

# ZOOM

Quick Tips for scheduling a meeting through the web interface, plus a key to the control panel.

Audio-Visual Support

Mon - Thur 8am-8pm, Fri 8am - 4pm

Email: [help@journalism.cuny.edu](mailto:help@journalism.cuny.edu)

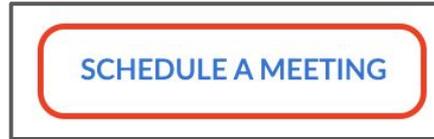
1-646-758-7897 (AV Hotline)

# Getting Started with Zoom

- To get started with Zoom, visit <https://zoom.us/signin>
- Click “Sign in with Google” to select your J-School Gmail account, or type your J-School Gmail address and password.
- Upon sign in you will be taken to your Profile page.

## Schedule a Meeting

- To schedule a meeting, from your [Zoom profile page](#), select **Schedule A Meeting** at the top right corner of your screen.



- Choose a name and time for your meeting, and whether or not it should be reoccurring.

## Recommendations

- We advise that you *DO NOT* check the box **Require meeting password**, or **Enable waiting room**.

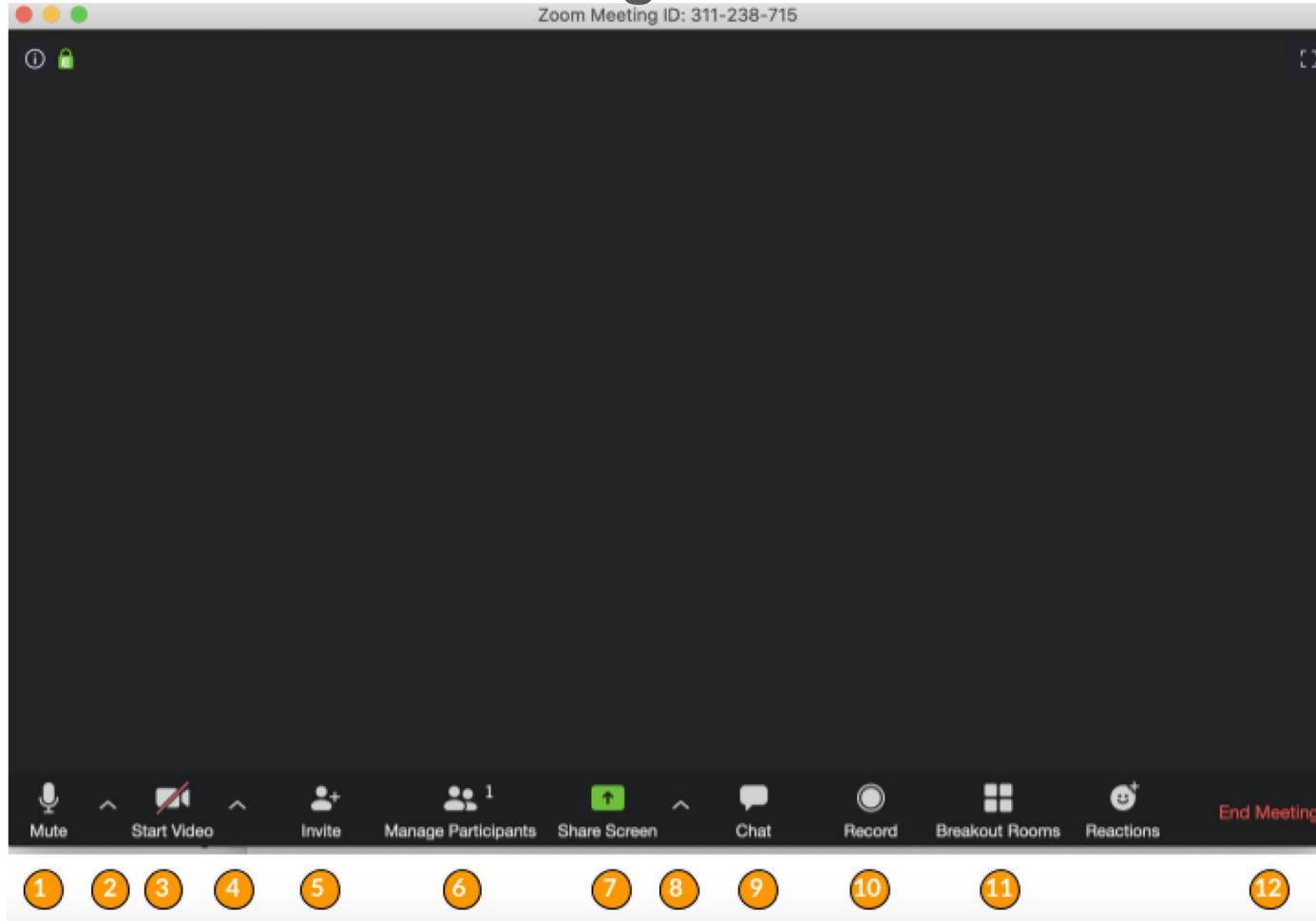
Require meeting password       Enable waiting room

- We advise that you *DO* check the box **Enable join before host**.

Enable join before host

- While most of the options on this page can be selected based on individual preference, please be sure follow these recommendations to avoid meeting complications.

# Zoom Meeting Host Controls



1. Click to mute/unmute your microphone.
2. Click the “chevron” (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the “chevron” (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting.
6. Click to show a list of participants in the meeting. From this panel, you can mute/unmute all participants, designate host controls and more.
7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting.

8. Click the up arrow, or “chevron”, to reveal sharing options like allowing multiple screens to be shared simultaneously.
9. Click to open the Chat panel where you can start or respond to a chat.
10. Click to record your meeting. Only available to meeting hosts or persons designated to record.
11. Allows for the organization of breakout rooms for discussions.
12. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room, and ending the meeting will disconnect all participants from the meeting room.

For a comprehensive list and description of controls consult the official Zoom host control guide:

[Host and Co-Host Controls in a Meeting – Zoom Help Center](#)

For quick video tutorials on Zoom features and user controls, from joining a meeting to video sharing:

[Zoom Video Tutorials](#)

If you would like to download the Zoom Client for Meeting please visit:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)