PharmDawg Quick Start Guide to Zoom

Greetings PharmDawg Family!

The College of Pharmacy Instructional Design and Technology Team has developed this "Quick Start Guide to Zoom" to help answer most questions regarding the Zoom Video Conferencing Platform. In this Quick Start Guide you will find information pertaining to [system requirements](#), [UGA Zoom Account Creation](#), links to [Zoom support documentation, tutorial videos](#) and a "[Best Practices while using Zoom](#)" feature.

Additional information relating to UGA Zoom Accounts, Zoom tools, features and troubleshooting not found within this document may be obtained by contacting College of Pharmacy Zoom Administrators, Sarah Jones (swjones@uga.edu) and Chris Duran (cduran@uga.edu) or found at the [UGA EITS Zoom Video Conferencing](#) and [Zoom Help Center](#) webpages.

Requirements

PC, Mac or Linux

Minimum Requirements:

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card
- Headset/Headphones with microphone

iOS, iPadOS or Android

Minimum Requirements:

- The Zoom application for iOS, iPadOS or Android can be downloaded from the Apple App Store or Google Play
- An Internet connection – WiFi (a/g/n/ac) or wireless (3G or 4G/LTE)
- Headset/Headphones with microphone

- (Optional) Bluetooth wireless speakers and microphone
- iOS 7.0 or later:
- Send and receive video using front or rear camera
- iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation, iPhone 3GS (no front facing camera)
- iPadOS 13 or later
- Android 4.0x or later
- Kindle Fire HD

Additional System Requirements for Zoom can be found here:
- [Zoom System Requirements for PC Mac and Linux](#)
- [Zoom System Requirements for iOS, iPadOS and Android](#)

Creating your UGA Licensed Zoom Account

All UGA Faculty, Students and Staff have access to a UGA Licensed Zoom Account with your UGA email address and MyID. A UGA Licensed Zoom Account provides registered users unlimited meeting time for up to 300 participants, calendar integration with UGAMail/Office365 and Outlook, Polling, Breakout Rooms, and Recording integration with eLC/Kaltura.

- A UGA Licensed Zoom Account can be established here: https://uga.zoom.us/
- A UGA Licensed Zoom Account will be required in order to participate in pre-assigned instructional breakout groups. All students must establish a UGA Licensed Zoom Account.
- If you experience problems creating your UGA Licensed Zoom account contact College of Pharmacy Zoom Administrator, Sarah Jones (swjones@uga.edu)

Migrating your existing Zoom Account to a UGA Licensed Zoom Account

- If you have registered your UGA email address to an existing personal Zoom account, you will need to change the email account in your personal Zoom account to a **non-UGA email address** before you establish your UGA Licensed Zoom Account**.** Zoom will not support two accounts with the same email address.

Zoom Tutorials and Support Documents

Zoom Help Center has an extensive support database to assist new and existing users in familiarizing with the Zoom web conferencing platform. Below are helpful links to select articles and videos:

Zoom Frequently Asked Questions
- Getting Started with Zoom
- Hosting and Co-hosting Controls In-Meeting
    - Meeting Controls Video Tutorial (10:16) **Highly Recommended**
- Scheduling a Meeting
    - Scheduling a Meeting with Zoom Website Video Tutorial (1:15)
    - Scheduling a Meeting with Outlook Video Tutorial (0:52)
- Joining a Meeting
    - Joining A Meeting Video Tutorial (1:09)
- Troubleshooting

Zoom Functions and Features
- Sharing Your Screen
    - Sharing Your Screen Video Tutorial (1:11)
- In-Meeting Chat
- Recording: When logged into your UGA Licensed Zoom account, Zoom sessions can be recorded and uploaded seamlessly to your UGA MyID associated Kaltura MyMedia folder in eLC.
    - Recording Your Meeting Video Tutorial (1:35)
- Polling
    - Polling for Meeting Video Tutorial (2:15)
- Breakout Rooms
    - Breakout Room Video Tutorial (3:18)

PharmDawg Rules for Best Practices for Using Zoom

1. **We can hear you**! Unless you are presenting, asking a question or in a breakout group discussion, please mute your microphone until needed. Background noise is distracting to all participants
2. **What are YOU looking at?** Be aware of your video settings and what's in the background of your camera view. Unmade bed? Clothes that need folding? If it's in your camera view it's in everyone else's camera view too.
3. **Who wore it best?** Wear appropriate clothing. *Wear appropriate clothing.*
4. **Testing, testing. Check 1, Check 2:** Test your microphone before your video call. Setup a test call with a friend or schedule time for a test call with the IDT team. Make sure that Zoom is the primary microphone source. Other videoconferencing programs, such as Skype, may need to be closed in advance of Zoom connections.
5. **Hello, my name is!** Make sure you unmute your microphone and introduce yourself before you talk. Example: "This is Sarah Jones from the Athens campus, I have a question." When you are done with Rule 5 remember Rule 1: "We can hear you" and mute your microphone.
6. **Sharing is Caring:** Be mindful of the contents on your desktop and any browser tabs you may have open before sharing desktop content. See Rule 2: "What are YOU looking at".
7. **We are ready to believe you!** If you have any problems with your Zoom connection or account please reach out to your Zoom administrators, Sarah Jones (swjones@uga.edu) and Chris Duran (cduran@uga.edu)