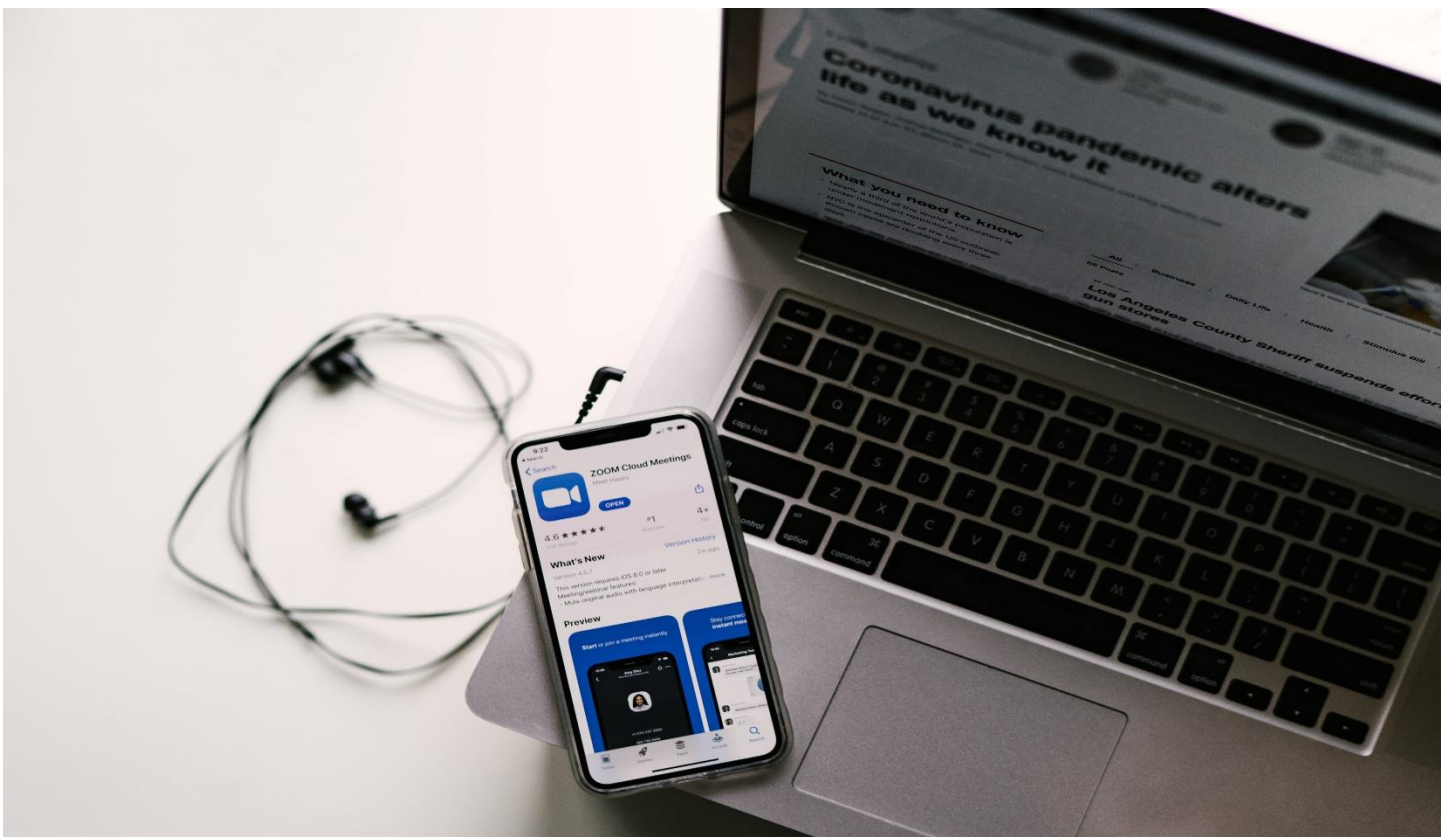




**Department of Theatre**  
THE UNIVERSITY OF UTAH

# ZOOM CHEAT SHEET

University of Utah  
Department of Theatre



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## Getting Started

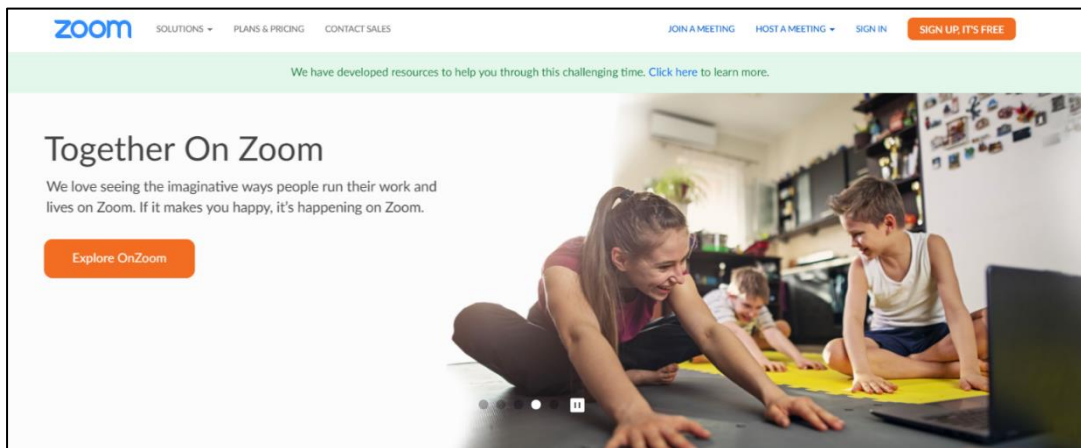
### What you will need

- Internet connection.
- Device to use with webcam (cell phone, laptop with webcam, etc.).
- Headset (optional).

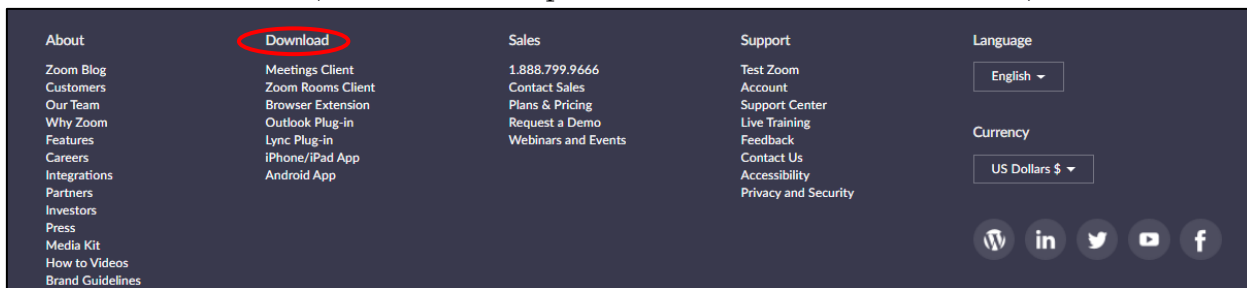
### Install and download to your computer

Before you can use zoom, you must install and download the Zoom software for your device (iPhone, Android, Mac, PC, etc.).

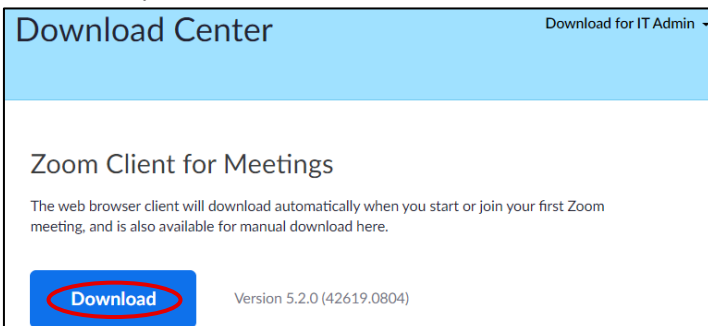
- Visit: [zoom.us](https://zoom.us).



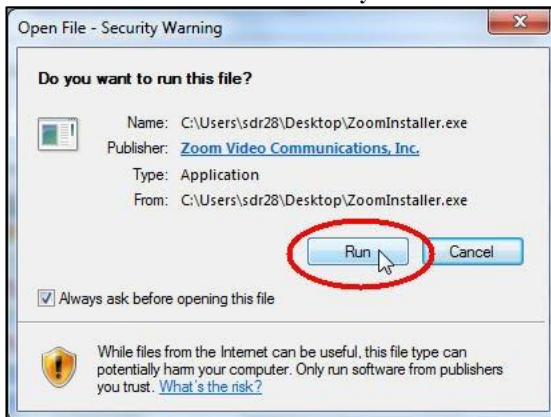
- Scroll all the way to the bottom of the page.
- Select “Download” (located on the top of the second column from the left).



- When directed to the “Download Center” locate “Zoom Client for Meetings” (First section underneath).
- Directly underneath, click on “Download”.



- Choose the location on your device to save the Zoom installer file.



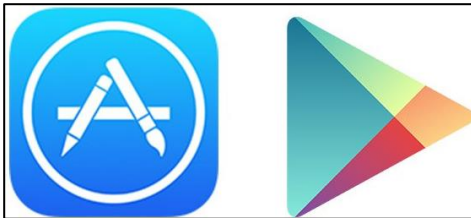
- Go to location that you have selected, and double click the Zoom installer file.
- This will finish installing the app in your device.
- You are ready to set up an account and log in!

*For a step by step video, please visit: <https://youtu.be/fVu9BILRkww>*

## Install on your phone

You can install the Zoom app onto your mobile device (Android or iPhone).

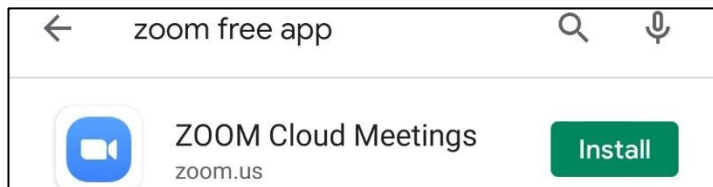
- Go to your app store (Play store or Apple Store)



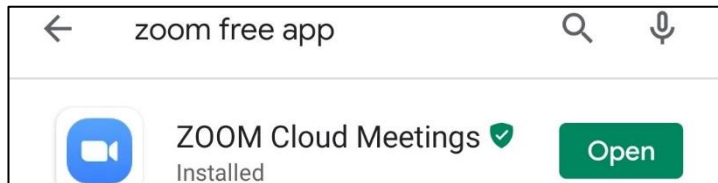
- Search For the “Zoom Cloud Meetings”



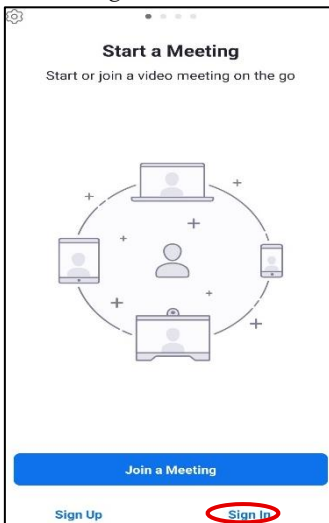
- Click on “Install”.



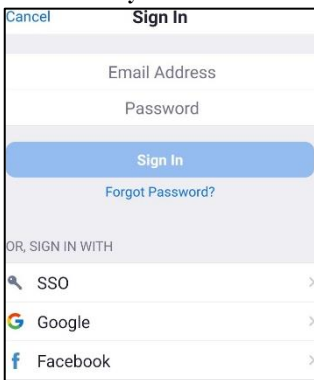
- After the installation is completed “Open” the app.



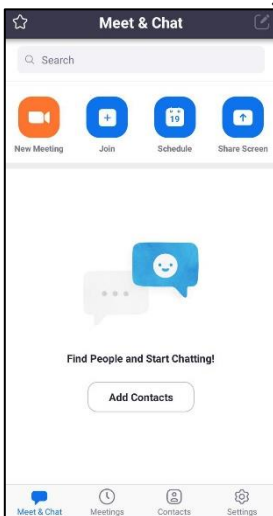
- Once the app opens, you can join a meeting, sign in, or sign up.  
*information on how to sign up is directly below.*
- To sign in, click on the lower right side of the screen.



- After you click on “sign in”, enter your personal information.



- Once the app is opened, you can schedule a meeting, join a meeting, schedule a future meeting and screen share your phone.



- You are now ready to zoom on your phone!

## Log in and set up

Now that you have installed Zoom onto your device you can create an account.

- Create a free account.
- Visit: [zoom.us](https://zoom.us).
- Click on “Sign Up, It’s Free”, it is located at the upper right-hand side.



- Enter your birthday.

For verification, please confirm your date of birth.

Month Day Year Continue

- Enter your email address.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

- A confirmation email will be sent to the email address that you entered.
- Follow the instructions to activate your account.

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

- You can select the “Activate Account” button or, copy the link that has been included.
- You will be directed to an additional page.
- Select “Yes”.

Are you signing up on behalf of a school?

☒ Yes ☐ No

Continue

- Fill out your contact information and click “Continue”.

Please fill out the following form, review, and accept the below terms

First Name  Last Name

Job Title  School Name

Email Address Issued to You by Your School

Zoom requires your email address to match the domain of the school you represent

☐ I agree to use Zoom Education K-12 solely for educational purposes for the benefit of my school and its students

☐ I accept the [Terms of Service](#)

☐ I consent to the information practices described in [Zoom's K-12 Schools & Districts Privacy Policy](#)

☐ I verify that I am authorized to create an account on behalf of the school named above

- Enter the required fields and create a “secure” password and click “Continue”.

Welcome to Zoom

Hi [REDACTED]. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

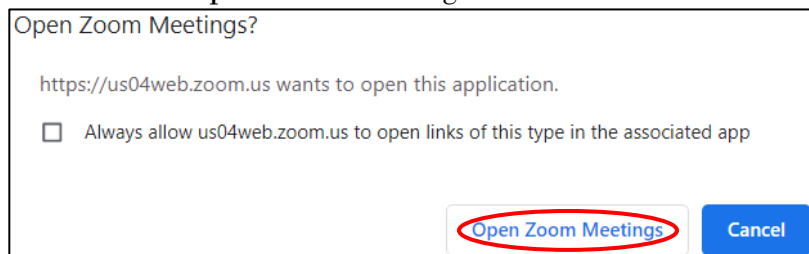
- Skip the next screen “Don’t Zoom Alone”.
- Start your test meeting. This will double check that you are all set and ready for classes. There will be a “custom link” provided.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
[https://us04web.zoom.us/j/\[REDACTED\]](https://us04web.zoom.us/j/[REDACTED])  
 [REDACTED]

- Click on “Open Zoom Meetings”.



- Make sure to select “Join with Computer Audio” to test that your audio is working appropriately.
- After you have tested the video and audio, you can leave the meeting (located at the bottom right).

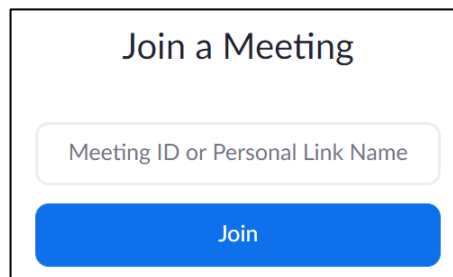


- You are now ready for your zoom classes to begin!

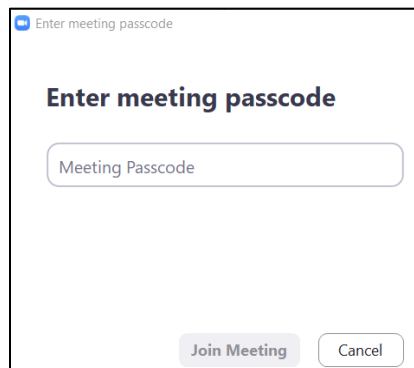
## Class invitation

This invitation will be created and shared with each course by the professor/instructor. Make sure to double check that you have the correct information.

- Click on the meeting invitation URL.
- There will be a pop-up window, select open zoom meetings  
OR
- Go to [zoom.us](https://zoom.us) click on “Join a Meeting”.
- Enter the **MEETING ID**.



- Click Join.
- Enter the **PASSWORD** that has been provided by your professor.



**PRO TIP:** When signing in, select the “Keep me logged in” option.  
This will make it easier for future classes.



## What to know once you are in

### Rules and etiquette

A reminder that this is a virtual classroom. Please behave as you would in an in-person course.

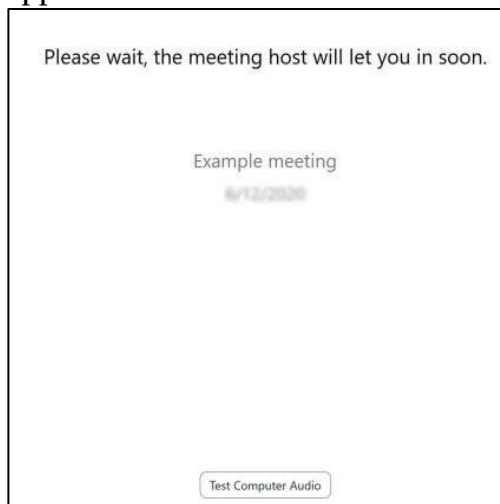
- Before your class begins, please make sure that you have everything that you need (i.e. notebook, pen, pencil, water bottle, etc.).
- Please keep your audio muted until you want to speak. This will help minimize background noise.
- Before speaking, use the “Raise Hand” feature. After you are called on you can unmute yourself.

*Please make sure that the video feature is turned on.*

*Can be found at the bottom left of the screen.*

### Check before joining

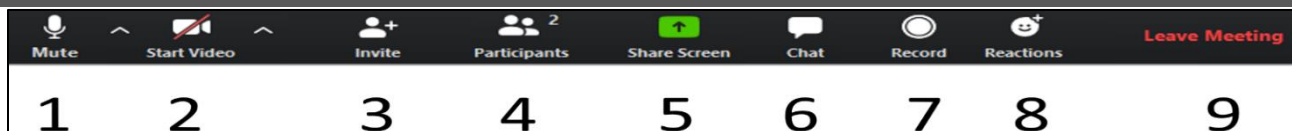
If you have entered in the zoom information but are waiting for the class to begin, a pop-up window will appear that reads “Please wait for the host to start this meeting”.



- If you haven't checked your audio, this is the best time to do it.
- Click on “Test Computer Audio”. This ensures that your audio is up and running smoothly.

*The classroom will open automatically when the professor has started the class.*

### What are the icons?

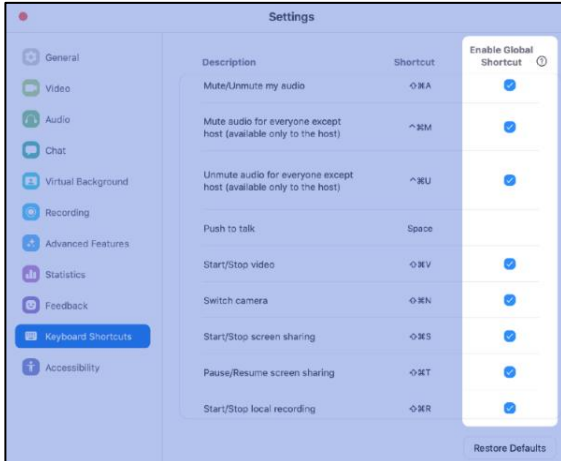


1. **Audio** – Click to mute (red slash across) or unmute microphone.
2. **Video** – Click to stop (red slash across) or start video.
3. **Invite** – Add students to zoom video. Teachers and students that are in the class are the ONLY ones allowed in the class zoom session.
4. **Participants** – Who is in the zoom room.
5. **Screen Sharing** – Share content on your computer with everyone. Do not do this unless instructed.
6. **Chat** – You can ask questions/chat with everyone individually with the professor or students.
7. **Record** – Record the lecture. Professors will be recording each class.
8. **Reactions** – This is where you can select on an image to raise a hand to ask a question.
9. **Leave Meeting** – By clicking this, you will be able to leave the zoom room.

## Enable shortcuts outside of zoom

Do you often find that you are using other apps while in a zoom meeting i.e. taking notes in Microsoft, canvas, email, etc.

- Go to your computer settings.
- Click on “Keyboard Shortcuts”.
- Select “Enable Global Shortcut”.



*These same steps can be done on a PC or Mac.*

## Keyboard shortcuts

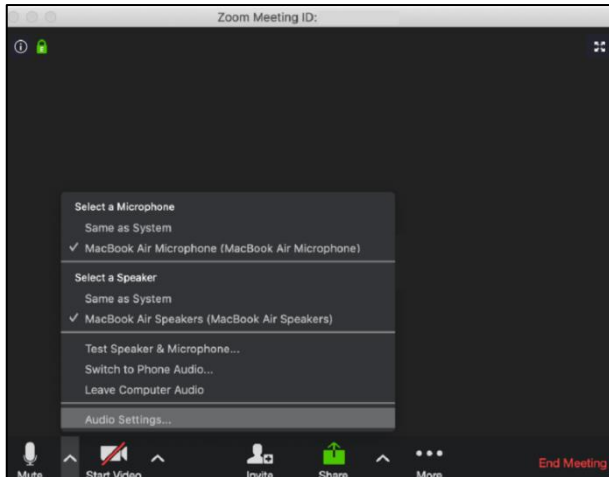
What	PC	MAC
Push to Talk When Muted	Spacebar	Spacebar
Begin Screen Sharing	ALT+Shift+S	Command⌘+Shift⇧+S
Pause or Resume Screen Sharing	ALT+T	Command⌘+Shift⇧+T
Switch to Gallery View	ALT+F2	Command⌘+Shift⇧+W
Previous/Next Group in Gallery View	PageUp/PageDown	Control+P/Control+N
End or Leave a Zoom Meeting	ALT+Q	Command⌘+W
Switch Between Open Applications*	ALT+Tab	Command⌘+Tab

## Mute audio settings

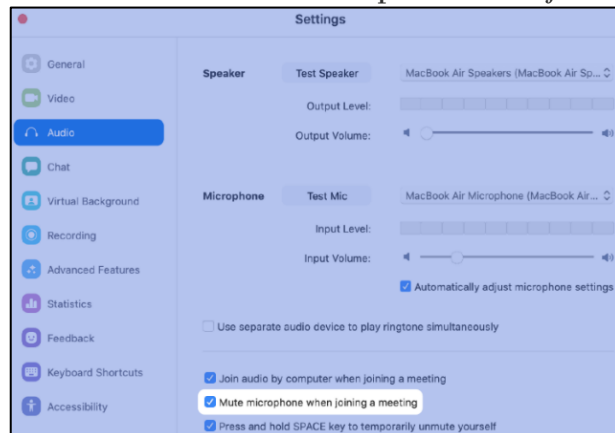
Want to always make sure that you are muted when joining a zoom meeting?

You can access the settings directly in Zoom on your computer or mobile device.

- Click on the arrow that is located next to the audio icon and go to “Audio settings”.



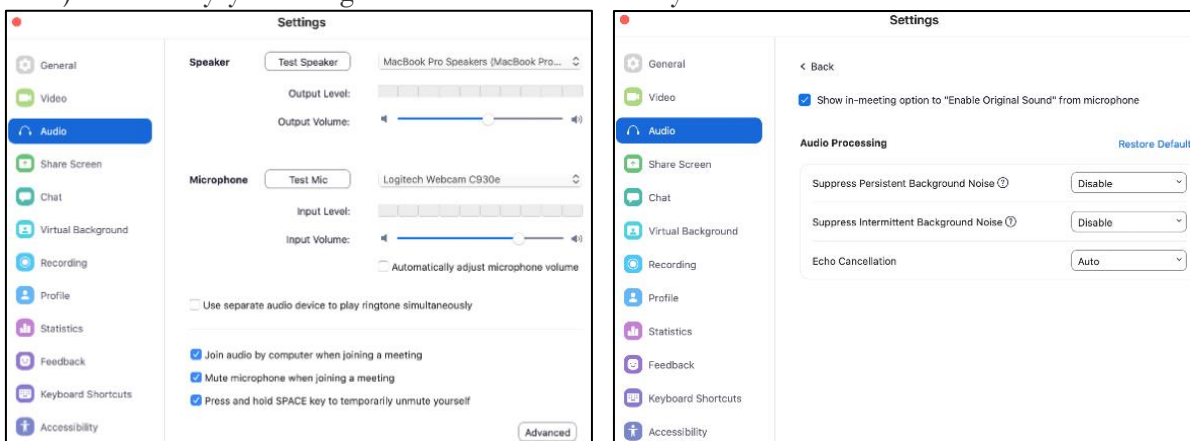
- Click on “Audio” located on the left side of your screen.
- Check that “Mute microphone when joining a meeting” is selected.



*These same steps can be done on a PC or Mac.*

## Preferred computer audio settings

The University of Utah’s IT department has suggested some audio settings on your computer (PC or Mac). That way you can get the best sound while you are on zoom.

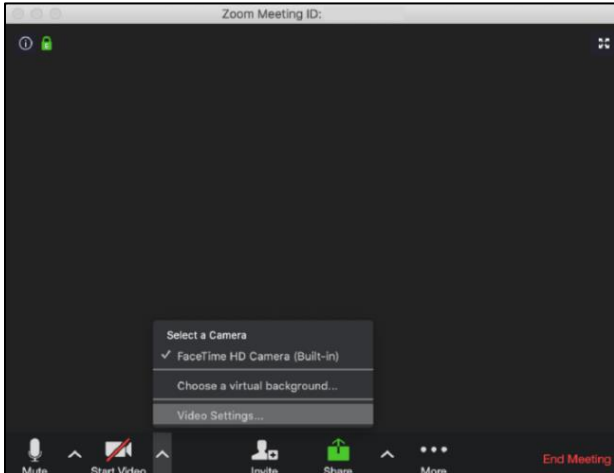


## Turn camera off settings

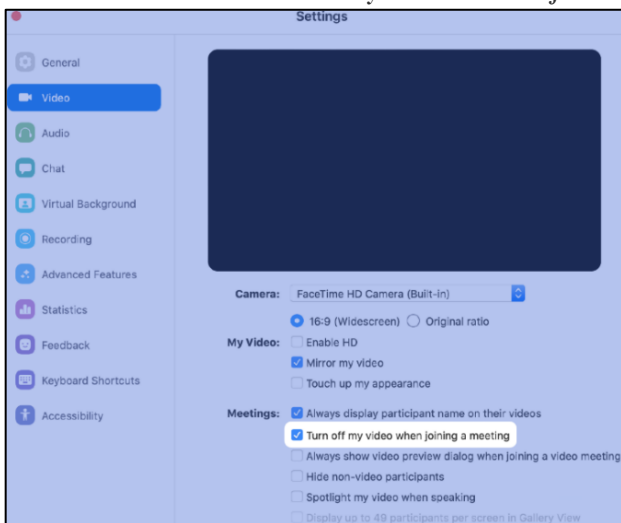
Want to always make sure that your camera is off when first joining a zoom meeting?

You can access the settings directly in Zoom on your computer or mobile device.

- Click on the arrow that is located next to the video icon and go to “Video settings”.



- Click on “Video” located on the left side of your screen.
- Check that “Turn off my video when joining a meeting” is selected.

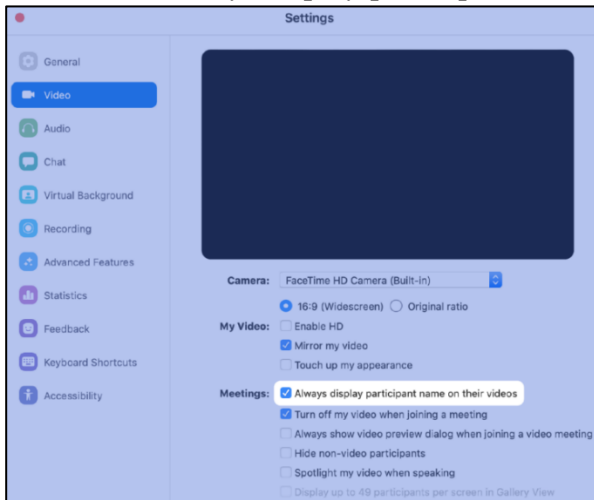


*These same steps can be done on a PC or Mac.*

## Display names of participants

Always want to ensure that you know who is who in the zoom meeting?

- Go to your computer “Settings”.
- Click on “Video” located on the left side of your screen.
- Check “Always display participant’s name on their videos”.



*These same steps can be done on a PC or Mac.*

## Zoom background

Want to change the look of your background? You can choose an image to be displayed behind you!

**In your Zoom meeting:**

- Select the arrow located to the right of the “video” icon at the bottom left part of your screen.
- Click on “Virtual background”.

**In your overall Zoom settings:**

- Open Zoom.
- Go to settings, then “virtual background”.
- Click the + button and choose your new background!
- You might have to deselect “mirror my video”.

*University of Utah Zoom backgrounds:*

<https://umc.utah.edu/resources/asset-downloads/zoom-backgrounds/>

### Example Images:



## Viewing

### Video layout

There are three different layouts that you can choose from when a screen isn't being shared.

- **Active speaker view:** Will switch to a large video viewing of the person that is speaking. Other participants will be smaller area above.



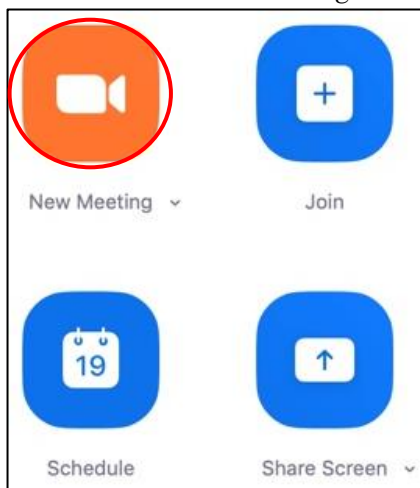
- **Gallery view:** Shows all participants, in a grid pattern across your screen.



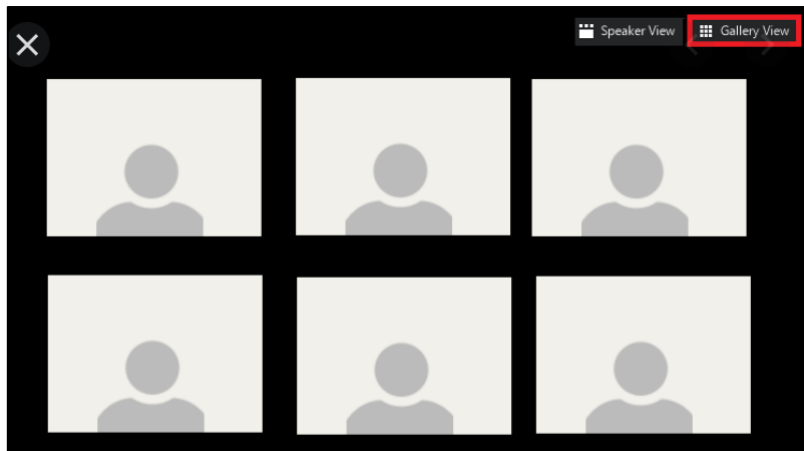
- **Floating thumbnail window:** Allows you to minimize the zoom video and be able to see the other applications that you have open.

### How to switch between active speaker view and gallery view:

- Sign into your zoom account.
- Join or start a meeting.



- Once you have entered the “meeting”, you are now able to change the view of how you see the participants.
- In the top right corner of the screen, you will see “Speaker View” or “Gallery View”.



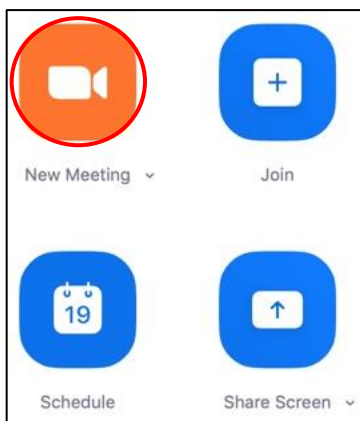
- Select which you prefer.
- You are ready for your class!

## Host a Zoom Meeting

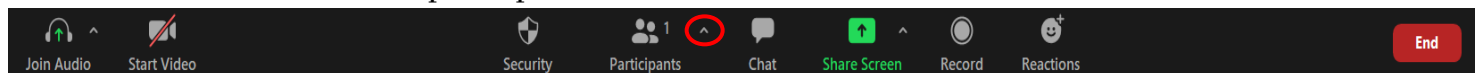
### Create your own zoom meeting

Another thing that you can do with Zoom is host your own zoom meetings! There are many different ways. Need create and share a meeting?

- Sign into your account.
- When the Zoom screen opens up, select “New Meeting”.



- You will be taken to a zoom meeting. You will be the only participant.
- Click on the arrow next to “participants”.

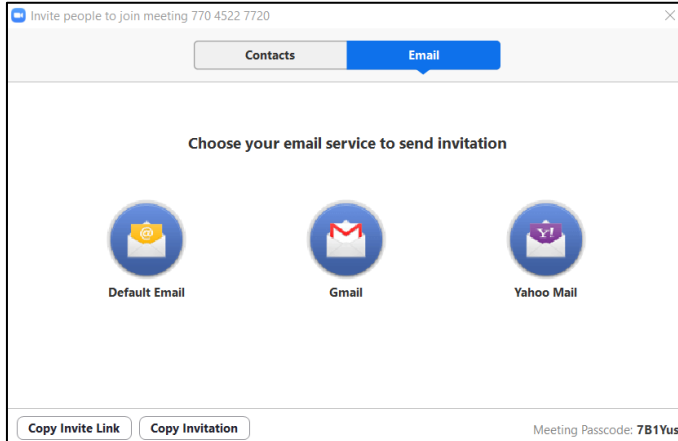


- Click “Invite”.

## Email link

You can choose to email them a link through:

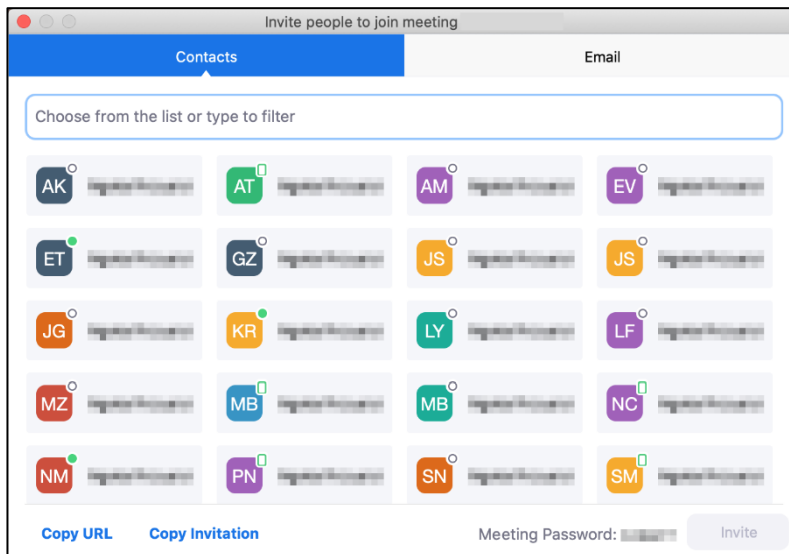
- **Default Email:** Send invitation with your default email.
- **Gmail or Yahoo Mail:** Invite others through Gmail or Yahoo. You will be asked to log into your account.



- Add their email address and the link and password will be sent.

## Contacts

- Follow the same steps above.
- Select "Contacts".



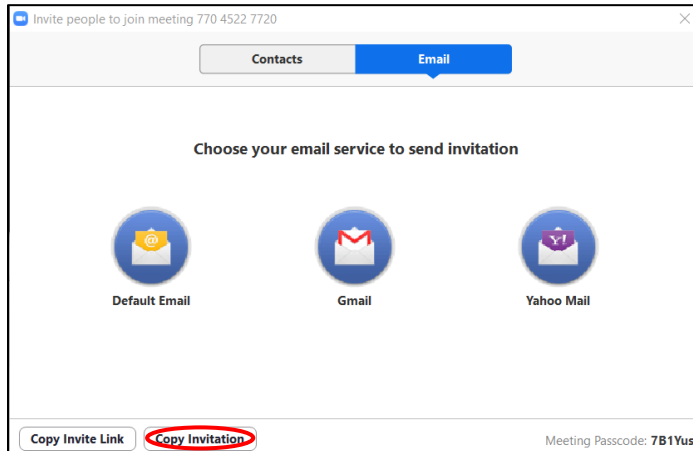
- Select their name from the window, or search for a contact.
- Click on the individual that you would like to invite.
  - You can select multiple contacts.
- The individuals that you have selected will be highlighted and will appear in the list at the top of the window.
- Send invitation.



## URL or invitation text

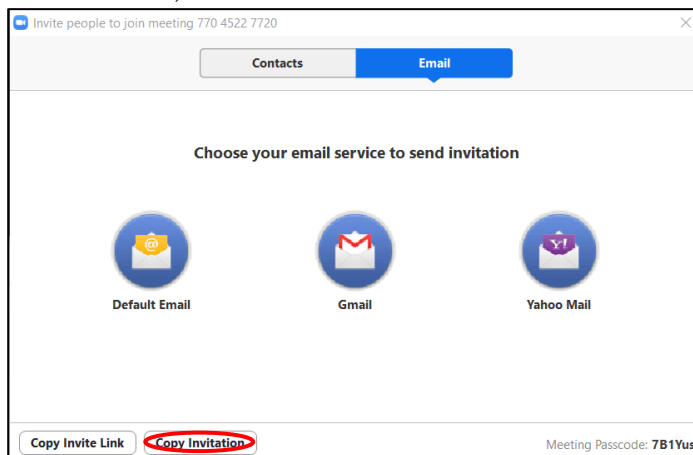
### Copy Invitation:

- Click on “Copy Invite Link”. This will only copy the meeting join link.



### Copy the Invitation:

- Click on “Copy Invitation”. This will copy the full invitation text (URL, Meeting ID, and Password).

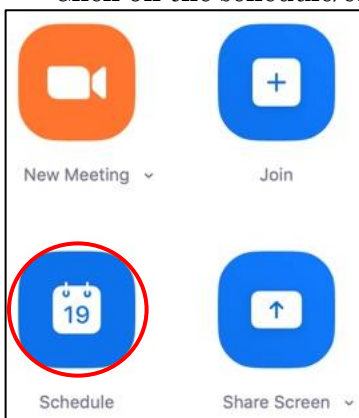


## Schedule an upcoming meeting

With this, you are able to schedule meetings for a later date for other to attend.

To do this, you will need to:

- Sign into your zoom account.
- Click on the schedule/calendar icon.



## Select your meeting settings

- **Topic:** Enter a topic of name for your meeting (i.e. Group project, Study Session, etc.)
  - **Start:** Select a date and time for your meeting.
  - **Duration:** Choose the length of the meeting.
  - **Time Zone:** By default, zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
  - **Recurring Meeting:** Choose if you would like this to be a recurring meeting.
- **Meeting ID**
  - **Generated Automatically:** Create a random meeting ID.
  - **Personal Meeting ID:** Use your personal meeting ID.
- **Security**
  - **Passcode:** Joining participants will be required to input to enter the meeting.
  - **Waiting Room:** Enable the waiting room. This will be where the participants will be allowed access to join the meeting.
- **Video**
  - **Host:** Choose if you would like the host video to be on or off when first joining.
  - **Participants:** Choose if you would like the participants video to be on or off when first joining.
- **Calendar:** Select a calendar service to add the meeting and send out invitations.
  - Outlook, Google Calendar, or other Calendars.
- **Advanced Options**
  - **Enable join before host:** Allow participants to join before the host grants access.
  - **Mute participants on entry:** If participants can join before host is not enabled, they will be muted as they join the meeting.
    - Participants can unmute themselves once they have joined.
  - **Automatically record meeting on the local computer:** Record the meeting once it begins.
- Click schedule to finish.

The screenshot shows the 'Schedule Meeting' form in Zoom. It includes sections for Topic, Start/Duration/Recurring settings, Meeting ID (Generate Automatically or Personal Meeting ID), Security (Passcode and Waiting Room), Video (Host and Participants settings), Calendar (Outlook, Google Calendar, or Other Calendars), and an Advanced Options section. The 'Save' button is highlighted in blue.

**Schedule Meeting**

**Topic**  
Zoom Meeting

**Start:** Mon August 17, 2020 00:00 AM

**Duration:** 0 hour 30 minutes

☐ Recurring meeting Time Zone: Mountain Time (US and Canad... ▾

**Meeting ID**  
☒ Generate Automatically ☐ Personal Meeting ID 307 527 1604

**Security**  
☒ Passcode 0RjnmY ⓘ ☒ Waiting Room

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

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

**Advanced Options** ▾

**Save** **Cancel**