

# How to Zoom

A basic outline of how to schedule, host and record a Zoom meeting.

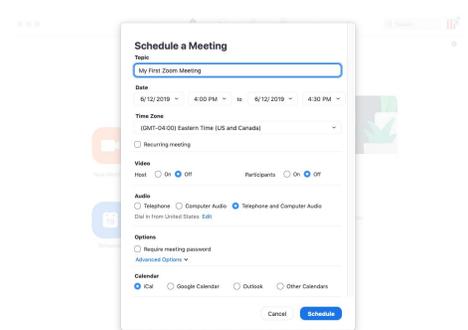
## Sign in

- Go to [Zoom.us](https://Zoom.us) or open the [Zoom app](#) on your device
- Please make sure there is no other meeting or program taking place under the same user name at that time. If you attempt to start another meeting it will prompt you to end the other meeting.

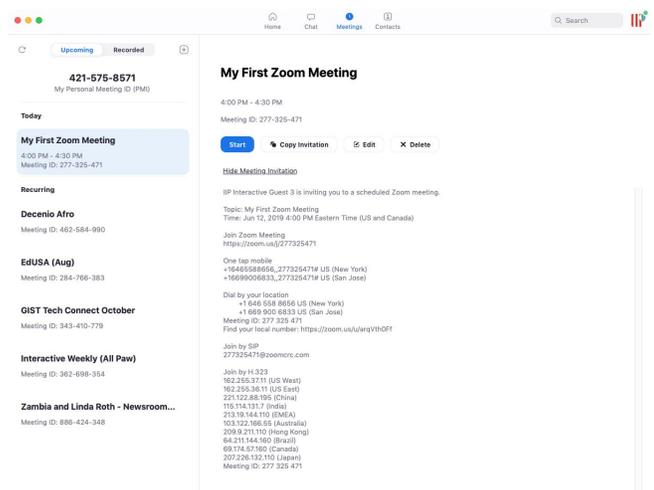


## Schedule a Meeting

- Once logged in, click "schedule" from the list of options and fill in your meeting details.
  - ◆ If this meeting is recurring, check "recurring meeting" and your settings will be saved until you decide to delete the meeting. All other meetings will disappear once they've ended.

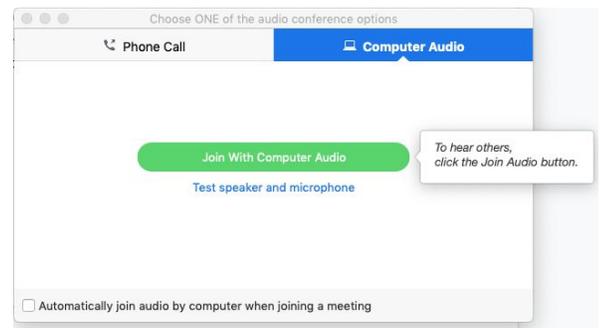


- Click "schedule" and return to your main menu. Click "meetings" to see a list of your scheduled meetings. You can copy the invitation details from this screen.



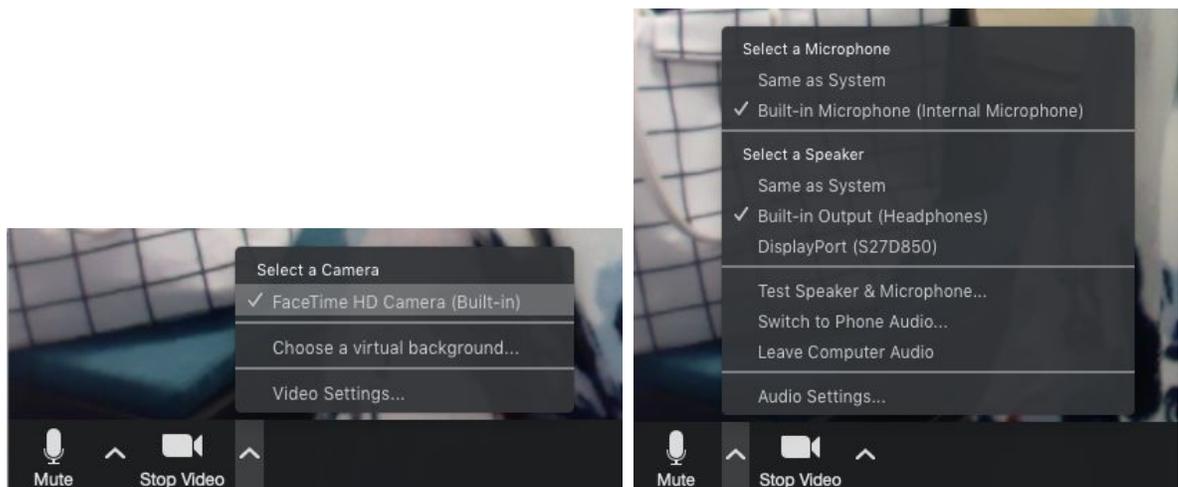
# Start a Meeting

- When you're ready to begin, click the blue "start" button to launch the Zoom room. You will be prompted to choose your preferred audio setup. If you are joining through an internal microphone or headphones, click the green "join with computer audio" button.
- If you prefer to join via phone, click the "phone call" tab and a dial in number will be provided.



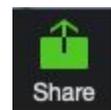
# Select a Camera and Microphone

- To change your microphone or camera settings, click the ^ next to the microphone and camera icons on the bottom left corner of the Zoom room. Make sure you have the correct inputs and outputs selected.



# Screenshare

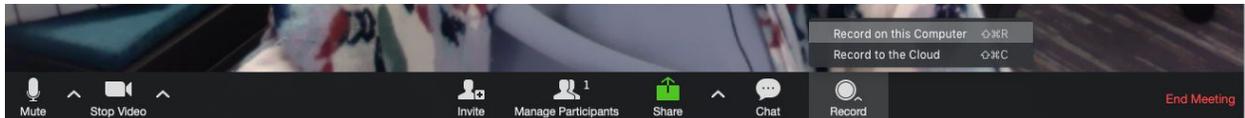
- Hover over the bottom of your Zoom window and click the green "share" button.
- You will be prompted to choose the view you want to share. You can share your entire desktop or you can share one particular screen/presentation.



→ You can also choose “whiteboard” if you want to sketch out a thought for your participants.

## Recording

→ Click the “record” button on the lower toolbar. Then click “record to computer”. This will automatically start your recording. Once the meeting has ended, the recording will save to a folder on your computer called “zoom”.



## Chat

→ To initiate the chat, click the “chat” button on the lower toolbar. The chat will automatically pop up on the right of the Zoom room. You can choose to chat “everyone” or one individual at a time.

## Manage Participants

→ You can see who has joined your zoom room by clicking “manage participants” in the lower toolbar. The panel will open to the right of the Zoom room. You can mute and unmute your participant’s mics and cameras from this panel if needed.

## Switching Views

→ You can switch between “gallery view” and “speaker view” using the button in the top right corner of the screen.



# Virtual Background

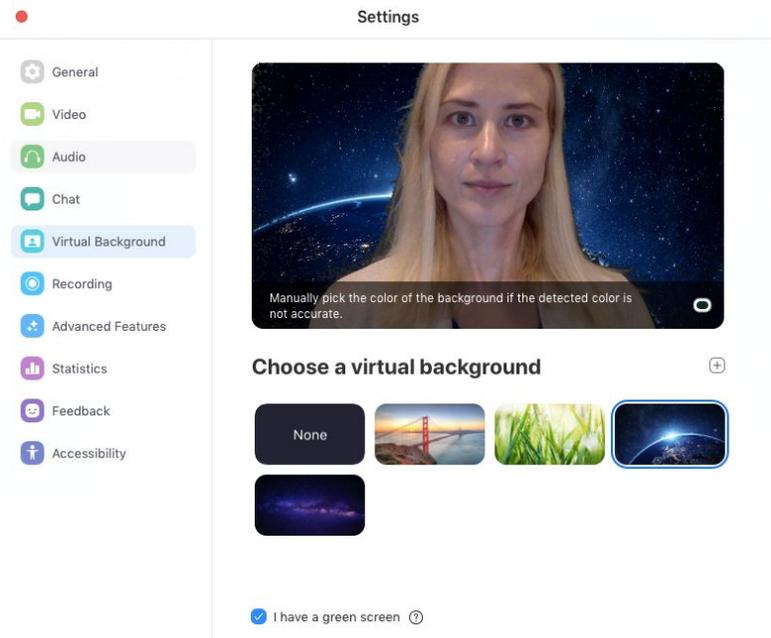
- Enable Virtual Background in your meeting settings
- Once you're in the Zoom meeting, go to Settings and select Virtual Background.
- If you have a green screen, select "I have a green screen."
- If you don't have a physical green screen but have a background that is uniform in color and lighting, you can still use a virtual background (caveat: it's a bit tricky)

- ◆ Select "I have a green screen."

Click on the virtual background you would like to use. Zoom will automatically detect your background color. You can manually adjust the background color to make sure it's accurate.

- ◆ Again, make sure your background color and lighting is as uniform as possible, with no shadow. Make sure your background color is different from your speaker's clothes and body.

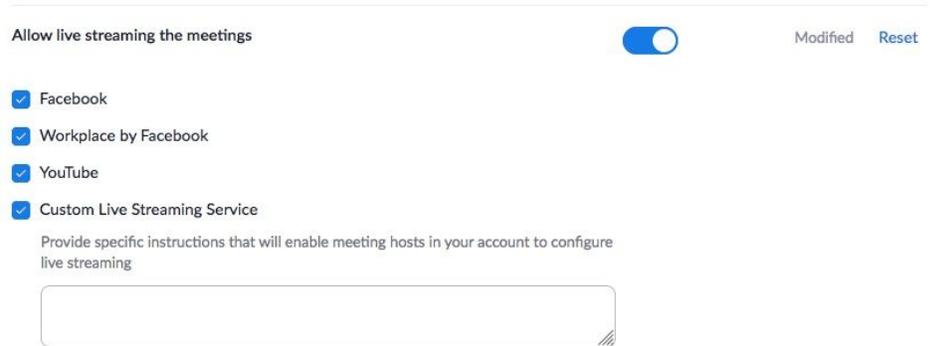
- If you don't have a green screen *but* have a computer high enough processing power and updated Zoom program, you can still use Zoom's virtual backgrounds.
- You have the option to upload your own virtual background image. Once you're in the Zoom meeting, go to Settings and select Virtual Background. Click on the "+" icon to upload your image.



## Go Live

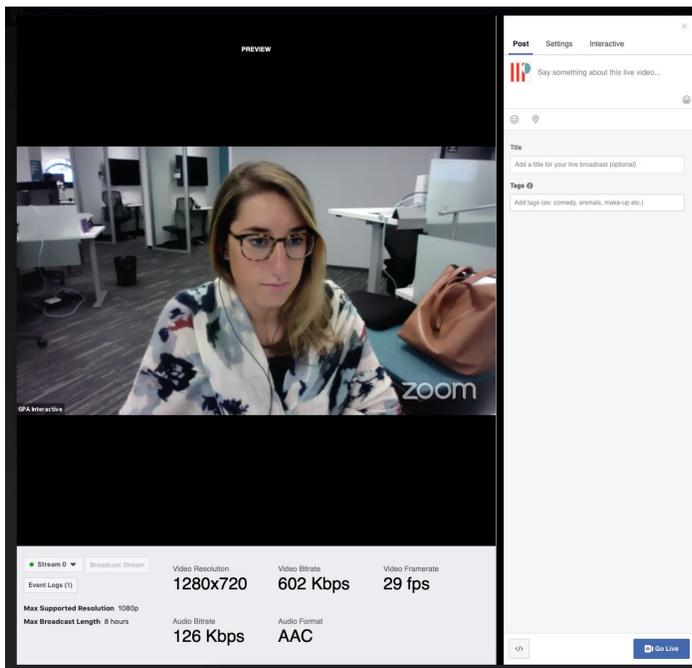
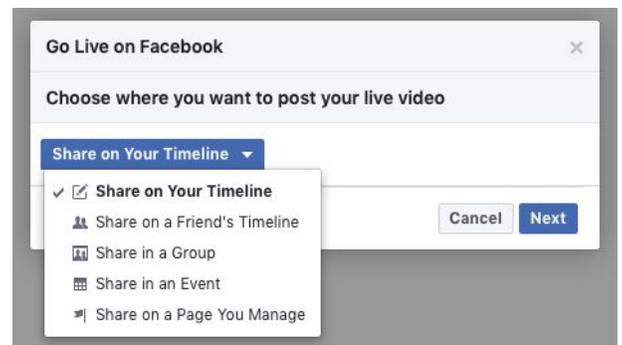
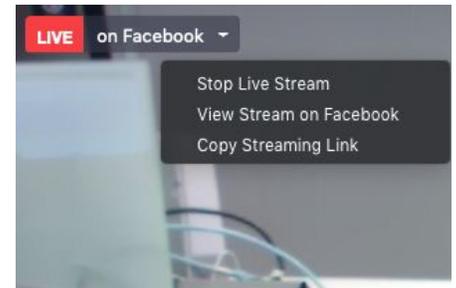
- If you would like to amplify your Zoom meeting to a larger audience, you can go live to Facebook, YouTube or a Live Streaming Service. Within your Zoom meeting, click the "more" option on the lower toolbar.

→ NOTE: You will need to check the “allow live streaming” setting in the backend of Zoom in order for this option to appear in your zoom room.



## Going Live to Facebook

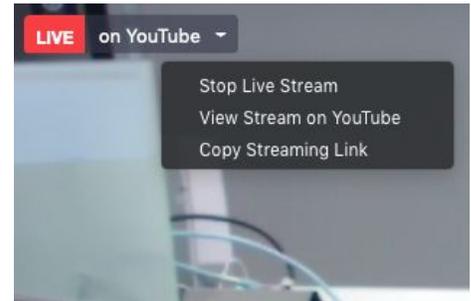
- If you choose Facebook, Zoom will automatically open a browser window with the option to choose where you'd like to broadcast live.
- Click next and you will be directed to a settings page where you can input your title, tags, and a brief description of your program.
- Click “go live” when you are ready to begin your broadcast.



→ You can quickly find your streaming link by clicking the down arrow in the top left corner of your Zoom meeting. In this same location, you can find the “Stop Live Stream” option for when you are ready to end your broadcast.

## Going Live to YouTube

- If you choose YouTube, Zoom will automatically open a browser window with the option to change the title of your broadcast as well as set the privacy settings.
- Click “Go Live!” and your broadcast will begin immediately.
- You can quickly find your streaming link by clicking the down arrow in the top left corner of your Zoom meeting. In this same location, you can find the “Stop Live Stream” option for when you are ready to end your broadcast.



### Broadcast Zoom Meeting to YouTube Live

Connected | GPA Interactive | Not me

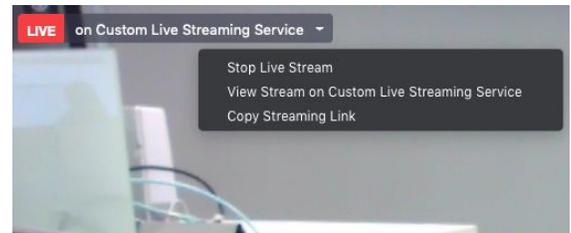
Zoom meeting title on YouTube  
Zoom to YouTube Test

Privacy  
Public

Go Live!

## Going Live to a Custom Streaming Service

- If you choose to go live to a custom streaming service, Zoom will automatically open a browser window with the option to insert a stream key, stream URL and page URL.
- You can quickly find your streaming link by clicking the down arrow in the top left corner of your Zoom meeting. In this same location, you can find the “Stop Live Stream” option for when you are ready to end your broadcast.



### Live stream the Zoom meeting to a custom service

Streaming URL  
Enter the streaming URL

Streaming key  
Enter a streaming Key Show

Live streaming page URL  
Enter a live streaming page URL  
Everyone who uses this link can watch the live broadcast

Go Live!