# zoom CHEAT SHEET

## INSTALL AND DOWNLOAD

### GET STARTED
Before you can use Zoom, you must install the Zoom software for your device. Start by going to **stanford.zoom.us** and click **Download** in the footer. Download the Zoom Client for Meetings.

## LOG IN AND SET UP

### WEB PORTAL (STANFORD.ZOOM.US)
Go to **stanford.zoom.us** and log in with your SUNet ID and password.

### ZOOM CLIENT
1. Once the Zoom Client for Meetings is installed, click the **Sign In** button.

2. Click **Sign In with SSO**.
3. Enter **stanford** when prompted to for your company domain.
4. Enter your SUNet ID and password on the Stanford WebLogin screen.

## SCHEDULE A MEETING

### WEB PORTAL (STANFORD.ZOOM.US)
1. Go to **stanford.zoom.us**.
2. Log in with your SUNet ID and password.
3. Click **Meetings** on the left menu, then **Schedule a Meeting** in the top navigation bar.
4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

### PERSONAL MEETING ID (PMI)
This ID is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use. To change your PMI, go to your **Profile** on the web portal and click **Edit**.

### SCHEDULE PRIVILEGE
You can assign a user in your account to schedule meetings on your behalf.
1. Go the **Meeting Settings** section of the web portal.
2. In the **Schedule Privilege** section, click **Add** to add a user.
3. Have the user open the Zoom client.
4. Have the user log out and log in again (one time only).
5. Have the user click **Schedule** and select your name in the **Schedule for**: drop-down menu.

### ZOOM CLIENT
Launch the Zoom application and click **Schedule**.

### OUTLOOK PLUGIN
1. Download the Zoom Microsoft Outlook Plugin MSI file from the Zoom Download Center.
2. Select the **Schedule a Meeting** button in the ribbon of the Outlook application.
3. Input your meeting details and **Send**.
4. A calendar invitation will appear with the Zoom information generated automatically.

### ALTERNATIVE HOST
1. Schedule a meeting through the Zoom web portal.
2. Select **Advanced Options** and input the user email(s) separated by a semicolon in the **Alternative Hosts** section.
3. The alternative host can now host your Zoom meeting by using the join URL after logging in, or the alternative host can log in to the Zoom application and join the meeting via the Meeting ID.

*Note: The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to **Participants** and selecting **Reclaim Host.***

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# MEETING CONTROLS

## AUDIO

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

## VIDEO

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

## INVITE AND MANAGE PARTICIPANTS

During a meeting, click **Invite** to send the meeting information to more participants by email, Zoom chat, phone, or room system.

If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.

## SHARE SCREEN

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

## CHAT

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

## RECORD MEETING

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from the web portal (stanford.zoom.us) under **Recordings**.

# JOIN FROM A ROOM SYSTEM

1. From a video conferencing system panel, dial the video address in the format **meet@zoomcrc.com**.
   *Note: This video address may already be saved as a Favorite under Contacts.*
2. Enter # followed by the **Meeting ID**, then **#** again on the welcome screen when prompted. If you are the host, enter your host key if prompted.

*Important Note: Stanford Zoom requires that all devices participating in a Zoom video conference have encryption turned on. That's automatic for desktops, laptops, and mobile devices, but not always true for room systems. If Zoom participants use a non-UIT supported room system, it is best to test the connection before the meeting. If you have trouble connecting to a room system, contact your local IT support for help setting up encryption on the system, or use Stanford's WebEx service when connecting to that room.*

# ADDITIONAL RESOURCES AND SUPPORT

Free support for Zoom is available 24x7: Dial-in **+1.888.799.9666, ext 2**; or **+1.650.397.6096, ext 2**. For additional support, go to **support.zoom.us** and click **Submit a Request** at the top of page. Visit **uit.stanford.edu/service/zoom/zoom-transition** for tips on how to transition from BlueJeans to Zoom.

## FOR MORE ABOUT ZOOM FEATURES, HOW-TOS, TRAINING AND SUPPORT, VISIT ZOOM.STANFORD.EDU.

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