



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

Zoom

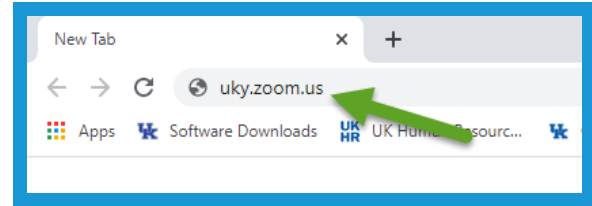
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Section 1A: Accessing Zoom - Online

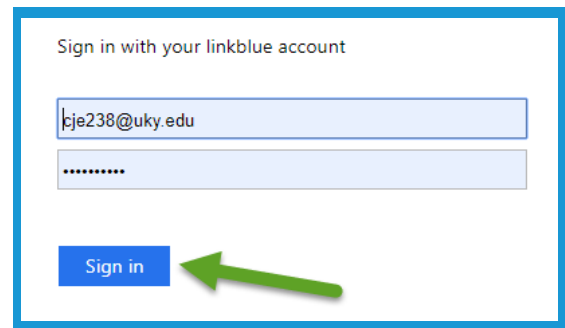
1. Go to **uky.zoom.us**.



2. Click **Sign In**.

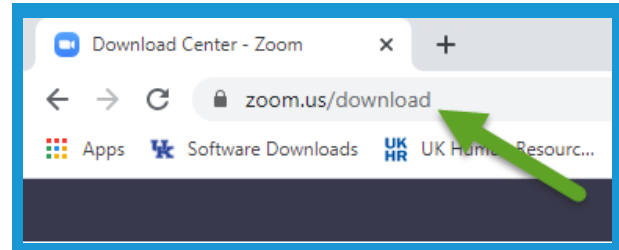


3. Enter your **LinkBlue** credentials, and click **Sign In**.

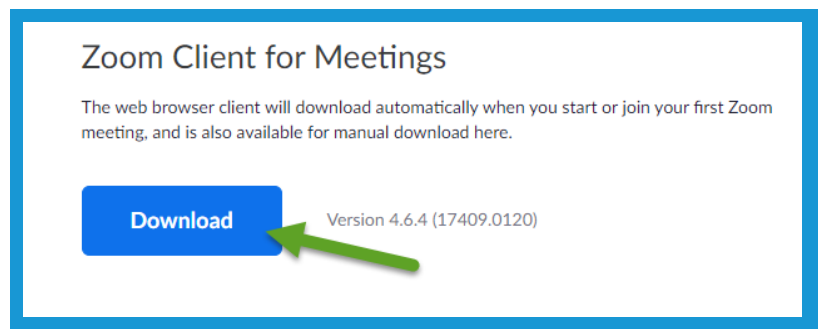


Section 1B: Accessing Zoom - The App

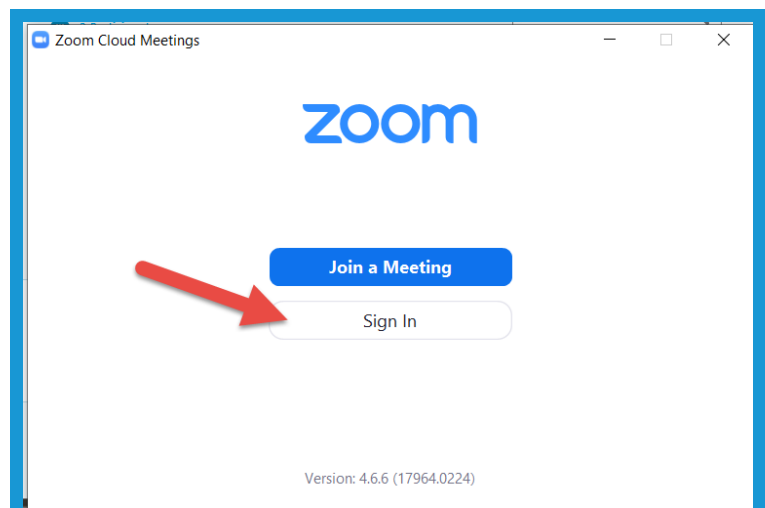
1. Go to **zoom.us/download**.



2. **Download** the **Zoom Client for Meetings**.
Please **contact** your **IT Support** for **help** with this process.

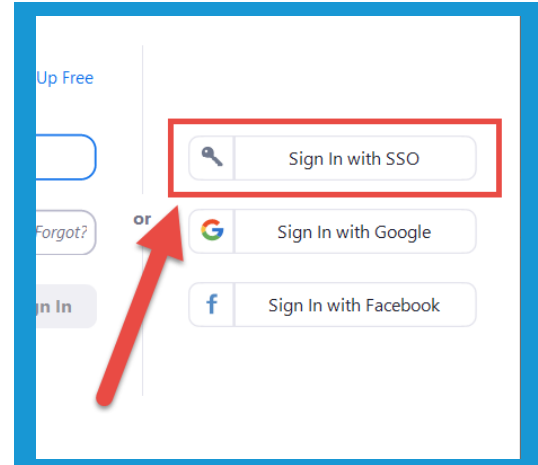


3. Click **Sign In**.

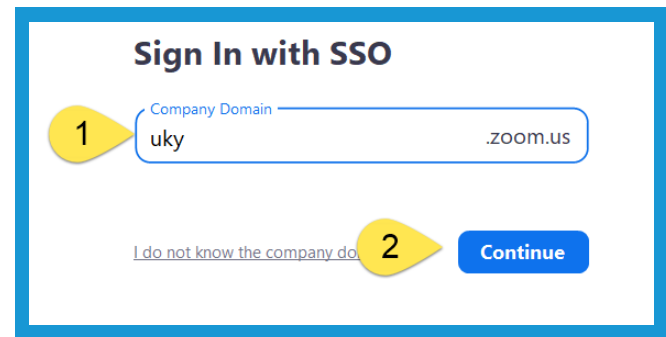


Section 1B: Accessing Zoom - The App

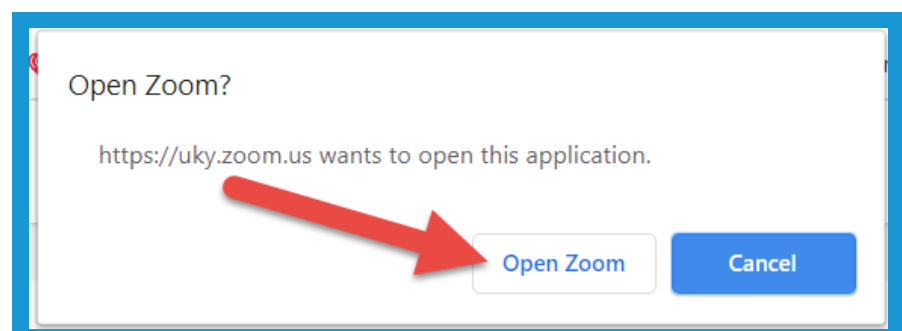
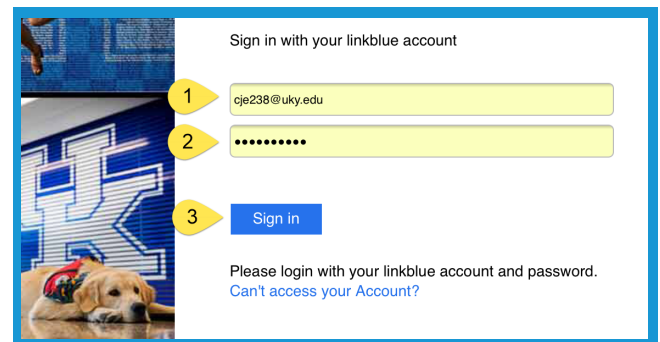
4. Click **Sign in with SSO** on the right side of the window.



5. Type **uky** in the **Company Domain** field. Then click **Continue**.

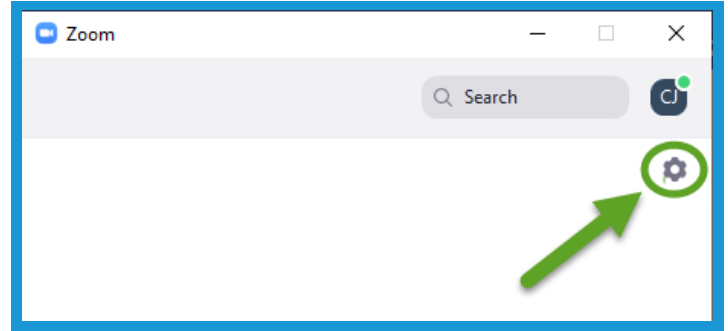


6. You may be prompted to enter your **LinkBlue credentials**. Then select **Sign In**. A **new window** will open and select **Open Zoom**.

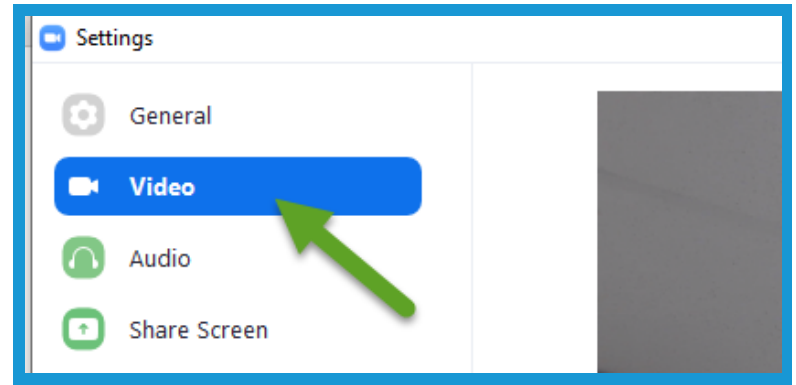


Section 2A: Settings - Video

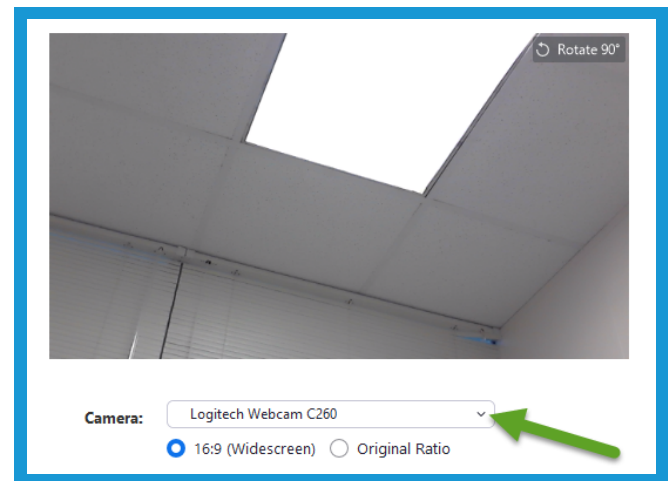
1. Click on the **Gear Icon** in the **upper right** of the **App**.



2. Click on the **Video button** on the **left side** of the **new window**.

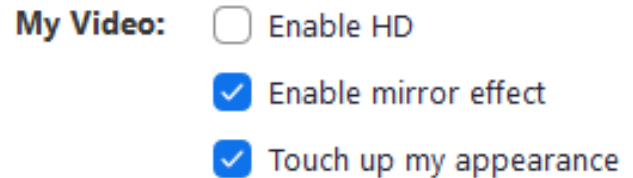


3. Click the **drop down menu** next to **Camera** to **switch** to an **external camera**.

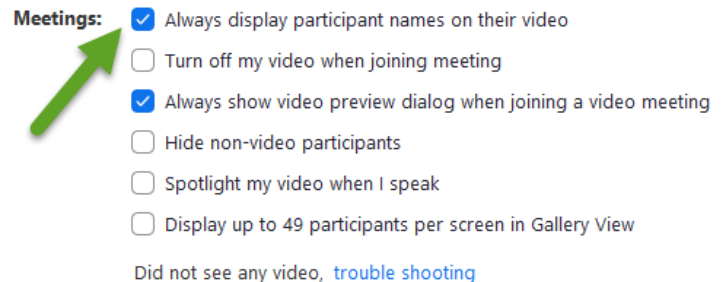


Section 2A: Settings - Video

4. Under **My Video**, make sure **Enable mirror effect** and **Touch up my appearance** are checked.

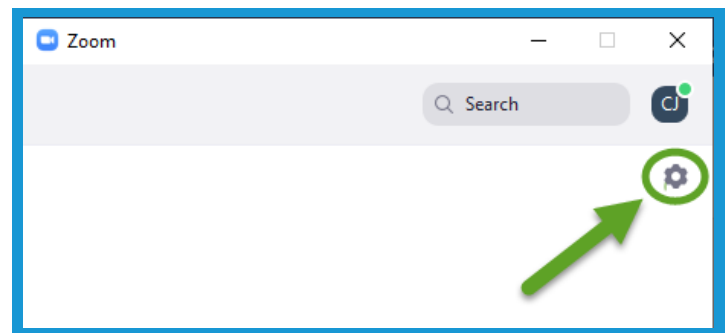
- 
- My Video:**
- Enable HD
 - Enable mirror effect
 - Touch up my appearance

5. Under **Meetings** you can determine how you want **your's and the participant's video** to be displayed during the meeting.

- 
- Meetings:**
- Always display participant names on their video
 - Turn off my video when joining meeting
 - Always show video preview dialog when joining a video meeting
 - Hide non-video participants
 - Spotlight my video when I speak
 - Display up to 49 participants per screen in Gallery View
- Did not see any video, [trouble shooting](#)

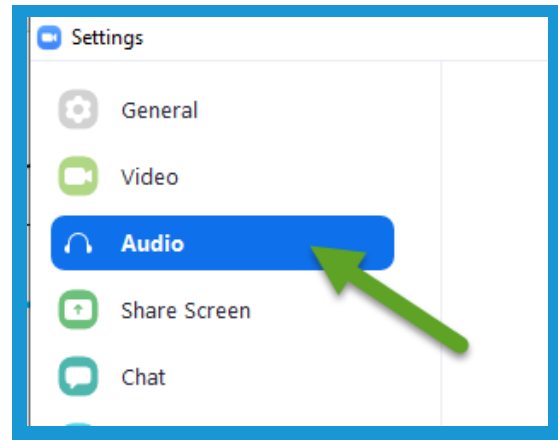
Section 2B: Settings - Audio

1. Click on the **Gear Icon** in the **upper right** of the **App**.

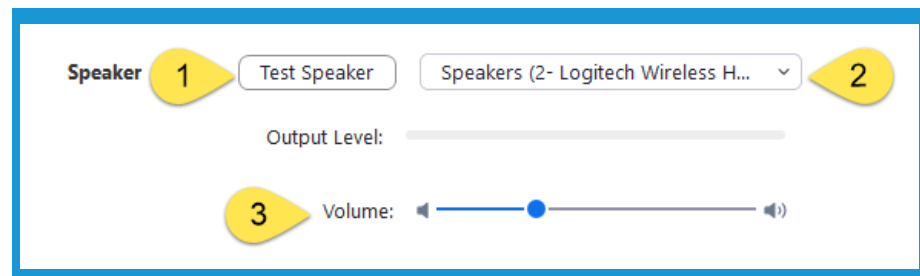


Section 2B: Settings - Audio

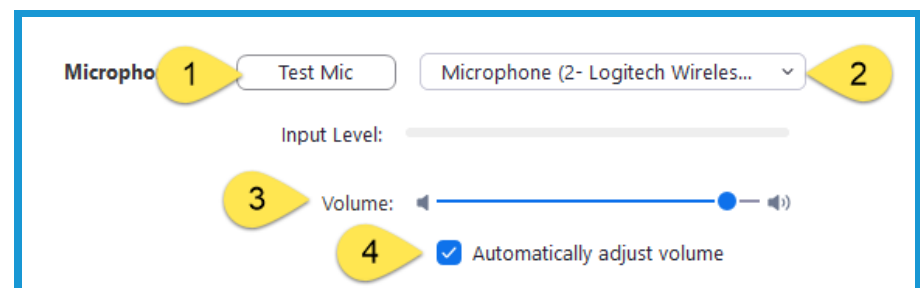
2. Click the **Audio** button on the left side of the new window.



3. Next to **Speaker**, you can **test the speakers (1)** to make sure they work, **change to external speakers (2)**, and **change the volume (3)**.

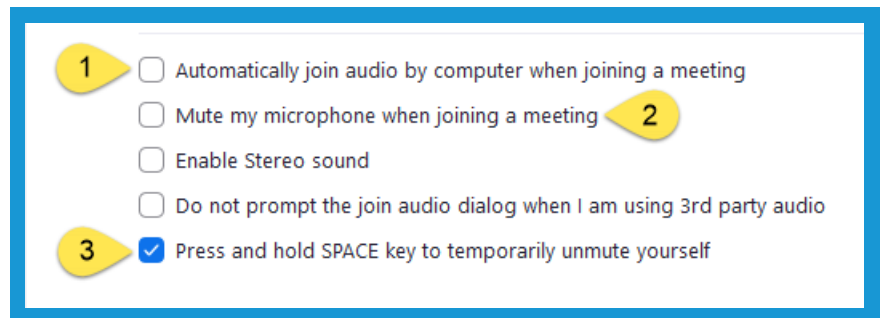


4. Next to **Microphone**, you can **test the mic (1)**, **change to another mic (2)**, **change the mic's volume (3)**, or set Zoom to **automatically adjust the volume (4)**.



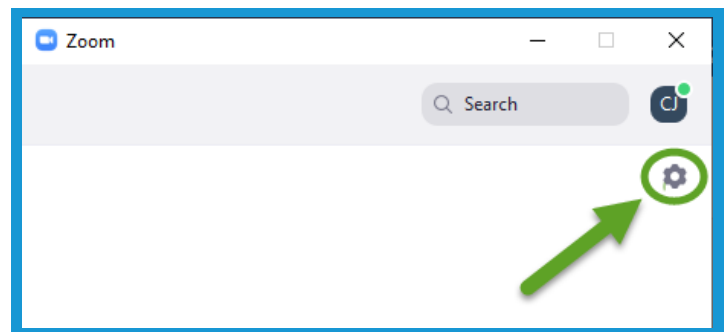
Section 2B: Settings - Audio

5. Click **options** to **automatically** have your **mic on** when **joining** a meeting **(1)**, **muting** your mic when **entering a meeting (2)**, and being able to hit the **Space bar** to **unmute** your **microphone temporarily (3)**.

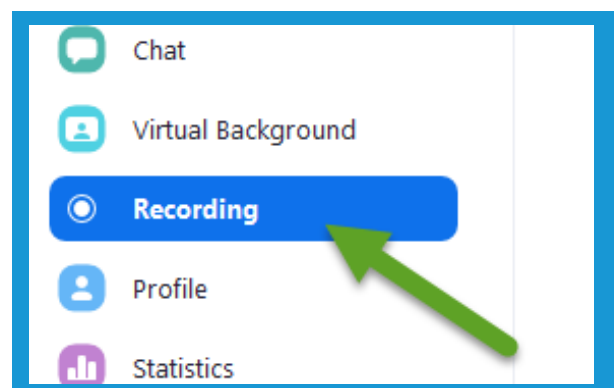


Section 2C: Settings - Recording

1. Click on the **Gear Icon** in the **upper right** of the **App**.

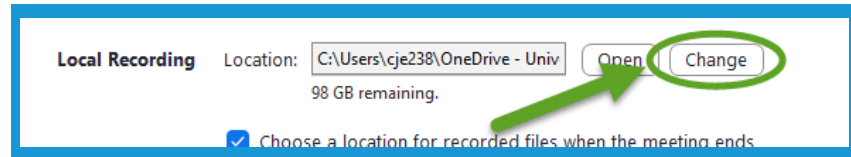


2. Click on the **Recording button** on the **left side** of the **new window**.

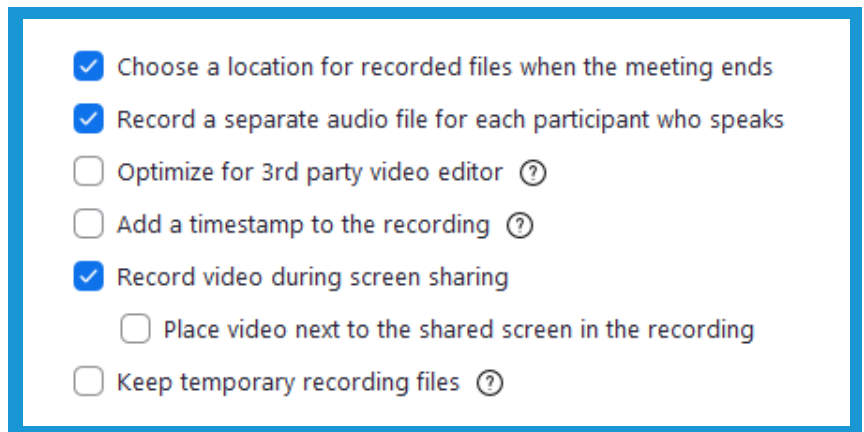


Section 2C: Settings - Recording

3. Under **Local Recording**, click the **Change** button to choose where you want to place the recorded meetings after they download.

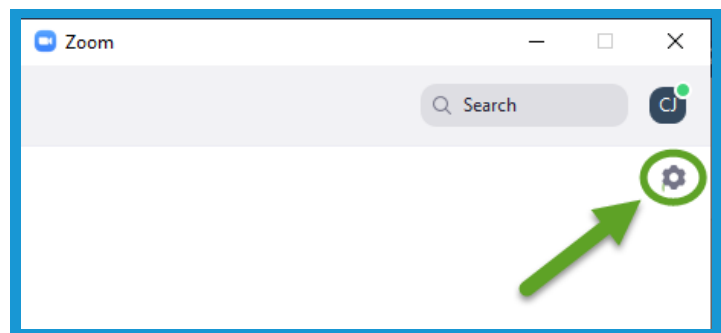


4. You can also **adjust various** other aspects of your recorded meetings.



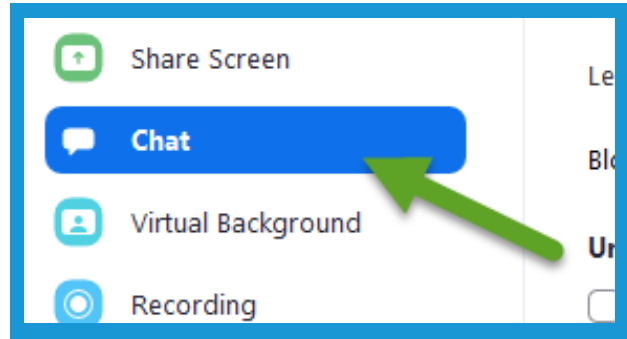
Section 2D: Settings - Chat

1. Click on the **Gear Icon** in the **upper right** of the **App**.



Section 2D: Settings - Chat

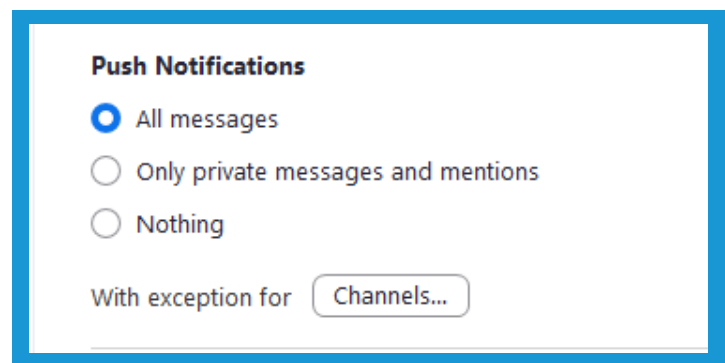
2. Click on the **Chat** button on the **left side** of the **new window**.



3. Under **Unread Messages**, you can **choose where** unread messages **appear** in the **chat area**.

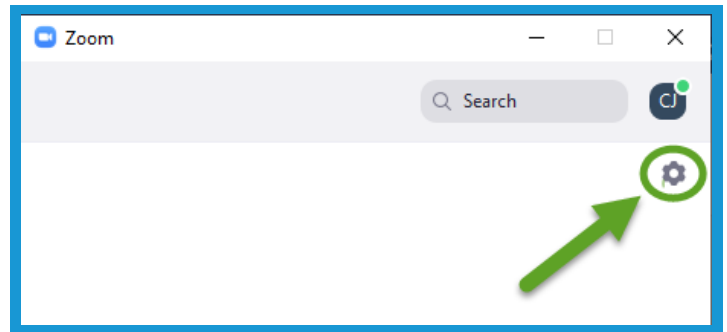


4. Under **Push Notifications**, click on how to be **alerted** to **messages** in the **chat area**.

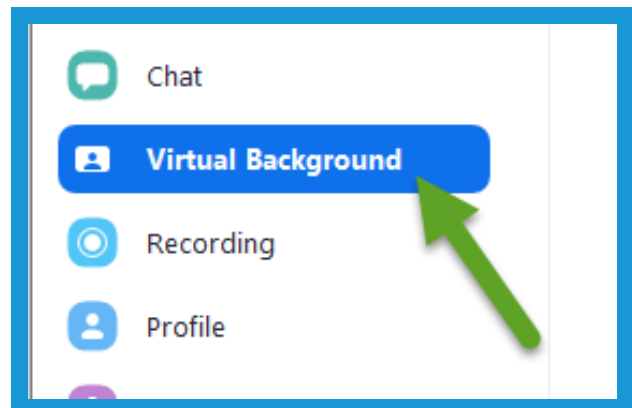


Section 2E: Settings - Virtual Backgrounds

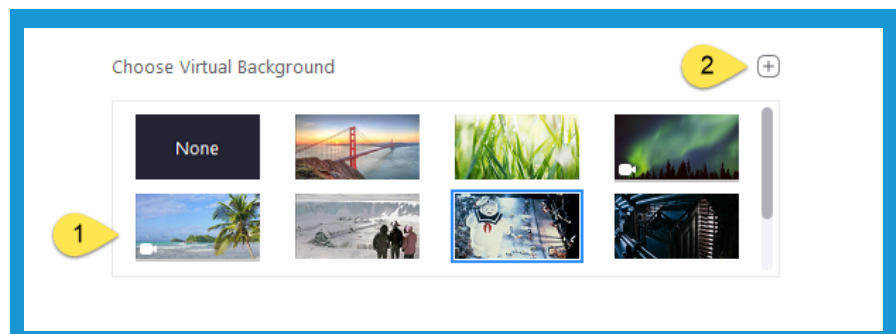
1. Click on the **Gear Icon** in the **upper right** of the **App**.



2. Click on the **Virtual Background** button on the **left side** of the **new window**.

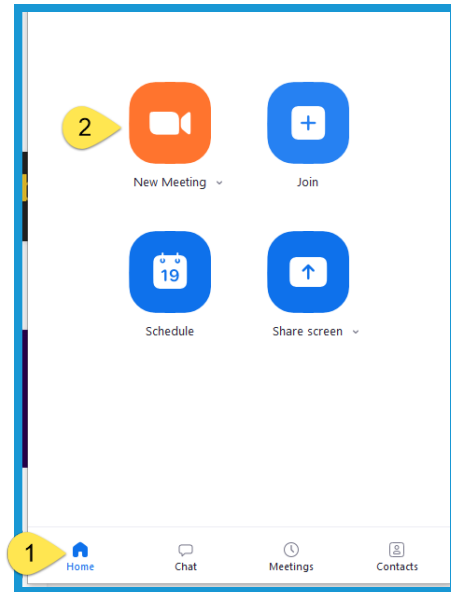


3. Click on the **background** that you want to **use (1)**, or the **plus sign** to add **your own image or video (2)**.

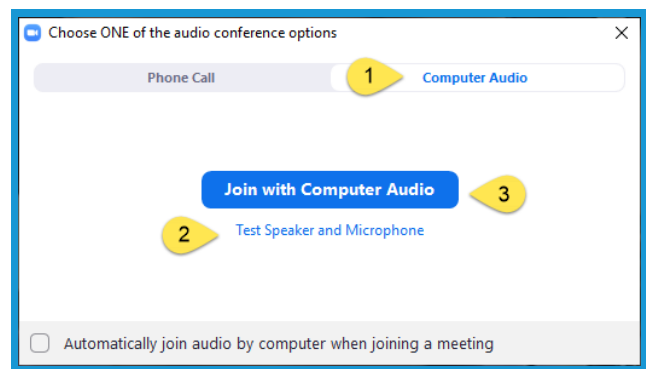


Section 3A: New Meeting - Getting Started

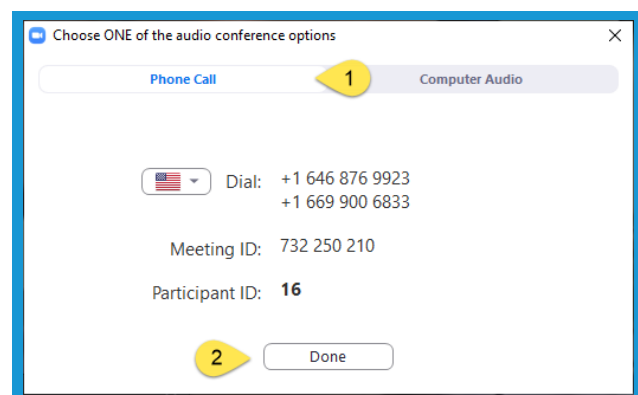
1. Open the **App**, make sure **Home** is selected at the **bottom** of the **window**, and click **New Meeting**.



2. In the new window **Computer Audio (1)** will automatically be selected. Here you can **test** your **microphone** and **speakers (2)**. Click **Join with Computer Audio (3)** to enter the meeting.

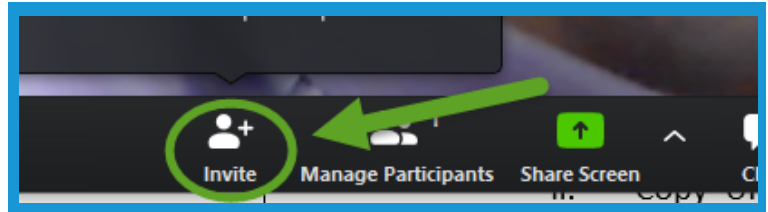


3. Click **Phone Call** to get the **dial in information** and **Meeting ID**. Click **Done** to enter the meeting.

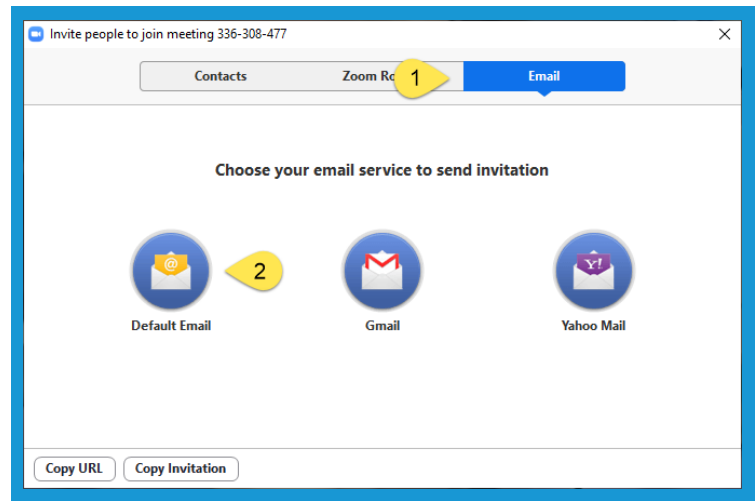


Section 3B: New Meeting - Inviting

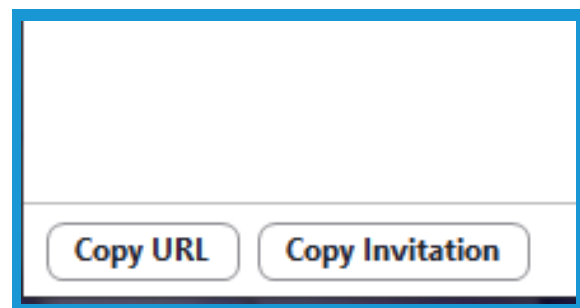
1. Click **Invite** in the **toolbar** at the **bottom** of the **screen**. You may have to **place your mouse** at the **bottom** of the **screen** to **activate** the **toolbar**.



2. Click **Email** in the **new window**. Then click **Default Email** to **open a message window** on your computer with the **meeting information**.

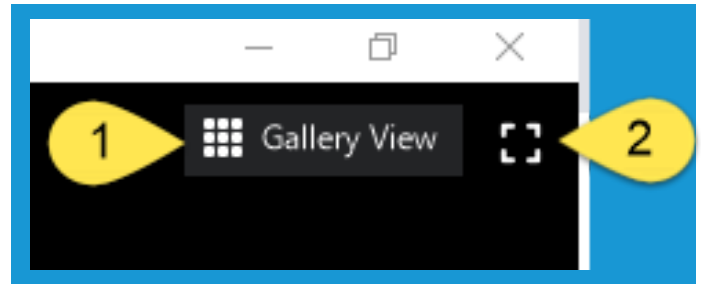


3. In the **lower left** of that **window** you can also **copy** the **web link** to the meeting or **copy** the **entire invitation**. The **information** can then be **pasted** into an **email message**.

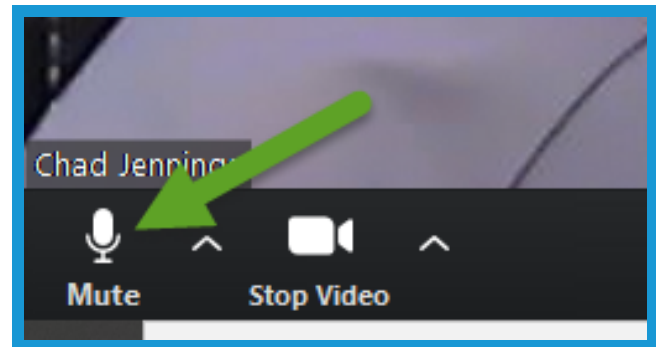


Section 3C: New Meeting - Controls

1. In the **upper right** you can switch your meeting to a **gallery view (1)**, where you can see all the participants on the screen. You can also switch to **full screen (2)**.



2. Click the **Microphone** in the **lower left** to **mute** your **microphone**.

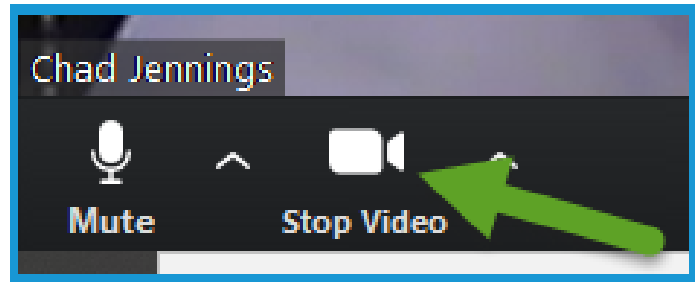


3. Click the **arrow** next to the **microphone** to **change** your **mic** or **speakers**. You can also test your equipment.

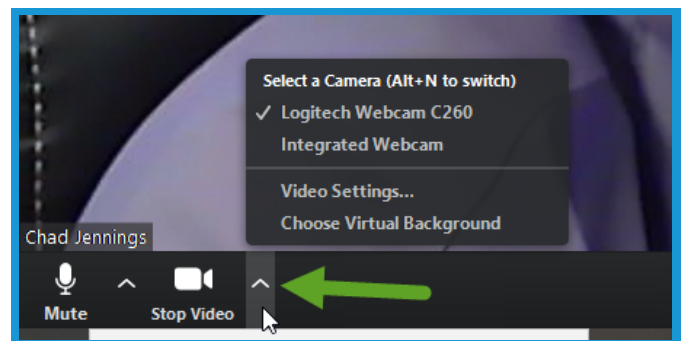


Section 3C: New Meeting - Controls

1. Click the **Camera** in the **lower left** to turn **off** your **camera**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.

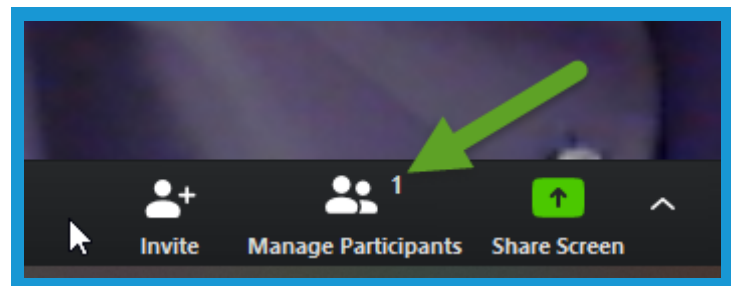


2. Click the **arrow** next to the **camera** to **change** your **camera** or to **add** a **virtual background**.



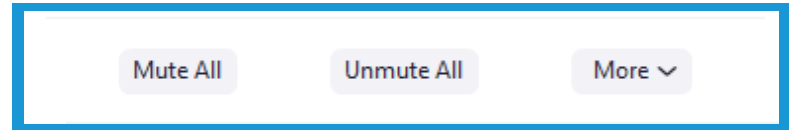
Section 4A: Managing Participants - Muting

1. Click the **Manage Participants** at the **bottom** of the **screen**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.

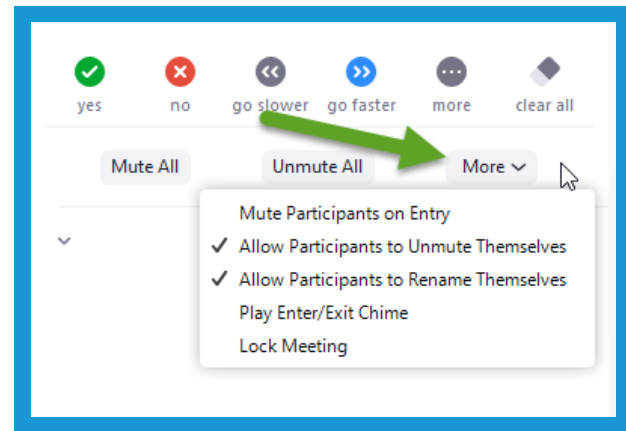


Section 4A: Managing Participants - Muting

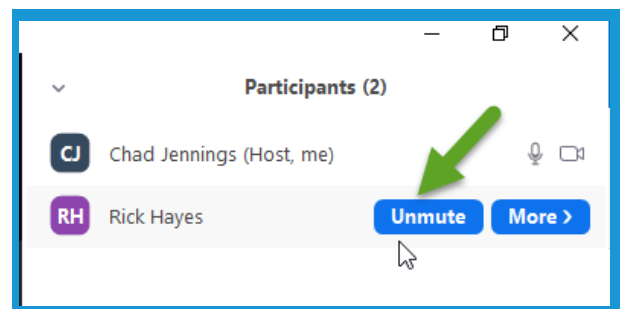
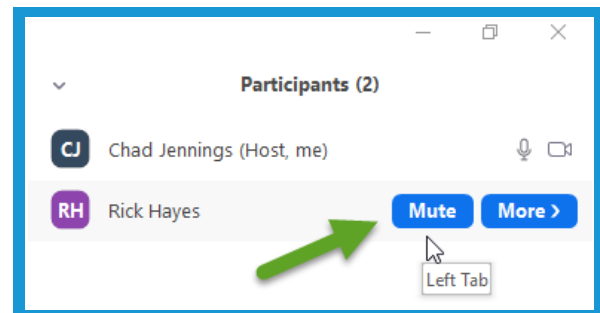
2. A **new window** will appear to the **right side** of the screen. In the **middle** you will see the **options** to **Mute All** or **Unmute All**.



3. Click **More** to **turn off everyone's mic** when they enter. You can also **allow** them to **unmute themselves**.



4. Place your **mouse** over a **participant** to **mute** or **unmute** them **individually**.



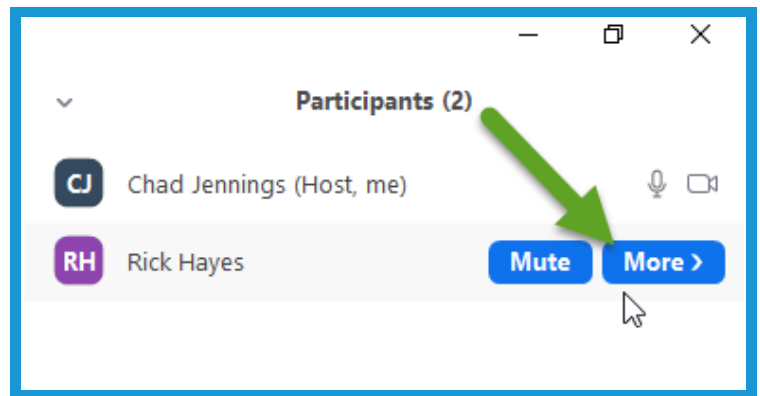
Section 4B: Managing Participants - Cameras

1. Click on the **camera** to the **right** of the **user's name** to **turn off** their camera.

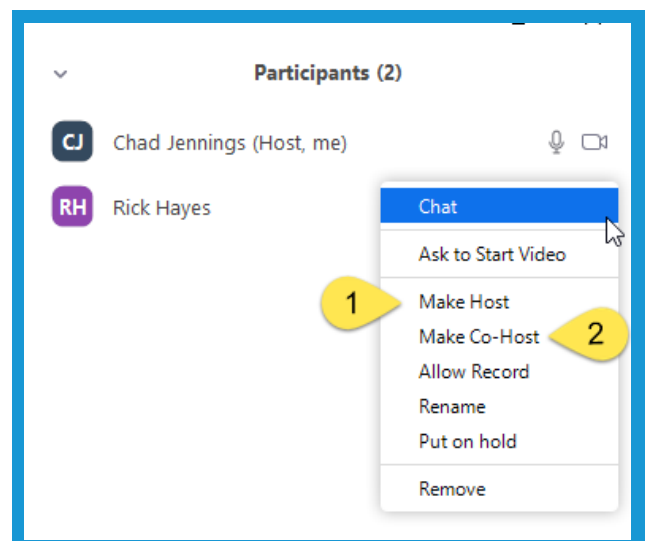


Section 4C: Managing Participants - Assigning a Cohost

1. Place your **mouse over** the **participant's name**.
Click the **More** button.

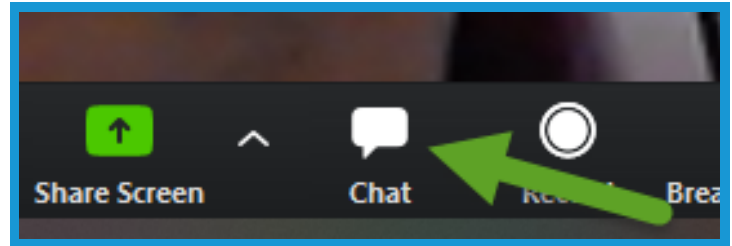


2. Click **Make Host** to **remove your status (1)**, or click **Make Co-Host (2)** to **give the participant the same control** as you.

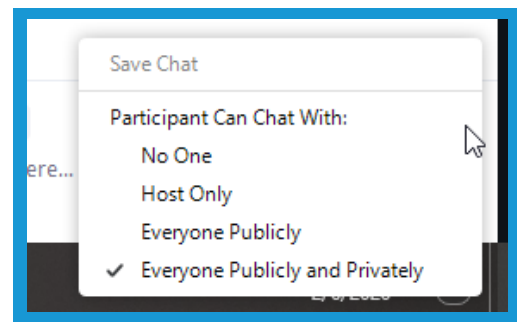
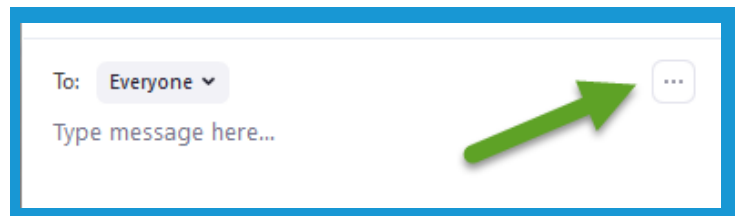


Section 5: Chatting

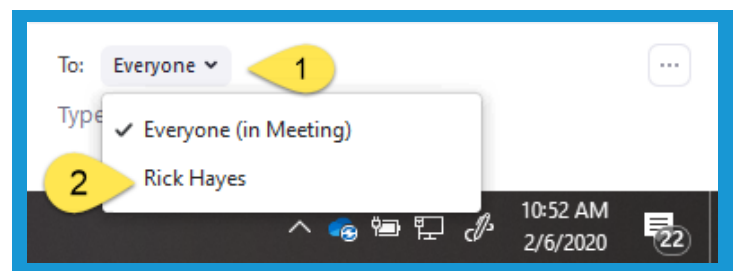
1. Click the **Chat** button at the **bottom** of the **screen**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.



2. Click on the **three dots** on the **bottom right** of the **screen** to **manage** who the **participants** can **chat** with.

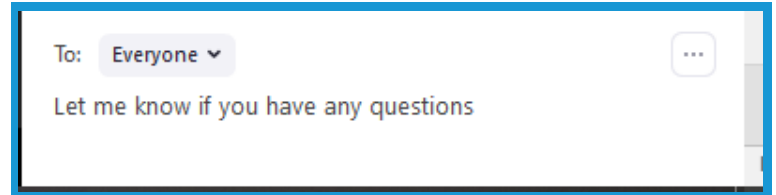


3. Click on the **arrow** next to **Everyone** to **select a participant** to start a **private chat**.

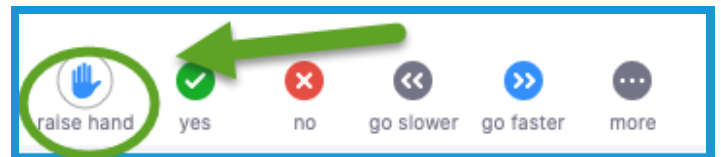


Section 5: Chatting

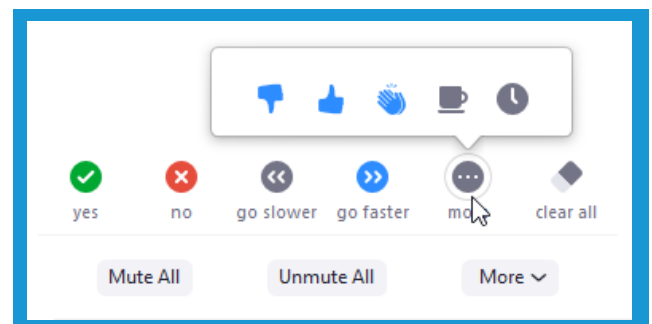
4. Enter your **messages** in the chat area in the **bottom right**. Hit the **Enter key** to send the message to the **Chat area**.



5. A **participant** can **raise their hand** if they have a question. You will see the **hand** to the right of **their name**.

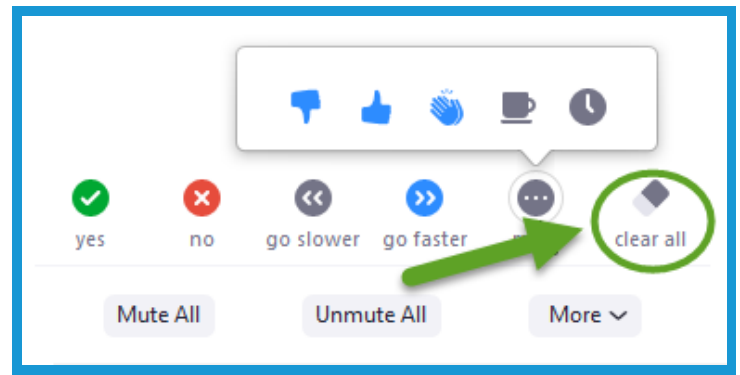


6. User's can provide **nonverbal feedback** by clicking on the **various icons** seen in the **middle of the chat area**.



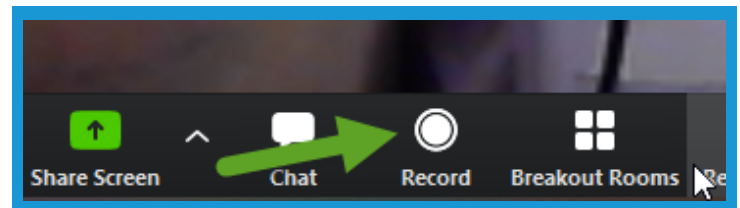
Section 5: Chatting

7. Click **Clear All** to clear the **nonverbal feedback**, and you can utilize the tools again.

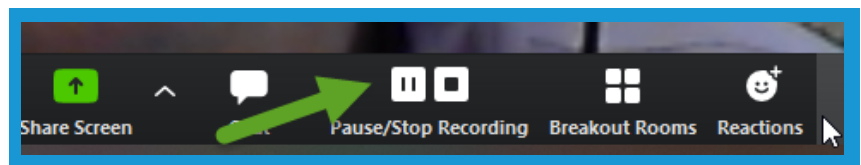


Section 6: Recording

1. Click the **Record button** at the **bottom** of the **screen**. You may need to **move** your **mouse** to the **bottom** of the **screen** to **activate** the **toolbar**.

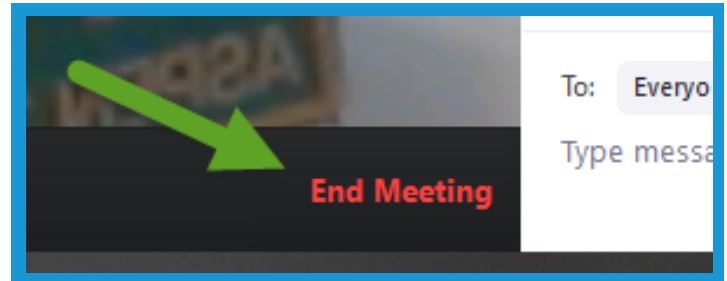


2. You can **pause** the **recording** or **stop** the **recording** by clicking on the **buttons** in the **toolbar** at the **bottom** of the **screen**.

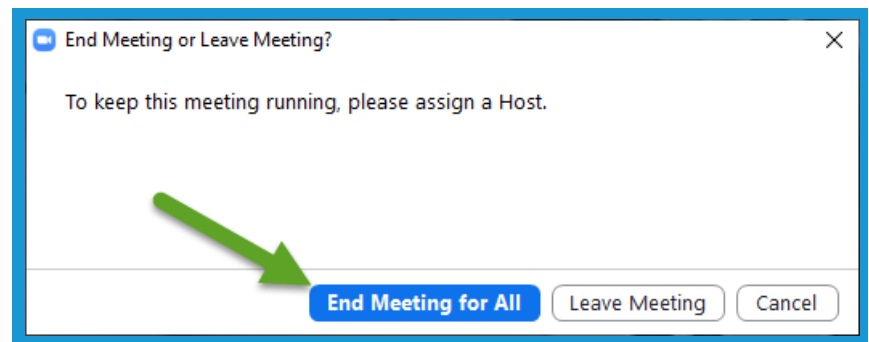


Section 6: Recording

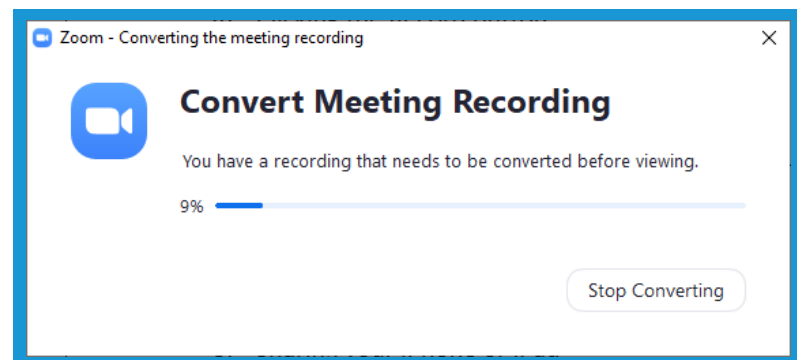
3. After stopping the recording, click **End Meeting** in the **lower right** to begin **downloading** the meeting.



4. Click **End Meeting for All** to begin the **conversion** process.

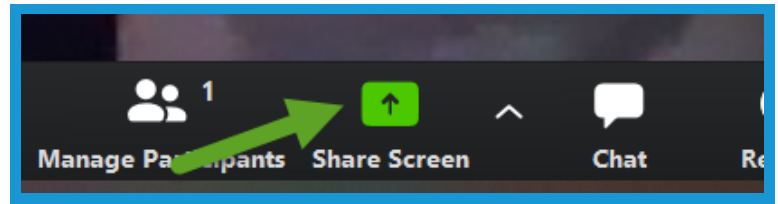


5. You will see the **Convert Recording window** appear. When that window **disappears**, your **recording** will be available at the location that was selected (**Section 2C: Page 6**).

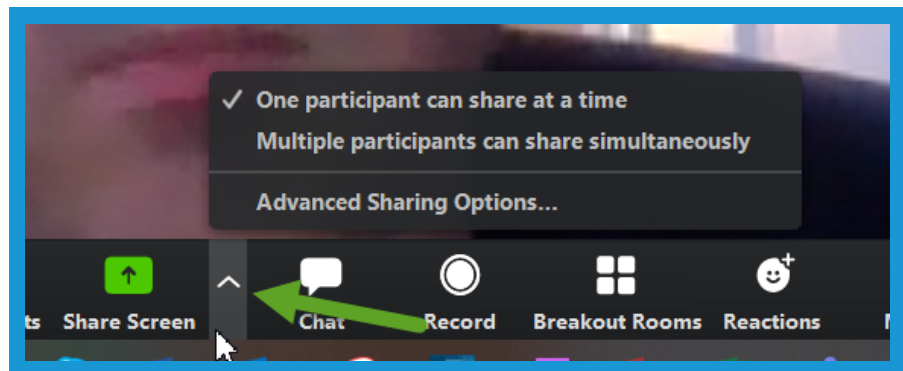


Section 7: Share Screen

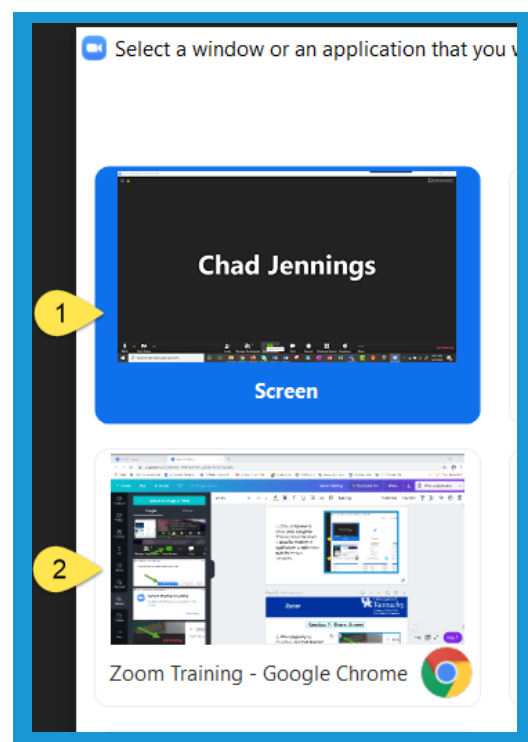
1. Click **Share Screen** in the toolbar at the bottom of the screen. You may need to **place your mouse** at the **bottom** of the screen to **display** the toolbar.



2. Click the **drop down menu** next to the **Share Screen** button to manage additional share options.

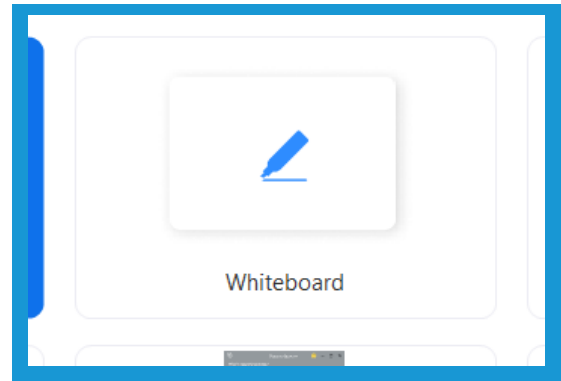


3. Click on **Screen** to share **your computer**. You can also only share a **specific window or application (PowerPoint, Excel, etc.)** to **hide other activity** on your computer.

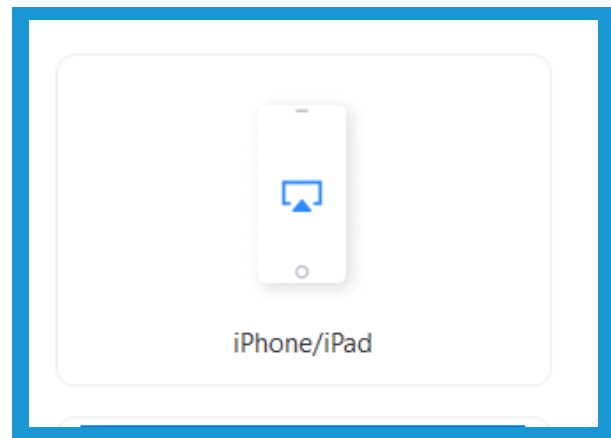


Section 7: Share Screen

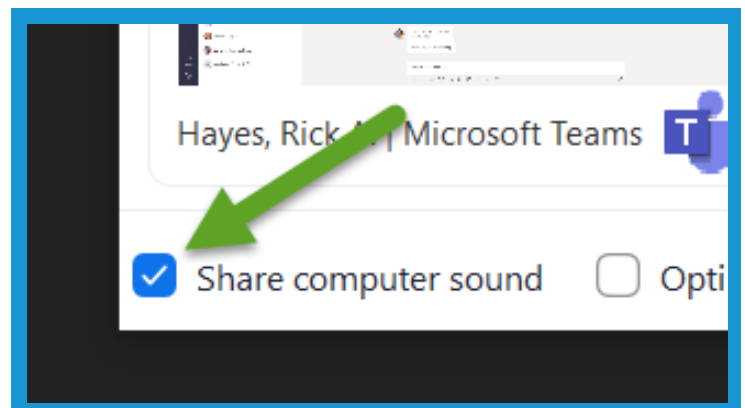
4. Click **Whiteboard** to create an **interactive board** for participants to **draw** or **type responses**.



5. Click **iPhone/iPad** to share your **device** that is **plugged into your computer**.

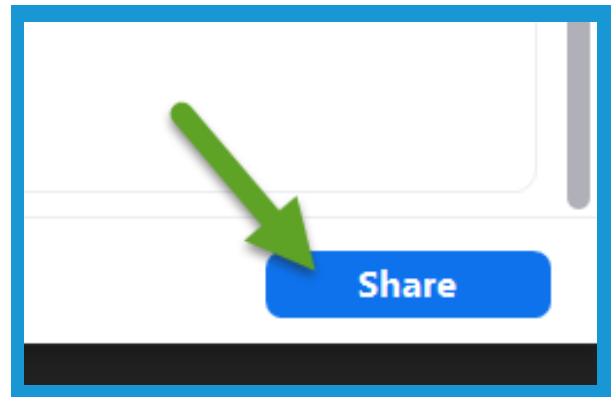


6. Click **Share computer sound** in the **lower left corner** to allow users to **hear videos** or **other sounds** you want to **share on your computer**.

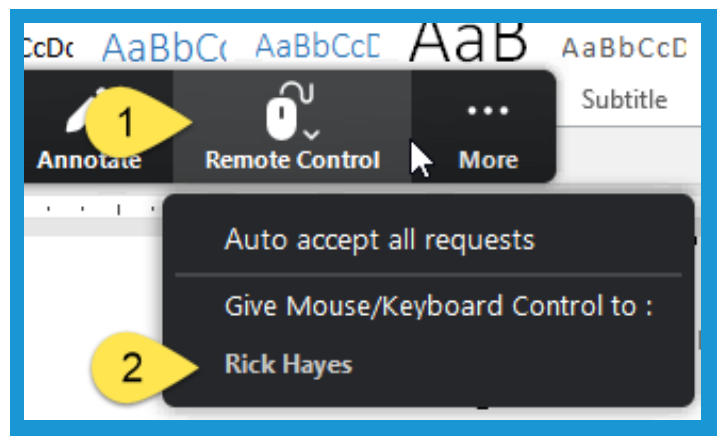


Section 7: Sharing Screen

7. Click **Share** in the **bottom right corner** to **begin** displaying your screen.



8. Click on **Remote Control** in the **toolbar** at the **top** of the **screen**, and **select a user**. This will **give** them **control** of your computer screen.

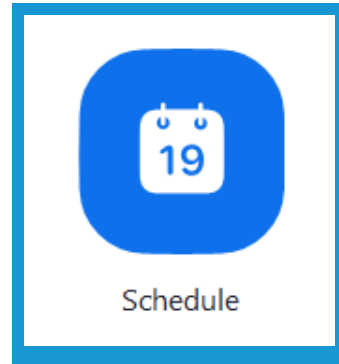


9. Click **Stop Share** at the **top** of the **screen** to **turn off** sharing, and to **go back** to the **main meeting** area.

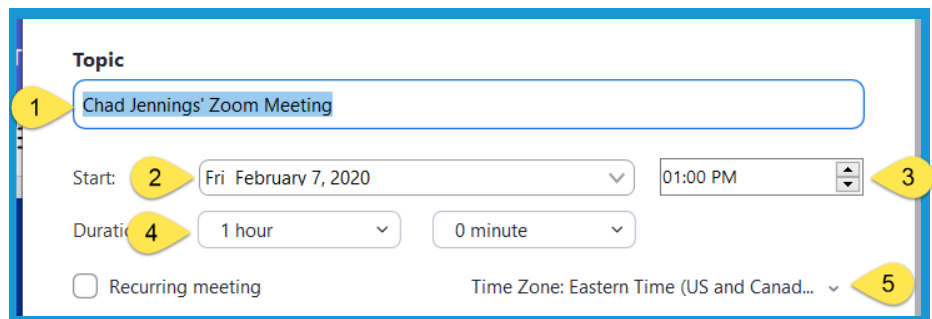


Section 8: Scheduling

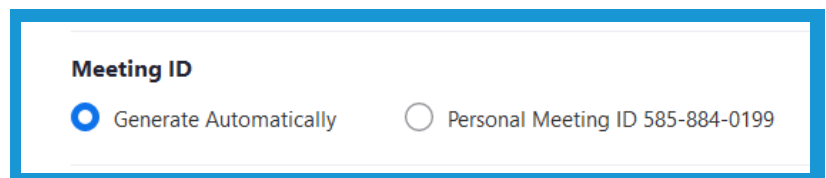
1. Open the **Zoom App**, click the **Schedule** button.



2. At the **top** of the **new window** give your meeting a **title (1)**, select a **date (2)**, a **time (3)**, how long the meeting will last **(4)**, and the **time zone (5)**.

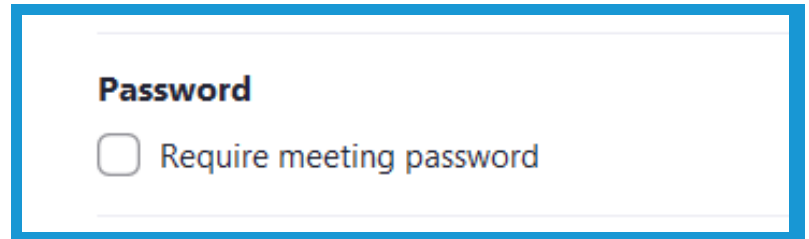
A screenshot of the Zoom meeting scheduling form. The form is titled 'Topic' and has a text input field containing 'Chad Jennings' Zoom Meeting'. Below this are fields for 'Start' (date and time), 'Duration' (hours and minutes), and 'Time Zone'. The 'Start' field is set to 'Fri February 7, 2020' and '01:00 PM'. The 'Duration' field is set to '1 hour' and '0 minute'. The 'Time Zone' is set to 'Eastern Time (US and Canad...'. There are five yellow callout bubbles with numbers 1 through 5 pointing to the title field, the date field, the time field, the duration fields, and the time zone dropdown menu respectively.

3. Under **Meeting ID**, choose if you want to **automatically generate an ID** or use your **own personal meeting ID**.

A screenshot of the 'Meeting ID' section of the Zoom scheduling form. It has the title 'Meeting ID' and two radio button options: 'Generate Automatically' (which is selected) and 'Personal Meeting ID 585-884-0199'.

Section 8: Scheduling

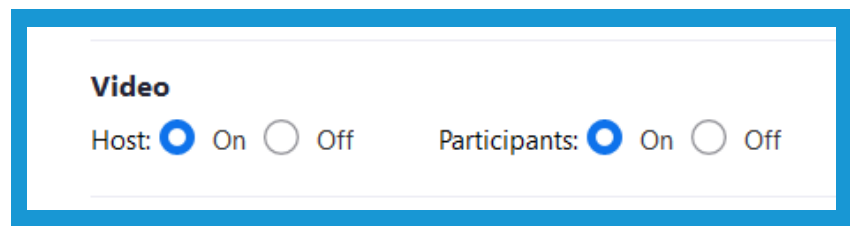
4. Under **Password**, check **Require meeting password** if you want to have **participants** type in a **password** to **enter** the meeting.



Password

Require meeting password

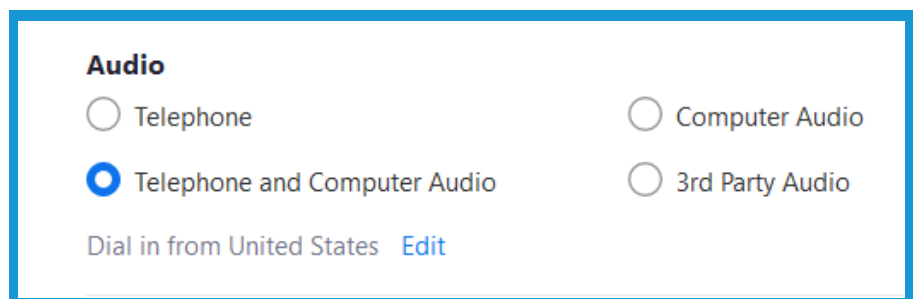
5. Under **Video**, you can **turn off your's** or the **participant's video** upon **entering** the meeting.



Video

Host: On Off Participants: On Off

6. Under **Audio**, you can decide what devices you **want participants** to **use to talk** during the meeting.



Audio

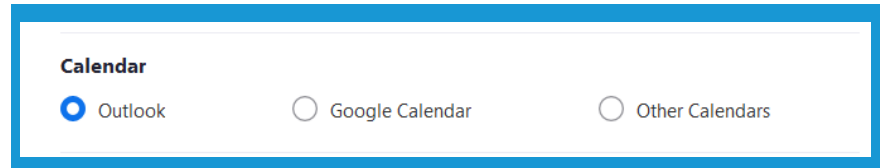
Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

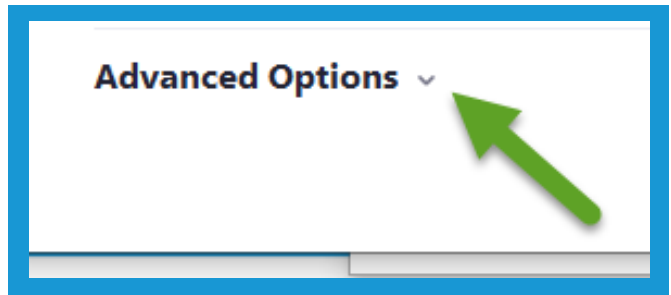
Dial in from United States [Edit](#)

Section 8: Scheduling

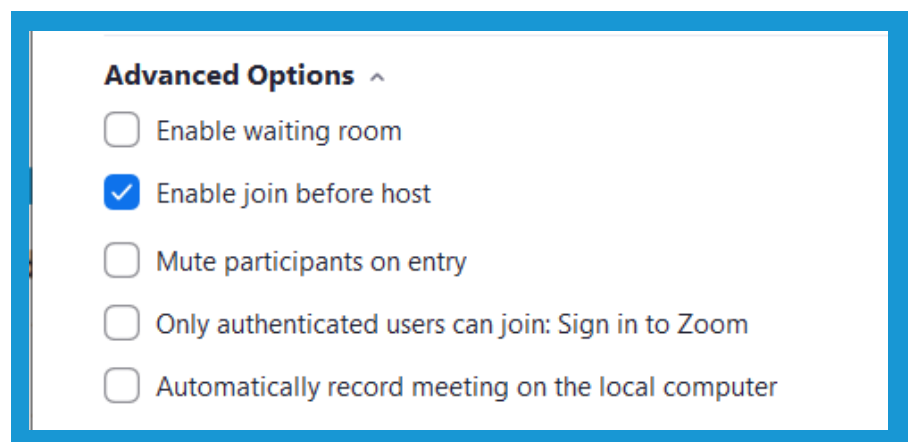
7. Under **Calendar**, choose which **email** you want the **Zoom invite to open in**, to **send** to the **participants**.



8. Click **Advanced Options** to see additional setting.

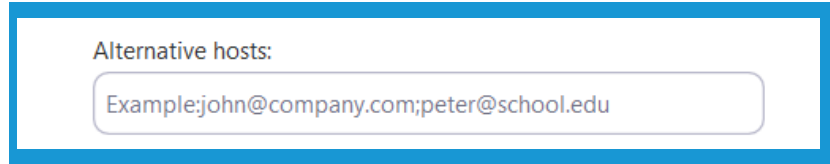


9. Under **Advanced Options** you can **enable a waiting room**, let **participants enter the room before the host**, **mute participants** audio when they enter the room, and **automatically start recording** the meeting when you enter.



Section 8: Scheduling

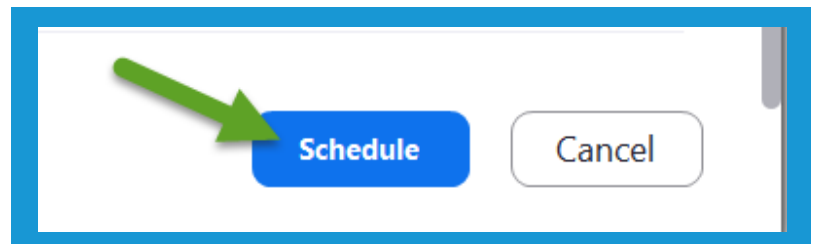
10. Under **Advanced Options**, you can **assign** a **co-host** by typing in the **user's email address**.



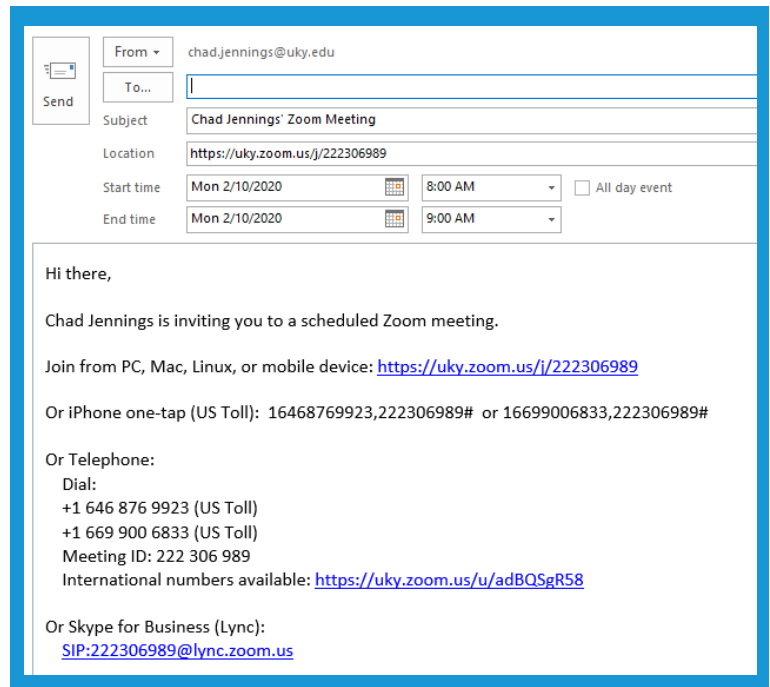
Alternative hosts:

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

11. Click **Schedule** once all settings are **done**.



12. An **Email Message** will be **created** for you to send the **meeting information** to the **future participants**.



Send From: chad.jennings@uky.edu

To: [Redacted]

Subject: Chad Jennings' Zoom Meeting

Location: <https://uky.zoom.us/j/222306989>

Start time: Mon 2/10/2020 8:00 AM All day event

End time: Mon 2/10/2020 9:00 AM

Hi there,

Chad Jennings is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/222306989>

Or iPhone one-tap (US Toll): 16468769923,222306989# or 16699006833,222306989#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

Meeting ID: 222 306 989

International numbers available: <https://uky.zoom.us/u/adBQsGR58>

Or Skype for Business (Lync):

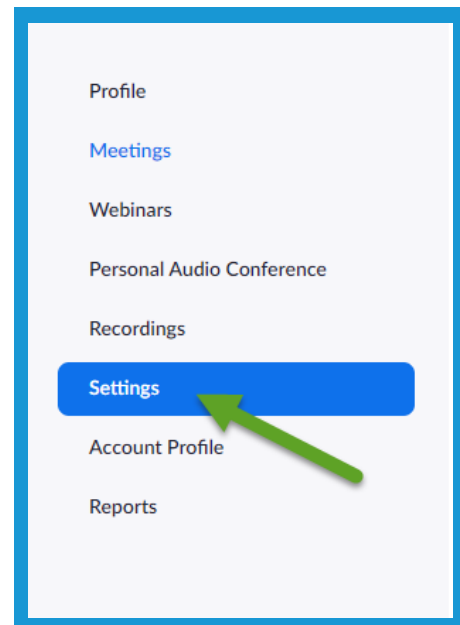
<SIP:222306989@lync.zoom.us>

Section 9: Enabling Facebook and YouTube Live

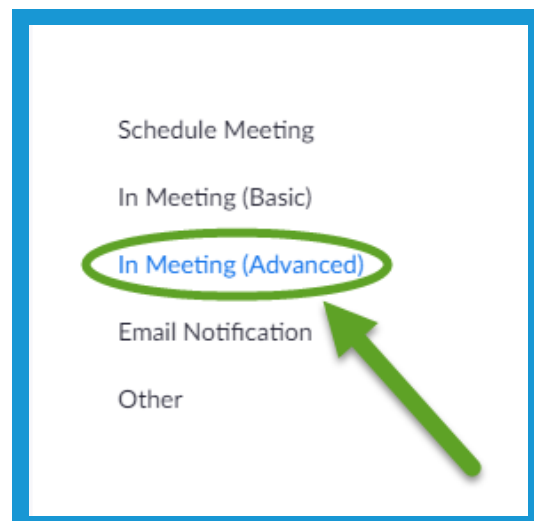
1. Go to **uky.zoom.us**, and login using your UK Link Blue credentials.
(Section 1A, page 1)



2. Click on **Settings** on the **left side** of the screen.

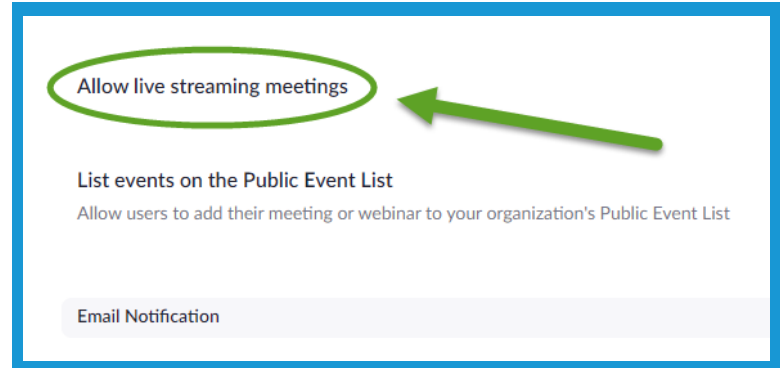


3. Click **In Meeting (Advanced)** on the **left side** of the screen.



Section 9: Enabling Facebook and YouTube Live

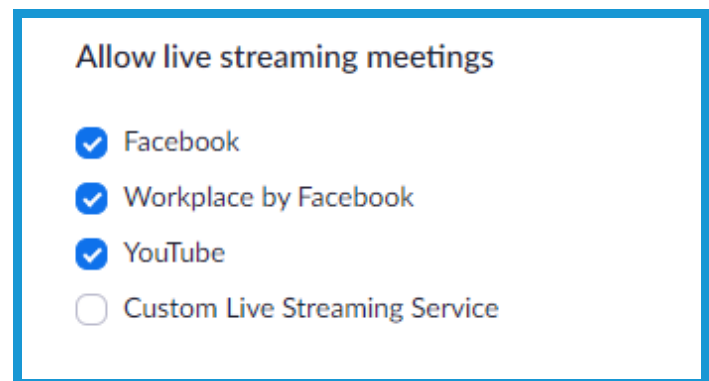
4. Locate **Allow live streaming meetings**, (right above the **Email Notification Section**).



5. Click the **on button** to the **right** of the **setting**.

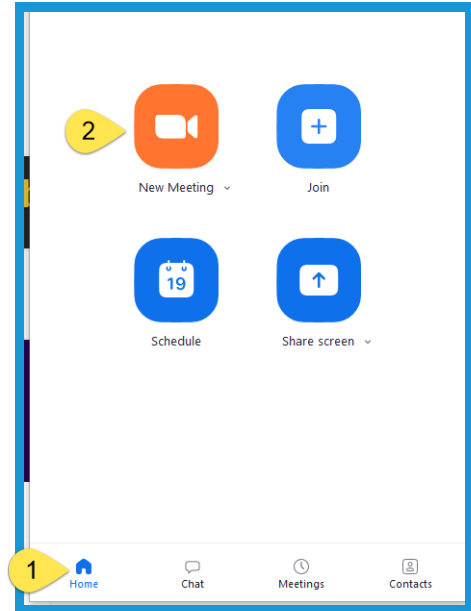


6. Check the **Facebook** and **YouTube** options. Your **settings** will **automatically** be changed.

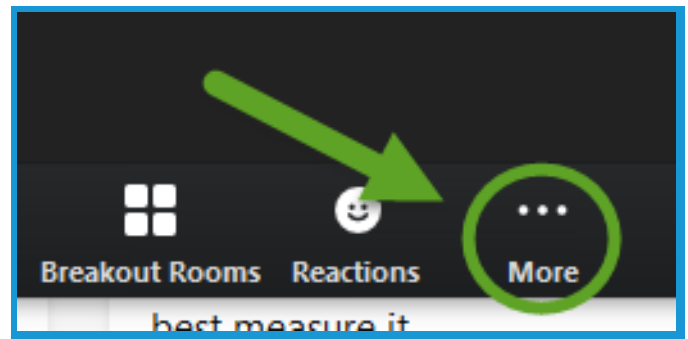


Section 9: Enabling Facebook and YouTube Live

7. Open the **Zoom App**, make sure **Home** is selected at the **bottom** of the window, and click on **New Meeting**.

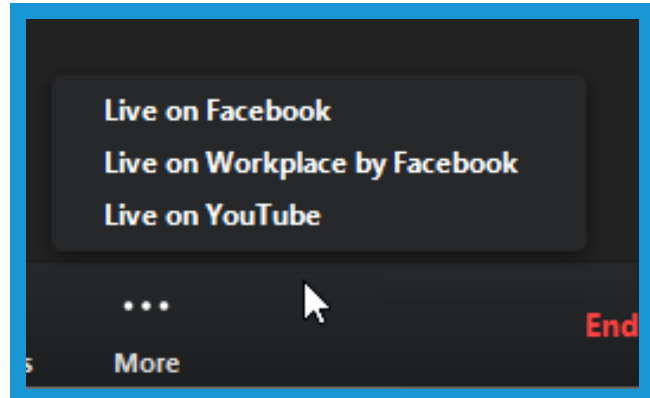


8. Click on the **More** button in the **toolbar** at the **bottom** of the **screen**. You may need to place your **mouse** at the **bottom** of the **screen** to **activate** the toolbar.

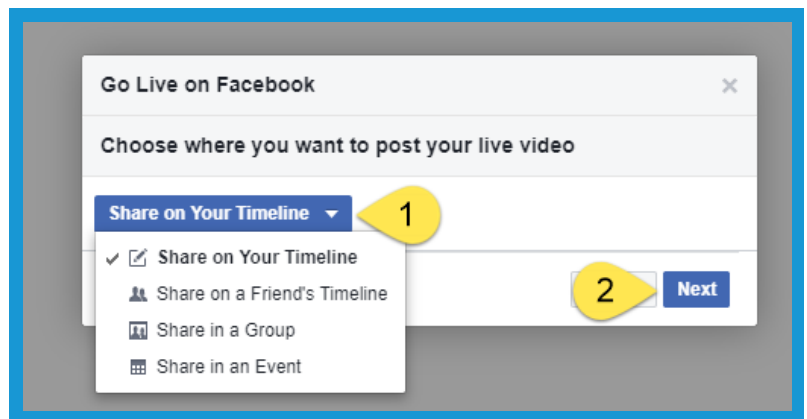


Section 9: Enabling Facebook and YouTube Live

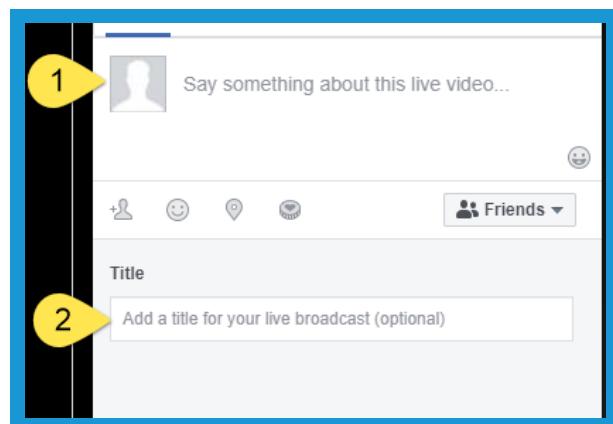
9. Click on either Facebook or YouTube to be redirected to those applications. You will be prompted to login.



10. In **Facebook**, you will be asked **where** you want to **post** the **video**. Then click **Next**.



11. Give your Meeting a **description** and a **title** to make it easier for people to find.

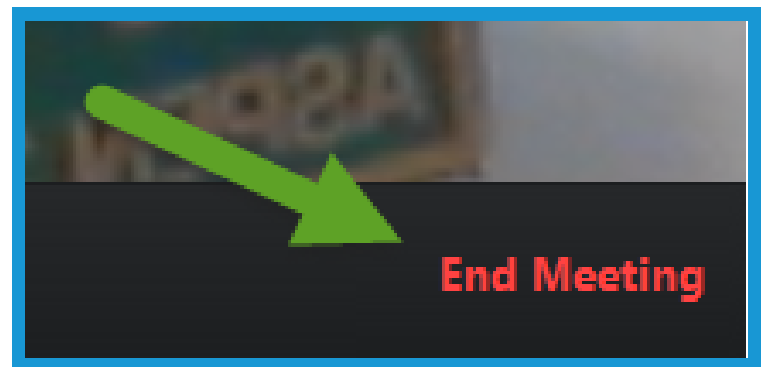


Section 9: Enabling Facebook and YouTube Live

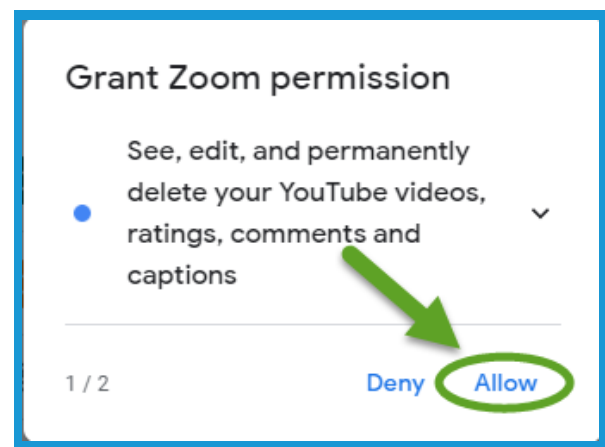
12. Click **Go Live** in the **bottom right** corner to start streaming.



13. To **end** the **stream**, open the **Zoom meeting** and click **End Meeting**.

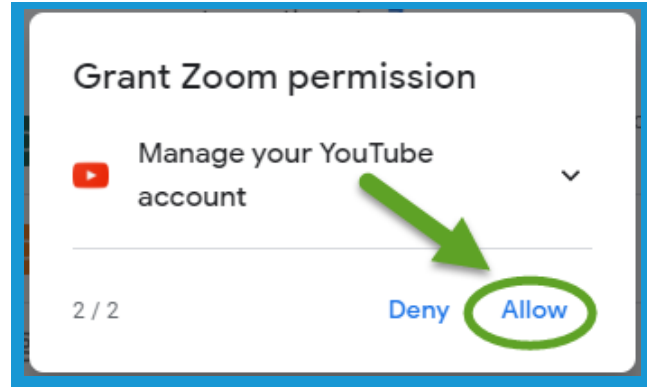


14. **For YouTube**, you will be asked to **login** to your **Gmail Account**. Click **Allow** to grant Zoom permission to create videos on your account.

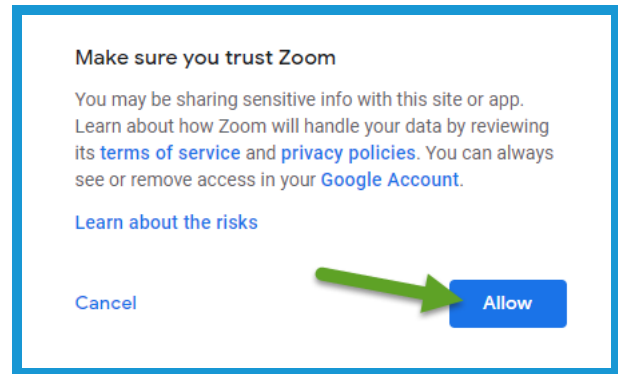


Section 9: Enabling Facebook and YouTube Live

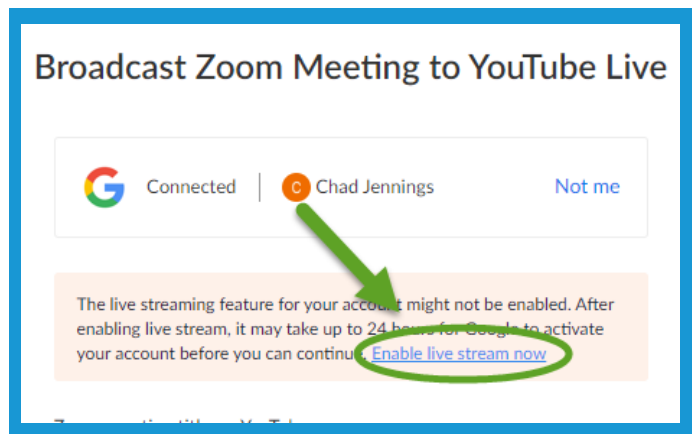
15. Click **Allow** again to grant Zoom permission.



16. Click **Allow** a third time.

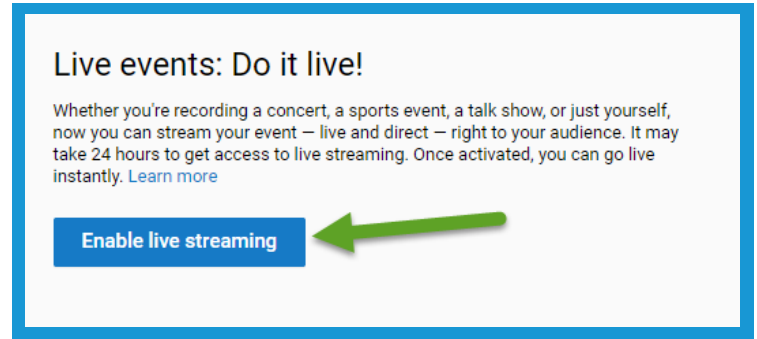


17. Click **Enable live stream now**.

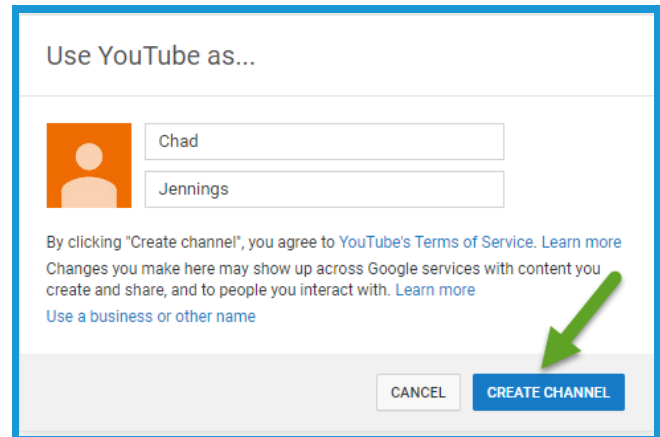


Section 9: Enabling Facebook and YouTube Live

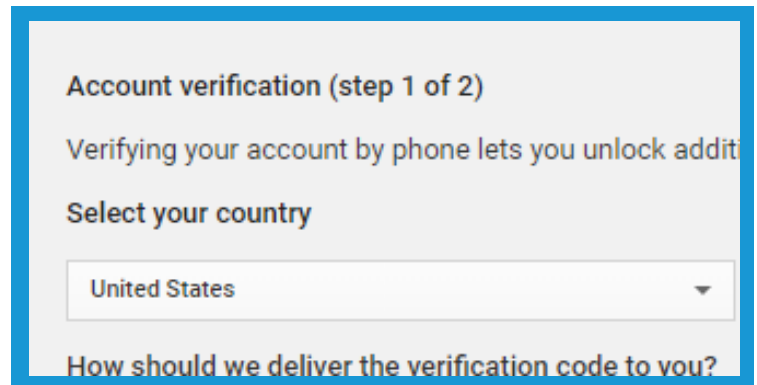
18. Click **Enable live streaming**.



19. Click **Create Channel**.

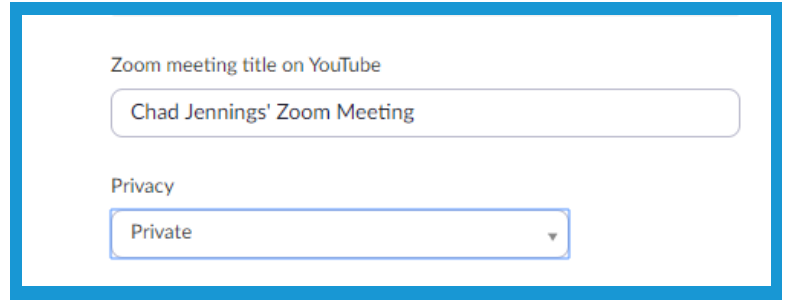


20. Complete the **verification process**. **This may take up to 24 hours to process.**



Section 9: Enabling Facebook and YouTube Live

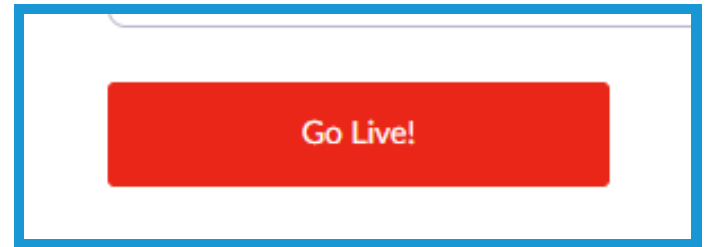
21. Give your meeting a **title**.
Under **Privacy** decide if you
want to make your **meeting**
Public, Private, or Unlisted.



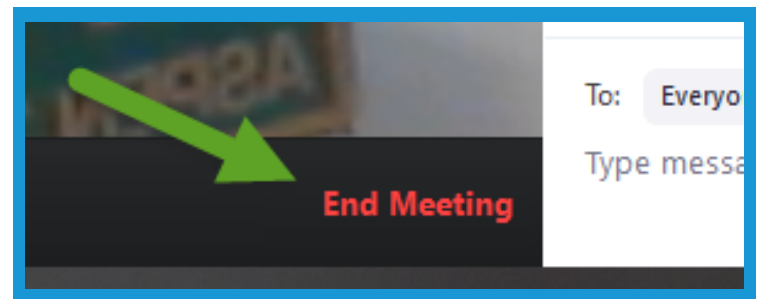
Zoom meeting title on YouTube

Privacy

22. Click **Go Live.**



23. Click **End Meeting**
back in the **Zoom Meeting**
to **stop** streaming.





University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

Zoom

chad.jennings@uky.edu