

Zoom Web Conference Quick Guide

Zoom is a video collaboration and web conferencing tool that replaces WebEx, Collaborate, etc..

How do I access Zoom?

1. Go to <https://vccs.zoom.us>
2. Click **Settings**.
3. Log in using your myNOVA credentials.

In the coming weeks, you may see a Zoom icon in the myNOVA portal.

How to...

Join a meeting

[\(Video\)](#)

Click the “Join from PC...” link in the meeting invite.

You will be prompted to download the “zoomuslauncher.zip” file.

Click on the downloaded file.

If prompted to open the file, click Open.

Follow the prompts to join the audio conference by phone or computer.

To connect your video, after you join the meeting, click Start Video.

Schedule a meeting

[\(Video\)](#)

Go to <https://vccs.zoom.us> and click **Settings**. Log in.

From the left menu, click **Meetings > Schedule a New Meeting**.

Enter the **Topic, Date, Time, and Duration**.

By default, video is turned off for the host and participants. (Host and participants can manually enable video after they join the meeting.)

Optional Settings:

- Registration requires participants to enter their email, name, or custom questions.
- Require a meeting password.
- Enable join before host (participants can join before you arrive).
- Mute participants upon entry.
- Use personal meeting ID (use the Personal Meeting Room permanently reserved for you).
- Only sign-in users with specified domains can join meetings (i.e. require participants to log into the meeting with their myNOVA logon).
- Enable waiting room allows the host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room, and then allow the person waiting to join the meeting.
- Record the meeting automatically. The recording file can be saved to your computer or “in the cloud,” i.e. on Zoom servers.
- Set an Alternative Host who can start the meeting in your absence.

Click **Save**.

<p>Invite participants to your scheduled meeting (Tutorial)</p>	<p>After scheduling the meeting, you will be in the meeting details screen (you can return to this screen anytime by clicking Meetings > the meeting topic).</p> <p>Send an Outlook Calendar invitation:</p> <p>Click Outlook Calendar.</p> <p>The .ics file will download. Click the downloaded file.</p> <p>A pre-filled Outlook Calendar invite will open. Click Invite Attendees.</p> <p>Add your attendees and click Send.</p> <p>Copy and paste the meeting URL:</p> <p>Scroll to the Invite Attendees section.</p> <p>Copy the Join URL and paste it into an email, a flyer, or a Canvas course announcement.</p>
<p>Personal Meeting Room (Video)</p>	<p>You can host a meeting at any time without scheduling it in advance by using your Personal Meeting ID.</p> <p>Go to https://vccs.zoom.us and click Settings. Log in.</p> <p>Click Meetings > Personal Meeting Room.</p> <p>To adjust meeting settings, scroll to the bottom of the screen and click Edit this Meeting. Make edits and click Save.</p> <p>Follow the instructions above to send an Outlook Calendar invitation or copy and paste the meeting URL.</p>
<p>Host Controls (Video)</p>	<p>Mute mutes/unmutes yourself.</p> <p>Start Video/Stop Video to turns your webcam on/off.</p> <p>Click Invite to email an invitation to attendees.</p> <p>Manage Participants displays/hides the participants panel. From within the participants panel, you can mute/unmute individual participants or click More at the bottom of the panel to mute participants upon entry.</p> <p>Click Share to share a screen or individual app with participants. Click Advanced to share only a portion of a screen.</p> <p>Note: When sharing your screen, all Zoom controls minimize to a small, green button in the top center of the screen. Hover over it to expand the controls. Click the orange Stop Share button to stop sharing.</p> <p>Chat displays/hides the chat panel. Click More to allow attendees to chat with the host-only or everyone.</p> <p>Record the webconference to your local computer or to “the cloud” (i.e. a Zoom server).</p> <p>Click End Meeting to end and close the meeting for all participants.</p>
<p>Special Features</p>	<p>How to share a whiteboard that you and other participants (if allowed) can annotate.</p> <p>How to transfer files during a meeting.</p> <p>How to create polls with single-choice or multiple-choice questions.</p> <p>How to create breakout rooms for small group work.</p>
<p>Enabling Closed Captioning (Video)</p>	<p>A week before the meeting, email interpreters@nvcc.edu to schedule a captionist. In the email, include the date, time, duration and URL for the meeting.</p> <p><i>You must enable closed captioning BEFORE scheduling and starting a meeting.</i></p> <p>Go to https://vccs.zoom.us and click Settings. Log in.</p> <p>From the left menu, click Settings > Meeting.</p> <p>Scroll down to the In Meeting (Advanced) section.</p> <p>Click the toggle button next to Closed captioning.</p>

<p>Assigning the Closed Captionist</p>	<p>Start the meeting.</p> <p>In the toolbar at the bottom of the screen, a Closed Caption icon will appear. If it is green, CC is enabled. Click the icon to enable/disable CC for this meeting.</p> <p>The captionist will join the meeting like any other participant. Hover over the captionist's name to display the More button.</p> <p>Click More > Assign to type Closed Caption.</p> <p>The captionist clicks the CC icon in the toolbar to see a captioning box. As they type in the box, all participants will see the text appear at the bottom of their screens.</p>
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Resources

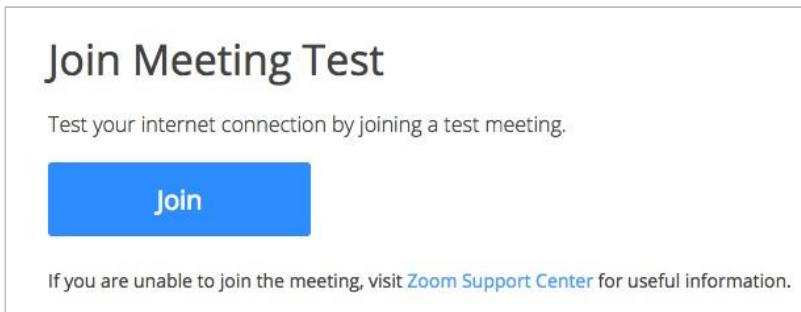
Hoonuit has a Zoom course that covers the basics and meetings. Log into [MyVCCS](#), click on the Hoonuit icon and search for Zoom.



ZOOM SUPPORT has some great information available at <https://support.zoom.us> Start with the [getting started](#) article and the [meeting controls](#) video.



Practice hosting a meeting by [Joining a Meeting Test](#)



Sign up for a [Zoom training event](#).