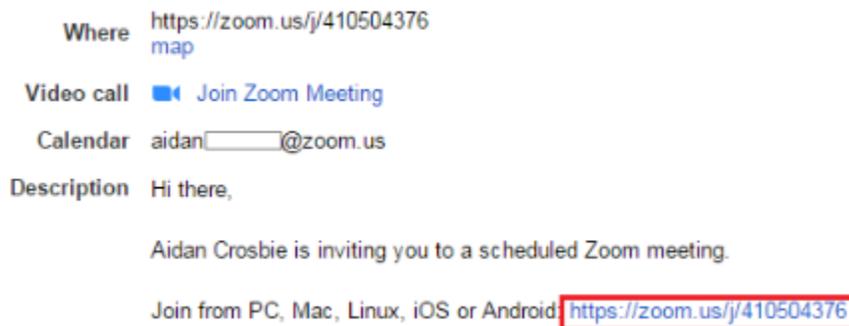# How to Use Zoom

Zoom is a web conferencing solution that provides screen sharing, meetings, live chat, and a lot more.

Access Zoom

Joining a meeting in Zoom is very simple.

By Link

Most often, you will join a meeting by clicking on a link in an email shared with you by the meeting host, no account required. (See the URL in the red box below.)

Where	https://zoom.us/j/410504376 map
Video call	▶️ Join Zoom Meeting
Calendar	aidan⬚@zoom.us
Description	Hi there,

Aidan Crosbie is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/410504376

By Browser

You can also join a meeting from the browser, by entering the Meeting ID number at https://langara.zoom.us/join.

You can find the **Meeting ID**, the 7-digit number at the end of the URL, in the email invitation sent to you by the meeting host. (See the highlighted text below.)

Join from PC, Mac, Linux, iOS or Android https://zoom.us/j/410504376

Launch the Program

After following one of the steps above to join the meeting, Zoom will attempt to start the meeting.

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, download & run Zoom.

If you have already installed Zoom on your computer, you will see a dialog box; click the "Open Zoom Meetings" button.

If the dialog box does not appear, you do not have Zoom installed on your computer. Click "download & run Zoom."

Download Zoom

After you click "download & run Zoom," a "Save As" window will appear. Click Save to download Zoom to your computer.

Once the download is complete, click on the downloaded installation file in your browser to run it.

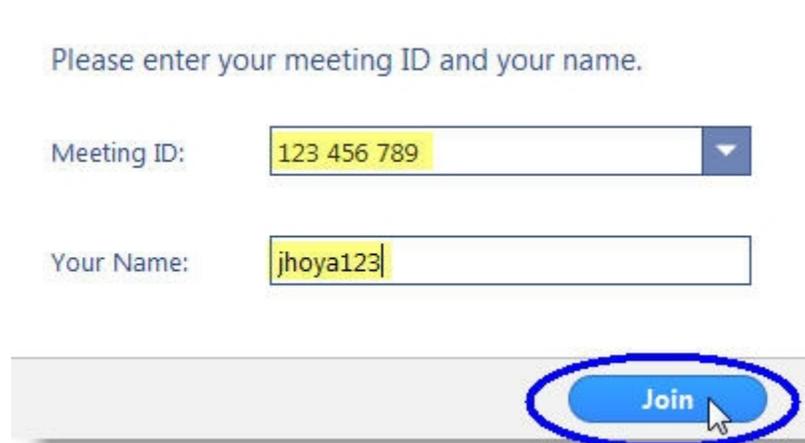At the end of the installation, Zoom will launch and invite you to join a meeting.

Join a Meeting

Once Zoom is installed, you will see a window inviting you to sign in or join a meeting.
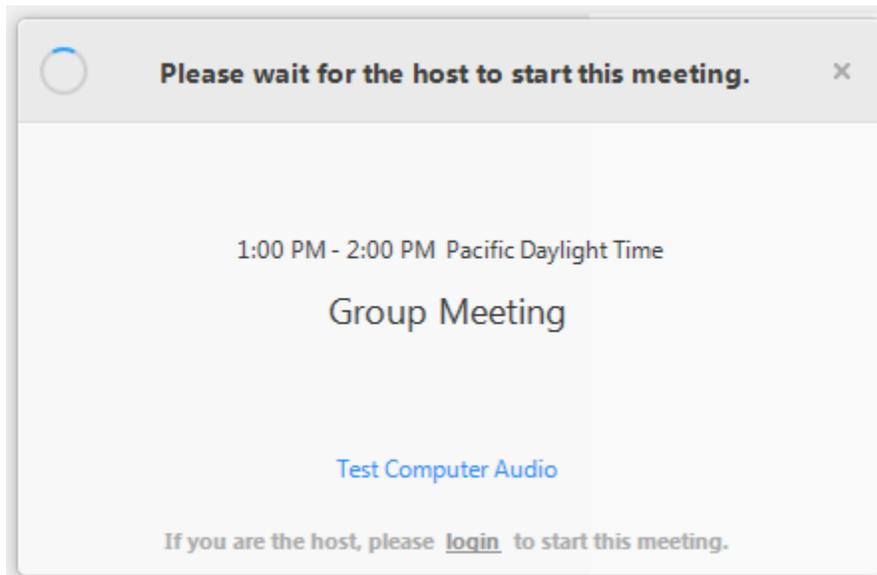
Click "Join a Meeting." Zoom will open.

In the next window, enter your name (this is how your name will appear to other people in the meeting) and the Meeting ID, if applicable.

Click "Join."

If you have arrived to the meeting early, you may see the following window, asking you to wait until the host arrives.

When the host arrives, the meeting will start automatically. In the meantime, you may wish to test your computer audio.

Basic Meeting Etiquette

Here are a few guidelines for having a pleasant and successful video meeting.

Display Names and Avatar Pictures

It's important that people in a meeting know who is speaking. Always use your "real" name or Langara username (the first part of your Langara email address, before the @, e.g. jsmith) as your display name, or at least a name your instructor knows is you (discuss this with them beforehand if the name you're using isn't the one on your Langara account). Nicknames (e.g. gaming handles) and display names containing inappropriate language may get you removed from the meeting.

Most class meetings do not require you to log in to Zoom before joining. Instead, you will be asked to enter a display name after clicking on the meeting link, before you're allowed into the meeting. If you do log in to Zoom using your Langara Zoom account, your default display name will be your username.

Use the same consideration when choosing your profile picture. This does not necessarily need to be a picture of you, but offensive or inappropriate images are not acceptable. **Click here to learn how to change your profile picture**.

Inappropriate Language and Behaviour

Be polite and considerate to your instructor and classmates. Harassment, or use of inappropriate or offensive language, may result in you being removed from the meeting, or the involvement of Student Conduct and Judicial Affairs.

You also shouldn't take screenshots, pictures of the meeting screen, or otherwise record the meeting, your classmates, or your instructor without express permission.

Environment and Noise Level

Try to be as mindful as you can of your environment when in a meeting. This means trying to join meetings from quiet places where you aren't likely to be interrupted (e.g. by barking dogs, roommates or family members). If you can, use headphones, and if possible, an external microphone rather than the built-in speakers and microphone on your computer (a set of earbuds with a built-in mic is fine, but if you must choose between a microphone or headphones, choose the headphones). This cuts down on other people in the meeting hearing echoes and interference from your speakers, and results in a more pleasant meeting experience for everyone. If you're using your webcam, try to make sure you're facing a light source, like a window or a lamp, so that people in the meeting can see your face.

Host a Meeting

We recommend using the desktop application (Windows or Mac only) when hosting meetings. You can find the desktop client at https://langara.zoom.us/download. Log in to the client by clicking on "SSO" and enter your Office 365 credentials.

To create meetings, either use the desktop client, or log in to Zoom at https://langara.zoom.us. Once you are signed in, you will have access to your account settings and be able to create meetings. You can also use the desktop client to create meetings, but some settings are only available in the browser.

All Langara staff and students have a Basic Zoom account. Meetings created by Basic accounts are limited to 40 minutes. See https://langara.zoom.us for more information on creating and hosting meetings.

Security Settings

Here are some ways you can ensure the security of your Zoom meetings.

Enable Waiting Rooms

The Waiting Room setting (available from the Settings page of any meeting) places everyone attempting to join the meeting into a virtual waiting room. Once they're there, anyone with the Host or Co-Host role can admit them. This allows you to verify that everyone attempting to join is someone you recognize, e.g. a member of a class, a study group, etc. You can also use the Chat tool to message people in the waiting room, for example to ask them to change their display name to one you will recognize.

Set Password

Passwords are enabled by default on all new meetings, and embedded in the URL the meeting generates for you to share with your participants. Leaving this enabled is recommended.

Lock Your Meeting in Progress

Once a meeting is in progress and all the invited guests have joined, you can manually Lock the meeting to prevent anyone else from joining. This is like closing a door once class has begun.

Zoom "Authenticated Users Only"

When setting up your Zoom meeting, you can choose to allow only authenticated users to join. This requires anyone joining via your meeting link to log in to a Zoom account. When you're setting up a new meeting, this setting can be found under Advanced Options in the Zoom mobile or desktop app, and under Meeting Options if you're setting up a meeting via https://langara.zoom.us in your browser.

☐ Allow participants to join anytime

☑ Mute participants upon entry 🔽

☑ Require authentication to join

    Sign in to Zoom ⌄

    Sign in to Zoom

    Langara Users Only

☐ Enable additional data center regions for this meeting

When using this option, please make sure to choose "Langara Users Only." This limits participants to only people with Zoom accounts connected with **langara.ca** or **mylangara.ca** email addresses, rather than allowing any personal Zoom account to join.

Zoom Audio & Video

When you join a Zoom meeting for the first time, you will be asked how you want to join the meeting audio.

To join using computer audio, click "Join Audio Conference by Computer." This option will use your default microphone and speakers.

If you are having trouble with your microphone or speakers, or aren't sure whether they are set up, click "Test Computer Mic & Speakers."
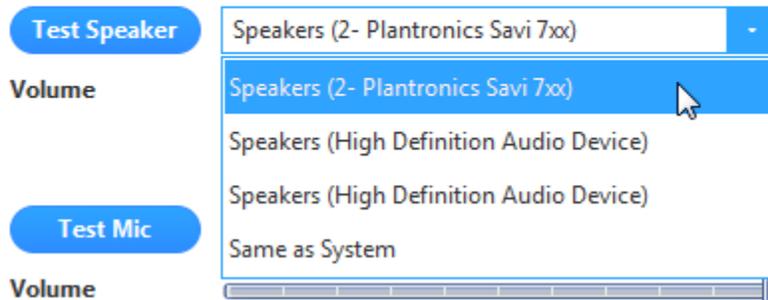
In the Test Computer Audio window, use the Test Speaker and Test Mic buttons to test your audio setup.

Test Speaker

Click the Test Speaker button. If your speakers are working correctly, you should hear a series of musical notes.

If you don't hear anything, try switching speakers in the dropdown menu.
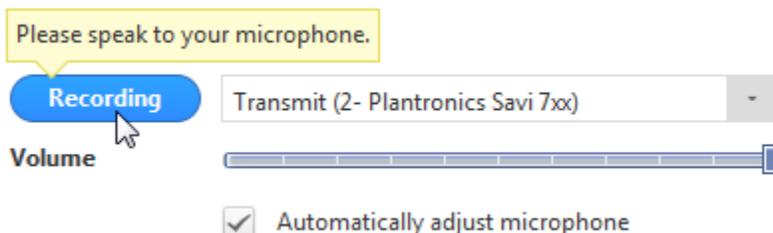
Test Computer Audio

Test Speaker	Speakers (2- Plantronics Savi 7xx) ▾
Volume	Speakers (2- Plantronics Savi 7xx)
	Speakers (High Definition Audio Device)
	Speakers (High Definition Audio Device)
Test Mic	Same as System
Volume	

Note: For the best sound quality, headphones are strongly recommended.
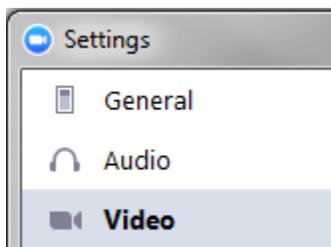
Test Microphone

Click the Test Mic button and speak into your microphone. The button will change to show "Recording." Click the button again to stop recording and play back your voice. The button will change again to show "Playing."

Please speak to your microphone.

Recording	Transmit (2- Plantronics Savi 7xx) ▾
Volume	

☑ Automatically adjust microphone

If you don't hear anything when playing back, try switching microphones in the dropdown menu.

Test Video

You may also use a webcam in Zoom meetings, so that other people in the meeting can see you. In the Settings window, click Video to view a preview of your live image.

**◉ Settings**

📄 General

🎧 Audio

📹 **Video**

If you don't see anything, try switching cameras in the dropdown menu.

When you are finished testing, click the X in the top right corner of the Settings window to close it.

Muting Audio & Video

You can mute your microphone or webcam at any time during a meeting. Just click on the appropriate buttons in the bottom left corner of the Zoom meeting window.

Note: If Screen Sharing is being used, you can access these same controls by hovering over the Screen Share tab at the top centre of the screen.
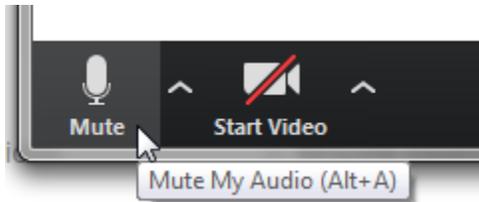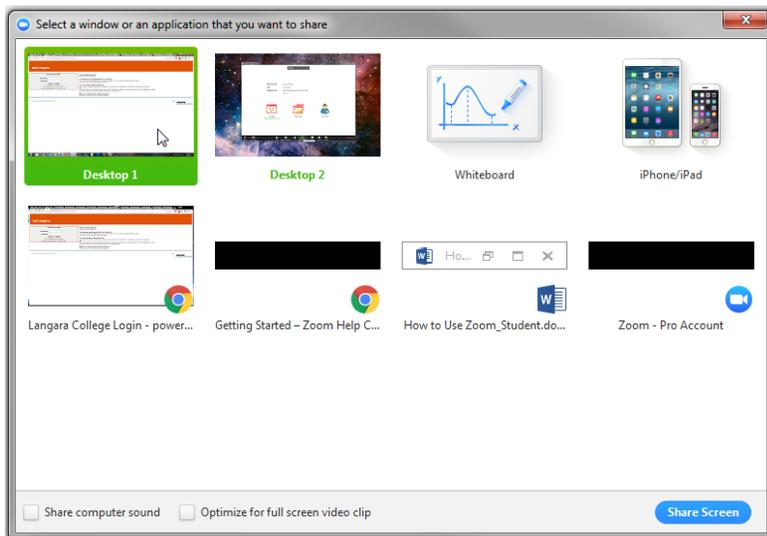

Screen Sharing

In Zoom, both the host and attendees (when granted permission by the host) can share their screen with the meeting. Just click the Share Screen button.

Select which window you want to share, or click "Desktop" to share everything on your screen.


You can also select "Whiteboard" to create a whiteboard space where you and others in the meeting can interact.

When you've made your selection, click the "Share Screen" button.

Note: If you are sharing audio or video content from your computer, make sure to tick the "share computer sound" and "Optimize for full screen video clip" boxes at the bottom of this window.
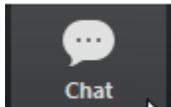
During Screen Share, the controls will move to the top of the screen. When you're finished sharing, click the "Stop Share" button.
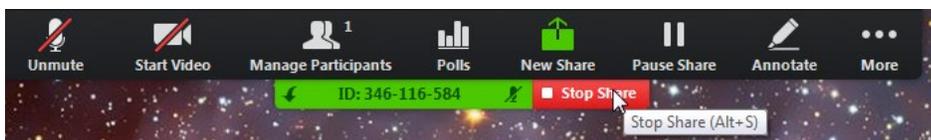
Chat

In Zoom, you can chat with everyone in the meeting, or privately with specific user(s).

Click on Chat.

Under the "To" dropdown, choose the recipients for your chat and type your message. Press Enter to send.

Record a Meeting

If you are the host, you can record a meeting. Just click the Record button. You will see an indicator that the recording has begun, and stop/start or pause the meeting at any time. Note that everything on the screen will be recorded.

Once the meeting ends, the recording will take several minutes to render. All Zoom recordings are stored locally, on your own computer. You can then upload them to MediaSpace and share them in your Brightspace course, or elsewhere. This can be particularly helpful when recording group presentations. Click here for more information on recording meetings.

Mobile and Browser Options

Though a wired Internet connection is recommended for the best audio and video quality, mobile (both iOS and Android) and browser versions of Zoom are available.

Not all versions offer the full set of features.

Click here for the full list of Zoom applications: https://langara.zoom.us/download