

Zoom Tips

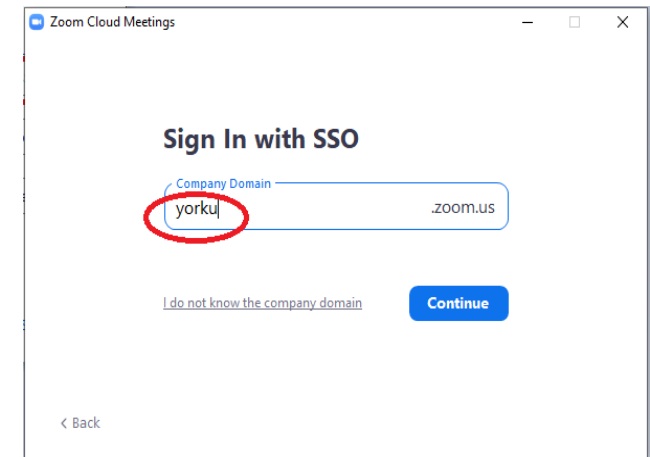
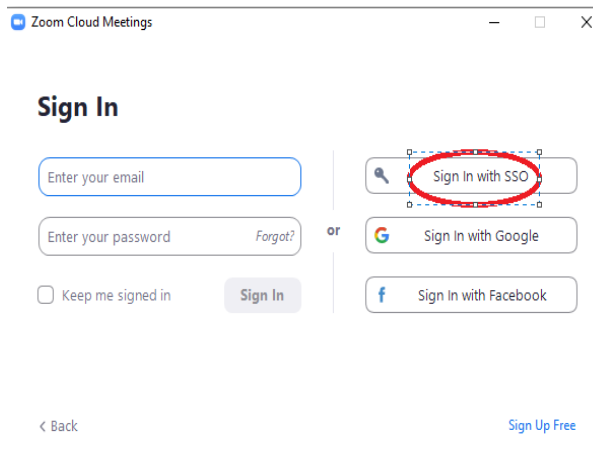
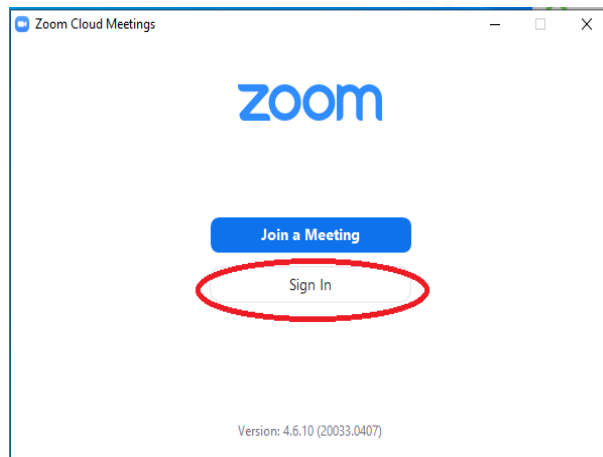
by eSO, LA&PS

Table of Contents

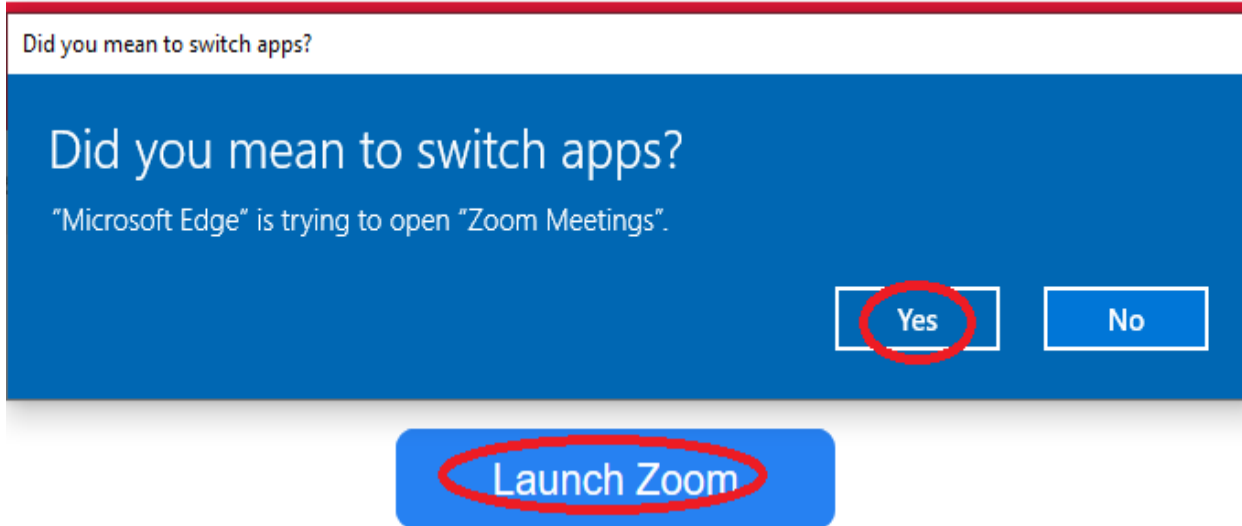
Zoom Client Access	Page 3
Launching Zoom Client	Page 4
Recommended Settings	Page 5
Zoom Web Access	Page 6
Web Dashboard	Page 7
Zoom Moodle Access	Page 8
Scheduling in Moodle	Page 9
Zoom Tips & Best Practices	Page 10
PC Keyboard Shortcuts for live Zoom sessions	Page 11
Zoom References	Page 12

Zoom Client Access

- From desktop, click on the Zoom Client icon
- Select “Sign In” to schedule new meetings OR Select “Join” to start a scheduled meeting
- Next, choose “Sign in with SSO,” then type “yorku” for domain
- Proceed to enter your PPY info



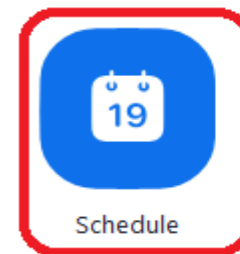
Launching Zoom Client



New Meeting



Join



Schedule



Share screen

Recommended settings for new session...

hazelol@yorku.ca's Zoom Meeting

Start: Thu April 9, 2020 09:00 AM

Duration: 1 hour 0 minute

Time Zone: (GMT-04:00) Eastern Time (US and Canada)

Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID 918-714-7604

Password

Require meeting password 000848

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from Canada [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^

Enable join before host

Mute participants on entry

Record the meeting automatically

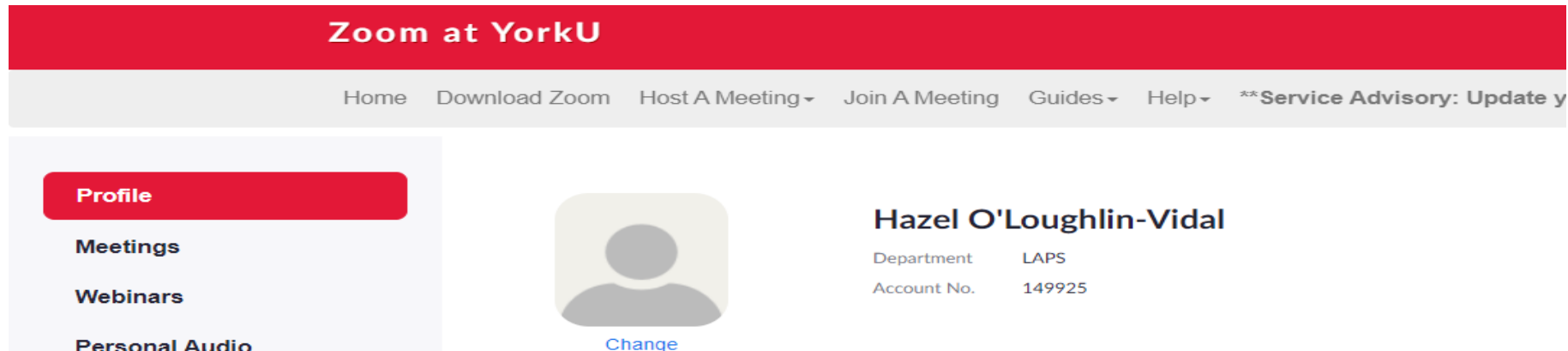
Alternative hosts:

Example:john@company.com;peter@school.edu

- Select “Schedule to complete creation of your new session.
- After scheduling a new session, you may log out by selecting your profile icon at the top right, then “Sign Out”

Zoom Web Access

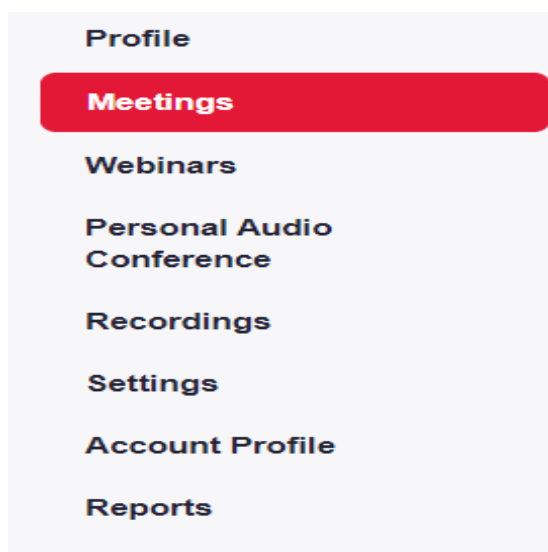
- From Browser, go to *yorku.zoom.us*
- Select “Sign In” at the top right, Enter your PPY (Passport York) info
- This will automatically launch you into your “Profile” menu where you can update your info



- The above horizontal menu will also appear:
- **“Host A Meeting”**
Select this to host a spontaneous meeting with OR without video
- **“Join A Meeting”**
Select this to join A Meeting by invitation – you will need to provide either a Meeting ID or Personal Link Name

Web Dashboard

- The left bar menu allows more options:

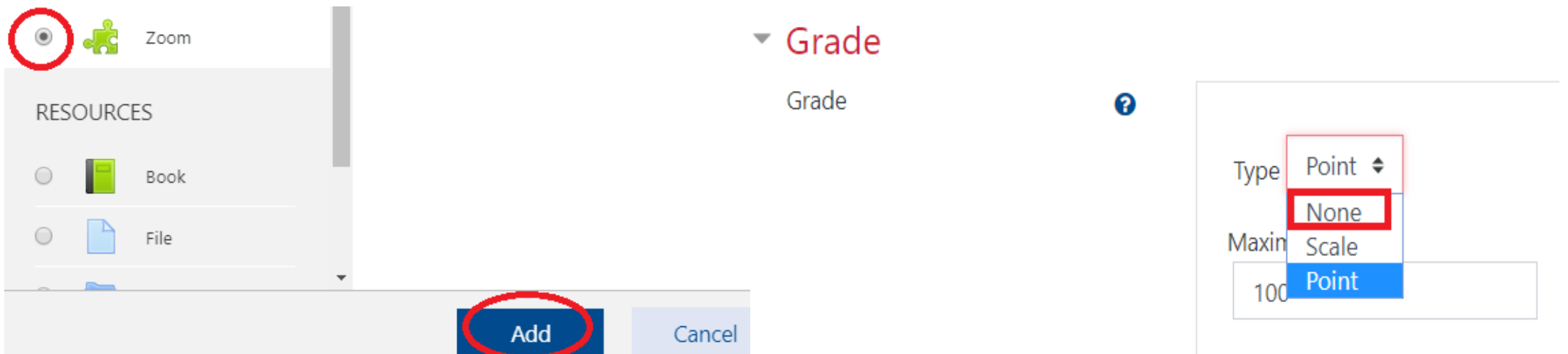


- **“Meetings”**
Select Meetings to schedule new, individual or recurring meetings
- **“Recordings”**
Allows you to either download your MP4s or copy the link to paste into Moodle or e-mails
- **“Settings”**
Use this to save your favourite settings for your meetings
- **“Reports”**
Allow you to view meetings /participants and minutes within certain time frame
You may view registration and poll reports
- Select **Profile** and scroll to the bottom to select **“Sign me out from all devices”**

Zoom Moodle Access

From a browser, type in moodle.yorku.ca and sign in with your PPY info

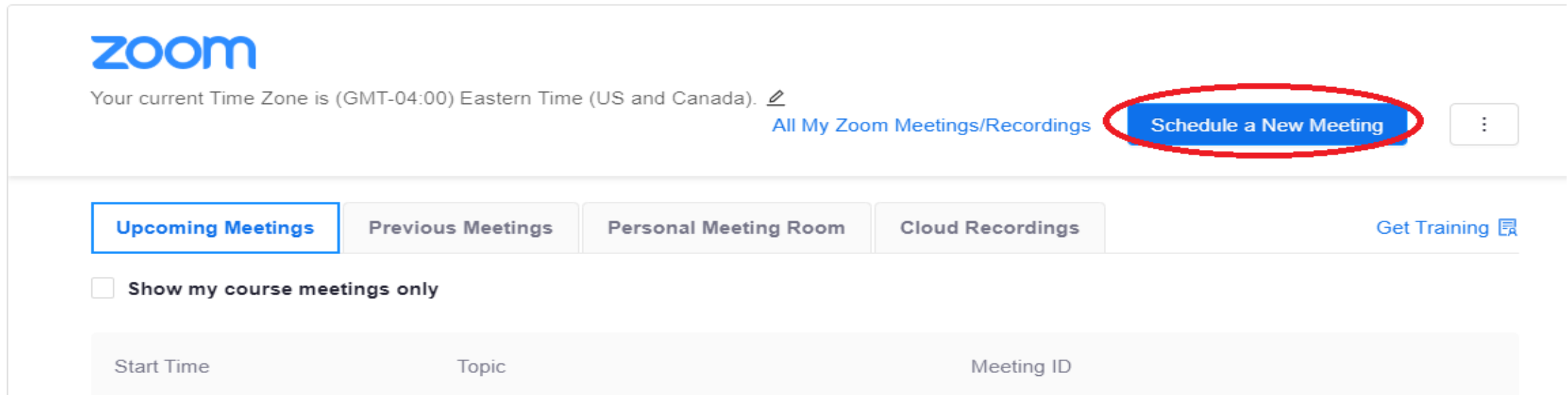
- Select “Turn Editing On” from the cog/wheel at the top right
- Next, select “Add an Activity or Resource,” then Scroll down and select “Zoom” then “Add”



- If meeting will not be awarded points, choose “None” to replace “Point” from drop-down menu
- Scroll to bottom and select “Save and Display”

Scheduling in Moodle

Type in Name



The screenshot shows the Zoom web interface. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." with an edit icon. To the right of this text is a link "All My Zoom Meetings/Recordings" and a blue button labeled "Schedule a New Meeting" which is circled in red. Further right is a menu icon (three vertical dots). Below this is a navigation bar with four tabs: "Upcoming Meetings" (highlighted with a blue border), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link "Get Training" with a document icon. Below the navigation bar is a checkbox labeled "Show my course meetings only". At the bottom of the screenshot is a table header with three columns: "Start Time", "Topic", and "Meeting ID".

Select "Schedule" to create individual or recurring sessions, and follow the Recommended settings on Page 5. NB, it is difficult to make changes retroactively.

It is probably best to schedule sessions in the Zoom Client and then copy the invitation links and paste them into Resource/URLs in Moodle: http://www.yorku.ca/laps/eso/esohelp/moodle/25_12_add_url_link.htm

PC Keyboard Shortcuts for live Zoom sessions

- **Alt+A:** Mute/Unmute your own audio
- **Alt+C:** Start/stop cloud recording
- **Alt+F:** Enter or exit full screen
- **Alt+H:** Display/hide In-Meeting Chat panel
- **Alt+I:** Open Invite window
- **Alt+L:** Switch to Portrait/Landscape View
- **Alt+M:** Mute/Unmute everyone's audio except active host
- **Alt+P:** Pause or resume recording
- **Alt+R:** Start/stop local recording
- **Alt+ S:** Launch share screen **window** and stop screen share
- **Alt+ Shift + S:** Start/stop new screen share
- **Alt+Shift+T:** Screenshot
- **Alt+U:** Display/hide Participants panel
- **Alt+V:** Start/Stop Video
- **Alt+Y:** Raise/lower hand
- **Alt+F1:** Switch to active speaker view in video meeting
- **Alt+F2:** Switch to gallery video view in video meeting
- **Alt+F4:** Close the current window
- **Alt+ V:** Start/Stop Video
- **Ctrl+2:** Read active speaker name
- **Ctrl + Alt + Shift + H**
Hide Floating Meeting Ctrl's (Press Esc to show ctrl's)
- **Ctrl+Up:** Go to previous chat
- **Ctrl+Down:** Go to next chat
- **Ctrl+T:** Jump to chat with someone
- **Ctrl+W:** Close current chat session

Keyboard and mouse

- Press and hold the **CTRL key** and scroll the wheel on your mouse up to **zoom** in or down to **zoom** out

Zoom Tips & Best Practices

- Mute Everyone
Alt + M = mute everyone
Mac User Command Ctrl M
- Hide Floating Meeting Ctrl (Press Esc to show ctrls)
Ctrl + Alt + Shift + H
- Settings = Gear/Cog/Wheel at the top right
Recommending going to Settings:
- Choose Video and select “Turn off my Video” when joining meeting
- Select “Virtual Background” to upload a favourite image
- NEW SHARE allows you to transition from one view to another, make your choice and then select the SHARE Button at the bottom right!
PAUSE SHARE freezes the view and allows you to background search for something else (without others knowing what you're doing)
Resume Share takes you back
- ANNOTATE allows you to highlight things on your screen (Recommend spotlight or arrow for others to follow you easily)
- STAMP ARROW allows you to mark your spot (with your name), then use Undo or Clear
Other arrow can be kept permanently

Zoom References

- **Using Zoom from York Moodle:**
https://lthelp.yorku.ca/94581-zoom/using-zoom-to-deliver-a-lecture?from_search=44180627
- **General Zoom Videos:**
- Zoom Beginner's Tutorial (Signing in, downloading etc)
<https://www.youtube.com/watch?v=QOUwumKCW7M>
- Joining Meeting: (you may test your audio)
https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=hIkCmbvAHQQ&feature=emb_rel_end
- Joining and Configuring Audio and Video
<https://www.youtube.com/watch?v=-s76QHshQnY&list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&index=5>
- Meeting Controls:
https://www.youtube.com/watch?v=ygZ96J_z4AY&list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&index=2
- 7 Zoom Meeting Tips Every User Should Know!
<https://www.youtube.com/watch?v=UNxhkq9jjVo>