ZOOM INFORMATION

What is Zoom?
Zoom is a videoconferencing server that enables people to connect via the internet. It is available on desktops, laptops, tablets, and smartphones. You can download desktop software for Zoom at zoom.us or download the app on your smartphone/tablet from the play store.

Is Zoom Secure?
Arizona State University (ASU) has an enterprise system that enables the use of features to reduce security risks. Individualized meeting passwords and links are created to reduce the risk of uninvited guests on Zoom. Waiting rooms are also set up to authenticate participants before they join the main group. We cannot guarantee that risks may not occur, but we will take every safety precaution to reduce the chances of a security breach.

How do I join a Zoom meeting?
An invitation will be sent to your preferred email. This email will include all the necessary information to join the meeting. Usually a link is provided, then you only have to click to connect and follow steps if necessary. You will then join a waiting room where the host will then have to grant you access to join.
The waiting room looks like the image below. Depending on the size of the group, you might have to wait a couple minutes as the host is verifying participants and may be troubleshooting any video/audio issues with other participants.

Please wait, the meeting host will let you in soon.

- test meeting

Waiting Room Screenshot
Main Zoom Screen
The following image correspond to the main Zoom screen. Your video will show in the center of the screen. At the bottom you have necessary buttons like the microphone and video.
How do I turn on my video?
There is a small button on the bottom left corner of the screen with “Start Video” and a small camera icon. You can toggle this button on and off. This is a great feature to use when an emergency arises or if you need to leave the meeting for a short amount of time.
How do I turn on my audio or “mute” myself?
There is another small button on the bottom left corner by the side of the video button. Depending on your audio options this button will be displayed in two different ways: 1) “Mute” and a microphone icon. This means your audio is on but once clicked then you will be muted. 2) “Unmute” and microphone icon with a red slash. This means you are muted but once you click the button your audio will be available to participants in group.
How will I see other participants?
There are two views in Zoom: speaker view and gallery view. Speaker view will enlarge the tile of the participant who is speaking at that moment. Gallery view will show all the participants tiles and highlight the one speaking. The size of the video tiles will depend on the number of people in the meeting.

- **This is Speaker View.** As you can see below Participant 1 is speaking therefore their tile is highlighted and enlarged.
- **This is Gallery View.** As you can see below, all 3 participants are on the main screen.
**How do I leave the conference?**

Once the conference is over, the host will end the session for everyone and you will be automatically disconnected. If for any reason you need to leave, at the bottom left corner is the button to “leave”. By clicking the “leave” button you will exit the meeting.

If you have an issue that is not described in this guide, please do not hesitate to contact the team for further assistance.