ZOOM Cheat Sheet

Activate Your Account

Get Started

Before you can use all of Zoom's features, you MUST activate your account.
Start by going to **illinois.zoom.us** to **Sign In** and accept the license agreement.

Log in and Set up

Web Portal (illinois.zoom.us)

Go to **illinois.zoom.us** and log in with your NetID and password to access your account

Download Zoom Client

1. Go to zoom.us/download
2. Download and install Zoom Client for Meetings

Set up Zoom Client

1. Open the Zoom Client and click **Sign In**
2. Ignore the email and password boxes, on the right side click **Sign In with SSO**
3. Enter **illinois** for your company domain.
4. Enter your NetID and password on the Illinois Login page

Schedule a Meeting

Web Portal (illinois.zoom.us)

1. Go to **illinois.zoom.us**
2. Click **Sign In to Configure your Account**
3. Click **Schedule a Meeting** in the top navigation bar
4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees

Personal Meeting ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use. To change your PMI, go to your **Profile** on the web portal and click **Edit**.

Grant Schedule Privilege

You can assign a user in the illinois domain to schedule meetings on your behalf.
1. Go the **Meeting Settings** section of the web portal
2. In the **Schedule Privilege** section, click **Add** to add a user
3. Have the user open the Zoom client
4. Have user log out and log in again (one time only)
5. Have the user click the Schedule and select your name in the **Schedule for:** sub-menu

Zoom Client

Launch the Zoom application and click **Schedule**.

Outlook Plugin

1. Download the Zoom Plugin for Microsoft Outlook from zoom.us/download
2. Select the **Schedule a Meeting** button in the ribbon of the Outlook application.
3. Input your meeting details and **Send**.
4. A calendar invitation will appear with the Zoom information generated automatically.

Alternative Host

1. Schedule a meeting using **Zoom Web Portal**.
2. Select **Advanced Options** and input the user email(s) in the **Alternative Hosts** section. [Note: These must be @illinois.edu email addresses with activated accounts]
3. The Alternative Host can now host your Zoom meeting by using the join URL after logging in, or the Alternative Host can log in to the Zoom application and join via the Meeting ID.

*Note: The first Alternative Host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to **Participants** window and clicking **Reclaim Host.***

Meeting Controls

Audio

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

Video

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click the **Video** tab to preview your camera or click the drop-down arrow to choose a differnt camera
3. During a meeting, click the Camera icon in the meeting toolbar to start or stop your video.

Toolbar

1. You can get an indication of your relative volume from the microphone in the Toolbar
2. A red line indicates the Mic or Camera is off
3. Clicking the ^ symbol will open a menu for you to choose the Audio or Video source
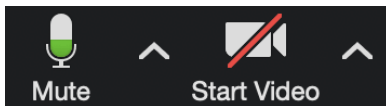
Share Screen

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

Chat

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

Record Meeting

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud (recommended) or to your computer.
3. Access your cloud recordings from the web portal (illinois.zoom.us) under **Recordings**.

Managing Participants

Invite and Manage Participants

1. During a meeting, click **Invite** to send out the meeting information (email tab works best).
2. If you're a meeting host or co-host, you can manage participants (make a co-host, control entry, remove from meeting, mute/un-mute, etc.) Note: Clicking the **Mute All** button will also mute the other host/co-hosts

Breakout Rooms

1. Only the Host can see **Breakout Rooms** controls
   a. You may need to **Reclaim Host** to do this
   b. Or you may transfer host role to your TA so they can set up Breakout Rooms for you
2. Assign rooms randomly or choose the placement
3. Use the **Options** to set how long **Breakout Rooms** will remain open

Additional Resources and Support

CITL   https://citl.illinois.edu/citl-101/online-strategy-development/

College of Education   https://go.education.illinois.edu/zoom

Zoom Documentation
https://support.zoom.us

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