



ZOOM DIRECTIONS FOR TEACHERS AND PRESENTERS



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INSTALLING ZOOM

You can install Zoom by visiting <https://ufl.zoom.us/download#client> and downloading the **Zoom Client for Meetings**. Zoom also has mobile apps for iOS and Android that you can download for your devices.

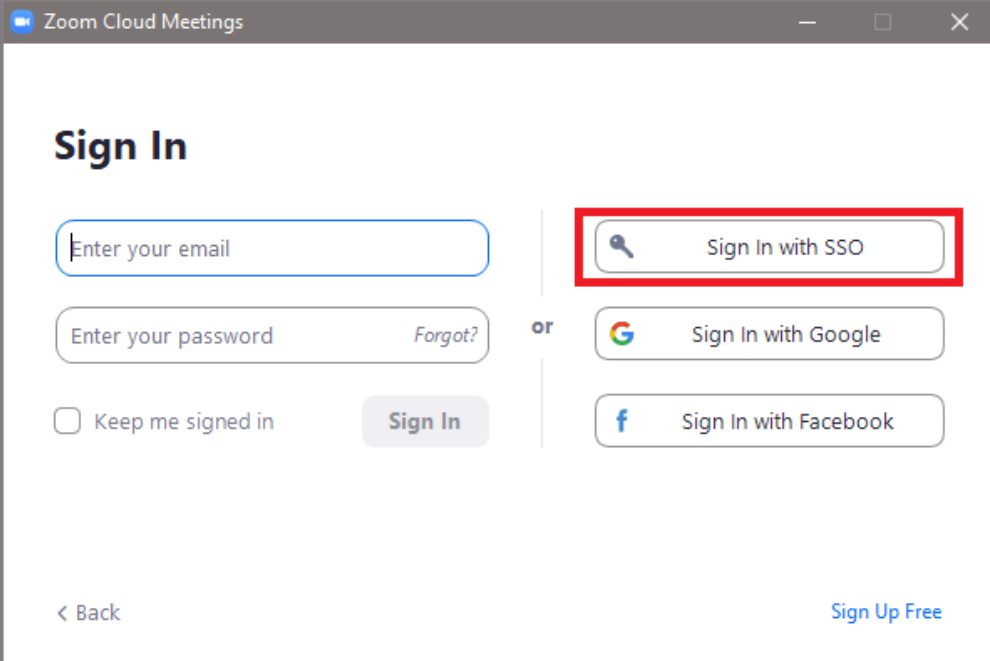
Zoom Client for Meetings

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

[Download](#) Version 5.4.7 (59784.1220)

LOG INTO ZOOM

When you open Zoom's app, click **Sign In with SSO** and enter **ufl** in the field. Then you will be able to login with your UFL credentials.



The screenshot shows the Zoom Cloud Meetings sign-in interface. It features a 'Sign In' heading, an email input field, a password input field with a 'Forgot?' link, a 'Keep me signed in' checkbox, and a 'Sign In' button. To the right, there are three social sign-in options: 'Sign In with SSO' (highlighted with a red box), 'Sign In with Google', and 'Sign In with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

Sign In with SSO

Company Domain

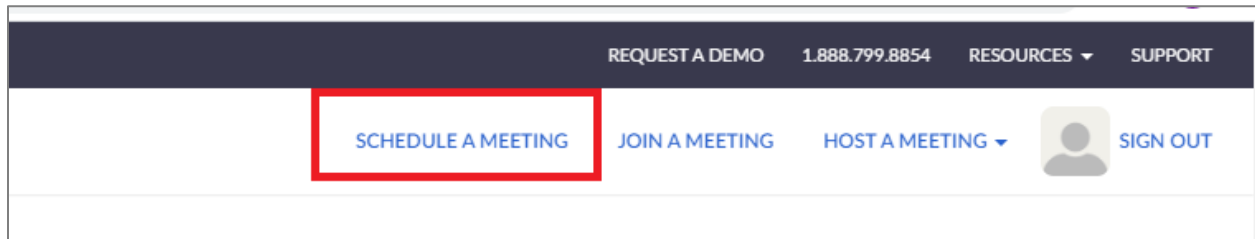
[I do not know the company domain](#)

SCHEDULE A MEETING

You can schedule a meeting through Zoom's website or Zoom's app. However, we advise that you schedule meetings through Zoom's website as there are more options displayed than in Zoom's app.

You will first need to log into Zoom by visiting <https://ufl.zoom.us/>, selecting **UFL SIGN IN**, and signing in with your UFL credentials.

At the top-right, you should see **SCHEDULE A MEETING**. Clicking this option will bring you to a page to select the options for your meeting.




MEETING OPTIONS

For **Topic**, we would advise to use this naming scheme, **Course Code – Your Name**. For **Date**, you would enter the start time and the duration. We would advise rounding to the nearest preceding half hour for setup and testing.

Schedule a Meeting

Topic


Description (Optional)

When 

Duration hr min

Time Zone

For **recurring meetings**, you would check the box and set the recurrence to the appropriate option, select the days of the week this meeting will occur (For classes, a **Weekly** recurrence would probably be appropriate.), and then set when these recurring meetings will end. **REMINDER: Be mindful of when classes end to be sure to allow for review sessions if needed.**

When 

Duration hr min


Time Zone

Recurring meeting **Every week on Mon, Wed, Fri, until May 21, 2021, 50 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By  After occurrences

Below are some other meeting options and their descriptions. **REMINDER: As of Sept. 27, 2020, it is required that Zoom meetings have a Meeting Passcode or Waiting Room.**

- **Passcode** – Before the users can join the meeting, they will need to enter the passcode
 - This password can be emailed to your attendees with a reminder of the importance of not sharing the password with others
- **Enable waiting room** – Allows the host to control when attendees can join the meeting
 - With this option, the host can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. (this option is useful for interviews using the same Zoom link)
- **Require authentication to join** – Makes users log into Zoom.
 - We usually leave this option unchecked by default.
- **Allow participants to join anytime** – Allows attendees to join before the host starts the meeting
 - We usually leave this checked by default.
- **Mute participants upon entry** – Mutes attendees when they join (they can unmute themselves)
 - We have learned by experience to do this for seminars. It may or may not be helpful for classes.
- **Automatically record meeting** – Starts recording the meeting as soon as someone joins.
 - We recommend this option for classes, so that students who miss the class will have a recording that they can watch.
 - **PLEASE MAKE SURE IT IS SET TO RECORD: IN THE CLOUD**
 - If it is not set to record in the cloud, it will record it to the computer being used only.
- **Course Number** – Number for your course
- **Alternative Hosts** – This allows other people to assist with managing the meeting. You can add multiple hosts by separating their emails with a semicolon (;).
 - Dennis Brown's email: dennisb@ufl.edu
 - Alan Yang's email: alany411@ufl.edu

We recommend the options in the image on the next page.

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off

Participant on off


Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry 

Automatically record meeting On the local computer In the cloud

Approve or block entry to users from specific regions/countries

Course Number

Import into Mediasite

Alternative Hosts

SENDING MEETING INVITES

After saving the settings for your meeting, you will be redirected to a page that lists information about your meeting. There is a section called **Invite Attendees** that will provide the Zoom link for your users. You can either just copy the **Join URL** portion or click **Copy the invitation** to include other ways to connect like by phone or Skype for Business. Then you would paste the copied text to the body of an email and send to your attendees. **REMINDER: If you set a Meeting Passcode, include that passcode in your email even though it is already in the Invitation Link.**

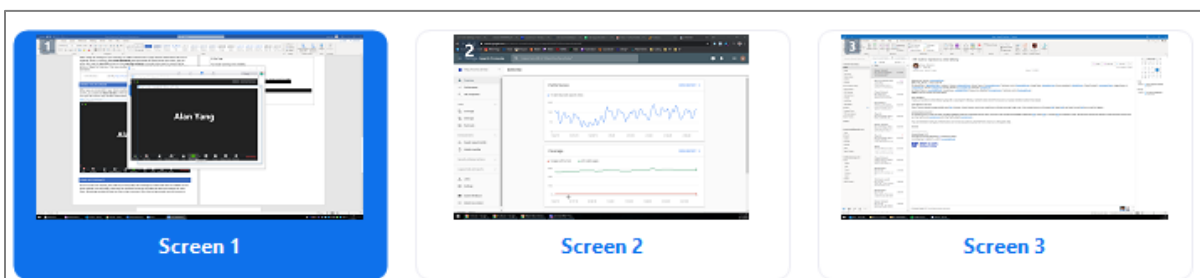
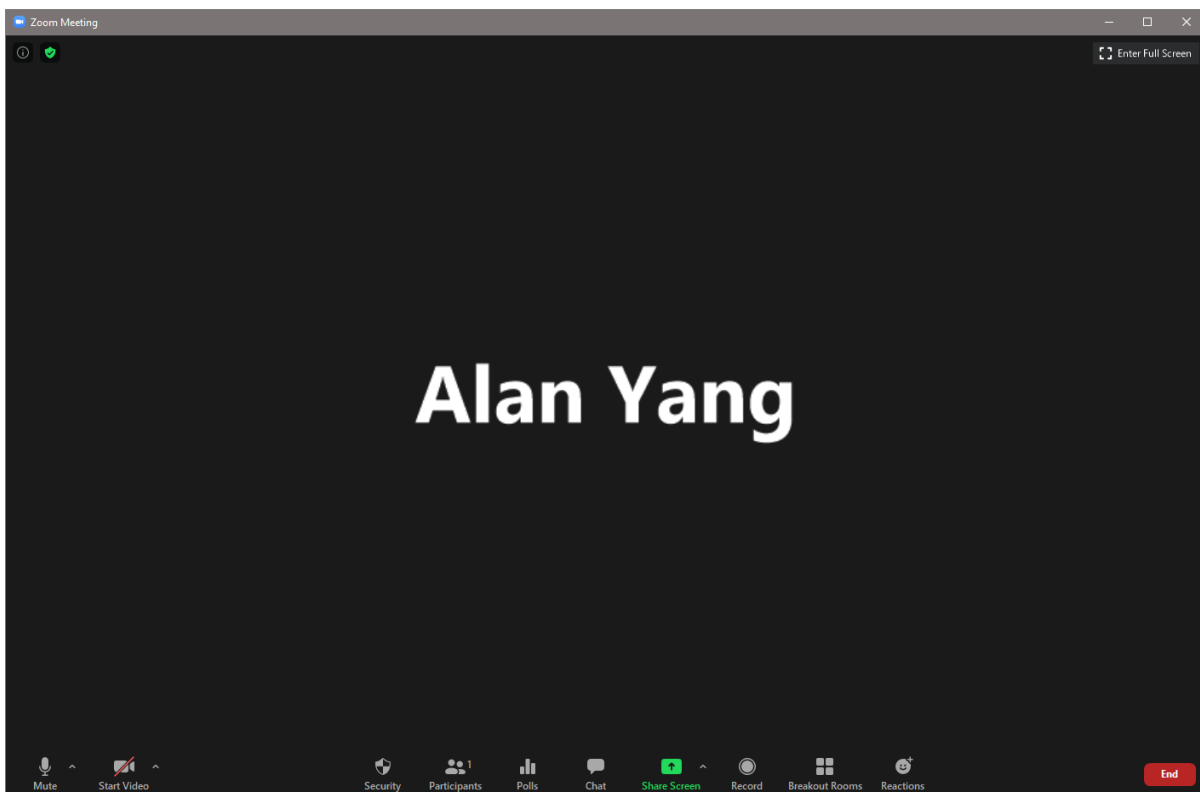
Invite Link

<https://ufi.zoom.us/j/98049708469?pwd=eXltaXlyV09pSkxIMXJZnmVzTIUrZz09>

 Copy Invitation

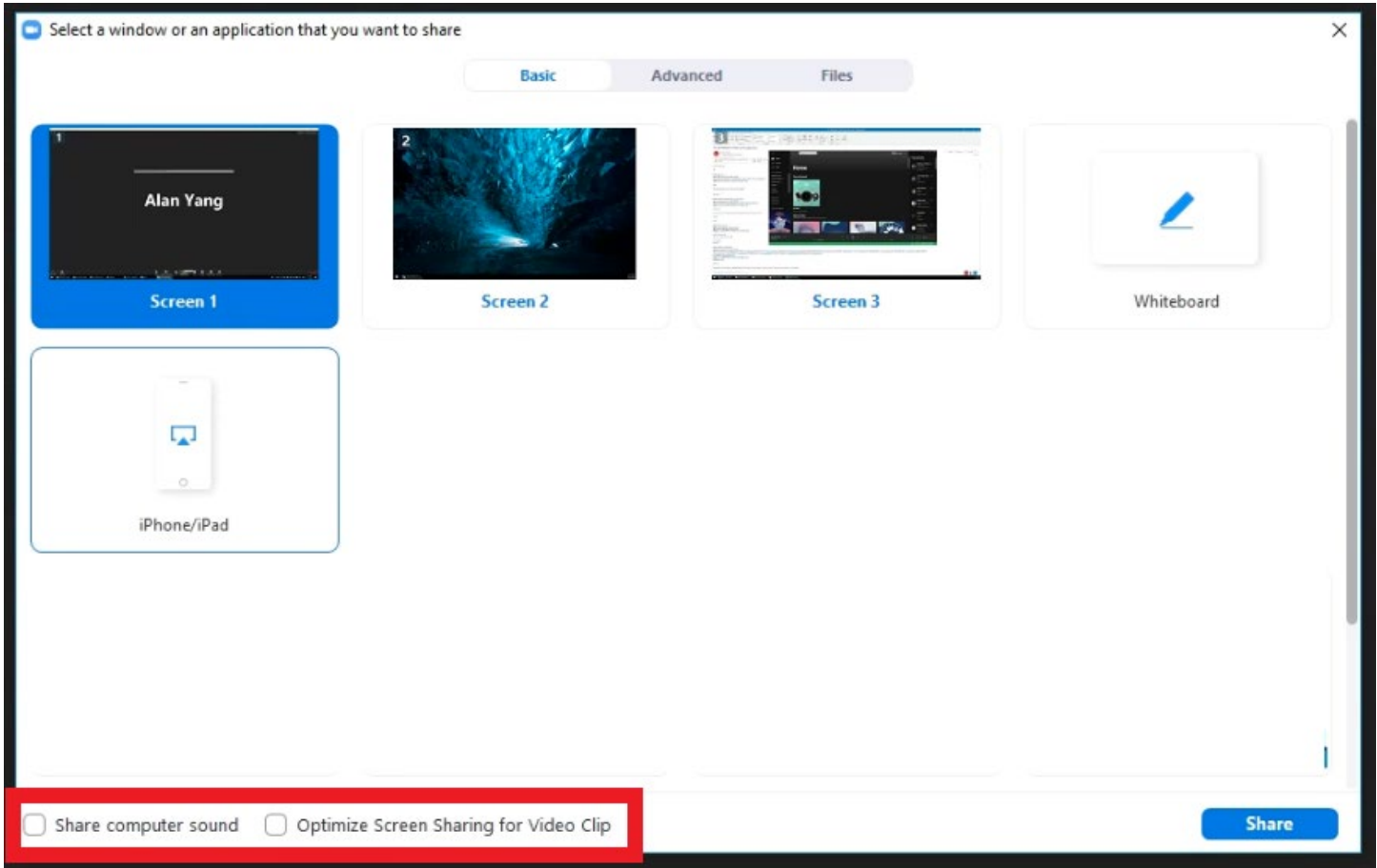
SHARE YOUR SCREEN FOR PRESENTATIONS

When you are connected to your Zoom meeting, you will see a window like the image below. To share your screen, you would click **Share Screen** on the bottom taskbar and then select the screen you want to share. We recommend sharing a screen instead of an individual program because when sharing an individual program, complications can occur. **REMINDER: Make sure you do not have any sensitive information opened on your screen before sharing.**

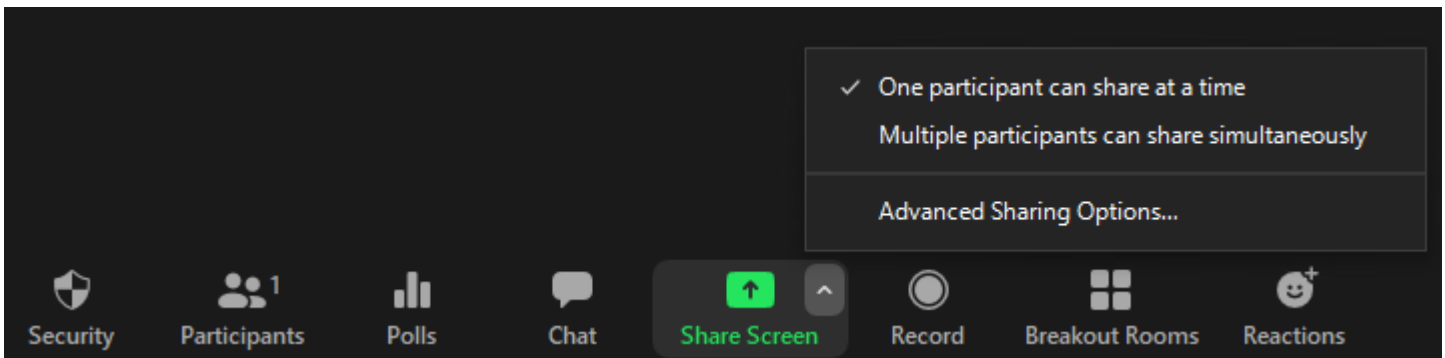


SHARE SCREEN FOR VIDEO WITH AUDIO

If you are sharing your screen to show a video that has audio, you will need to check **Share computer sound** and **Optimize Screen Sharing for Video Clip** when sharing your screen. This will allow your attendees to hear the sound from your computer. **REMINDER: Make sure you do not have any sensitive information opened on your screen before sharing.**

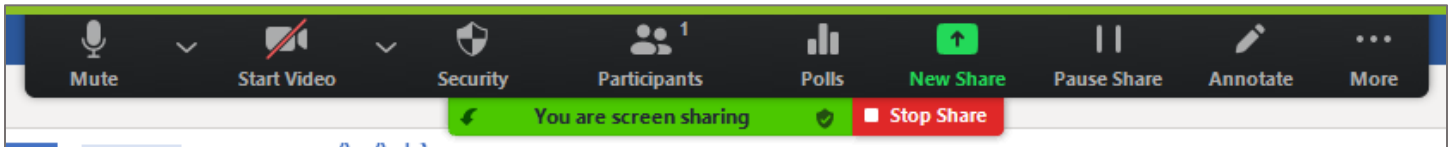


ALLOW MULTIPLE ATTENDEES TO SHARE THEIR SCREEN



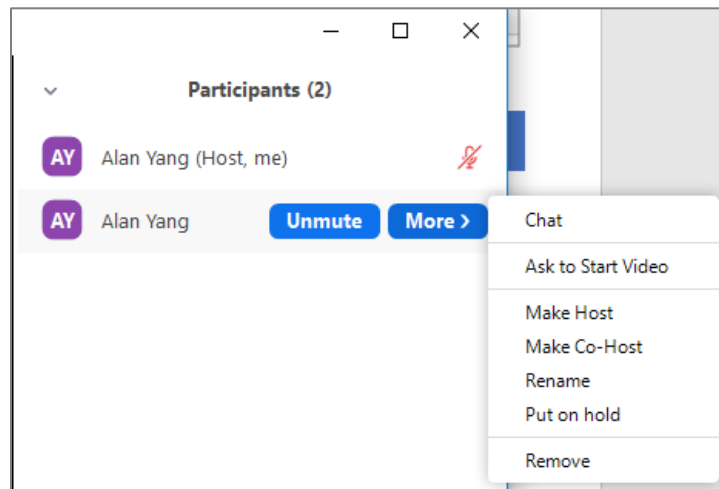
ATTENDEES SHARING THEIR SCREEN

If you have **One participant can share at a time** enabled then to allow attendees to share their screen, the person currently sharing their screen would need to stop before someone else can share. They can do this by clicking **Stop Share** on the floating taskbar. This will then allow another attendee to click the **Share Screen** button on their Zoom client to share their screen.



MANAGE ATTENDEES (PARTICIPANTS)

You can manage your attendees by clicking **Manage Participants** in the Zoom taskbar. A sidebar with your attendees should appear and you can mute/unmute or click **More** for more options. We would not recommend making anyone a **Host** as they would be in full control over the meeting.



SEND RECORDINGS

If you record your meeting, they will be processed after the meeting has ended and then be available on the Zoom website. You will need to then post or email the link to the recording to those who request or need them. Recordings usually will take less than a day to process. After they are processed, you will receive an email like the one below. The link that you would share would be the second link labeled **Share recording with viewers**.

Hi Alan Yang,

Your cloud recording is now available.

Topic: Meeting

Date: Mar 10, 2020 07:17 AM Eastern Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):

[https://ufl.zoom.us/recording/detail?meeting_id=\[REDACTED\]](https://ufl.zoom.us/recording/detail?meeting_id=[REDACTED])

Share recording with viewers:

[https://ufl.zoom.us/rec/share/\[REDACTED\]](https://ufl.zoom.us/rec/share/[REDACTED])

Thank you for choosing Zoom.

-The Zoom Team

VIEW ALL RECORDINGS

To view all your recordings, you will have to visit <https://ufl.zoom.us/>, login, and then go to **Recordings** on the left sidebar. After you select **Recordings**, you will see a page with all your **Cloud Recordings**.

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports