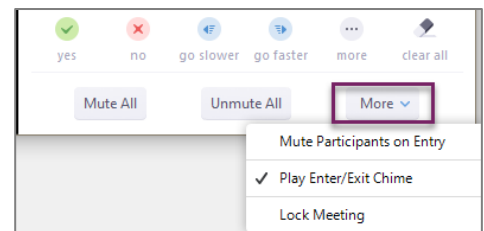
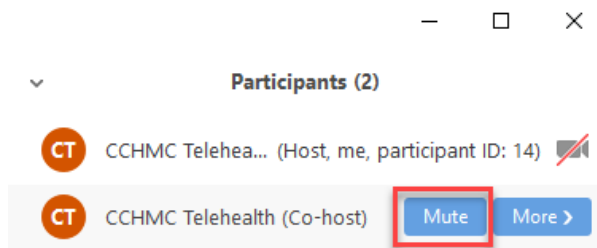


Zoom Meeting – Host

1. Log into Zoom by navigating to <https://zoom.us/>
2. Enter your Zoom account's username and password
3. Under Meetings select the appropriate meeting
4. Select Start Meeting
 - a. If first time starting a Zoom meeting you will be prompted to download the plugin
 - b. If so Click **Run** and follow the prompts
5. Select either **Phone Call** or **Computer Audio** to join by audio
 - a. Computer Audio: Select **Join Audio Conference by Computer**
 - i. You can test your speakers prior to joining by selecting **Test Computer Mic & Speakers**
6. From the Zoom toolbar at the bottom of the meeting, the following actions can be performed:



- a. My Audio – Mute/unmute, select/change your audio settings
- b. Stop/Start Video – Select/change your video/camera options
- c. Invite – Send an invite to additional attendees
 - i. If using the conferencing system within D2.35/37 see step 5
- d. Manage Participates – ability to mute/unmute, rename participates, and stop video
 - i. By selecting More you can Mute Participants on Entry, Turn on/off the Chime when participates enter/exit, and Lock Meeting

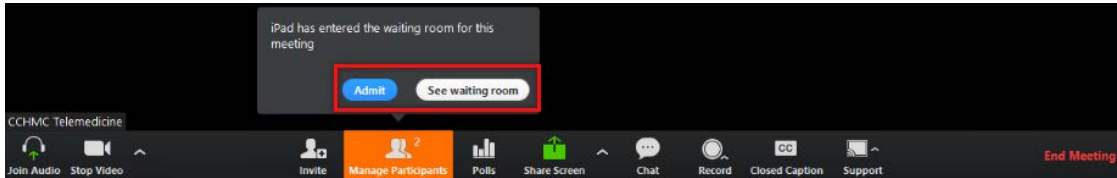


- e. Polls – Ability to send questions out to participants
- f. Share Screen – Ability to share your entire desktop or a particular application
 - i. Double click on the screen you would like to share or click the blue **Share Screen** button
 1. By selecting the arrow to the right you can manage and select Advanced Sharing Options
 - a. This gives you the ability to manage who can share
- g. Chat – Ability to chat within the Zoom meeting
 - i. By changing the To field you can direct your chat to everyone or an individual
- h. Record – Ability to record your meeting
 - i. All meeting must be recorded to your computer and not the cloud (select Record on this Computer)
- i. Support – if having technical issues please contact the IS Service Desk at 513-636-4100 and open a Telemedicine ticket
- j. End Meeting – when selecting this you can End Meeting for All or Leave Meeting – if Leave Meeting is selected the meeting will continue without you

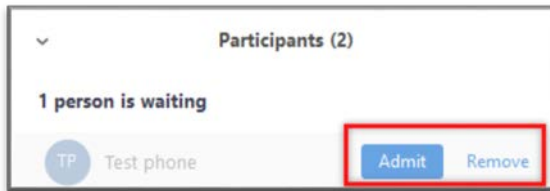
Adding participants if the Waiting Room Functionality is Turned On

**You must be logged in as Host

1. A sound will announce when a participant has joined
2. Under Manage Participants select **See waiting room**



3. Once See waiting room is selected – this will give you the ability to see who has joined
 - a. The participant does have the ability to free text their name
4. Select either **Admit** or **Remove**



Sharing Computer Sound (i.e. videos)

Zoom screen sharing allows you to share the desktop, window, application or audio/video. Zoom allows you to also send computer audio to the remote attendees when sharing a video or audio clip (such as YouTube, Pandora, etc.)

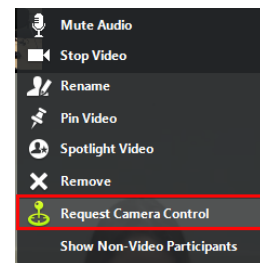
1. While in the Share Screen window
2. Click on **Share computer sound** check box
 - a. Note: This feature is not available on Windows XP, Linux, or ChromeOS



Far End Camera Control

**This is only an option with select cameras

1. **Right click** on the participant you would like camera control of
2. Select **Request Camera Control**
 - a. The remote user will need to grant you access
3. Once access is granted you will be able to use the arrows to pan/tilt the camera and the plus and minus signs to zoom in/out
4. To end far end camera control
 - a. Right click and select Give Up Camera Control



Testing/Additional Resources

1. Test link: <https://zoom.us/test>
2. Additional Zoom training videos: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>