



THE GLOBE PROGRAM

Zoom How-to Guide

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About Zoom

Zoom is a secure, reliable video platform that powers all of your communication needs, including meetings, chat, phone, webinars, and online events.

Be sure to update to the latest version of Zoom prior to the meeting, in order to have the most current version !

Creating a Zoom Account

Please visit the following page to create a free zoom account: <https://zoom.us/signup>

Please note that you do not have to create a zoom account to attend zoom meetings. However, creating a zoom account will give you more options such as scheduling meetings, not having to change your name when joining a meeting while logging in, having a zoom profile, adding a profile image that shows on meeting whenever you are logged in.

Joining the GLOBE Annual Meeting on Zoom

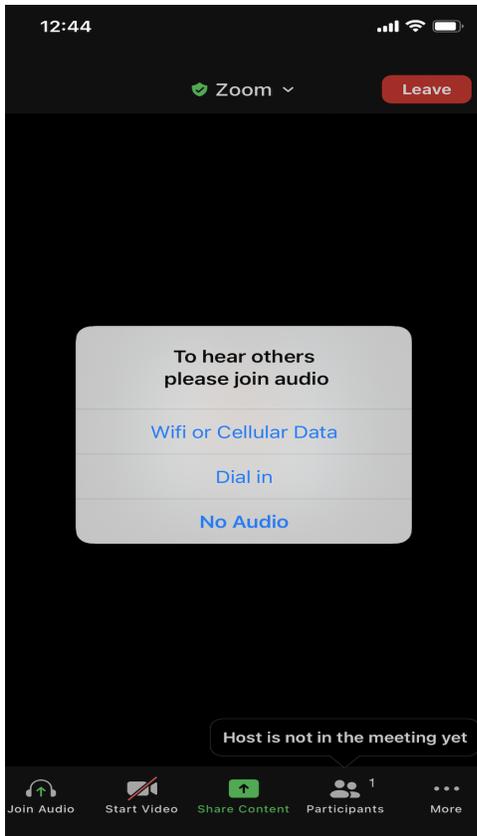
1. Click on the Zoom URL in the agenda or your calendar if you added the meeting to your calendar.
2. The application will open a window. Select Open Zoom Meetings to continue.



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3. If you check the box (Always allow to open links of this type) that will skip this process in the future.

How to dial-in using your phone:



Access the Zoom meeting link on your phone.

Select the “Dial In” option shown in the image above.

You could also call into the meeting from your phone using the Meeting ID and zoom number which should be included in the invitation.

Waiting Room:

If you are first sent to a “waiting room” prior to entering the event, you will see the following message: “Please wait, the meeting host will let you in soon.” Do not exit out of this window. If the session has not reached capacity the host will admit you into the meeting from this waiting room.

If you are in a waiting room, you still have the option to test your audio prior to joining the meeting



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Setting up your Audio

You can preview or disable your camera, adjust your audio settings or mute. Once ready, select “Join with Computer Audio” to join without testing your audio. If you would first like to test your audio (recommended) select Test Speaker and Microphone.

Setting up your Video

You can test your video before joining a meeting.

While in the meeting you can turn your camera on or off by clicking on the camera icon on the bottom left hand side of the screen (you may need to hover your mouse over the bottom of the application to get the window to appear):

Renaming Yourself on Zoom

Prior to joining the meeting, please ensure your Zoom name matches your registration name.

If you have the Desktop Application of Zoom-

1. Open the zoom.us Desktop Application and go to the Home page.
2. Select the “Join Meeting” button.
3. Here you can enter the Zoom Meeting ID# and -enter or edit your name
4. Once everything looks correct, you can click “Join”.

If you do not have the Desktop Application of Zoom, to permanently rename yourself:

1. Log in to <https://zoom.us> with your email and password
2. Click My Account from the upper right hand corner
3. On this page (your Profile page) you can change your name and/or photo.

Once you are in the meeting, to rename yourself:

1. Click on “Participants” at the bottom of your screen.
2. Toggle over your name
3. Select “More” then “Rename” to change the name shown in Zoom.
4. Alternatively, you can click the 3 points in the upper right corner of your picture (Video) representing yourself and there is an option “Rename”

Joining Zoom Breakout Rooms



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Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting.

The zoom breakout rooms can be assigned automatically. If that's the case, you will be automatically sent to a Zoom breakout room.

If you are not assigned to a room or you get assigned to the wrong breakout room, you could simply click the "leave" button to get out of the wrong breakout room and select the correct breakout room. If you are not able to join the correct breakout room or not sure which room to join, and need help from the meeting host, click the button labeled "invite the host to join." as the host might not be in the breakout room and chatting in that case will only show to participants within the breakout room.

Useful Tools while in the Meeting

Participant Controls are located at the bottom of your screen (or the top of the screen when full screen view is on). With your mouse, place your cursor over the bottom of the Zoom window (top of zoom window when full screen view is on) for them to appear:

Note: not all participant controls are needed in the Annual Meeting sessions, the ones useful for the Annual Meeting will be marked with with a * sign below

Participants have access to these features:

***Join Audio**  or Unmute  / Mute  : Mute and unmute your microphone.

***Audio Controls** (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: Alt + A
- Mac: Shift + Command + A



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Start Video  / **Stop Video** : Turns your camera on or off.

Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants : See who's currently in the meeting and [invite others](#). You can also access these options by hovering over your display name and clicking More:

- **Rename:** Change your screen name displayed to other participants.
- **Share My Pronouns/Unshare My Pronouns:** If you have [entered your pronouns in your profile](#), you can choose to [share or unshare your pronouns](#) in the current meeting. This feature requires Zoom version 5.7.0 or higher.

***Chat** : Access the chat window to [chat with other participants](#).

Share Screen : Start a [screen share](#) (if the host allows). You will be able to select the desktop or application you want to share.

Record : Start or stop a [local recording](#). Participants do not have access to start a cloud recording.

Note: The host will need to [allow local recordings in their account settings, then give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

***Closed Caption:** Allows you to see a translation of the proceedings in many languages. When Closed Captions is an option you will see a  button. Click on it to view Closed Captions. or Live

Transcript : When enabled by the host, click to start viewing either [closed captions or the live transcript](#).



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***Reactions**  : [Meeting reactions](#), [nonverbal feedback](#), and [Raise Hand](#) allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

***Annotating**: ONLY ANNOTATE WHEN YOU'VE BEEN REQUESTED TO DO SO BY THE PRESENTER.

When someone is sharing their PowerPoint and instructs you to annotate on a certain image, hover your cursor with your mouse over the top of your Zoom Window. A bar will appear that contains a tab for "View Options" click on that and then scroll down to the "Annotate" option.

For more information about annotating in zoom, please click [here](#).

Keyboard Shortcuts

A complete list of shortcuts can be found [here](#)

Action	Windows	Mac
Audio mute	Alt +A	Command + Shift + A
Quick unmute	Press and hold space bar	Press and hold space bar
Video on/off	Alt + V	Command + Shift + V

For video tutorials, please check the following link: <https://youtu.be/Z98lr7XlRck>

If you have any questions, please contact globehelp@ucar.edu