

(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُزْ بَرَسِيَّتِي اِسْلَامُ اِنْتَارَا بَغْسِيَا مِلْدِسِيَا

Garden of Knowledge and Virtue

PREMIER INTERNATIONAL ISLAMIC RESEARCH UNIVERSITY

ZOOM MEETING USER GUIDE

By
Information Technology Division,
International Islamic University Malaysia

MARCH 2020

Introduction

Thank you for taking part in our new video conferencing system, Zoom Meeting, please remember that our use of Zoom Meeting is in early stage and issues are expected.

What is Zoom?

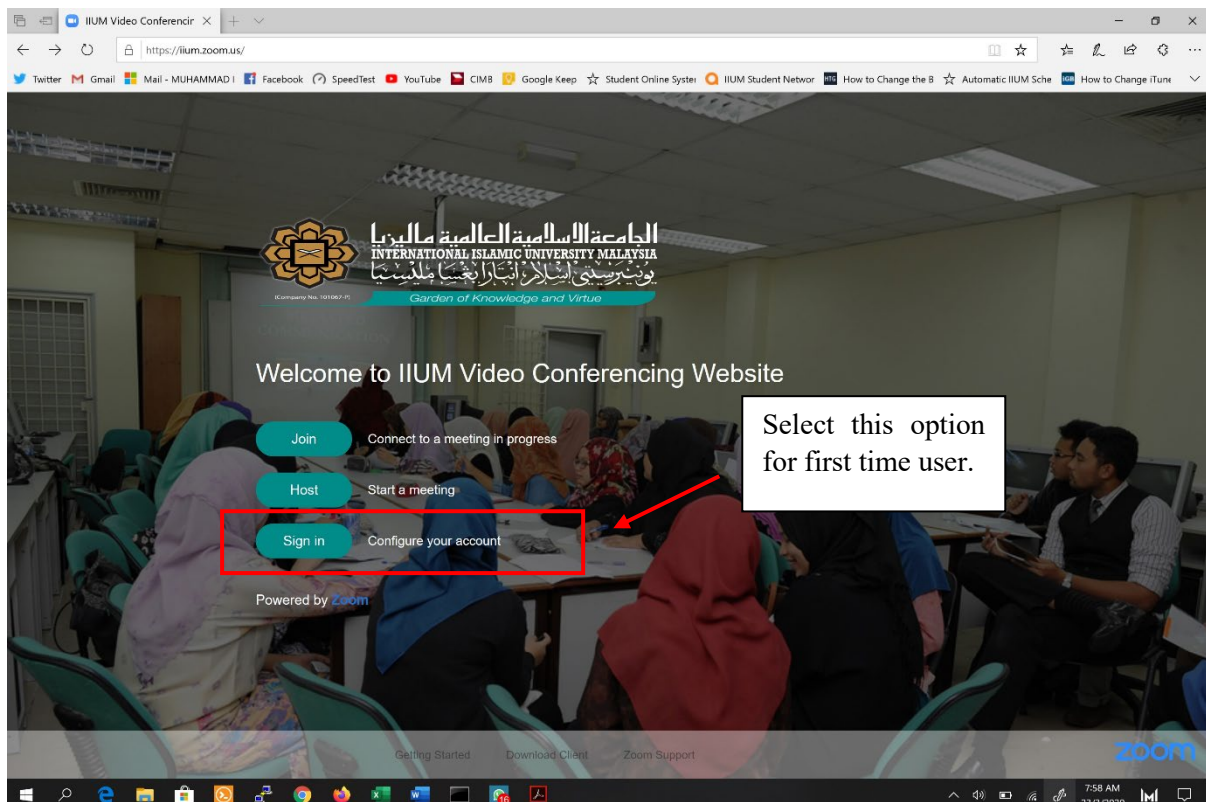
Zoom provides the first Unified Meeting Experience platform that brings HD video conferencing, mobility and web meetings together as a free cloud service. So, you can have crystal-clear video conversation and high-quality screen sharing, anytime, from anywhere, **with up to 300 peoples with pro license**. It is available for Windows, Mac, iOS, Android and works with PSTN and H.323/SIP room systems.

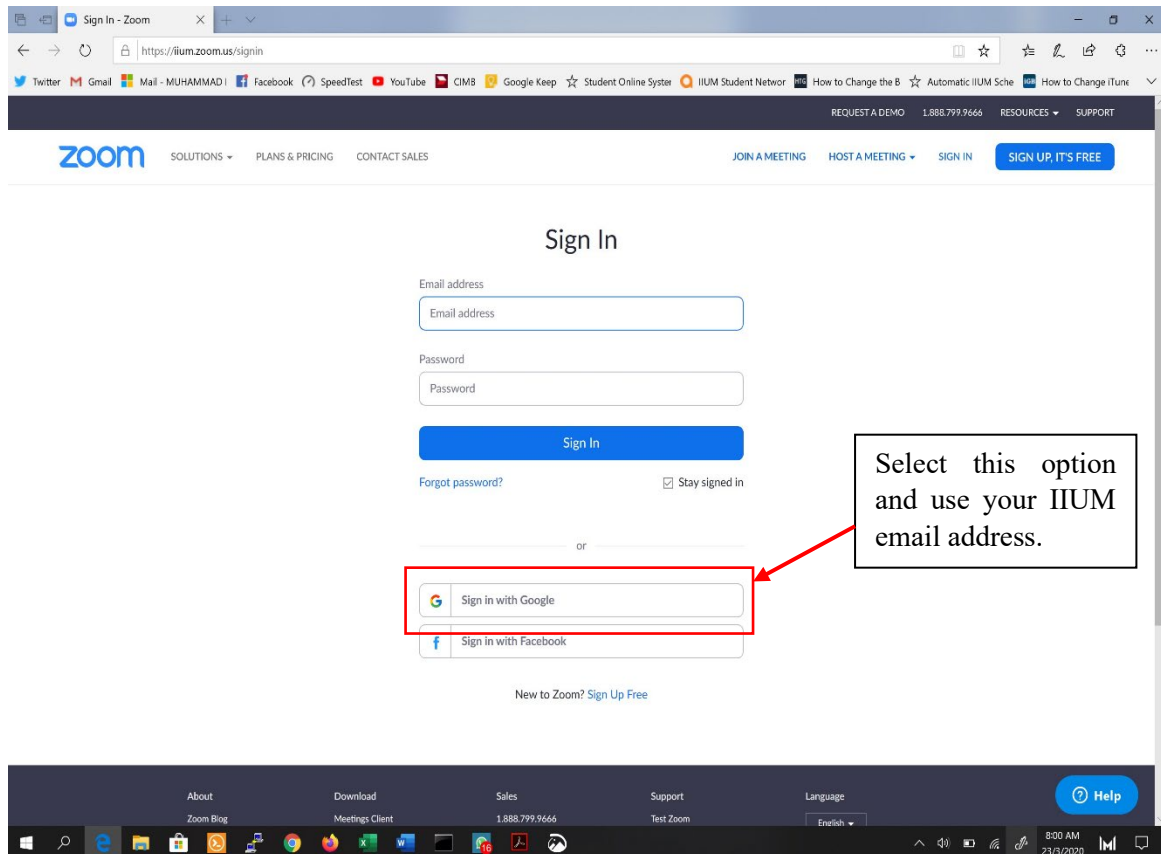


Watch the [Getting Started Video Tutorial](#)

How do I begin?

- To begin, simply go to <https://iium.zoom.us> and click on **Sign in**. From there you can choose **Sign in with Google** and please use your **IIUM email address** to sign in. Please enter your first name and last name and follow the instruction.



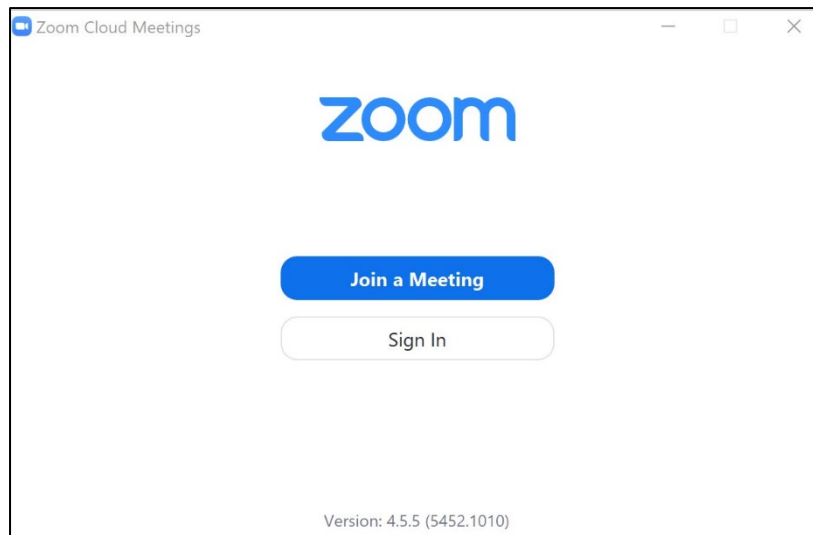


Where do I find the desktop or mobile app?

- Once you have signed up or logged in, click on Host a Meeting, the desktop app will auto-download. Alternatively, you can click on this link <https://zoom.us/download> and choose Zoom Client for Meetings.
- For iOS, visit the [Apple App Store](#) or by searching "ZOOM Cloud Meetings".
- For Android, visit [Google Play](#) or by searching "ZOOM Cloud Meetings".

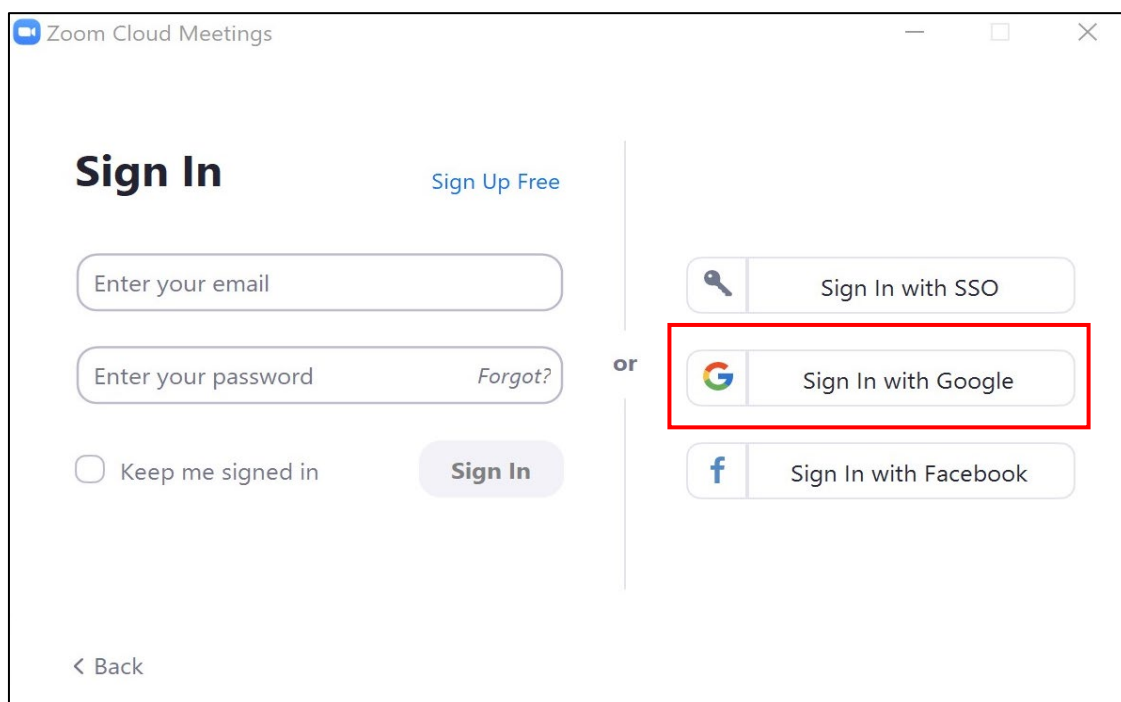
What do I do after I launch the app?

- After you launch the app, you have two options. You can **Join a meeting** or **Host a meeting**.
- If you do not wish to log in, and just want to join a meeting in progress click on **Join a meeting and enter the provided Meeting ID**. If you would like to log in and start your own meeting, click on **Host a meeting**.
- **If you have invitation link, please click on the link and follow the instruction.**



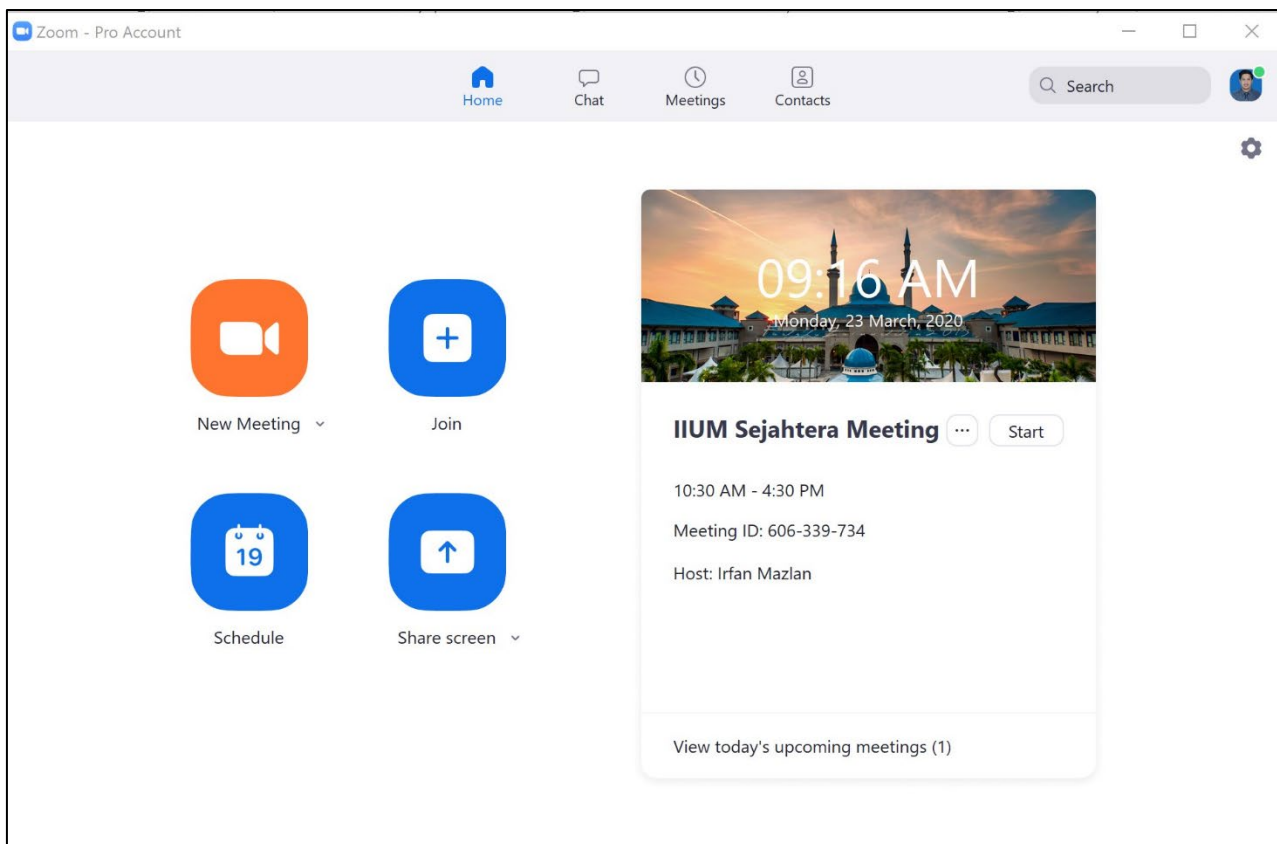
How do I log in?

To log in, you can use click Sign In with Google and use the **IIUM email** to sign in to your Zoom account.



How do I start a meeting?

- Once you have logged in, you will see the main dialog box as shown below. The default tab is "**Home**".

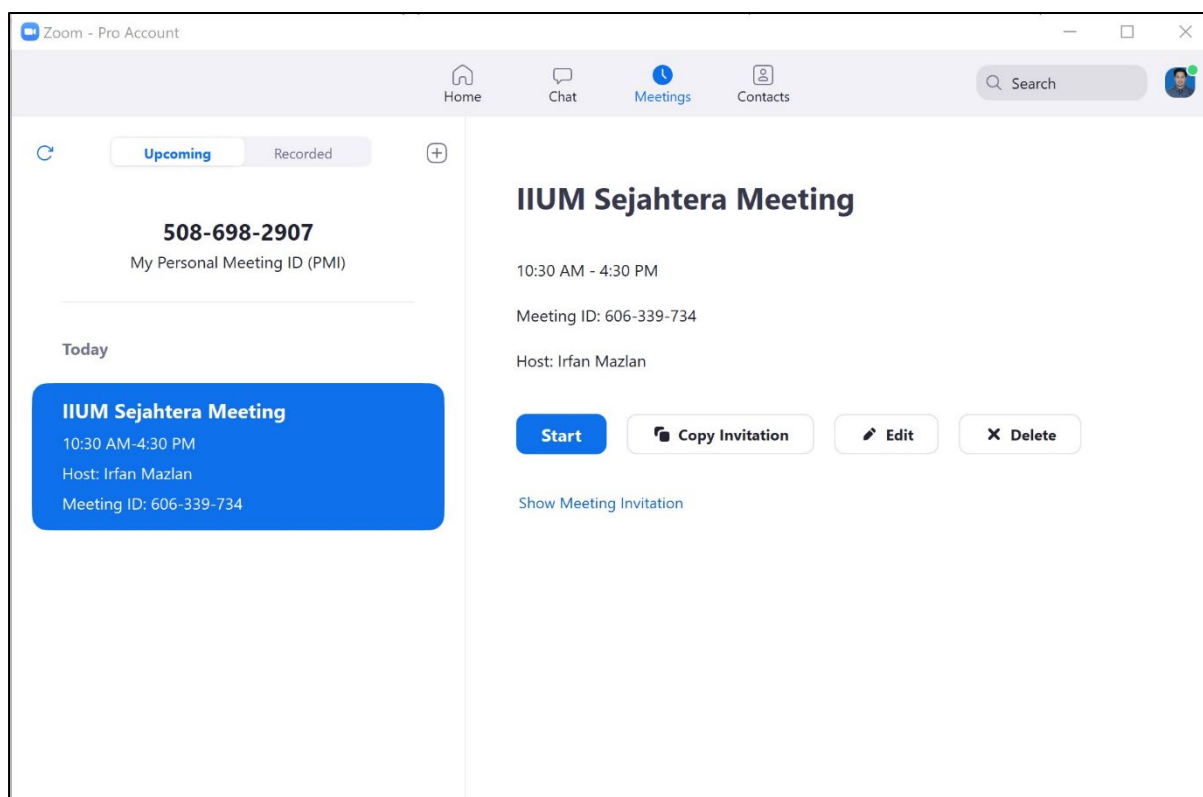


From here, You can:

- Click on **Video Meeting** to start an instant zoom meeting
- Click on **Screen Share Meeting** to start a meeting while sharing your "desktop" or "application"
- Click on **Schedule** to set up a future meeting (to learn more about scheduling meetings, click here)
- Click on **Join** to join a meeting that has already been started (to learn more about joining a meeting, click here)

Meetings Tab

The "**Meetings**" tab shows your upcoming scheduled or recurring meetings. You can always see your upcoming or recorded meeting here.

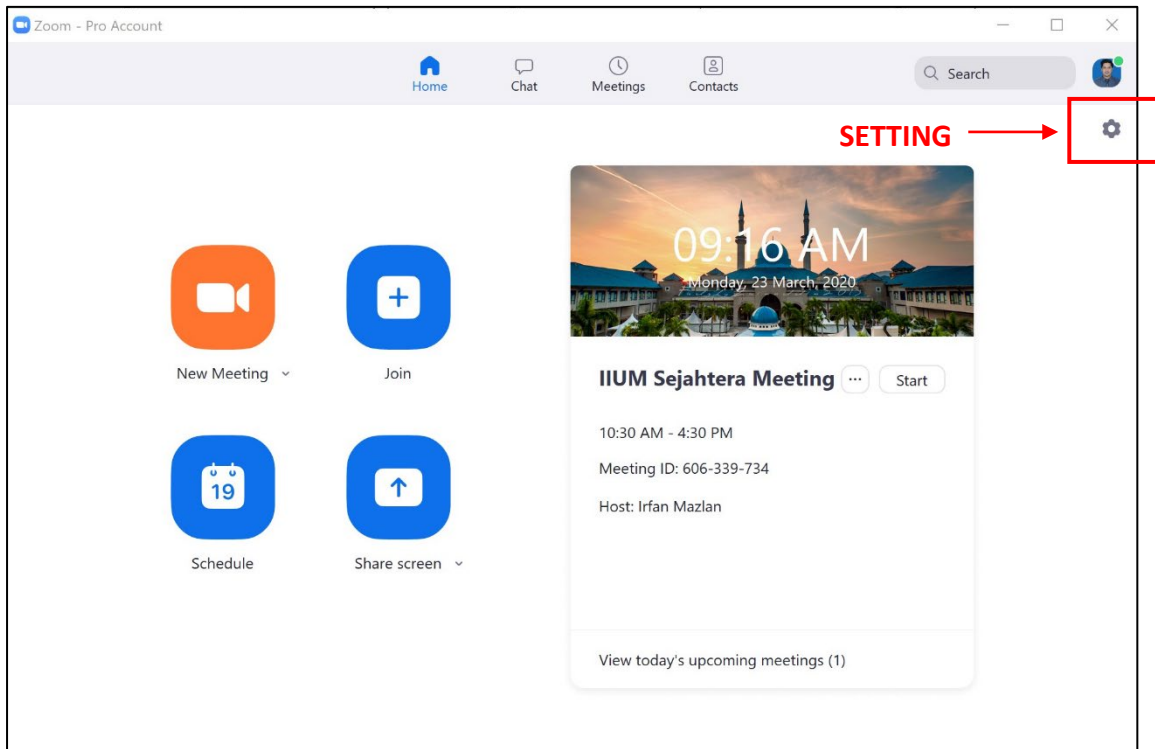


From here, You can:

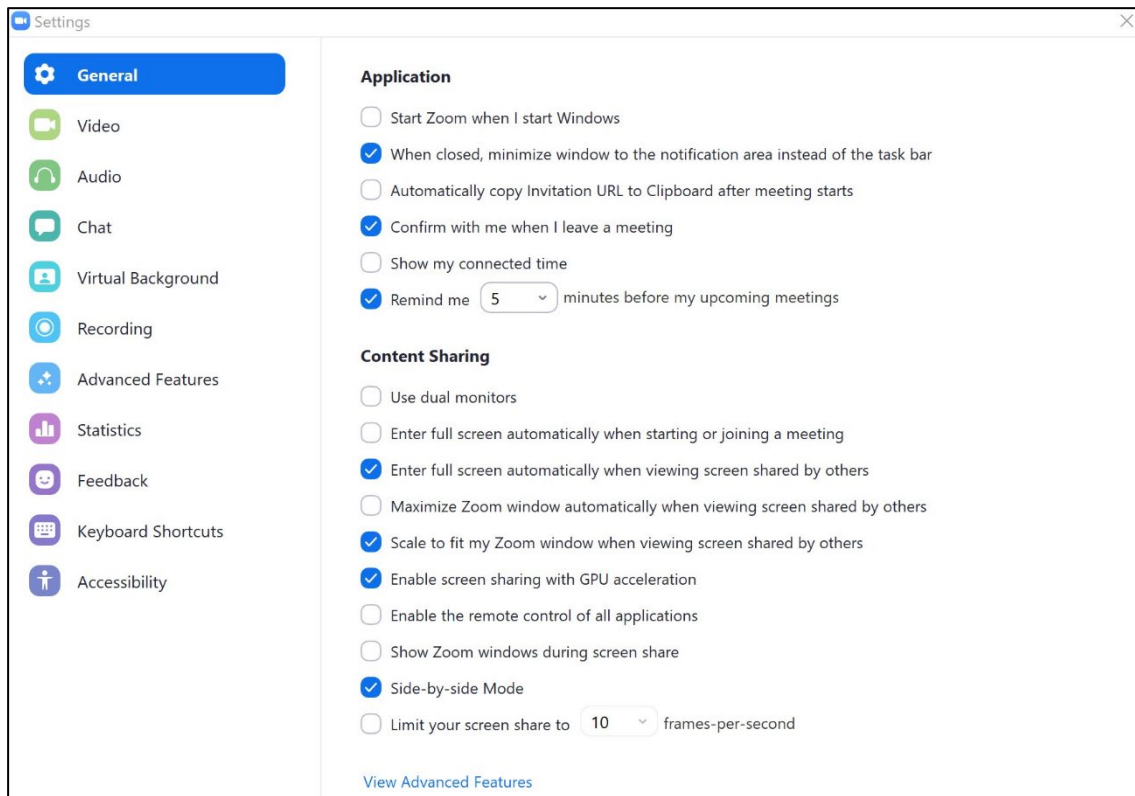
- **Start:** Selecting **start** will start the pre-scheduled meeting that you have listed in your upcoming meetings.
- **Edit:** You can **edit** or update your scheduled meeting.
- **Delete:** Selecting **delete** will permanently delete your scheduled meeting.
- **Copy Invitation:** Here you can **copy** your scheduled meeting(s) URL and manually paste into an email, IM, SMS etc.

How do I configure the settings?

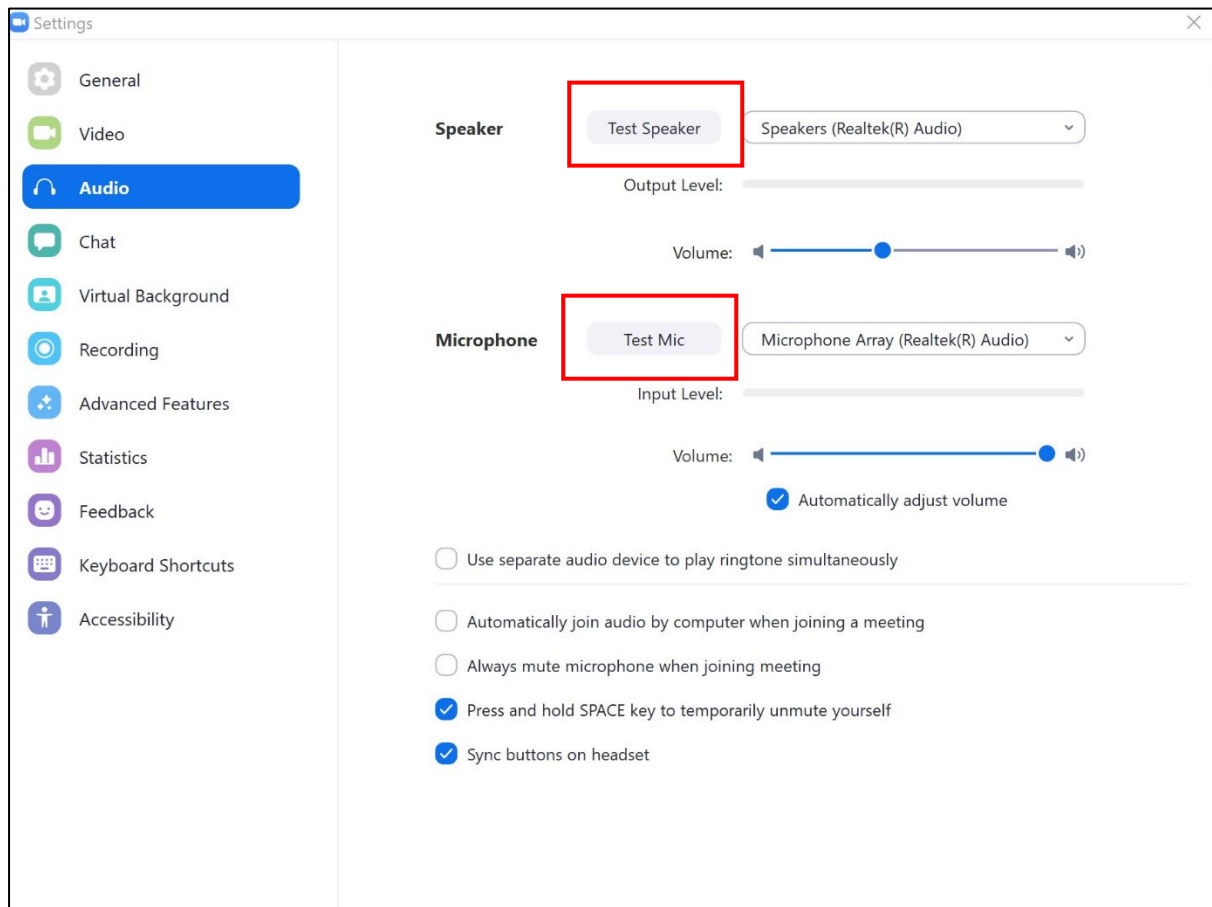
- You can find the Settings icon at the upper right of “Home” tab.



- After clicking **Settings icon**, you will have the following options:

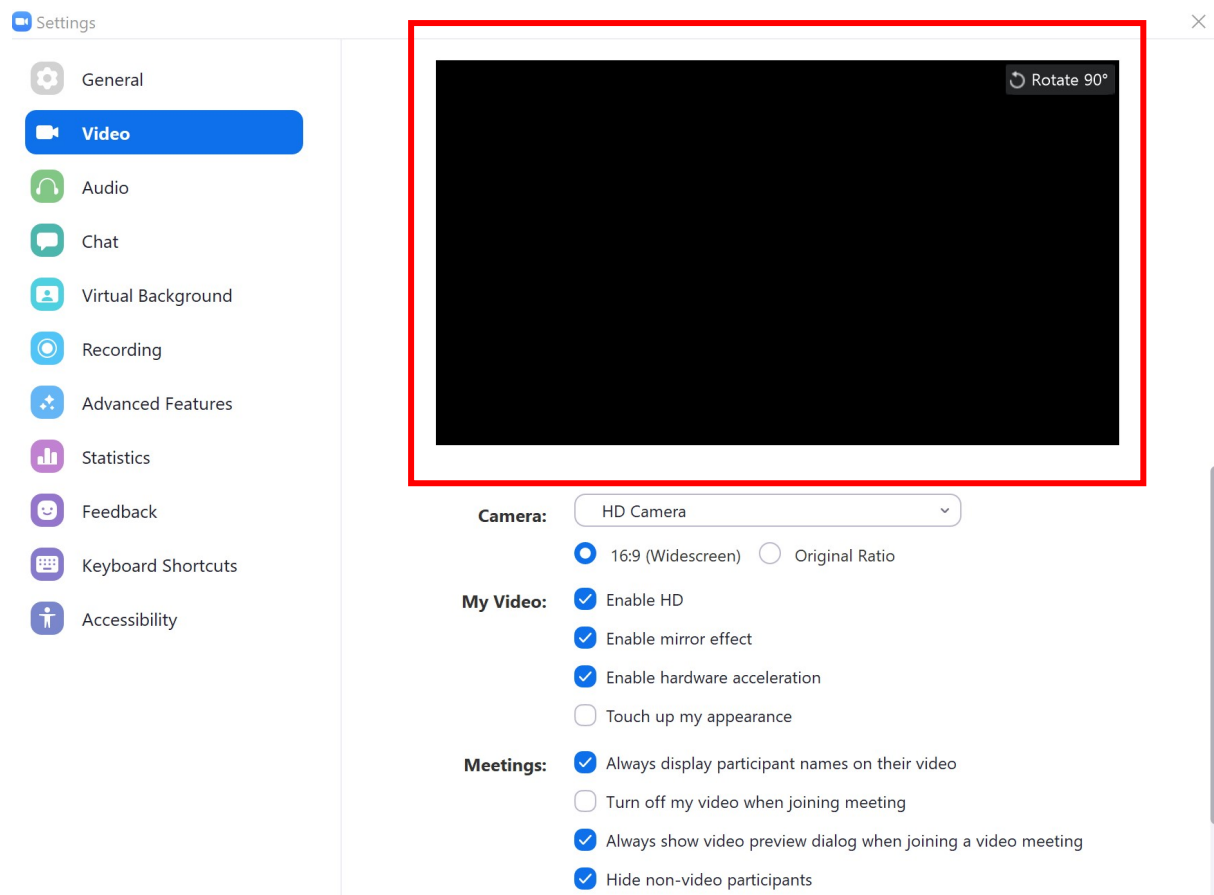


Audio:



To Test Your Audio

- Click on "**Settings**" on your PC or Mac client, or during a video meeting, click on "**Settings**" in the menu bar (toggle to activate). Then click on the "**Audio**" tab to test your audio setting.
- Select the microphone drop down and try a different audio source if the other side can't hear you
- Select the speaker drop down and try a difference speaker source if you can't hear the other side.
- Click on the "Test Speaker" and "Test Mic" to test both your microphone and speaker.
- This is important as we need to hear other party and other party need to hear us.

Video:**To Test Your Video Camera:**

- Make sure your camera showing image in the red box.
- If you want to use other sources of camera, please select at “Camera” option.
- Enable HD if you are using HD camera for better quality.

What can I do in a meeting?

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

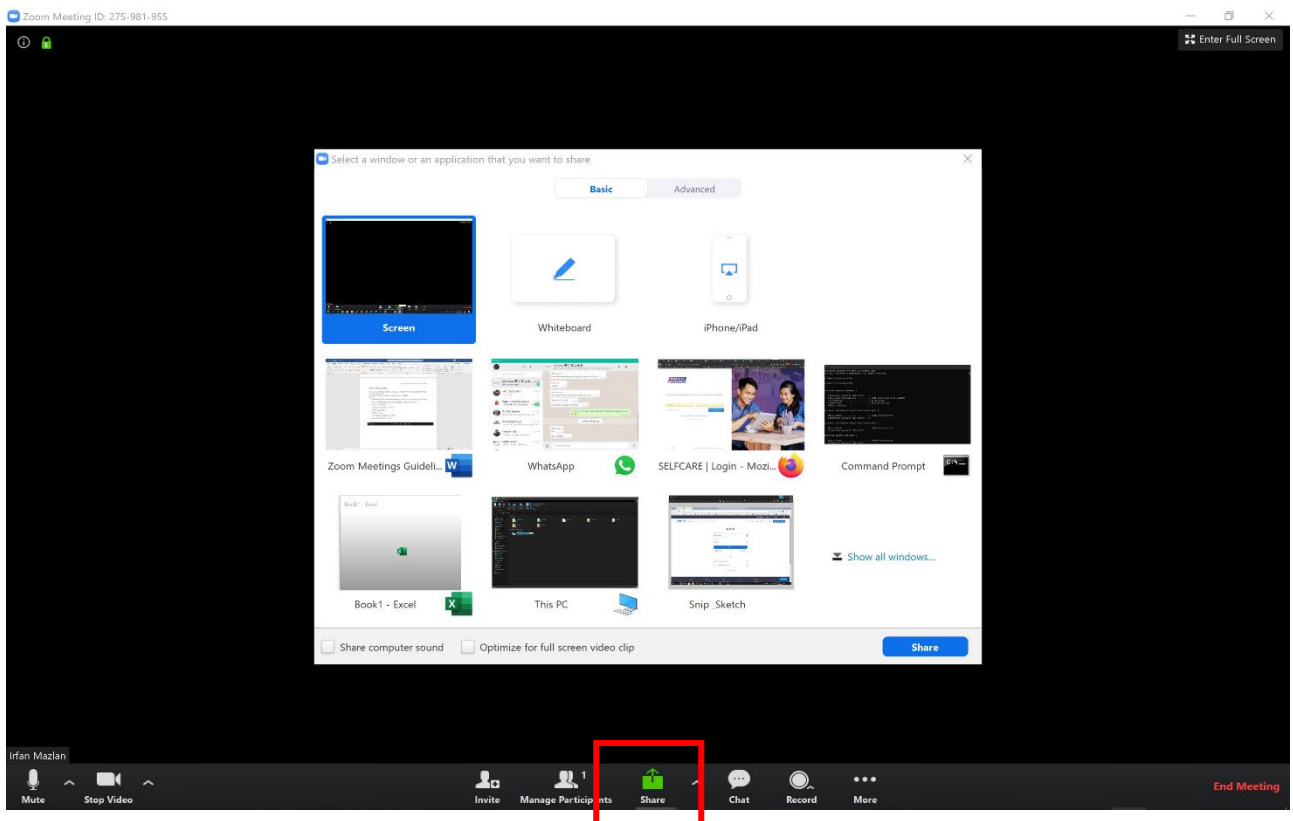
You can:

- Invite more people to join by email, IM , SMS (mobile users) or meeting ID ([learn more](#))
- Screen share your desktop or specific application window ([learn more](#))
- Group or private chat
- Participants and Chat ([learn more](#))
- Mute/unmute audio (Can select sources and test speaker/microphone)
- Stop/start video (Can select camera sources)
- Configure your settings ([learn more](#))
- Leave or end the video meeting



Share screen:

- Click on the green button in the red box below and
- You can share you screen (it will show whatever you are doing) or
- **ONLY** share certain application as example Microsoft Power Point or Website (Participants will only see the chosen application). ****RECOMMENDED**



Before your meeting:

Control video and audio quality.

- Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to hold meetings in quiet, indoor locations to control ambient noise.

Adjust your lighting.

- Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly lit face on the screen.

Think about your background.

- Try to provide a nice, plain background. If your treadmill is in your office and you use it more as a place to hang laundry, that's not really the best visual for your audience. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

Practice speaking to the camera and not the screen.

- Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

Optimize Zoom.

- **Share screen.** Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds' quality, so don't share longer than necessary.
- **Practice hosting.** Zoom is very easy to use, but a live video conference with a customer is not the time to explore its features. Make video appointments with internal employees and used to Zoom. Practice scheduling and inviting people to meetings. Learn how to mute and unmute audience members and re-assign the host role.

During your meeting:

Mute your microphone when necessary.

- Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

Use Zoom’s chat function.

- You can send a question or statement to everyone or privately to a participant

Think about your actions on camera.

- Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!

*This is the basic guideline for using Zoom Meeting. If you want further knowledge, can check out this website for [Zoom Video Tutorial](#). *Click the blue text for the website.*