Start Class:

Before you start a meeting, you must install your Zoom client or plug-in of choice.

**Zoom Desktop Program**
1. Open the program.
2. Click “New Meeting” icon
3. Choose to either Start without video or Start with video
4. The meeting starts immediately, providing the ability to copy the URL for sharing.

**Outlook**
1. Open the Outlook calendar.
2. Choose Start Instant Meeting.
3. The meeting starts immediately, providing the ability to quickly add participants.
4. Choose Click to invite participants.
5. Choose Default Email.
6. An Outlook message opens with the meeting invitation in the body.

**Firefox**
1. Open Firefox
2. Choose Zoom from the top-right corner.
3. You will be prompted to choose Schedule a Meeting or Start a Meeting.
4. The Zoom Meetings application will start.

**Chrome**
1. Open Chrome browser and choose Apps.
2. Choose Zoom.
3. You will be prompted to Join a meeting or Start a meeting.
4. Choose audio and/or video options.

**iOS**
1. Open the app and login with your credentials.
2. Choose Start or Schedule a Meeting.
3. Choose Start a Meeting.
4. Zoom instantly opens up a virtual meeting room and presents the Meeting ID.

Pro-tip: No need to "schedule" your Zoom classes if you use your personal Meeting ID. Simply let your students know what your Personal Meeting ID number is and when you click "Start a Meeting" at the beginning of class, your students will choose to “Join a Meeting” at the same time using your Personal Meeting ID to join your class. They will use the same Meeting ID every time to join your class. No need to contact them each time with a link and meeting ID information. They will know when class is scheduled via PILS course events.
Starting Class, What You See:

Main content area
Displays the video feed (or chosen icon) of whoever is currently speaking, unless Share Screen is enabled (see below). Other user feeds will be displayed at the top of the page.

Bottom tool bar
- **Mute**: Control your own audio output.
- **Start Video**: Control your video output.
- **Invite**: Use this advanced option if you want to invite users other than your site participants to participate in the meeting.
- **Manage Participants**: Opens a pop-up window listing all participants. From this window you can:
  - mute participants
  - disable video
  - prevent other participants from sharing their screens
  - lock the meeting so no new participants can enter
- **Share Screen**: Share your full desktop or specific windows. Starting Screen Share minimizes the main meeting window and highlights the window you are sharing (if you’re sharing a window and not the desktop). You can stop sharing at any time by clicking Stop Share.
- **Chat**: Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.
- **Record**: Clicking Record starts recording for the session. Recordings are stored locally on your computer in the folder set in Settings -> Recording. Participants will not be able to record sessions without the host’s permission. If a participant does record the session, the recording will be stored locally on the participant’s computer.

Join Class – For all students, leaders, i.e., non-hosts
Before you join a class, you must install your Zoom client or plug-in of choice.
- Please note: Zoom is overloaded nationwide: status.zoom.us
- If you get a busy signal when dialing into a meeting, try to connect Computer Audio instead.
- If you have unlimited data or are connected to Wi-Fi, choose Use Audio on Internet when using mobile devices.

Zoom on a Desktop
1. Navigate to Zoom.us and click the Join a Meeting link at the top of the page, then enter the meeting id.
   **Note**: Zoom meetings can be attended via phone and computer. Meeting participants will receive an event invitation via email.
   **Alternate**: Participants can join meetings by navigating directly to the URL of the meeting. A Zoom link would look similar to this https://uchealth.zoom.us/j/#########. ####### is the meeting ID.
2. Make a choice when prompted for your audio option: computer or phone.

**iPhone or iPad**
1. Open the app and login with your credentials.
2. Choose **Join a Meeting**.
3. Enter the “Meeting ID.”

**Microsoft Outlook plug-in**
1. Open the Outlook calendar.
2. Open the appointment.
3. Choose the URL to the Zoom meeting.

**Chrome**
1. Open Chrome browser and choose Apps.
2. Choose **Zoom**.
3. You will be prompted to **Join a meeting** or **Start a meeting**.
4. Choose audio and/or video options.

**If you need to join by phone (versus using computer audio):**
1. Dial a local number. See a list of dial-in numbers.
   - **For US calls:** (408) 638-0968 -or- (646) 558-8656
2. You will be prompted to enter the meeting ID - the nine (9) or ten (10) digit ID provided to you by the host
3. You will be prompted to enter your unique participant ID - Press # to skip

### Share Content From Your Computer

**Zoom Desktop Program**
1. Choose Share Screen.
2. Choose to share any open application or one of the following:
   a. Desktop Screen 1
   b. Desktop Screen 2 (if a second monitor is connected)
   c. Whiteboard
   d. iPhone/ iPad
3. Enable or disable your computer’s sound.
4. Enable or disable full screen optimization.
5. Choose Share Screen.

**iPhone or iPad**
1. From the Apple application, choose **Share Content**.
2. Choose one of the following:
   a. Photos
   b. iCloud Drive
   c. Box
   d. Dropbox
   e. Google Drive
   f. Microsoft OneDrive for Business
   g. Microsoft OneDrive
   h. Website URL
   i. Bookmark
3. Enter applicable details for sharing the specific content.
Android

1. From the Android application, choose **Share Content**.
2. Choose one of the following:
   a. Photos
   b. iCloud Drive
   c. Box
   d. Dropbox
   e. Google Drive
   f. Microsoft OneDrive for Business
   g. Microsoft OneDrive
   h. Website URL
   i. Bookmark
   j. Enter applicable details for sharing the specific content.
3. Enter applicable details for sharing the specific content.
Annotate shared content

1. During the meeting, choose Share content.
   **Note:** Content shared from an Android device cannot be annotated.
2. From the menu, choose Annotate from the meeting menu.
   **Note:** Annotation features do not function with Android devices.
3. From the Annotate menu, choose one of the annotation features.

Record and Upload Class into PILS

Local recording is available for all accounts. By default, hosts are the only people who can record. Other participants can be granted the ability to record.

1. Once your class has started, press the **Record** button.
   **Note:** What is seen on the host’s screen is what will be recorded.
   **Note:** The recording can be started and stopped multiple times. Each time the user clicks **Stop**, Zoom will store a snippet.
2. End your class.
3. Zoom converts the recording and collates all snippets on your computer.
4. From the Zoom interface, select **Meetings** from the bottom of the home screen.
5. Zoom presents a list of recorded meetings, and their paths, stored on your local hard drive.
6. Login to PILS
   a. Navigate to your course site > My Tasks > Lecture Capture page
   b. Beside the search field, click Create button, and choose Upload Media from the drop-down menu
   c. Drag and drop the recording link with the extension .mp4 from the page in Step 5 above into the Upload window.
   d. If you need assistance, please contact your course admin.

(The rest of this document addresses Breakout Rooms. If you are not using breakout rooms, you can stop here. 😊)
Using Breakout Rooms

*IMPORTANT NOTE: If users plan to use their mobile devices to join a breakout room, they should download the Zoom app. Then, when ready to join the meeting, do not select “Sign up” or “Sign in” – instead, select “Join a Meeting” and simply enter the Meeting ID number into the field at the top of the mobile device screen and enter full name in the “Screen Name” field. Then, select “Join.”

*IMPORTANT NOTE: Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP devices can participate in breakout rooms. Users joined via the web client, Chromebooks/Chrome OS or Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users.

- Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time. The only user requiring a Pro account for using breakout rooms is the meeting host.
- Up to 50 breakout rooms can be created. Max 200 total participants across all breakout rooms. Breakout room participants have full audio, video and screen share capabilities.
- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.
- If you’re using the Pre-Aggregate Breakout Rooms feature in Zoom for small groups:
  - Meeting host: Zoom desktop client for Windows or Mac, version 4.5.0 or higher
  Or if you don’t have you can add via the website https://uchealth.zoom.us/signin

Useful guide on Zoom breakout rooms, via meded list-serv.
https://drive.google.com/file/d/1mYqDAU-p6lYWiMavX-4YwEpjnLQj7e8n/view?usp=sharing

Creating Breakout Rooms

1. Start class.
2. Click **Breakout Rooms**.
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.
4. Click **Create Breakout Rooms**.

Assign 1 participants into ROOMS:

- Automatically
- Manually

1 participants per room

![Create Rooms Button](image)

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

### Options for Breakout Rooms

1. After creating the breakout rooms, click **Options** to view additional Breakout Rooms options.

2. Check any options that you would like to use for your breakout rooms.
   - **Move all participants into breakout rooms automatically**: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
   - **Allow participants to return to the main session at any time**: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
   - **Breakout rooms close automatically after x minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.
   - **Notify me when the time is up**: If this option is checked, the host will be notified when the breakout room time is up.
   - **Countdown after closing breakout rooms**: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.
Assigning participants to rooms

To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.

Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a room to move the participant to.
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.
- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
Managing Breakout Rooms in progress

Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name.

- **Join**: Join the breakout room.
- **Leave**: Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms**: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Asking for help in a room

Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help.

The host will be prompted to join the room where the request originated from. Click Join Breakout Room to join the room.

Broadcasting a message to all Breakout Rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **Breakout Rooms** in the meeting controls.

2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.
3. The message will now appear for all participants in Breakout Rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

How students and group leaders participate

To see instructions for students and group leaders:

https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms

Click here for the full, complete Zoom guide in Blink:

https://blink.ucsd.edu/technology/file-sharing/zoom/guide/index.html

For Zoom support, email: zoom@ucsd.edu