Before You Start:

Before you can host a meeting with Zoom, you must have the Zoom Desktop Client software installed on your computer or device. If applicable, visit https://zoom.us/download to download and self-install the **Zoom Client for Meetings**. Before using Zoom, follow the next step to log in via the Zoom web portal to establish your account

SETUP & CONFIGURATION

Zoom Web Portal:

Visit https://Rider.zoom.us, select "Sign In" and enter your Rider Key credentials. Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:

- Setting your profile picture (persists through the Zoom platform).
- Editing your Personal Meeting ID/Personal Link
  - This is your personal dedicated virtual meeting space. You can use it at any time or schedule it for future use.

After configuring your profile, we recommend going to the **Meeting Settings** tab to configure your preferences based on how you would like to conduct meetings.

Zoom Desktop Client:

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button
2. Click "Sign In with SSO"
3. Enter "Rider" if prompted for a company domain
4. Enter in your Rider Key user name and password on the login screen

Zoom Test Meeting:

- Now that you've logged in for the first time, test your internet connection by joining a sample meeting

You now have the Zoom client for Meetings installed. Best practice is to have Zoom start when your computer boots up.

Learn more: Zoom Client Settings

- On **Windows**, go to the Zoom client and click on "Settings" at the top right. Click on General and then check the box that says, "Start Zoom when I start Windows".
- On **Mac**, right-click the Zoom app in the Dock, select Options > Open at Login.

SCHEDULING ZOOM MEETINGS

Zoom offers you several ways to schedule your meetings. If you're using Google calendar or Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

Learn more: Scheduling with Zoom

Web Portal

1. Sign in to https://Rider.zoom.us
2. Click "Schedule a Meeting" in the top navigation bar
3. Input details for the meeting and click "Save"
4. You can then copy the URL or Invitation or add to your calendar with available plug in

Zoom Desktop Client

1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Schedule"
3. You can then copy the URL or Invitation or add to your calendar with available plug in

Zoom for Rider Google Calendar –

1. Login to Google and go to your calendar
2. Create a new meeting in Google Calendar
3. Click "Add Rooms, Location or Conferencing"
4. Click on the "Add Conferencing" drop down menu
5. Select "Zoom Meeting"
6. Update invitation details and hit "Save"

IN-MEETING CONTROLS

Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose "Join Audio by Computer" to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the "Test Computer Audio" link when joining.
- Choose "Phone Call" and dial the number provided. Enter in the Meeting ID and make sure to input the "Participant ID"
- Clicking on the Mic icon will let you mute and unmute your audio once connected

Video

Access Video settings before or during a meeting by clicking on the "Settings" icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow
Clicking on the Video icon will let you start and stop your video feed

Invite Participants

During a meeting, click "Invite" to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants
When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat

1. Click "Chat" to start an in-meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant

Record
As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the "Record" icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends

BEST PRACTICES

Before the Meeting:

- Test your Audio and Video
  - Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups

Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use "Gallery View" for smaller group/team meetings
- Share your screen
  - Share specific Applications to control displayed content
  - Use "New Share" to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the screen

Tips and Tricks:

- If you have a weak connection, you can use audio-only or dial in. Also see Troubleshooting Zoom.
- Always try and test the application before attempting a real meeting or class.
- Zoom can be used from your phone and tablet as well.
- Additional Zoom Tips and Tricks

Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom:

- LinkedIn Learning Video
  - Log into Rider's LinkedIn Learning first using this link
  - Then click on this link to go to the Zoom Course: "Stay connected with Zoom meetings"
- Troubleshooting Zoom
- Using the Canvas App as a Meeting Host

Please contact the OIT Helpdesk at 609-219-3000 for additional assistance during normal business hours.