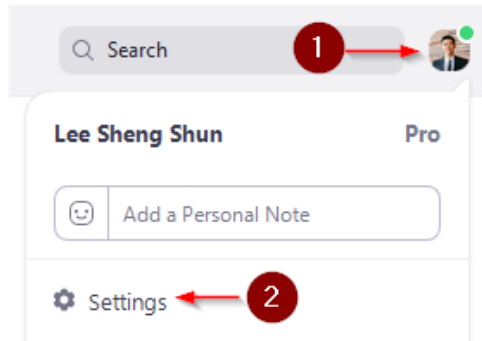# Zoom Video Conferencing User Guide

Contents

How to Test Audio/Video Settings before/after joining a Zoom Meeting?

To test your audio, navigate to your audio settings before or during a meeting:

Testing your Audio Before a meeting:

1. Log in to the Zoom client.
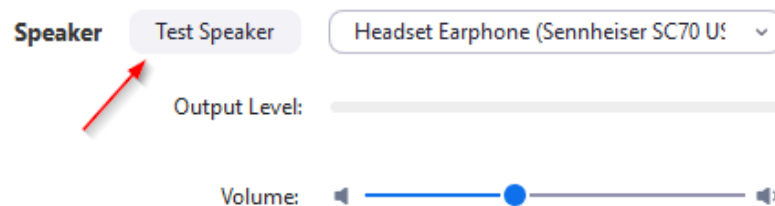2. Click your profile picture and then click **Settings.**

3. Click the **Audio** tab.

4. Follow the instructions below to test your Speaker or Microphone.
    a. **Testing your Speaker**
        - Click **Test Speaker** to play a test tone.
        - If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.
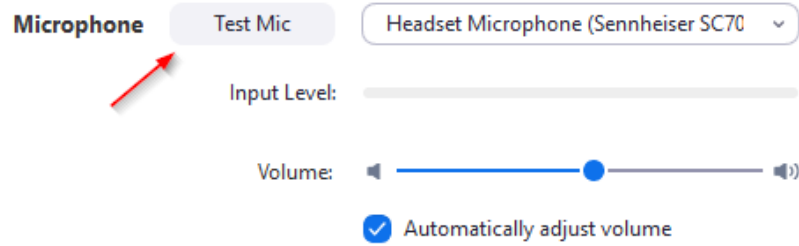

    b. **Testing your Microphone**
        - In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
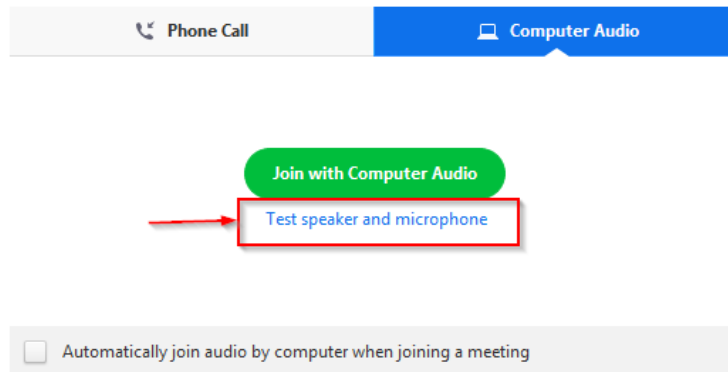   - Click **Test Mic** to test your Microphone.

- Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.

Testing your Audio after joining a meeting using the Personal Meeting Link:

1. After joining a meeting, click **Test Speaker and Microphone**.

2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.
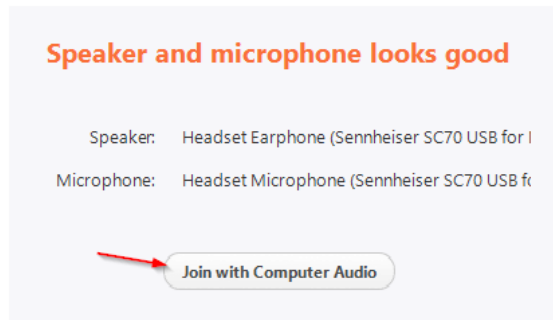
- Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.
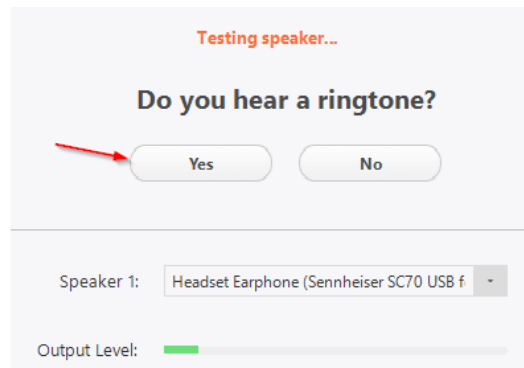
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.
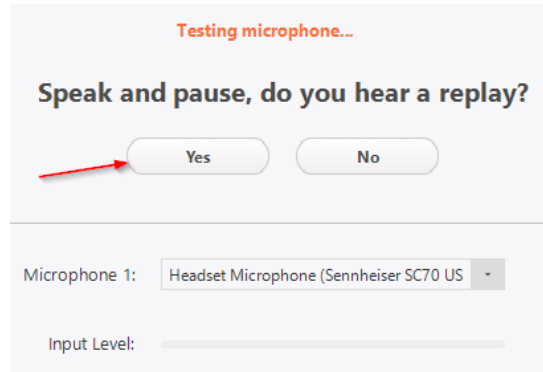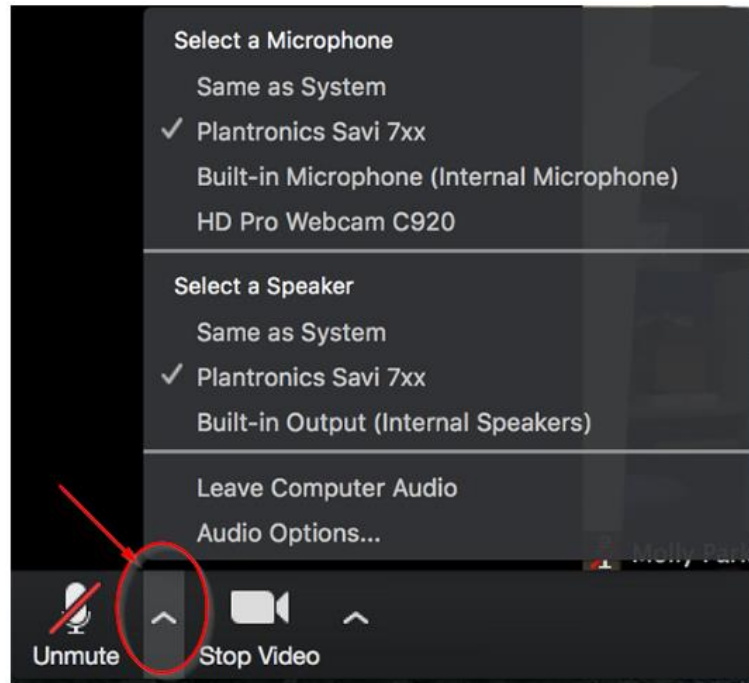

4. Click Join with Computer Audio.

5. Click Join with Computer Audio to join the meeting with the selected Microphone and speakers.

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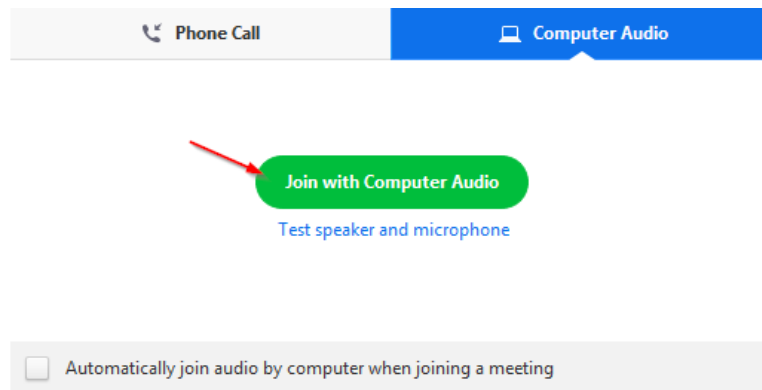
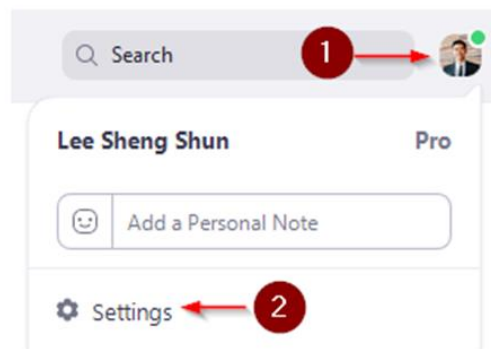**Testing your Audio while in a meeting:**

1. In the meeting controls, click the arrow next to **Mute/Unmute**.

2. Click **Audio Options**. This will open your audio settings.

Testing your Video before joining a meeting:

1. Log in to the Zoom client.
2. Click your profile picture and then click **Settings.**

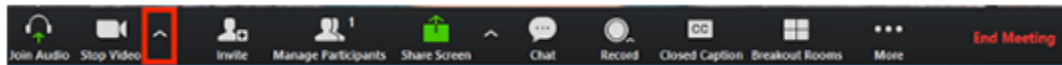3. Click the **Video** tab.

4. You will see a preview of your camera and can choose a different camera if needed.
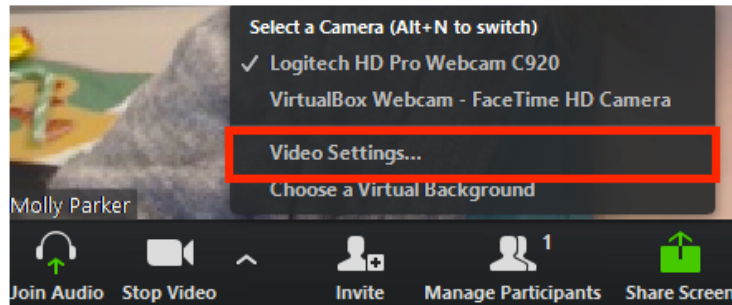

Testing your Video while in a meeting:

1. Click the arrow next to **Start Video / Stop Video**.

2. Select **Video Settings**.

Zoom will display your camera's video and **Settings**.

3. If you don't see your camera's video, click the drop-down menu and select another camera.

How to Start a Zoom Meeting?

1. Click on your **Personal Meeting Link**.

Courtroom	Zoom	YouTube Channel	YouTube Account
FMHJ 302	Start Meeting	View Channel	FMHJ302@3rdcc.org
FMHJ 304	Start Meeting	View Channel	FMHJ304@3rdcc.org
FMHJ 602	Start Meeting	View Channel	FMHJ602@3rdcc.org
FMHJ 603	Start Meeting	View Channel	FMHJ603@3rdcc.org

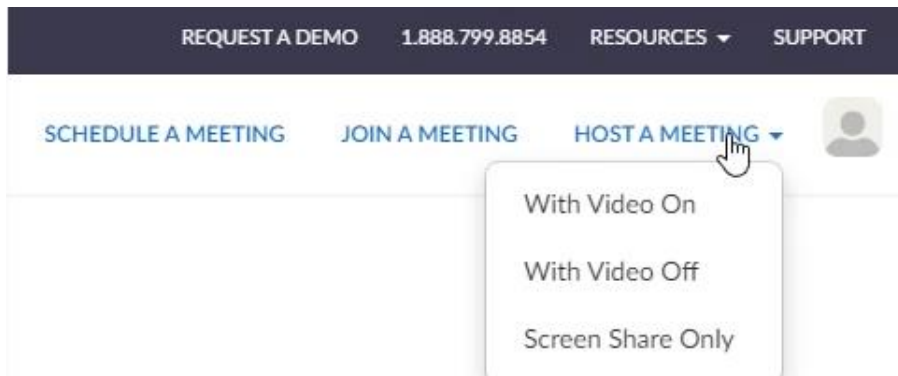2. **Sign in** to Zoom Client using your credentials.

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   SIGN UP, IT'S FREE

If you are the meeting host, sign in to start the
meeting(415-735-8129)

Sign in to Start

I'm not the meeting host, Join Meeting as an Attendee

3. Click on **Host a Meeting** and select the appropriate option from the dropdown.

REQUEST A DEMO   1.888.799.8854   RESOURCES ▾   SUPPORT

SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

With Video On

With Video Off

Screen Share Only

4. If you have not already downloaded the Zoom Client, you will now be prompted to download the client. Otherwise click on "Open Zoom Meetings". This will start your meeting.
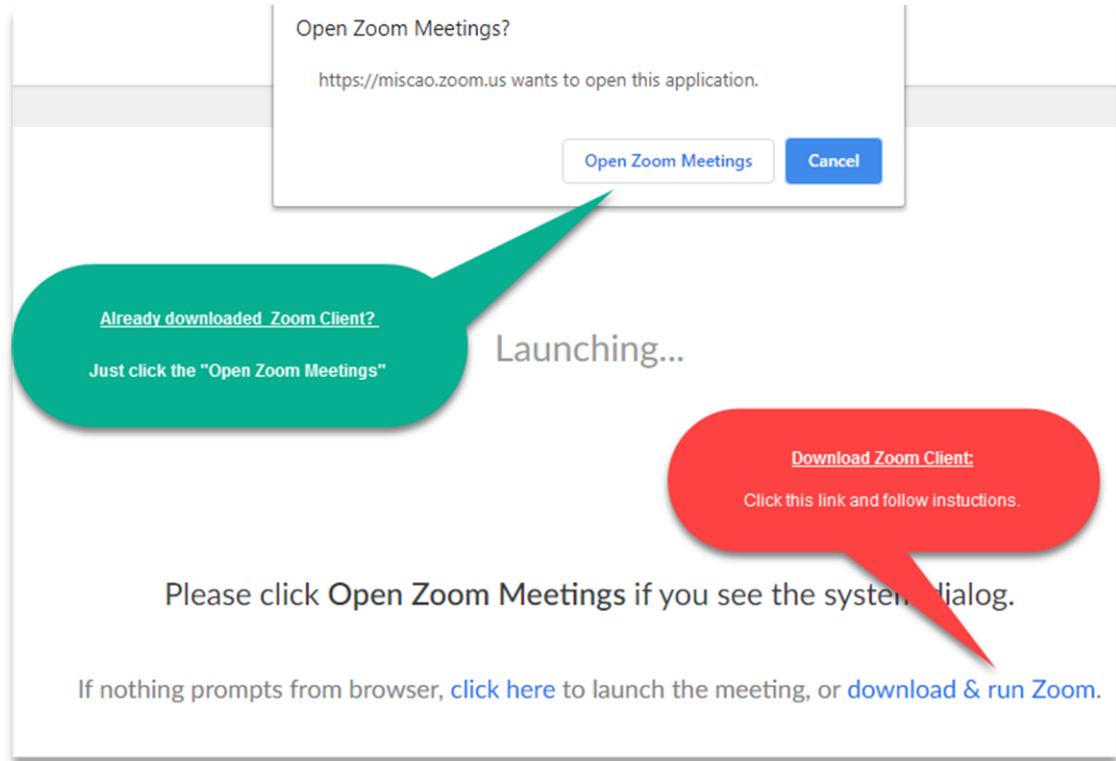

How to Setup a Virtual Background for your Zoom Meeting?

1. In a Zoom meeting, click the ^ arrow next to **Start/Stop Video** option as shown below and then click **Choose Virtual Background**.

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2. Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.

3. Click on an image to select the desired virtual background or add your own image by clicking + and choose **Add Image** to upload an image.
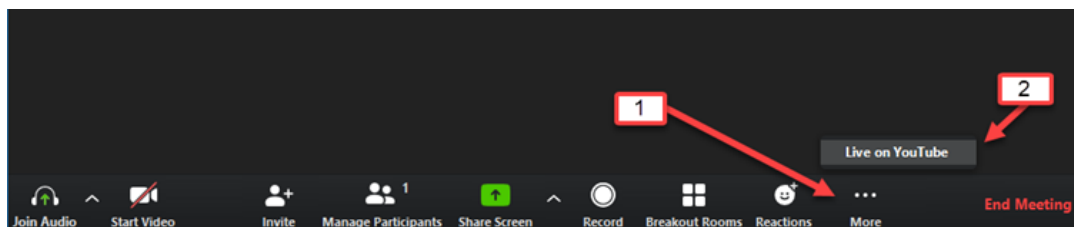
Click here to download Virtual Background for Zoom Meetings
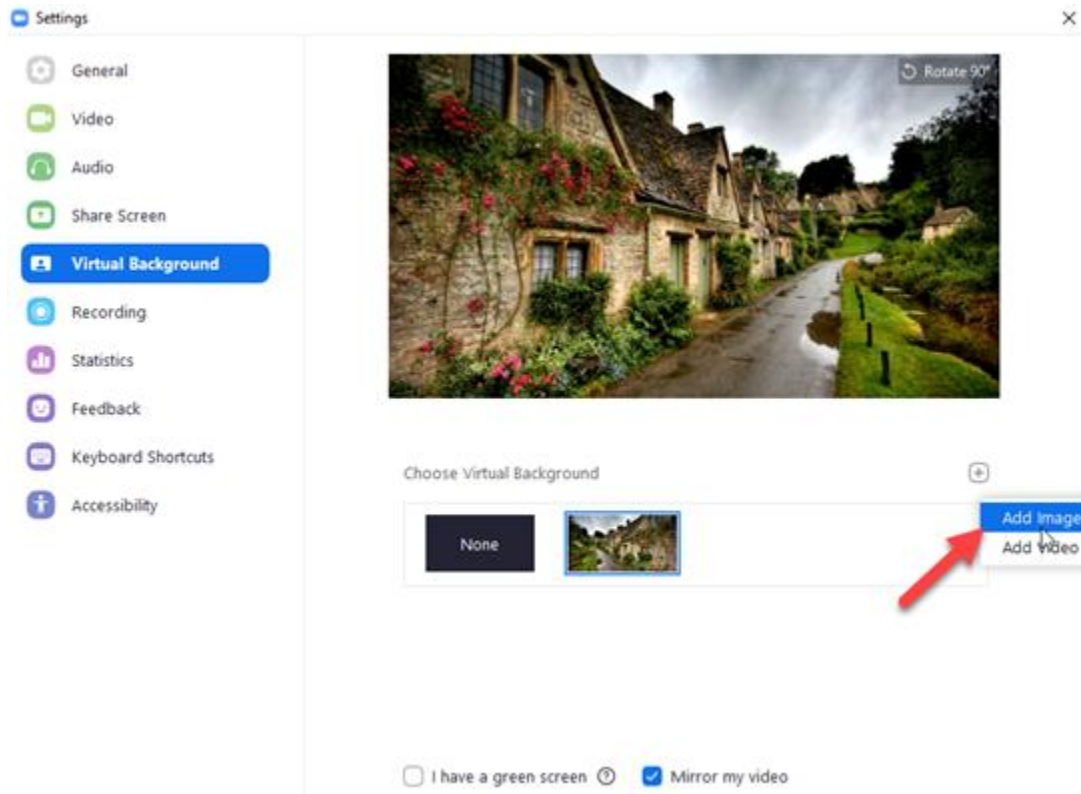
If prompted, click Download to download the package for virtual background without a green screen.

How to Start YouTube Live Streaming from Zoom Meeting?

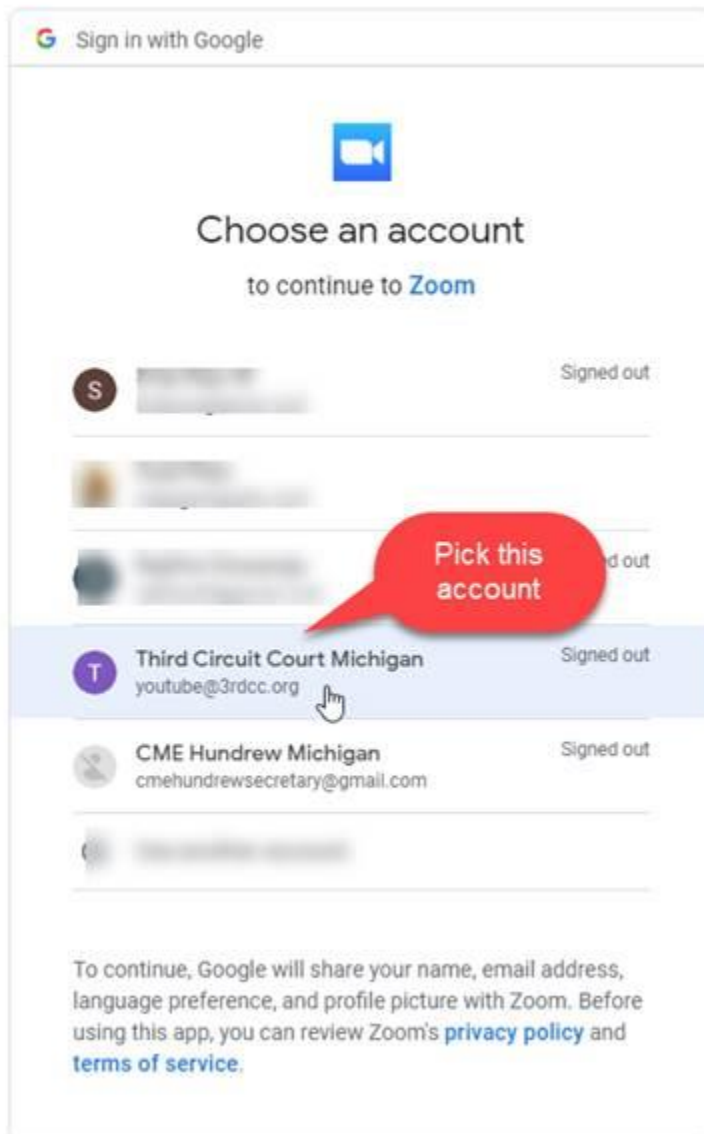1. In a Zoom Meeting, Click **More** and then **Live on YouTube**.

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2. Login to Third Circuit Court YouTube Account.
    Note: If the YouTube account is **preselected** from your prior Live Stream, click
    Sign Out and then click '**Live on YouTube**" **again from Zoom**. This will clear your
    browser cache.

<div style="border:1px solid #000;">
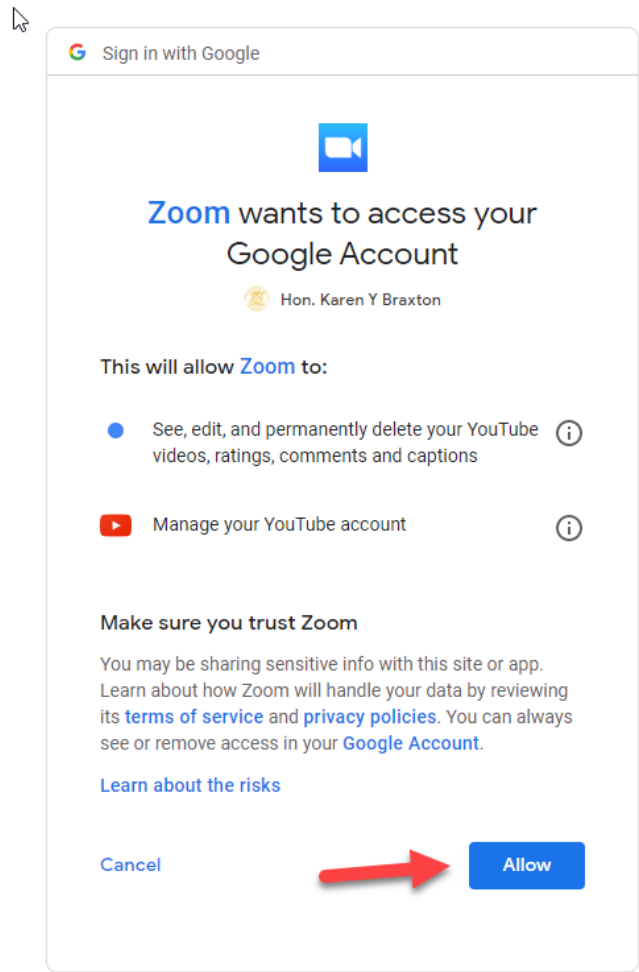Use the YouTube User ID/Password provided to you by IT.
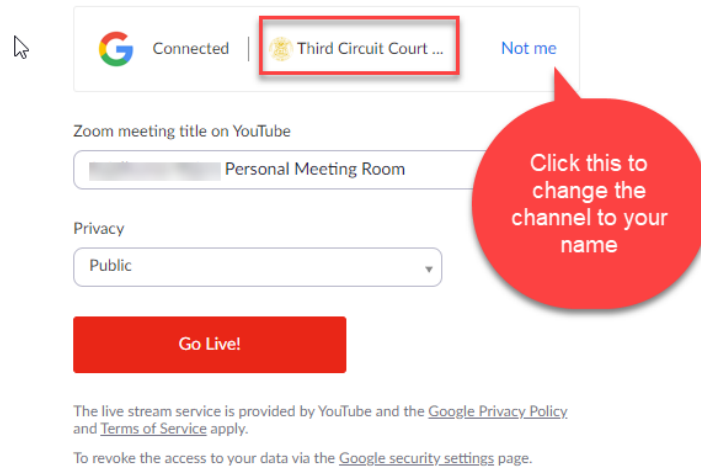</div>

3. Pick **your** YouTube Live Channel.
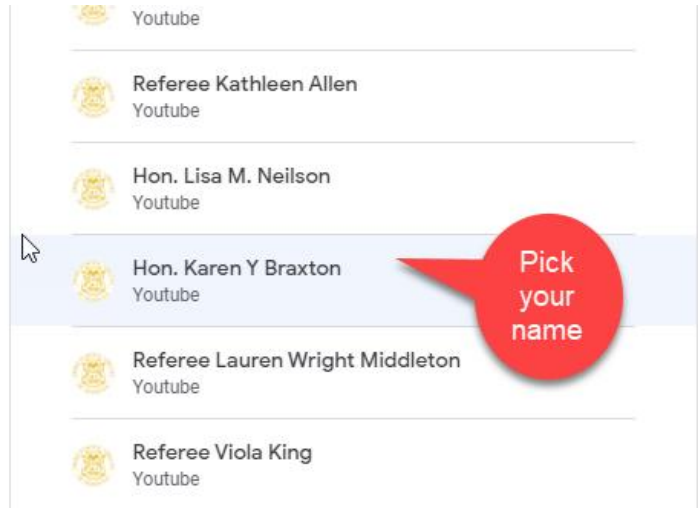
4. **Allow** Zoom to stream video on **your** YouTube Channel.

5. The Channel should show your name, if it says "Third Circuit Channel" that means the wrong channel is picked. Then, Click '**Not me**" (shown below) and select your respective channel.
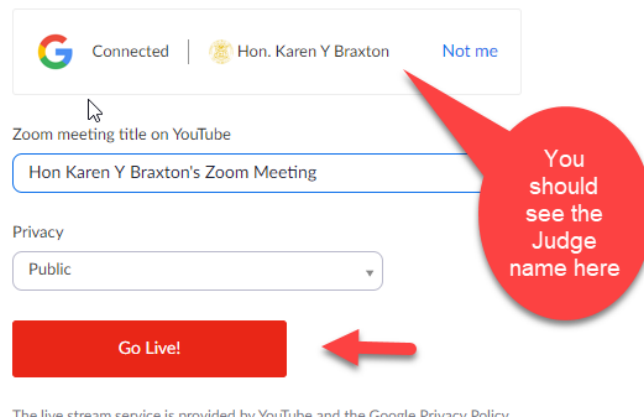
6. Confirm that you see your name correctly as shown below and then click on **Go Live**.

7. Once streaming started, you must **close the YouTube window** and come back to the Zoom Meeting. If you do not close it, you will hear the **double audio** (one from Zoom and the other from YouTube). So, please make sure you close the YouTube browser window.

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How to End YouTube Live Streaming from Zoom Meeting?

1. To end the Live Streaming, Click **More** and then **Stop Live Stream**.
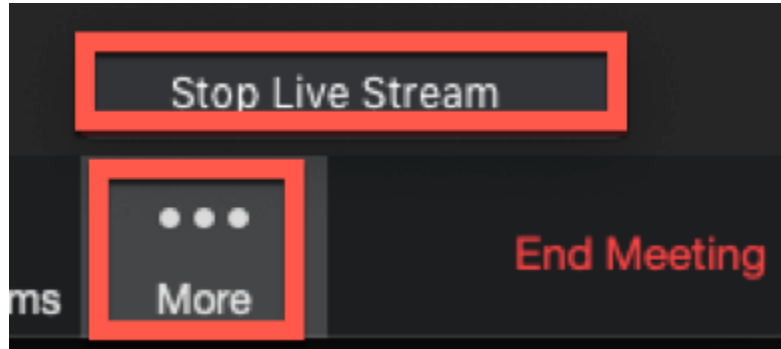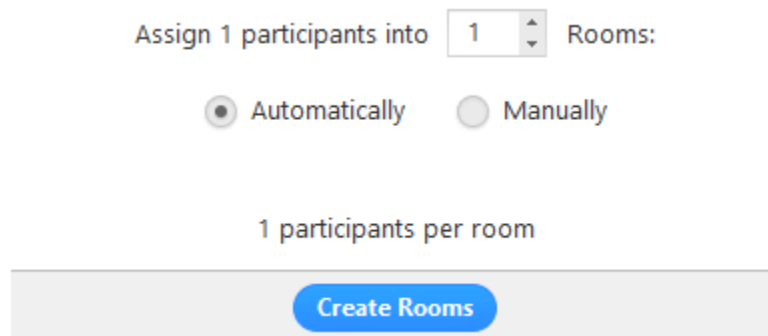

How to create Breakout Rooms?

1. During the meeting, Click **Breakout Rooms.**

2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.

3. Click **Create Rooms**.

4. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for Breakout Rooms

1. After creating the breakout rooms, click **Options** to view additional breakout rooms options.
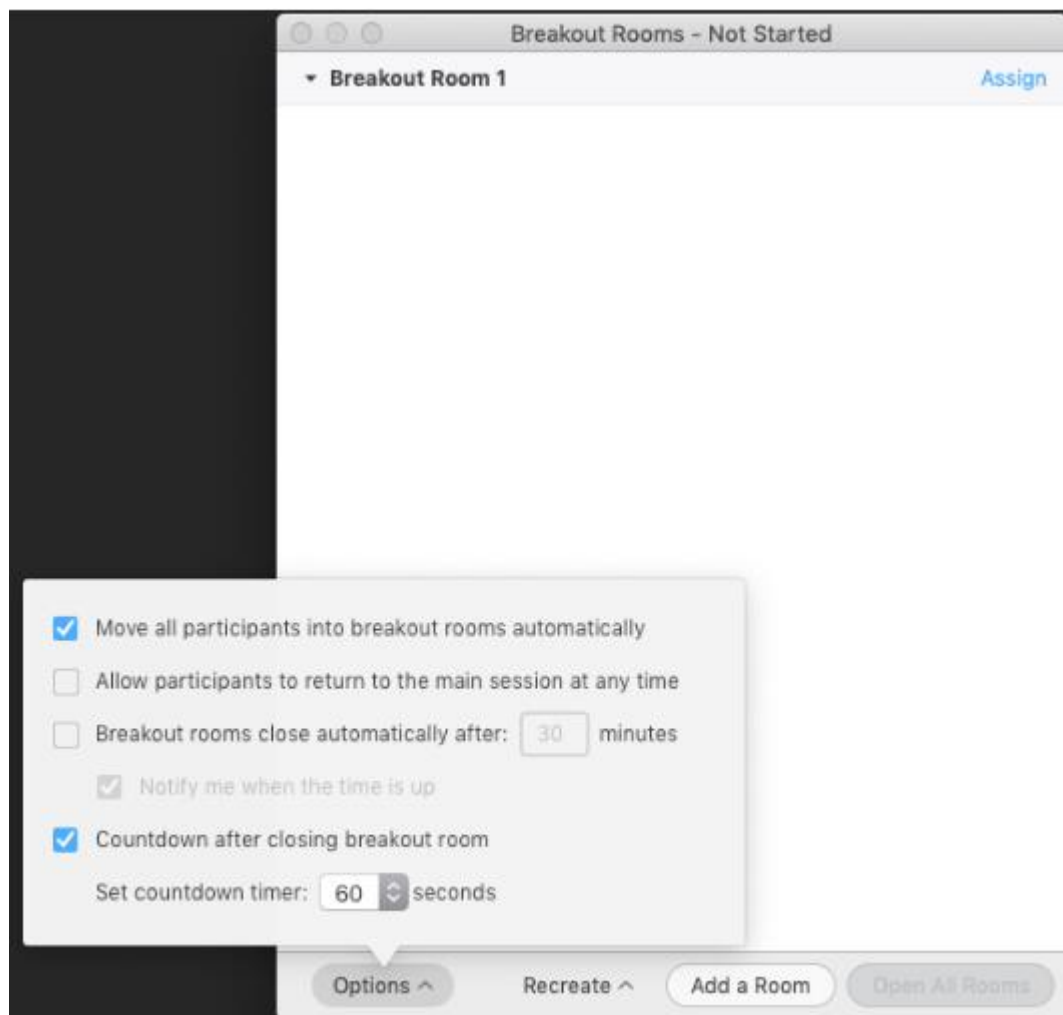
2. Check any options that you would like to use for your breakout rooms.
    - **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
    - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session

from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.

- **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

How to Assign Participants to Breakout Rooms?

1. To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
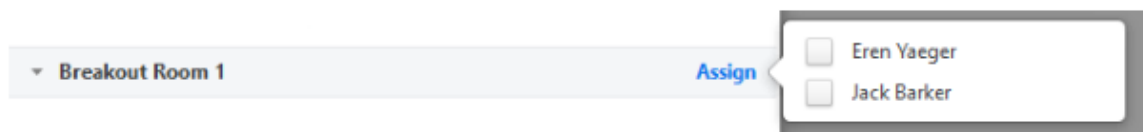

2. Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.
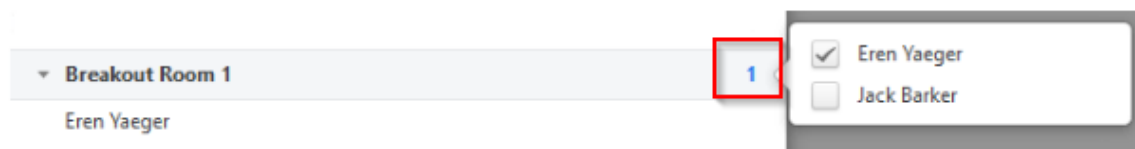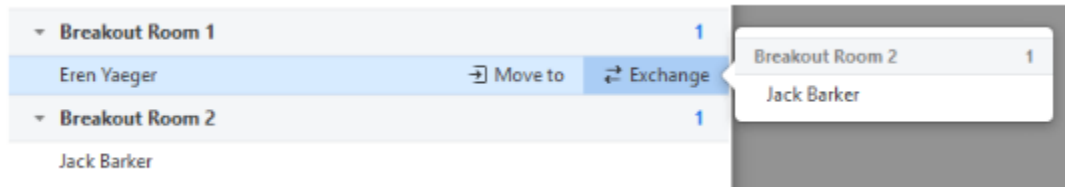

Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a room to move the participant to.
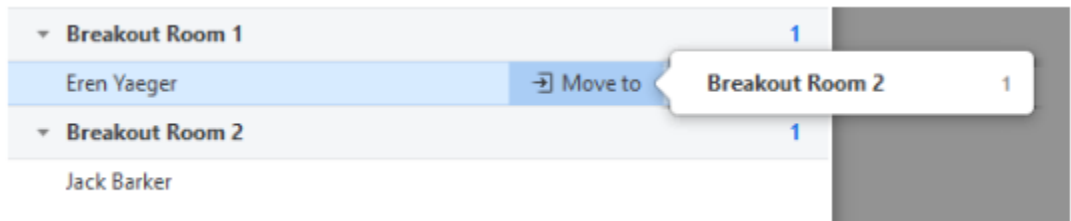
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.

- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
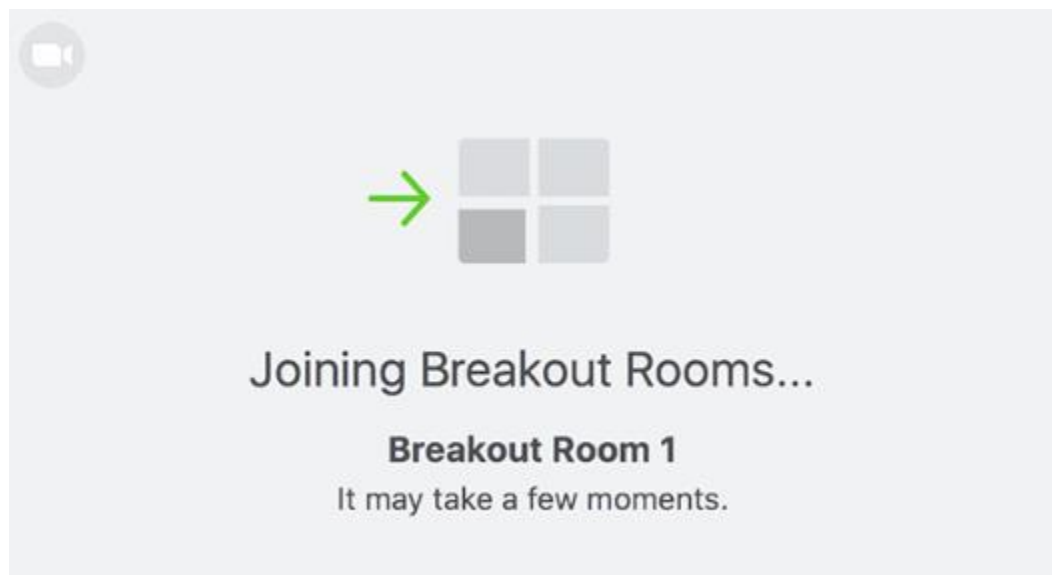
Managing Breakout Rooms in Progress

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.

- **Join**: Join the breakout room.
- **Leave**: Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms**: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

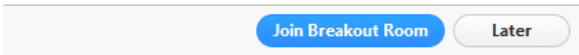## Responding to requests for help

1. Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help.**

2. You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.
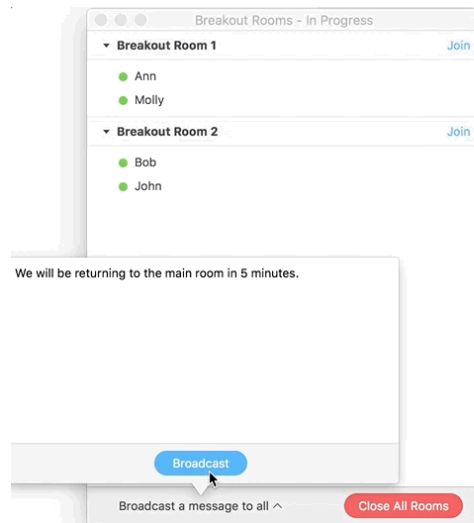

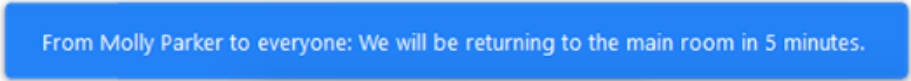## Broadcasting a message to all Breakout Rooms

1. Click **breakout rooms** in the meeting controls.

2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.
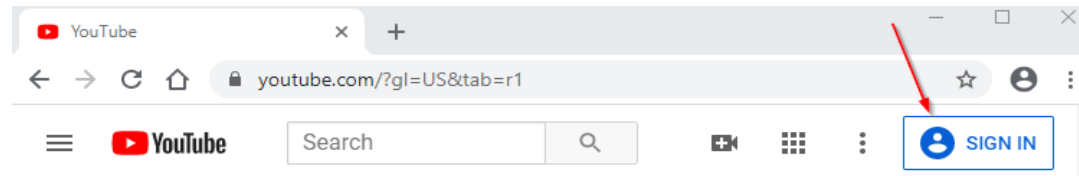

3. The message will now appear for all participants in Breakout Rooms.
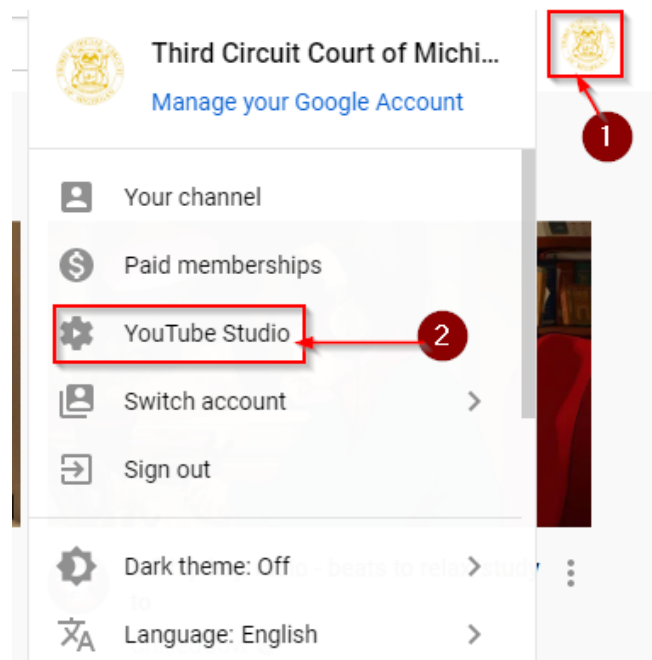

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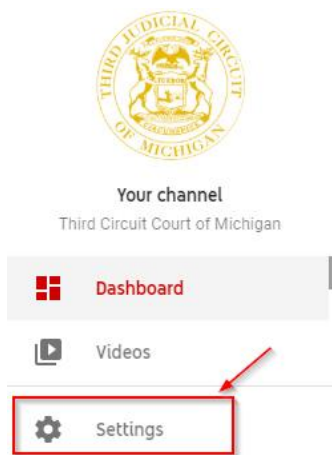## How to Add Watermark to YouTube Videos?

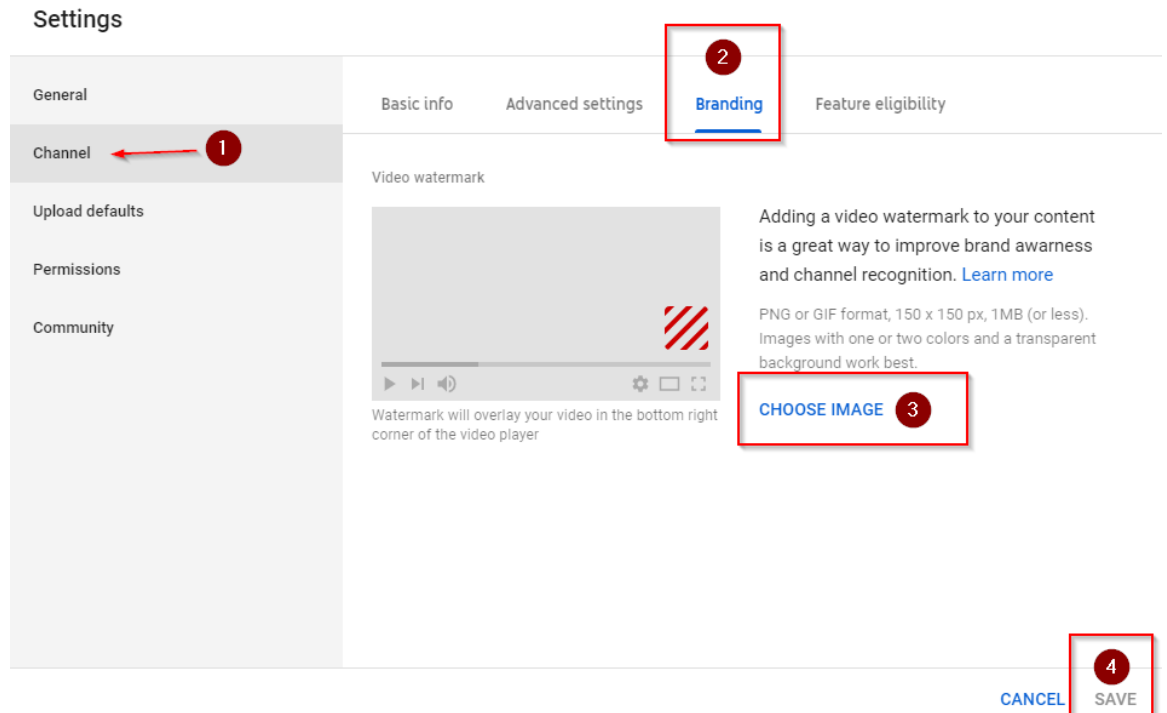1. Log in to your YouTube Channel.

2. Click on the Profile Picture at the top right corner and navigate to **YouTube Studio** as shown below**.**

3. Click on **Settings** (present on the left side).

4. Click **Channel** and then **Branding**. Then, **Choose Image** and finally click **Save**.

[Click here to download Watermark for YouTube Videos](#)

## Timeframes for Removing YouTube Recordings

1. Criminal – 72 Hours
2. Civil – 24 Hours
3. Domestic Relations – 24 Hours
4. Juvenile – Immediate
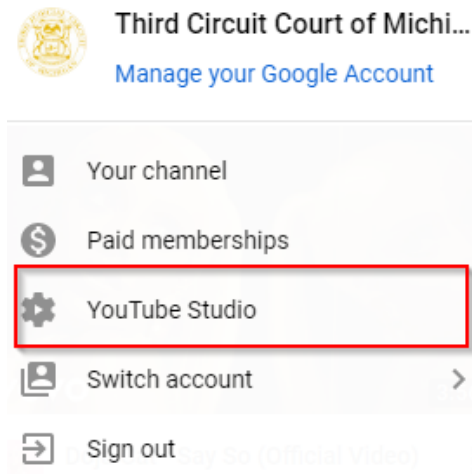
How to Delete YouTube Videos after Live Streaming?

1. Log in to **your** YouTube channel.
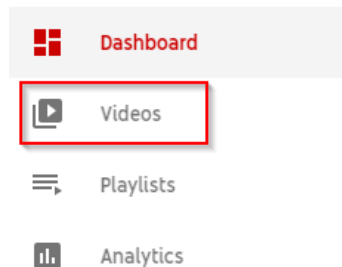

Last Modified: May 20, 2020
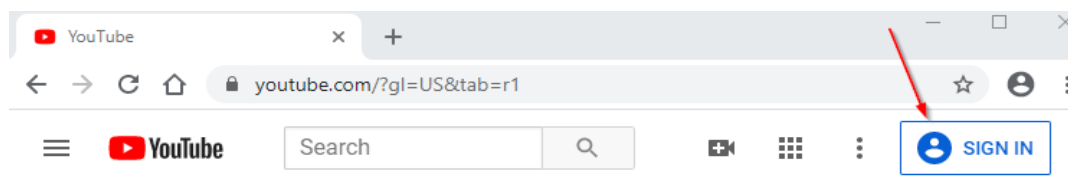
2. Click on the Profile Picture at the top right corner and check if you see your name beside the profile picture. If you see any other name instead of yours, click **Switch account** and then select the respective name from the list.
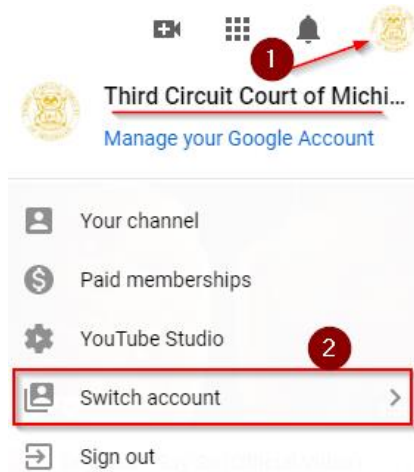
3. Then, Click **YouTube Studio.**

4. Click "Videos" from the left panel.

5. Click "Live" which is just under "Channel Videos".

Channel videos

Uploads   Live

6. Hover over the video you wish to delete and three dots will appear. Click the three dots.
7. Click "Delete Forever".
8. Check the box which says "I understand that deleting is permanent and can't be undone" and then click "Delete Forever".