



**QUICK START GUIDE FOR  
STUDENTS**

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# INTRODUCTION

Zoom is a video conferencing product that is reliable and easy to use for audio and video conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Using Zoom when teaching remotely can help break down the barriers of technology and distance.

Instructions below walk step by step through the process of downloading and installing the Zoom app.

It is recommended that you use a headset with Zoom to help reduce the potential for audio issues, however, a headset is not required. Also, please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start a meeting while another is running, you will be prompted to close the current meeting or cancel the attempt to login.




Please contact [Chris Gonnella](#) with any questions about Zoom or the equipment you need to use it.

## Before You Start

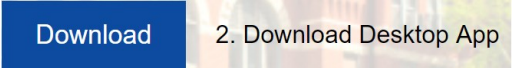


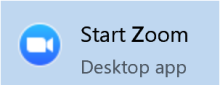
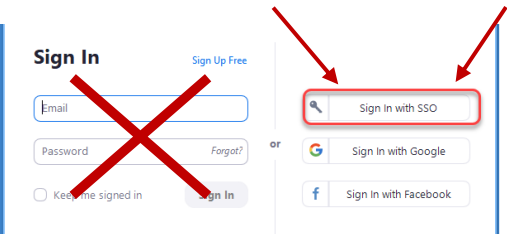
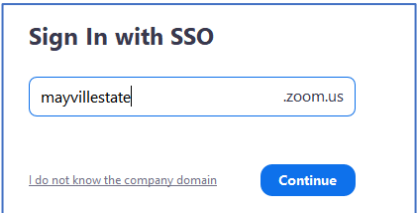



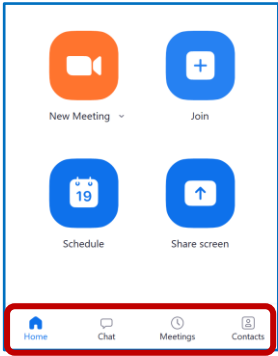
While you do not *need* the Zoom app to enter or schedule a Zoom meeting, it is *highly recommended* due to the superior features of the desktop app compared to the browser version.

# CREATE YOUR ACCOUNT

<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <b>Sign In</b></p> <p>Use your <b>MSU credentials</b> to login (everything before the @ sign).</p>	 
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to get back to the Mayville State Zoom page.</p>	

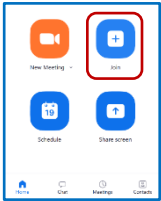
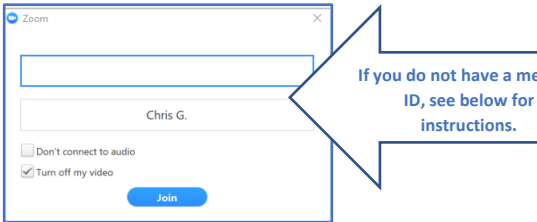
# DOWNLOAD AND INSTALL THE APP

<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <a href="#">Download</a></p>	
<p>Click the <a href="#">Download</a> button and follow the prompts to install.</p>	<p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> 
<p>To open the Zoom client, tap the Windows key on the keyboard and type <b>"Z"</b>.</p> <p><a href="#">Start Zoom Desktop app</a> will pop up. Click it to open the Zoom app.</p>	 
<p>Click <a href="#">Sign In with SSO</a></p> <p>Do <b>NOT</b> use the Sign In section on the left.</p> <p>(SSO means Single Sign-On. It allows you to use the same credentials as you use for Mayville State.)</p>	
<p>Enter <a href="#">mayvillestate</a> in the domain (in the future, this will automatically populate if you are using the same computer)</p> <p>Click <a href="#">Continue</a></p>	

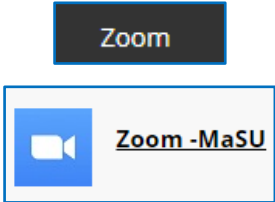
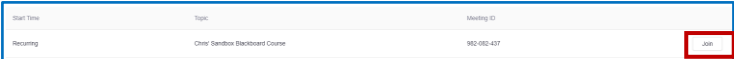
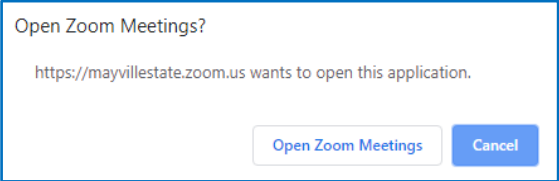
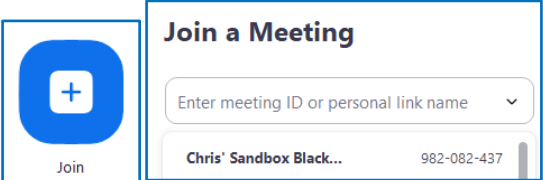
<p>Enter your <b>MSU Username</b> (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your <b>Campus Connection</b> password.</p> <p>Click <b>Sign in</b>.</p>	
<p>The Zoom app will open and display the Home Page for the app. Use the icons on the bottom of the screen to navigate the app.</p>	

## JOIN A MEETING

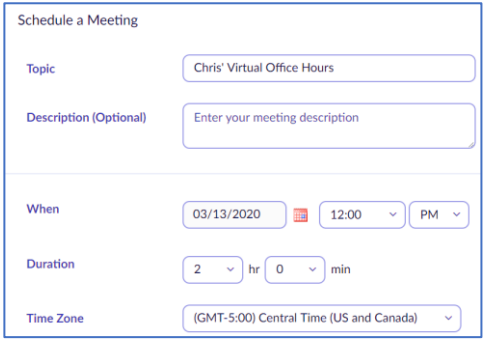
The first thing many people do is join a meeting. Instructions for scheduling meetings are below.

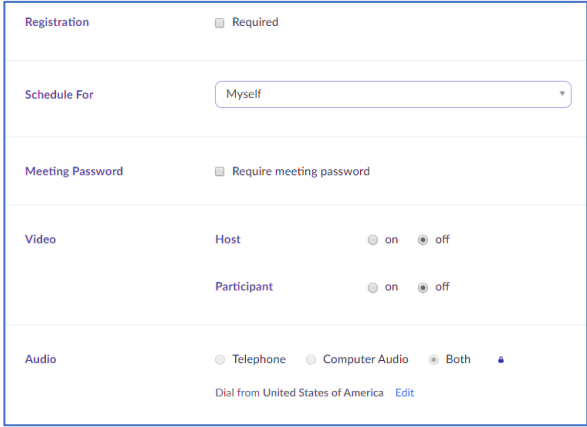
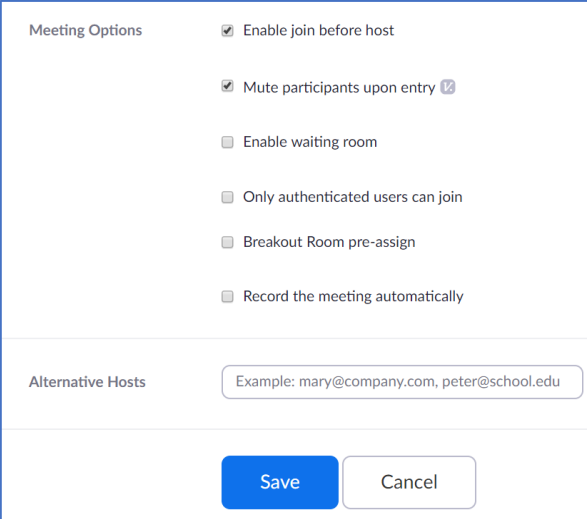
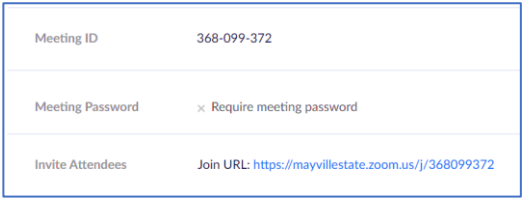
<p><b>If you have a link to the meeting</b>, simply <b>click it</b>. If you have installed the desktop app, you will be prompted to open the app to join the meeting.</p>	<p>Join URL: <a href="https://mayvillestate.zoom.us/j/728905295">https://mayvillestate.zoom.us/j/728905295</a></p>
<p><b>Open the app</b></p> <p>These icons indicate your various options.</p> <p>Typically, the <b>Join</b> button is the most frequently used option on this screen.</p>	
<p>A window opens where you can type in the meeting ID.</p> <p>Click <b>Join</b>. The meeting will open.</p>	

# JOIN A MEETING FROM BLACKBOARD

<p>Some instructors create a Zoom meeting from within Blackboard.</p> <p>To find the meeting in Bb, look for the Zoom course menu item.</p> <p>Click the <b>Zoom -MaSU</b> link</p>	
<p>You are taken to the Zoom “lobby” where a recurring meeting has been created for the course.</p> <p>Click Join. Zoom may prompt you to open the desktop app</p>	
<p>Choose <b>Open Zoom Meetings</b> and the Zoom app will launch and take you to the meeting.</p>	
<p>To join the meeting in the future, you can</p> <ol style="list-style-type: none"> <li>1) Join the same way as outlined here</li> <li>2) Desktop app &gt; Join &gt; choose the meeting from the recent meetings list</li> <li>3) Record the meeting ID and enter it when needed.</li> </ol>	


# SCHEDULE A MEETING

<p>When scheduling meetings, it is FAR easier to do so in the Zoom web portal than to do it in the app.</p>	
<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <b>Sign In</b></p> <p>Use your <b>MSU credentials</b> to login (everything before the @ sign).</p> <p>This takes you to the web portal.</p>	
<p>Click <b>Schedule a New Meeting</b></p>	
<p>Topic: Enter the <b>Name of the Meeting</b></p> <p>Description: <b>Optional</b></p> <p>When: <b>Enter the date and time the session(s) will begin.</b></p> <p>Duration: <b>Choose the duration</b></p> <p><b>Time Zone</b> should match that of your computer</p>	
<p>If your meeting is recurring:</p> <p>Click <b>Recurring</b> meeting. Options will populate.</p> <p>Recurrence: * Choose Daily, Weekly, Monthly</p> <p><b>*If the meeting or class is held more than once a week, choose No Fixed Time</b></p> <p>Repeat every: Enter the <b>number</b> of days</p> <p>End date: Enter the <b>date the recurrence will end</b> or choose the <b>number of occurrences</b>.</p>	

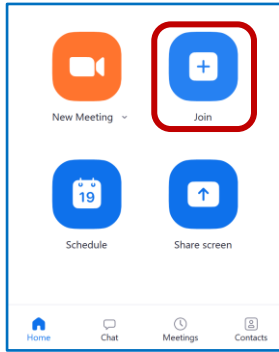
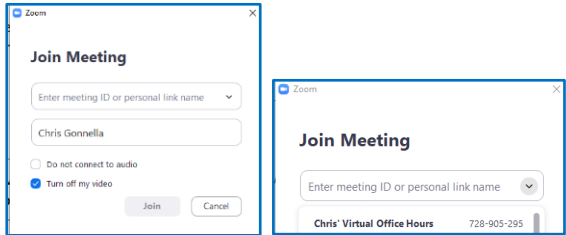

<p><b>Registration:</b> This is not recommended</p> <p><b>Schedule for:</b> If you have this option, choose <b>Myself</b></p> <p><b>Meeting Password:</b> This is not recommended</p> <p><b>Video:</b> Host and Participant should be <b>OFF</b> so that students (and you) can choose when to turn their camera on.</p> <p><b>Audio:</b> Choose <b>Both</b>. This allows participants to call in with their phones if there is a problem with computer audio.</p>	 <p>The screenshot shows the Zoom meeting settings interface. It includes sections for Registration (with a 'Required' checkbox), Schedule For (a dropdown menu set to 'Myself'), Meeting Password (with a 'Require meeting password' checkbox), Video (with 'Host' and 'Participant' settings, both set to 'off'), and Audio (with 'Telephone', 'Computer Audio', and 'Both' options, where 'Both' is selected). A 'Dial from United States of America' link is also visible.</p>
<p><b>For Classes</b></p> <p>Check <b>Enable join before host</b></p> <p>Check <b>Mute participants upon entry</b></p> <p><b>For Office Hours</b></p> <p>Uncheck <b>Enable join before host</b></p> <p>Check <b>Mute participants upon entry</b></p> <p>Check <b>Enable Waiting Room</b></p> <p>If you use Breakout Rooms and want to pre-assign them for this meeting, check <b>Breakout Room pre-assign</b></p> <p>Click <b>Save</b></p>	 <p>The screenshot shows the 'Meeting Options' section of the Zoom settings. It includes checkboxes for 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', 'Breakout Room pre-assign', and 'Record the meeting automatically'. Below this is the 'Alternative Hosts' section with a text input field containing an example email address. At the bottom are 'Save' and 'Cancel' buttons.</p>
<p>All the meeting settings are now visible, as well as the Meeting ID and the URL.</p> <p>Use the <b>Meeting ID</b> when your students have the Zoom app installed.</p> <p>Use the URL for those <b>who do not have the Zoom app installed</b>. Just remember that the web-based version of Zoom is missing a few features.</p>	 <p>The screenshot shows the Zoom meeting summary. It displays the 'Meeting ID' as 368-099-372, the 'Meeting Password' as 'Require meeting password', and the 'Invite Attendees' section with a 'Join URL' that starts with 'https://mayvillestate.zoom.us/j/368099372'.</p> <p><b>Note:</b> If participants have Zoom downloaded and click on the URL, the Zoom app will open rather than the web browser.</p>



# INVITE OTHERS

<p>After you schedule a meeting in the web portal, the <b>Meeting ID</b> and <b>Meeting URL</b> are visible.</p> <p>When sending an invitation, it is best NOT to use the Zoom invitation. It contains far too much information.</p>	
<p>Send the Meeting ID, Meeting URL and the phone number for calling in to the meeting in case there are major issues.</p> <p>For ND the phone number for joining with just audio is <b>(312) 626-6799</b> and then dial the <b>Meeting ID number</b>.</p>	<p><b>Example of an edited Invitation</b></p> <p>Meeting ID: 728905295 (enter your own Meeting ID number here)</p> <p>Meeting URL: <a href="https://mayvillestate.zoom.us/j/728905295">https://mayvillestate.zoom.us/j/728905295</a></p> <p>For audio only: (312) 626-6799 and then dial the Meeting ID number</p>

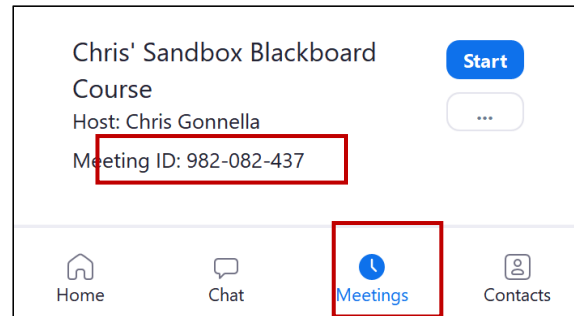
# START A SCHEDULED MEETING

<p>There are several ways start an already-scheduled meeting. The best way is to open the app and click the <b>Join</b> button.</p>	
<p>If you use the app, the Meeting ID will be saved in the recent items of the <b>Join Meeting</b> dialog box.</p>	
<p>If you are already in the web portal, you can click the <b>Start</b> button next to the meeting.</p>	

# FIND THE MEETING ID

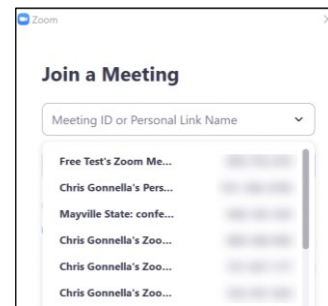
## Before starting the meeting

If you have scheduled a meeting but cannot find the meeting ID, you can find it in the Zoom app under the Meetings tab.



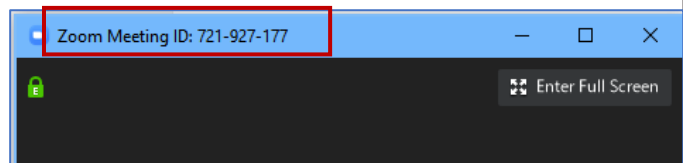
## From a previous meeting

If you have signed into the meeting previously, the ID number may still be in the Meeting ID drop down box in the Join a Meeting screen. It will appear when you click the Join button on the Home screen.



## During the meeting

In the upper left corner of the screen of any meeting you will find the Zoom Meeting ID in the title bar.

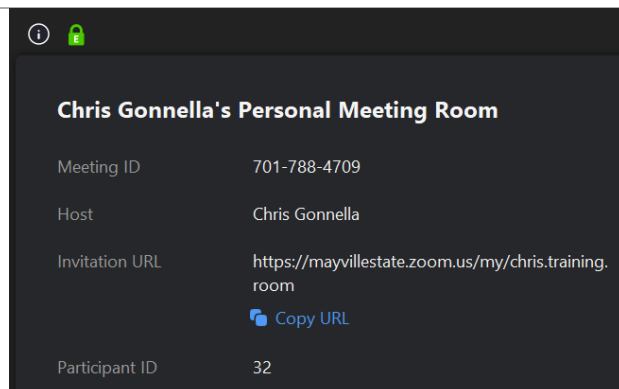


## During the meeting

In the upper left corner of the screen of any meeting you will find the information icon.

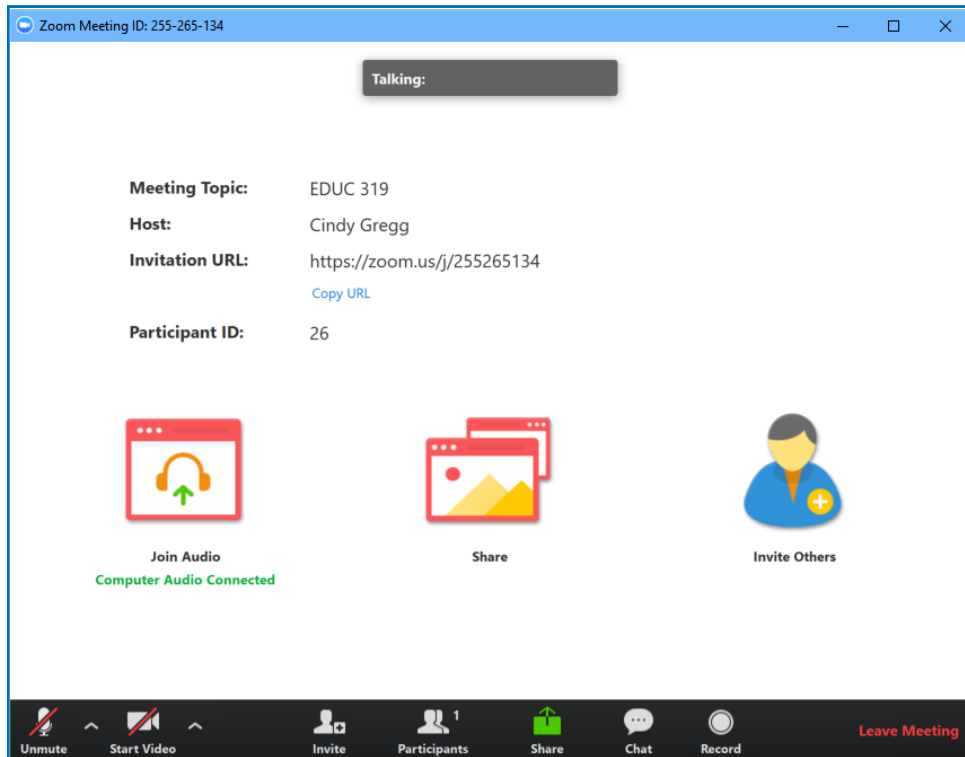


Click it for details of the course. Use the Copy URL link for others how may need this information.



# NAVIGATING A ZOOM MEETING

## The Meeting Window

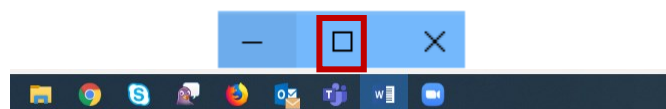
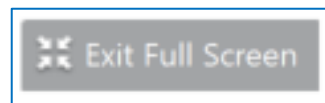


The first thing you should do when joining a Zoom meeting to make sure you are not in Full Screen mode. If you are, exit it by clicking the **Exit Full Screen** mode button.

When you are in Full Screen, you cannot see your taskbar and it is easy to get confused about where to find everything.

Next, click the **Restore** button to enlarge the Zoom meeting window. This allows you to access the taskbar at the bottom of the screen.

**Recommended Practice:** With the Zoom meeting screen open in the Restore position (as described above), click on the **Participants** and **Chat** panels to open them.



## Participant Panel

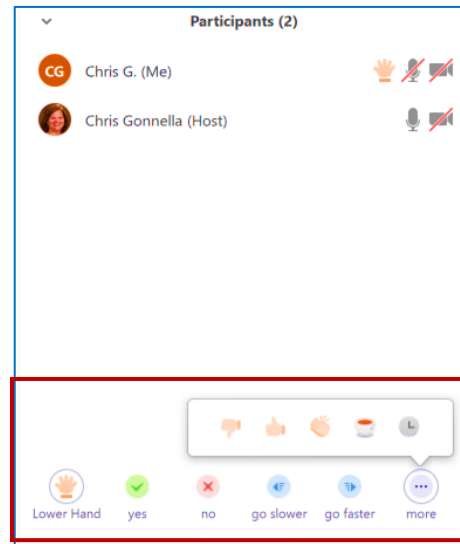
Shows whether **you** are muted and if your camera is on or off.

Shows **all other participants** and their mic and camera status

Allows you to **raise your hand** or use other icons to indicate your status.

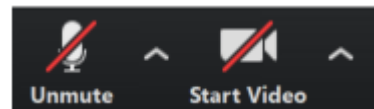
You may be asked to use these features to get feedback from you how things are going in the class.

Hosts and co-hosts can lower your hand and clear other responses.

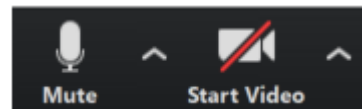


## Mute/Unmute Mic

Most meeting hosts will set the meeting so that attendee mics are muted, and cameras are off. This allows the attendee to control when they are heard and seen.



To **mute/unmute** your mic, click the mic icon or use **Alt + A**

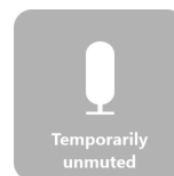


## Awesome Zoom Tip!

To temporarily unmute yourself,

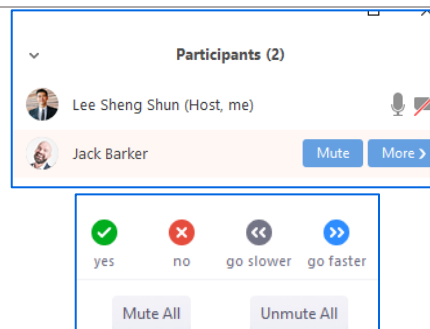
1. **Make sure your mouse is in a Zoom window**
2. **Press and hold the spacebar.**
3. **Release to re-mute.**

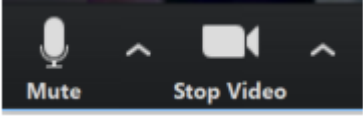
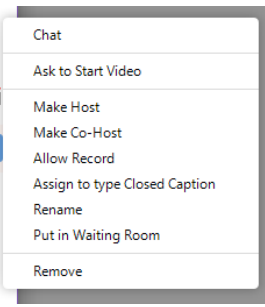
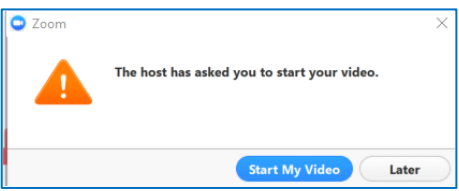
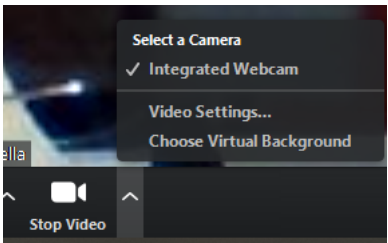
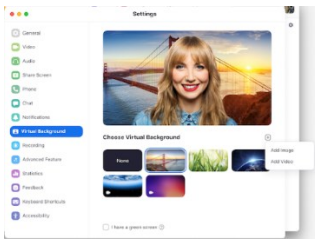
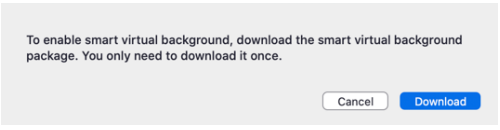
This is very handy when you need to stay muted most of the time but need to say something briefly in the meeting.



Hosts can mute and unmute one or all participants from the Participants Panel.

Participants will be notified when they are muted by the host.



<p><b>Video On and Off</b></p> <p>To <b>start/stop</b> your camera, click the camera icon or use <b>Alt + V</b></p>	
<p>The host can request that you start your video. Instructors may do this so they can see you in class.</p> <p>In the Participants Panel, the host will hover over the name of the person that you would like to turn on their camera.</p> <p>Click <b>Ask to Start Video</b></p>	
<p>Participants must give agree by clicking <b>Start My Video</b></p> <p><b>Tip:</b> This is helpful for new users who do not know how to turn on their cameras.</p>	
<p><b>Virtual Background</b></p> <p>The virtual background feature allows you to display an image or video as your background during a Zoom Meeting.</p> <p><b>This feature can be very helpful when learning from home!</b></p> <p>You can also upload your own images or videos as a virtual background. Always use appropriate images!</p> <p>Go to the up arrow next to the camera and click <b>Choose Virtual Background</b></p>	
<p>Check <b>I have a green screen</b> if you have one. A solid wall in the background would work as well</p>	
<p>If you do not have a green screen click on an image. If prompted, click <b>Download</b> to download the package for virtual background without a green screen.</p>	

## In-Meeting Chat

Chat allows you to have a text-based conversation with anyone else in the meeting.

**Please note:** In-Meeting Chat is a separate feature from the Chat function on the home page of the app.

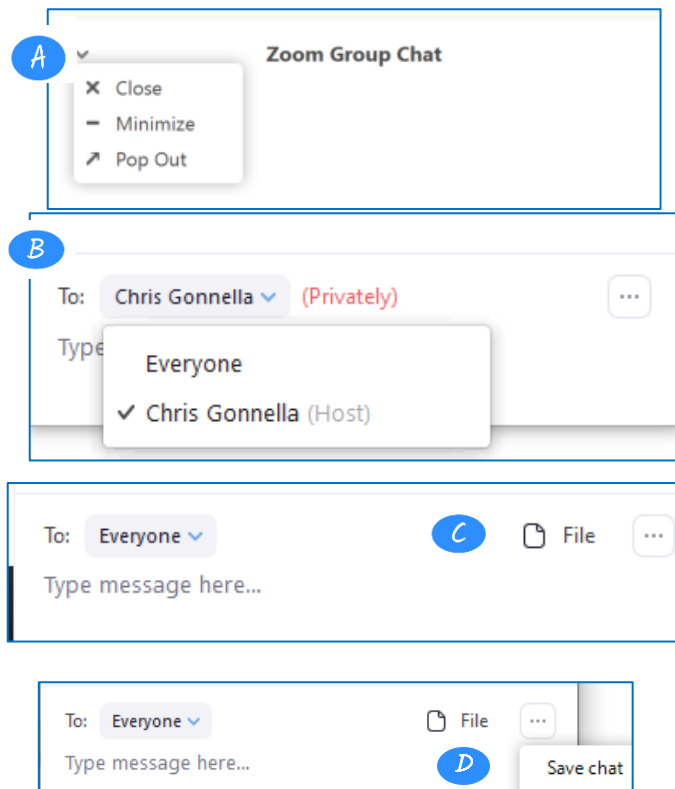
**A** You can close, minimize or pop the chat window away from the meeting if you prefer to separate the two.

**B** Some meetings allow attendees to chat with others privately (this one does not).

## Upload and Download Files

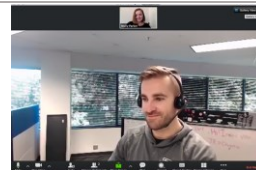
**C** This meeting is set up to allow you to upload and download files via the chat window. You must be chatting with everyone to access the **File** button.

**D** You can also Save chat. If you plan to share it, be sure to remove any private chat you have had, as appropriate.



## Video Layouts

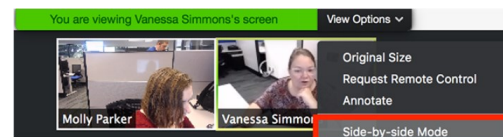
**Active Speaker View** is the default video layout. It will switch the large video window between whomever is speaking.



**Gallery view** lets you see thumbnail displays of participants in a grid pattern.


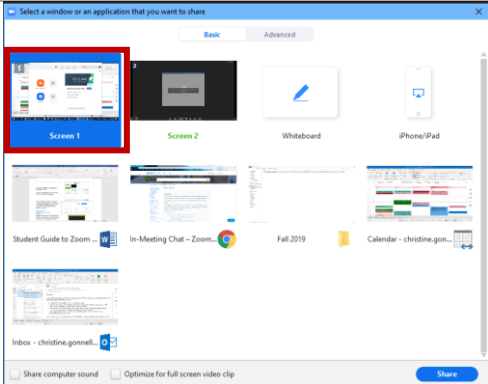
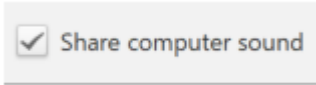
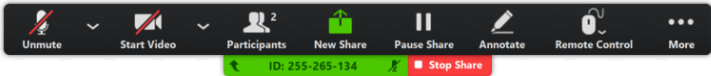


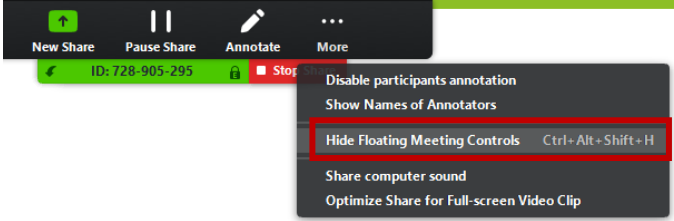

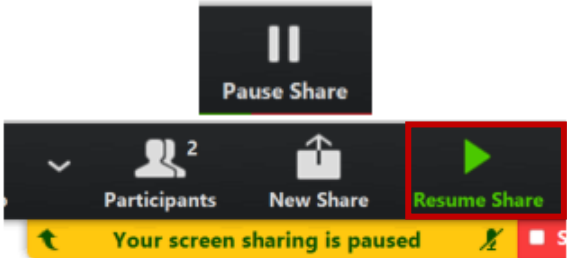
**Side-by-Side view** can be used when a screen is being shared to also use speaker view of gallery view. Click **View Options**, then **Side-by-Side Mode**.



For more details on how to manage views, go to [Video Layouts](#)

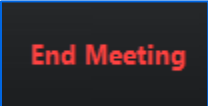
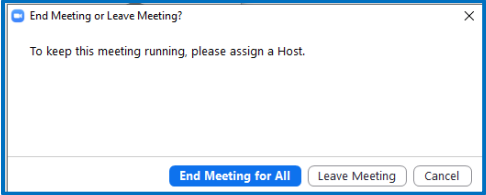
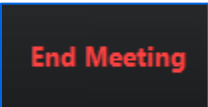
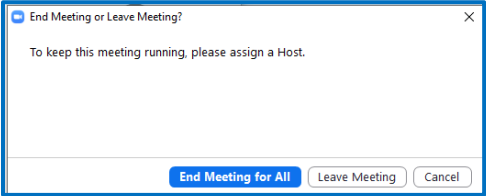
# SHARE YOUR SCREEN

<p>To share your screen, click the <b>Share</b> button.</p>	
<p>Then <b>Select a window or an application</b> dialog box pops up.</p> <p>Select <b>Screen</b>, then click <b>Share</b>.</p> <p><b>Please Note:</b> If you are planning to move between apps while sharing, <b>choose a Screen rather than a specific app</b>.</p>	
<p><b>Sharing Sound from a Video</b></p> <p>If you are sharing a video and want the attendees to hear the sound, be sure to also check <b>Share computer sound</b>.</p> <p><b>Tip:</b> When sharing a video, check with participants right away to see if the audio is working. If not, <b>Stop the Share</b>, check this box and start the video again.</p>	
<p><b>Tip:</b> Note that when you are sharing your screen, your meeting controls move to the top of the screen. This is the best way for you to know when you are sharing.</p>	<p><b>Click and drag this bar around the screen as needed</b></p> 

<p><b>Hide Share Screen Menu Bar</b></p> <p>To hide the meeting controls, which can tend to get in the way at times, click the <b>More</b> button, then choose <b>Hide Floating Meeting Controls</b>.</p> <p>Press <b>Escape</b> on the keyboard to get the controls back</p>	 <p><b>Tip:</b> This can sometimes cause confusion if the presenter is also in share screen mode. Hit the Escape button on the keyboard once to unhide the floating meeting controls and press it again to get out of Slide Show mode in PPT.</p>
<p><b>When all else fails...</b> Click <b>Stop Share</b> and start over!</p>	
<p><b>To Pause the Share</b></p> <p>When you are sharing your screen and you need to go check your email or find that darned YouTube video again, click <b>Pause Share</b>. This will temporarily stop the screen share.</p> <p>You are notified that the sharing is paused by a yellow bar.</p> <p>When you are ready to share gain, click <b>Resume Share</b></p>	


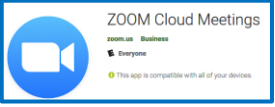
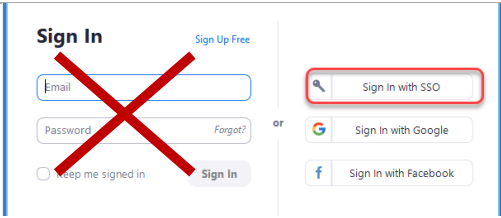
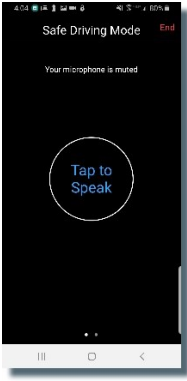


# HOW TO LEAVE OR END A MEETING

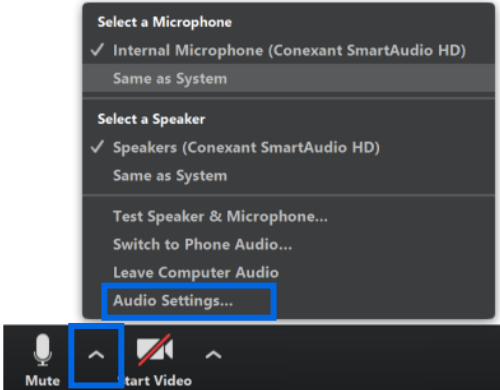
<p><b>To Leave a Meeting</b> Leaving a meeting when you are host can be confusing because you see End Meeting as the only option.</p> <p>This is tricky because it makes you think you are going to end the meeting, but you have another screen before the meeting ends.</p>	
<p>If you wish to leave the meeting without ending it, click <b>Leave Meeting</b>.</p>	
<p><b>To End a Meeting</b> Click on <b>End Meeting</b> on the bottom right of the screen.</p>	
<p>Click <b>End Meeting for All</b>. This will close the meeting without warning for everyone.</p>	

# MOBILE APP

The Zoom mobile app is recommended. The interface is easy to use and works well.

<p>To download the <b>iOS mobile app</b>, go to the Apple store and search for Zoom Cloud Meetings</p>	
<p>To download the <b>Android app</b>, go to Google Play and search for Zoom Cloud meetings</p>	
<p>When signing into the mobile app, remember to use the SSO option rather than Google or Facebook options.</p>	
<p>The mobile app has a <b>Safe Driving Mode</b> which is very handy if you need to listen in on a meeting while out and about.</p> <p><b>Stay Safe!</b></p>	

# TROUBLESHOOTING

<p>To troubleshoot audio, <a href="#">click the up arrow next to the mic icon</a>.</p> <ol style="list-style-type: none"> <li>1. Check the correct mic is being used.</li> <li>2. Click on <a href="#">Audio Settings...</a> to explore other options.</li> </ol>	
<p>To troubleshoot video, click the up arrow next to the camera icon.</p> <ol style="list-style-type: none"> <li>1. Check the correct camera is being used.</li> <li>2. Click on <a href="#">Video Settings...</a> to explore other options.</li> </ol>	