Zoom Meetings & Video Conferencing Platform

User manual
Revision 1

Please note that a mobile version of this application is also available via Google App Store & iTunes.
**Zoom** is a cloud based enterprise communications platform that provides video and audio conferencing, as well as, chat capabilities across mobile, desktop, and room systems platforms.

**Zoom** can be used for:

- Video & Audio conferencing
- Online Meetings
- Remote Screen sharing
- Group Collaboration
- Etc.

How to access **Zoom**?

- Direct access using through the link below: [https://zoom.us/](https://zoom.us/)
- Through Moodle

How to use **Zoom**.

1. Zoom accounts will be provided by the IT Services department.
2. Log in to [https://zoom.us](https://zoom.us) with the account credentials you have received from the IT Services department.
3. Create meeting by simply clicking Schedule a New Meeting

![Schedule a Meeting](image)

4. Click save to finalize the meeting and then you can share the meeting link or invite others directly through Outlook or Gmail.

5. Users can easily create Zoom Meetings with desired date and time

Below are YouTube links that you can refer to;

- [https://youtu.be/ZAYv8sVPTxU](https://youtu.be/ZAYv8sVPTxU) Scheduling meeting in Zoom.
- [https://youtu.be/AYzPS28rg7E](https://youtu.be/AYzPS28rg7E) Recording Meeting in Zoom.
- [https://youtu.be/vFhAEoCF7jg](https://youtu.be/vFhAEoCF7jg) Joining a Meeting in Zoom.
Creating a Zoom room through Moodle

Please note that when meetings/classrooms are created through a course page on Moodle, there is no need to do anything on the zoom portal.

To join meetings/classrooms created through Moodle, students can use any of the methods listed:

1. Through the one click Join Button on the course page on Moodle
2. Through a dedicated unique Meeting ID generated for the meeting/class
3. Through a dedicated meeting/class URL link

Regardless of the method used, the meeting/class can be accessed using both PC or mobile platforms.

The screenshots below illustrates, step-by-step, how to create zoom meeting/classroom through course pages on Moodle.

1. **Adding Zoom Activities on Course**
2. Assigning Time for Online Class

3. Review the Online class activity
4. Once Created on Moodle, hosts can start the meeting and Students can join.

Recording the online lecture/class

The hosts can record the meeting/class sessions for accessing later. These recordings can be saved locally on the host’s computer or online on storage platforms such as Google Drive.

The screenshots below illustrates, step-by-step, how to save meetings/classes on Google Drive.

1. Start a meeting or class on Zoom
2. Press Alt+R to start recording the zoom session to your local computer.
3. Click the up-arrow key located next to the Start Video button and click Video Settings.

4. You can modify the location where the video recordings are stored by clicking on the ‘Recording’ tab, then selecting your desired location in the ‘Local Recording’ section.

We recommend that you create a folder in the ‘Documents’ folder on your PC, and name it ‘Zoom Recordings’. That way, all the recordings will be automatically saved on your Google Drive just as all the other documents on your PC.

You can also share the recordings through your Google Drive with the participants of the meeting/class.
To share your recordings, please follow the steps below:

1. Log on to your Google Drive, right-click on the folder you want to share, and select ‘Get Shareable Link’.

![Image showing how to get a shareable link](image1.png)

2. Click on the grey circle next to ‘Link sharing off’, this will activate sharing on the folder. Copy the link provided

![Image showing activated sharing](image2.png)

3. You can add this link to your Moodle course page, or email it to your participants, so that they can access the recordings at a later time.

For further information or assistance, please do not hesitate to contact the ITS Helpdesk on ‘+971 4 556 6888’, or email us on ‘helpdesk@ud.ac.ae’.

University of Dubai IT Services Department