

CALTECH ZOOM QUICK START GUIDE

Zoom is a cloud-based collaborative video and web conferencing solution similar to Skype and Web Ex. Learn more on the IMSS website: <http://imss.caltech.edu/services/voice-mobile-conference-calls/zoom>

LOGIN INSTRUCTIONS FOR WEB VERSION

1. Go to <https://caltech.zoom.us> or access.caltech.edu Zoom Video Conferencing
2. Click on “Sign in” in the upper right-hand corner and enter your Caltech username and password
3. Download the Zoom application if you haven’t already. It will take a few minutes.

JOIN A MEETING

1. Using a Meeting ID -- Click upper right corner “Join a Meeting” and enter the meeting ID
2. Using a link -- Click on the link in the email or online and follow instructions to join the meeting.

AUDIO OPTIONS

- Select one of the audio options and test the speaker and microphone.
 - Phone Call: Follow the instructions on the screen for dialing in by phone.
 - Computer Audio: Click Join Audio By Computer.
 - Call Me: Add your phone number and Zoom will call you.

SCHEDULE A MEETING

1. Once you are in the application, select Meetings on the left-hand navigation bar
2. Click on Schedule a New Meeting
3. Add topic, when, duration, and meeting options
4. Meeting ID- click Generate Automatically
5. Registration and Meeting Password – optional
6. Video- Host: Select on or off and Participant: click on or off.
7. Audio – defaults to both computer and phone option. Leave this select as is
8. Click Save, a confirmation screen will appear
9. Copy the URL or the Invitation link, and paste into to your email or meeting and send

START A MEETING

- From the My Meetings page, select the meeting and click Start this Meeting

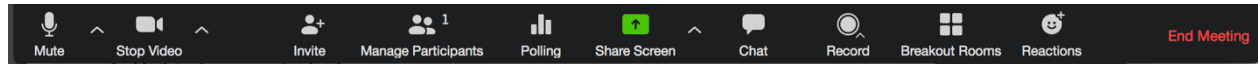
HELPFUL TIPS FOR USING ZOOM

- When inviting people to your Zoom meeting, ask participants to download the Zoom software 15 minutes before the meeting.
- Optimize sound- use your computer audio and camera or cell phone camera along with ear buds or Bluetooth
- Mute your audio on Zoom if you aren’t speaking
- Avoid Audio feedback- mute both your computer and Zoom if you are in the same room with other participants
- Use the Chat feature to post a message with large groups to avoid interrupting the session

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- As a host, you will not have the option to leave the meeting, only end it for all. Encourage users to designate a cohost once they start the meeting in order to safeguard computer glitches.

ZOOM MEETING CONTROLS TO MANAGE YOUR MEETING



Key icons for your meeting

- Mute or unmute your microphone
- Stop or Start your video feed
- Invite participants to the meeting
- Manage or view a list of meeting participants with a popup screen
- Share your screen with participants
- Open the Chat window for a popup screen that displays messages from participants
- End or Leave the meeting. You may also close the computer to screen to end the session.

LEARN MORE

- [Video tutorials](#)
- [Zoom FAQs](#)
- [Caltech IMSS Zoom Info](#)

IMSS HELP DESK

- Telephone: 626-395-3500
- Email: help@caltech.edu