

Advanced Zoom Resources

LEE  UNIVERSITY
Online



Advanced Zoom Resources

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Downloading Zoom



Open a web browser and navigate to
www.leeuniversity.zoom.us

Downloading Zoom

The screenshot shows the Zoom website interface. At the top, there's a navigation bar with links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. Below this, there are logos for various partners including Dropbox, Nasdaq, ARISTA, pandora, and logitech. In the center, there are two buttons: 'Request a Demo' and 'Buy Now'. At the bottom, there's a footer with four columns of links: 'About', 'Download', 'Sales', and 'Support'. The 'Download' column is highlighted with a blue box, and the 'Meetings Client' link is the first item in that column. The footer also includes social media icons and a copyright notice.

Video Conferencing, Web Conf X

https://leeuniversity.zoom.us

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Dropbox Nasdaq ARISTA pandora logitech

Request a Demo Buy Now

About
Zoom Blog
Customers
Our Team
Why Zoom
Features
Careers
Partners
Brand Guidelines

Download
Meetings Client
Zoom Rooms Client
Zoom Rooms Controller
Browser Extension
Outlook Plug-in
iPhone/iPad App
Android App

Sales
1.888.799.9666
Contact Sales
Plans & Pricing
Request a Demo
Webinars and Events

Support
Account
Support Center
Feedback
Contact Us

WordPress LinkedIn Twitter YouTube Facebook

Copyright ©2016 Zoom Video Communications, Inc. All rights reserved. Privacy Policy || Terms || Lee University

Help

Scroll to the bottom of the page. Under the Download column, click Meetings Client.

Downloading Zoom

The screenshot shows a web browser window with the address bar displaying https://leeuniversity.zoom.us/download#client_4meeting. The Zoom logo is in the top left, and navigation links like SOLUTIONS, PLANS & PRICING, and CONTACT SALES are visible. On the right, there are links for JOIN A MEETING, HOST A MEETING, SIGN IN, and a SIGN UP, IT'S FREE button. The main content area features three sections: Zoom Client for Meetings, Zoom Plugin for Microsoft Outlook, and Zoom Plugin for IBM Notes. The 'Zoom Client for Meetings' section is highlighted with a blue border and contains a blue 'Download' button and the text 'Version 4.6.7 (18176.0301)'. The other two sections also have 'Download' buttons and version numbers. A 'Help' button is located in the bottom right corner of the content area.

Download Center - Zoom

https://leeuniversity.zoom.us/download#client_4meeting

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#) Version 4.6.7 (18176.0301)

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#) Version 4.8.17303.0117

[Add Zoom](#) as an Add-in for Outlook on the web

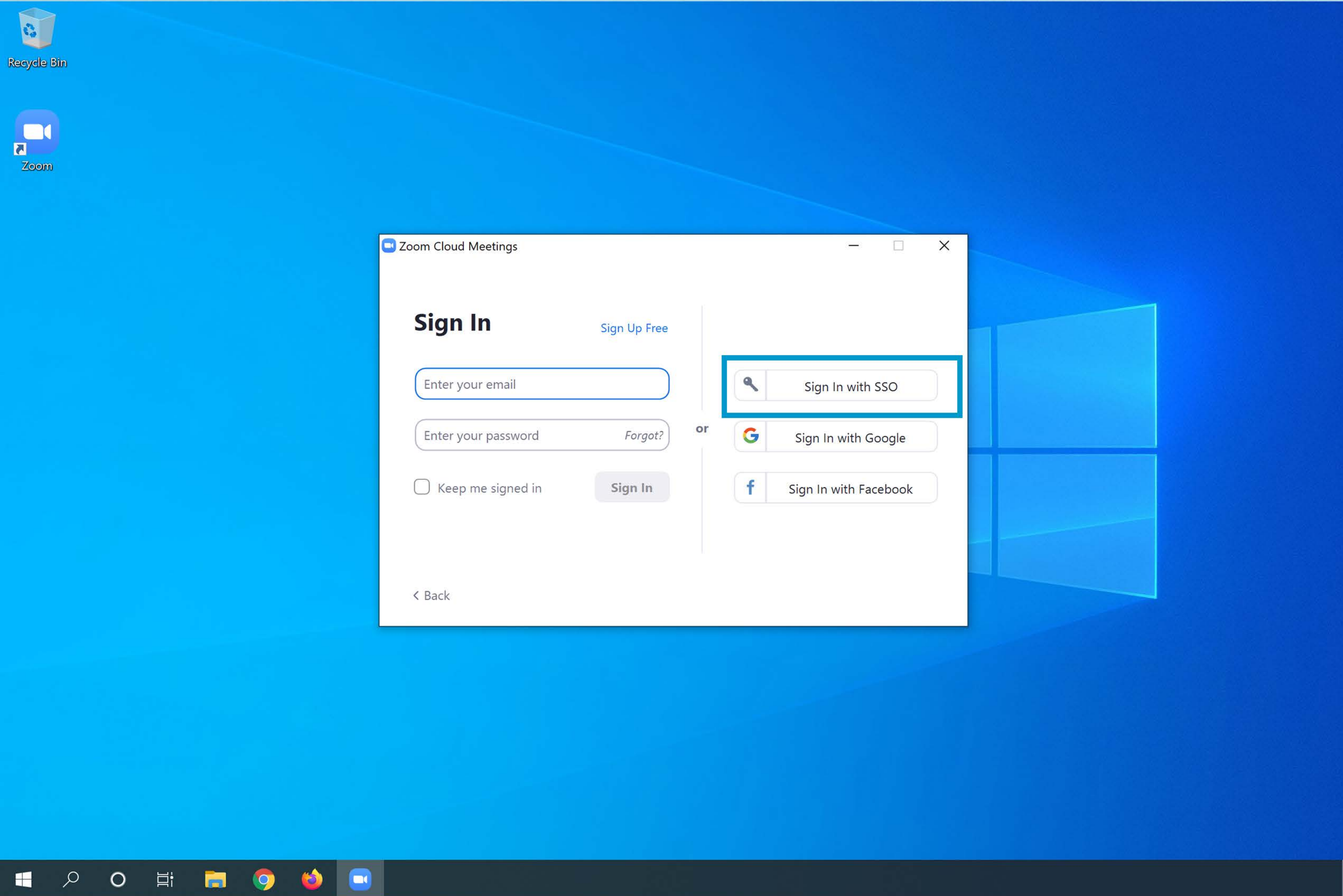
Zoom Plugin for IBM Notes

The Zoom Plugin for IBM Notes installs a button on the IBM Notes meeting schedule

[Help](#)

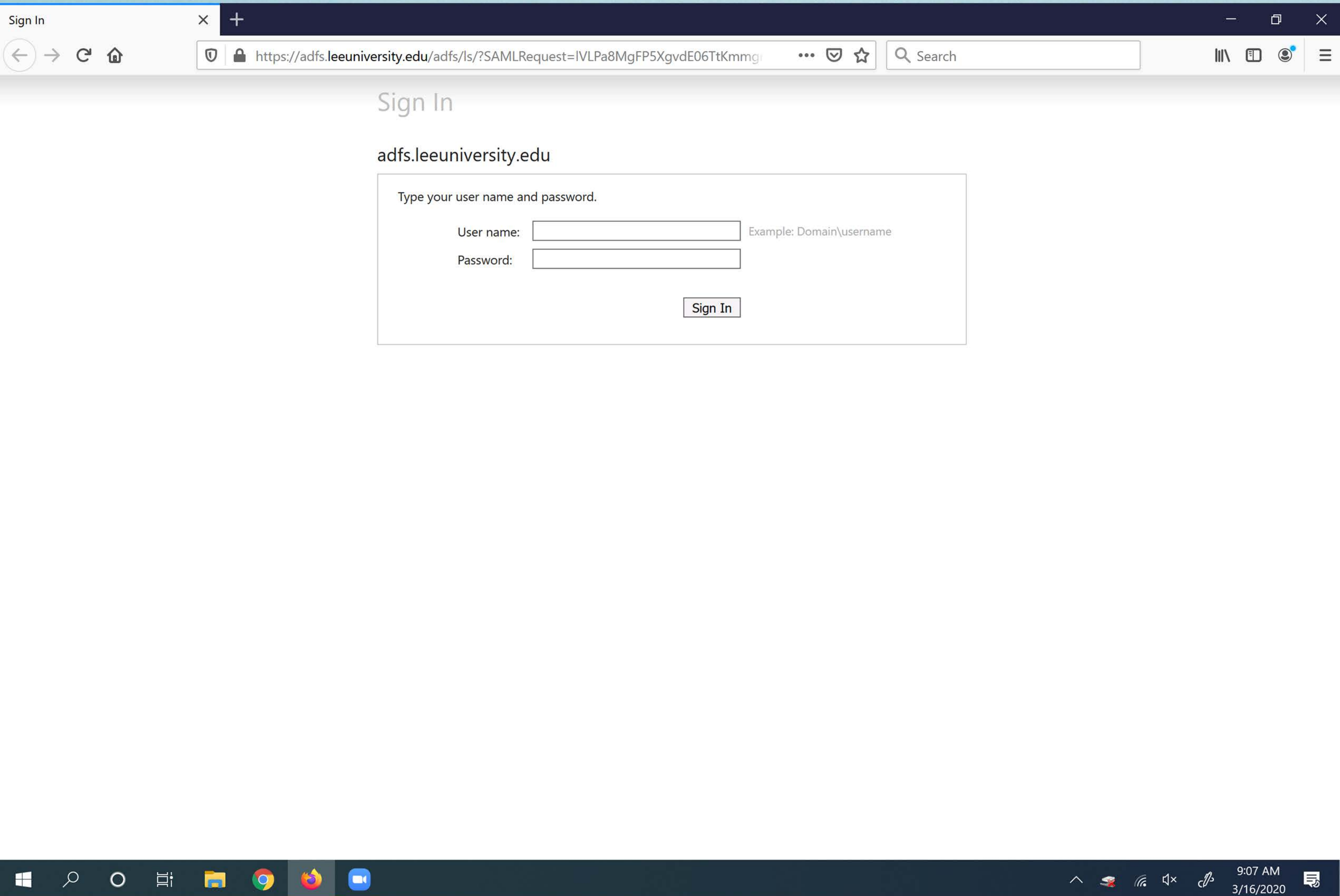
Click Download under Zoom Client for Meetings.
Follow the installation instructions.

Logging In



Open Zoom and click Sign In. On the next page,
Click Sign In with SSO.

Logging In



Sign In

adfs.leeuniversity.edu

Type your user name and password.

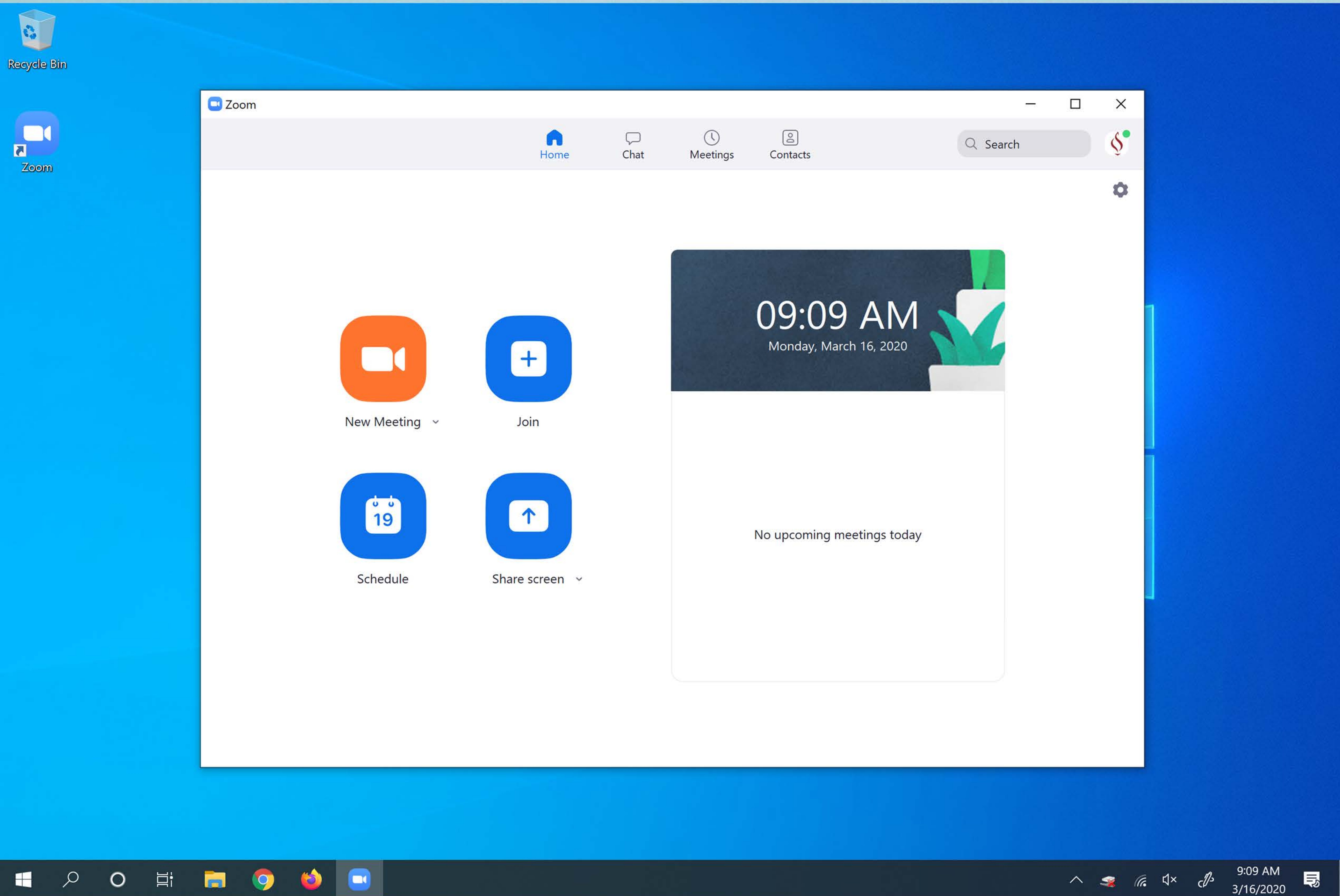
User name: Example: Domain\username

Password:

Sign In

Log in using your Lee University credentials.
This is the same login you use for your Lee email, Portico access, and Moodle access.

Logging In



Once you log in you will be taken to the Home tab of the Zoom application.

Adding Zoom Link to Moodle

Course: 85244 - College Writing X

https://moodle.leeuniversity.edu/course/view.php?id=48268¬ifiededitingon=1

CHAPEL

<http://livestream.com/leeu>

Lee University Chapel every Tuesday and Thursday at 10:40AM Eastern Time during the academic year.

Hidden from students

+ Add an activity or resource

START HERE: Check-In Process

Click the Course Check-In activity below to complete the Check-In Process.

Course Check-In

+ Add an activity or resource

NEXT STEP: Course Syllabus/Tutorials/Resources

Course Syllabus/Tutorials/Resources

- ENGL-106 Course Syllabus
- ENGL-106 Course Introduction
- ENGL-106 Course Assignment Summary

Calendar

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

Recent activity

Activity since Wednesday, March 18, 2020, 11:44 AM

Full report of recent activity...

No recent activity

Attendance

This block can work only with an attendance activity. Please add the

To add the Zoom link to your Moodle course, log into Moodle, go to your course, and turn on editing. Click Add an activity or resource.

Adding Zoom Link to Moodle

The screenshot shows a Moodle course page for 'Course: 85244 - College Writing'. The URL is <https://moodle.leeuniversity.edu/course/view.php?id=48268¬ifiededitingon=1>. The 'Add an activity or resource' dialog is open, displaying a list of activities. The 'External tool' option is highlighted with a blue box. The dialog also includes an 'Add' button and a 'Cancel' button. The background shows course content including a 'CHAPEL' image, a 'Hidden from students' button, and sections for 'START HERE: Check-In Process' and 'NEXT STEP: Course Syllabus/Tutorial'. A 'Calendar' widget shows March 2020, and a 'Recent activity' widget shows no recent activity. An 'Attendance' widget is also visible at the bottom right.

ACTIVITIES

- ☐ Assignment
- ☐ Attendance
- ☐ Chat
- ☐ Choice
- ☐ Database
- ☒ External tool
- ☐ Feedback
- ☐ Forum
- ☐ Glossary
- ☐ Group self-selection
- ☐ Interactive Content
- ☐ Lesson
- ☐ Open Forum
- ☐ Pearson MyLab & Mastering Link
- ☐ Quiz
- ☐ SCORM package

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Add **Cancel**

Click External tool and then Add.

Adding Zoom Link to Moodle

Editing External tool

https://moodle.leeuniversity.edu/course/modedit.php?add=lti&type=&course=4826

Adding a new External tool ?

Expand all

General

* Activity name

Zoom Class Meeting Link

Preconfigured tool

Automatic, based on tool URL

Automatic, based on tool URL

Blackboard Open Content

Commercial content

Discovery Service – Curriculum Builder

Pathbrite Prod

Zoom

ETS - SuccessNavigator

Vericite Plagiarism Checker

McGraw Hill Campus

Macmillan Learning Tools

RedShelf

Follett Discover

Tool URL

Privacy

Grade

Common module settings

Restrict access

Main menu

- Site news
- Student Hub
- Faculty Hub
- Pathbrite ePortfolio
- Lee University Website

Calendar

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hide site events

Hide category events

Hide course events

Hide group events

Hide user events

Library Databases

To login to the library's

Label the activity Zoom Class Meeting Link. Click on the dropdown in the Preconfigured tool section and select Zoom. Click Save and return to course.

Adding Zoom Link to Moodle

Course: 85244 - College Writing X

https://moodle.leeuniversity.edu/course/view.php?id=48268#section-0

CHAPEL

<http://livestream.com/leeu>

Lee University Chapel every Tuesday and Thursday at 10:40AM Eastern Time during the academic year.

Zoom Class Meeting Link

START HERE: Check-In Process

Click the Course Check-In activity below to complete the Check-In Process.

Course Check-In

NEXT STEP: Course Syllabus/Tutorials/Resources

Course Syllabus/Tutorials/Resources

ENGL-106 Course Syllabus

ENGL-106 Course Introduction

ENGL-106 Course Assignment Summary

Calendar

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hide site events

Hide category events

Hide course events

Hide group events

Hide user events

Recent activity

Activity since Wednesday, March 18, 2020, 11:44 AM

Full report of recent activity...

COURSE UPDATES:

Added External tool

Zoom Class Meeting Link

Attendance

To access the Zoom meeting from Moodle, click on the external tool.

Adding Zoom Link to Moodle

The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL: <https://moodle.leeuniversity.edu/mod/lti/view.php?id=1244589>. The page has a dark red header with navigation links: Home, Portico, LeeU Email, Search Engines, My courses, and English - United States (en_us). Below the header, a breadcrumb trail reads: Home > Courses > 2020ID > Lee Online > College of Arts & Sciences > Language and Literature > 85244 - College Writing (2020/ID:ENGL-106-DOL1) > Zoom Class Meeting Link. The main content area is titled "Zoom Class Meeting Link" and contains a large blue button labeled "Join Meeting". Above the button, the text reads: "Join a Meeting" and "Please click button below to join the meeting". To the right of the main content area, there is a sidebar with an "Add a block" section containing a dropdown menu with "Add..." selected. At the bottom of the page, there is a footer with links: Connect with Lee, Campus Alerts, Emergency Info, Technology Acceptable Use Policy, and Social Media Guidelines. A "Course Check-In" button is also visible. A cookie notice at the bottom of the main content area states: "By using this site, you agree with our use of cookies. [Want to know more?](#)". The browser's taskbar at the bottom shows icons for Windows, Search, and several open applications including Chrome and Firefox.

Click the Join Meeting button, you will then be directed to the Zoom application installed on your computer.

Adding Zoom Link to Moodle

The screenshot shows a web browser window with a Moodle course page. The browser's address bar displays the URL: <https://moodle.leeuniversity.edu/mod/lti/view.php?id=1244589>. The page has a dark red header with navigation links: Home, Portico, LeeU Email, Search Engines, My courses, and English - United States (en_us). Below the header, a breadcrumb trail reads: Home > Courses > 2020ID > Lee Online > College of Arts & Sciences > Language and Literature > 85244 - College Writing (2020/ID:ENGL-106-DOL1) > Zoom Class Meeting Link. The main content area is titled "Zoom Class Meeting Link" and contains a large white box with the heading "Join a Meeting" and the text "Please click button below to join the meeting". A blue button labeled "Join Meeting" is centered in this box. To the right of the main content is a sidebar with an "Add a block" section containing a dropdown menu with "Add..." selected. At the bottom of the main content area, there is a cookie consent banner that says "By using this site, you agree with our use of cookies. [Want to know more?](#)". Below the banner is a "Jump to..." dropdown menu and a "Course Check-In" link. The footer of the page includes links for "Connect with Lee", "Campus Alerts", "Emergency Info", "Technology Acceptable Use Policy", and "Social Media Guidelines", along with a link to "Moodle Docs for this page". The browser's taskbar at the bottom shows icons for Windows, search, and several open applications including Chrome and Firefox.

Click the Join Meeting button, you will then be directed to the Zoom application installed on your computer.

Scheduling Meetings

The screenshot displays the Zoom profile page for 'Lee University Online'. The browser address bar shows the URL 'https://leeuniversity.zoom.us/profile'. The page header includes navigation links like 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. On the left sidebar, the 'Meetings' button is highlighted. The main content area shows the account name 'Lee University Online' with a 'Change' and 'Delete' option. Below this, a table lists account details:

Department	DAL
Company	Lee University Online
Account No.	179498

Personal Meeting ID	873 844 0295	Edit
https://leeuniversity.zoom.us/j/8738440295		
× Use this ID for instant meetings		

Personal Link	https://leeuniversity.zoom.us/j/8738440295	Customize
---------------	--------------------------------------------	-----------

Sign-In Email	8738440295@leeuniversity.edu	Edit
Linked accounts: [Email] [SSO]		

User Type	Licensed ?	
Features	Webinar100 ?	

Capacity	Meeting	300 ?
	Webinar	100 ?

A 'Help' button is located in the bottom right corner of the main content area.

Easiest way to schedule recurring meetings is to log into leeuniversity.zoom.us then click on the Meetings button on the left.

Scheduling Meetings

The screenshot shows the Zoom 'My Meetings' interface. The browser address bar displays 'https://leeuniversity.zoom.us/meeting'. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', 'SUPPORT', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar contains a menu with 'Profile', 'Meetings' (highlighted), 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below the menu is a section for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates', along with a 'Get Training' link. A blue box highlights the 'Schedule a New Meeting' button. Below this is a table with columns 'Start Time', 'Topic', and 'Meeting ID'. At the bottom, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links to 'Microsoft Outlook Plugin' and 'Firefox Add-on'.

My Meetings - Zoom

https://leeuniversity.zoom.us/meeting

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting

Recently Deleted

Start Time	Topic	Meeting ID
------------	-------	------------

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download

Firefox Add-on Download

Click on Schedule a New Meeting.

Scheduling Meetings

Schedule a Meeting - Zoom

https://leeuniversity.zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Reports

Attend Live Training
Video Tutorials
Knowledge Base

When 03/16/2020 11:00 AM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting Every week on Mon, Wed, Fri, until Apr 3, 2020, 9 occurrence(s)

Recurrence Weekly

Repeat every 1 week

Occurs on ☐ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat

End date ☒ By 04/03/2020 ☐ After 7 occurrences

Registration ☐ Required

Meeting Password ☐ Require meeting password

Help

Give the meeting a topic. Select the date and time. Click the checkbox next to Recurring meeting then change the recurrence from Daily to Weekly. Select the days you want the meeting to take place then select an end date. The end date can be changed later if needed.

Scheduling Meetings

Schedule a Meeting - Zoom

https://leeuniversity.zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry [🔒](#)

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically on the local computer

Alternative Hosts

Example: mary@company.com, peter@school.edu

[Save](#) [Cancel](#)

About
Zoom Blog
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Why Zoom

Download
Meetings Client
Zoom Rooms Client
Zoom Rooms Controller
Browser Extension

Sales
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Plans & Pricing
Request a Demo

Support
Account
Support Center
Feedback
Contact Us

[Help](#)

Scroll to the bottom of the page and select any Meeting Options you would like to use such as Enable join before host or Mute participants upon entry then click Save.

Scheduling Meetings

Meeting Information - Zoom

https://leeuniversity.zoom.us/meeting/198160146

Search

REQUEST A DEMO1.888.799.0125RESOURCES▼SUPPORT

SOLUTIONS▼PLANS & PRICINGCONTACT SALES

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING▼SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "ENGL-110 MWF"

Start this Meeting

Topic

ENGL-110 MWF

Description

11:00 Monday, Wednesday, Friday class.

Time

Mar 16, 2020 11:00 AM Eastern Time (US and Canada)

Every week on Mon, Wed, Fri, until Apr 3, 2020, 9 occurrence(s) [Show all occurrences](#)

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID

198-160-146

Meeting Password

× Require meeting password

Invite Attendees

Join URL: <https://leeuniversity.zoom.us/j/198160146>

[Copy the invitation](#)

Video

Host

On

Participant

On

Audio

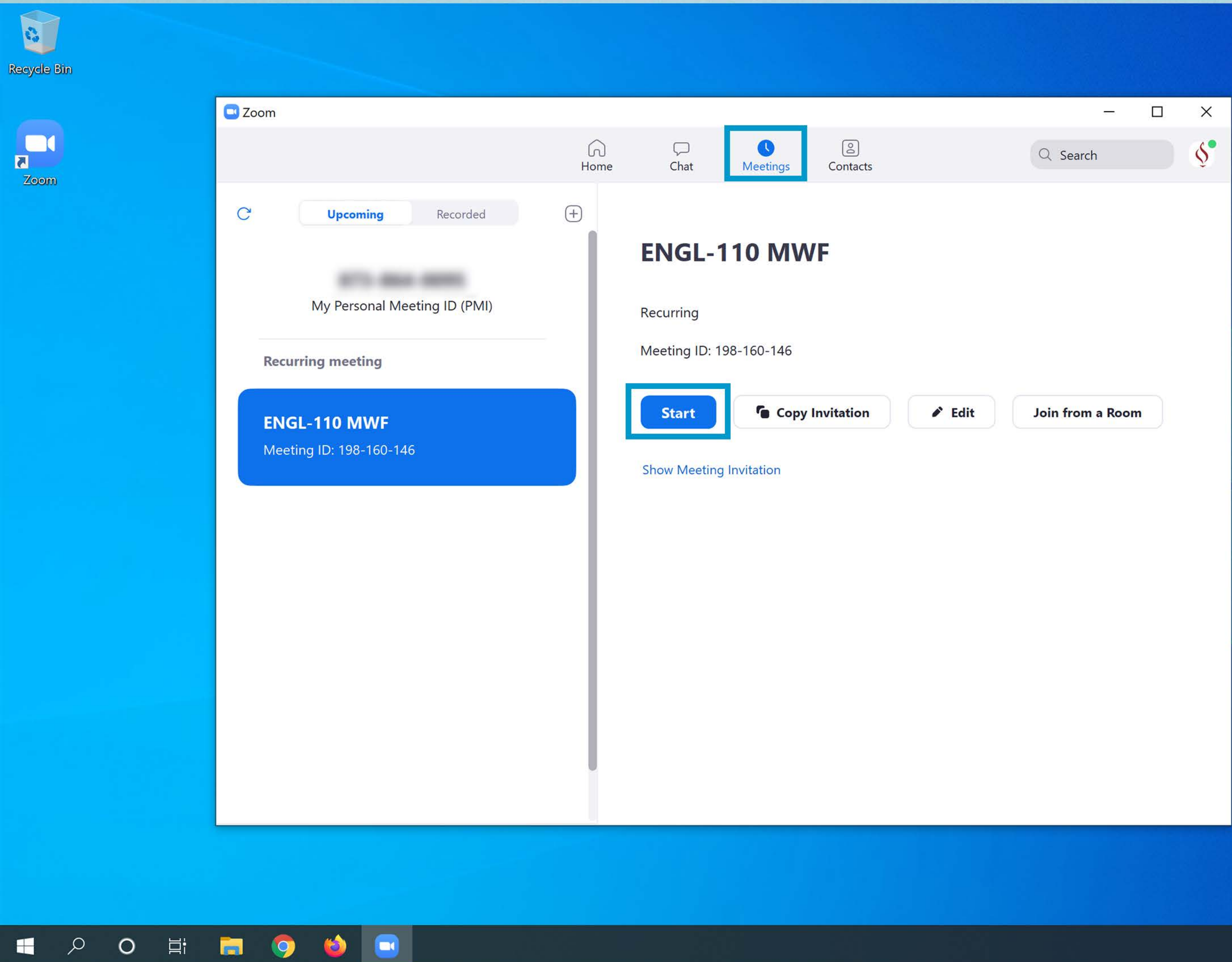
Telephone and Computer Audio

Help

Windows taskbar icons

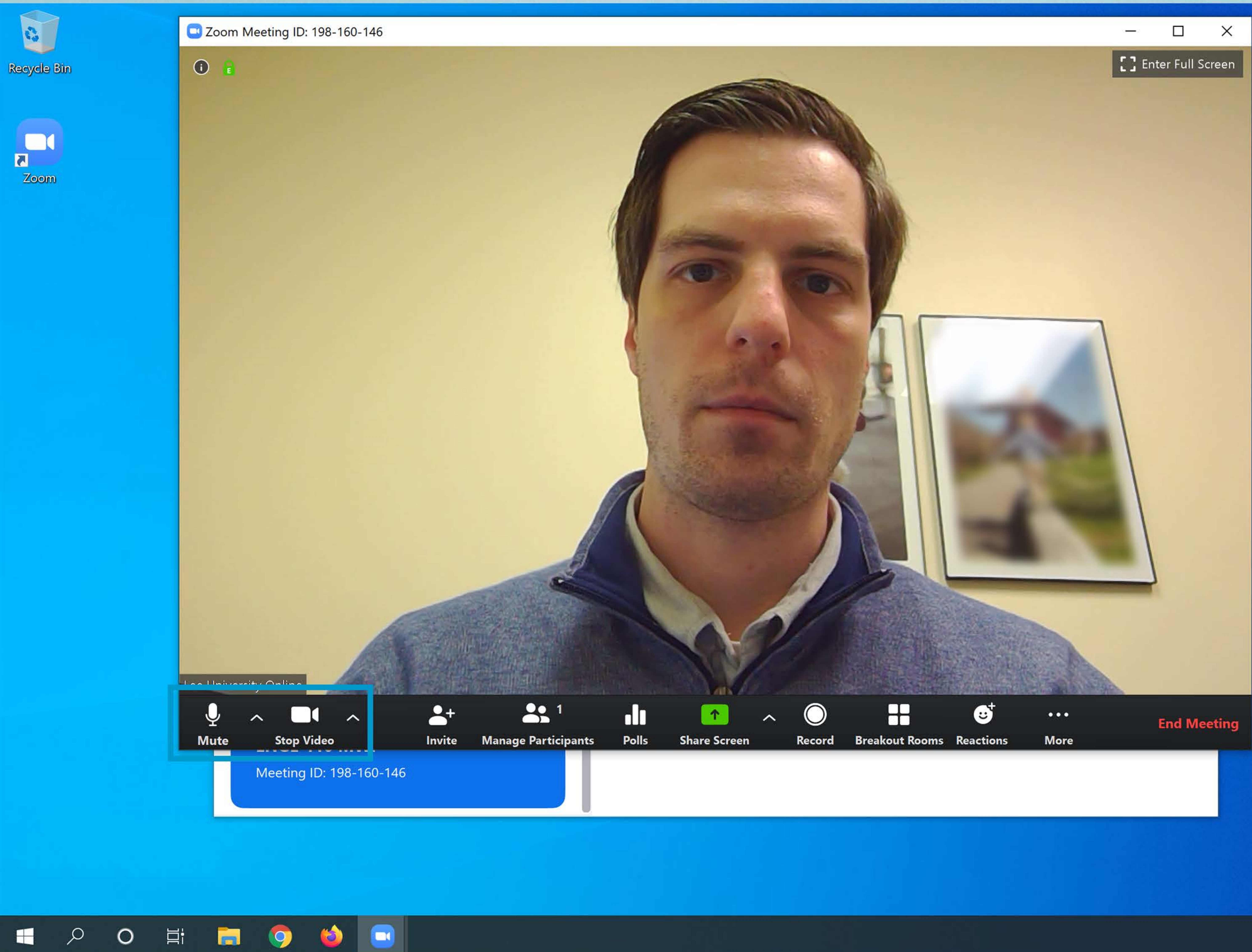
The next page will provide the link to the meeting. Copy and paste the link into an email and send to your students.

Starting a Meeting



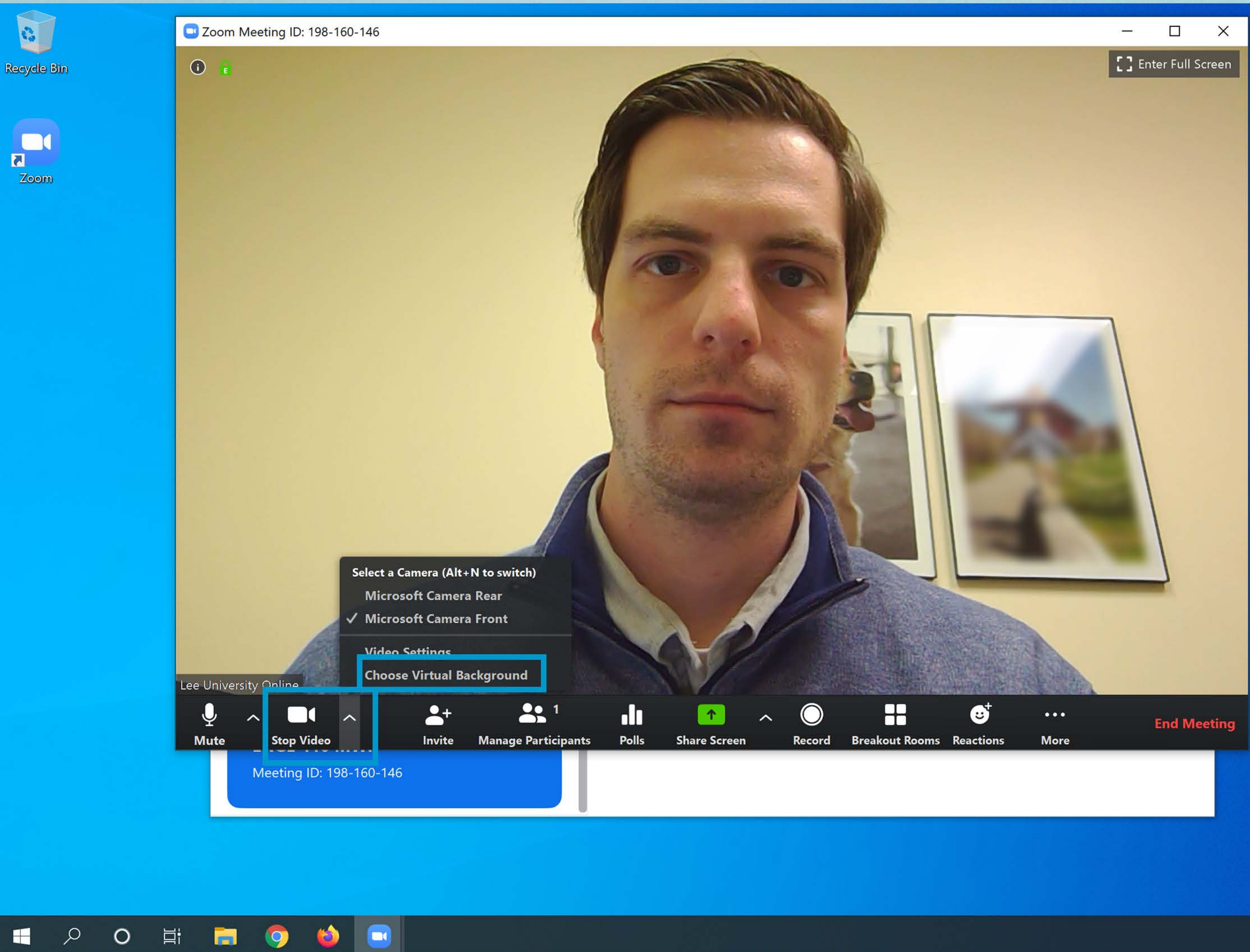
To start a meeting, log into the Zoom application on your computer. Click on the Meetings tab at the top and then click Start on the meeting you wish to begin.

Starting a Meeting



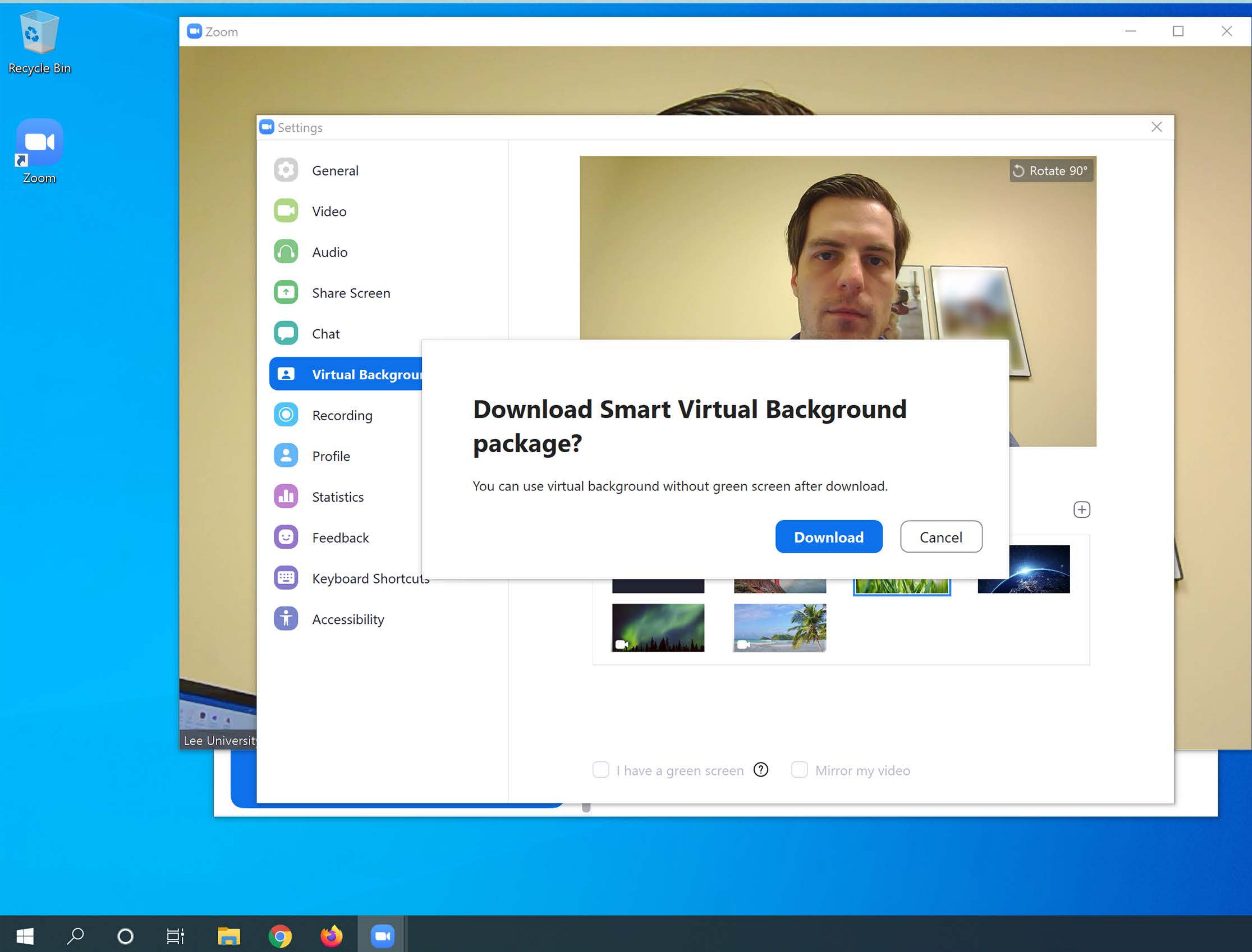
When the meeting starts your camera and audio should come on. You can mute your audio and turn off your camera using the two buttons on the far left.

Virtual Background



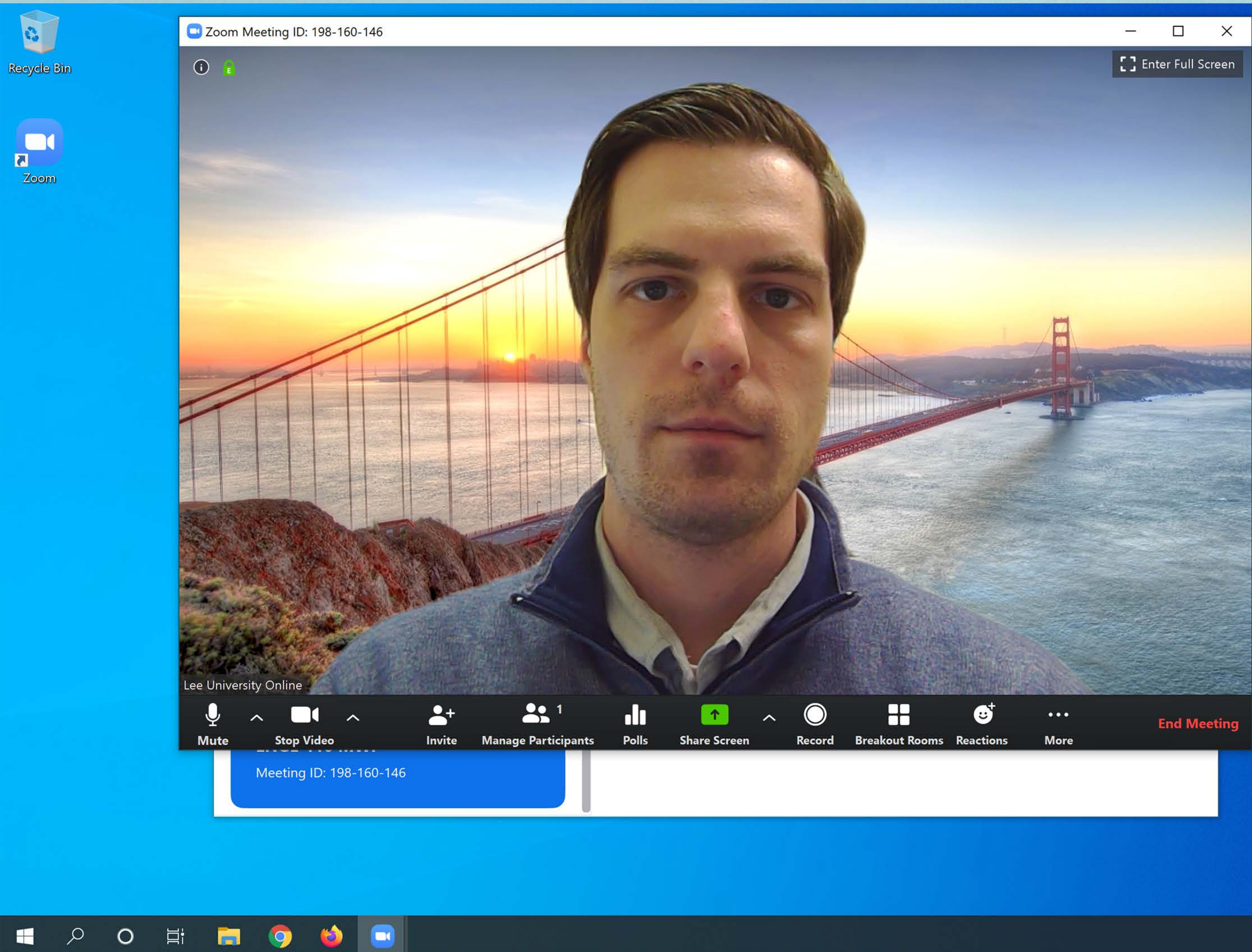
To use a virtual background, click on the arrow to the right of the video camera button then click Choose Virtual Background.

Virtual Background



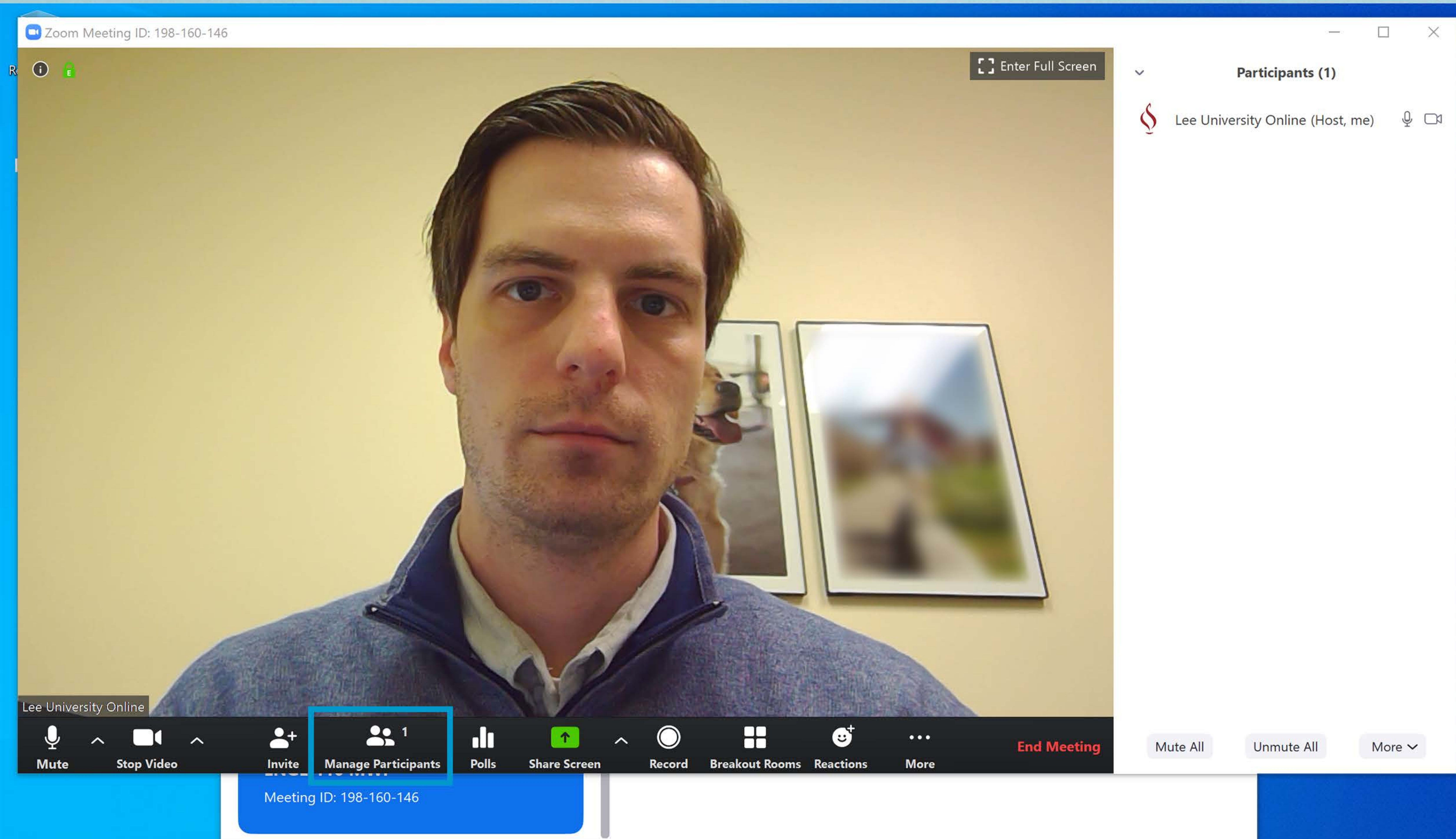
Before using virtual background for the first time, you must download the Smart Virtual Background package. Click the Download button to install the package.

Virtual Background



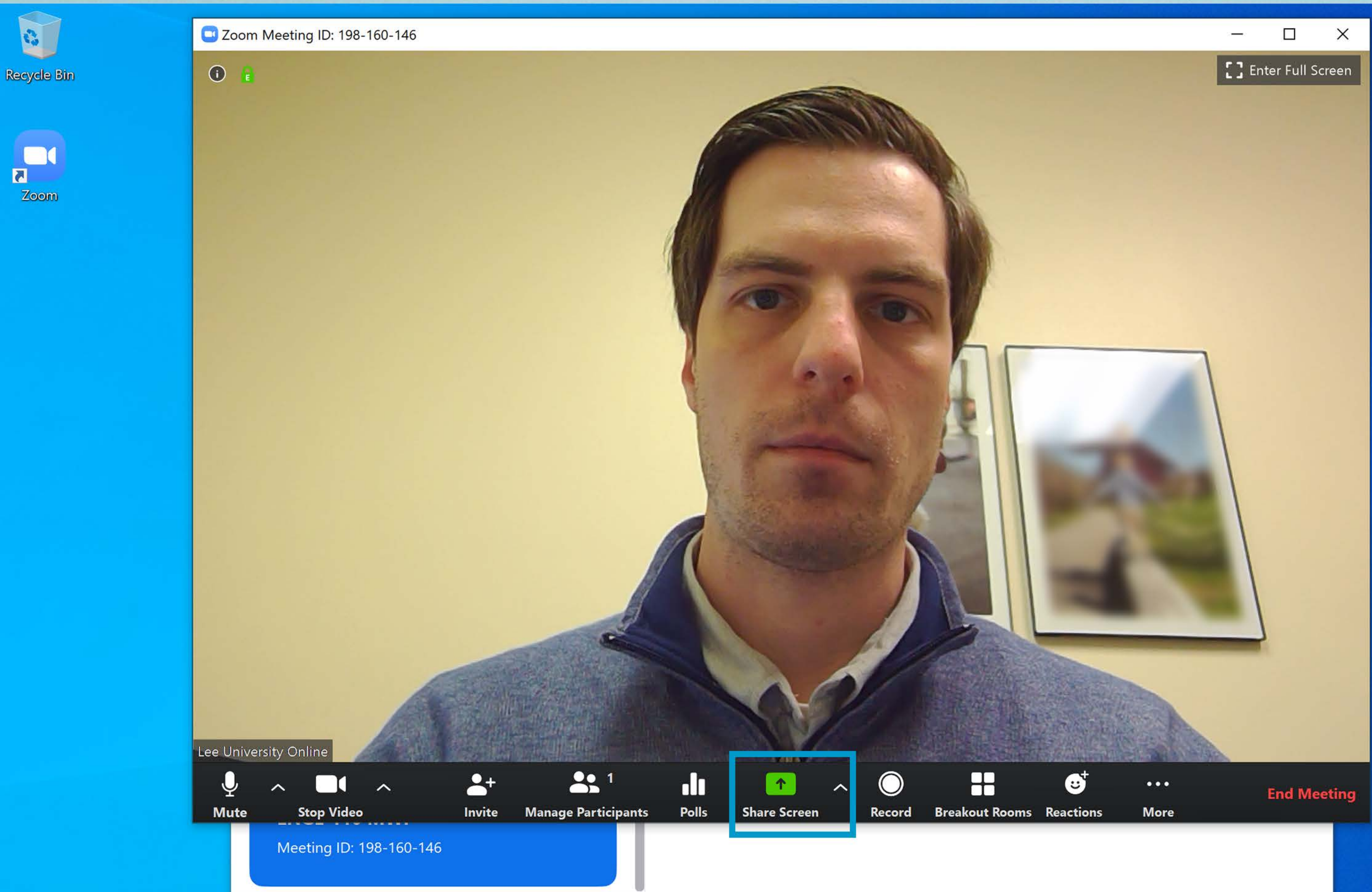
After the package is installed, select one of the backgrounds or upload an image, then close the Virtual Background window. It's best to have a blank wall behind you when using a Virtual Background.

Viewing Participants



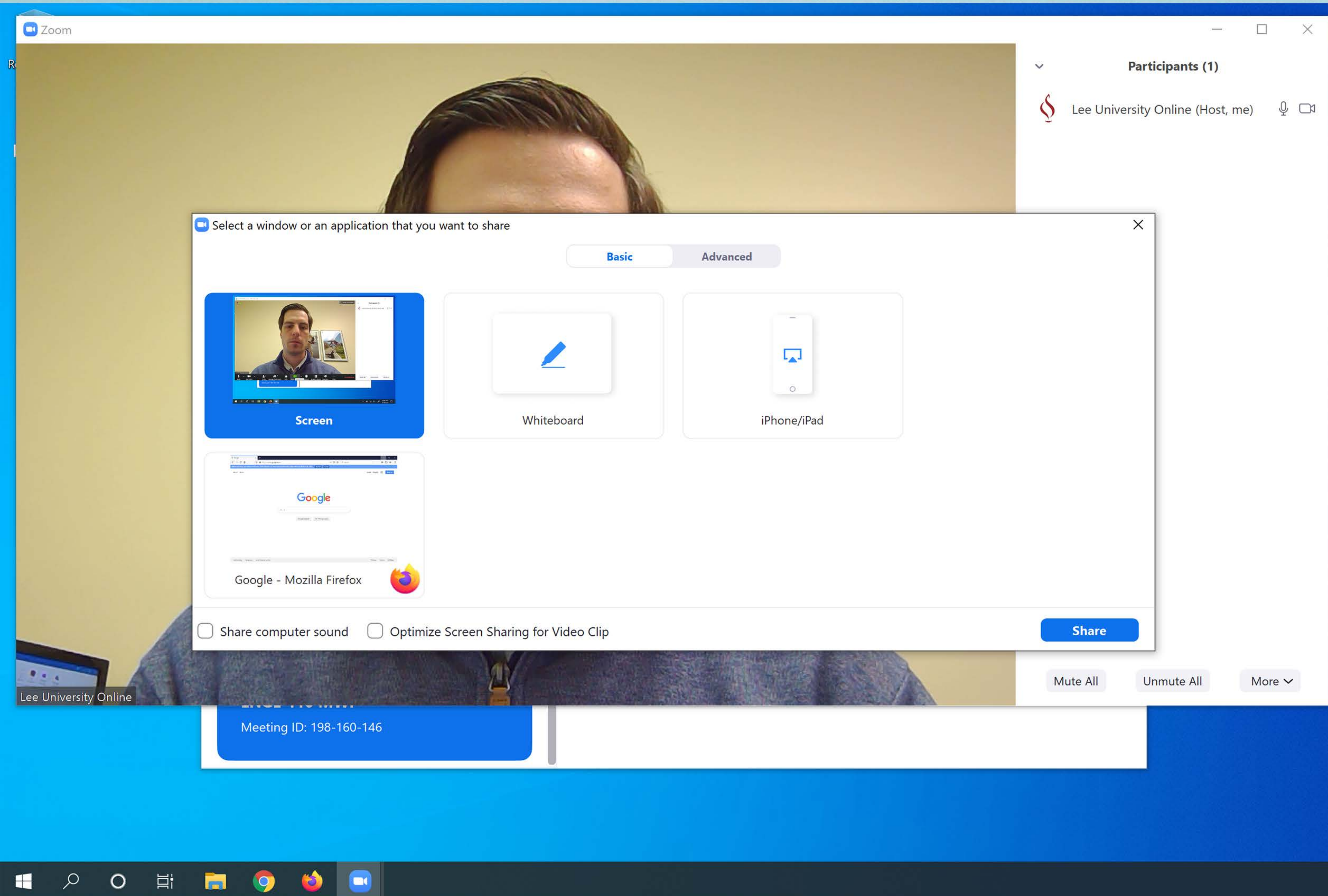
To view a list of participants in the meeting, click on Manage Participants. You will then see the list next to your video. From here you can mute or unmute participants.

Share Screen



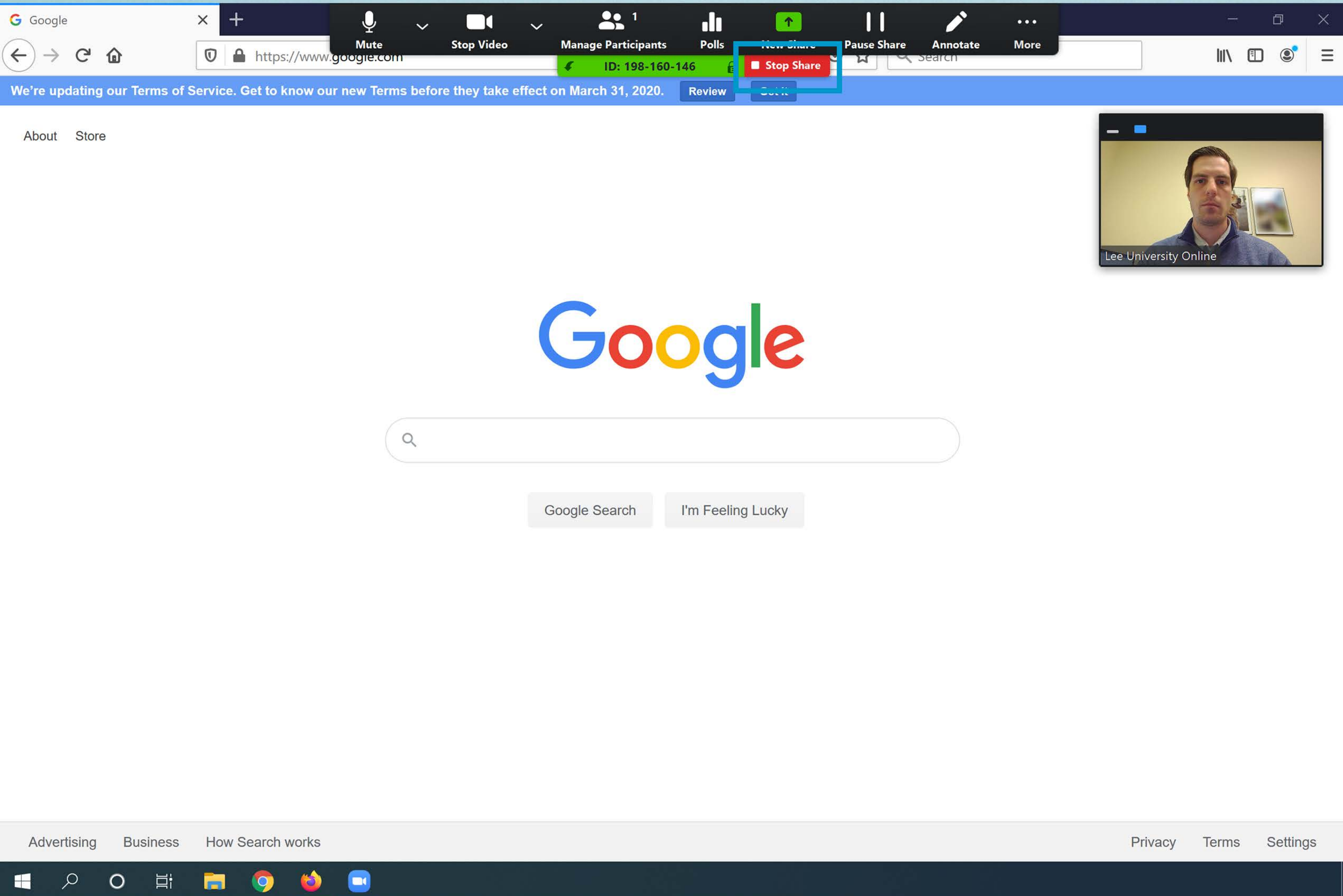
To share your screen with the meeting participants, click on Share Screen.

Share Screen



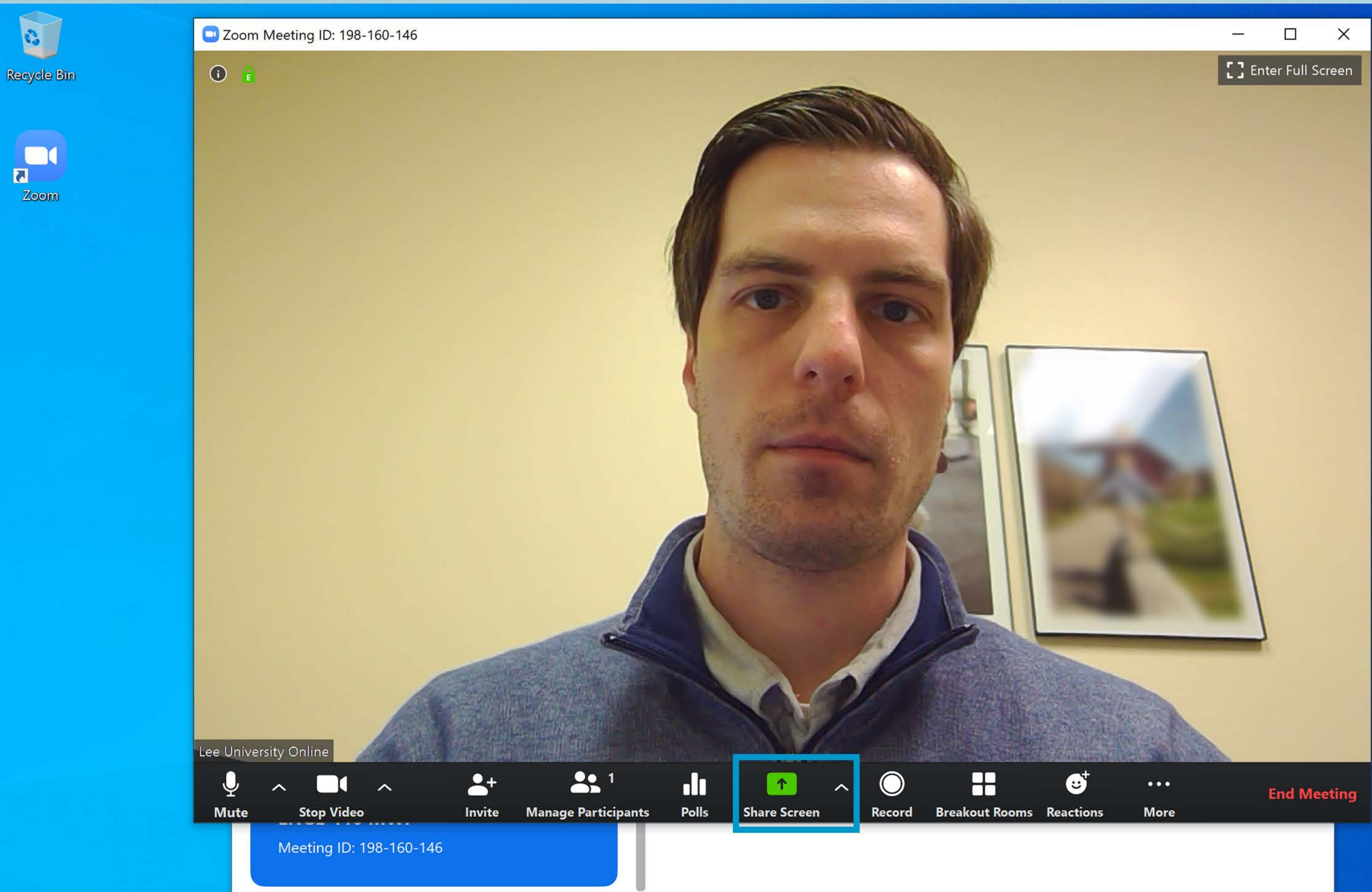
Select what you would like to share. If you're sharing a video or anything else that has audio, be sure to check the box next to Share computer sound. Click Share when you're ready to share your screen with the meeting participants.

Share Screen



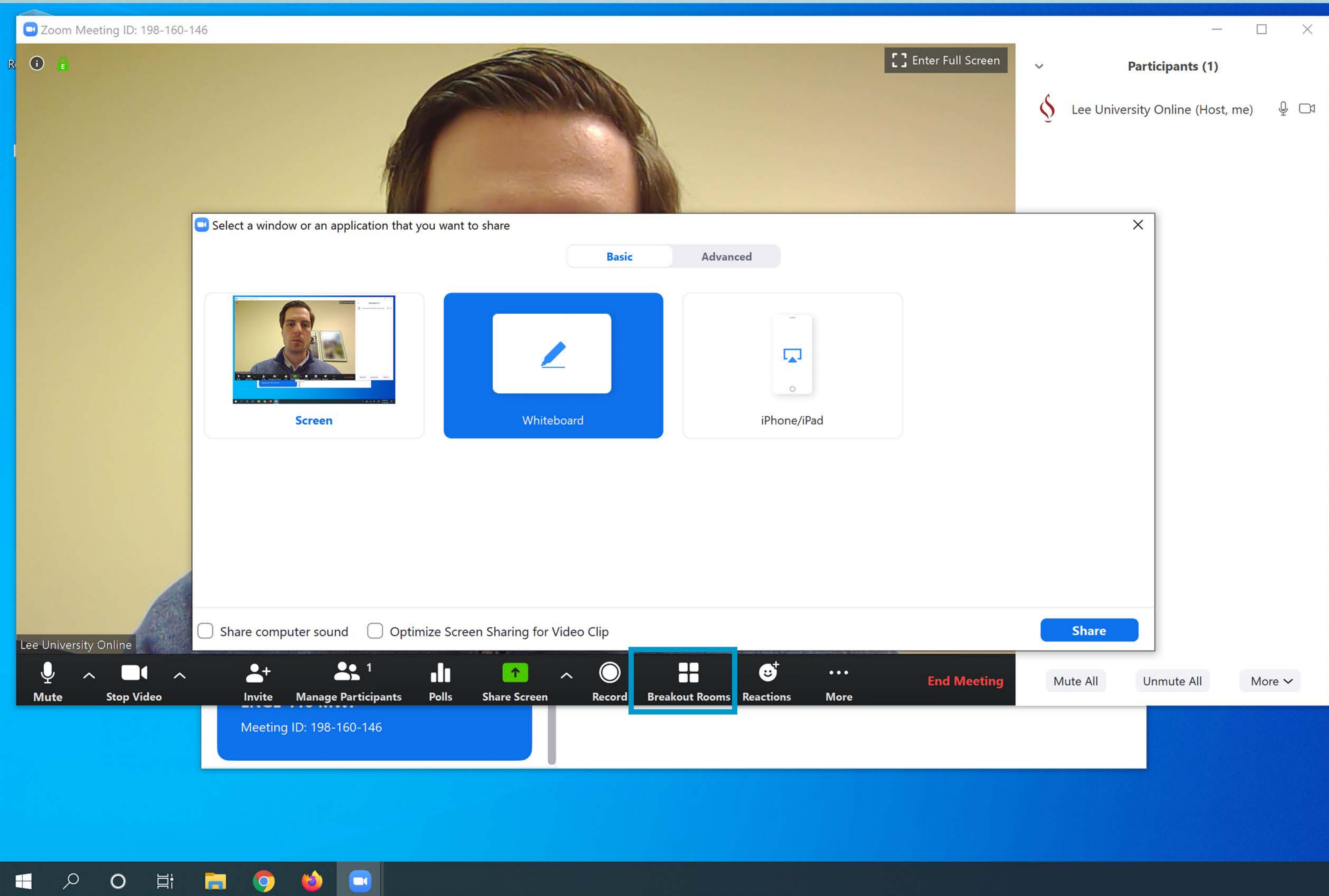
Your shared screen will appear and your video will be smaller and moved to the side. You can move your video or adjust the size of your video. Moving your video does not affect the meeting participants. When you want to stop share, click Stop Share.

Whiteboard



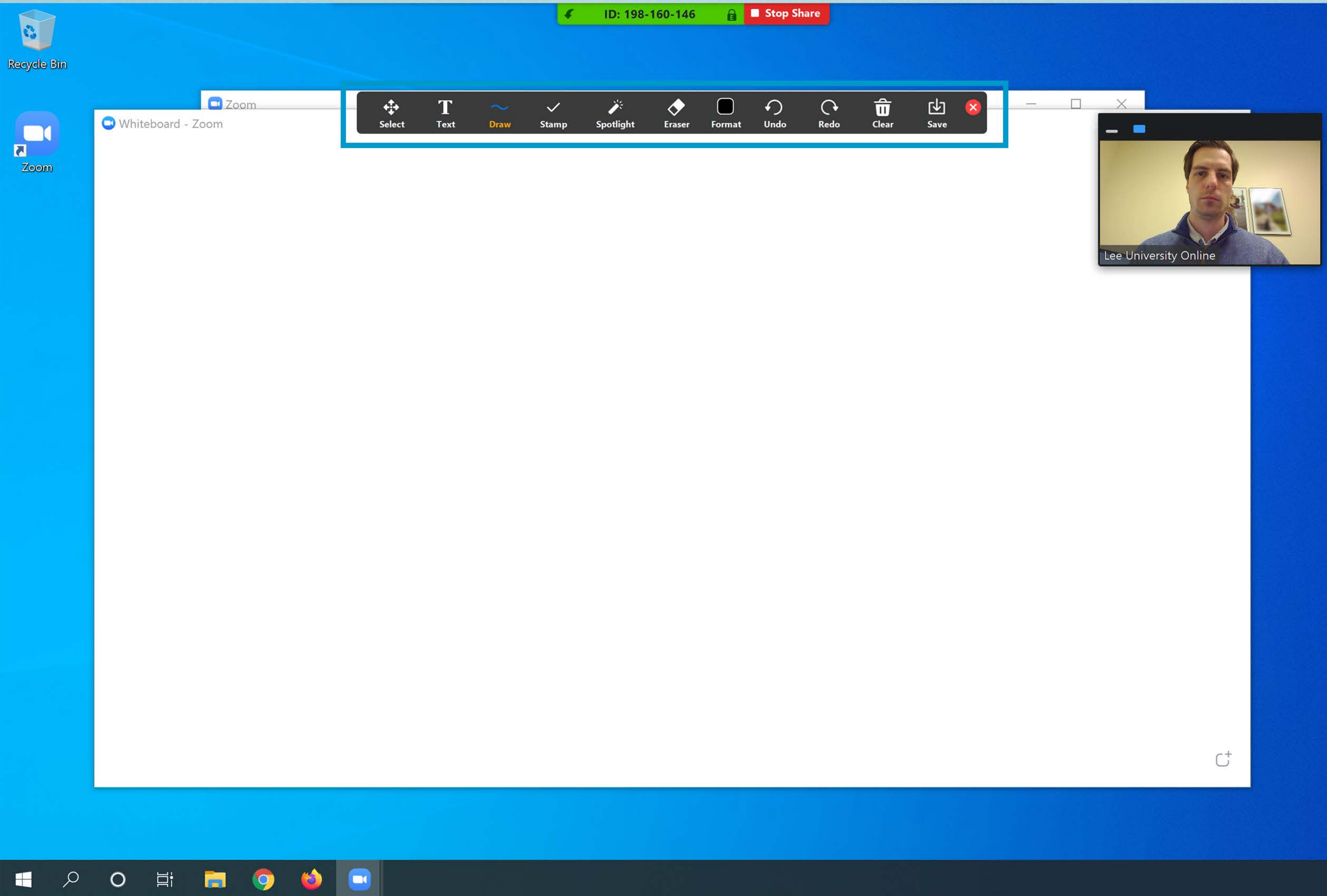
Sharing a whiteboard allows you and participants to collaborate together by typing and drawing on a virtual whiteboard. To share a whiteboard, click Share Screen.

Whiteboard



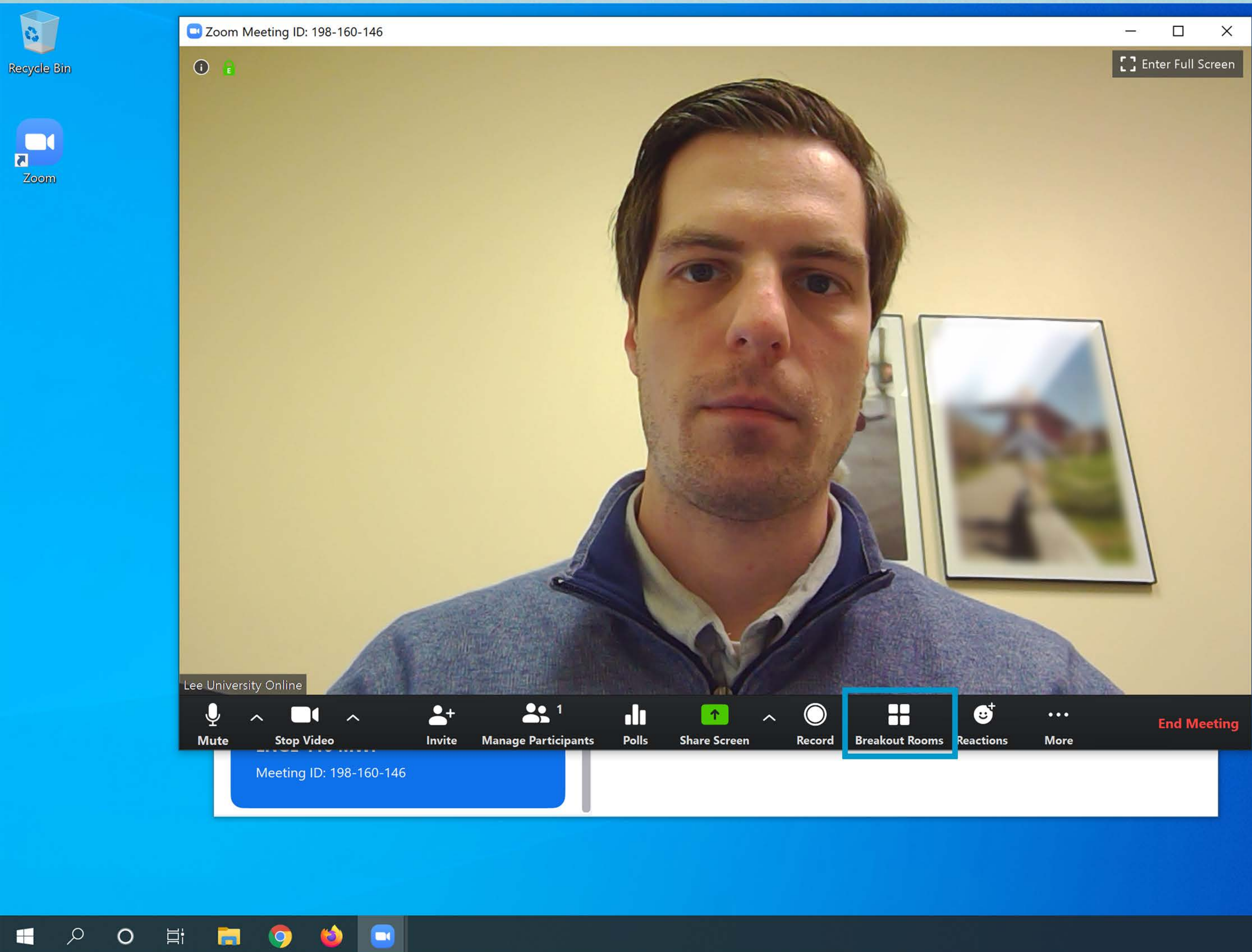
Click Whiteboard then Share.

Whiteboard



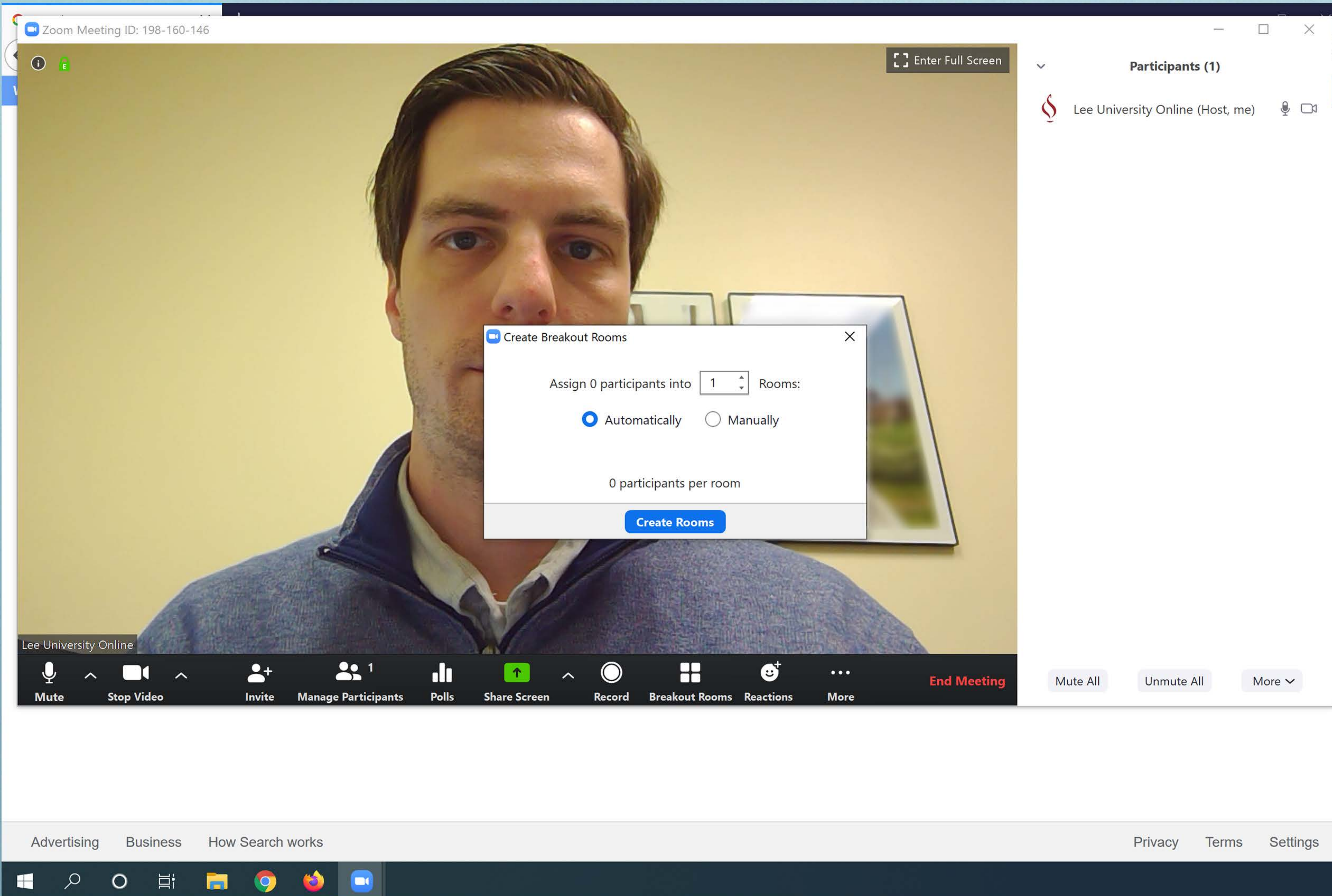
Use the toolbar to draw and type on the whiteboard. Participants also have access to the toolbar allowing them to add to the whiteboard. Click Save to download the whiteboard to access again later. Click Stop Share to close the whiteboard.

Breakout Rooms



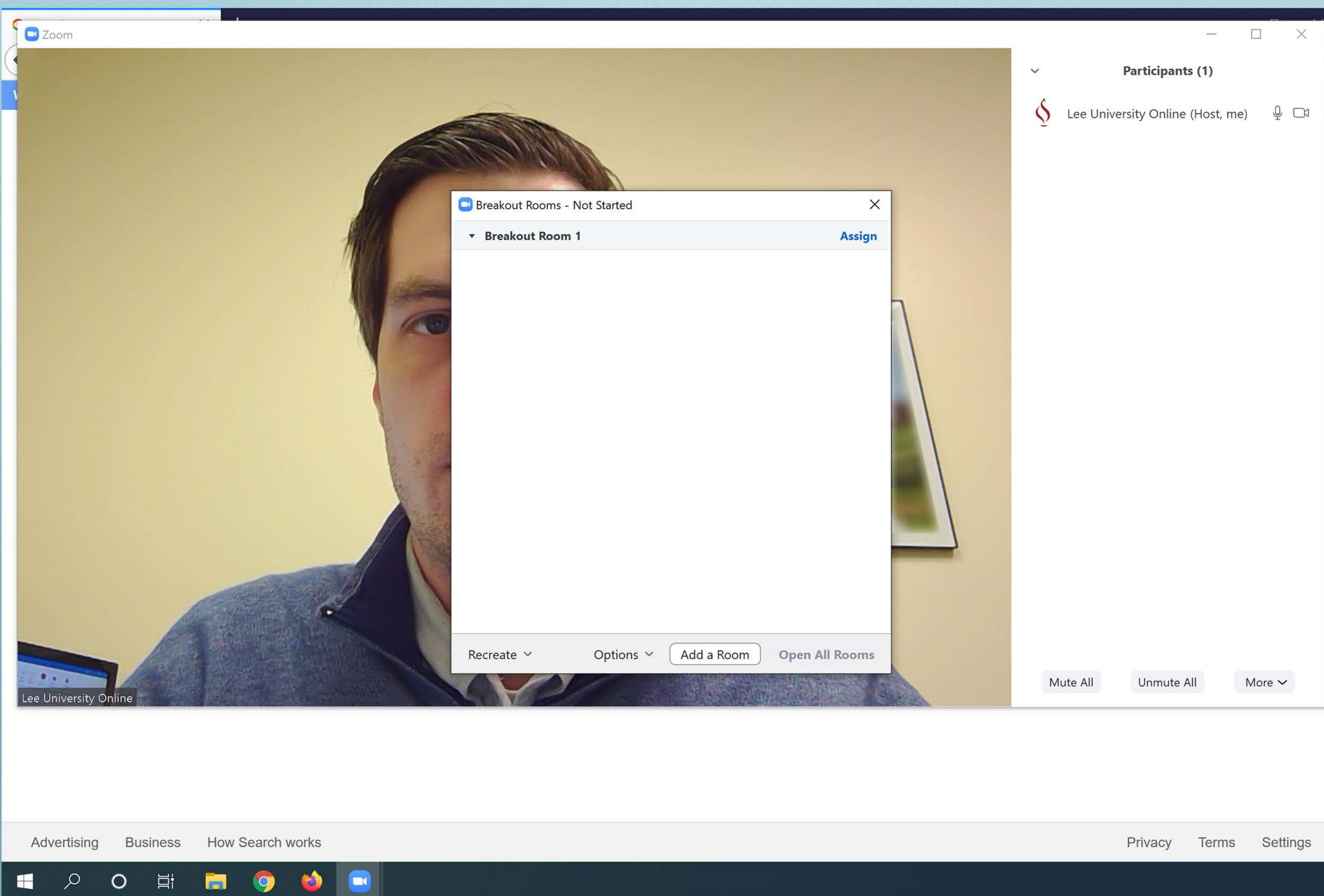
Breakout rooms allow participants to work and communicate in groups. As the host you can join the breakout rooms to provide assistance or to monitor progress. To start Breakout rooms, click Breakout Rooms.

Breakout Rooms



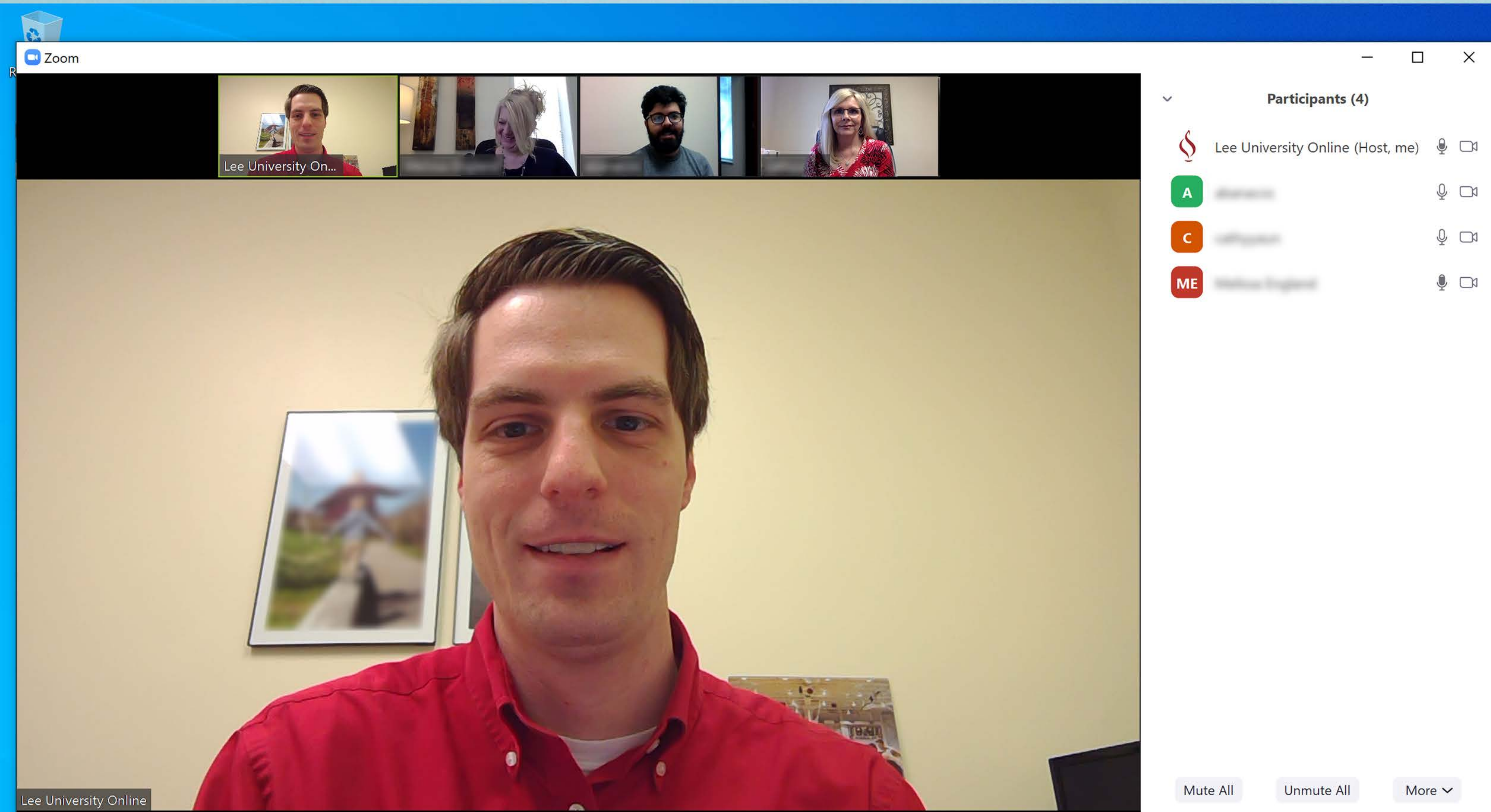
The window that appears allows you to set how many rooms you want and how the participants will be distributed. You can assign participants into the rooms or have Zoom assign the participants. Click Create Rooms to start the breakout rooms.

Breakout Rooms



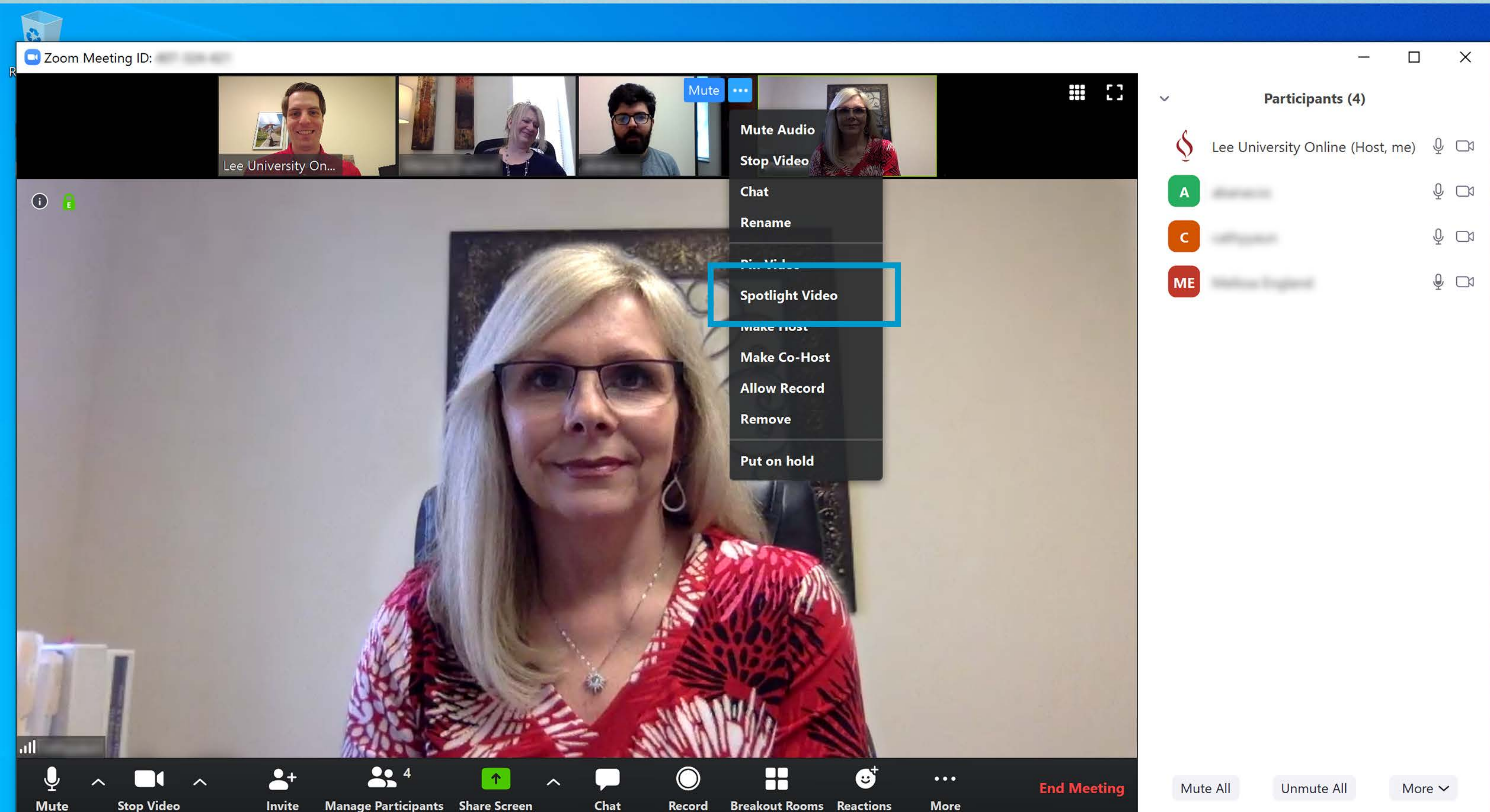
The next window shows the breakout rooms and lists the participants in each room. To join a room click the Join button that will appear to the right of each room. To leave that room, click Leave Room. To bring all the participants back to the meeting, click Close Rooms.

Spotlight Speaker



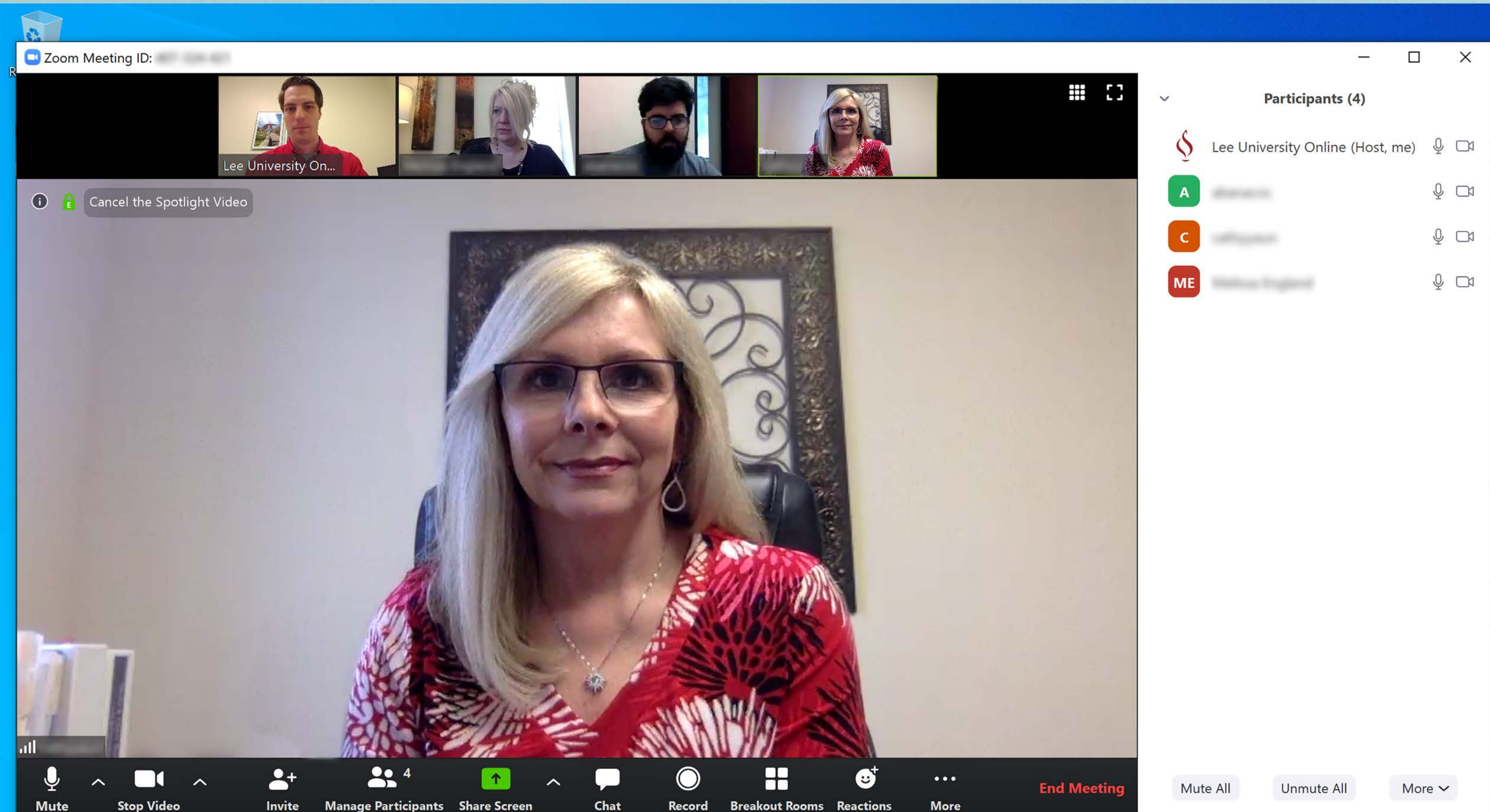
Zoom will normally spotlight whoever is currently speaking, however sometimes you may need to manually spotlight a speaker. In order to do this you must have at least three participants in the meeting.

Spotlight Speaker



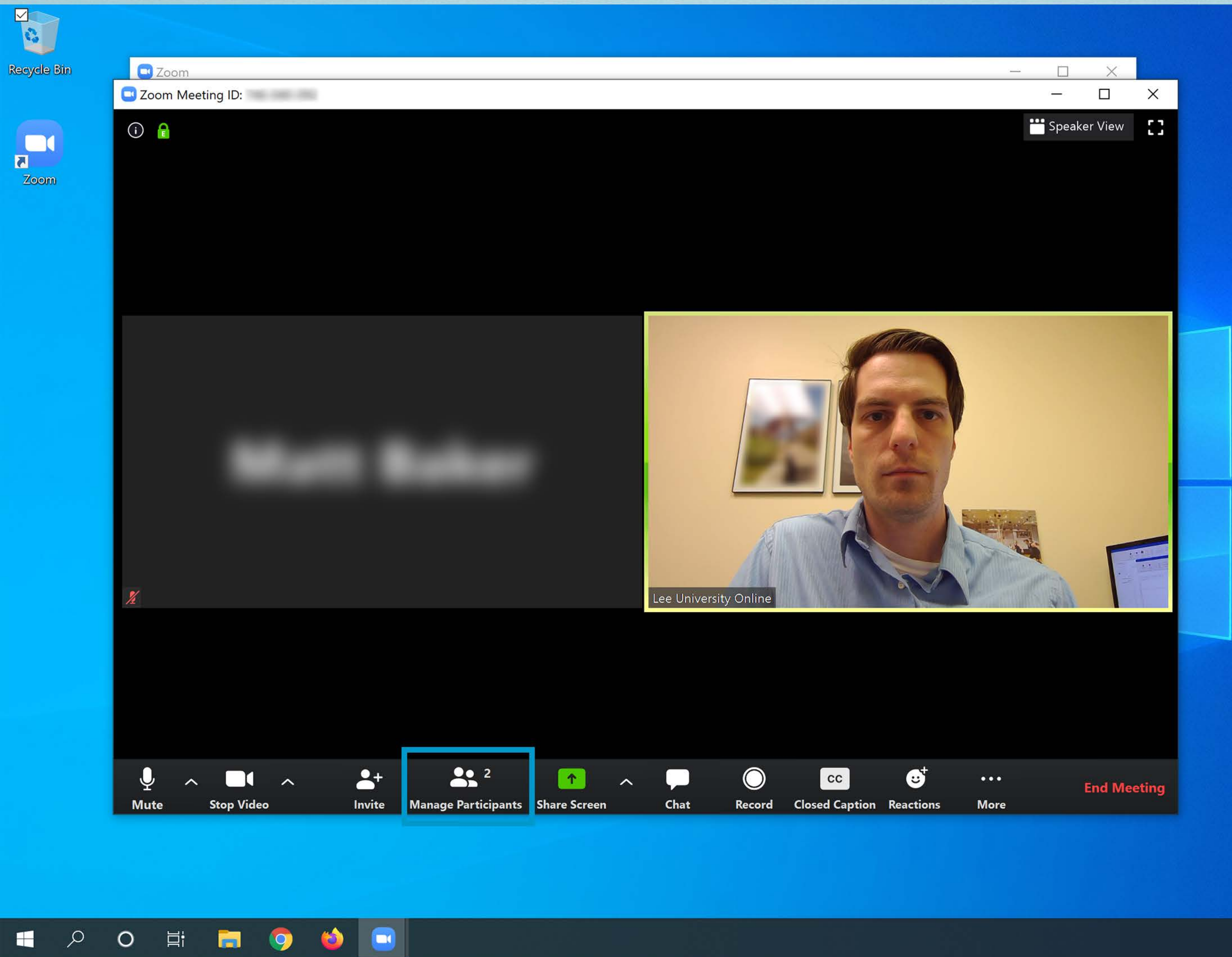
To spotlight a speaker, hover your mouse over the speaker you want to spotlight and click the menu button in the upper right corner. Click Spotlight Video.

Spotlight Speaker



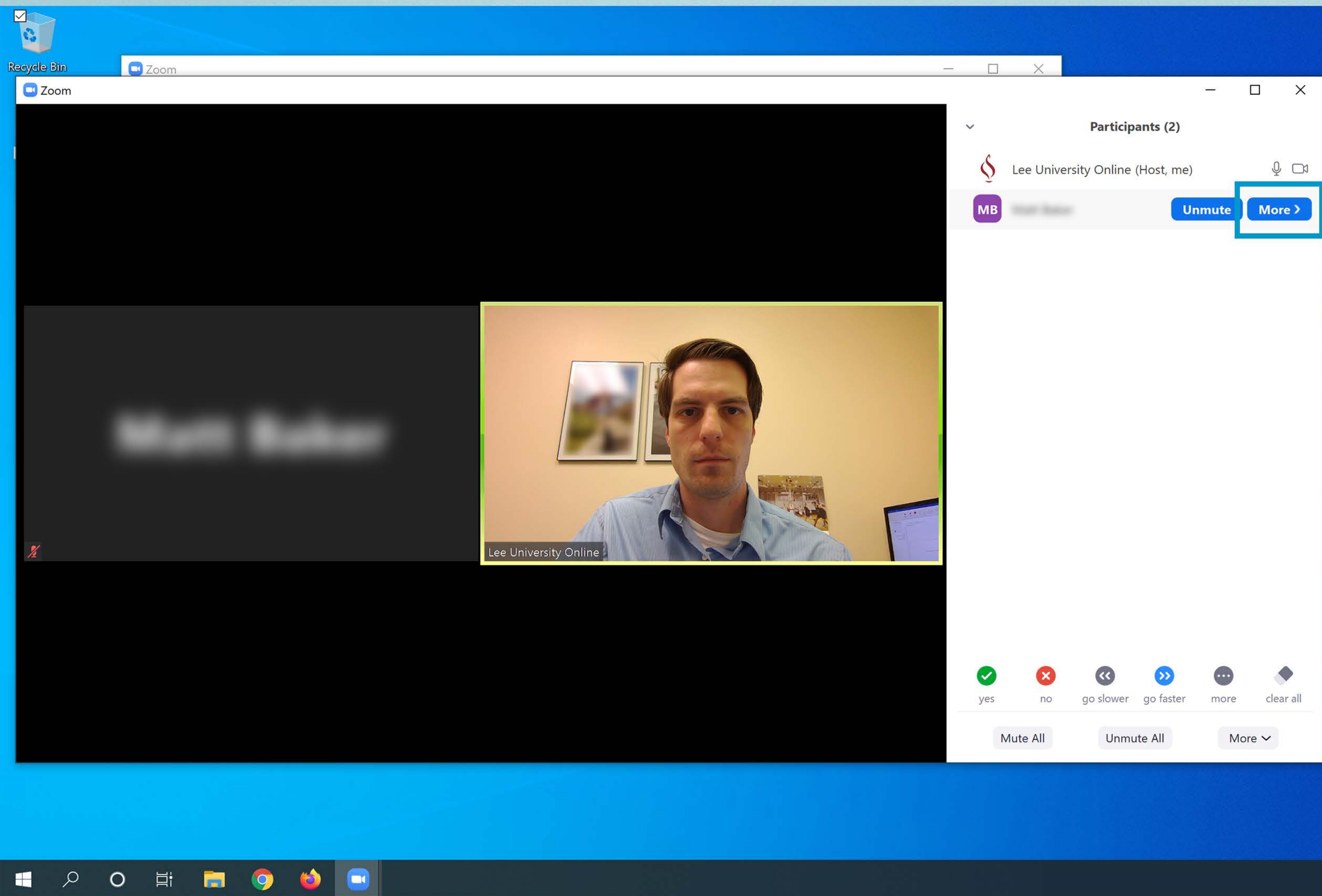
The speaker will then be spotlighted and the other meeting participants will see the spotlight speaker. You will need to repeat the process to turn spotlight off and have Zoom switch the spotlight automatically.

Remove Participant



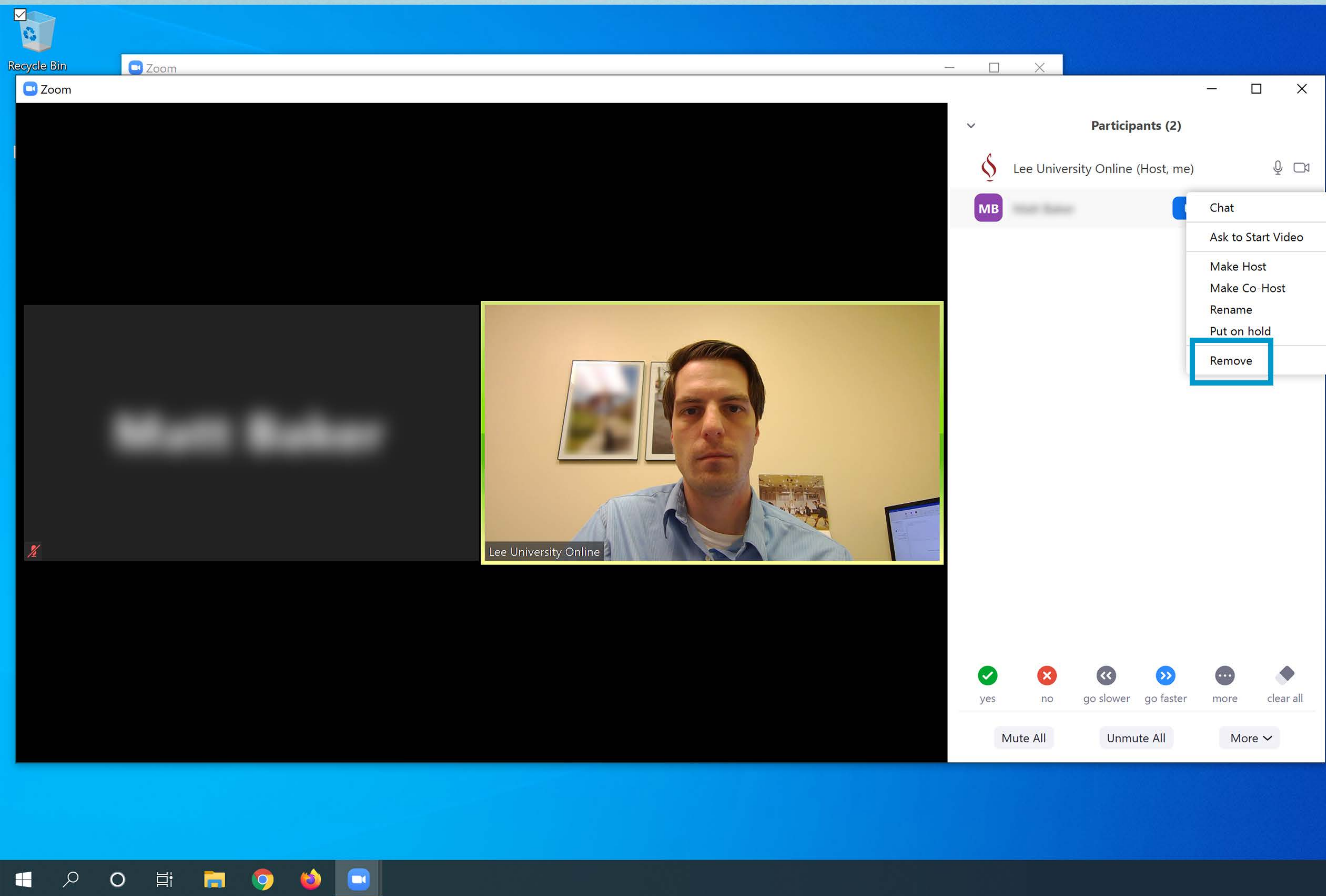
To remove a participant from a meeting, make sure the Participants window is open. To open it, click on the Manage Participants button.

Remove Participant



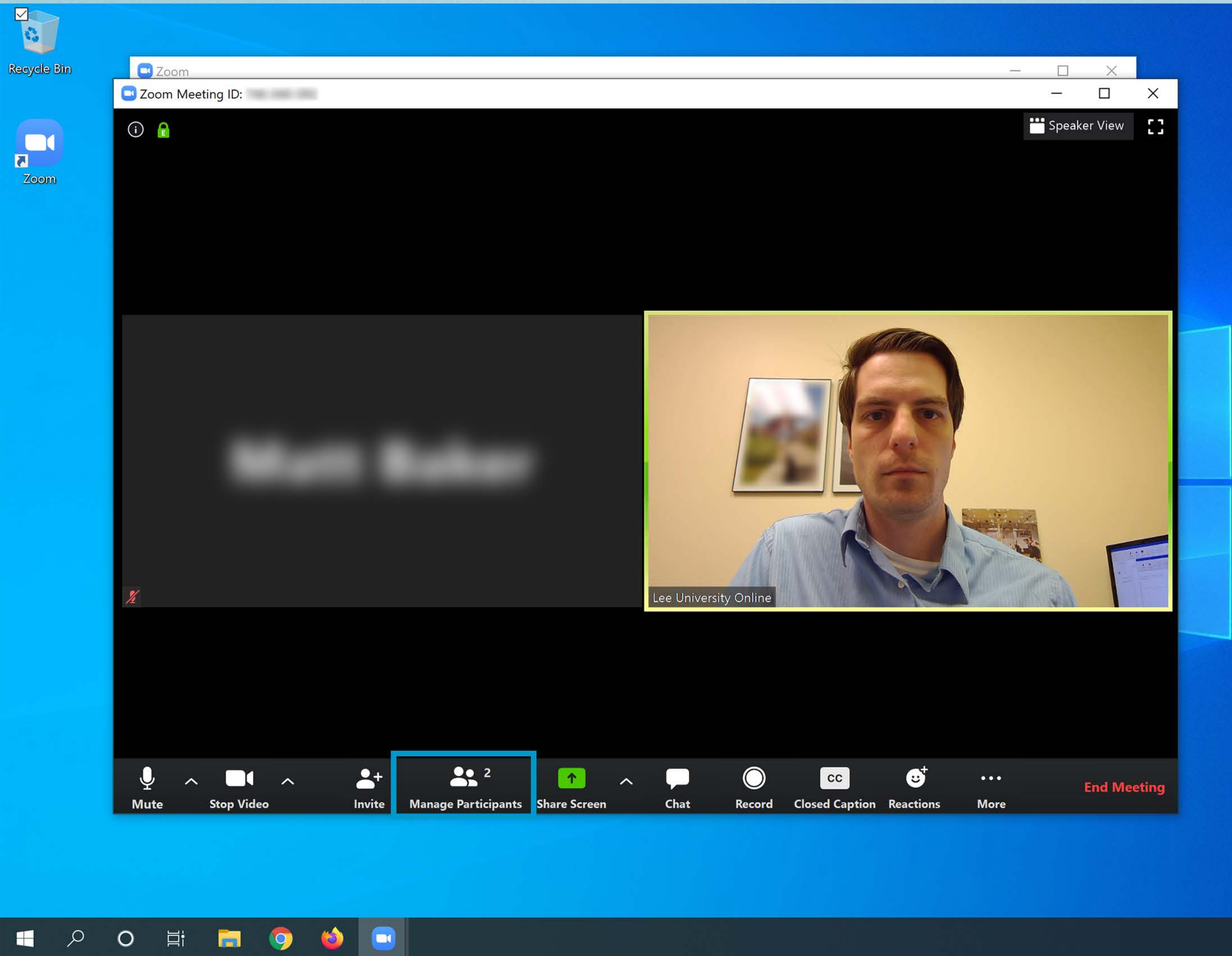
Find the participant you wish to remove from the Participants list. Hover your mouse over their name and click More.

Remove Participant



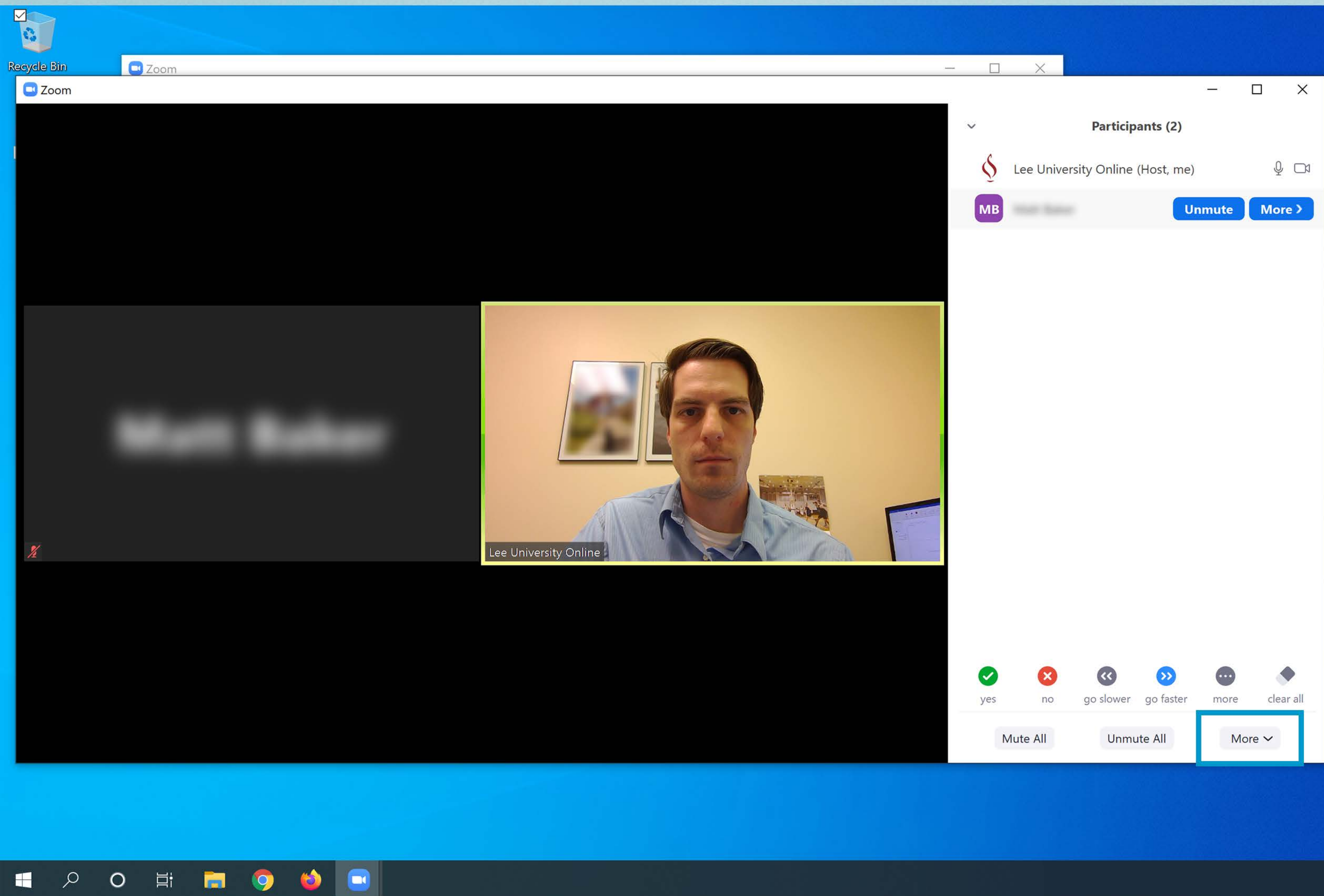
From the drop down that appears, click Remove.

Lock Meeting



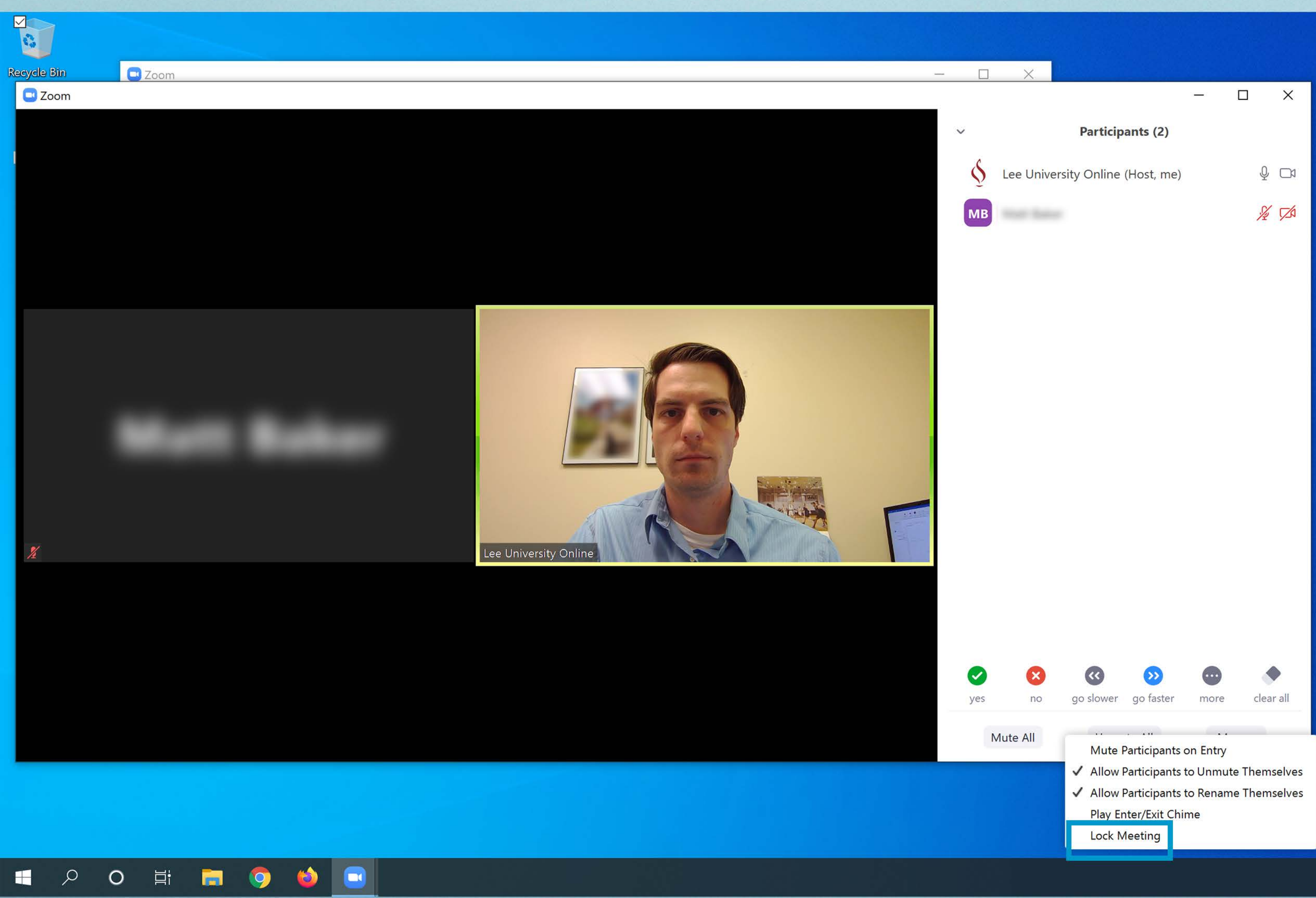
Locking a meeting will prevent users from logging into the meeting after it has started. To lock a meeting, open the Participants window by clicking on Manage Participants.

Lock Meeting



Click on the More button at the botom of the window.

Lock Meeting



Click Lock Meeting.