

USER GUIDE

# ZOOM VIDEO CONFERENCE

ESPACE D'ACCÉLÉRATION ET DE CROISSANCE  
DE L'OUTAOUAIS

ESPACE 

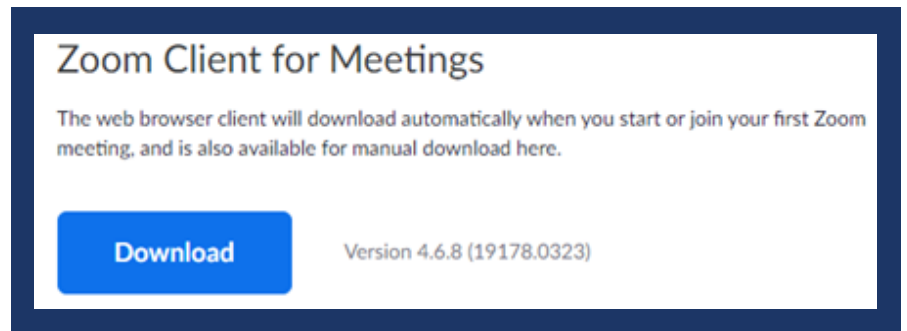
| CATALYZED BY Cilex

Account: \_\_\_\_\_  
 Username: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 Invitation Link: \_\_\_\_\_  
 Personal ID Link: \_\_\_\_\_

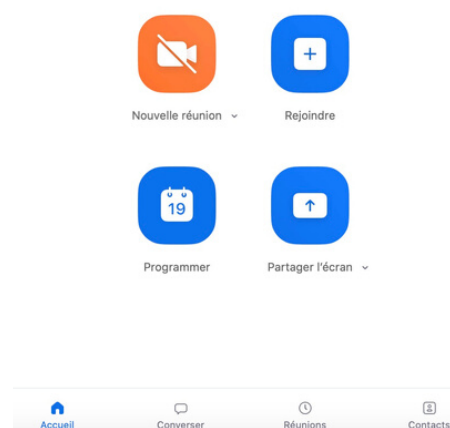
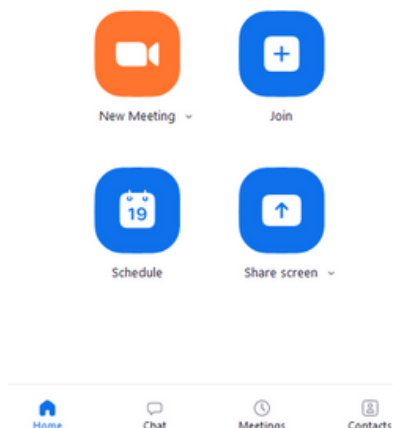
## Connecting to Zoom

If Zoom is not installed on your computer, you can download it at [zoom.us/download](https://zoom.us/download).

Please note that if you accept a conference invitation, the software will start to download automatically.



Click on the Zoom icon on your desktop to open the application.



## Scheduling a New Meeting

Click on the "Schedule" button.

Enter your meeting details then click "Schedule" at the bottom of the window. Zoom will provide you with a meeting ID and URL that you will then be able to share with the participants.

**Schedule Meeting**

**Topic**  
Admin Cilex's Zoom Meeting

**Start:**

**Duration:**

☐ Recurring meeting Time Zone: Montreal

**Meeting ID**  
☒ Generate Automatically ☐ Personal Meeting ID

**Password**  
☐ Require meeting password

**Video**  
Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**  
☐ Telephone ☒ Computer Audio ☐ Telephone and Computer Audio

**Calendar**  
☒ Outlook ☐ Google Calendar ☐ Other Calendars

**Advanced Options** ▼

**Planifier une réunion**

**Sujet**  
Réunion Zoom de Anne-Marie Trudel

**Date**  
  à

☐ Réunion périodique Fuseau horaire: heure normale de l'Est no...

**N° de réunion**  
☐ Créé(e) automatiquement ☒ N° personnel pour la réunion 819-775-0266

**Mot de passe**  
☐ Exiger le mot de passe de la réunion

**Vidéo**  
Animateur ☐ Activé ☒ Désactivé  
Participants ☐ Activé ☒ Désactivé

**Audio**  
☐ Téléphone ☐ Audio de l'ordinateur ☒ Téléphone et audio de l'ordinateur  
Composer de Canada et États-Unis [Modifier](#)

**Calendrier**  
☐ iCal ☐ Google Agenda ☒ Outlook ☐ Autres calendriers

**Topic:** Specify the top of the meeting.

**Start:** Specify date and start time of the meeting.

**Duration:** Specify length of the meeting.

**Recurring meeting:** Check this box if you wish to repeat this meeting regularly.

**Time zone:** Select "GMT - 4:00 Montreal."

**Meeting ID:** You can let Zoom create a random ID for this meeting or use your personal ID associated with your account.

**Password:** Add a password if you want to limit access to the meeting.

Note: This can be good idea since anyone knowing your personal ID could join your meeting if access to it is not limited.

**Video:** Select "On" if you want the host's and/or participants' webcams to automatically start when they join the video conference. Participants can still enable or disable their own video by using in-meeting controls.

**Audio:** Select sound input according to meeting needs.

## Advanced Options

**Enable waiting room:** Check this option to transfer participants to a waiting room before they can join the meeting. The host can then approve participants individually or make them all come in at once (optional).

**Enable join before host:** Check this option to allow participants to join the meeting before the host is there (recommended).

**Mute participants on entry:** Check this option to automatically mute participants' microphone when they join the meeting. They can activate it themselves later or let the host do it (optional).

**Only authenticated users can join - Sign in to Zoom:** Check this option if you want to restrict the meeting to only participants who have a Zoom account (not recommended).

**Automatically record meeting:** Check this option to record the meeting. Please note that this requires a significant amount of free hard drive space on your computer.

**Alternative hosts:** Add other people as hosts who will then have the same administrative powers over the meeting.

## Joining a Meeting

Select "Join."

### Join Meeting

Enter meeting ID or personal link name ▼

Enter your name

☐ Do not connect to audio

☐ Turn off my video

Join Cancel

### Rejoindre la réunion

Réunion ID ou Nom de salle ▼

Anne-Marie Trudel

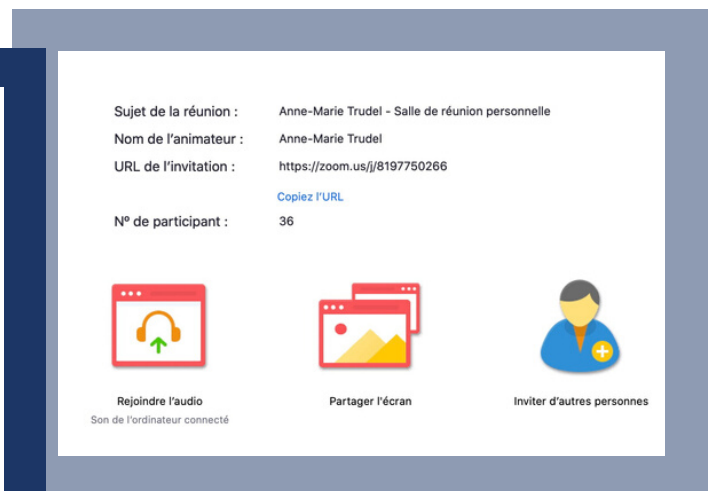
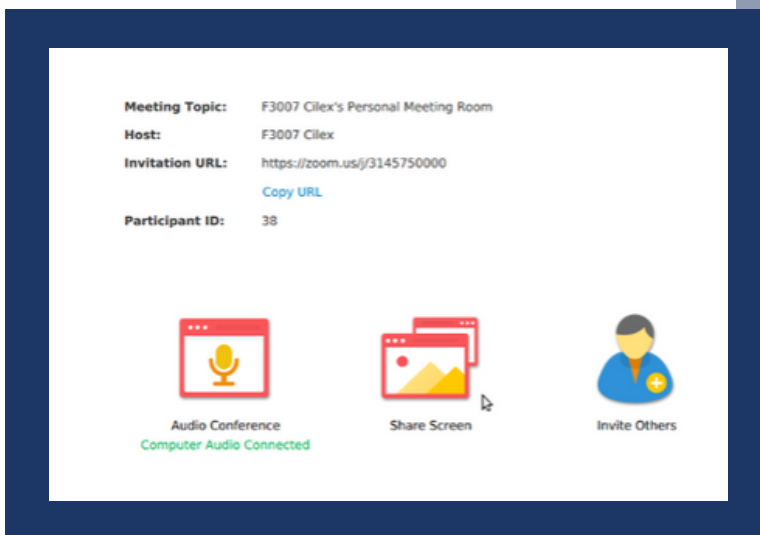
☐ Ne pas se connecter à l'audio

☐ Arrêter ma vidéo

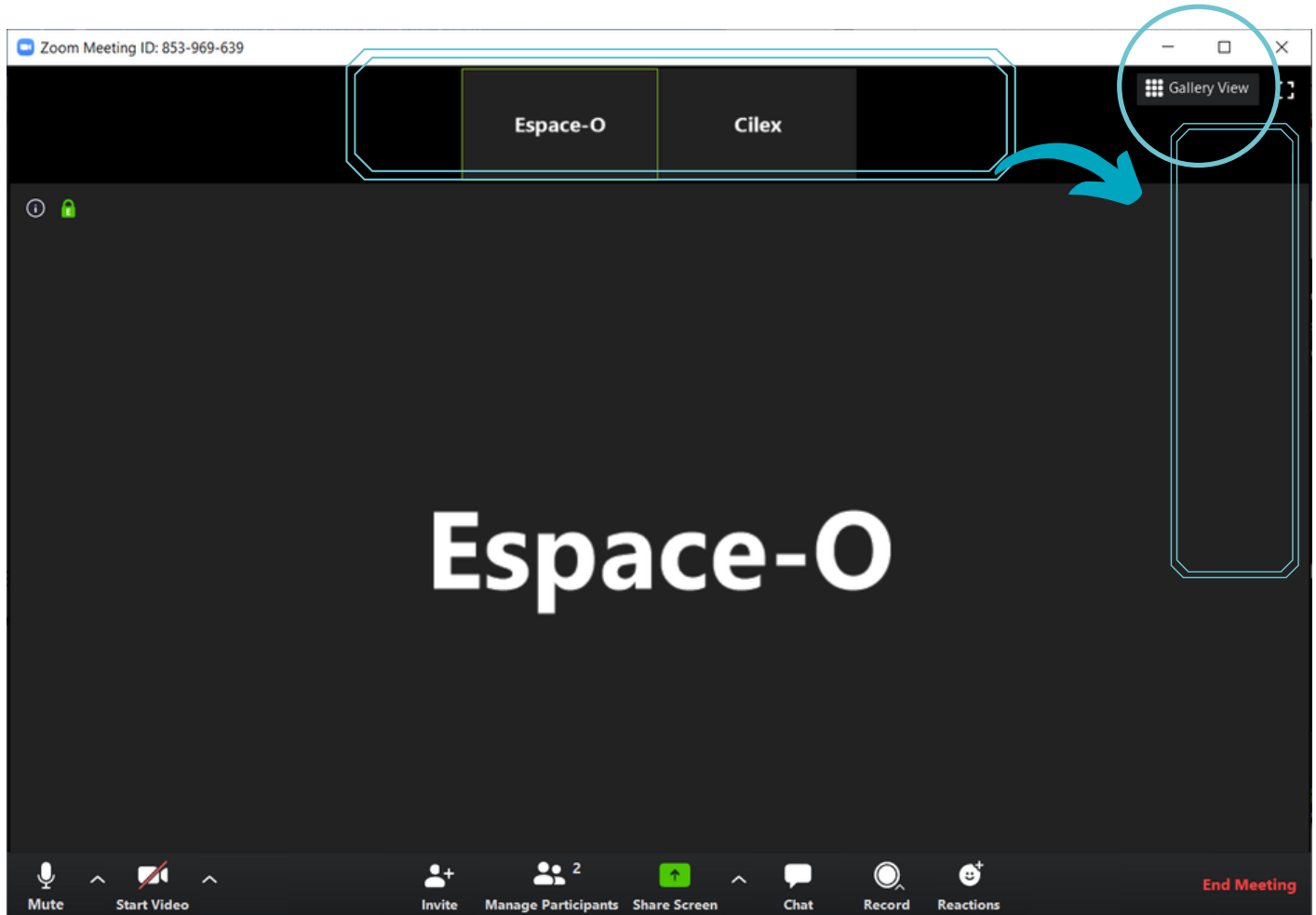
Annuler Rejoindre

Enter the meeting's ID number and your display name, then click "Join."

A window will open (see below); select "Audio Conference."



To change how participants are displayed on screen (**view**): small thumbnails or featuring current speaker



Mute or unmute your **microphone**



Turn your **video** on or off



Invite **new** participants or see **current** participants and requested speaking rights

**Sharing your screen** (or request control over a participant's computer)

**Chat** through text with everyone at once or in private with one participant

**Record** the meeting - useful in case of absentees

**Leave** or **end** current meeting (host)

## Best Practices

The host should ask participants (especially when there are many) to:

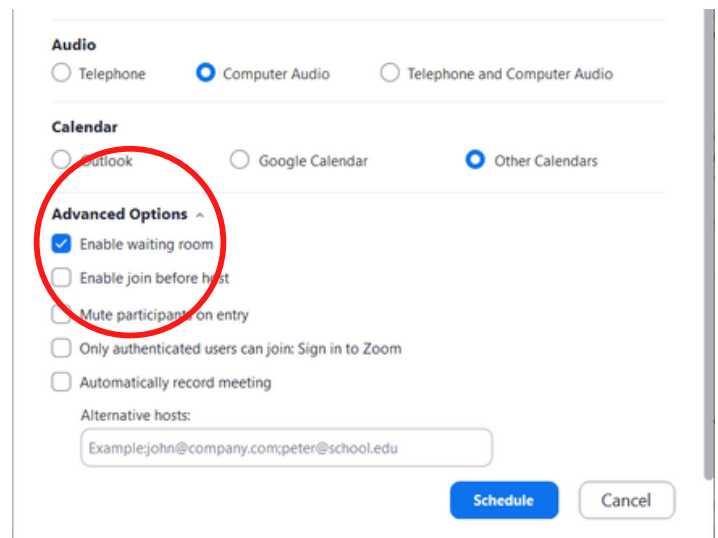
- mute their microphone when they aren't speaking to avoid any background noise being transmitted while others are speaking;
- turn off their camera if their internet connexion is unstable to limit the demand on their bandwidth.

Zoom has a few functions that can help being more efficient, limit "noise" in the conversation and share information. Some of them can provide better security for your meetings.

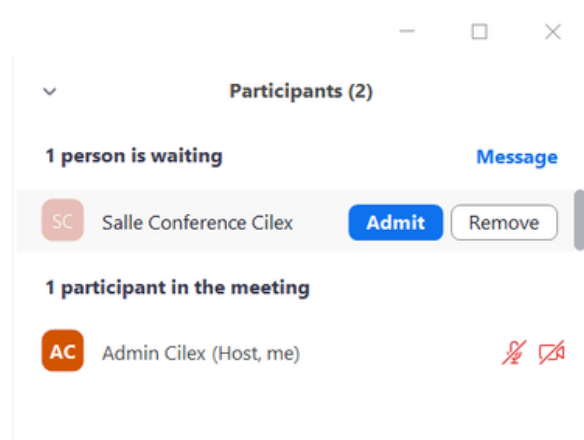
### Waiting Room

The **Waiting Room** option can be enabled when **scheduling** a meeting. This function requires the host to individually approve participants before they can join the meeting.

To enable this, go to **Advanced Options** and check the **Enable waiting room** box.



During the meeting, the host has to monitor the list of **Participants** to admit them.



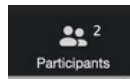
Additional security advice: It might be sensible to avoid sharing links in the **chat** window so as to not open up a doorway for malicious individuals.

## Raise Hand Function

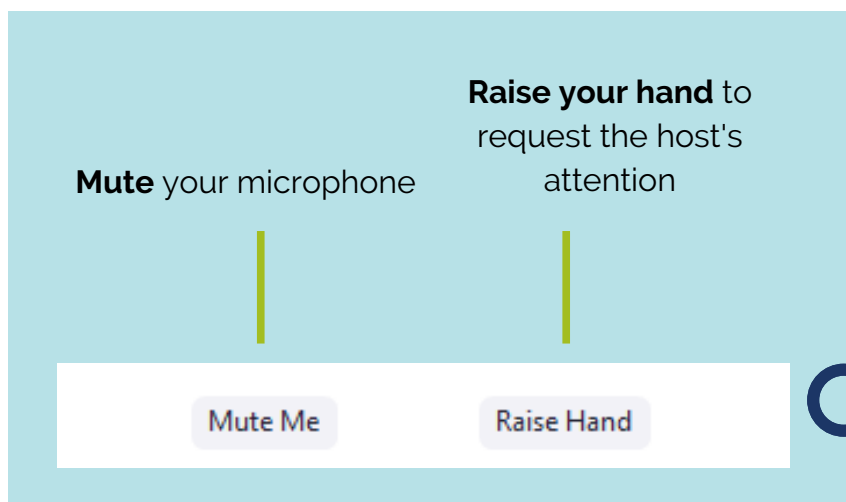
The host should encourage participants to use the "Raise Hand" function as much as possible if they want to speak. Developing this habit will make exchanges easier. The host can then more easily assign speaking rights and give everyone a chance to talk.

The option is activated in the account's settings.

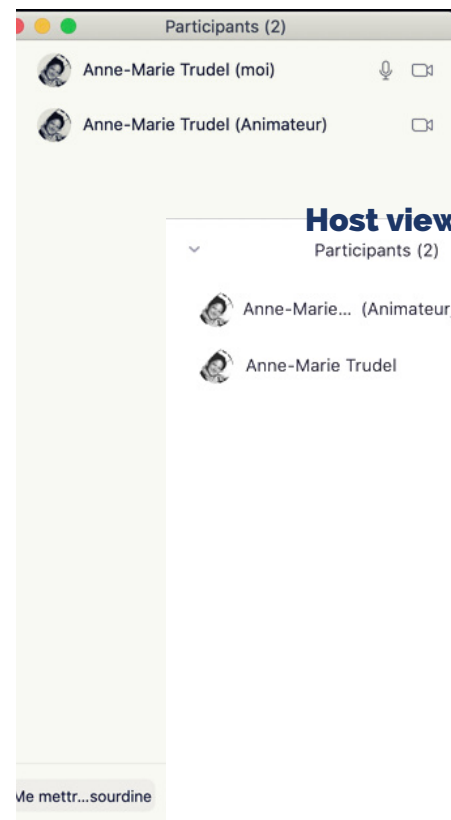
To use it, participants have to click on



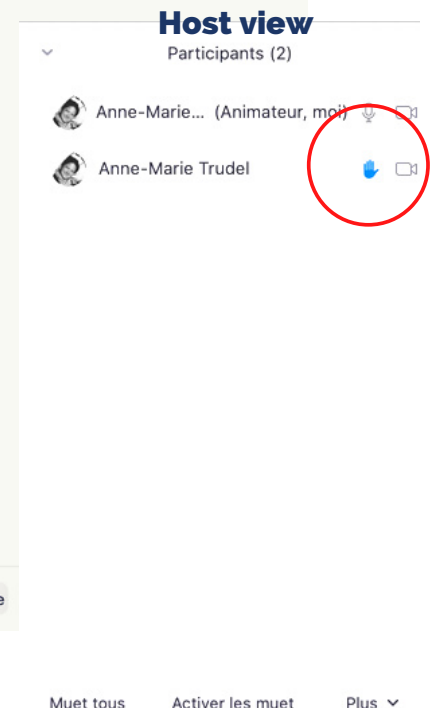
The "Participants" window will open and at the bottom they will have a button to raise their hand. The host will then see a small hand next to their name indicating that they wish to speak up.



### Participant view

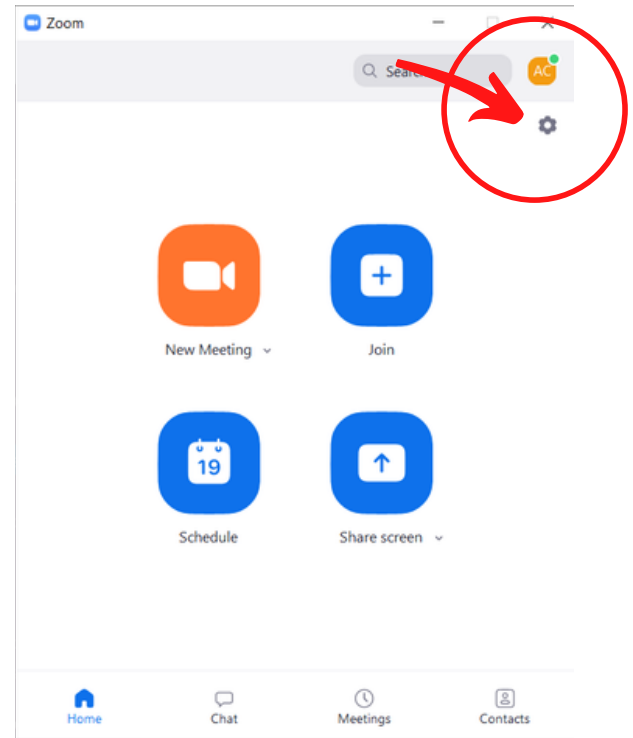


### Host view





## Changing Your Settings



Settings

General

Video

Audio

Share Screen

Chat

Virtual Background

Recording

Profile

Statistics

Feedback

Keyboard Shortcuts

Accessibility

☐

Start Zoom when I start Windows

☒

When closed, minimize window to the notification area instead of the task bar

☐

Use dual monitors

☐

Enter full screen automatically when starting or joining a meeting

☐

Automatically copy invitation URL once the meeting starts

☒

Ask me to confirm when I leave a meeting

☐

Show my connected time

☐

Remind me  minutes before my upcoming meetings

☐

Stop my video and audio when my display is off or screen saver begins

Reaction Skin Tone

[View More Settings](#)

## Keyboard Shortcuts

Settings

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Accessibility

Description	Shortcut	Enable Global Shortcut ?
Navigate Among Zoom Popup Windows	F6	<input type="checkbox"/>
Change Focus to Zoom Meeting Controls (On Top when Sharing Screen)	Ctrl+Alt+Shift	<input checked="" type="checkbox"/>
View the Previous Page of Video Participants in Gallery View	Page Up	<input type="checkbox"/>
View the Next Page of Video Participants in Gallery View	Page Down	<input type="checkbox"/>
Always Show Meeting Controls	Alt	<input type="checkbox"/>
Switch to Speaker View	Alt+F1	<input type="checkbox"/>
Switch to Gallery View	Alt+F2	<input type="checkbox"/>
Close Current Window	Alt+F4	<input type="checkbox"/>
Start/Stop Video	Alt+V	<input type="checkbox"/>
Mute/Unmute My Audio	Alt+A	<input type="checkbox"/>

Restore Defaults



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