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Zoom

Section 1A: Accessing Zoom - Online

1. Go to **uky.zoom.us**.

2. Click **Sign In**.

3. Enter your **LinkBlue** credentials, and click **Sign In**.
Section 1B: Accessing Zoom - The App

1. Go to zoom.us/download.

2. Download the Zoom Client for Meetings. Please contact your IT Support for help with this process.

3. Click Sign In.
Section 1B: Accessing Zoom - The App

4. Click **Sign in with SSO** on the right side of the window.

5. Type **uky** in the **Company Domain** field. Then click **Continue**.

6. You may be prompted to enter your **LinkBlue credentials**. Then select **Sign In**. A **new window** will open and select **Open Zoom**.
Section 2A: Settings - Video

1. Click on the **Gear Icon** in the upper right of the App.

2. Click on the **Video button** on the left side of the new window.

3. Click the **drop down menu** next to **Camera** to switch to an **external camera**.
Section 2A: Settings - Video

4. Under My Video, make sure Enable mirror effect and Touch up my appearance are checked.

5. Under Meetings you can determine how you want your's and the participant's video to be displayed during the meeting.

Section 2B: Settings - Audio

1. Click on the Gear Icon in the upper right of the App.
Section 2B: Settings - Audio

2. Click the **Audio button** on the **left side** of the **new window**.

3. Next to **Speaker**, you can **test the speakers** (1) to make sure they work, **change to external speakers** (2), and **change the volume** (3).

4. Next to **Microphone**, you can **test the mic** (1), change to **another mic** (2), **change the mic's volume** (3), or set Zoom to **automatically adjust** the **volume** (4).
Section 2B: Settings - Audio

5. Click options to automatically have your mic on when joining a meeting (1), muting your mic when entering a meeting (2), and being able to hit the Space bar to unmute your microphone temporarily (3).

Section 2C: Settings - Recording

1. Click on the Gear Icon in the upper right of the App.

2. Click on the Recording button on the left side of the new window.
3. Under Local Recording, click the Change button to choose where you want to place the recorded meetings after they download.

4. You can also adjust various other aspects of your recorded meetings.

Section 2D: Settings - Chat

1. Click on the Gear Icon in the upper right of the App.
Section 2D: Settings - Chat

2. Click on the **Chat button** on the **left side** of the **new window**.

3. Under **Unread Messages**, you can **choose where unread messages appear** in the **chat area**.

4. Under **Push Notifications**, click on **how to be alerted to messages** in the **chat area**.
Section 2E: Settings - Virtual Backgrounds

1. Click on the Gear Icon in the upper right of the App.

2. Click on the Virtual Background button on the left side of the new window.

3. Click on the background that you want to use (1), or the plus sign to add your own image or video (2).
Section 3A: New Meeting - Getting Started

1. Open the App, make sure Home is selected at the bottom of the window, and click New Meeting.

2. In the new window Computer Audio (1) will automatically be selected. Here you can test your microphone and speakers (2). Click Join with Computer Audio (3) to enter the meeting.

3. Click Phone Call to get the dial in information and Meeting ID. Click Done to enter the meeting.
Section 3B: New Meeting - Inviting

1. Click **Invite** in the toolbar at the **bottom** of the **screen**. You may have to **place your mouse** at the **bottom** of the **screen** to **activate** the **toolbar**.

2. Click **Email** in the **new window**. Then click **Default Email** to **open** a **message window** on your computer with the **meeting information**.

3. In the **lower left** of that **window** you can also **copy** the **web link** to the meeting or **copy** the **entire invitation**. The **information** can then be **pasted** into an **email message**.
1. In the **upper right** you can switch your meeting to a **gallery view (1)**, where you can see all the participants on the screen. You can also switch to **full screen (2)**.

2. Click the **Microphone** in the **lower left** to **mute** your microphone.

3. Click the **arrow** next to the **microphone** to **change** your **mic** or **speakers**. You can also test your equipment.
Section 3C: New Meeting - Controls

1. Click the **Camera** in the **lower left** to turn **off** your **camera**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.

2. Click the **arrow next** to the **camera** to **change** your **camera** or to **add** a **virtual background**.

Section 4A: Managing Participants - Muting

1. Click the **Manage Participants** at the **bottom** of the **screen**. You may need to **move** your **mouse** to the **bottom of the screen** to **activate** the **toolbar**.
Section 4A: Managing Participants - Muting

2. A new window will appear to the right side of the screen. In the middle you will see the options to Mute All or Unmute All.

3. Click More to turn off everyone's mic when they enter. You can also allow them to unmute themselves.

4. Place your mouse over a participant to mute or unmute them individually.
Section 4B: Managing Participants - Cameras

1. Click on the camera to the right of the user's name to turn off their camera.

Section 4C: Managing Participants - Assigning a Cohost

1. Place your mouse over the participant's name. Click the More button.

2. Click Make Host to remove your status (1), or click Make Co-Host (2) to give the participant the same control as you.
Section 5: Chatting

1. Click the **Chat button** at the **bottom** of the **screen**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.

2. Click on the **three dots** on the **bottom right** of the **screen** to **manage** who the **participants** can **chat** with.

3. Click on the **arrow** next to **Everyone** to select a **participant** to start a **private chat**.
Section 5: Chatting

4. Enter your messages in the chat area in the bottom right. Hit the Enter key to send the message to the Chat area.

5. A participant can raise their hand if they have a question. You will see the hand to the right of their name.

6. Users can provide nonverbal feedback by clicking on the various icons seen in the middle of the chat area.
Section 5: Chatting

7. Click **Clear All** to clear the nonverbal feedback, and you can utilize the tools again.

Section 6: Recording

1. Click the **Record button** at the bottom of the screen. You may need to move your mouse to the bottom of the screen to activate the toolbar.

2. You can pause the recording or stop the recording by clicking on the buttons in the toolbar at the bottom of the screen.
Section 6: Recording

3. After stopping the recording, click **End Meeting** in the **lower right** to begin **downloading** the meeting.

4. Click **End Meeting for All** to begin the **conversion** process.

5. You will see the **Convert Recording window** appear. When that window **disappears**, your **recording** will be available at the location that was selected (Section 2C: Page 6).
Section 7: Share Screen

1. Click Share Screen in the toolbar at the bottom of the screen. You may need to place your mouse at the bottom of the screen to display the toolbar.

2. Click the drop down menu next to the Share Screen button to manage additional share options.

3. Click on Screen to share your computer. You can also only share a specific window or application (PowerPoint, Excel, etc.) to hide other activity on your computer.
Section 7: Share Screen

4. Click **Whiteboard** to create an **interactive board** for participants to **draw** or **type** responses.

5. Click **Iphone/Ipad** to share your **device** that is **plugged** into your **computer**.

6. Click **Share computer sound** in the **lower left corner** to allow users to **hear videos** or **other sounds** you want to **share** on your **computer**.
Section 7: Sharing Screen

7. Click Share in the bottom right corner to begin displaying your screen.

8. Click on Remote Control in the toolbar at the top of the screen, and select a user. This will give them control of your computer screen.

9. Click Stop Share at the top of the screen to turn off sharing, and to go back to the main meeting area.
Section 8: Scheduling

1. Open the **Zoom App**, click the **Schedule** button.

2. At the top of the **new window** give your meeting a **title (1)**, select a **date (2)**, a **time (3)**, how long the meeting will last **(4)**, and the **time zone (5)**.

3. Under **Meeting ID**, choose if you want to **automatically generate an ID** or use your **own personal meeting ID**.
Section 8: Scheduling

4. Under **Password**, check **Require meeting password** if you want to have **participants** type in a **password** to enter the **meeting**.

5. Under **Video**, you can **turn off your's or the participant's video** upon **entering** the **meeting**.

6. Under **Audio**, you can decide what devices you you **want participants** to **use to talk** during the **meeting**.
Section 8: Scheduling

7. Under **Calendar**, choose which **email** you want the **Zoom invite** to **open in**, to **send** to the **participants**.

![Calendar](image)

8. Click **Advanced Options** to see additional setting.

![Advanced Options](image)

9. Under **Advanced Options** you can **enable a waiting room**, let participants enter the room before the host, **mute participants** audio when they enter the room, and **automatically start recording** the meeting when you enter.

![Advanced Options](image)
10. Under **Advanced Options**, you can **assign a co-host** by typing in the **user's email address**.

![Alternative hosts:](image)

11. Click **Schedule** once all settings are **done**.

![Schedule button](image)

12. An **Email Message** will be **created** for you to send the **meeting information** to the future participants.

![Email example](image)
1. Go to uky.zoom.us, and login using your UK Link Blue credentials. (Section 1A, page 1)

2. Click on **Settings** on the left side of the screen.

3. Click **In Meeting (Advanced)** on the left side of the screen.
Section 9: Enabling Facebook and YouTube Live

4. Locate Allow live streaming meetings, (right above the Email Notification Section).

5. Click the on button to the right of the setting.

6. Check the Facebook and YouTube options. Your settings will automatically be changed.
7. Open the Zoom App, make sure Home is selected at the bottom of the window, and click on New Meeting.

8. Click on the More button in the toolbar at the bottom of the screen. You may need to place your mouse at the bottom of the screen to activate the toolbar.
Section 9: Enabling Facebook and YouTube Live

9. Click on either Facebook or YouTube to be redirected to those applications. You will be prompted to login.

10. In Facebook, you will be asked where you want to post the video. Then click Next.

11. Give your Meeting a description and a title to make it easier for people to find.
Section 9: Enabling Facebook and YouTube Live

12. Click **Go Live** in the **bottom right** corner to start streaming.

13. To **end** the **stream**, open the **Zoom meeting** and click **End Meeting**.

14. **For YouTube**, you will be asked to **login** to your **Gmail Account**. Click **Allow** to grant Zoom permission to create videos on your account.
Section 9: Enabling Facebook and YouTube Live

15. Click **Allow** again to **grant** Zoom permission.

16. Click **Allow** a third time.

17. Click **Enable live stream now**.
Section 9: Enabling Facebook and YouTube Live

18. Click **Enable live streaming**.

![Enable live streaming button](image)

19. Click **Create Channel**.

![Create Channel button](image)

20. Complete the **verification process**. **This may take up to 24 hours to process.**
Section 9: Enabling Facebook and YouTube Live

21. Give your meeting a **title**. Under **Privacy** decide if you want to make your **meeting Public**, **Private**, or **Unlisted**.

22. Click **Go Live**.

23. Click **End Meeting** back in the **Zoom Meeting** to **stop** streaming.