

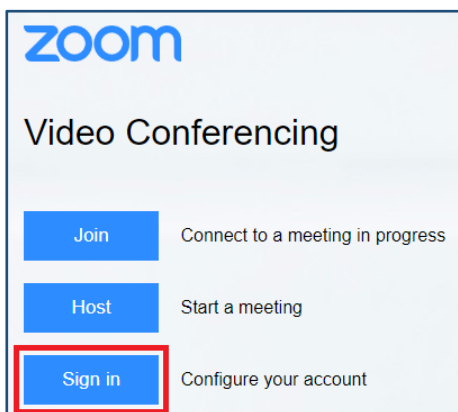


Zoom is a web conferencing service used at the JHU School of Nursing, and is best used for online meetings that need advanced sharing capabilities, including video collaboration, video recording, and screen sharing.

*More in-depth instructions for using Zoom can also be found at <https://support.zoom.us>*

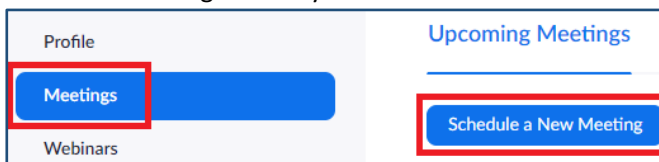
## Sign In to Your Zoom Account

1. Go to <https://jhuson.zoom.us/>
2. Click **Sign in**
3. You will be prompted to log in with your JHED ID.



## Schedule a Meeting

1. Select **Meetings** on the left side of the page and then select **Schedule a New Meeting**.
2. Choose a meeting topic and add a meeting description.
3. Select a date and time for your meeting, including duration. You can also set a meeting recurrence (daily, weekly, and monthly).
4. Scroll down to the **Meeting Options** section to review your preferred options:
  - **Require a meeting password:** A random password will be generated when scheduling a meeting. Participants need to enter the password to join the meeting.
  - **Enable join before host:** Allow participants to join the meeting before the host joins. If disabled, participants can only join after the host starts the meeting.
  - **Mute participants upon entry:** Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
  - **Record the meeting automatically in the cloud:** The meeting recording will automatically start when the first participant joins the meeting and it will end when the last participant leaves the meeting, or when the meeting host ends the meeting for everyone.
5. Once you're satisfied with your meeting settings, click **Save** to create your meeting.



## Important Notes

At any time, you can log in to your Zoom account at <https://jhuson.zoom.us/>

Zoom does not allow you to schedule concurrent meetings under your Zoom account. Please use the following link to request concurrent meetings: <http://nursing.jhu.edu/zoomrequest>

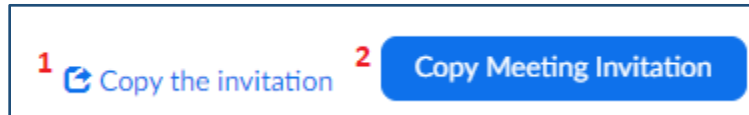
If you only need to host a Zoom meeting occasionally, please use the following link to request one-time meetings: <http://nursing.jhu.edu/zoomrequest>

### Need assistance?

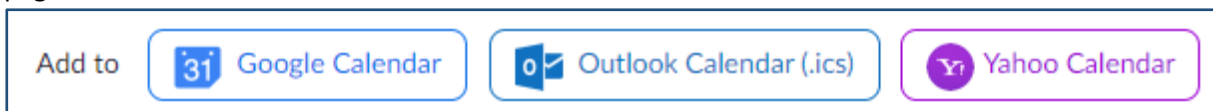
Contact [SON-HelpDesk@jhu.edu](mailto:SON-HelpDesk@jhu.edu)

### Share your Meeting

1. After clicking **Save**, you will be taken to your meeting page where you can copy the meeting invitation, edit the meeting settings, and start the meeting. Select **Copy the invitation** to view your meeting invitation.
2. A window with your meeting invitation will open. Select **Copy Meeting Invitation** so you can share your invitation on Blackboard or via email.



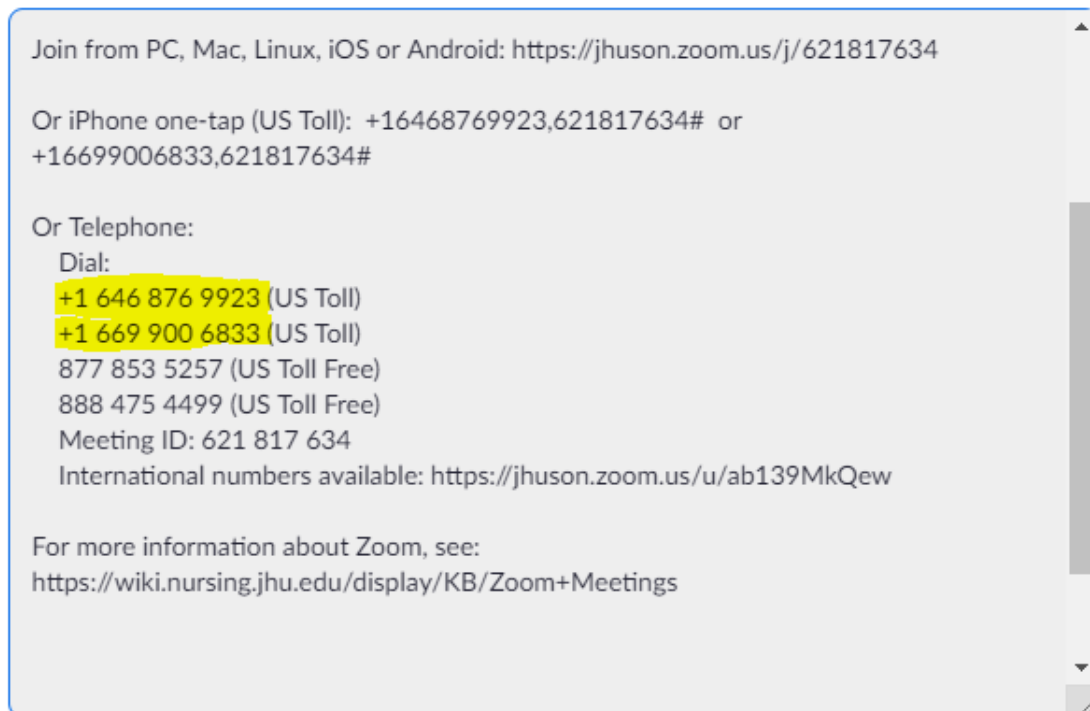
You can also create a Google Calendar, Outlook Calendar or Yahoo calendar invitation on this same page as well:



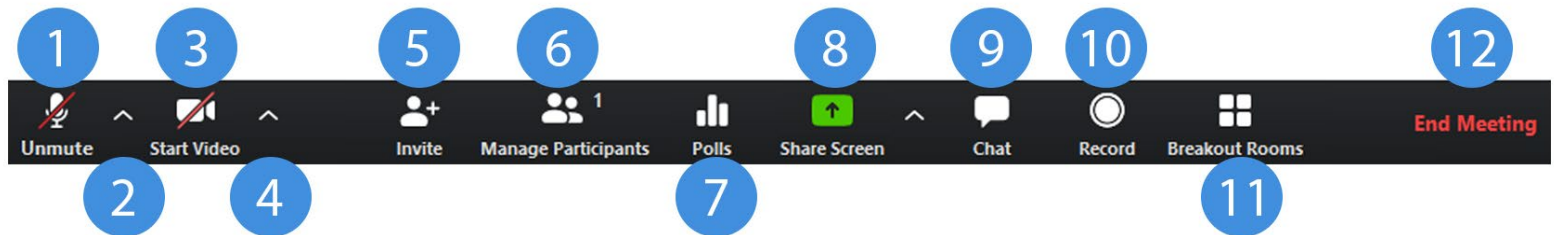
### How to Launch Zoom and Participate in Your Meeting

You can either click on the link provided, or go to the Zoom web site at <https://jhuson.zoom.us/> and click on **Join a Meeting** where you can enter the 9 or 10-digit Meeting ID number.

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web-connected device is not available. Telephone conferencing information is available on the invitation:

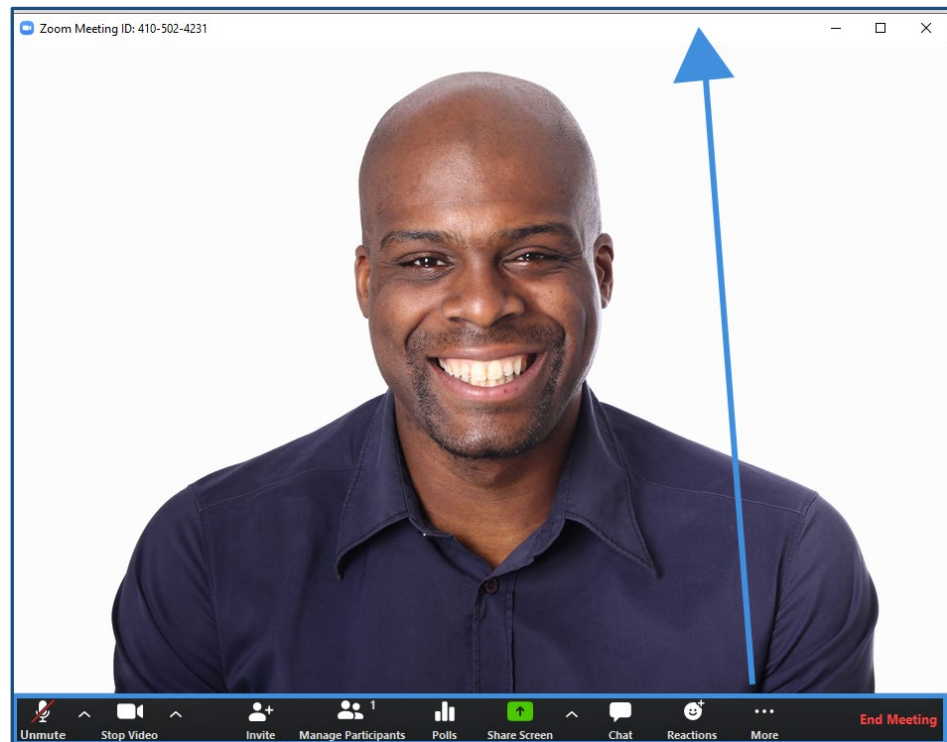


## Zoom Toolbar Overview



1. **Mute and Unmute** your audio and select Audio options.

2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings. [See Testing computer or device audio.](#)



3. **Stop** and **Start** your video in the meeting.

4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. [You can also access the Video Settings.](#)

5. **Invite** more people to join by email, instant messaging or a Room System.

6. **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.

7. **Polls** allows you to create single choice or multiple choice polling questions for your meetings. [See Creating a Poll.](#) You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also

be conducted anonymously, if you do not wish to collect participant information with the poll results.

**Note:** You may need to enable this feature in your Zoom settings. [See Enabling Polling.](#)

8. **Share Screen** lets you share your screen with meeting participants.
9. **Chat** lets you start a private or group chat.
10. **Record** lets you start recording the video and audio of the meeting. If you are already recording, you can stop the recording by clicking the Stop Recording button in the
11. **Breakout Rooms** allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time. [See Getting Started with Breakout Rooms.](#)  
Note: You may need to enable this feature in your Zoom settings. [See Enable Breakout Rooms on Your Account.](#)
12. **End Meeting** lets you end or leave the meeting.

### *Additional Resources*

If you need additional assistance, please contact [SON-HelpDesk@jhu.edu](mailto:SON-HelpDesk@jhu.edu) or 410-614-8800

### *Videos*

- [Creating your Zoom account and scheduling meetings](#)
- [Zoom meeting settings, controls, and basic troubleshooting](#)

In addition to the training videos above, the JH Enterprise maintains an information page with links to dozens of additional training videos and tutorials: <https://uis.jhu.edu/zoom/>

### *How to Request a One Time Meeting*

If you only need to host a Zoom meeting occasionally and do not need your own account, please use the following link to request one-time meetings: <http://nursing.jhu.edu/zoomrequest>

### *Test Meeting*

To try out a test Zoom meeting to be sure your computer is setup correctly, visit: <http://zoom.us/test>

### *Zoom Support*

For additional help using Zoom, please visit the Zoom support page: <http://support.zoom.us/>