INSTALL ZOOM
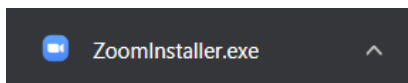
Before using Zoom, you must download the Zoom app and Outlook plug-in.

INSTALL ZOOM APP
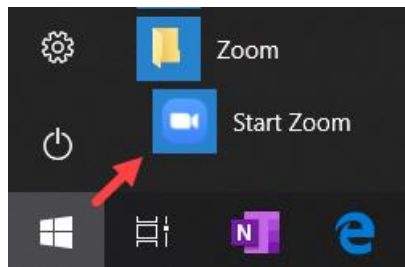
1. In your web browser, go to:
   https://zoom.us/support/download

2. A file called **ZoomInstaller.exe** will automatically download to your computer. Locate the file:

   - Most end users will see the file appear in the bottom left-hand corner of the screen.

   - You will also find the file in the **Downloads** folder on your C Drive.

3. Click the filename to begin the installation.

4. A **Zoom Meetings** window appears when the installation is complete. Click **Sign In**.

5. Click **Sign In with SSO**.

6. Input "usc" in the **Company Domain** field.

7. Click **Continue**.

8. Click **Open Zoom Meetings**.

9. The Zoom app installation is complete. You will find the app in the **Windows menu** and copy the app icon to your desktop.


INSTALL ZOOM PLUG-IN FOR OUTLOOK

To schedule Zoom meetings from your Outlook calendar, you will need to install the Zoom plug-in for Outlook.

1. Ensure that you are still logged into Zoom in your browser. If you are not:

   a) Go to https://usc.zoom.us/

   b) Click **Sign-in**.

   c) If prompted, click **Sign in** for Single Sign-on.

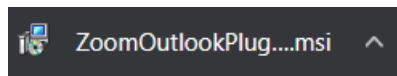2. Close Outlook if you have it open.

3. In your web browser, go to
   https://zoom.us/download#outlook_plugin

4. Under **Zoom Plugin for Microsoft Outlook**, click:

   .
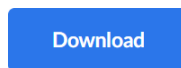
5. A file called **ZoomOutlookPluginSetup** will automatically download to your computer. Locate the file.

   - Most end users will see the file appear in the bottom left-hand corner of the screen.

   - You will also find the file in the file in the **Downloads** folder on your hard drive.

6. Follow the instructions on your screen to complete the installation of the Outlook plug-in.

7. Once installation is complete, open Outlook.

8. In the ribbon at the top of Outlook, locate the **Zoom icon**.

   Note: In Windows and on Macs, Zoom will look different depending on your version of Microsoft Office, and which version of the plug-in you have installed.

   Some end users will see the **Zoom icon** when e-mails are displayed, while others may find it when in the calendar. Regardless of your configuration, look for the **Zoom label** and the meeting icons to confirm that the plug-in has been installed.
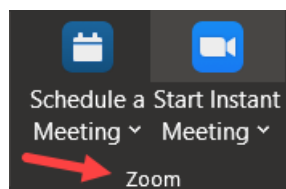
SCHEDULE AND START A ZOOM MEETING

You may schedule a Zoom meeting directly from Outlook. Later, you may start the meeting by clicking the Zoom meeting link in the Outlook invite.

SCHEDULE ZOOM MEETING IN OUTLOOK

1. Open Outlook.

2. Go to your Outlook calendar.

3. Double-click in your calendar on the time and date when you wish to schedule the meeting, just as you do when scheduling any other meeting in Outlook.

4. In the ribbon at the top of the Appointment window, click the Zoom icon for **Schedule a Meeting**. The location and appearance of your icon will depend upon your versions of Outlook and the plug-in.
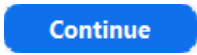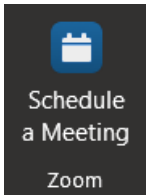

5. If you are logged into Zoom, skip to Step 7. If you are not logged into the Zoom app, you will be prompted to sign in.

   a. Click **Sign In**.

   b. Click **Sign In with SSO**.

   c. Input "usc" in the **Company Domain** field.

   d. Click **Open Zoom**.

6. The Zoom app will open. Switch back your Outlook calendar.

7. On the **Zoom – Schedule Meeting** screen, review the following options:

   a. **Meeting ID**: Select "Generate Automatically"

   b. **Password**: Uncheck "Require meeting password"

   c. **Video**: Host and Participants "On"

   d. **Audio**: Select "Telephone and computer audio"

8. Click **Advanced Options**.

SCHEDULE ZOOM MEETING IN OUTLOOK *(continued)*

9. Under **Advanced Options,** review the following options:

   a) **Enable waiting room**: Deselect

   b) **Enable join before host**: Select if you want to allow participants to join before you do.

   c) **Mute participants upon entry**: Select if you have a very large group.

   d) **Automatically record meeting:** Select to record the meeting as soon as it begins

   e) Click **Continue**..

10. You will return to the Outlook meeting invite. Locate the Zoom meeting link in the message body and the **Location** field.

11. Update the meeting title, invite attendees, and click **Send**. The meeting will be scheduled on your calendar.

### START A SCHEDULED ZOOM MEETING FROM OUTLOOK

1. Open and sign into the **Zoom app**. If you are not signed in automatically, refer to Step 5 of the previous task.

2. Open your **Outlook** calendar.

3. Double-click on the meeting that contains the link to the Zoom meeting you wish to start.

4. In the menu on the left-hand side of the screen, click the **Zoom** link.

5. Click the **Join Zoom Meeting** link.

6. Click **Open Zoom**.

7. Select the options to join with video and audio. The meeting will start.
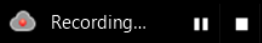
FACILITATE A MEETING IN ZOOM

HOW TO RECORD A SESSION

If you did not set the meeting to record automatically when you scheduled it, you may start recording once the meeting has started.

1. Place your cursor on the screen.

2. Click **Record** in the bar at the bottom.
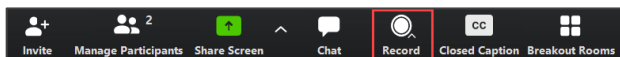
3. Select **Record to the Cloud**.

4. The image appears in the upper right-hand corner while you are recording.

   a. Click the pause button to pause the recording.

   b. When paused, click play to resume the recording.

   c. Click stop to end the recording.

5. When you end the recording, click **Yes** to confirm that you want to stop the recording.

6. You will receive an e-mail link with to your recorded meeting one it's loaded.
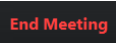
BREAKOUT ROOMS

You may divide the participants into groups and set them up in breakout rooms for group discussions during an online meeting.

1. Select **More → Breakout Rooms**.

2. On the **Create Breakout Rooms** pop-up screen:

   a. Indicate the number of breakout rooms you wish to set up.

   b. Select automatic or manual assignments. (For manual rooms you will assign meeting participants to specific rooms)

3. Click **Create Rooms**.

4. Click **Open All Rooms**. At this point, all participants will be in breakout rooms.

5. When you are ready to resume the meeting, click **Close All Rooms**. All participants will return to the meeting.

6. Close the **Breakout Room** pop-up window.

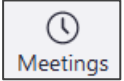### ONLINE MEETING MANAGEMENT

- Be aware of cognitive overload.

- Multi-hour meetings in Zoom are not recommended.

- For longer sessions, break up the meeting with breakout sessions and discussions.

END A MEETING

1. Place your mouse in the meeting window.

2. Click .

3. Click the **End Meeting for All** button.

4. The meeting will end for all participants, and audio and video will be terminated.

5. If you were recording your session, the recording will end and be available online shortly

VIEW RECORDED MEETINGS

Meetings recorded to the cloud will be available online shortly after you end a meeting.

1. Open and sign into the **Zoom app**.

2. On the Zoom window, click .

3. On the left, click **Recorded**.

4. Click the meeting you wish to view.

5. Click **Open**.

6. On the **My Recordings** screen, click the video to view or download the recording.

HELP

For questions about Zoom functionality and training:

- https://itservices.usc.edu/zoom/

- https://support.zoom.us/hc/en-us

- Email consult@usc.edu

- Call 213-740-5555, option 1