

Clinical Communications – Using Zoom

Using Zoom and Frequently Asked Questions

Zoom is a video and web conferencing platform. Zoom is a cloud-hosted, online collaboration platform enabling users with real-time communication to support meetings, webinars, office hours, remote support, and ad-hoc collaborations.



Zoom

- Login with your JHED ID and password and you will be taken to the Zoom homepage.
- From here you have several options, pictured right.



New Meeting



Join



Schedule



Share Screen



How do I schedule a meeting?

- You can schedule a meeting through the Zoom Desktop client or mobile app. Click either **New Meeting** to start a meeting right now, or click **Schedule** to setup a future meeting.



How do I start a New Meeting now?

1. Tap **New Meeting**.
2. Tap **Start a Meeting**.



How do I invite others to join my New Meeting?

- Your meeting ID will be located on the top of the screen.
- You can verbally give out your meeting ID or when in the meeting you can click **Invite Others** (desktop) or tap **Participants** (mobile device).
- You will then be given the option to **Copy URL** and draft your own email, or you can **Send Email** with a Zoom formatted email.
- You may get a pop-up window asking to admit participants to your meeting. Click **Admit**.



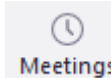
How do I schedule a Future Meeting?

1. Click **Schedule**.
2. At the top of the screen the **Name** of your meeting is listed, you can change this.
3. Edit the defaulted **Date and Time** information, if needed.
4. You can require a **Password** for people to enter your meeting or you can uncheck this option.
5. Click **Schedule**.



How do I invite others to join my Future Meeting?

1. From the Zoom homepage you will now see your meeting. If you do not you can click on **Meetings**.
2. To send out an invite ahead of time Click **Invitation**. This will generate an email you can send to participants. You can also verbally give participants the Meeting ID.
3. When you click on the Meeting you can also click **Start** when it is time to initiate your meeting.
4. You may get a pop-up window asking to admit participants to your meeting. Click **Admit**.

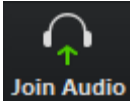


How do I join a Zoom meeting?

- You can join a meeting by clicking the meeting link from your email or going to **Join** and entering in the meeting ID.

How do I join audio?

- On most devices, you can join computer/device audio by clicking **Join Audio**, if not defaulted open. Then select Computer Audio, or Phone call then dial in with the phone number and meeting ID provided.
- You may receive a pop-up message stating that you need to give access to your microphone.
- To do this go to your mobile device's settings, then Zoom, and turn on the microphone.



How do I share my screen?

- Click **Share** or **Share Content** when in your meeting.
- Desktop users will then choose the screen they would like to share.

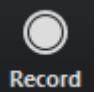
Do I have to have a webcam to join on Zoom?

- While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.
- To start sharing your video, if you have one enabled on your device, click **Start Video**.
- You might have to give Zoom access to your camera.
- To do this go to your mobile device's settings, then Zoom, and turn on the camera.



Can I record my meeting?

- All Zoom hosts can record locally to their computer. In a Zoom meeting, press **Record** to start the recording.



Good to know...

- If you are in a Zoom meeting and do not see the toolbar on the bottom you may have to click/tap on the screen to view the toolbar.
- If you are in a Zoom meeting and you do not see all participants you may need to scroll to the right (desktop) or swipe right (mobile device).
- On mobile devices you audio might be automatically muted even though your device looks unmuted. Swipe left and tap the **Tap to Speak** button.

Help?

- If you require technical assistance, you can reach Zoom at [888-799-9666](tel:888-799-9666) (option 2) for their 24/7 support
- If the matter is less urgent, please fill out a [Support Request](#)