

# **A brief guide on how to hold office hours or to lecture with ZOOM\***

**Walter Leal, Department of MCB, UC Davis**

**\*Based on previous experience**



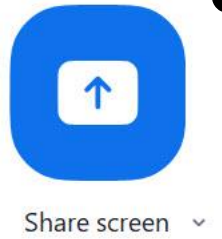
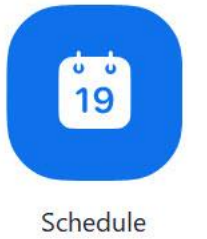
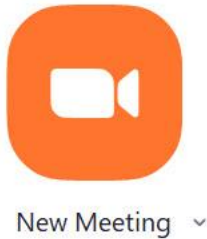
Join a Meeting

Sign In

Version: 4.6.7 (18176.0301)

**Sign in to host a meeting**

**Click **Meetings** to start a previously scheduled meeting** ⚙️



A dark blue meeting card with a white potted plant on the right. The text on the card reads "08:52 PM" and "Monday, March 16, 2020". Below the card, it says "No upcoming meetings today".

**Click here to join if you have a meeting ID**

**Click here to schedule your meeting**

Schedule meeting

## Schedule Meeting

Topic  
Walter Leal's Zoom Meeting

Start: Mon March 16, 2020 09:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Pacific Time (US and Canada)

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 989-025-6457

**Password**  
 Require meeting password

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**If you use a Personal Meeting ID, it may be less confusing to students because it will be the same meeting number every time.**

**You may want to have their camera OFF. If you start with their camera on, it is not easy to turn off once the meeting starts.**



Upcoming

Recorded



989-025-6457

My Personal Meeting ID (PMI)

Thu, Mar 19

Walter Leal's Zoom Meeting

6:30 PM-8:30 PM

Meeting ID: 989-025-6457

Mon, Apr 20

Recent Advances in Sensory Physiology

1:30 PM-6:30 PM

Meeting ID: 989-025-6457

Walter Leal's Zoom Meeting

6:30 PM - 8:30 PM

Meeting ID: 989-025-6457

Start


Copy Invitation

Edit

Delete

Show Meeting Invitation

If meetings are scheduled, they appear in Meetings in chronological order

 Choose ONE of the audio conference options



Phone Call

Computer Audio

**Join with Computer Audio**

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

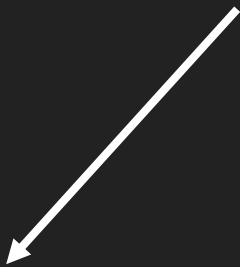
**If you are using Computer Audio every time (recommended), you might want to automatically join computer audio**



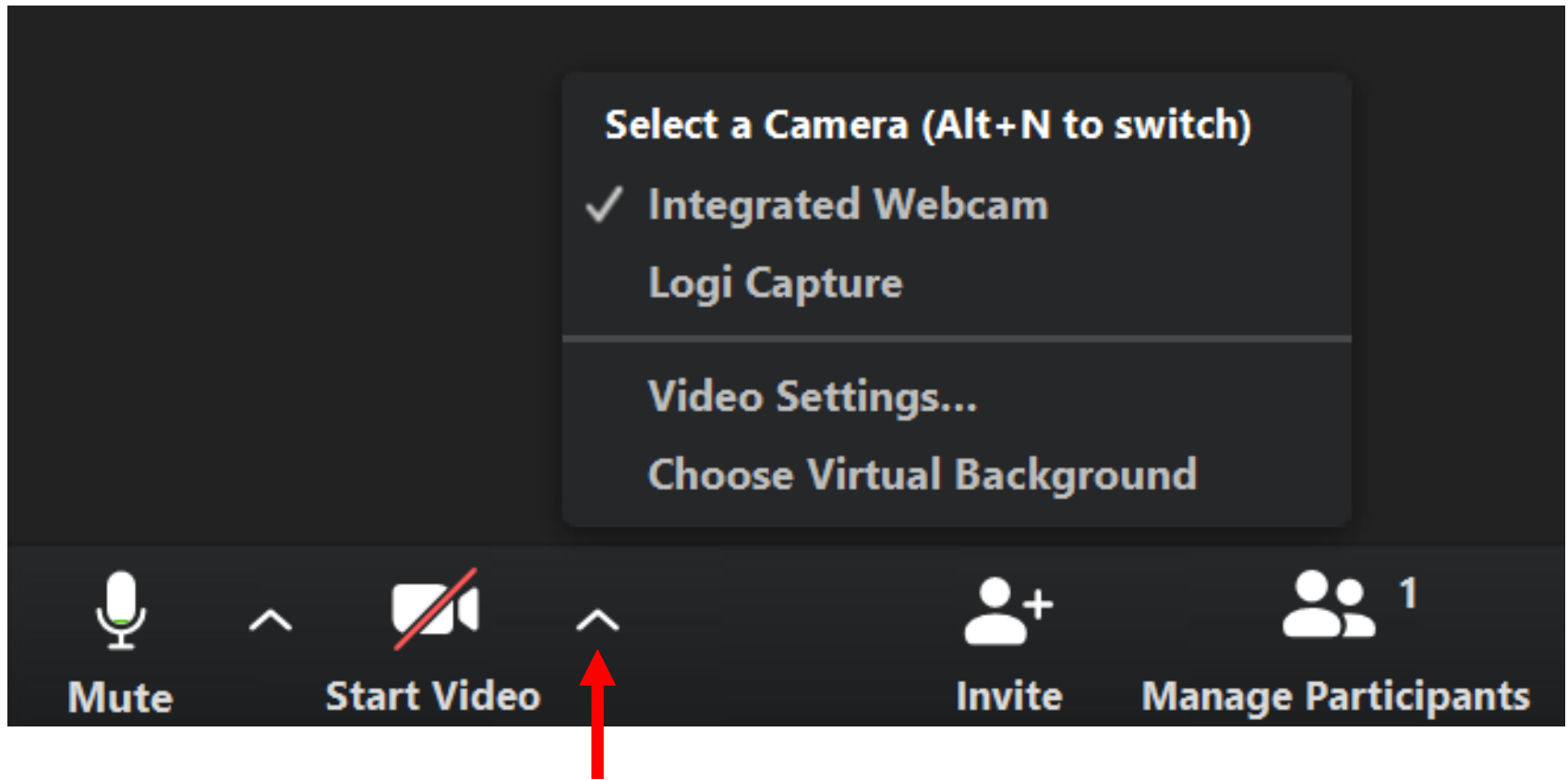
Enter Full Screen

# Walter Leal

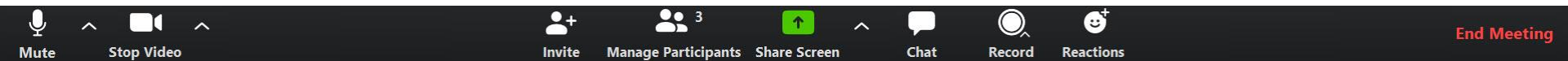
**Switch ON your camera if your computer name appears here**



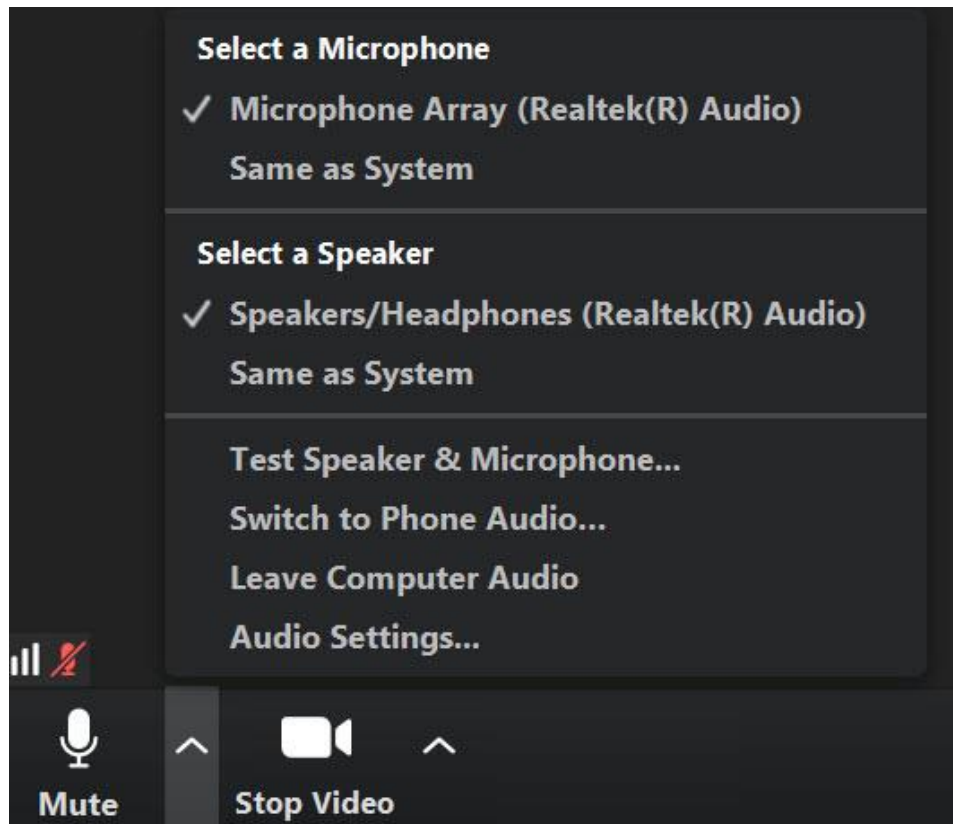
Mute Start Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting



**If you have more than one camera, select the desired one by left clicking on the arrow**





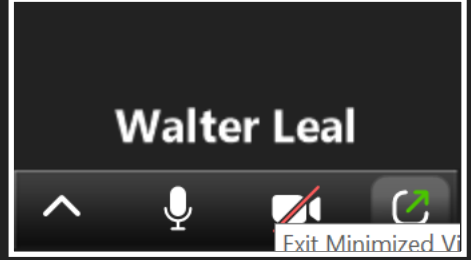


**Same procedure for the microphone**



Enter Full Screen

**If your video gets minimized, click on the green arrow to undo it**



**The video will be somewhere like this**

# Walter Leal



Mute



Start Video



Invite



Manage Participants



Share Screen



Chat



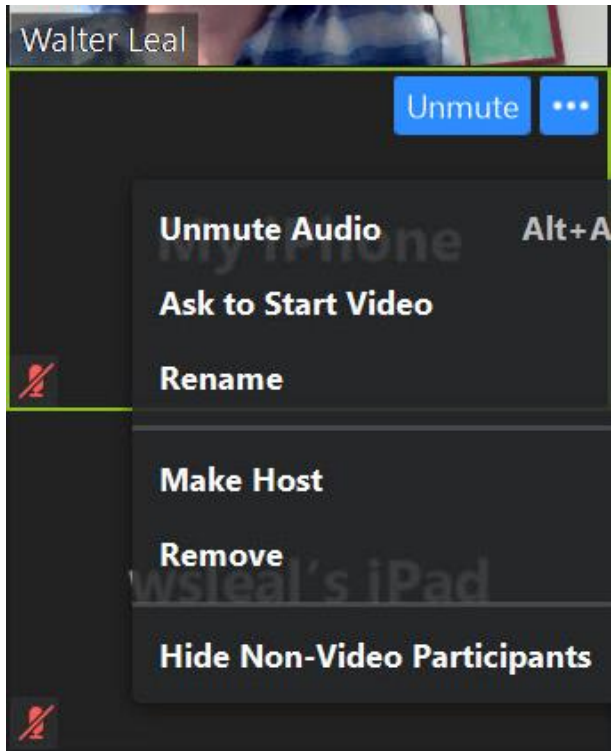
Record



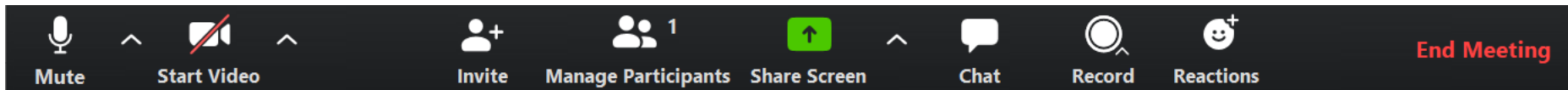
Reactions

End Meeting

**Click on **Managing Participants** to open participant's microphone and to allow a participant to share a screen (presentation)**

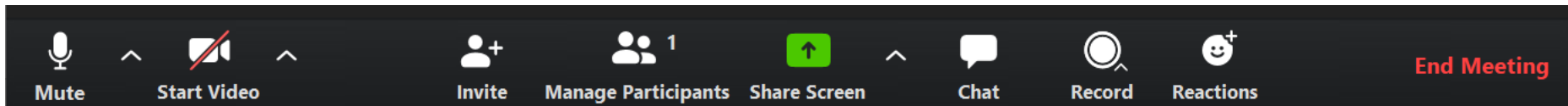
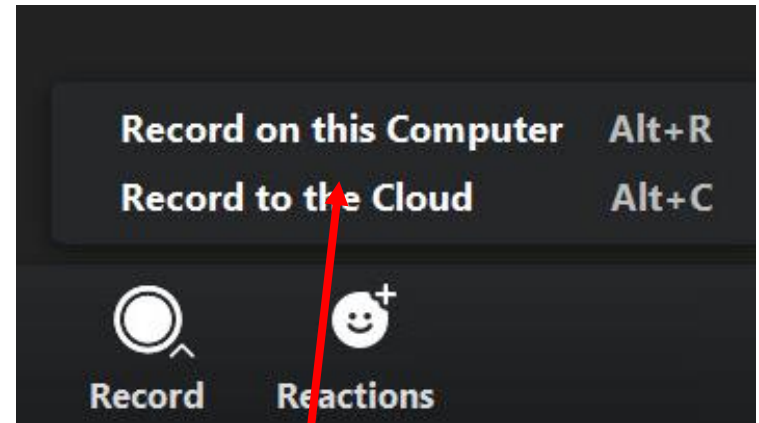


**This gallery view may appear on the top or the right side of your screen; select here**

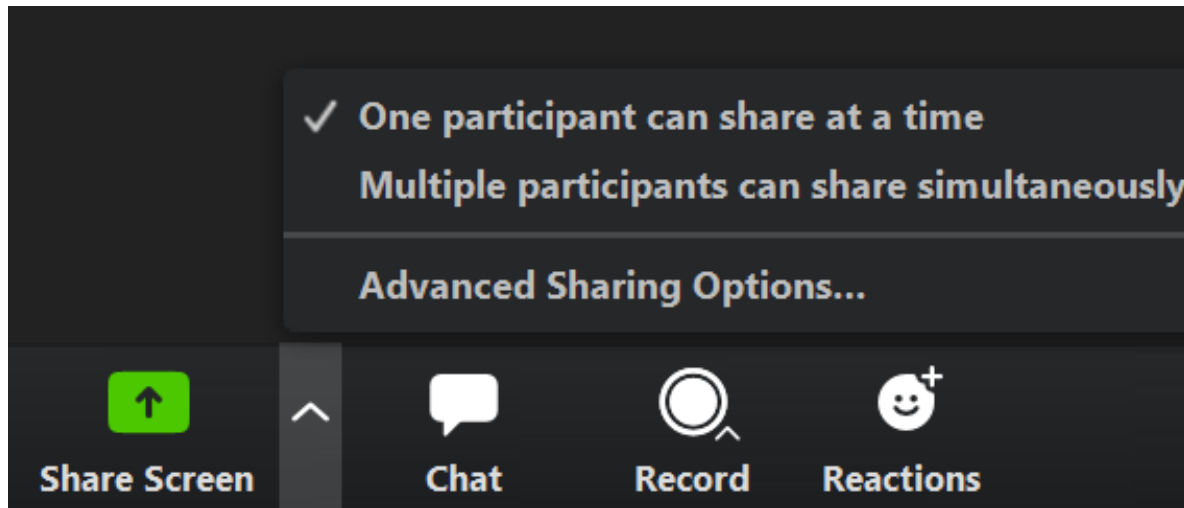


**You may want to start recording your presentation now (so that you don't forget).**

**If you record on your computer, it will be saved in Documents > Zoom > File Name with Date (e.g., 2020-03-16 xx). The recorded video will be named zoom\_0.mp4**



**If you are using a board, you don't have to share your screen. Just make certain the camera captures the entire board. If you are sharing your screen, see below:**



**Before sharing your screen, click on the arrow to decide whether only one participant can share at a time**

**When you click on **Share Screen**, every document or opened App will be shared (at least momentarily); see the next slide**

Select a window or an application that you want to share



Basic

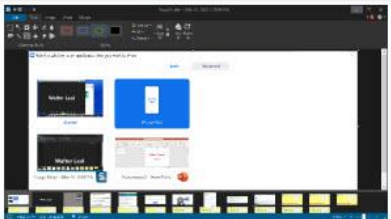
Advanced



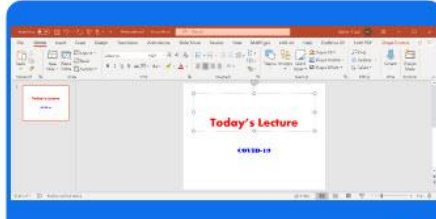
Screen



iPhone/iPad



Snagit Editor - [Mar 16, 2020 7:5...



Presentation2 - PowerPoint



Share computer sound  Optimize Screen Sharing for Video Clip

Share

**Click on the document or media you want to share (e.g., a PowerPoint presentation)**

Here is what you'll see

ID: 875-936-055 Stop Share

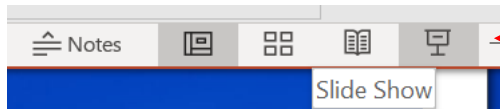
# Today's Lecture

## COVID-19



My iPhone

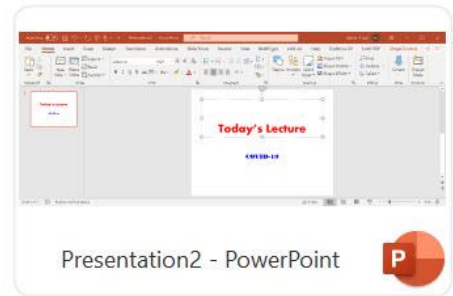
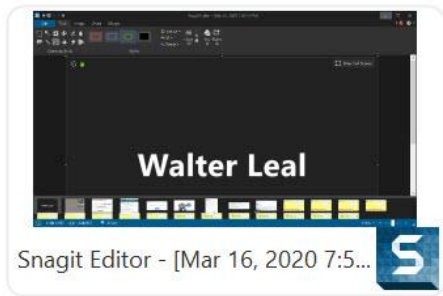
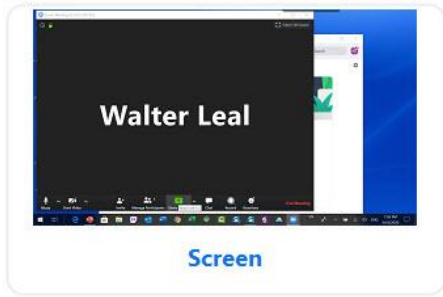
wsleal's iPad



**Make sure you start your slide show**

Select a window or an application that you want to share

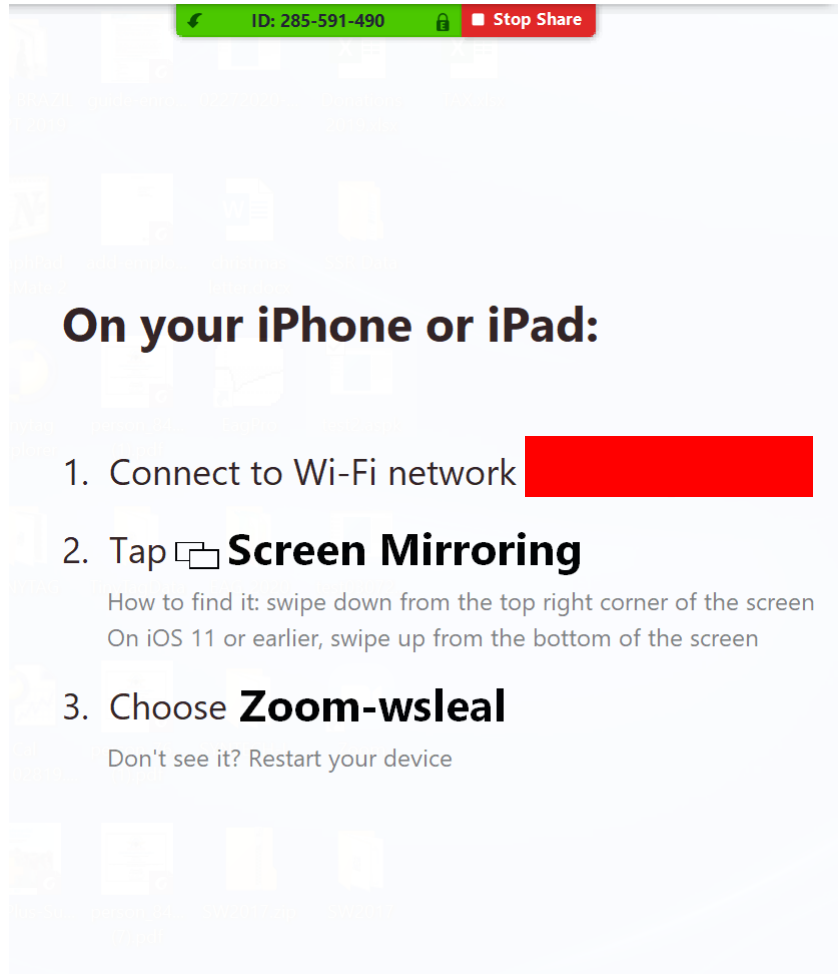
Basic



Share computer sound  Optimize Screen Sharing for Video Clip

**If you want to share an iPad, make certain it is on the same network as your computer. I had problems with eduroam, which is not recognized as the same network. When I use a landline connection for broadcasting (preferred), I use a fake network (a router which is not connect to the internet) to connect my iPad to computer.**





**The instructions of what to do on your iPad or iPhone appear here**

**Now select the App you want to use on your device. I like GoodNotes**



## Stop Sharing whenever you want

← ID: 285-591-490 🔒 Stop Share

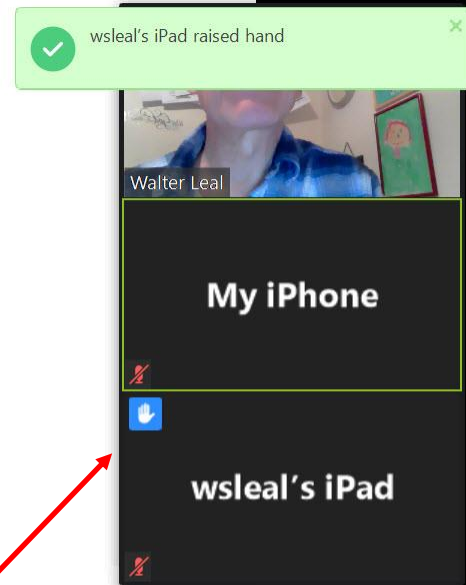
This will be your whiteboard.

**The iPad or iPhone becomes your whiteboard. Make certain your Apple pen is charged before you start.**

# Today's Lecture

## COVID-19

**If a participant has a question, they may raise a hand during the presentation. You may want to open the participant's microphone (under Manage Participants) to let them ask the question. **Caution:** the questioner's microphone may not be functional. Normally, I test with a couple of participants before starting a session.**



# You may start a chat at the beginning of an office hour or after a presentation

A screenshot of the Zoom meeting interface. The top toolbar is dark grey and contains icons for Mute, Start Video, Invite, Manage Participants, Share Screen, Chat, Record, and Reactions. The 'Chat' icon is highlighted with a red arrow. Below the toolbar, a chat window is open, showing a 'Zoom Group Chat' window with a title bar and window controls. The chat content includes a message from 'Me' to 'Everyone' saying 'Hello! Any questions?' and a message from 'wsleal's iPad' to 'Everyone' saying 'Professor: I have a question'. At the bottom of the chat window, there is a 'To:' dropdown menu set to 'Everyone' and a text input field with the placeholder 'Type message here...'.

Mute Start Video Invite Manage Participants Share Screen Chat Record Reactions End Meeting

Zoom Group Chat

From Me to Everyone:  
Hello!  
Any questions?

From wsleal's iPad to Everyone:  
Professor: I have a question

To: Everyone

Type message here...

# The chat will be saved

Documents > Zoom > 2020-03-16 20.33.27 Walter Leal's Zoom Meeting 875936055 Search 2020-...

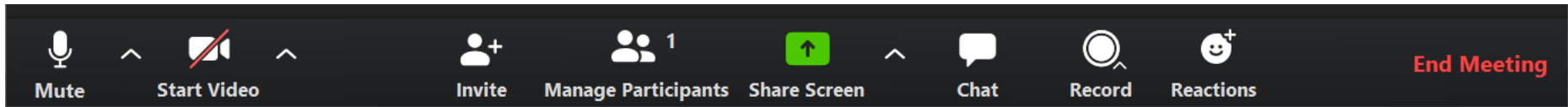
Name	Date modified	Type	Size
meeting_saved_chat.txt	3/16/2020 8:39 PM	Text Document	

meeting\_saved\_chat.txt - Notepad

File Edit Format View Help

```
20:33:27      From Walter Leal : Hello!  
20:33:47      From Walter Leal : Any questions?  
20:35:25      From wsleal's iPad : Professor: I have a question
```

**The end the meeting, click here**



End Meeting or Leave Meeting? ✕

To keep this meeting running, please assign a Host.

I'd like to give feedback to Zoom

**End Meeting for All**