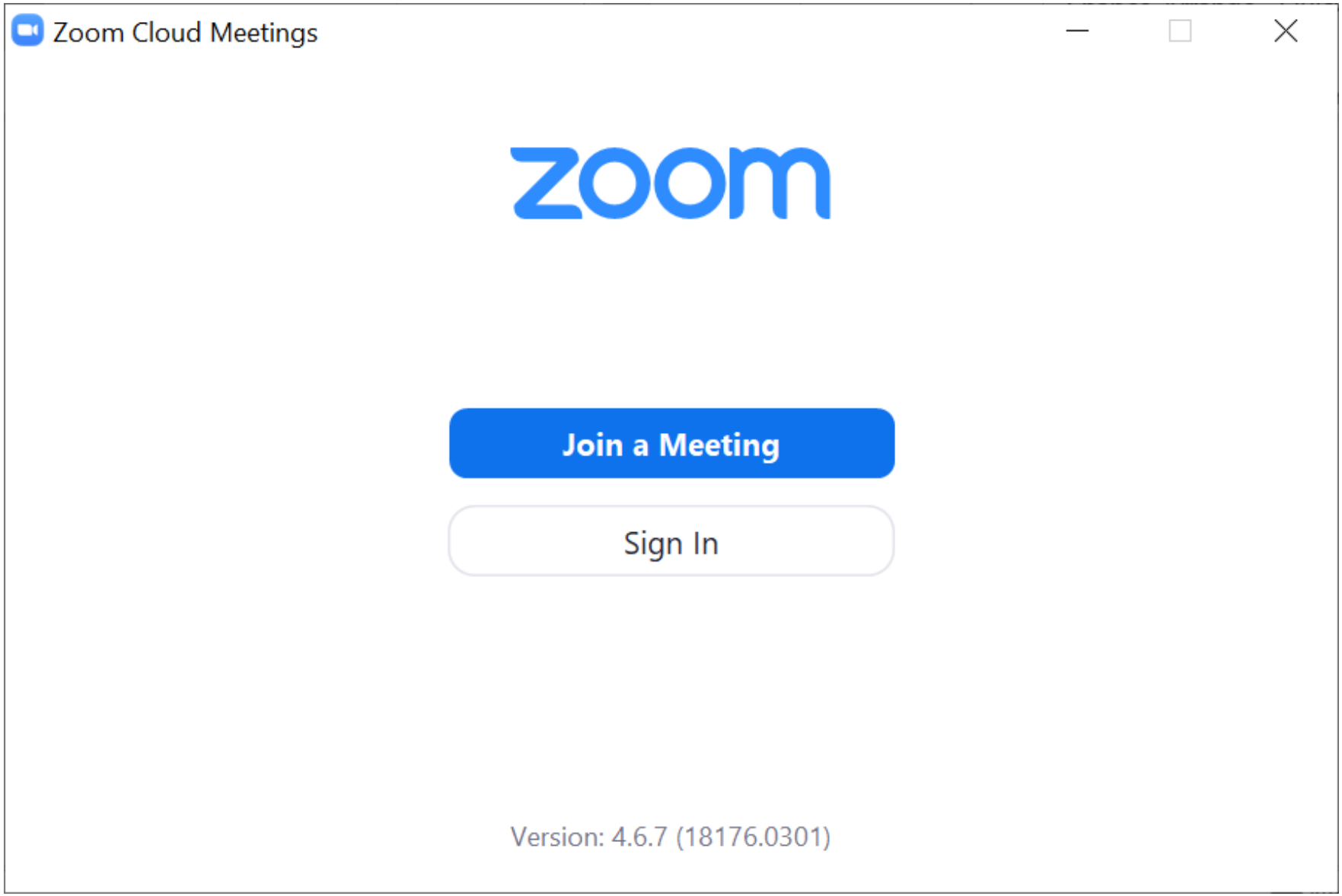
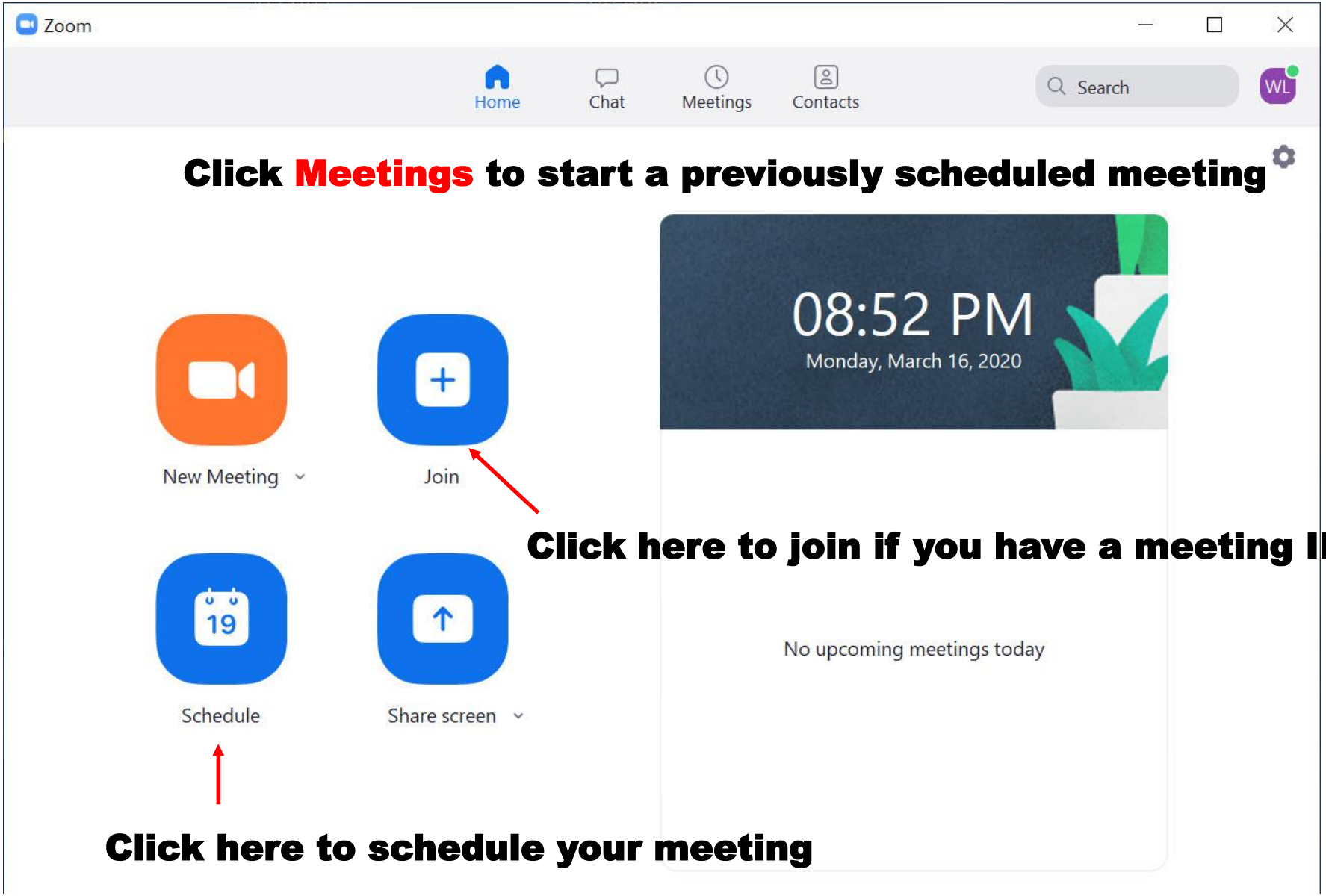
A brief guide on how to hold office hours or to lecture with ZOOM*

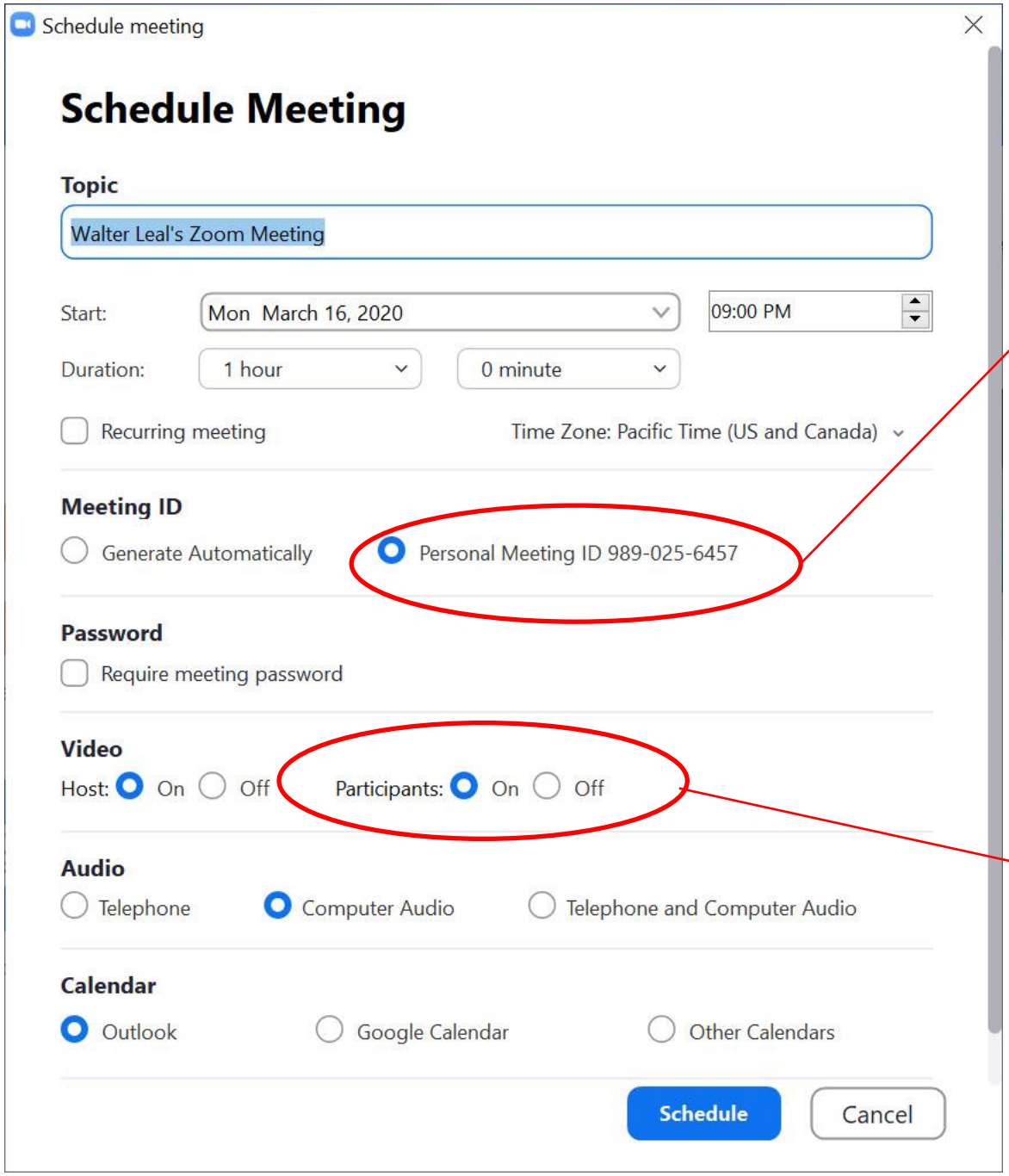
Walter Leal, Department of MCB, UC Davis

*Based on previous experience



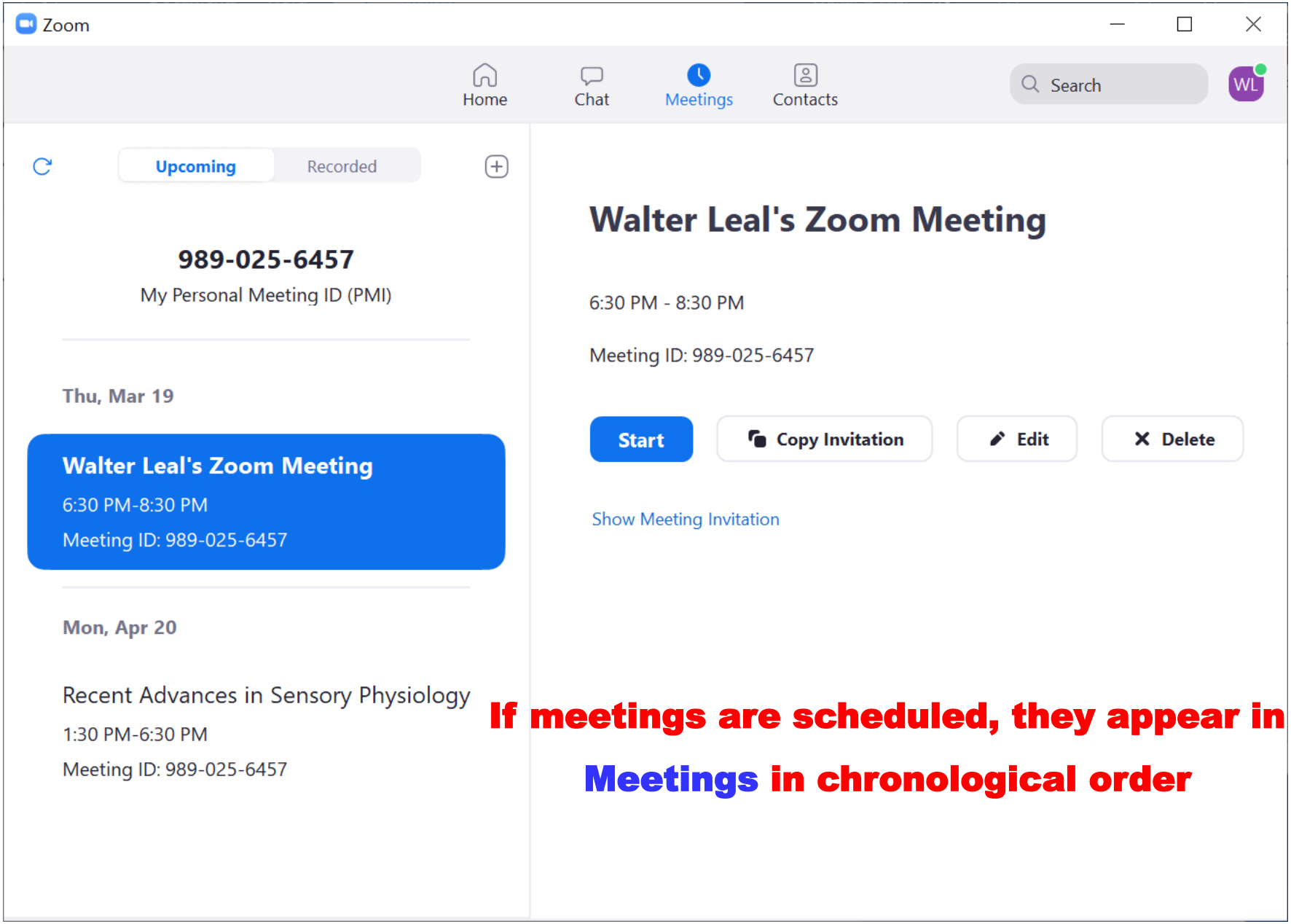
Sign in to host a meeting

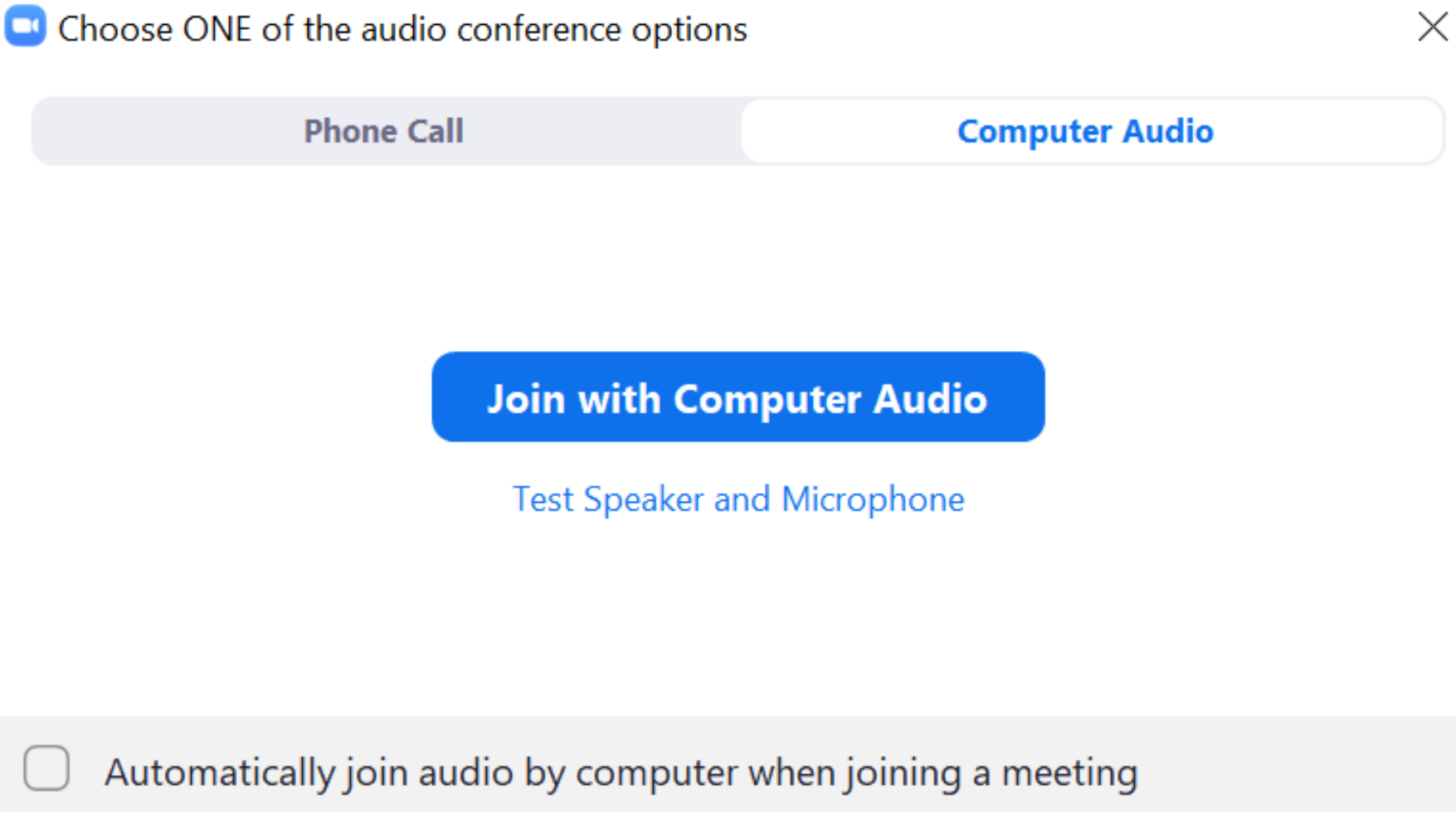

Zoom
Home
Chat
Meetings
Contacts
Search
WL
Click Meetings to start a previously scheduled meeting
08:52 PM
Monday, March 16, 2020
New Meeting
Join
Click here to join if you have a meeting ID
19
Schedule
Share screen
No upcoming meetings today
Click here to schedule your meeting



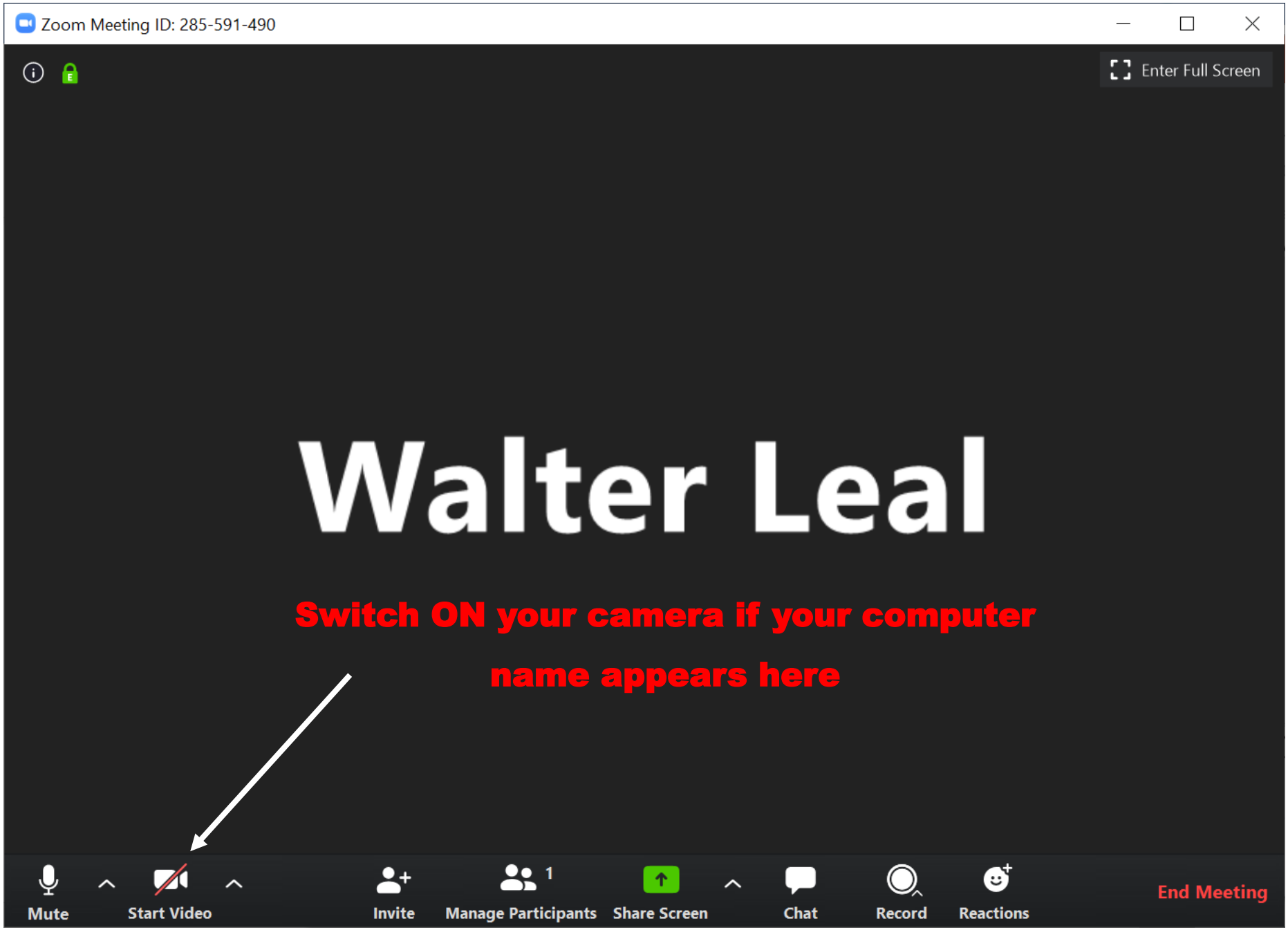
If you use a Personal Meeting ID, it may be less confusing to students because it will be the same meeting number every time.

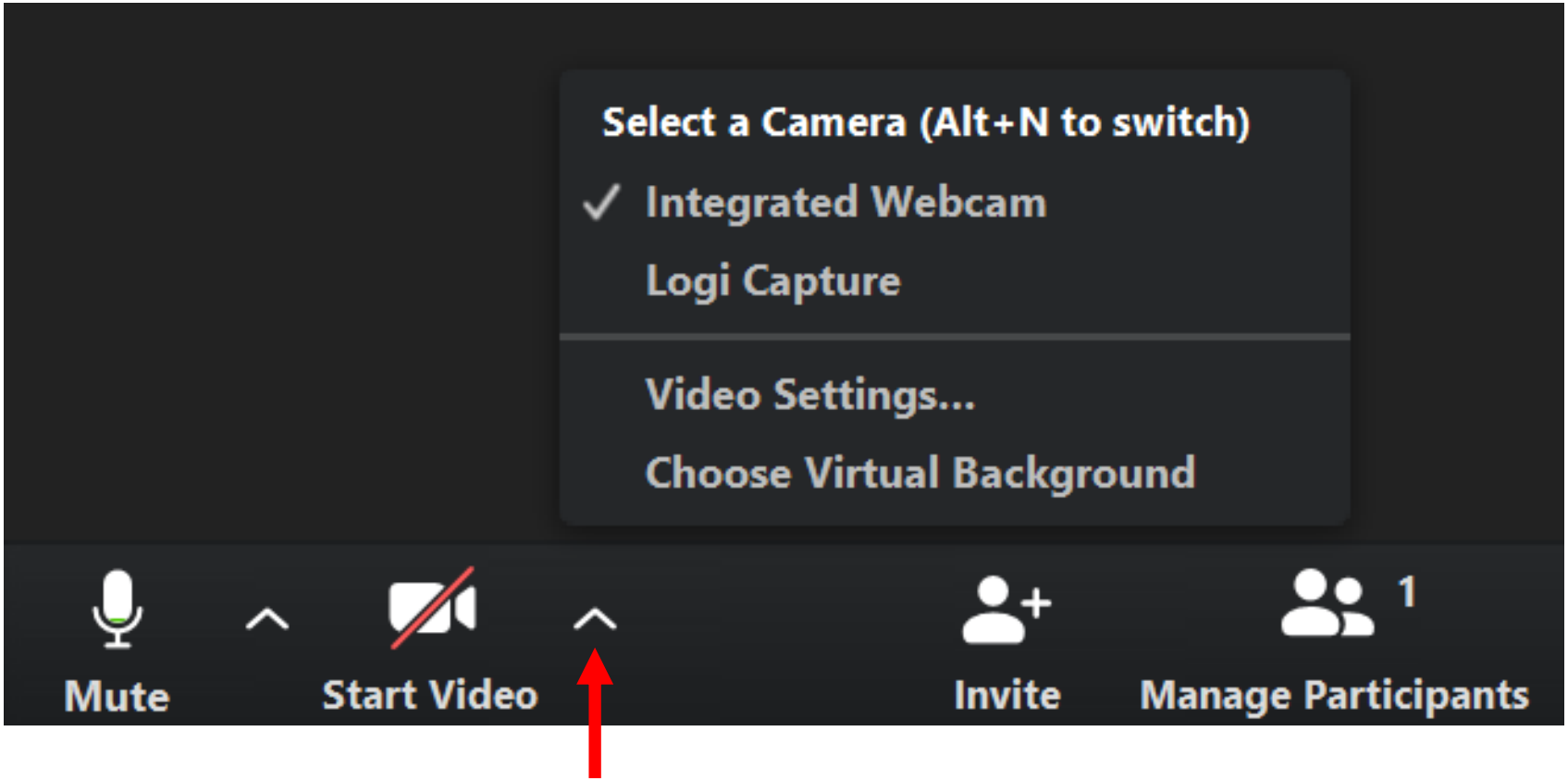
You may want to have their camera OFF. If you star with their camera on, it is not easy to turn off once the meeting starts.


Zoom
Home
Chat
Meetings
Contacts
Search
WL
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

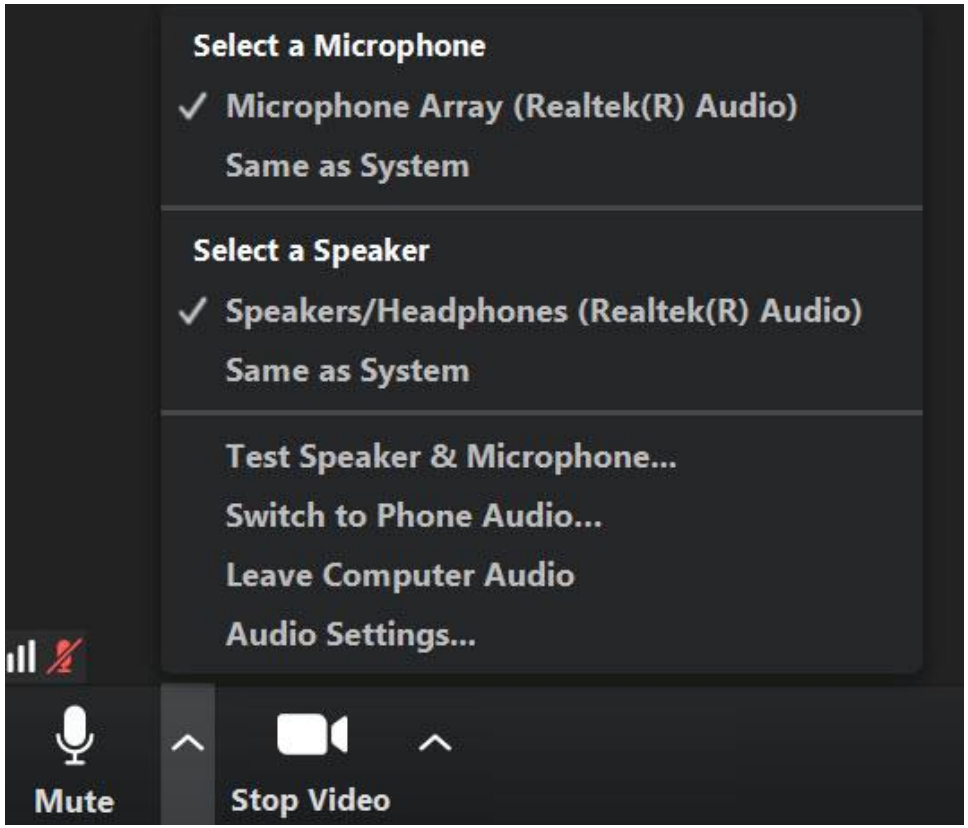


If you are using Computer Audio every time (recommended), you might want to automatically join computer audio


Zoom Meeting ID: 285-591-490
Enter Full Screen
Walter Leal
Switch ON your camera if your computer name appears here
Mute
Start Video
Invite
Manage Participants
1
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

Zoom Meeting ID: 285-591-490

Enter Full Screen

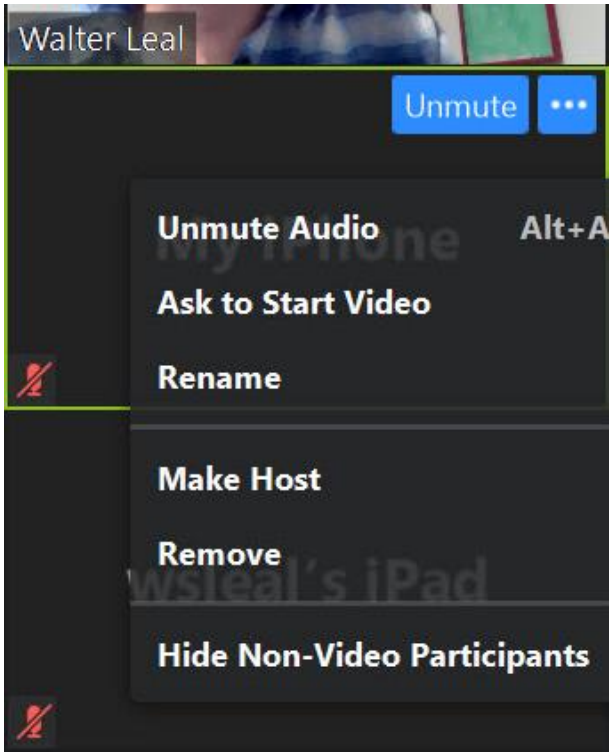
If your video gets minimized, click on the green arrow to undo it

The video will be somewhere like this

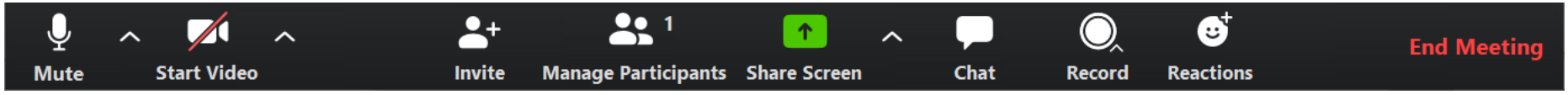
Walter Leal

Mute | Start Video | Invite | Manage Participants 1 | Share Screen | Chat | Record | Reactions | End Meeting

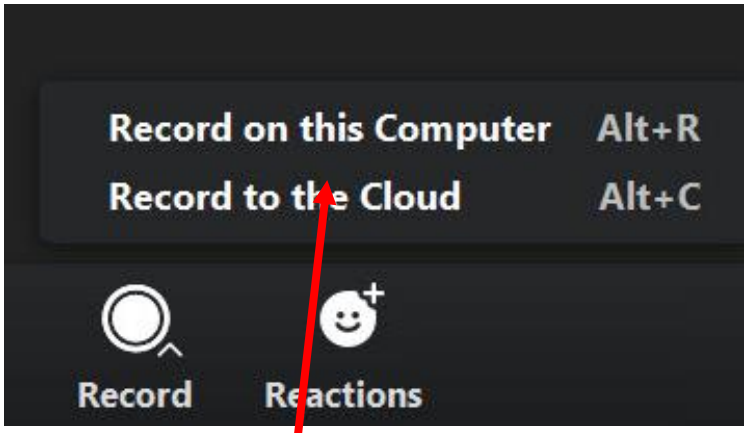
Click on Managing Participants to open participant's microphone and to allow a participant to share a screen (presentation)



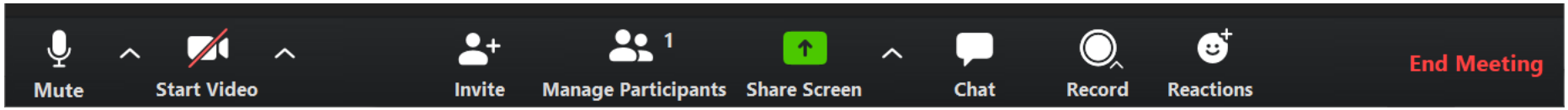
This gallery view may appear on the top or the right side of your screen; select here



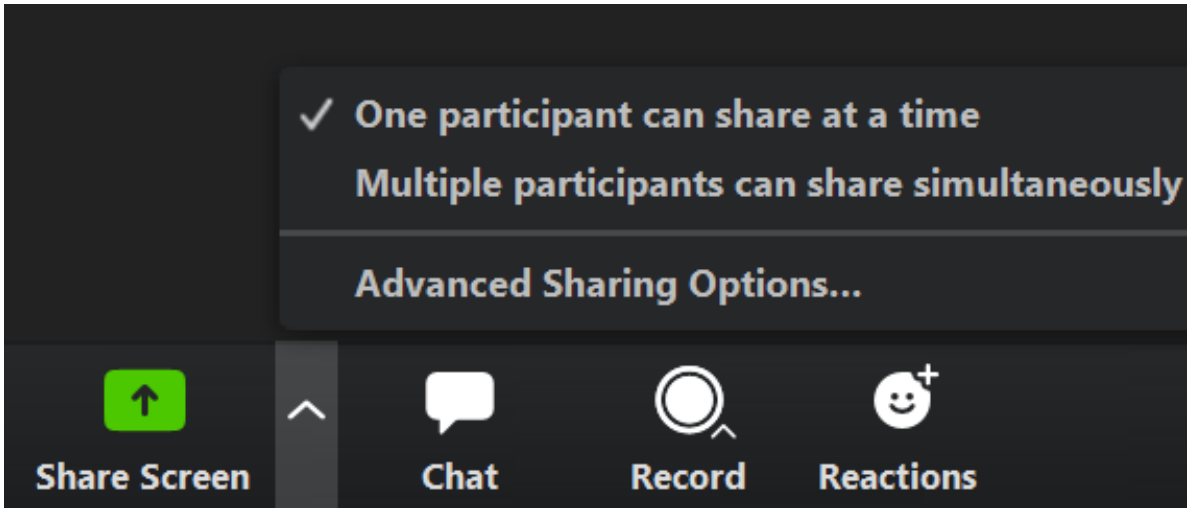
You may want to start recording your presentation now (so that you don't forget).



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

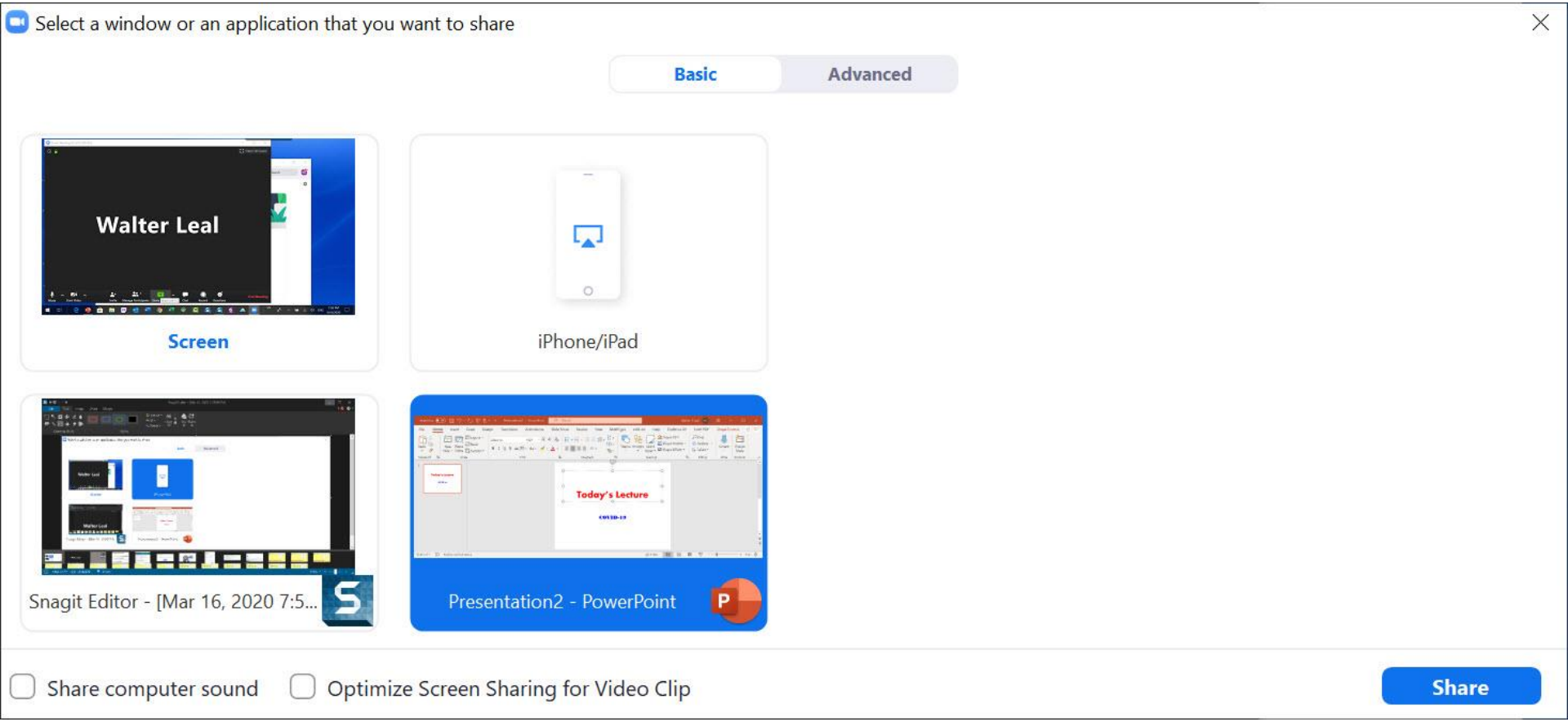


If you are using a board, you don't have to share your screen. Just make certain the camera captures the entire board. If you are sharing your screen, see below:



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



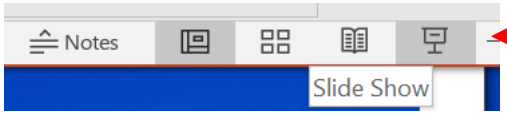
Click on the document or media you want to share (e.g., a PowerPoint presentation)

Here is what you'll see

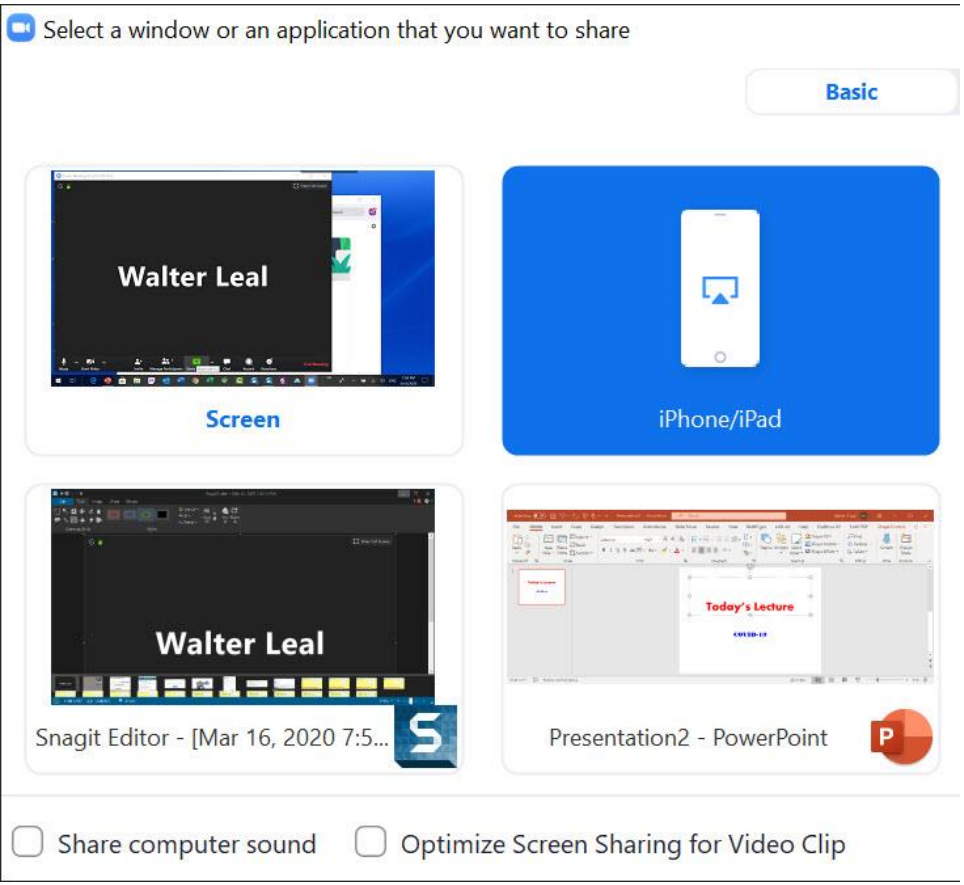
ID: 875-936-055 Stop Share

Today's Lecture

COVID-19

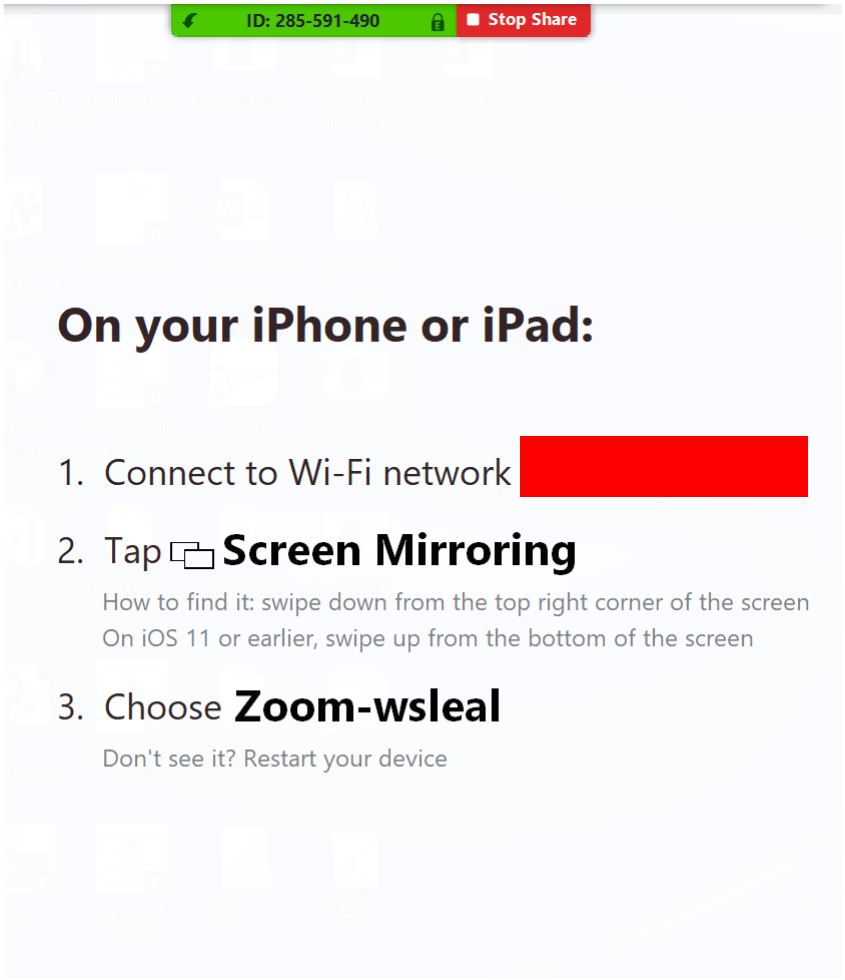


Make sure you start your slide show



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.



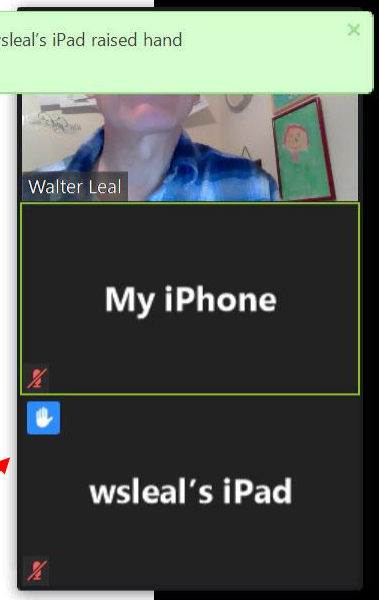
The instructions of what to do on your iPad or iPhone appear here

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

Stop Sharing whenever you want

This will be your whiteboard

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

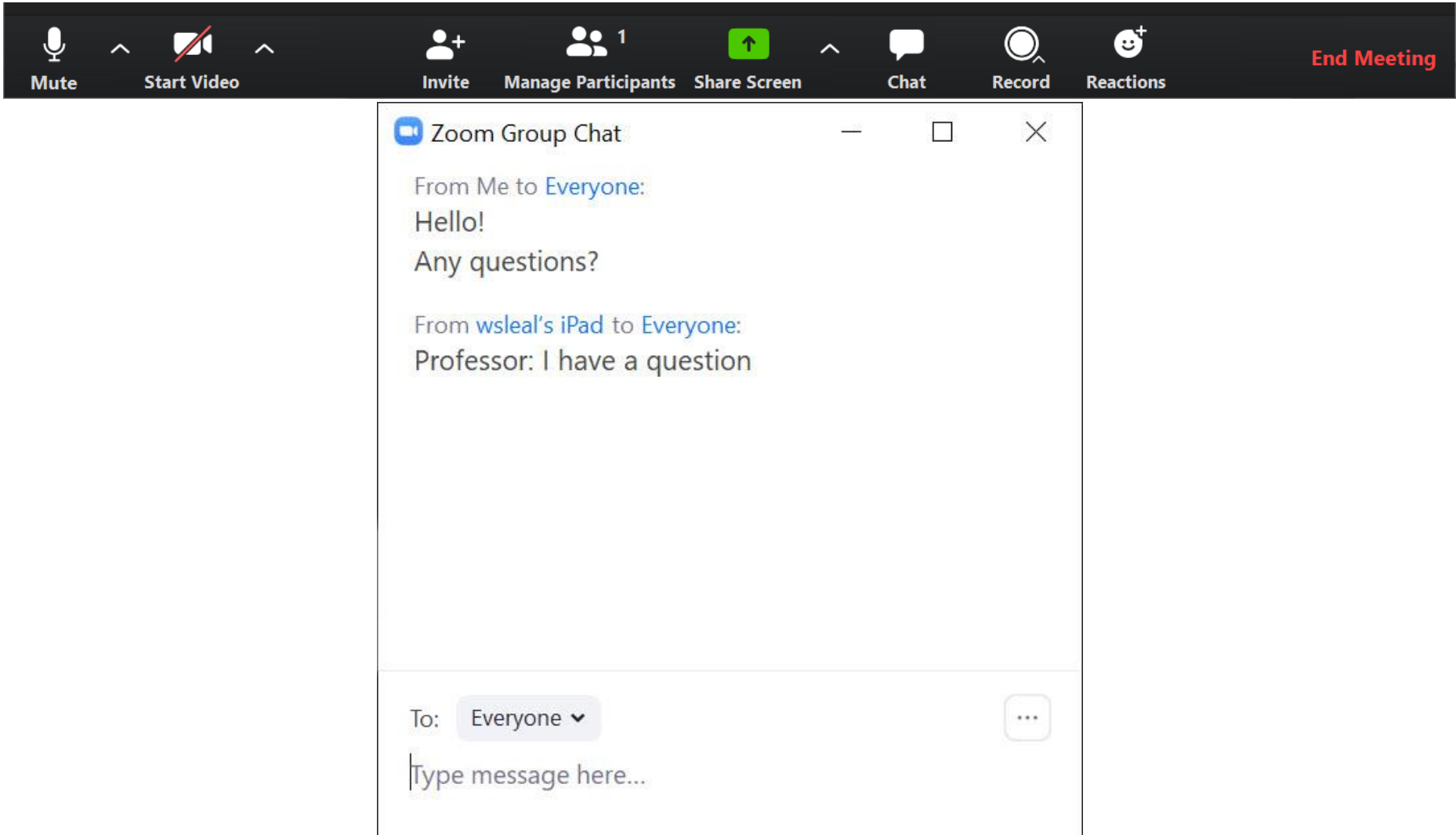


Today's Lecture

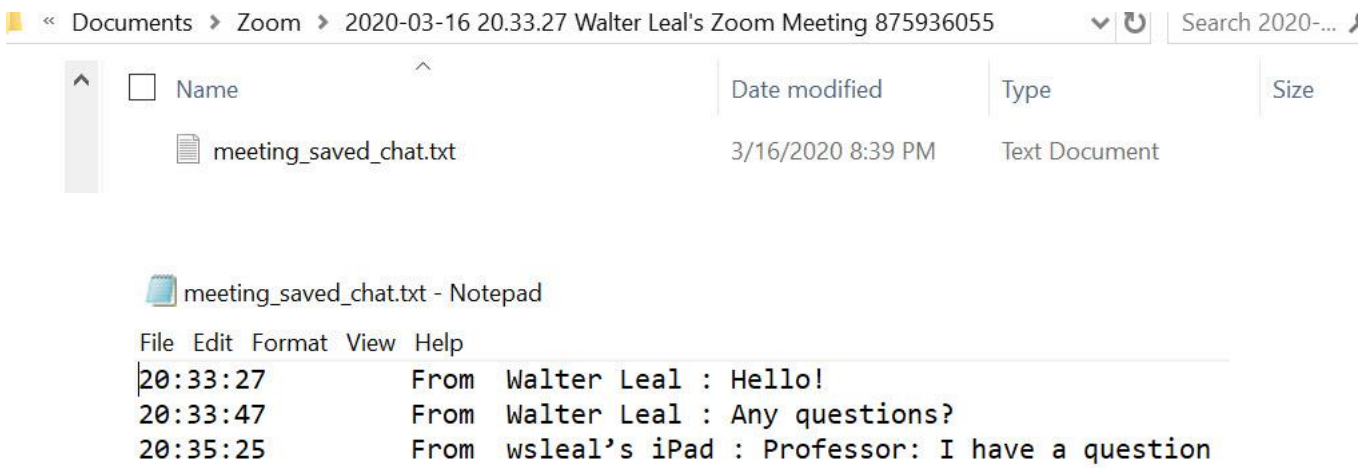
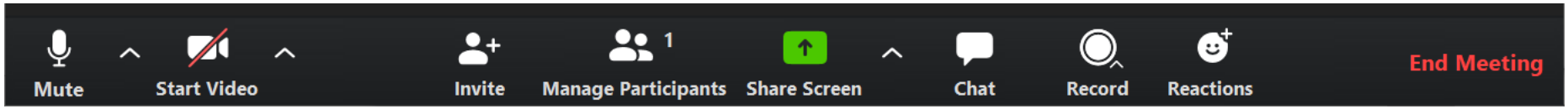
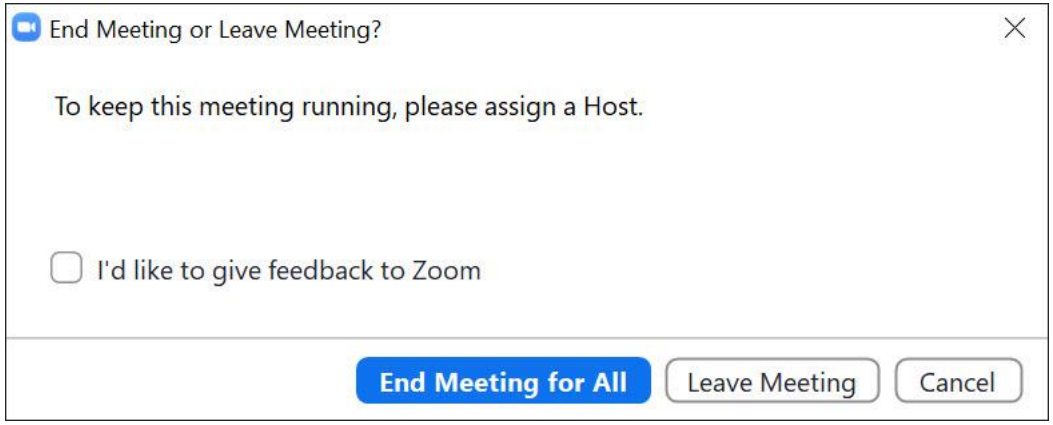
COVID-19

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



The chat will be saved



The end the meeting, click here