Physician Learning Program

Zoom User Manual

Calgary Office

Location
Health Sciences Centre, G-302
3330 Hospital Drive NW
Calgary, AB T2N 4N1

Email: plp@ucalgary.ca
Phone: (403) 220-5706

Last Updated: May 2020

Table of Contents

Physician
Learning
Program

Introduction

Improved online communication.

To make scheduled meetings more accessible, we have incorporated Zoom online communication software into our delivery method.

This user manual is an introduction to the Zoom software. It outlines recommendations for making your online communication experiences easy, engaging and effective.

Physician Learning Program

Equipment

Desktop / Laptop Computer

A desktop or laptop computer will afford all necessary functions.

Webcam

To receive the best peer-to-peer experience, it is recommended you use a webcam.

Headset / Microphone

These devices will greatly limit feedback and audio disruptions.

Quiet Workspace

When confidential information is being discussed, it is important to sign in from a private location.

Mobile Application

The Zoom mobile application does not afford the same functionality as the desktop application; however, if you do not have access to a microphone, you can dial-in to your meeting using your mobile device. If opting for this method, you must mute your computer audio and use your mobile device only for audio purposes.
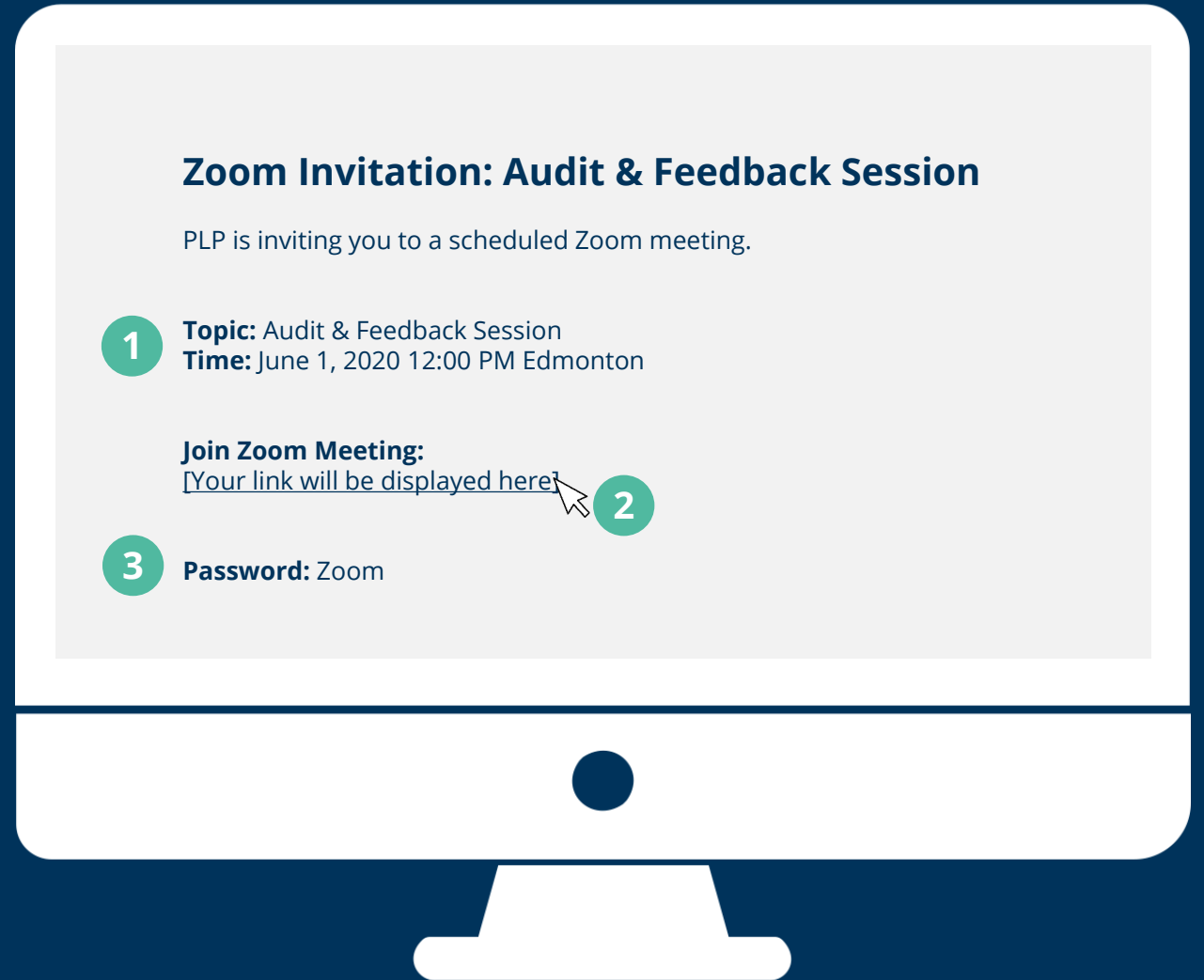
Attending a Meeting

Prior to any Zoom meeting, you will receive an email invitation from the host. This invitation will include meeting details (date, time, etc.) and instructions on how to join.

1 Be sure to check the date and time of your meeting.

2 Simply click the link to join.

3 If the meeting is password protected, the password will be provided in the email invitation.
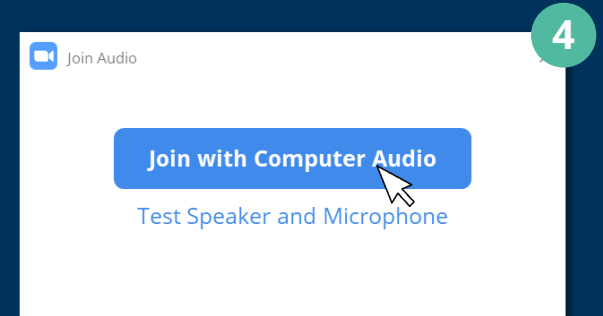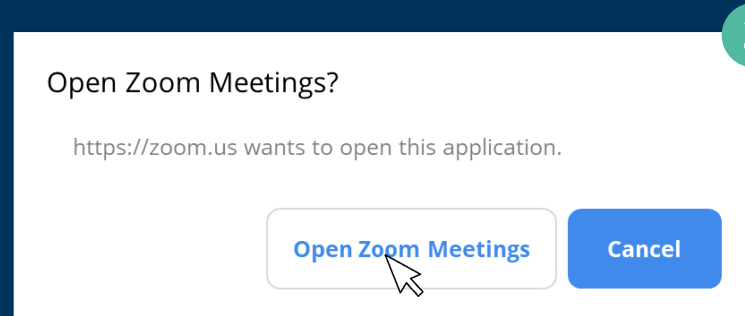
Dial-In

We recommend joining a meeting via computer rather than by phone. If you do not have access to a computer, Zoom does offer dial-in capabilities. Instructions on how to dial-in to your meeting will also be provided in your email invitation.

Zoom Invitation: Audit & Feedback Session

PLP is inviting you to a scheduled Zoom meeting.

1 **Topic:** Audit & Feedback Session
Time: June 1, 2020 12:00 PM Edmonton

Join Zoom Meeting:
[Your link will be displayed here] **2**

3 **Password:** Zoom

How to Install Zoom: Desktop / Laptop

1 Open your email and click the meeting invitation link that was emailed to you.

2 A Zoom software package will begin installing on your computer. To open it, follow the instructions on your screen. **NOTE:** This installation process will look different across different devices.

3 Once Zoom has been installed, you will be asked if you would like to Open Zoom Meetings. Click **Open Zoom Meetings**.

4 Click **Join with Computer Audio**. You will now be let into the virtual meeting space.

Open Zoom Meetings?

https://zoom.us wants to open this application.

Open Zoom Meetings   **Cancel**

Join Audio

Join with Computer Audio

Test Speaker and Microphone

Note:

The first time you join a Zoom meeting, a software package will automatically be installed on your computer. You will only need to install Zoom once. Following meetings will not require this step.

How to Install Zoom: Smartphone / Tablet

1   Download the **Zoom Cloud Meetings** app. If you have an iOS device, you can download the app from the **Apple App Store**. If you have an Android device, you can download the app from the **Google Play Store**.

2   Open your email and click the meeting invitation link that was emailed to you. Your meeting will open in the Zoom Cloud Meetings app.

3   Enter your name and press **Continue**. You will now be let into the virtual meeting space.
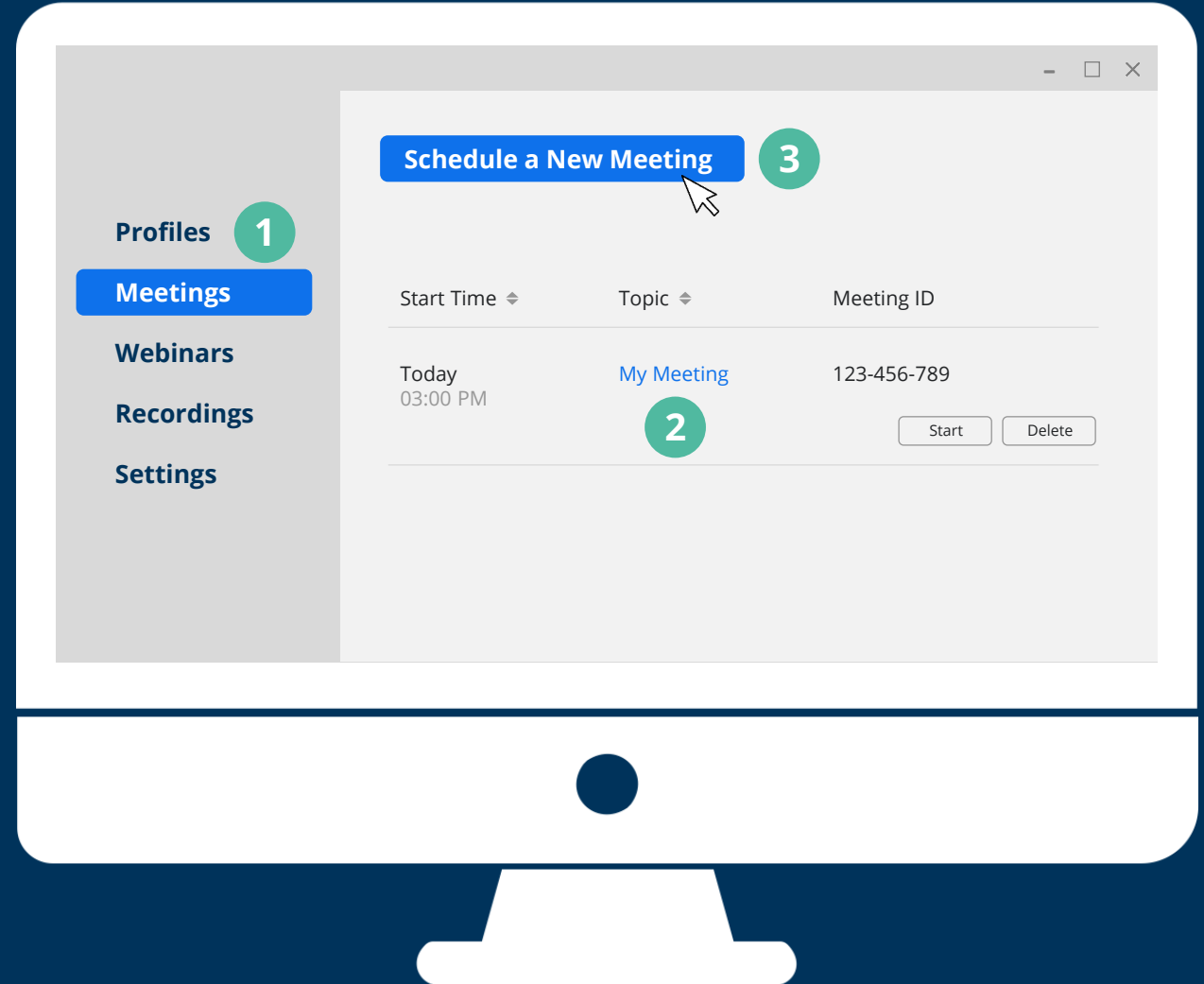
Note:

Select yes if asked to access your microphone. You will need audio to speak to your peers during your meeting. You may also be asked whether Zoom Cloud Meetings can send you notifications. This decision is up to you; selecting no will not affect your meeting.

1   **Zoom Cloud Meetings**

2   **Email**

3

Please enter your name

| Your Name Here |

Cancel   **Continue**
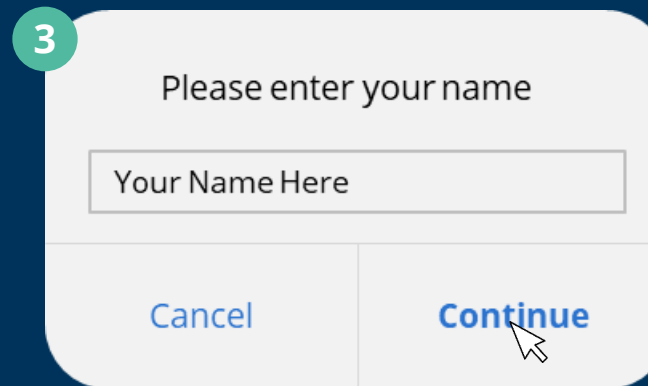
Scheduling a Meeting

You need a registered Zoom account to schedule a meeting.

1 Log in to your Zoom account and select **Meetings** from the left side menu.

2 Scheduled meetings will appear on the Meetings page. You can **Start** or **Delete** a meeting by clicking either option to the right of that meeting. To edit a meeting, click the meeting topic in blue and you will be redirected to that specific meeting page.

3 To schedule a new meeting, click the **Schedule a New Meeting** button at the top of the Meetings page. Fill out the necessary information and click Save. Once redirected, copy the meeting invitation, which you can then paste into an email or calendar invite.

Schedule a New Meeting **3**

Profiles **1**		
Meetings		
Webinars		
Recordings		
Settings		

| Start Time ⇕	Topic ⇕	Meeting ID
Today 03:00 PM	My Meeting **2**	123-456-789
		Start Delete

Screen Setup

Once your meeting has started, you will see two view options toward the top right corner of your screen: **Gallery View** and **Speaker View**.

1 Set your screen to **Gallery View**. Gallery view allows you to see all attendees at once.

Note: When in Gallery View, the button at the top right corner of your screen will read Speaker View.

2 Whoever is speaking will have a green border around their window.

3 If you do not wish to view yourself during the meeting, hover over your window and click the three dots icon. Select **Hide Self-View**.
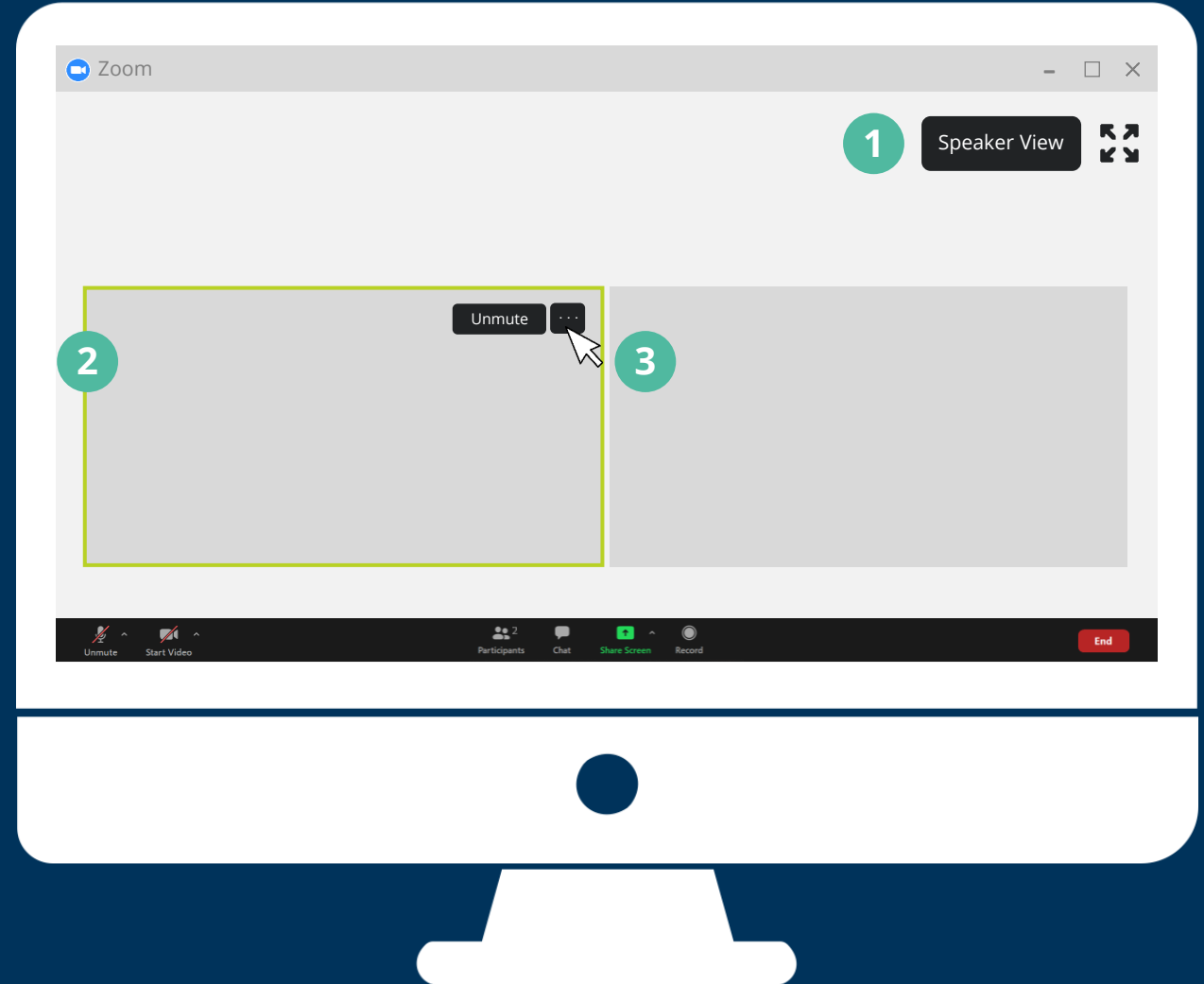
Participation

Participants

If you click **Participants** in the ribbon at the bottom of your screen, you can view all the attendees.
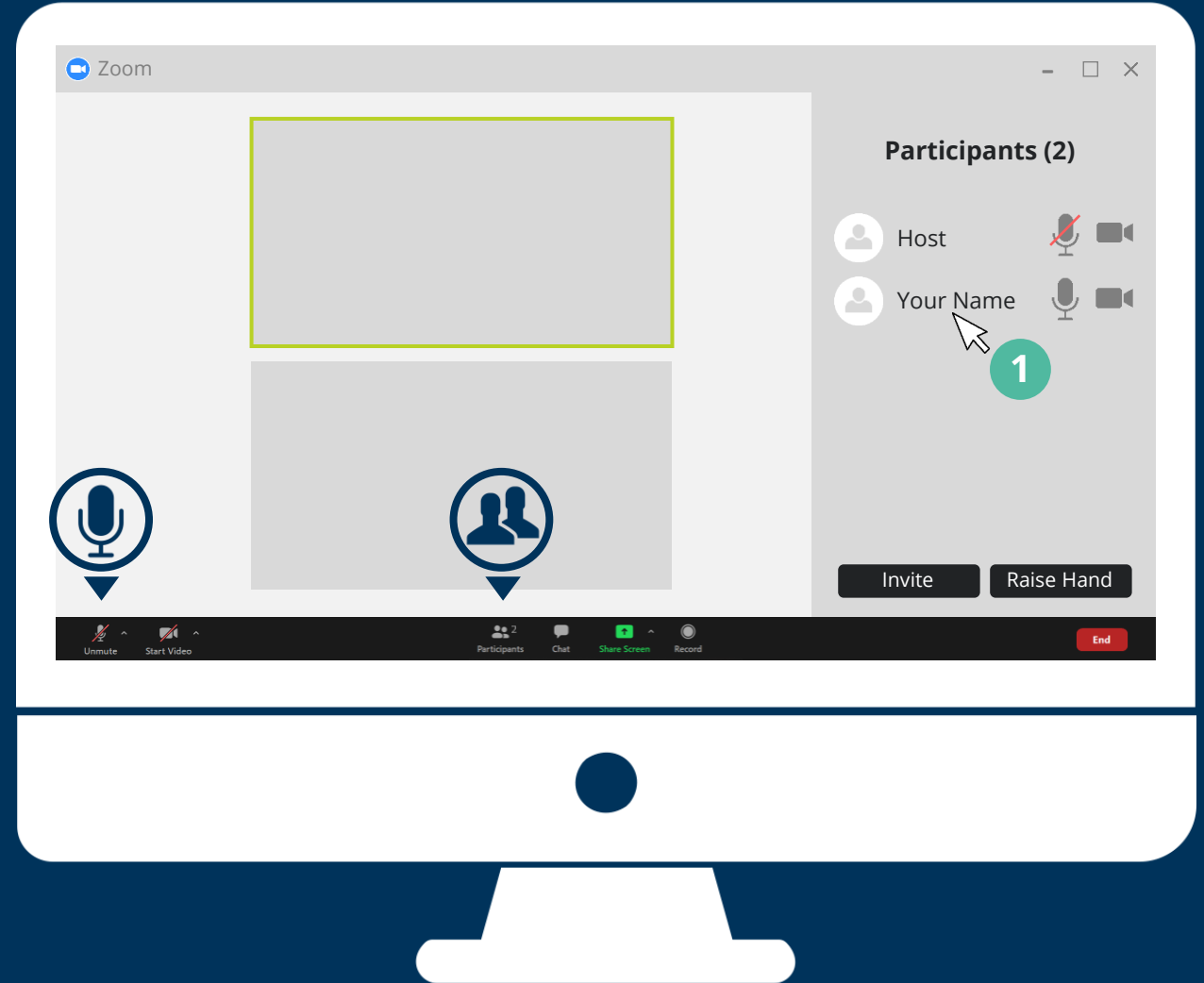
1 Hover over your name to mute / unmute your mic or change your display name. You can also mute / unmute your mic by clicking the mic icon at the bottom of your screen.

Audio

We recommend muting your mic when you're not speaking to limit potential background noise. The meeting host can also mute your mic and may choose to do so in the event of background noise.

Questions

Depending on the number of attendees in your meeting, questions may be handled in one of three ways:

Unmute Mic

In small groups, it is easiest to unmute your mic and speak up whenever you have a question or comment.

Raise Hand

In larger groups, you can use the **Raise Hand** feature under the **Participants** window. During larger meetings, a co-host may be monitoring the Participants window and notify the host of any questions.

Chat

Using the **Chat** feature, you can ask questions either privately to specific individuals, or publicly to the whole group. The Chat feature is found at the bottom of your screen. Select who you would like to speak to using the "To:" field dropdown menu, type your message and click Enter on your keyboard.
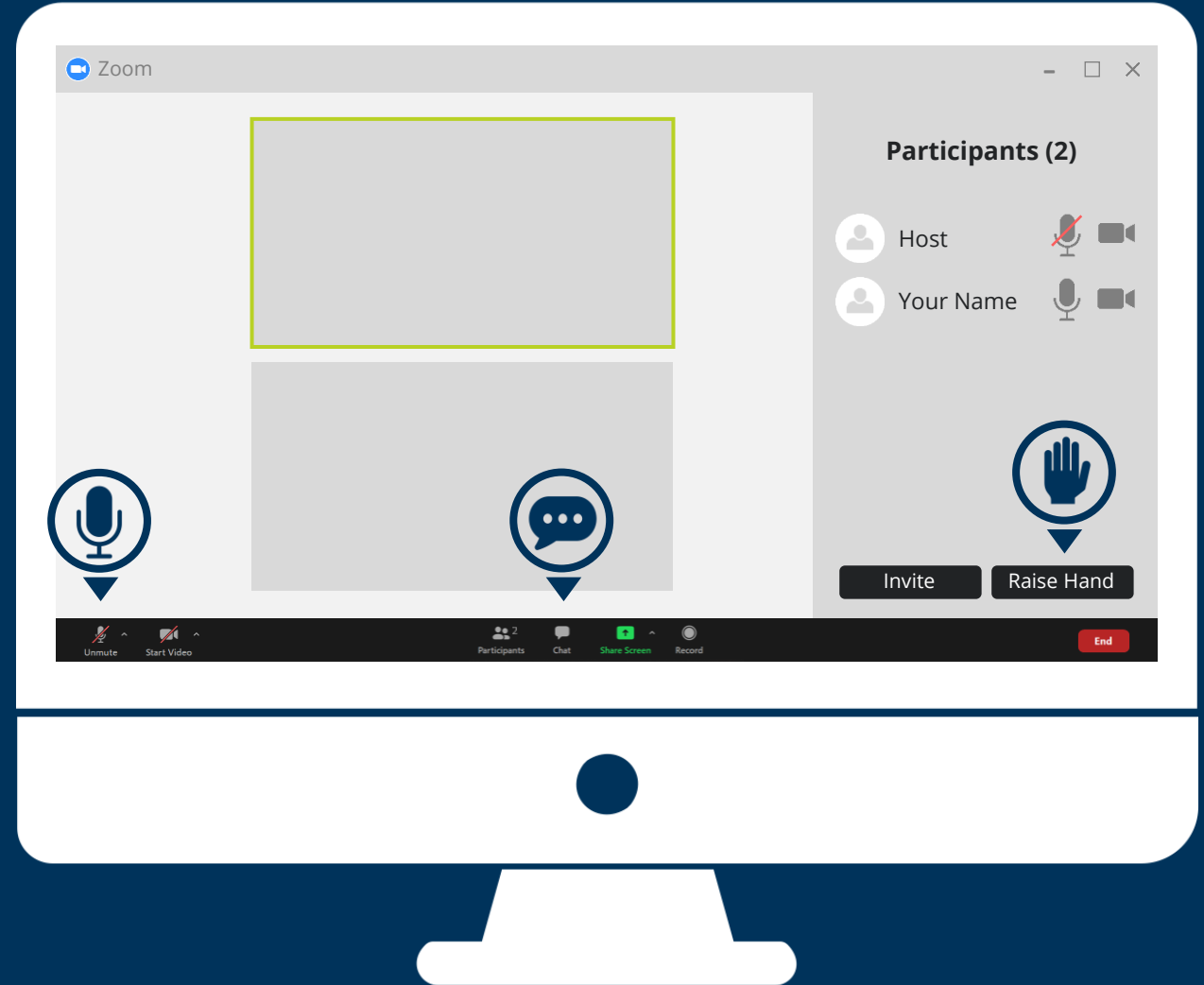
Screen Sharing

Zoom affords screen sharing capabilities which allow attendees to collaborate on content.

1 As an attendee, you can share your screen with the group by clicking the green **Share** button at the bottom of your screen.

2 Select what you would like to share from the list of options and click **Share**.
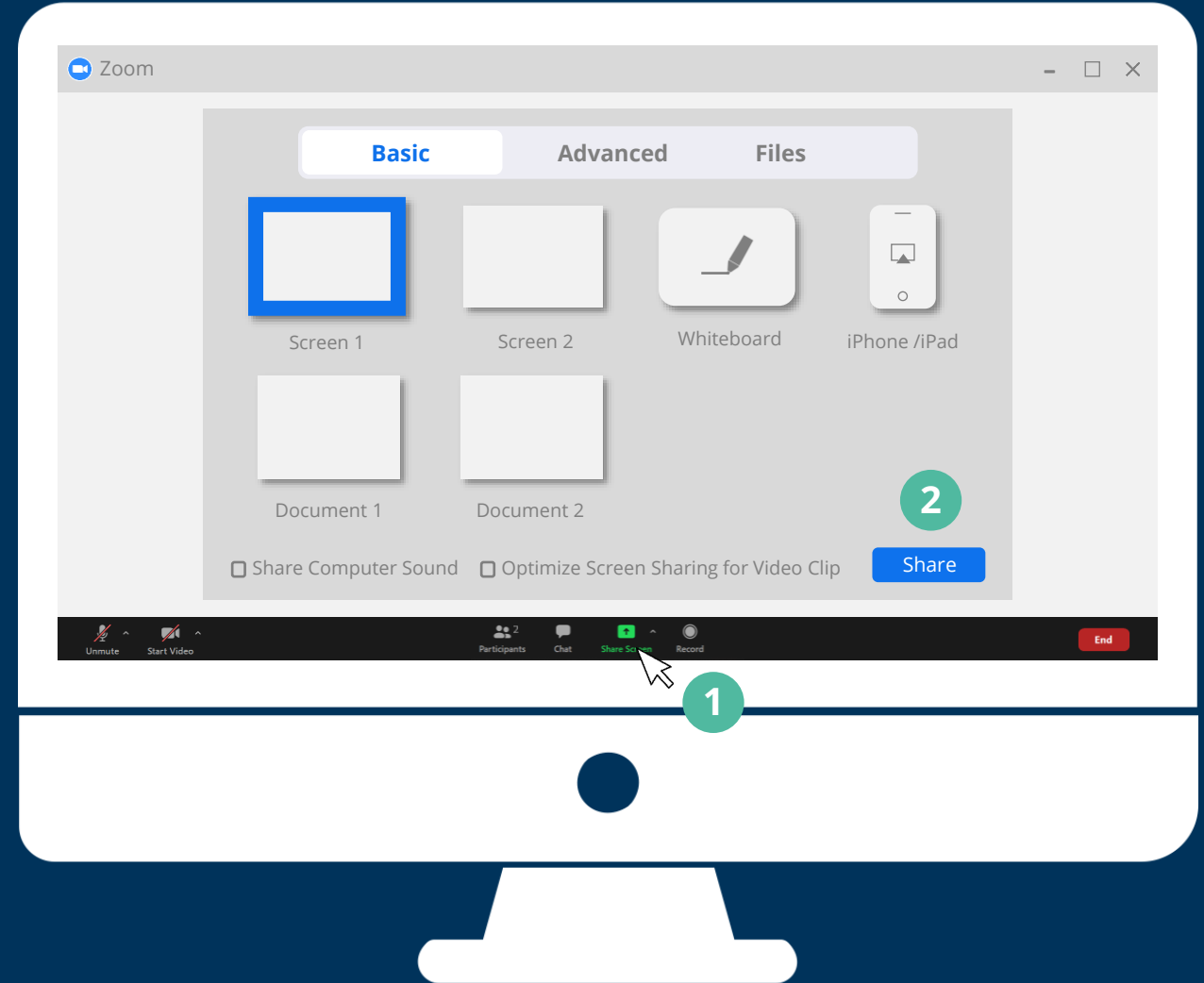
Annotations

If the host has enabled the **Annotate** feature, attendees can contribute when another is screen sharing. This feature is located at the top of your screen by clicking **View Options** and then **Annotate**.

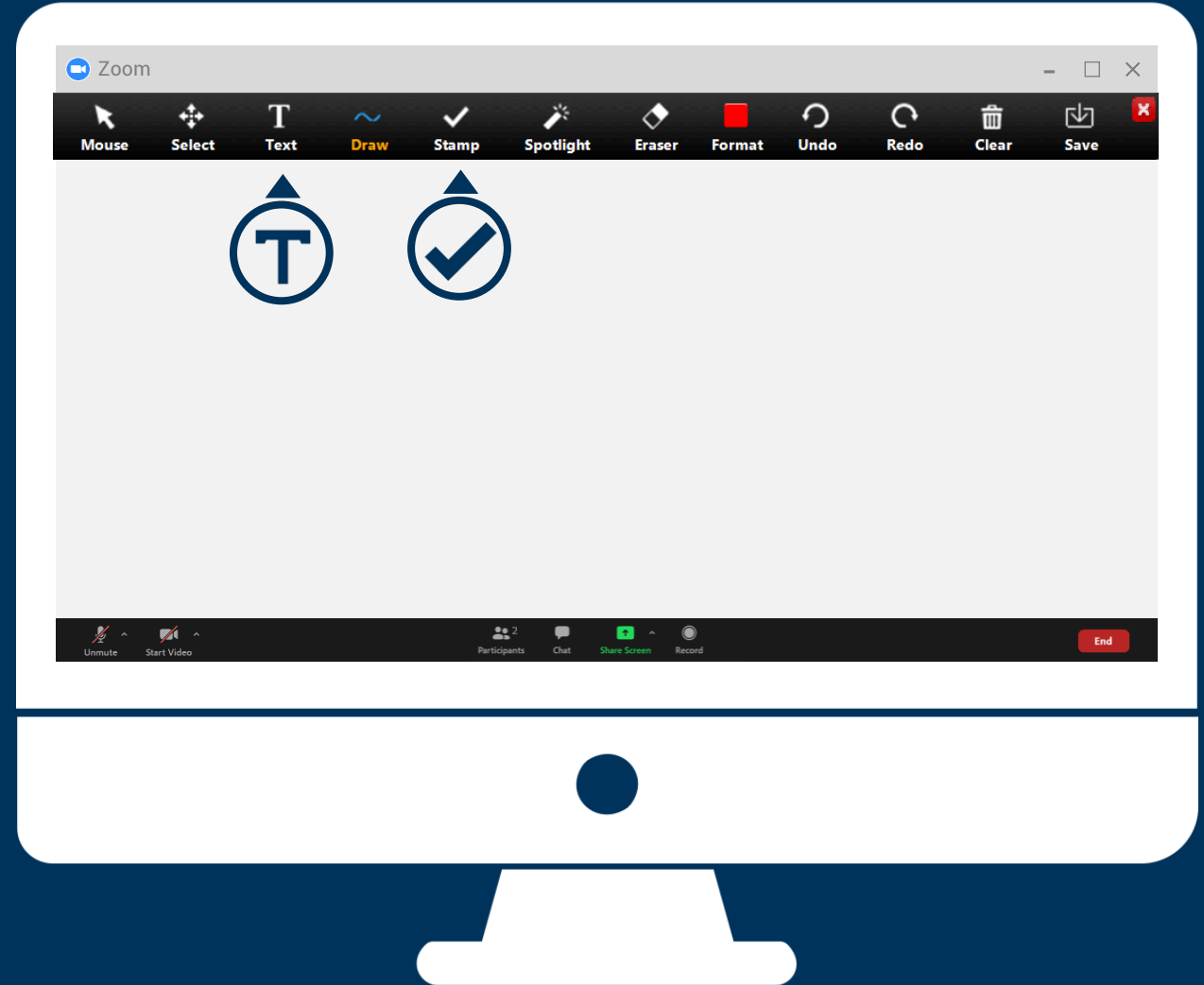Two popular Annotate functions are **Text** and **Vote**:

Text

If prompted, add your input by selecting the **Text** function and inserting a text box onto the screen.

Vote

If prompted, use the **Stamp** function to mark a specific area on the screen.

Leave Meeting

As an attendee, you can leave a meeting at any time.

1   Click **End** at the bottom right corner of your screen.

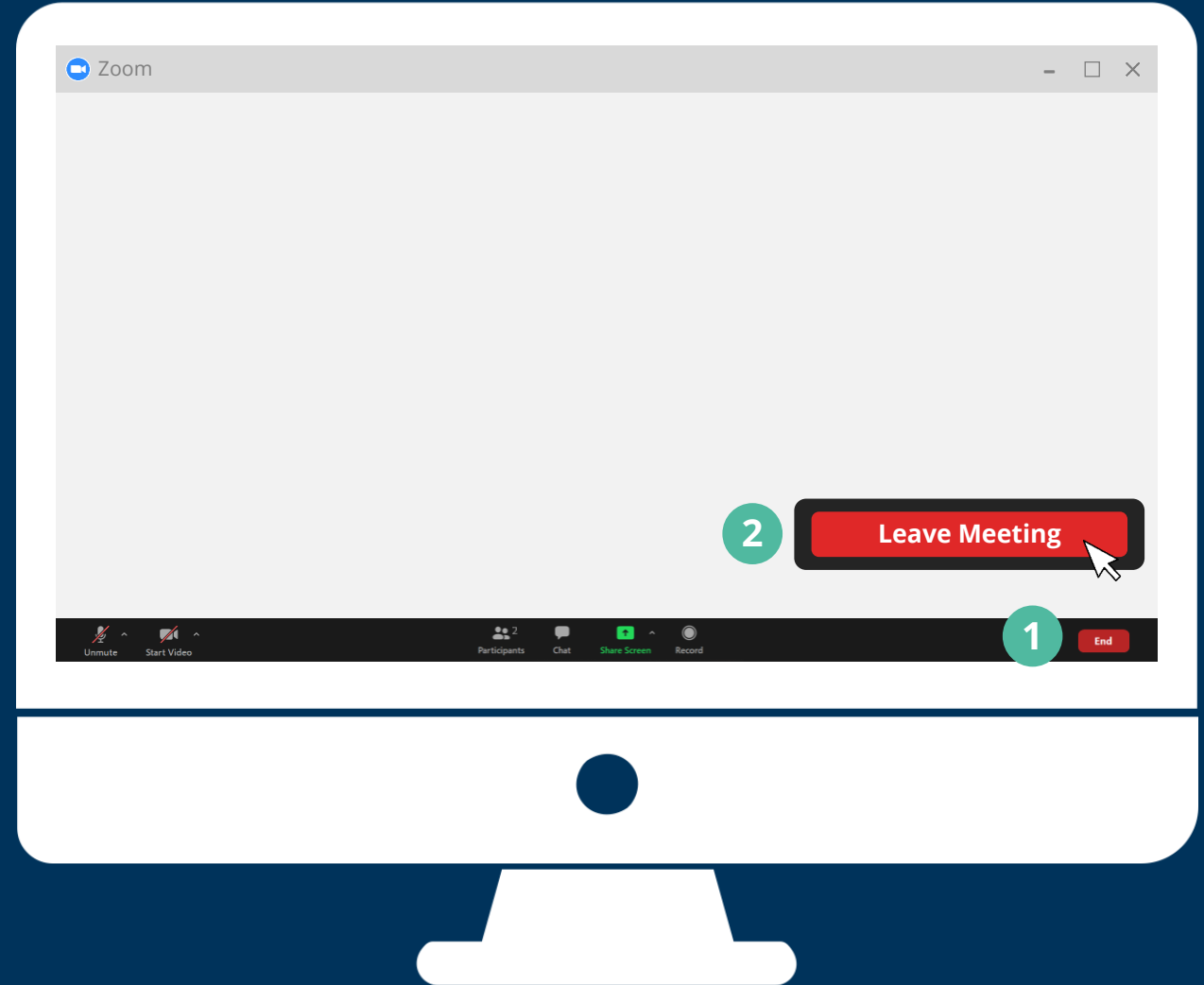**2**   Verify that you would like to leave the meeting.

Note:

The host is also able to end the meeting for all attendees.
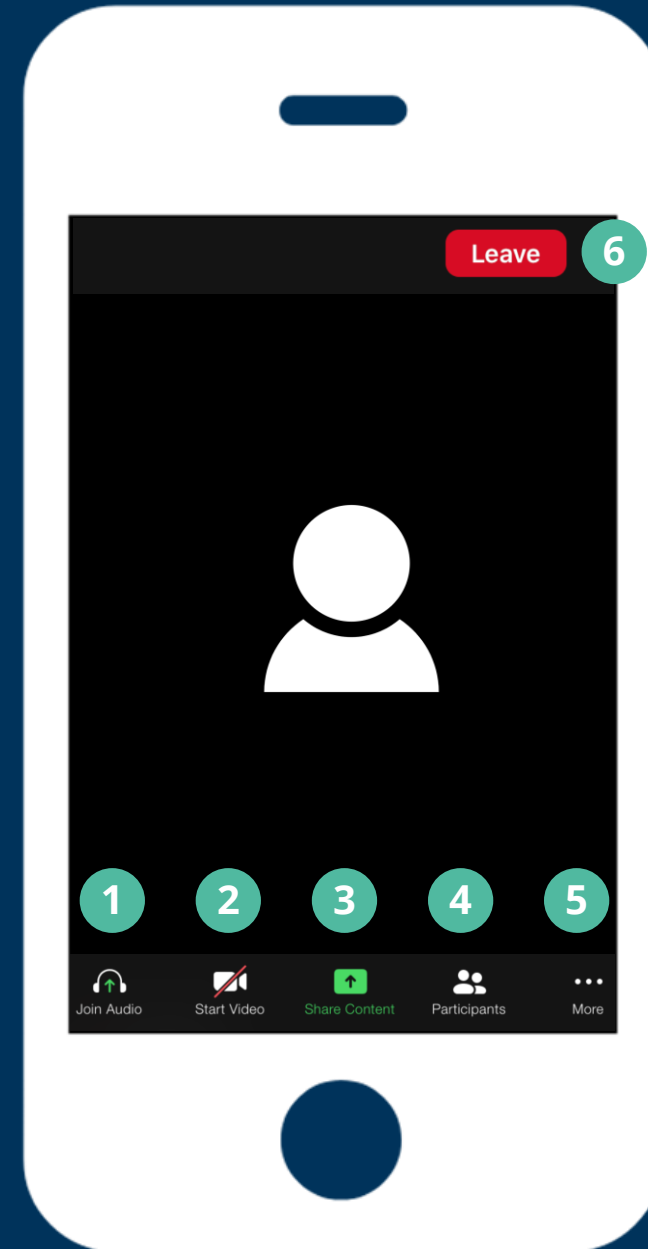
Personal Phone Calls

If you must accept a personal phone call during a meeting, please ensure your mic is muted and you step away from your screen.

Basic Functions: Smartphone / Tablet

We recommend using a desktop or laptop computer, but
if you do not have access to one of these devices, you can
also use a Smartphone or tablet.

1	Turn audio on / off	**4**	View all participants in the meeting
2	Turn video on / off	**5**	Access the Chat function
3	Share your screen	**6**	Leave the meeting

Leave **6**

1 **2** **3** **4** **5**

Join Audio   Start Video   Share Content   Participants   More

Privacy

Session Recordings

Your Zoom meeting may be recorded. If so, the host should notify you in advance. During a recorded meeting, you will see a recording icon at the top left corner of your screen.

Privacy Protection

The meeting host should only admit attendees who were invited to the meeting. It is important to note that a host cannot control potential onlookers within attendees' immediate surroundings. When discussing confidential material, it is important to secure a private space before your meeting.

Secure Connection

Zoom software offers a secure connection, so you and your peers can discuss personal information in a safe space.

Note:

Zoom offers end-to-end encryption as an extra layer of application security. Meetings are encrypted at the application layer using TLS 1.2 with Advanced Encryption Standard (AES) 256-bit algorithm. You will see a green lock icon at the top left corner of your screen confirming an encrypted connection.