ZOOM GUIDE
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Getting Started
What is the Zoom tool?

Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants. Additionally, Zoom can be used to host synchronous class sessions as well as office hours.

Things to consider when using Zoom

- If possible, lead meetings from a wired (not Wi-Fi) connection.
- Close any programs that are not needed (e.g., Skype, Google Hangouts, iChat, etc.).
- A wired headset with a built-in microphone provides the best audio quality. Connect your headset before opening the meeting room.
- Mute your audio when not in use and encourage participants to do the same.
- Limit the number of active microphones and webcams to prevent feedback and bandwidth issues.
How do I download Zoom?

There are three different types of downloads for Zoom: the Zoom Desktop Client, the Zoom Plug-in for Outlook, and the Zoom Mobile App. The Zoom Desktop Client is required to host or participate in a meeting from your computer. The Zoom Plug-in for Outlook is required to schedule a Zoom meeting directly from your Outlook calendar. Lastly, the Zoom Mobile App is required to host or participate in a Zoom meeting from your mobile device (i.e. phone or tablet).

The Zoom desktop client is required to host or participate in a Zoom meeting. If the Zoom desktop client is not already installed when you attempt to join a session, you will be prompted to download and install the application.

Zoom Desktop Client for PC

Zoom Download Center

Navigate to luc.zoom.us/download to access the Zoom Downloading Center webpage.
Select Download.

Below the Zoom Client for Meeting, select Download.

Select Run.

Once the file has downloaded, select the Zoom.exe file to allow it to run.
If the Zoom application does not open automatically after being installed, select the **Windows Start button** and search for **Zoom** in the list of programs.

**Select Sign In.**

Once the client is open, select **Sign in**.
Select SSO.

Within the Sign in box, select **Sign in with SSO**.

**Enter luc.**

Within the domain box, enter **luc** and then select **Continue**.
Enter your Loyola Username and Password.

The browser will ask for permission to launch the Zoom client, select Yes.

Zoom Client launches.
Leaving the zoom client open will make it easier for creating and joining meetings. The window can be minimized without logging out of the client.

Zoom Desktop Client for Mac

Zoom Download Center

Navigate to luc.zoom.us/download to access the Zoom Download Center webpage.
Below the Zoom Client for Meetings, select Download.

Select Zoom.pkg

Once the file has downloaded to your downloads folder, select Zoom.pkg.
Select **Continue** to start the installation.

Select **Go**

If the program does not open after installation, select **Go** to navigate to the Applications list to view all applications installed on your Mac.
Select Zoom

From within the Applications list, select `zoom.us` to launch the application.

Select Sign In

Once the client is open, select **Sign In**.
Select SSO

Within the Sign in box, select Sign In with SSO.

Enter luc

Within the domain text field, enter luc and then select Continue.
Enter your Loyola Username and Password

Login to Loyola University SSO
Username (UVID)

Password

Login

About Loyola's Single Sign-on (SSO)
Loyola uses SSO, a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don’t logout then subsequent users of the computer may be able to access applications as you.

Login instructions:
Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.

Zoom Client launches

Leaving the Zoom client open will make it easier for creating and joining meetings. The window can be minimized without logging out of the client.

Zoom Plug-in for Outlook (Schedule a Zoom meeting from Outlook)

The Zoom plug-in for Outlook installs a button directly in the Microsoft Outlook toolbar that allows you to start or schedule a meeting.

Navigate to luc.zoom.us/download and select Download under Zoom Plugin for Microsoft Outlook.
Zoom Mobile App for Android Devices

The Zoom Android app allows you to join meetings from your Android Device.

Access Google Play Store.

Access the Google Play Store on your Android device.
Select Install.

Search for the Zoom app and select **Install**.

Launch the App.

After the installation is complete, select the app to launch it.
Select Sign In.

Select the **Sign In** button to login to Zoom.

Select **SSO**.

Select **SSO** to login via Loyola’s single-sign on.
Enter Domain.

Enter *luc* in the company domain field and select *Continue*.

Enter UVID and Password.

Enter your UVID and password and then select *Login*. 
Logged In.

You are now logged into your Loyola Zoom account and can join or host a meeting.

Zoom Mobile App for iOS Devices

Access App Store.

Access the App Store on your iOS device.
Select Install.

Search for the Zoom app and select **Install**.

Launch the App.

After the installation is complete, select the app to launch it.
Select Sign In.

Select the Sign In button to login to Zoom.

Select SSO.

Select SSO to login via Loyola's single-sign on.
Enter Domain.

Enter *luc* in the company domain field and select **Continue**.

Enter UVID and Password.

Enter your UVID and password and then select **Login**.
Select Open.

Select Open to launch the Zoom app.

Logged In.

You are now logged into your Loyola Zoom account and can join or host a meeting.
How do I log into the Zoom desktop application?

If you are using a Loyola classroom or lab machine, the Zoom application is already downloaded. Otherwise you will need to download the application.

For assistance with downloading the application see [How do I download Zoom?](#)

Sign In

After opening the Zoom application, select **Sign In**.

Select SSO

Select **Sign in with SSO** to log into Zoom using your Loyola username (VID) and password.
Enter luc

In the empty box, enter luc and then select Continue.

Web browser window will launch

A web browser window will launch displaying Loyola University SSO sign in page. Enter your Loyola Username (UVID) and password and then select LOGIN.
Once logged in, you will be returned to the desktop application.
How do I schedule a Zoom meeting?

There are several ways to schedule a Zoom meeting. Below are instructions for each of the multiple ways a meeting can be scheduled.

Zoom Website

Log into the Zoom Website

Navigate to luc.zoom.us, select SIGN IN in the upper right-hand corner of the page, and log in with your Loyola username and password.

Schedule a Meeting

Select My Meetings from the menu on the left-hand side of the screen.

Choose Schedule a New Meeting.
1. **Topic:** Choose a topic or name for your meeting.

2. **When:** Enter the date and time of your meeting. 
   
   *Note: All meetings can be started by the host at any time, regardless of date and time settings.*

3. **Duration:** Enter the duration of your meeting in hours and minutes. 
   
   *Note: The duration is only set for the calendar appointment. The meeting will not auto-close after the set duration time has passed.*

4. **Time Zone:** By default, Zoom will use your computer’s time zone setting. To change the time zone, use the drop-down menu.

Check the box next to **Recurring meeting** to schedule your meeting to repeat on a daily, weekly, or monthly basis.

You can also select **No Fixed Time** to leave a meeting open without a start or end date/time.
If you would like to require that participants register for your meeting, check the box next to **Required** in the **Registration** section.

<table>
<thead>
<tr>
<th>Video</th>
<th>Host</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>on</td>
<td>off</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Participant</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>on</td>
<td>off</td>
<td></td>
</tr>
</tbody>
</table>

Use the radio button next to **on** or **off** to determine whether host and participant video will be on or off when they join the meeting.

**Note:** Once users are in the meeting, they will be able to mute or unmute their video.

<table>
<thead>
<tr>
<th>Audio</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td></td>
<td>Computer Audio</td>
<td>Telephone and Computer Audio</td>
</tr>
</tbody>
</table>

Use the radio button next to **Telephone**, **Computer Audio**, or **Telephone and Computer Audio** to determine which audio options will be available to users when they join the meeting.

Use the check boxes to select any additional meeting settings.

**Advanced Options** *(Schedule For, Alternative Hosts)*

<table>
<thead>
<tr>
<th>Schedule For</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Myself</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative Hosts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: <a href="mailto:john@company.com">john@company.com</a>, <a href="mailto:peter@school.ex">peter@school.ex</a></td>
<td></td>
</tr>
</tbody>
</table>
Under **Advanced Options**, you can schedule the meeting on behalf of another user or you can set another user as an alternative host.

**Note:** In order to schedule a meeting on behalf of another user, the user must give you scheduling privileges in their meeting settings.

Select **Save**.

**Zoom Tool in Sakai**

To schedule a meeting in a Sakai course follow the instructions in [How do I schedule a Zoom meeting in Sakai and claim host rights?](#).

**Zoom Desktop Client**

To access the Zoom Desktop Client, you must download and install Zoom on your computer. See [How do I download Zoom?](#).

Launch the Zoom Desktop Client and select **Schedule** from the **Home** tab.

1. **Topic:** Choose a topic or name for your meeting.
2. **When:** Enter the date and time of your meeting.
   
   **Note:** All meetings can be started by the host at any time, regardless of date and time settings.
3. **Duration:** Enter the duration of your meeting in hours and minutes. *Note: The duration is only set for the calendar appointment.* The meeting will not auto-close after the set duration time has passed.

4. **Video:** Use the radio button next to **on** or **off** to determine whether host and participant video will be on or off when they join the meeting. *Note: Once users are in the meeting, they will be able to mute or unmute their video.*

5. **Audio:** Use the radio button next to **Telephone, Computer audio only,** or **Both** to determine which audio options will be available to users when they join the meeting.

6. **Meeting Options:** Use the checkboxes to select any additional meeting settings including requiring a meeting password.

7. **Calendar:** Select a calendar to save the meeting too.

8. Select **Schedule.**

### Zoom Plug-in for Microsoft Outlook

You must download and install the Zoom Plugin for Microsoft Outlook to schedule Zoom meeting directly through outlook. To download the plugin, navigate to [luc.zoom.us/download](luc.zoom.us/download) and select **Download** under the **Zoom Plugin for Microsoft Outlook.**

From the **Calendar** section of Outlook, select **Schedule a Meeting** in the **Zoom** section of the tool bar at the top of the screen.

1. **Video:** Use the radio button next to **on** or **off** to determine whether host and participant video will be on or off when they join the meeting. *Note: Once users are in the meeting, they will be able to mute or unmute their video.*
2. **Audio:** Use the radio button next to *Telephony only*, *VoIP only* (computer audio), or *Both* to determine which audio options will be available to users when they join the meeting.

3. **Meeting Options:** Use the checkboxes to select any additional meeting settings including requiring a meeting password.

4. Select **Continue**.

💡 You will enter the rest of your meeting information, including the date and time of the meeting, in the Outlook event after you select continue.
What are the Zoom Meeting Controls?

Upon logging in as a Host or a Participant, you will see the same basic features within a Zoom meeting.

Audio Control

Select Mute.

Select Mute to mute your microphone.
Select **Unmute** to unmute your microphone.

**Web Camera**

Select **Stop Video** to Turn Off Camera.
Select **Stop Video** to turn off your web camera.

Select **Start Video to Turn on Camera.**

Select **Start Video** to turn on your web camera.

**Security (Host only)**

Select **Security** to

- Lock the meeting room
• Enable waiting room
• Allow participants to share their screen
• Allow participants to chat
• Allow participants to rename themselves

Participants

Select Participants to open the participants window that will display all current participants.

Select More.
If you are meeting host, select **More** next to a participant's name to:

- Chat
- Ask to Start Video (web camera)
- Rename
- Put in Waiting Room (if enabled)
- Remove
- Report

**Chat**

Select **Chat** to open the chat window.

ℹ️ The chat may have been limited or disabled by the meeting host.
Share Screen

Select **Share Screen** to open the sharescreen window and select to share:

- A desktop
- A specific application
- A whiteboard

Reaction
Select **Reaction** to display an applause or thumbs-up emoji.

**End (for host)**

Select **End** to either end the meeting for all participants or leave the meeting.

**Leave (Participants)**

Select **Leave** to leave the meeting room.
Select **Information** from the upper left-hand corner to display the meeting's:

- Meeting ID
- Host
- Invitation URL
- Participant ID

You are connected to the Zoom global network via a data center in the United States.
How do I provide participants with the opportunity to screen share during a meeting?

Within Zoom, there are three ways that a Host can provide Participants with the ability to share their screen.

Assign as Co-Host

Select Participants.

From the Zoom window, select the **Participants** control at the bottom of the Zoom screen.
Hover over Participant.

Within the Participant's window, hover over the name of the person to assign as Co-Host.

Select More.

Select the **More** button next to the name you have chosen.
Select Make Co-Host.

From the dropdown menu, select **Make Co-Host**.

Confirm Make Co-Host.

A pop-up window will appear confirming the decision to make the Participant a co-host. Select **Make Co-Host**.

Once the participant has finished sharing their content, repeat the process to remove Co-Host permission.

Update Advanced Sharing Options

This option is recommended if you are going to have multiple Participants share their screen throughout the meeting.
Select Participants.

From the Zoom window, select the **Participants** control at the bottom of the Zoom screen.

Select More.

At the bottom of the Participant window, select the **More** button.
Choose Lock Meeting.

From the dropdown menu, choose **Lock Meeting**.

Select OK.

A pop-up window will appear that provides a reminder that no additional participants are able to join the meeting room, select **OK**.
Select the upward arrow next to Share Screen.

Select the **upward arrow** next to the Share Screen control at the bottom of the Zoom meeting window.

**Choose Advanced Sharing Options.**

From the dropdown menu, select **Advanced Sharing Options**...
Select the radio button All Participants.

Within the Advanced Sharing Option box, for the Who can Share? options, select All Participants.

Close the Advanced Sharing Option window.

- This setting can always be changed back to Only Host by repeating this process.
Using Security

Select Security.

From the Zoom window, select the Security control at the bottom of the Zoom screen.

Choose Lock Meeting.

From the Security drop-down menu, choose Lock Meeting.
Select Security.

From the Zoom window, select the Security control at the bottom of the Zoom screen.

Choose Screen Share.

From the Security drop-down menu, under Allow Participants to, choose Screen Share.
This setting can always be changed back to Only Host by repeating this process.
How do I update the Zoom desktop client?

Zoom provides a pop-up notification when there is a new mandatory or optional update available.

Update the Client on a PC

Open the Zoom Desktop Client.

Search Zoom.

In the Search bar, located at the bottom of the screen, type in Zoom.

Select Zoom.

From the list of search results, select Zoom to open the Zoom desktop client.
Select Profile Picture.

Select your profile picture located in the upper right-hand corner of the desktop client.

Select Check for Updates.

From the profile drop-down menu, select Check for Updates.
Update the Client on a Mac

Open the Zoom Desktop Client.

Select Go.

Select Go from the menu bar.

Select Applications.

From the Go drop-down menu, select Applications.
Select Zoom.

From the list of installed applications, select **zoom.us** to open the Zoom desktop client.

Select Profile Picture.

Select your **profile picture** located in the upper right-hand corner of the desktop client.
Select Check for Updates.

From the profile drop-down menu, select **Check for Updates**.
What is the capacity or limit for participants in a Zoom meeting?

Using the Loyola subscription of Zoom at luc.zoom.us, instructors have a capacity of up to 300 participants in a meeting.

Please note that this 300-participant capacity only applies to users that are identified and log in with the Loyola Zoom subscription. To ensure you are using the Loyola subscription and for information on how to best use Zoom as faculty with Sakai, refer to our tutorial on Zoom for LUC Faculty.
How do I contact Zoom support?

You can contact Zoom support 24/7 by phone, chat, or an online submission form. The online submission form should only be used for issues or questions that are not emergencies.

Zoom Support Contact Information

Phone: (888)799-9666 ext. 2

Chat: Navigate to luc.zoom.us and select Chat from the lower right-hand corner of the page.


Zoom representatives may ask you for the Meeting ID of the meeting you are attempting to attend or your Personal Meeting ID. Please see the instructions below for accessing both a Meeting ID and your Personal Meeting ID.

Meeting ID

Zoom Meeting ID: 312-915-2270

Contact the host of the meeting for the Meeting ID or you will see the Meeting ID in the upper left-hand corner of the window when you join a meeting.

Personal Meeting ID

Navigate to luc.zoom.us and select SIGN IN. Login with your Loyola username (UVID) and password. Note: Your UVID and password will be the same UVID and password that you use to log into Sakai and your Loyola email.

My Profile

Select My Profile and your Personal Meeting ID will be listed on this page.
Where can I find more information on Zoom?

General Zoom Information
Visit the [ITRS Zoom support webpage](#) for additional information, including frequently asked questions.

Zoom Host Resources
Visit the [ITRS Zoom Host Support Instructions webpage](#) for additional resources for users who would like to Host a Zoom meeting.

Zoom Participant Resources
Visit the [ITRS Zoom Participant Support Instruction webpage](#) for additional resources for users who would like to attend a Zoom meeting.
Sakai Integration
How do I add the Zoom tool to my course?

Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.

Select the Zoom tool.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Add a Title for the Zoom tool.

**Customize tool instances**

You can make configuration adjustments later using the configuration capabilities for each tool.

**Zoom**

**Title**: Zoom

Add a title for your Zoom tool. You could have the title reflect the purpose of the meeting room (ex: Office Hours).

**Add Multiple Zoom Tools to Your Course. (Optional)**

Select **More Zoom Tools?** and select 1 more, 2 more, or 3 more.

You will be able to rename each of these tools.

Select **Continue**.
Confirm Tool Selection.

Assignments (Assignments)
Tests & Quizzes (Tests & Quizzes)
Site Info (Site Info)
Attendance (Attendance)
Commons (Commons)
Gradebook (Gradebook)
Module 2 (Module 2)
Module 3 (Module 3)
Statistics (Statistics)
Zoom (Zoom)

You have enabled the Lessons subpage navigation for this site.

You have enabled the Lessons subpage navigation for this site.

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the How do I reorder tools? tutorial for instructions on how to change the tool order.
How do I schedule a Zoom meeting within Sakai?

There is a Sakai-Zoom integration that allows you to create a Zoom meeting link in your Sakai site. All members of the Sakai site will be able to access the link for an online synchronous session.

Add the Zoom Tool to your Sakai Course.
To generate a meeting link, add the Zoom tool to your Sakai course. For instructions, please see How do I add the Zoom tool to my course?

If you have not already installed the Zoom Desktop Client on your computer, you will be prompted to download and install Zoom when you select the Zoom tool. To download the Zoom Desktop Client ahead of time, visit the Zoom Download Center at https://luc.zoom.us/download.

Select Zoom.

Select the Zoom tool from the tool menu bar.
Select Schedule a New Meeting.

Select the Schedule a New Meeting button from within the Zoom window.

Enter Meeting Information.

Enter the meeting room information.

1. **Topic:** The title of the meeting
2. **Description:** Information regarding the purpose of the meeting
3. **When:** The date on which the meeting will occur
4. **Duration:** The time in which the meeting will occur
5. **Time zone:** Enter the time zone in which you currently reside
6. **Recurring:** Select the box to indicate that this meeting will occur multiple times
7. **Video:** Set the default settings for host and participant web cameras when entering the meeting
8. **Audio:** Set the default settings for host and participant microphones when entering the meeting
9. **Meeting option:** Additional meeting settings
10. **Advanced options:** Add an alternative Host (i.e. a teaching assistant or another faculty member)
11. **Save:** To save settings and schedule the meeting

**Select Course Meetings.**

![Zoom logo]

**Course Meetings** > Manage "Sakai 101 001 Su20"

**Topic**

Sakai 101 001 Su20

**Description (Optional)**

Weekly Class Meetings

Select Course Meetings from the top menu breadcrumb to return to the main Zoom page.

**Scheduled Meeting Displayed.**

![Zoom meeting schedule]

Your current Time Zone is (GMT-05:00) Central Time (US and Canada).

All My Zoom Meetings/Recordings

Schedule a New Meeting

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
<th>Previous Meetings</th>
<th>Personal Meeting Room</th>
<th>Cloud Recordings</th>
<th>Get Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show course meetings scheduled by me</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td>Topic</td>
<td>Meeting ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Today (Recurring)</strong></td>
<td>2:00 PM</td>
<td>Sakai 101 001 Su20</td>
<td>926-789-57018</td>
<td></td>
</tr>
</tbody>
</table>

[Start] [Delete]
Within the Zoom home page, all scheduled meetings are displayed.

Start a Zoom Meeting.

Your current Time Zone is (GMT-05:00) Central Time (US and Canada).

All My Zoom Meetings/Recordings  Schedule a New Meeting

Upcoming Meetings  Previous Meetings  Personal Meeting Room  Cloud Recordings  Get Training

Show course meetings scheduled by me

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today (Recurring)</td>
<td>Sakai 101 001 Su20</td>
<td>926-879-57018</td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue, Apr 21 (Recurring)</td>
<td>Sakai 101 001 Su20</td>
<td>926-879-57018</td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the Start button to the right of the meeting room to start that meeting.
How do I join a Zoom meeting from Sakai?

Download and Install the Zoom Desktop Client.

Visit the Zoom Download Center at https://luc.zoom.us/download to download and install the Zoom Desktop Client.

If you do not install Zoom ahead of time, you will be prompted to download and install Zoom when you launch the meeting.

Select the Zoom Tool.

Select the Zoom tool from the Tool Menu on the left-hand side of the site.

The tool might be renamed to reflect the purpose of the meeting. (Ex: Office Hours)

Select Join.

Your current Time Zone is (GMT-05:00) Central Time (US and Canada).

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today 3:00 PM</td>
<td>Sakai 101 001 Su20</td>
<td>934-714-58054</td>
</tr>
</tbody>
</table>
Launch the Zoom Application.

Select **Open link** to launch the Zoom application.

This dialog box reflects the browser Mozilla Firefox. Your dialog box may look different depending on the browser you are using.
How do I update the settings for a Zoom meeting created in Sakai?

You can update the settings for your meeting after you add the Zoom tool to your course and launch the meeting room for the first time. View [How do I add the Zoom tool to my course](#) for instructions on enabling Zoom for a Sakai course.

Select Zoom.

From the course menu bar, select the **Zoom** tool.

Select Meeting Topic.

Select the Name of the meeting (topic) you want to edit.
Select Edit this Meeting

Audio

Telephone and Computer Audio

Meeting Options

- Require meeting password
- **Enable join before host**
- × Mute participants upon entry
- × Use Personal Meeting ID 7735082879
- **Enable waiting room**
- × Only authenticated users can join
- × Record the meeting automatically

Scroll to the bottom of the page and select **Edit this Meeting**.

Edit and Select Save.

Meeting Options

- Require meeting password
- **Enable join before host**
- □ Mute participants upon entry
- □ Use Personal Meeting ID 7735082879
- **Enable waiting room**
- □ Only authenticated users can join
- □ Record the meeting automatically

Expand Advanced Options (Schedule For, Alternative Hosts)

Edit the meeting with the new desired settings and then scroll to the bottom of the page and select **Save**.
Select Course Meetings.

Manage "Sakal 101 001 Su20"

Select the Course Meetings breadcrumb to return to the main Zoom page.
How do I invite a guest lecturer to my Zoom meeting?

When you add the Zoom tool to your Sakai site, all members of the Sakai site will have access to the Zoom meeting link. If you would like to invite a user that is not a part of the site to one of your live sessions, please see the instructions below.

The meeting link will not change. You can get the meeting link at anytime and send it to the guest user.

Launch the Zoom room.

Select the Zoom tool from the Tool Menu in your Sakai course.

Select Participants.

From the Zoom menu bar, select the Participants button.

Select Invite.
Select Copy Invitation.

Select the Copy Invitation button from within the pop-up window. You can then paste the invite in an email and send it to any user you would like to invite to your meeting.
How do I upload a Zoom recording to Panopto?

It is important to review the Guidelines for Recording Students during Online Classes before uploading and sharing any recordings.

Log into Panopto.

Log into Panopto using your UVID and password.
Open the course folder that you want to save the recording to.

**Select Create.**

Select the Create button at the top of the page.
Choose Upload Media.

From the drop-down menu, choose upload media.

Upload file.

Drag and drop your Zoom recording file (zoom_0.mp4) into the box. If you are unable to drag and drop the file, select to browse your computer for the file.

Note: To change the location of the saved recording, please see Local Recordings and scroll down to Change Location for Local Recordings.
Processing Media.

Upload complete. You can close this window now.

Once the green check appears to the left of the title of the file, you can close this window. The file will process and be available on Panopto.

To change the name or your recordings, see How do I change the name of a Panopto session.
How do I share a Zoom cloud recording?

Within a meeting room, the Host has the option to record locally to a computer or to the cloud. If cloud recording is selected, the recordings will be saved to the Host's Zoom account.

For more information about your Zoom profile, visit How do I create and update my Zoom profile?

Accessing Cloud Recordings within Sakai

All cloud recordings for meeting created through a Sakai course site will automatically be listed in the Cloud Recording section of the Zoom tool.

Select Cloud Recordings.

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
<th>Previous Meetings</th>
<th>Cloud Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>Topic</td>
<td>Meeting ID</td>
</tr>
<tr>
<td>Today</td>
<td>Sakai 101 001 Su20</td>
<td>934-714-58054</td>
</tr>
</tbody>
</table>

Select the **Cloud Recordings** tab from the Zoom menu bar.
Course participants select the Meeting Topic to view the recording.

### Email Notification

> After the meeting has ended, Zoom will process the recordings, which can take up to the length of the recording. Once the process is completed, an email notification is sent to your Loyola Outlook account.

Once you have received the email notification from Zoom, you can forward that email to your students.
Select the **Forward** option (straight arrow) within the email.

**Create New Email.**

1. **To:** Add students’ email addresses, separating each email address with a comma (,).
2. **Subject:** Update the subject line of the email.
3. **Body:** Add any additional text for the email.
4. **Send**: Select **Send** to send the email to the listed students.
How do I set-up Office Hours for all my Sakai courses using the same meeting room?

For online office hours, you may want all students, regardless of their course, to enter the same meeting room. A single meeting room can be added to all course sites that provide students with a direct link into the same Zoom meeting.

Generating a Zoom meeting link

To generate a Zoom link meeting link, visit How do I invite a guest lecturer to my Zoom meeting?

Add the Web Content tool.

Once a Zoom meeting link is generated, you can share it with any Sakai course through the Web Content tool.

Select Site Info

From the tool menu of a Sakai course site, select the Site Info tool.

Select Manage Tools

From the top menu bar, select Manage Tools.
Choose Web Content

- **Tests & Quizzes**
  - For creating and taking online tests and quizzes
- **VoiceThread**
  - VoiceThread
- **Web Content**
  - For accessing internal resources or an external website within the site.
- **Wiki**
  - For collaborative editing of pages and content
- **Zoom**
  - Zoom LT

Scroll through the list of available tools and select the box for Web Content.

Select Continue

Continue
Cancel

Scroll to the bottom of the page and select **Continue**.

Enter a Title

**Customize tool instances**

You can make configuration adjustments later using the configuration capabilities for each tool.

**Web Content**

**Title**

Enter a new title for the tool to help the students identify this link (e.g., Office Hours).
Paste the Meeting URL

**Web Content**

**Title**

(Suggested length 15 char.)

**Source**

Paste the meetings URL within the Source box.

Select Continue and Finish

Join Session

Select Web Content tool

- **Panopto**
- **Office Hours**
- **Help**

When its time for the office hours to start, the students will select the **Web Content** tool.

🔗 Remember, you may have updated the Web Content tool title to something different (e.g., Office Hours)
Launch the Zoom Application

A pop-up window will appear requiring permission to launch the Zoom application. Select Open Link to launch the application and be redirected into the Zoom meeting room.
How do I use Breakout Rooms?

Breakout Rooms allow the host to split meeting participants into smaller groups that have the ability to collaborate just as they would in the main meeting room. The host can choose to divide participants into separate sessions automatically or manually, and can switch the participants between Breakout Rooms at any time.

Create Breakout Rooms

Select the Breakout Rooms control.

From the meeting control bar, select Breakout Rooms.

Adjust the number of rooms.

Use the up and down arrow to adjust the number of Breakout Rooms to be created.
Choose Automatically or Manually.

Choose the option of how you want to assign participants to the rooms:

- **Automatically**: Randomly have Zoom divide participants up evenly into each of the rooms
- **Manually**: Assign participants specifically into each room

Select Create Breakout Rooms.

Select **Create Breakout Rooms** to display the participant lists for each room and create the Breakout Rooms.
Select **Open All Rooms** within the Breakout Room window to send participants to their respective rooms.

**Assigning Participants to rooms**

Select **Assign**
Select **Assign** next to the room name to assign participants to their respective Breakout Room.

**Select Participants to assign.**

From the pop-up window, select which participants should be assigned to each Breakout Room by selecting the checkbox next to their name.
Moving participants to another room

Select Move To

Choose the Breakout Room
From the pop-up window, select the destination breakout room for the selected participant.

**Select Exchange**

From the pop-up window, choose the participant that you want to swap between rooms.

**Select the Participant**

From the pop-up window, select the destination breakout room for the selected participant.
Adjusting Breakout Room settings

Select Options.

From within the breakout window, select **Options**.

Choose breakout room options.

From the options pop-up box, choose to:

- **Move all Participants to breakout rooms automatically**: If checked, all participants will move into their breakout rooms automatically; otherwise, participants have to select **Join** to be taken to their breakout room.

- **Allow participants to return to the main session at any time**: If checked, participants can move back to the main session from their breakout room; otherwise, participants have to wait for the host to end the breakout rooms.

- **Breakout rooms close automatically after**: If checked, the breakout rooms will automatically end after the configured time.
• **Notify me when the time is up:** If checked, the host will be notified when the Breakout Rooms time is up.
• **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before returning to the main room.

**Managing breakout rooms in progress**

**Select Open All Rooms.**

Upon opening breakout rooms, the participants will be asked to join their breakout sessions. The host will stay in the main room until joining a session manually.
Select Join

From within the breakout room window, select **Join** next to a breakout room to join that participant session.

Select Leave

From within the Breakout Room window, select **Leave** to leave that participant's breakout room session.
Responding to request for help

Rambler in Breakout Room 2 asked for help.

Participants in a breakout room can request that the host join their meeting by selecting Ask for Help.

Select Join Breakout Room

Rambler in Breakout Room 2 asked for help.

Select Join Breakout Room from the pop-up notification in order to join the breakout room in which the request was made.
Broadcasting a message to all breakout rooms

Select Broadcast a message to all

From within the Breakout Rooms window, select **Broadcast a message to all**.

**Enter message**

Within the pop-up display, type in the message that you want to broadcast to all participants.
Select Broadcast

From the pop-up display, select **Broadcast** to send the message to all participants in all the breakout rooms.

Close All Rooms

Select **Close All Rooms** to end the breakout rooms and send all participants back to the main room.
Tips for Teaching Online in Zoom

Preparing for Your Online Class

Install the Zoom desktop application on your computer.

1. Ensure that you have installed the Zoom: [How do I download Zoom?](#)
2. Verify that you have logged into the desktop application: [How do I log into the Zoom desktop application?](#)

Schedule your class sessions.

1. Add Zoom to your course site: [How do I add the Zoom tool to my course?](#)
2. Schedule a Zoom meeting in your course: [How do I schedule a Zoom meeting within Sakai?](#)

Set up your physical space.

When teaching online, you should work in a physical space that is conducive to holding class. To make your virtual classroom more engaging,

- Work in a quite room, with minimal background noise and distractions.
- Connect a webcam to your computer so you can be visible to your students during class.
- Use a working microphone, whether it is built-in into your computer, or connected equipment.

Familiarize yourself with Zoom.

Before class, practice launching your Zoom meeting ([How do I join a Zoom meeting from Sakai?](#)) to test your audio and webcam, and familiarize yourself with the meeting controls ([What are the Zoom Meeting Controls?](#))

When you enable your webcam in the practice session, you may want to check that no distracting items appear on camera in the background of your physical space.

Preparing for a session.

Review the **Settings** under **Meeting** settings to make adjustments, such as **Mute Participants upon entry** so that student microphones will be muted by default when they join the session. ([How do I update the settings for a Zoom meeting created in Sakai?](#))

Muting the microphone of anyone who is not speaking is a best practice to avoid background noise and encourages students to stay focused on the discussion.

Recording a session.

Recording your class meeting will allow students to review the discussion later. This will help students who cannot attend the class or who want to reinforce their understanding of the lesson.
Before your first session, review the Office of Online Learning's Guidelines for Recording Students During Online Classes.

**Zoom's Tips and Tricks**

The following tips were taken from Zoom’s [Tips and Tricks: Teachers Education on Zoom (PDF)](https://example.com).

### Tips for Virtual Lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they are able to connect their audio and video.
- Review how to use the Share Screen options and how to provide participants with the ability to share their screen: [How do I provide participants with the opportunity to screen share during a meeting?](https://example.com).
- Discuss online etiquette and expectations for students in your first virtual class and periodically revisit these topics.
- Utilize the whiteboard feature or annotate a shared document as an option for student engagement.
- Take time to promote questions, comments and reactions from your class. Give a minute to allow your students to utilize Reactions, write their questions in the Chat, or be unmuted to ask their questions using audio.
- Use Breakout Rooms to divide the class into smaller groups for a discussion on a specific topic.

### Tips for Teaching with Video Camera

- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching with video.
- Take a second to check the chat or your student’s videos (if enabling webcam for your meeting) to check in with your students and receive feedback.
- Speak as if you are face-to-face with the class while ensuring you are at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation or sharing images, files, or video, give your students a moment to open and view the content you have shared.
- Embrace the pause. Take a moment after the end of your comments to allow for students to respond before continuing on.
Adjusting Default Settings
How do I create and update my Zoom profile?

Create your Zoom Account

Any faculty, staff, or student with a Loyola username (VID) and password can create a Zoom account for free.

1. Navigate to luc.zoom.us.
2. Select SIGN IN and log in with your UVID and password to create a Zoom account.

Update your Profile

Updating your Zoom profile allows you to add a profile picture, and edit your time zone.

View the article My Profile, from the Zoom Help Center, for instructions on updating your Zoom profile.
How do I allow someone to schedule on my behalf?

Scheduling privileges allows a user to schedule meetings on your behalf. Upon scheduling the meeting, you will become the host of the meeting and not the individual who is scheduling. To add someone as an alternative host, and keep the host as the person who is scheduling the meeting, please see [How do I add an alternative host to my meeting room](#).

Login to Zoom.

[Image of Zoom login page]

Navigate to the [luc.zoom.us](https://luc.zoom.us) select Sign-in.

Enter Username and Password.

[Image of login form]

Enter your Loyola Username and Password and then select Login,
Select Settings.

From the menu bar, select **Settings**.

Scroll to Other.

- **Schedule Meeting**
- **In Meeting (Basic)**
- **In Meeting (Advanced)**
- **Email Notification**
- **Other**

**Other**

**Blur snapshot on iOS task switcher**
Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

**Direct call a room system**
Enable direct call to a room system from client

Scroll all the way to the bottom of the settings page to reach **Other** settings.
Locate Assign scheduling privileges to.

Within the Other setting section, locate the Assign scheduling privileges to option.

Select the +

Select the + next to Assign scheduling privileges to
Enter users Loyola email address.

Assign scheduling privilege

itrs@luc.edu

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign Cancel

Select Assign.

Assign scheduling privilege

itrs@luc.edu

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign Cancel
How do I update my Zoom meeting settings?

Meeting Settings are tied to your Zoom account and enable or disable various features in the meetings that you schedule and host.

For an overview of Zoom meeting settings, visit [My Meeting Settings](https://zoomhelp中心) from the [Zoom Help Center](https://zoomhelp中心).
How do I review a Zoom attendance report?

Log into Loyola's Zoom Site

Navigate to luc.zoom.us

Sign In

Select SIGN IN and log in using your Loyola username (UVID) and password.

Select Reports
From the left hand menu bar, select **Reports**

**Select Usage**

Select **Usage** to view a list of participants from past meetings.

**Adjust search date**

Select the **From** or **To** date to adjust the dates in which the meeting occurred. Then select **Search** to re-run the report.
Select the **number** displayed in the Participants column to view the list of participants.

Note, participant names will display the same way that they did during the live meeting. If the names need to appear in a certain format (i.e. username or First and Last name), then users will need to be instructed to enter the meeting with that name.
How do I make my Zoom meetings more secure?

Zoom provides the ability for each user to customize their meeting and user settings based on their specific needs and contexts, including for a class, a training, or administrative meeting.

Use the Meeting Link in Sakai

**Utilize Sakai**: If using Zoom for a course, using the Zoom integration in Sakai requires that participants be enrolled as a member of that site to gain access to the Join Meeting link.

For more information, see [How do I schedule a Zoom meeting within Sakai?](#)

**Keep the Meeting Private**: Avoid sharing or posting the meeting URL to any public-facing webpage or listserv. Instead, use the process of joining a meeting through the Sakai course Zoom integration.

Loyola Zoom Account Settings for Security

**Log Onto the Loyola Zoom Subscription.**

Navigate to [luc.zoom.us](http://luc.zoom.us), select SIGN IN (either on the right pane or the upper right corner of the page), and log in with your Loyola username and password.

**Select Settings.**

![Zoom settings menu](#)

Select **Settings** from the menu on the left.
Allow Only Authenticated Users to Join Your Meeting.

1. Within the Meeting tab, select **Schedule Meeting**.
2. Scroll down the list of options to **Only authenticated users can join meeting**.
3. Use the slider to activate the option. Blue indicates that the option is enabled for your meetings.

   When the **Only authenticated users** setting is activated, a participant using a Zoom meeting link will be required to sign in to Zoom before gaining access to the meeting room.

Restrict Screen Sharing.

1. Select **In Meeting (Basic)** from the Meeting menu.
2. Scroll down to the option **Screen sharing**.
3. Select the radio button **Host Only** to restrict other participants from sharing their screen during your meeting.

   When the **Host Only** setting is activated, only the meeting host will be able to share their screen during a meeting. This setting can be modified within a meeting by the Host. See [How do I provide participants with the opportunity to screen share during a meeting?](#)
1. Select **In Meeting (Advanced)** from the Meeting menu.
2. Scroll down to the option **Waiting room**.
3. Use the slider to activate the option. Blue indicates that the option is enabled for your meetings.
4. Select the radio button **All participants**.

When the **All participants** setting is activated, all participants are placed in a waiting room upon entry into the Zoom meeting. The Host has to then admit each user into the room.
In-Meeting Options for Security

Select Participants.

From the Zoom meeting controls, select **Participants** to open the Participants panel.

Select **More** at the bottom of the Participants window to display a drop-down menu.
Choose Play Enter/Exit Chime.

This option provides the host with a sound notification whenever a participant enters or leaves the waiting room or meeting room.
Enable Waiting Room.

When this setting is activated, all participants are placed in a waiting room upon entry. The Host has to then admit each user into the room.

Choose Allow Participants to Unmute Themselves.
If this setting is unchecked, only the Host is able to unmute participants’ microphones.

Choose Lock Meeting.

Once activated, the meeting is locked and does not allow for entry of any additional participants or for re-entry of participants who have left the meeting.
Select Security.

From the Zoom menu bar select **Security** to open the Security drop-down window.
Select Lock Meeting.

Once activated, the meeting is locked and does not allow for entry of any additional participants or for re-entry of participants who have left the meeting.
Select Enable Waiting Room.

When this setting is activated, all participants are placed in a waiting room upon entry. The Host has to then admit each user into the room.
Managing Recordings
How do I update the location of my local Zoom recordings?

Open the Desktop Application.
Launch the Zoom desktop application on your computer and login.
For information on logging into the desktop application see How do I log into the Zoom desktop application.

Select Settings.

Select the gear icon to open Zoom Settings.
Local Recordings on a Mac

Select Recording.

From the menu on the left, select **Recording** to display the recording settings.

View Local Recording Location.

### Local Recording
- **Store my recordings at:** /Users/localuser/Download...
- **Open**
- 415.22 GB remaining

- Choose a location to save the recording to after the meeting ends
- Record a separate audio file for each participant
- Optimize for 3rd party video editor
- Add a timestamp to the recording
- **Record video during screen sharing**
  - Place video next to the shared screen in the recording
- Keep temporary recording files

Cloud Recording  Manage on web...
The current location of your local recordings will be displayed.

**Change Local Recording Location.**

- **Local Recording**: Store my recordings at
  - ./Downloads
  - 415.21 GB remaining
  - Choose a new location...

- **Options**:
  - Choose a location to save the recording to after the meeting ends
  - Record a separate audio file for each participant
  - Optimize for 3rd party video editor
  - Add a timestamp to the recording
  - Record video during screen sharing
  - Place video next to the shared screen in the recording
  - Keep temporary recording files

**Cloud Recording**

To change the location where the recordings are being stored, select the drop-down menu. Then, select **Choose a new location**.

**Select Location.**

Select the new location for saved recordings and then select **Choose**.
Local Recording on a PC

Select Recording.

From the side menu bar, select **Recording** to display the recording settings.

View Local Recording Location.

The current location of your local recordings will be displayed.
Change Local Recording Location.

To change the location of where the recordings are being stored, select **Change**.

**Select Location.**

Select the new location for saved recordings. Then, select **OK**.
How Do I Download a Zoom Cloud Recording?

Navigate to luc.zoom.us.

In a web browser, navigate to luc.zoom.us.

Select Sign In.

From the top menu, select Sign In.

Enter UVID and Password.

Enter your UVID and password. Select Login.
Select Recordings.

From the menu on the left, select **Recordings**.

Select Cloud Recordings.

Select the **Cloud Recordings** tab.

Select the Meeting Name.

<table>
<thead>
<tr>
<th>Topic</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sarah Kinne's Zoom Meeting</strong></td>
<td>970-7851-5465</td>
</tr>
</tbody>
</table>

Select the name of the meeting that you would like to download.
Select Download.

Sarah Kinne's Zoom Meeting

Apr 24, 2020 10:09 AM Central Time (US and Canada)  ID: 970-7851-5465

0 total views 0 total downloads  Recording Analytics

Recording 1
3 files 185 KB

Select the Download button to download all files associated with that recording.

Select Save.

Optional: Change the name of the file in the Save As field. Change the location where the file will download on your computer using the drop-down menu.

Select Save.
How do I remove password protection from my Zoom cloud recordings?

By default, all Zoom cloud recordings have a password. This setting is designed to protect the recording.

Log into your Loyola Zoom account.

Navigate to luc.zoom.us.

In a web browser, navigate to luc.zoom.us to access the Loyola Zoom login site.
Select Sign In.

Select Sign In and log in using your Loyola Username (UVID) and password.

Edit your Settings for recordings.

Select Settings.

Select Settings from the menu on the left.
Select Recording.

Select **Recording** from the top menu bar to see the settings for all cloud recordings.

**Turn off Require Password.**

**Only authenticated users can view cloud recordings**

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

**Require password to access shared cloud recordings**

Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

**Auto delete cloud recordings after days**

Allow Zoom to automatically delete recordings after a specified number of days

Scroll down to the middle of the page to find the "Require password to access shared cloud recordings" option, and select the blue slider to toggle it off.

Sliders in gray indicate that the setting is off and sliders in blue indicate that the setting is on.