sign in.
2. Click **Reports** from the left menu.



3. Click **Meeting**.
4. Select **Poll Report** and search by applicable time range, then click **Search**.

## Meeting Report

## Report Queue

Report Type

☐ Registration Report ☒ Poll Report

Search by time range ▼

From:

03/17/2020



To:

03/18/2020



Search

Maximum report duration: 1 Month

5. Click **Generate** to the right of the meeting you want to download poll results from.



03/17/2020  
08:30:00 PM

Test Meeting


755-651-615

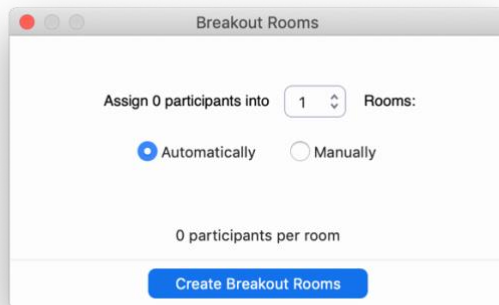
Generate

6. When the page refreshes, click **Download** to download a .csv file of the poll results.

## *How to Use Breakout Rooms:*

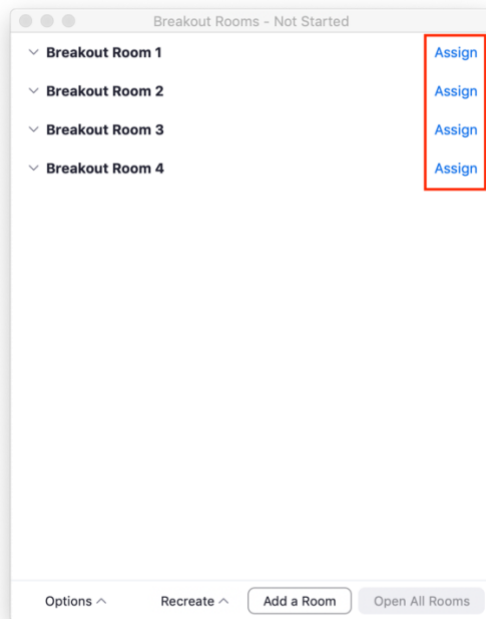


1. Click the Breakout Room Button 
2. Assign number of rooms you'd like to create from the main meeting.

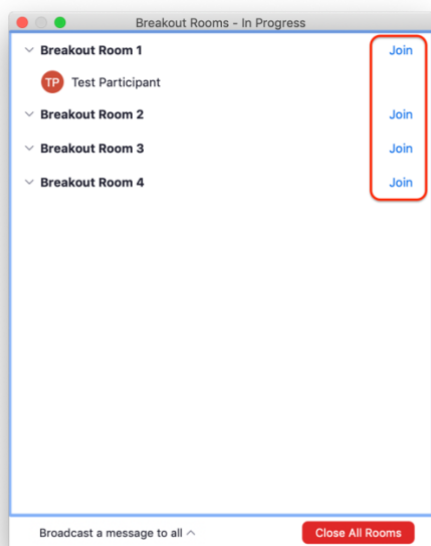


3. Click **Automatically** to have zoom assign the participants randomly, OR click **Manually** to assign them yourself.
4. Click **Create Breakout Rooms**.
5. **Rename, Delete, or Assign** a participant the room.

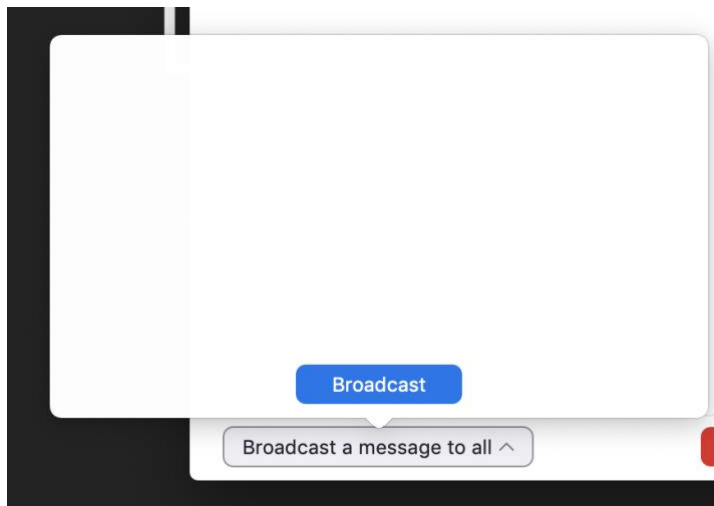
6. Click **Assign** next to the breakout room to add participants to the room.



7. When you are ready, click **Open All Rooms** and the participants will automatically be placed into their corresponding breakout room.
8. Participants can leave the breakout room at any time and will be placed back into the main meeting.
9. As the host or co-host, click **Join** on any of the breakout rooms to join the room.




10. As the host, you can also **Broadcast a message to all** from the main dialog box.



11. To return participants to the main meeting, click **Close All Rooms** and participants will have 60 seconds before automatically being placed back to the main meeting.
12. Open the breakout rooms menu again to recreate the same breakout rooms or to create new assignments.

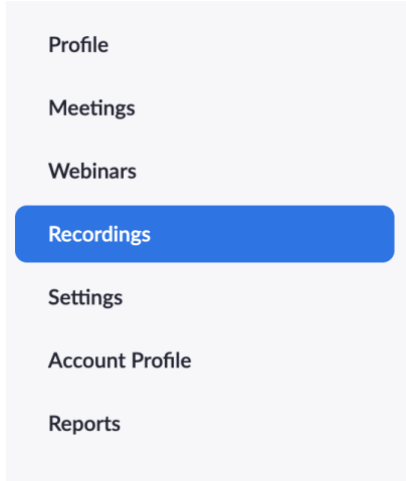
### *How to Record a Meeting:*

1. Click the  button from within the meeting.
2. Select either:
  - **Record to the Cloud** (a recording will be available at [uoregon.zoom.us](https://uoregon.zoom.us) under **Recordings**)
  - **Record on this Computer** (an mp4 file will be downloaded to your files folder once the meeting ends)
3. Click the **Pause** symbol to pause the recording and click **Stop Recording** symbol to stop the recording.



4. Access your recorded meetings by going to [uoregon.zoom.us](https://uoregon.zoom.us) and signing in.

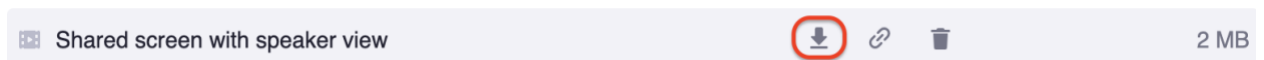
5. Once in your account, click **Recordings**.



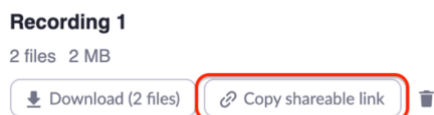
6. Click on the name of the session you want to download a recording from.

<input type="checkbox"/>	<a href="#">David Nadbornik's Personal Meeting Room</a>	524-463-5536	Mar 15, 2020 04:19 PM	<a href="#">2 Files (2 MB)</a>
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7. Click the download icon to the right of the meeting title.

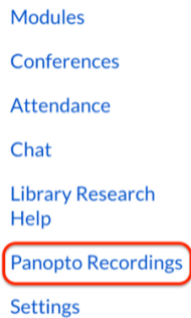


8. You can also click **Copy shareable link** to copy a link to your clipboard that can be pasted into an email or posted on Canvas.

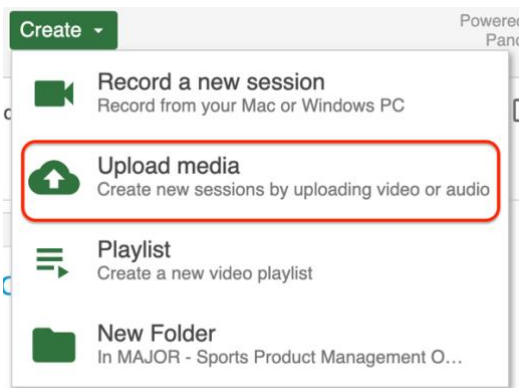


## *How to Upload your Recorded Meeting to Panopto in Canvas:*

1. Go to your course in Canvas.
2. Click **Panopto Recordings** from the left menu in your course.



3. Click the **Create** drop down menu at the top of the page and select **Upload Media**.

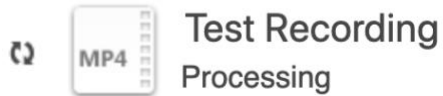


4. Drag your recording file into the **Choose Video or Audio Files** box.



5. Wait you see the message **Upload complete. You can close this window now** before leaving the page or disconnecting from the internet.

✓ Upload complete. You can close this window now.



6. Return to the **Panopto Recordings** tab in your course to view your recording when it has finished processing.

### *How to Embed Your Panopto Video into a Canvas Page*

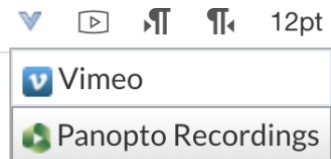
1. Create a new page or assignment in Canvas.
2. Click **Edit**.



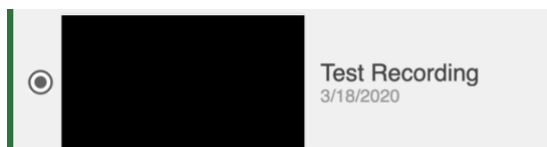
3. Click the mashup tool (downward arrow symbol) in the text editor.



4. Select **Panopto Recordings**.



5. Select the recording you would like to embed from the list of recordings currently in your course Panopto folder.



6. Click **Insert** (all default video embed options can be left as is).



7. Once your video has loaded into the body of the page, click **Save and Publish**.