ZOOM user manual

DAE HEP symposium 2020

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Installing ZOOM on computer

1. To download the zoom app on your computer depending on your OS:
    a. Go to: https://zoom.us/download
    b. Download and install the ZOOM client app for meetings
2. After installation, Sign in using an existing google/facebook ID or register and login via email

Installing ZOOM on cell-phone

1. To download the zoom app on your cell-phone, open google playstore/app store apple:
    a. Search and install ZOOM Cloud Meetings
2. After installation, Sign in using an existing google/facebook ID or register and login via email

ZOOM from browser (less prefered)

1. Zoom can work directly from a web-browser as a browser plugin
2. Click on a zoom-meeting link, and click 'Allow' on the pop-up window requesting installation of zoom browser plugin
3. Enter a username for your identification

Start a new meeting (For hosts)

Fig1: New meeting icon

1. Open zoom app
2. Click on the new meeting icon
3. Select 'Join with Computer Audio' in the pop-up screen
4. The meeting url will be displayed on the ZOOM window
5. Copy the url, meeting ID, passcode and share with participants
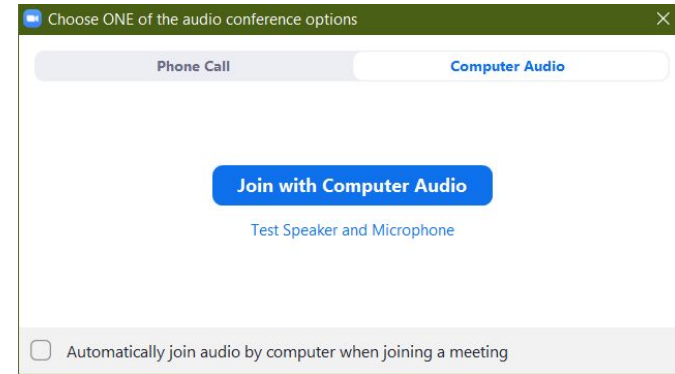

Fig2: Audio options

Join a meeting (For participants)

1. Click on the meeting url provided by the host
2. If ZOOM app is installed it will automatically be launched. Else ZOOM plugin will be installed and the app will open in the web-browser
3. Select 'Join with Computer Audio' if prompted for audio options

In-meeting options (For hosts/co-hosts)

1. The following options are available at the bottom of the zoom window:
   a. **Microphone :** Toggle between muting and unmuting the microphone
   b. **Video :** Toggle between turning video on and off
   c. **Security :** Allows host to (i) lock meeting disallowing any more from joining, (ii) let participants to share their screen, (iii) let participants chat, (iv) let participants to rename themselves
   d. **Participants :** All participants in the meeting listed in an alphabetic order except hosts and co-hosts who are at the top of the list. Those unmuted will be bumped up the top of the list below the host/co-host. Participants who have used the 'raise hand' feature will be placed immediately below the unmuted participants.
   e. **Chat :** To privately and publicly send messages among participants
   f. **Share Screen :** Allows user to share screen. Additionally host can allow/disallow participants to share their screen as well as enable multiple screens sharing option
   g. **Record :** Allows host to record the meeting(audio and video) and chats to disk
   h. **End :** End meeting for all or leave the meeting

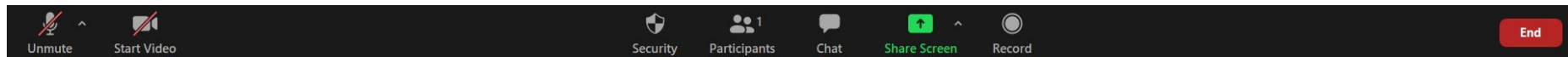| Unmute | Start Video | | Security | Participants 1 | Chat | Share Screen | Record | | End |

Fig3: Bottom menu for hosts

Meeting controls for Hosts/Co-hosts

1. **Admit attendees :** All attendees who join are sent to a waiting room. The host decides to admit or remove an attendee
2. **Mute/Unmute :** The host can force mute a participant by clicking on 'mute' button alongside participant's name. Host can also request a participant to unmute themselves
3. **Make host/assign co-host :** The host can relinquish their title as host by assigning this status to another participant. The host can make other participant(s) as a co-host(s)
4. **Lower Hand :** The host can lower the hands raised by participants
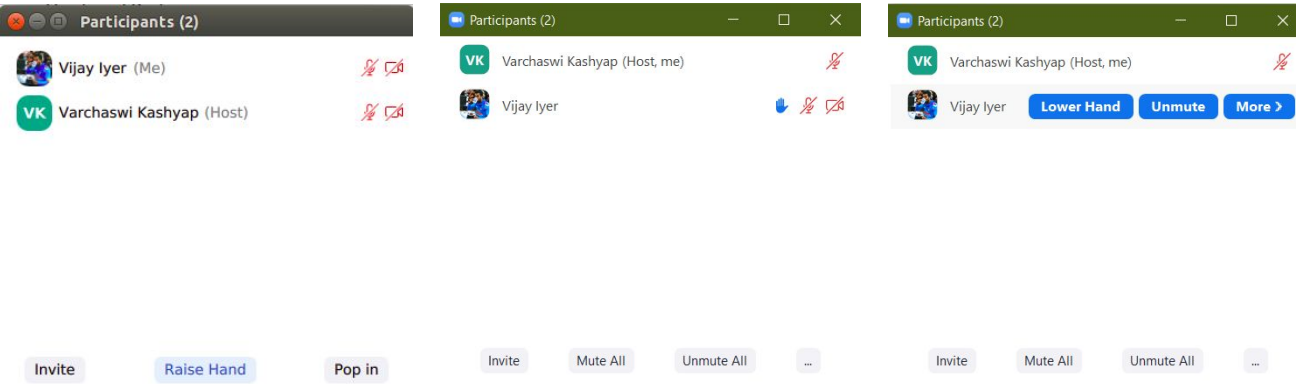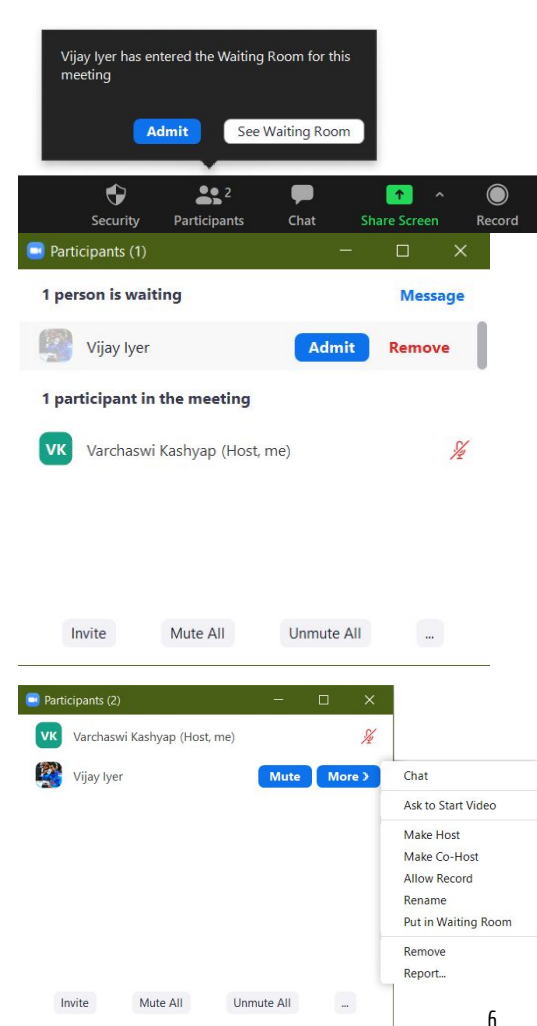
Fig4: Meeting controls for hosts

In-meeting options (For participants)

1. The following options are available at the bottom of the zoom window:
   a. **Microphone :** Toggle between muting and unmuting the microphone
   b. **Video :** Toggle between turning video on and off
   c. **Participants :** All participants in the meeting listed in an alphabetic order except hosts and co-hosts who are at the top of the list. Those unmuted will be bumped up the top of the list below the host/co-host. Participants who have used the 'raise hand' feature will be placed immediately below the unmuted participants.
   d. **Chat :** To privately and publicly send messages among participants
   e. **Share Screen :** Allows user to share screen if screen sharing enabled by host
   f. **Record :** Allows a participant to record the meeting(audio and video) and chats to disk if permitted by the host
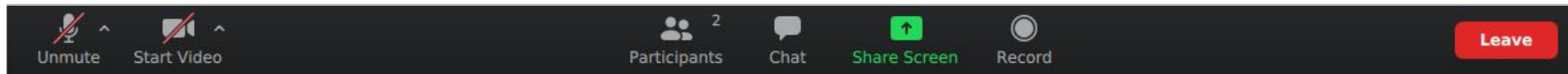   g. **Leave :** Leave the meeting

Fig5: Bottom menu for participants

Setup audio and video options

1. To ensure the microphone and speakers are properly connected:
   a. Click on the '^' symbol next to the microphone icon
   b. If there are multiple microphones or speakers connected, ensure the tick symbol (✔) is against the audio devices in use
   c. Click on 'Test Speaker & Microphone' and follow the instructions on screen to check audio devices

Screen sharing
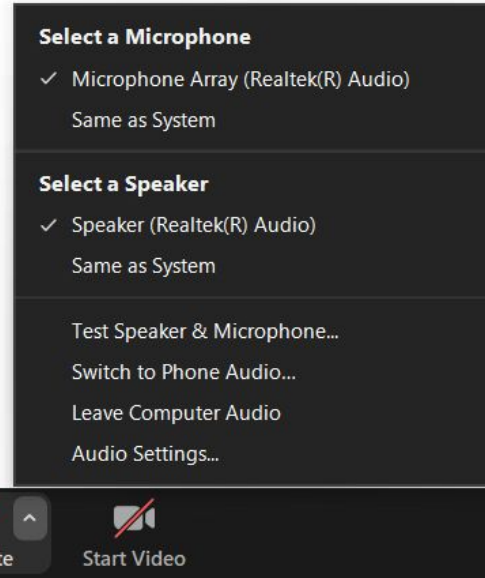
Fig7: Screen sharing window

1. After clicking on 'Share Screen' icon, select the appropriate screen to share from the pop-up window
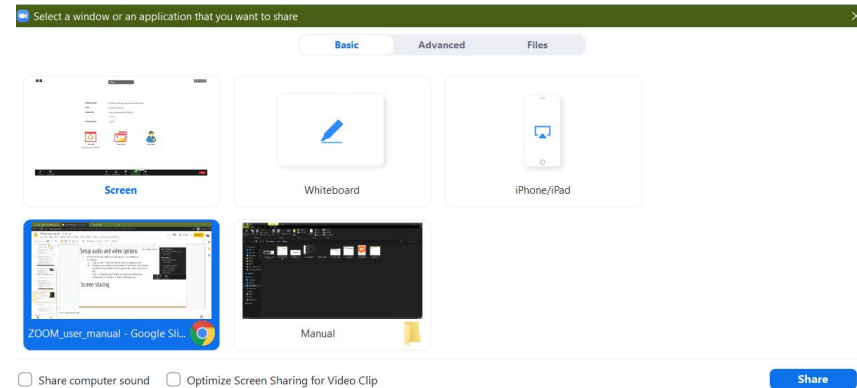
Meeting etiquettes

- No questions will be allowed in between plenary sessions. Please note down your questions and ask at the end.
- Use the chat window properly. Chat is allowed only between the participant and the host/co-host. The host/co-host will pass the message to the speaker if it is a question or try to solve it if it is an issue.
- Use the 'raise hand' feature to ask questions. Make the question concise.
- Both parallel and plenary sessions will be recorded
- If you have more questions/need to discuss with the speaker, you can do so at a later time in one of the SLACK channels dedicated for the session.
- Parallel sessions agenda/connection information will be shared with the participants through mail. The sessions will be summarized on the last day.