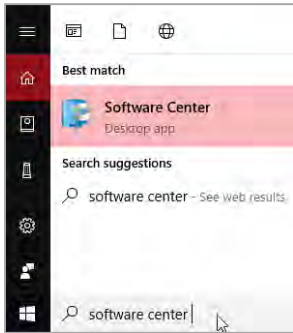
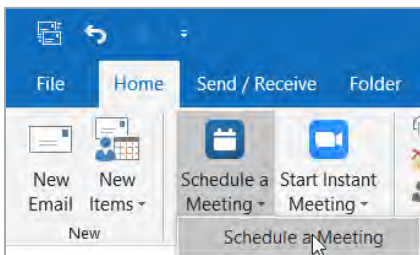


## Installing Zoom Plugins

Zoom is integrated with Outlook allowing users to schedule meetings with one click. Download the plugins using the Software Center.



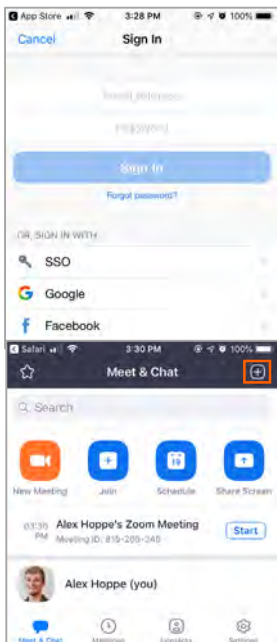
- Search **Software Center** in the search bar on the left of the taskbar
- Click **Software Center Desktop App**
- Click **Applications**
- Search **Zoom**
- Click **Zoom Outlook Plugin**
- Click **Install**



The Outlook Plugin enables users to schedule Zoom meetings from within Outlook. The **Zoom link** is sent in the email subject and body of the message.

## Using Zoom on your Phone

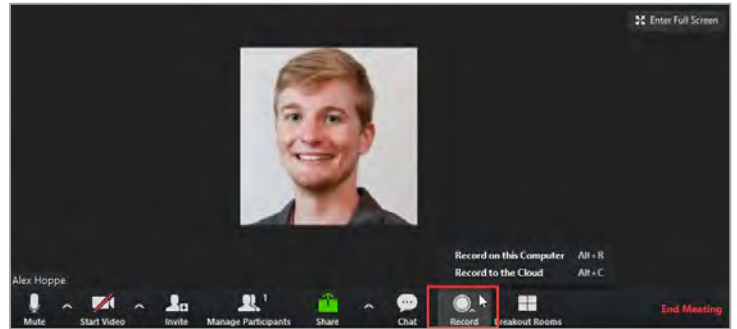
Zoom can also be used on your mobile device. Simply open the app store or Google Play Store to search for Zoom Cloud Meetings.



- To Login:
  - Click on the app icon to open Zoom
  - Sign in using SSO
  - Type unc when prompted
  - Login with ONYEN and password
- The home menu provides quick access to hosting meetings, joining meetings, and scheduling meetings
- To create a text message chat with a colleague click the plus button in the upper right corner

## Recording in Zoom

Zoom can be used to record meetings and trainings. All audio and video presented in the zoom window will be recorded. Unless the meeting preferences are changed, only the host can record the meeting.



### To Record a Zoom Meeting:

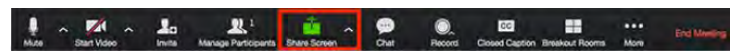
- Host a Zoom Meeting
- Click **Record**
- Choose the location you would like the video file to save: On the computer hard drive or in the cloud.

### To Access your Recorded Video in the Cloud:

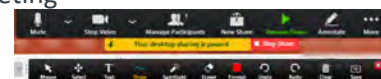
- Open Zoom Cloud Meetings Desktop App
- Click **Meetings** at the bottom
- Click the **Recorded** tab at the top

## Screen Sharing

To share your screen in a Zoom meeting click the **Share** button on the bottom menu.



- Click **Share Screen** to begin sharing a window, application or desktop screen
- Click **Advanced** to share a portion of your screen or computer sound (instead of microphone sound)
- When sharing your screen the meeting controls will move into a menu that can be moved around your screen
- Click **Annotate** to draw on your shared screen during the meeting



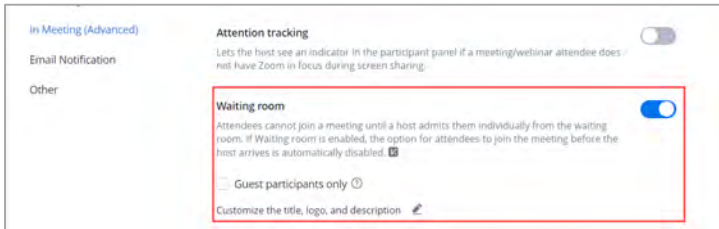
- Marked up screenshots can be saved in the meeting by clicking **Save**



## Zoom Waiting Rooms for Job Interviews

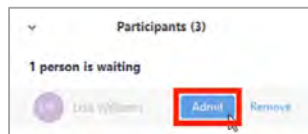
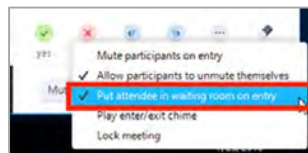
One scenario Zoom has been used for is for hosting online job interviews. Zoom users can set up waiting rooms for candidates to join prior to the meeting. This enables users to create one meeting for all of their interview candidates instead of multiple meetings.

- Open Zoom Desktop Application
- Click **Settings**
- Click **Advanced Features**
- Click **Enable Advanced Features**
- (In browser) Scroll down to In Meeting (Advanced)
- Activate Waiting Room



To use Waiting Rooms in a meeting the host must join first.

- Click **Manage Participants** in the Meeting Menu
- Click **More** in the Participants panel on the right
- Check **Put Participant in Waiting Room on Entry**
- Admit Participants as they join
- [Waiting Room Resources](#)



## Breakout Rooms for Large Meetings

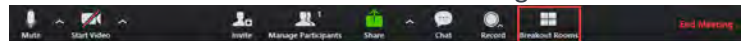
Zoom Pro accounts enable users to host meetings with up to 100 users. To split meetings into productive small groups use Breakout Rooms.

**To Enable Breakout Rooms:**

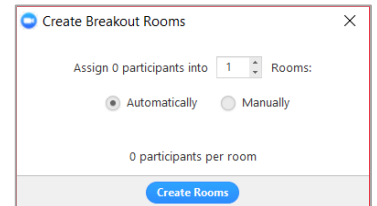
- Open Zoom Desktop Application
- Click **Settings**
- Click **Advanced Features**
- Click **Enable Advanced Features**
- (In browser) Scroll down to In Meeting (Advanced)
- Activate Breakout Rooms

**To Use Breakout Rooms:**

- Host a meeting in Zoom
- Click **Breakout Rooms** on the meeting menu



- Choose to assign Breakout Rooms automatically or manually
- Choose the number of participants in each Breakout Room
- Click **Options** to automatically send attendees to Breakout Rooms and to set a timer for Breakout Rooms
- To end the Breakout session click **Close all Rooms**
- Breakout rooms are not recorded



For more information on Breakout Rooms visit Zoom Support. [Breakout Rooms](#)

## Compatible Equipment

Zoom only requires the speakers and microphone built into your computer, mobile device, or phone. Zoom is also compatible with additional devices including two available to employees in the SCE.

Equipment	Set Up
Jabra Meeting Speaker and Microphone	<ol style="list-style-type: none"> <li>1. Borrow from Mary at Front Desk</li> <li>2. Plug in via USB, allow device to set up</li> <li>3. Click the arrow next to the microphone symbol to open Microphone device menu</li> <li>4. Select the Jabra Speaker for Microphone and Speaker</li> </ol>
Logitech Camera and Speaker	<ol style="list-style-type: none"> <li>1. Reserve Eno, Cape Fear, or Haw River conference rooms</li> <li>2. Plug in via USB, allow device to set up</li> <li>3. Click the arrow next to the camera symbol to open Video Device menu</li> <li>4. Select the Logitech Camera</li> <li>5. Select the Logitech in Speaker and Mic devices as well</li> </ol>

## Zoom Tips

- Plan ahead! Test speakers and connected devices before your meeting by opening the Microphone menu and clicking **Audio Settings**. [Audio Settings](#)
- Set your Personal Meeting ID to your office phone number. [Personal Meeting ID](#)
- Mute your microphone in group meetings and unmute to talk by pressing and holding down spacebar
- Adjust your video settings during meetings by opening the video menu and clicking **Video Settings**. [Video Settings](#)
- Give a colleague scheduling privileges by opening **Advanced Features** and assigning privilege located in Other. [Scheduling Privileges](#)

