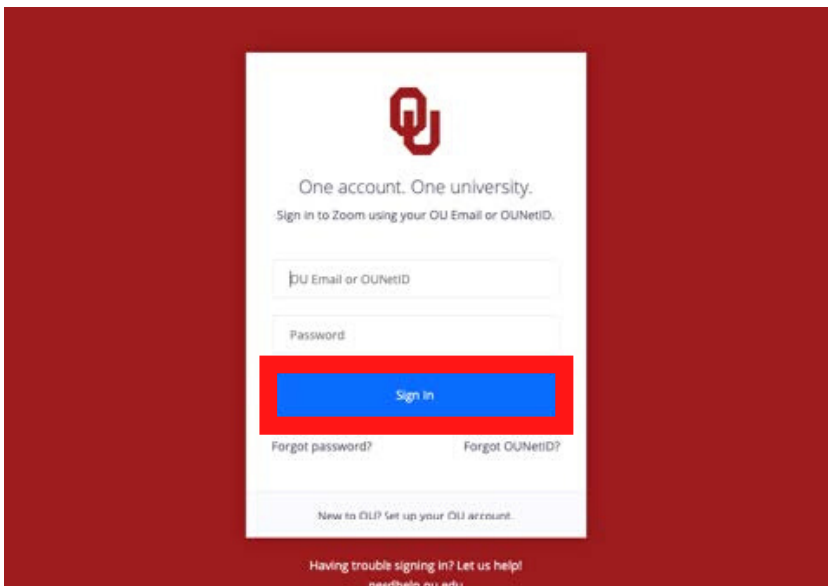
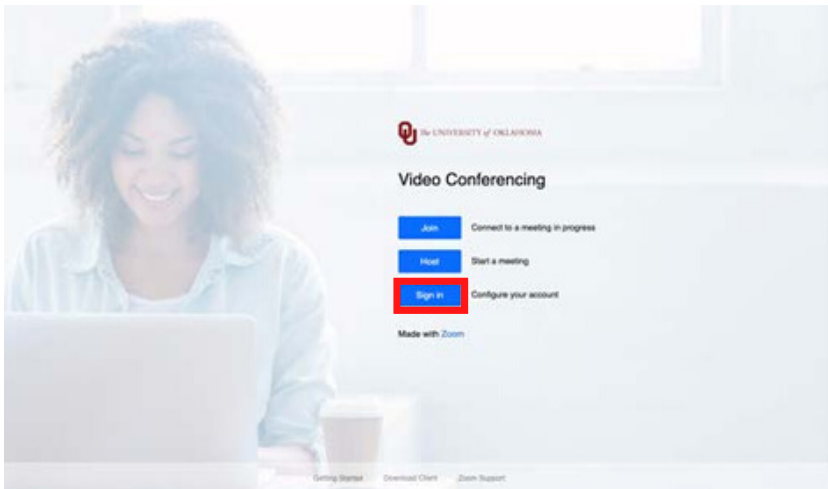


# zoom

## QUICK GUIDE



## WHAT IS ZOOM?

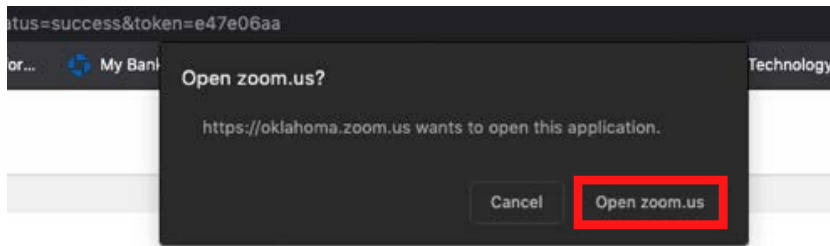
Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform.

## HOW DO I CREATE A ZOOM ACCOUNT?

If you have not yet downloaded and signed in to Zoom, open [oklahoma.zoom.us](https://oklahoma.zoom.us) in your browser.

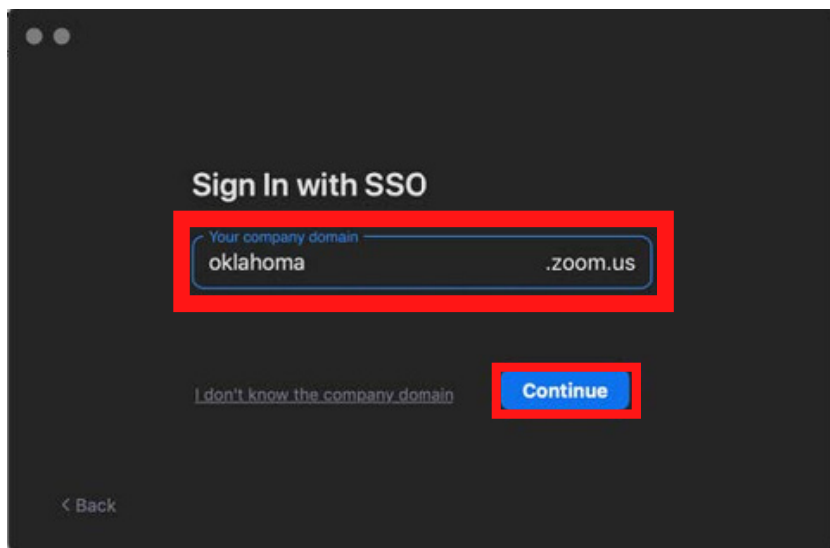
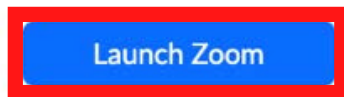
Click *Sign In*.

Sign in with your OU 4x4 and password.



### Sign In with SSO

Zoom should launch in a few seconds. If not, please click button below.



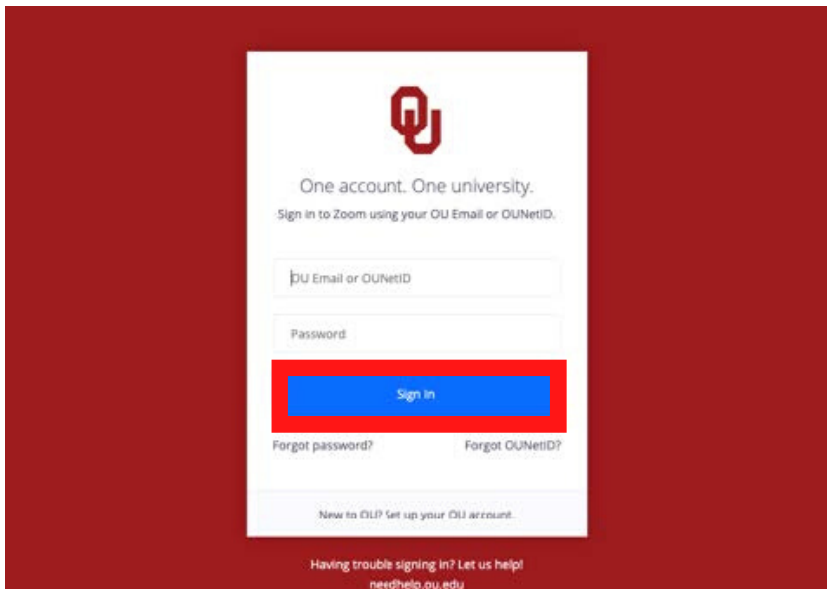
Download and Open the Zoom application.

If Zoom is already installed on your device, Open Zoom.

Click *Sign In with SSO*.

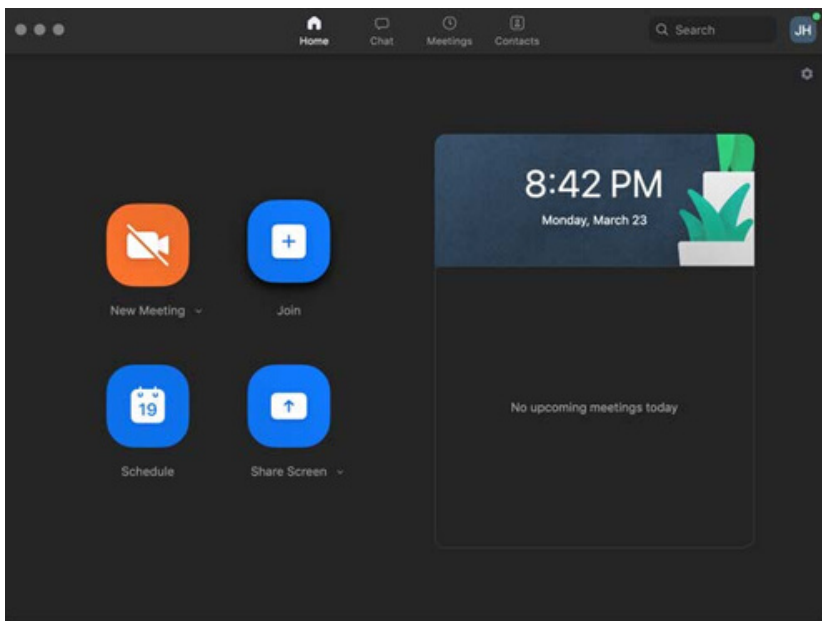
Type in *Oklahoma* as the company domain.

Click *Continue*.



Your web browser will open an OU sign page.

Sign in with your OU 4x4 and password.



Open the Zoom application.

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android

<https://zoom.us/j/>

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), or [+16699006833](tel:+16699006833).

Or Telephone:

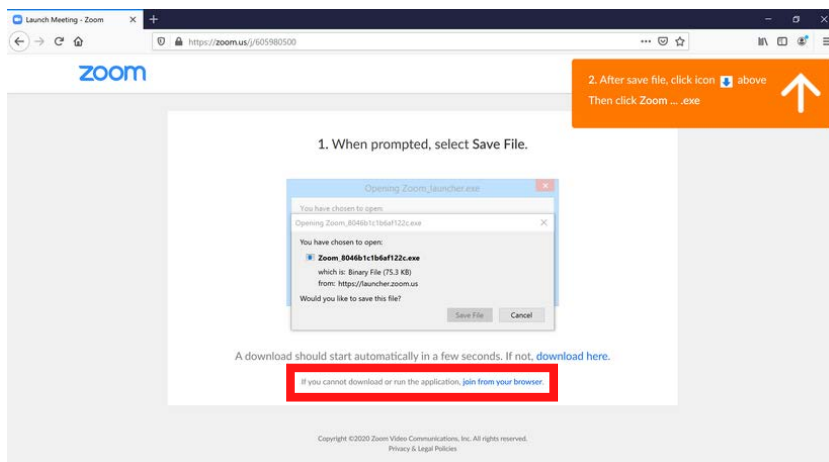
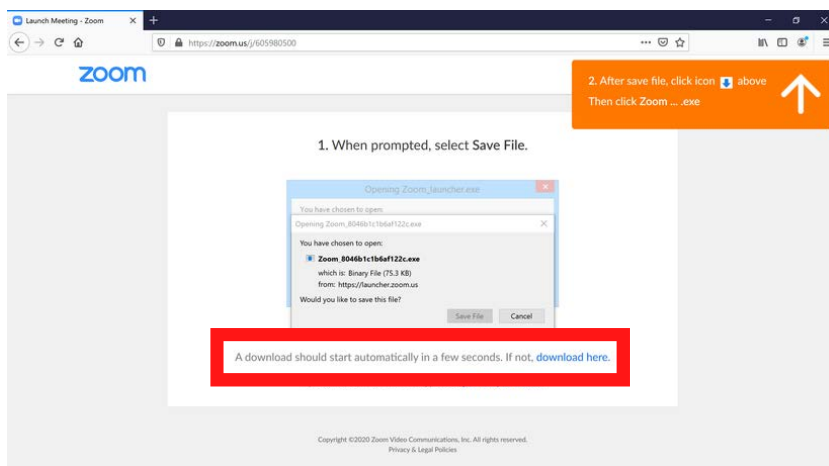
Dial(for higher quality, dial a number based on your current location):

## HOW DO I JOIN A MEETING?

If you received a Zoom meeting invite via email, click on the meeting link provided. It is not recommended to use Zoom in a remote desktop setup.

You will be prompted to download and open the Zoom application. If your browser does not automatically open the download, click *Download*.

If you are unable to launch the Zoom application, there is an option to join the meeting using your browser.



Join with Computer Audio

Test speaker and microphone

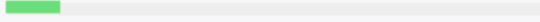
Testing speaker...

Do you hear a ringtone?

Yes

No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f

Output Level: 

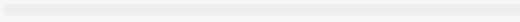
Testing microphone...

Speak and pause, do you hear a replay?

Yes

No

Microphone 1: Headset Microphone (Sennheiser SC70 US

Input Level: 

Speaker and microphone looks good

Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fr

Join with Computer Audio

## HOW DO I TEST MY AUDIO AND VIDEO?

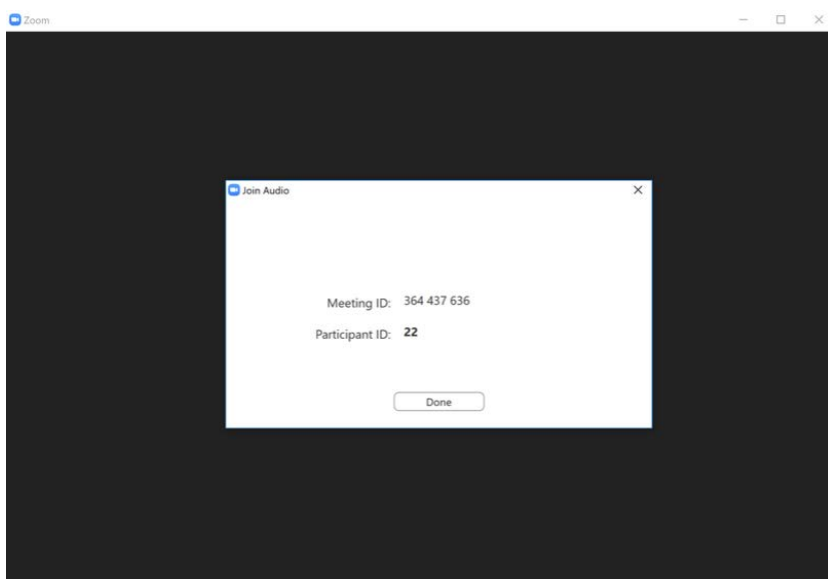
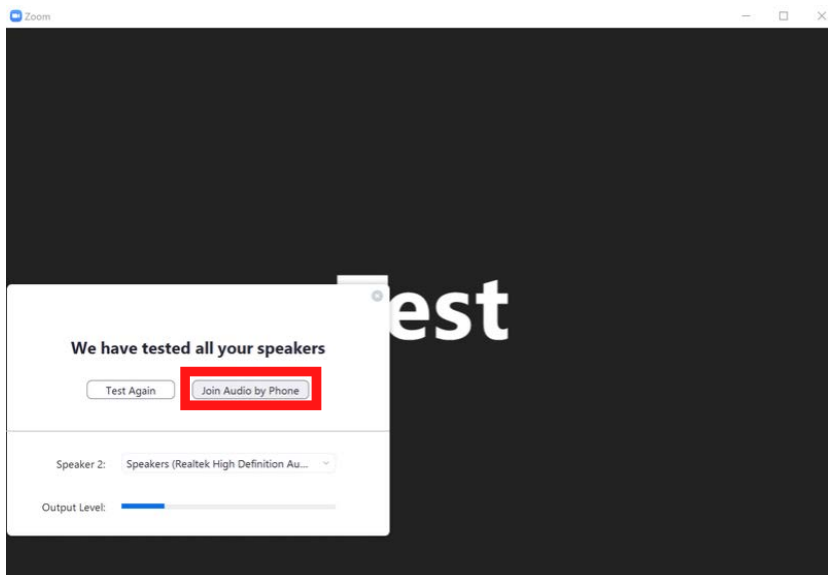
When joining a meeting, be sure to test your audio and video first. Click *Test Speaker and Microphone*.

Zoom will prompt you to listen for a tone. Zoom will test all connected speakers until you select *Yes*.

If you are unable to hear a tone and select *No*, Zoom will prompt you to *Test Again* or *Join Audio by Phone*. If your computer speaker/headphone is not working, you may *Join by Phone*.

Next, Zoom will prompt you to speak. Speak and then pause to hear the recording played back. Zoom will test all connected microphones until you select *Yes*. If you are unable to hear your recording and select *No*, Zoom will prompt you to *Test Again* or *Join Audio by Phone*. If your microphone is not working, you may *Join by Phone*.

If the speaker and microphone are working successfully, join the meeting with *Computer Audio*.



Zoom Help Center > Getting Started > Mobile

Getting Started  
Audio, Video, Sharing  
Meetings & Webinars  
Zoom Phone  
Account & Admin  
Zoom Rooms  
H.323/SIP  
Messaging  
Integration  
On-Premise  
Training

## Mobile

- Using Android Fingerprint Authentication
- Using Siri with Zoom
- System Requirements for iOS, iPadOS, and Android
- Getting Started with iOS
- Getting Started with Android
- Getting Started with BlackBerry

## IF MY SPEAKER/ MICROPHONE IS NOT WORKING, HOW DO I JOIN AUDIO BY PHONE?

If you need to join the meeting by phone, click *Join Audio by Phone*.

Zoom will prompt you with the appropriate phone number(s) and information to enter when calling into the meeting.

The Zoom invitation email will also include information and instructions on how to join the meeting audio by phone.

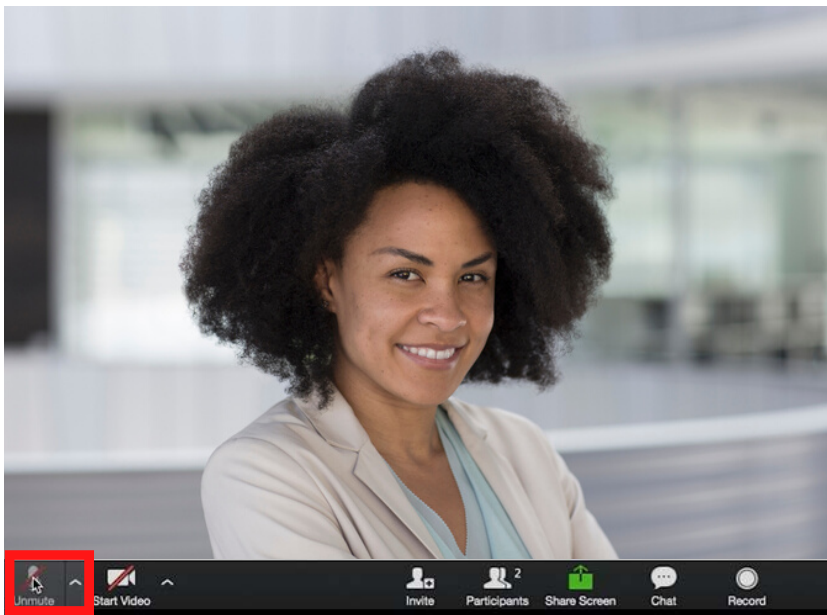
## CAN I USE A ZOOM APP ON MY SMART PHONE?

A computer is recommended. However, if you are encountering technical issues or a computer is not available, visit [support.zoom.us](https://support.zoom.us) to learn how to use Zoom on your specific mobile device.

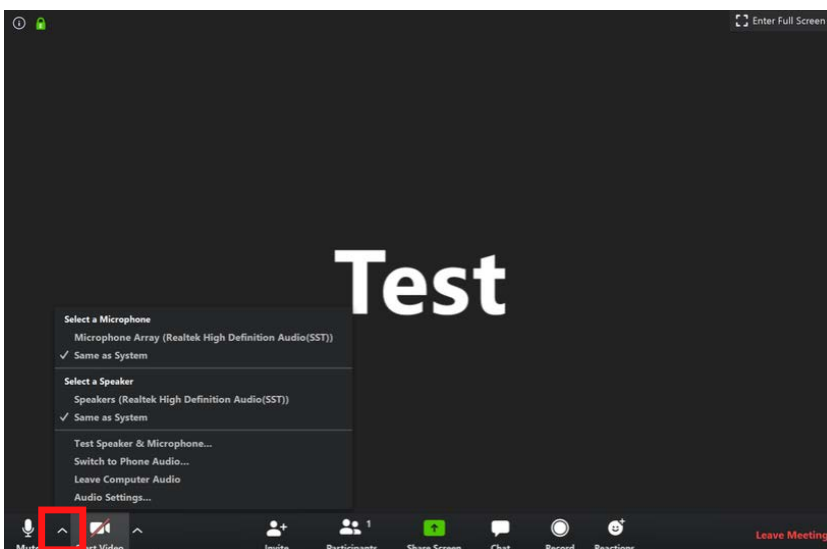


## HOW DO I MUTE/UNMUTE MY MICROPHONE?

In the bottom left corner of your screen, click *Mute* to silence your microphone.



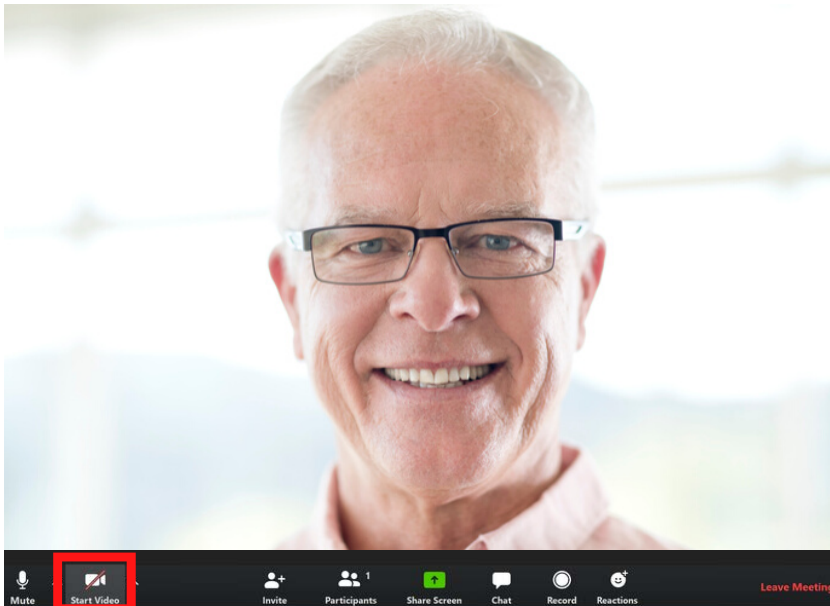
In the bottom left corner of your screen, click *Unmute* to turn on your microphone.



## HOW DO I CHANGE AUDIO SETTINGS?

Next to *Microphone*, click on the up arrow to access more audio settings.

You have the option in this menu to switch to phone audio if needed.

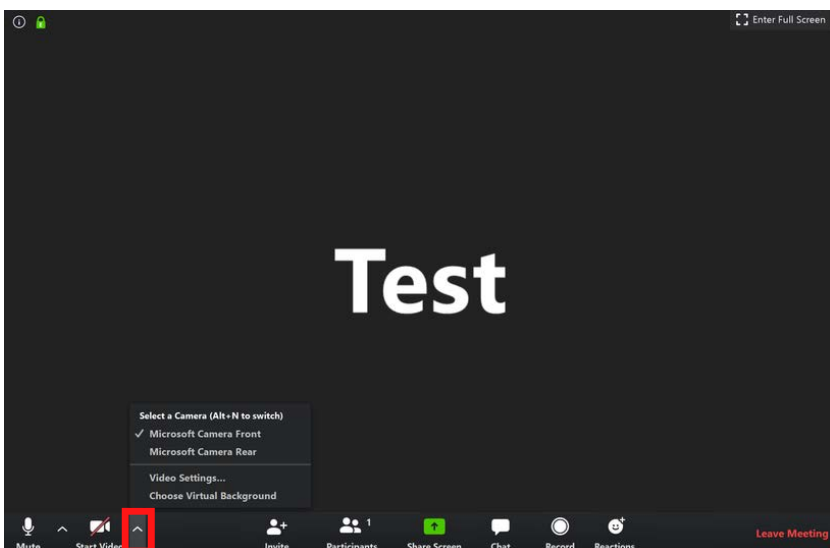


## HOW DO I START/STOP MY VIDEO?

In the bottom left corner of your screen, click *Start Video* to turn on your video in the meeting.



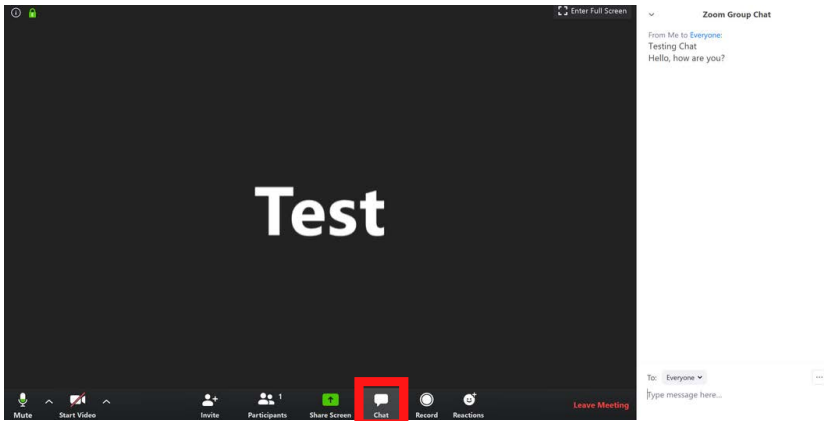
In the bottom left corner of your screen, click *Stop Video* to turn off your video in the meeting.



## HOW DO I CHANGE VIDEO SETTINGS?

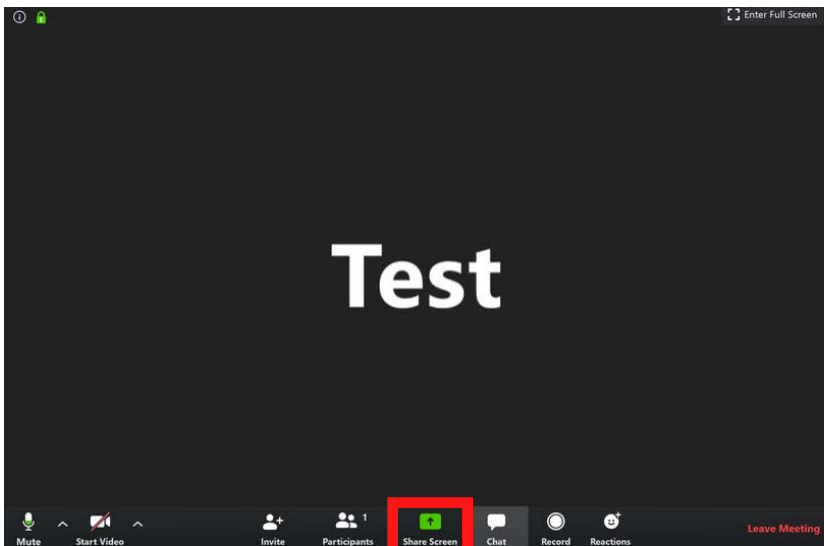
Next to *Start Video*, click on the up arrow to access more video settings.

You have the option to switch to a virtual background with this menu. If your device does not meet the requirements for a virtual background, you may need a green screen.



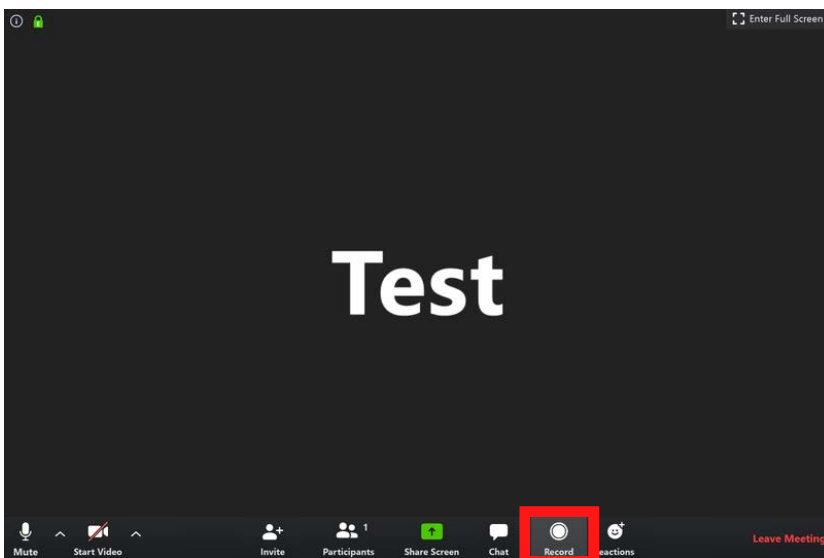
## HOW DO I USE THE CHAT FEATURE?

Click *Chat* on the bottom of the screen to open the *Zoom Group Chat*. The chat box will open on the right of the screen.



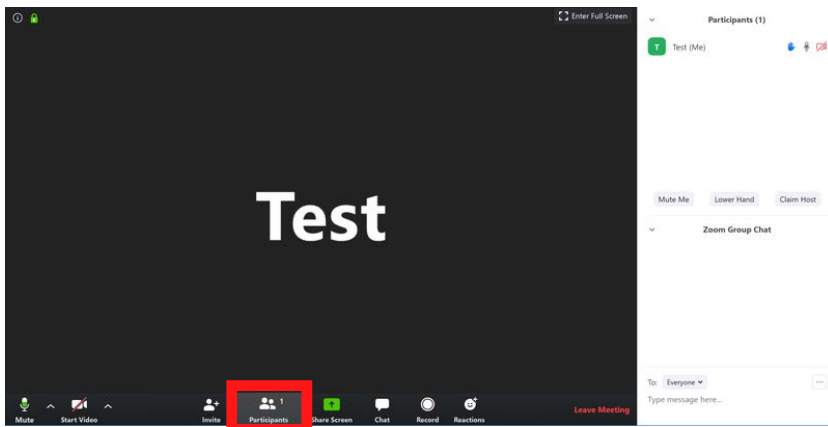
## HOW DO I SHARE MY DEVICE SCREEN?

Click *Share Screen* to share your device's screen in the meeting. Zoom will prompt you to select which screen/program you prefer to share.



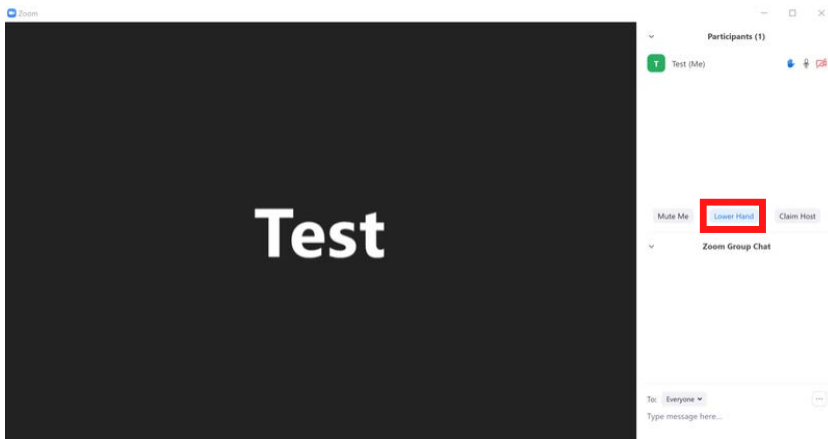
## CAN I RECORD A MEETING?

Yes, with permission of the meeting host, you may record a meeting by clicking *Record* at the bottom of the screen.



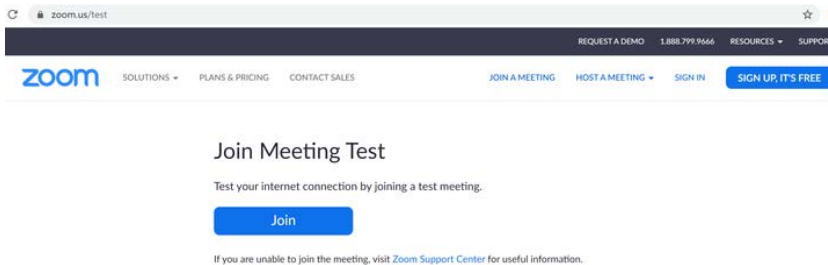
## HOW DO I SEE A LIST OF PARTICIPANTS?

Click *Participants* at the bottom of the screen and a list of participants will open on the right of the screen.



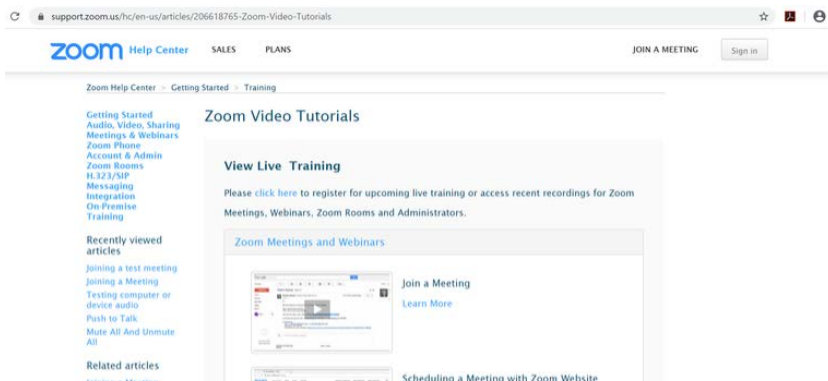
## HOW DO I RAISE/LOWER MY HAND?

In the *Participants* box, click *Raise/Lower Hand*.



## CAN I PRACTICE BEFORE JOINING A MEETING?

Yes, visit [zoom.us/test](https://zoom.us/test) to practice your Zoom skills by joining a test meeting or configure your settings at [oklahoma.zoom.us](https://oklahoma.zoom.us).



## ARE THERE ZOOM TUTORIALS ONLINE?

Yes, visit [support.zoom.us](https://support.zoom.us) for tutorials, recorded training videos, and useful tips.