



# ZOOM @ SOU

Software-Based Conference Room Solution

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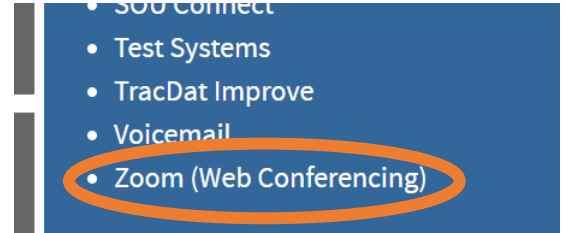
## Sign-In

### Via Inside.sou.edu

The easiest way to access Zoom and all of its features is to use our link from inside.sou.edu.

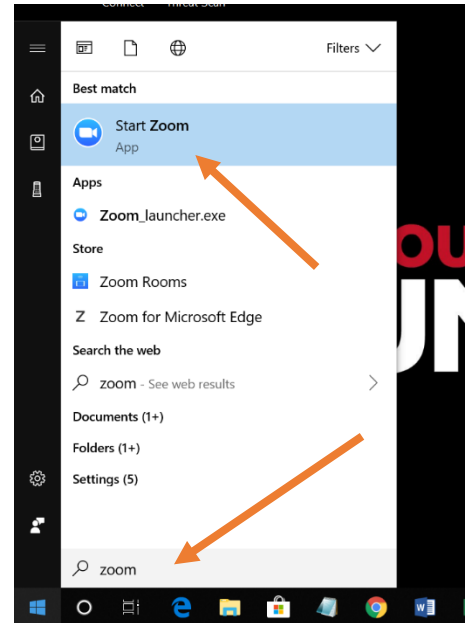
Log into **InsideSOU**

Scroll down to the **Online Services** box and Click on the **Zoom (Web Conferencing)** link.

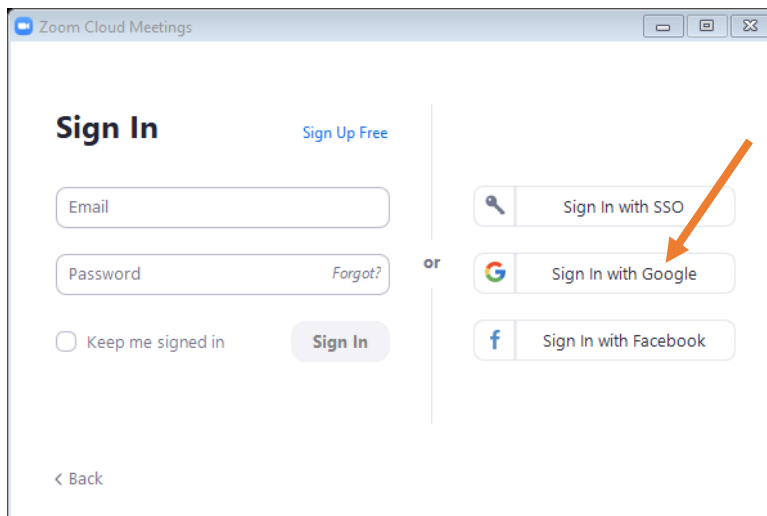


### Via Zoom Application

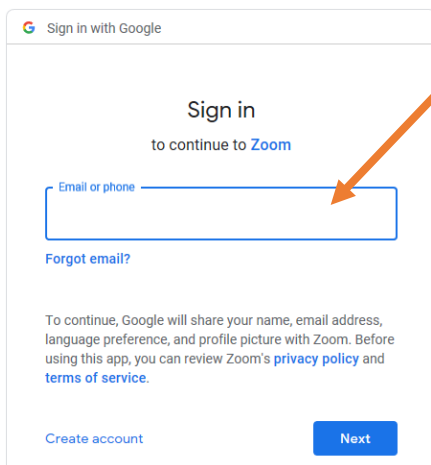
To access the Zoom application on your machine you can search for Zoom by clicking the start menu and typing zoom. Now, simply click on Start Zoom to get started.



Sign-In using the Sign in with Google button.



Type in your SOU email Username/Password



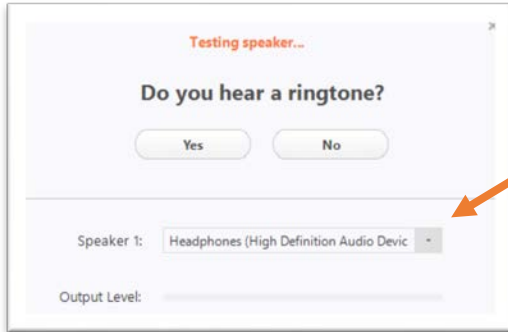
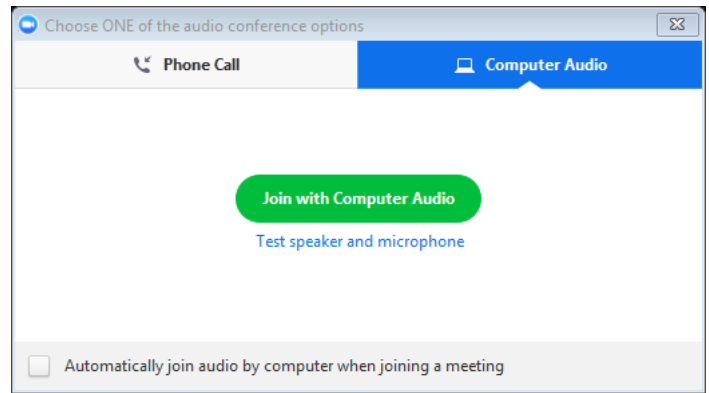
Log in with your SOU



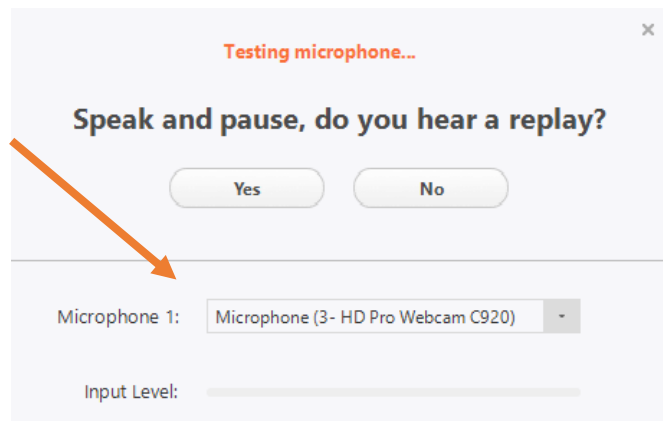
## Testing Audio and Video

### Testing Audio before the Meeting

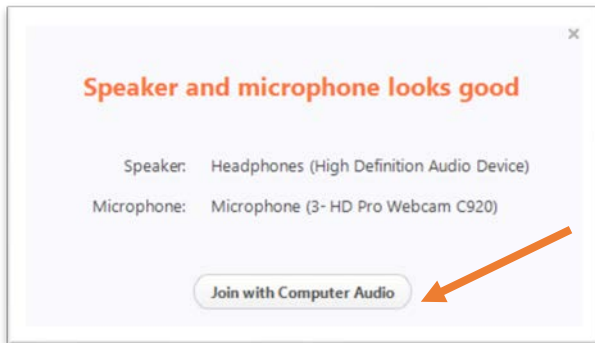
When you host a meeting you will be prompted to Choose one of the audio conference options. Click on Test speaker and microphone.



If you do not hear a ringtone, try changing the audio device.



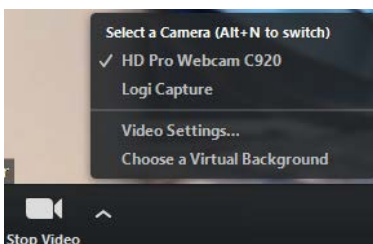
Test the microphone. If you do not hear the replay trying changing your input device.



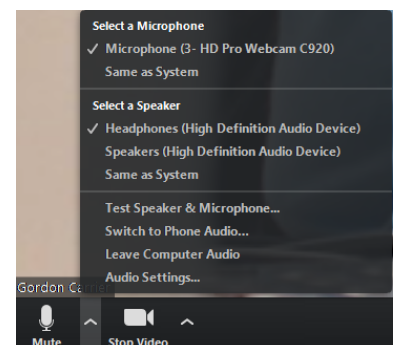
Now you can join the meeting via Computer Audio

### Adjusting Audio and Video during Meeting

To adjust the audio during the meeting click the arrow next to the microphone. You can change the speaker or the microphone and access the Audio Settings.



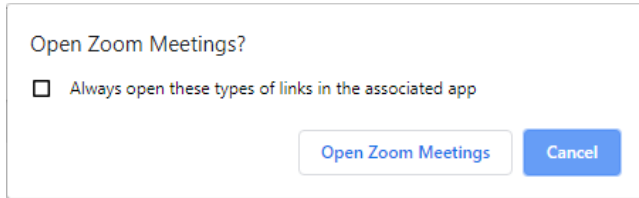
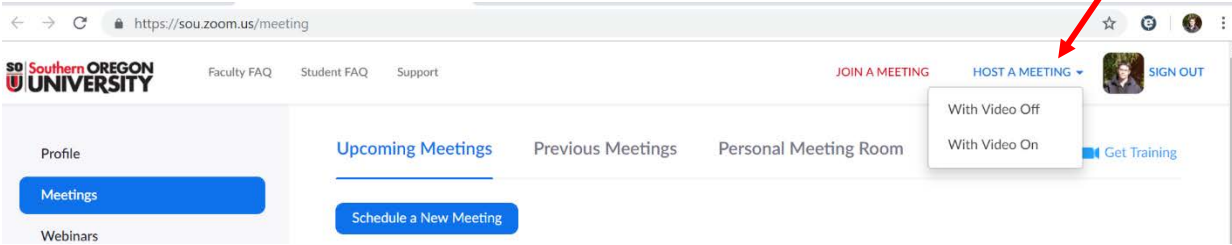
To adjust the video during the meeting click the arrow next to the camera icon.



# Host or Join a Meeting

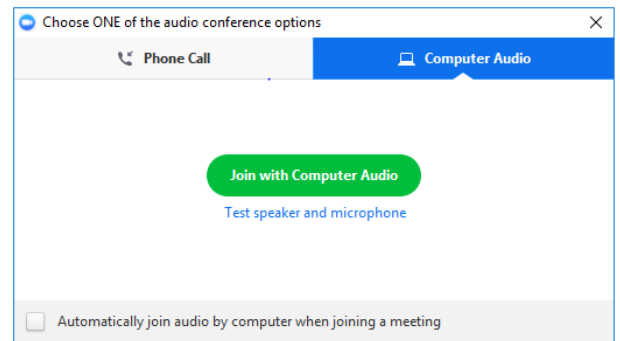
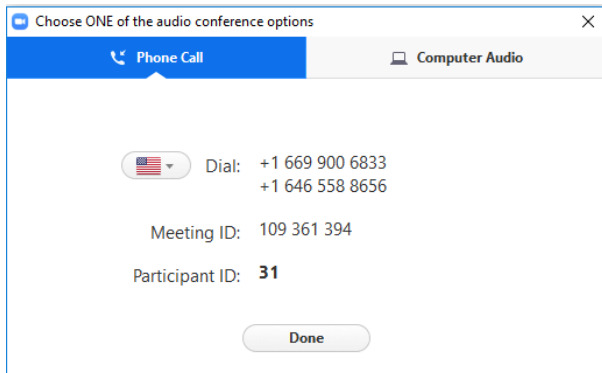
## Host a Meeting via Inside.sou.edu

To host a meeting you can click on host meeting, and choose to use video or not.



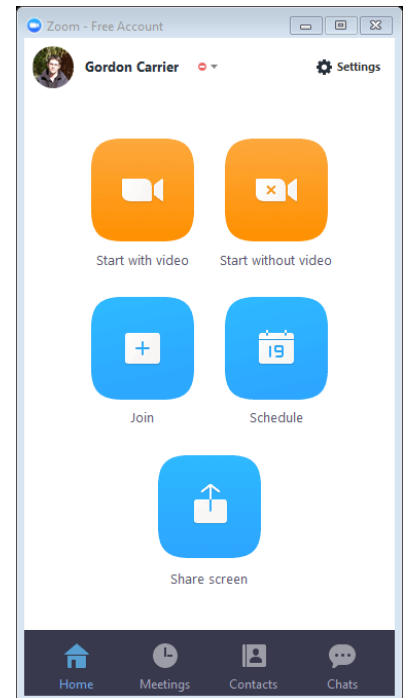
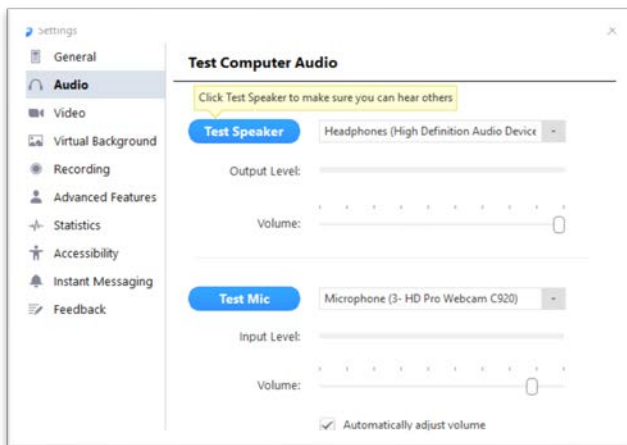
Once you have made your selection, Zoom will download if it is not installed. You will be prompted to open the Zoom application.

Choose your audio option. **Do not have more than one device in the same room Join with Computer Audio or you will experience feedback.**



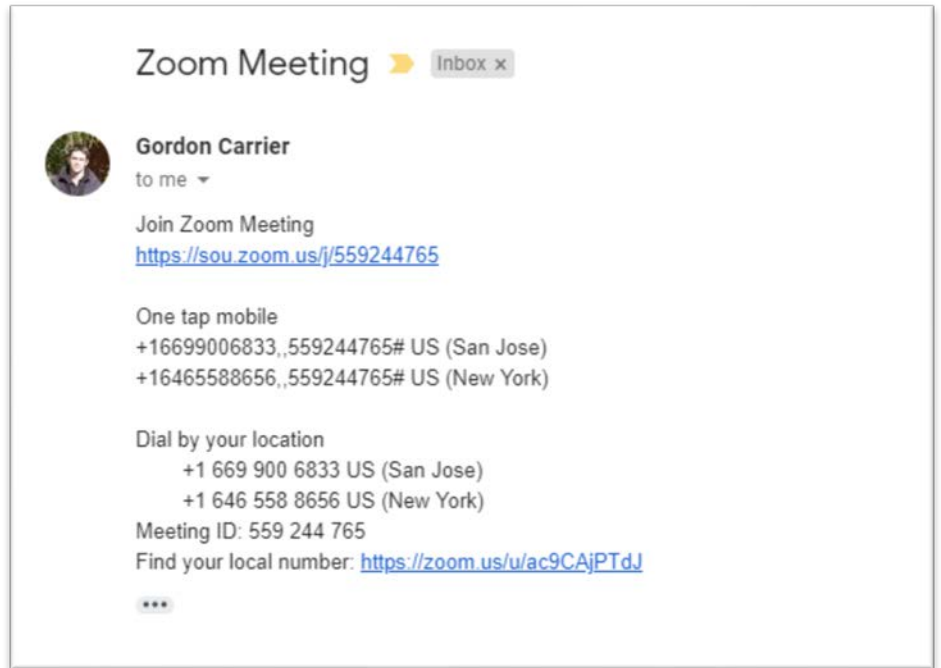
## Host a meeting via Zoom Application

Using the Zoom Application, you can start a meeting by clicking Start with Video or Start without video. You can also test your Audio and Video before the meeting by clicking the Settings button. In this menu, you will see Audio and Video sections that can be used to configure or test audio/video.

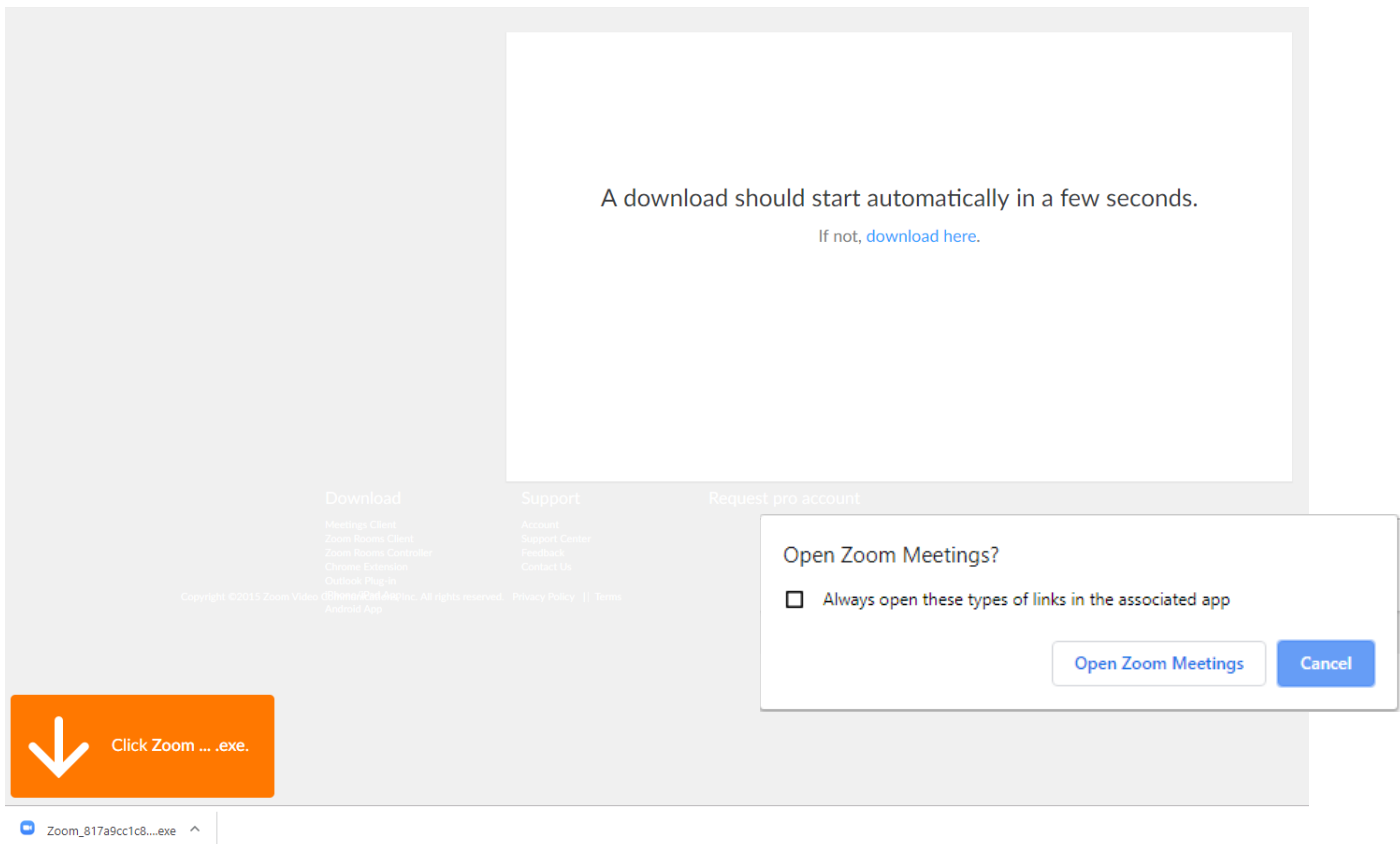


## Join a Meeting

Invitations for meetings are usually sent via email. There is a hyperlink at the top of the invitation that takes you to the meeting.



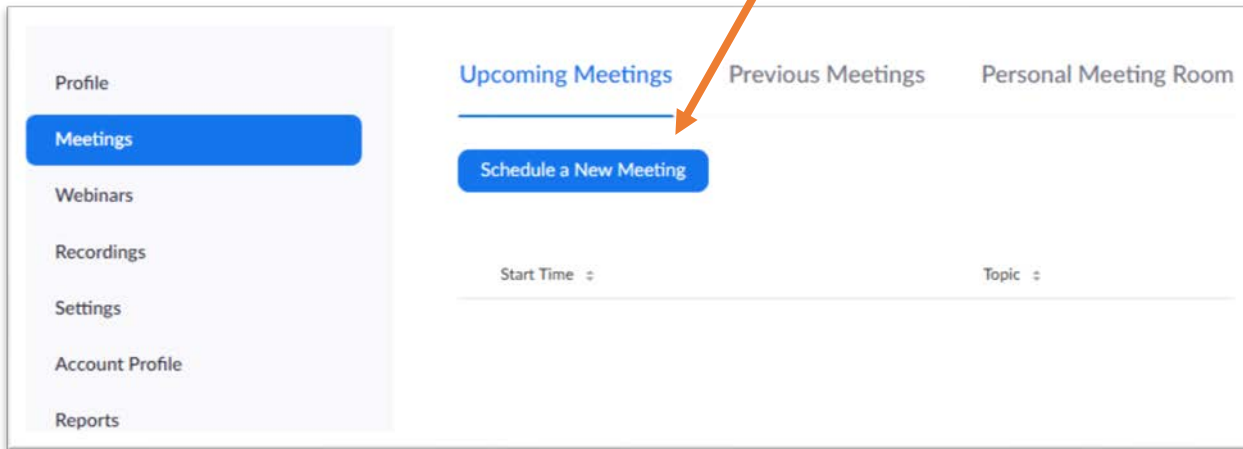
Zoom will initiate a download if it is not already installed on your computer, or it will prompt you to open Zoom. Once you open Zoom you're now joined to the meeting.



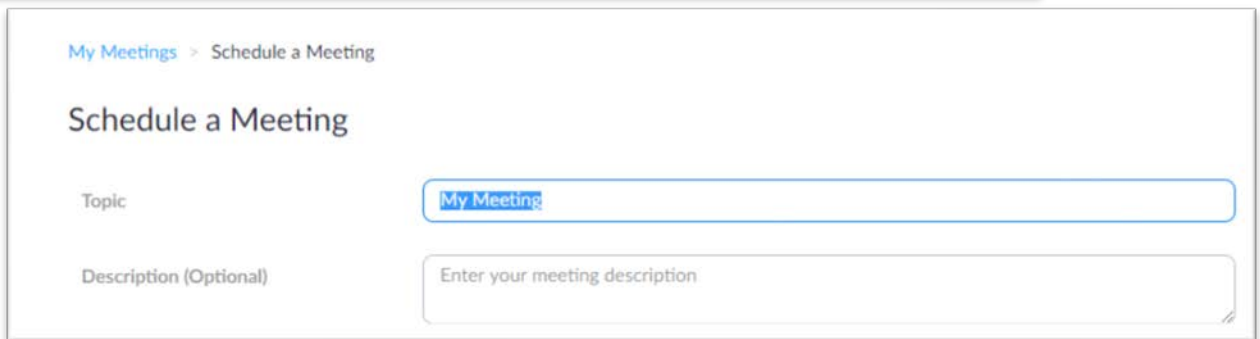
# Meetings

## Schedule a meeting via InsideSOU

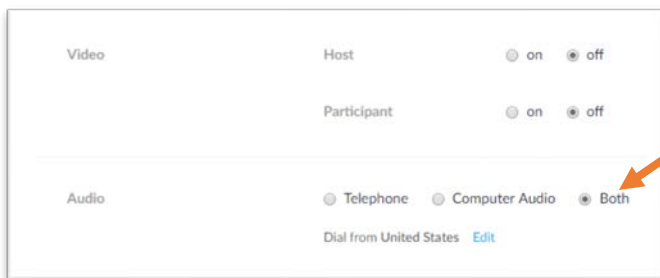
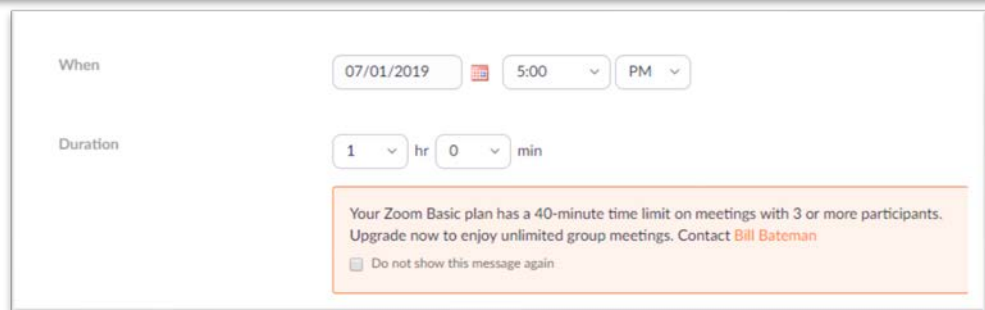
When accessing Zoom from InsideSOU the default dashboard starts on Meetings. To schedule meetings click on Schedule a New Meeting.



Provide a topic for the meeting with a description.



Select the date and time the meeting will start and then choose the meeting duration. Note that with a basic plan, there is a **40-minute** time limit when using three or more devices.



You can set the video and audio settings for the meeting, with both being the best option.

Set the additional meeting options by checking the preferred boxes and then click save.

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 878-232-2527
- Enable waiting room
- Record the meeting automatically on the local computer

Save Cancel

You will now see detailed information about the meeting including the URL of the meeting and a “Copy the Invitation” hyperlink. You can use

My Meetings > Manage "My Meeting" Start this Meeting

Topic: My Meeting

Time: Jul 1, 2019 05:00 PM Pacific Time (US and Canada)  
Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 113-806-974

Join URL: <https://sou.zoom.us/j/113806974> Copy the invitation

### Schedule a meeting via Zoom Application

You can schedule a meeting via the Zoom app by click on meetings. You will see all of the same settings as InsideSOU.

Zoom - Free Account

Upcoming Recorded

Personal Meeting ID (PMI)  
**878-232-2527**

Always use PMI for instant meetings on this computer

Start Edit Schedule

Today 03:00 PM to 03:30 PM  
Topic: My Meeting  
Meeting ID: 216 022 149

Today 05:00 PM to 06:00 PM  
Topic: My Meeting  
Meeting ID: 113 806 974

Today 05:00 PM to 06:00 PM  
Topic: My Meeting  
Meeting ID: 866 357 646

Home Meetings Contacts Chats

Zoom - Personal Meeting ID

Personal Meeting ID:  
**878-232-2527**

Upgrade to Pro to change your Personal Meeting ID

Video (when joining a meeting)

Host:  On  Off

Participants:  On  Off

Audio Options

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

Meeting Options

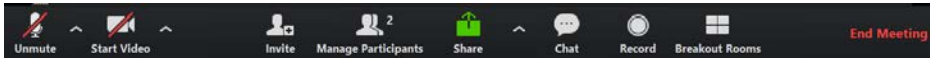
Require meeting password

[Advanced Options](#) ▾

Save

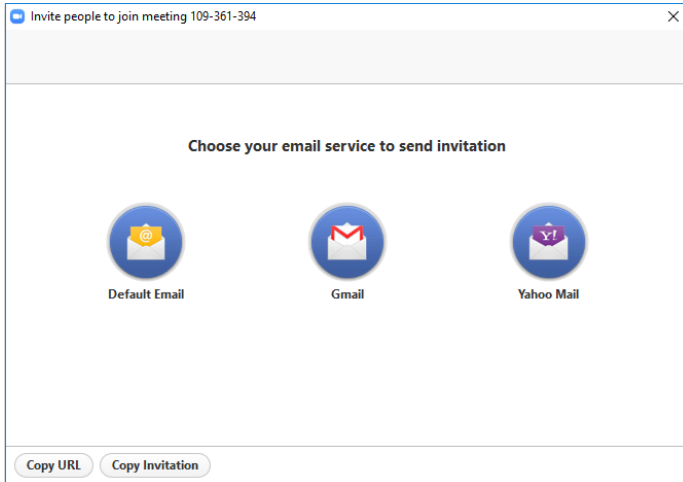


## In-Meeting Controls



### Invite

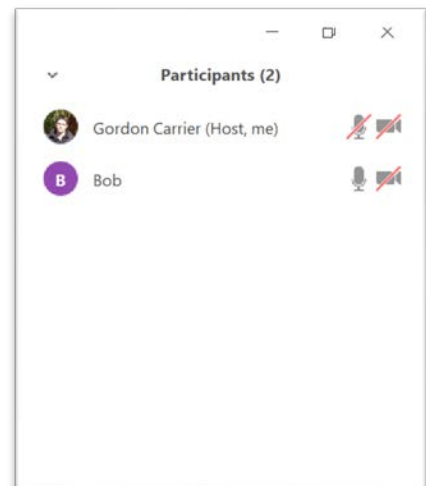
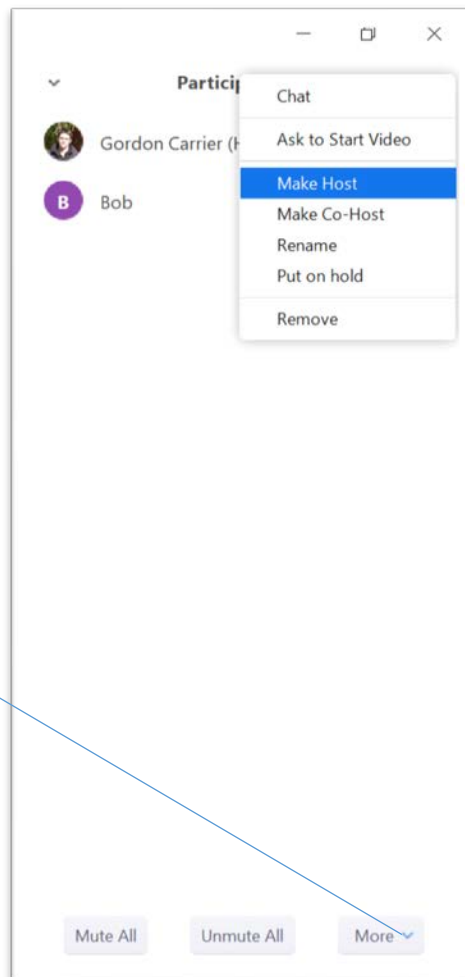
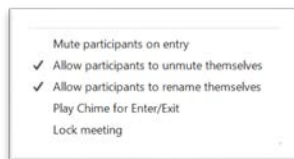
Once you click on invite, you have options to copy the URL, copy the invitation, or to create an email from a default email provider (eg. Outlook), Gmail, or Yahoo Mail.



### Managing Participants

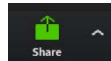
You have various options when managing participants. You can chat with them, make them a host, mute them, and turn off their video, request to start their video or remove them from the meeting.

There are additional options under the More button.

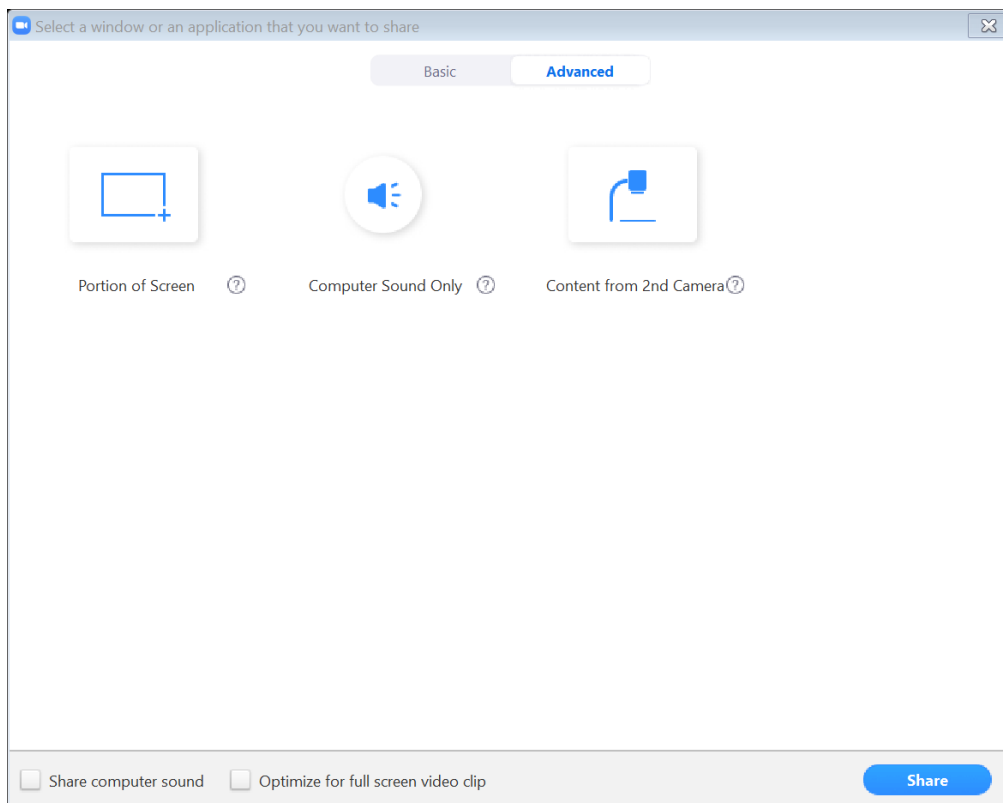
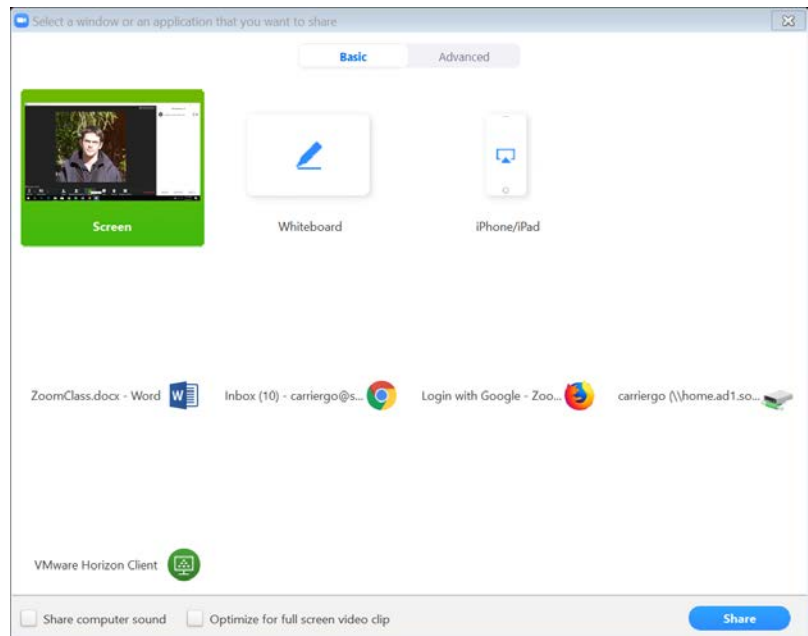


## Sharing Screens

To share a screen click on share.



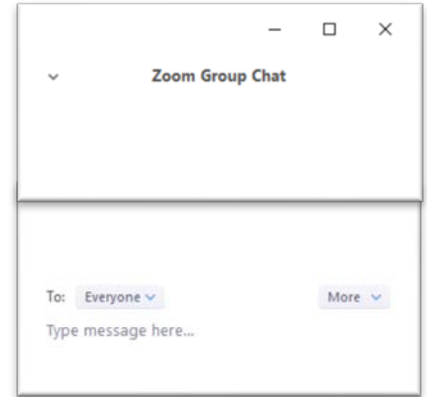
You can choose any open window, a whiteboard, or with the proper plugin an iPhone/iPad.



There are advanced sharing options, including sharing a portion of the screen, a second camera, or only the computer sound.

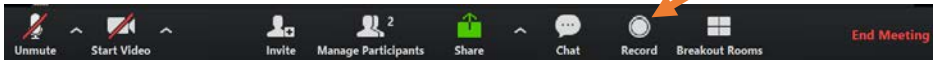
## Chat

You can chat with anyone in the meeting. You can choose whom to send the chat to, and allow attendees to chat with other attendees or only host.

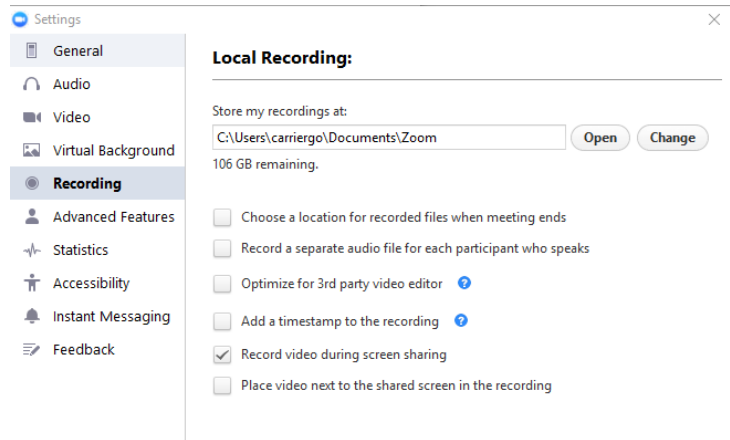


## Record

To record the meeting simply click on the record button. It will start recording at that time and will save the recording as an MP4 when the meeting ends.



You can choose to the save location before you record by accessing the recording section in the settings menu. There are also additional options, including optimizing the recording for third party video editors



## Breakout Rooms

You can create Breakout Rooms to split attendees into groups. This is useful for a classroom like setting. You can join each group individually, and when done, close all the rooms to return to the main meeting.

