

## Welcome to Zoom!

Every faculty, staff and student at Union University has access to Zoom for web-conferencing and online meetings.

Zoom features:

- Up to 100 participants in a meeting
- Unlimited length 1 to 1 meetings
- 40 minute limit on group meetings\*
- HD Video
- HD Audio
- Join Audio by Phone
- Desktop & Application Sharing
- MP4 Video Recording
- Private & Group Chat
- Polling
- Breakout Rooms
- Annotation on Screen Share
- Whiteboarding

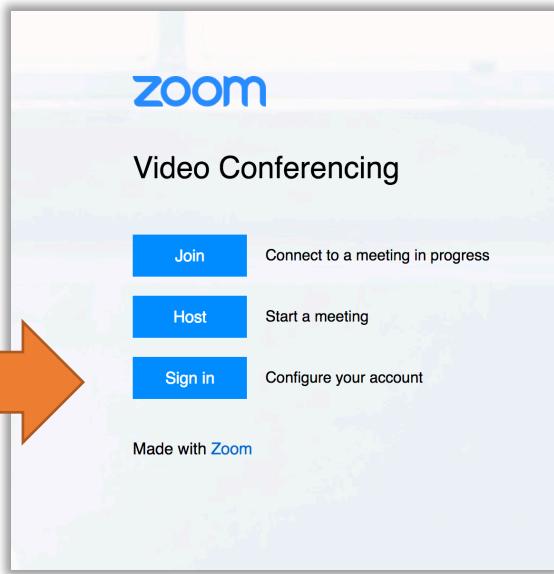
*\*Union offers "LICENSED" accounts to faculty or staff who need unlimited length group meetings. Contact IT Help for more information.*

As long as you are a member of the Union community, Zoom is here for all your web conferencing needs.

## **SETTING UP YOUR ZOOM ACCOUNT**

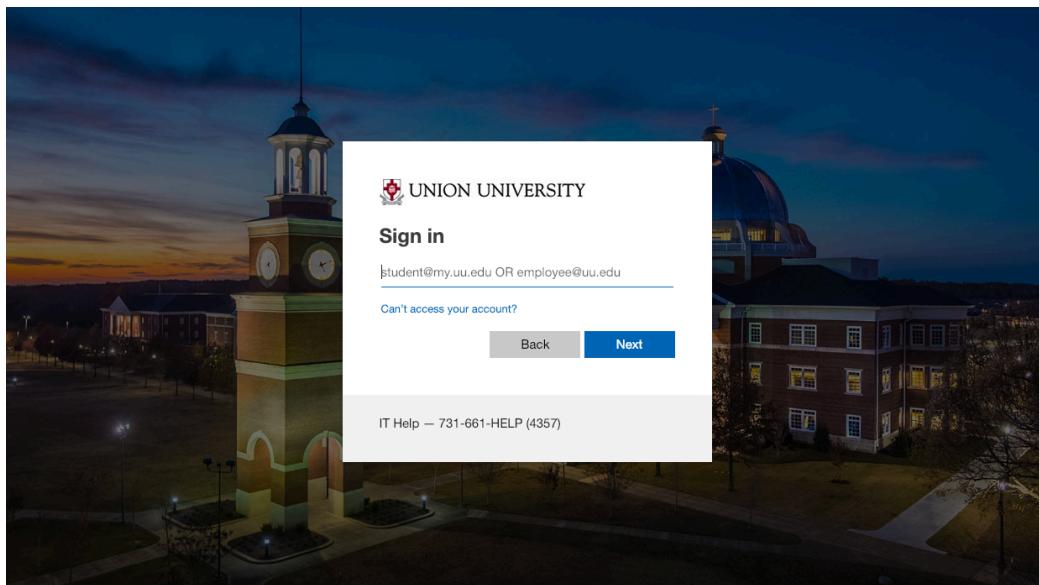
To sign up for Zoom, open your web browser and navigate to [uu.zoom.us](http://uu.zoom.us)

Click "Sign in"

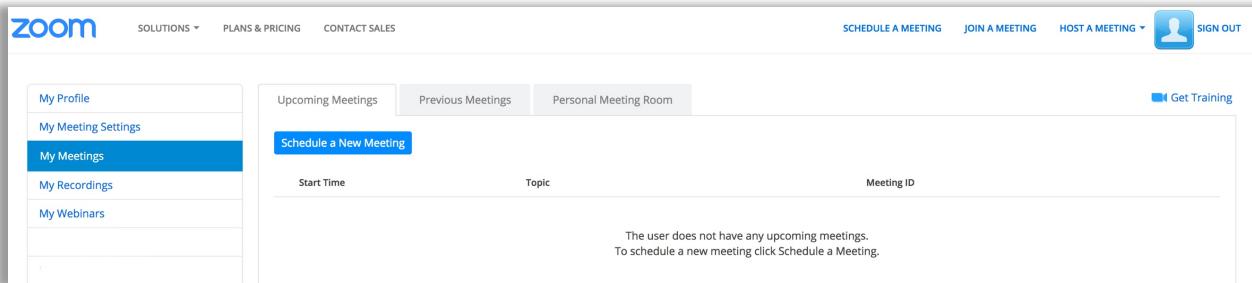


Next, you should see a Union branded login box, like you are used to seeing with other Union services.

Enter your Union email address and password



You will be redirected to Union's Zoom site. Click on "**Host a Meeting**" in the upper right hand portion of the screen.



The first time you host a meeting, you will be prompted to download and install the Zoom software/app. After Zoom has been installed on your computer, you will be able to sign in through the software/app and not need to use the website.

The website is still where you can access your account settings, and if you are a PRO user, find your cloud recordings.

## **LOGGING INTO ZOOM SOFTWARE/APP**

Click on the Zoom icon in the start menu on your PC, or in the dock on your Mac.

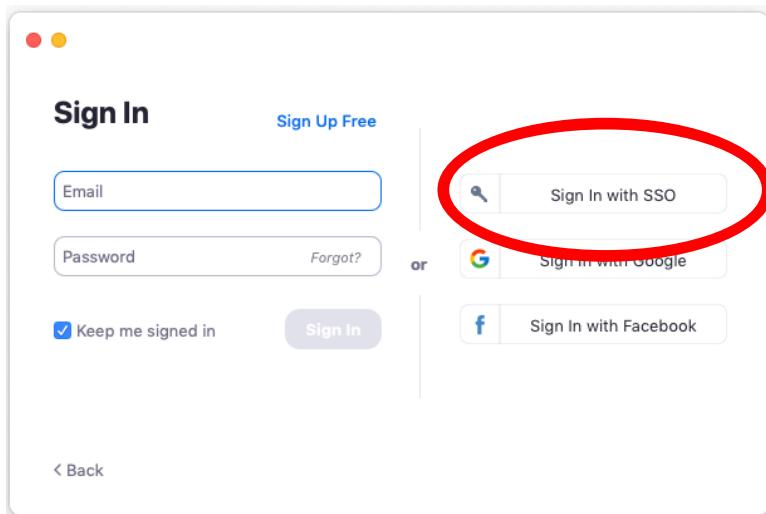


You will be prompted with this screen:

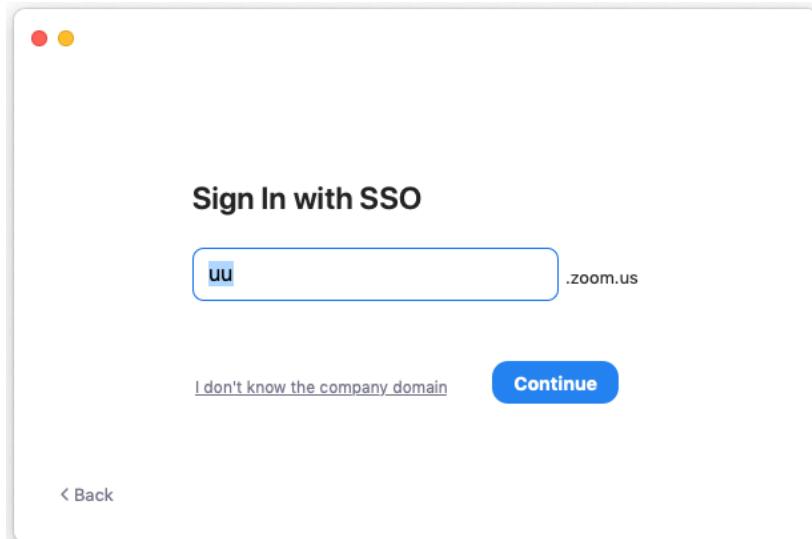


Click "*Sign In*"

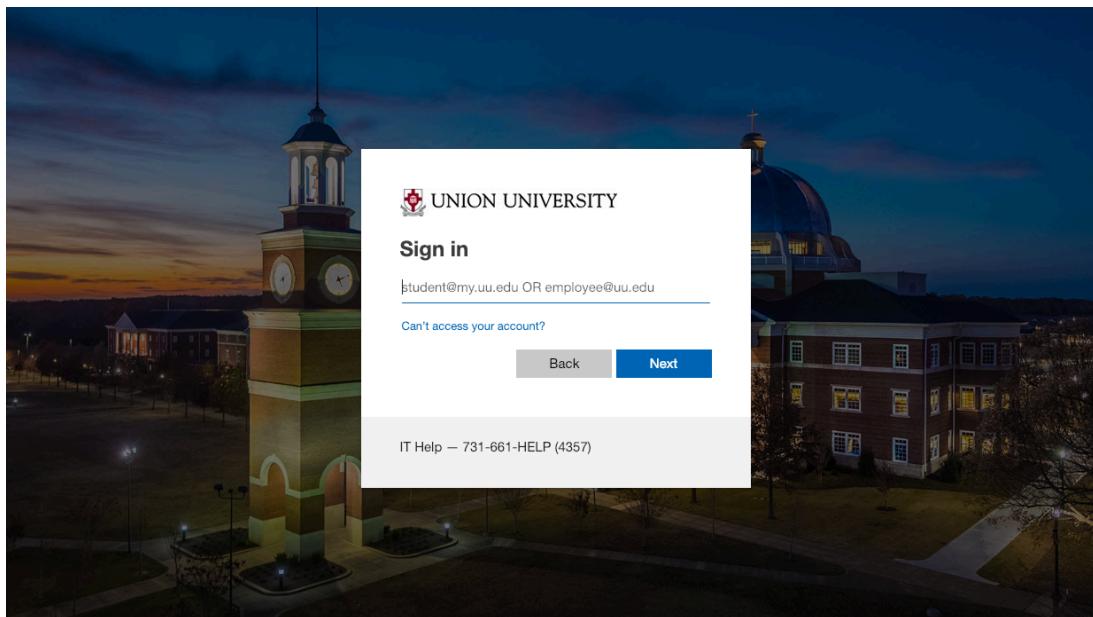
In the next screen - click the "*Sign In with SSO*" button on the right hand side of the login screen. This is important to ensure your login information stays within Union's management of Zoom.



You will be prompted to **“Enter your company domain”**  
Simply type **“uu”** in the box and click **“continue”**



You will then be prompted with a Union login box.  
Enter your Union email address then click **“Next”**  
Then enter your Union password and click **“Sign In”**



# USING ZOOM

Once you login, as instructed above, you should see this window

The screenshot shows the Zoom application window. At the top, there are four tabs: Home, Chat, Meetings, and Contacts. A search bar is located on the right side of the top bar. In the bottom right corner, there is a user profile picture and a gear icon. The main area of the window displays the following information:

- Top Right Area:** Shows the time (1:36 PM) and date (Tuesday, January 29). Below this, a meeting is listed: **Departmental Meeting** (03:00 PM - 04:30 PM, Meeting ID: 874-656-265). A **Start** button is visible next to the meeting name.
- Bottom Area:** A button labeled **View today's upcoming meetings (1)**.
- Left Side Buttons:** Four main buttons are visible: **New Meeting** (orange video camera icon), **Join** (blue plus icon), **Schedule** (blue calendar icon with the number 19), and **Share Screen** (blue up arrow icon).

Callout boxes provide instructions for each button:

- New Meeting:** Click "New Meeting" to start an instant meeting with your webcam enabled.
- Schedule:** Click "Schedule" to schedule an upcoming Zoom meeting. The schedule feature will allow you to set a date and time for a meeting or setup a recurring meeting. It will also allow you to send an invitation to participants.
- Join:** Click "Join" to enter a 9 or 10 digit meeting ID provided by another Zoom user.
- Share Screen:** Click "Share Screen" to share your screen in someone else's meeting. You will need to enter the meeting ID of the meeting where you want to share your screen.
- Meetings Area:** See your daily agenda here. To start an upcoming meeting, click on "Start" next to the meeting Name.
- Settings:** You can check your settings here before you start a meeting.

Along the top of the App, you will see "**Home, Meetings, Contacts and Chats**"

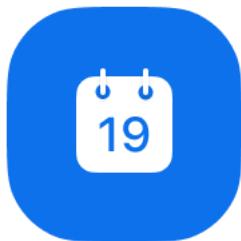
The "**Meetings**" tab will allow you to access your previously scheduled meetings. In this tab you can edit, delete or start your scheduled meetings.

The "**Contacts**" tab will allow you to see users that are part of the Union community and users you have added outside the Union community. In this tab you can start an instant meeting with other users and see who is online.

The "**Chats**" tab allows you to chat with other users that are online.

## Hosting Meetings:

Most meeting will be previously scheduled. To schedule a meeting where you are serving as the host, click on the blue "**Schedule**" icon.



Schedule

You will be taken to a scheduling screen

In the "**Topic**" box - Name your meeting. Use a name that clearly describes the meeting and/or class you are hosting.

For Example: "UNI 101 - T/R 9:25 Class" or "Department Meeting"

In the **"When"** box - enter the date, time and duration for a single meeting. If your meeting is a recurring meeting (weekly, monthly, etc.) click the "Recurring meeting" box under "Time Zone".

When you click Recurring Meeting the date, time and duration boxes will disappear.

**Schedule a Meeting**

**Topic**  
My Meeting

**Date**  
1/29/2019 2:00 PM to 1/29/2019 2:30 PM

**Time Zone**  
(GMT-06:00) Central Time (US and Canada)

Recurring meeting

**Video**  
Host  On  Off Participants  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Options**  
 Require meeting password  
[Advanced Options](#)

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

[Cancel](#) [Schedule](#)

In the **"Video"** box - selecting **"On"** will start the meeting with webcams turned on. **"Off"** allows participants to turn on their webcams when they are ready and not have them on automatically.

In the **"Audio"** box - selecting **"Telephone Only"** will force all users to ONLY use their telephone for audio by dialing in separately.

**"VoIP Only"** will force participants to use a microphone and speakers hooked to their computer. **"Both"** allows users to decide which to use.

In the **"Options"** box -

**"Require meeting password"** is an option. You can require a password if you'd like, but only those with your meeting link can access your meeting in the first place.

A password might not be necessary unless the nature of your meeting requires the extra layer of security.

**"Enable join before Host"** is a good option to allow your participants to join the virtual meeting room before you actually start the meeting. They won't be able to see or hear you or any other participants until you start your meeting.

**"Use personal Meeting ID"** is an option for Pro users only. You can enter your own number and participants can connect using that number whenever you are online.

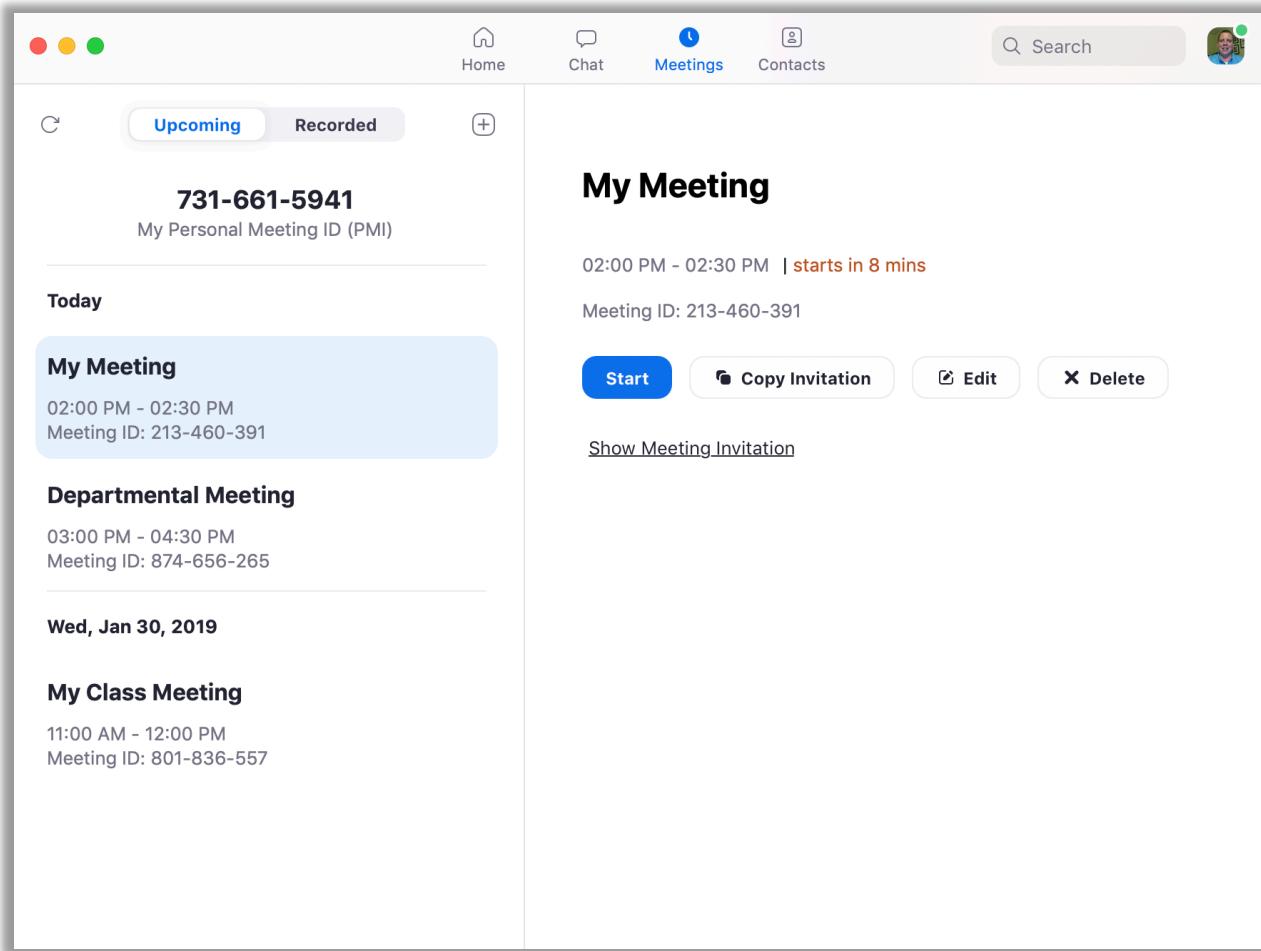
**"Record Meeting Automatically"** is an option, but you can always click record once the meeting has started.

**"Alternate Hosts"** allows you to enter others who will have hosting rights throughout the meeting without having to grant hosting rights later while the meeting is in progress.

In the **"Calendar"** box\_- click **"Other Calendars"**. When you click Schedule you will see a box with a meeting invitation you can copy and paste into an email to participants. You can also paste the invitation into your Blackboard OpenLMS course if the meeting is for your students.

To start a scheduled meeting, click the “**Meetings**” tab at the bottom of the home screen.

Hover over the meeting you want to start and click “**Start**”. You can also edit, delete and copy your meeting here.



731-661-5941  
My Personal Meeting ID (PMI)

Today

**My Meeting**  
02:00 PM - 02:30 PM  
Meeting ID: 213-460-391

**Departmental Meeting**  
03:00 PM - 04:30 PM  
Meeting ID: 874-656-265

**Wed, Jan 30, 2019**

**My Class Meeting**  
11:00 AM - 12:00 PM  
Meeting ID: 801-836-557

**My Meeting**

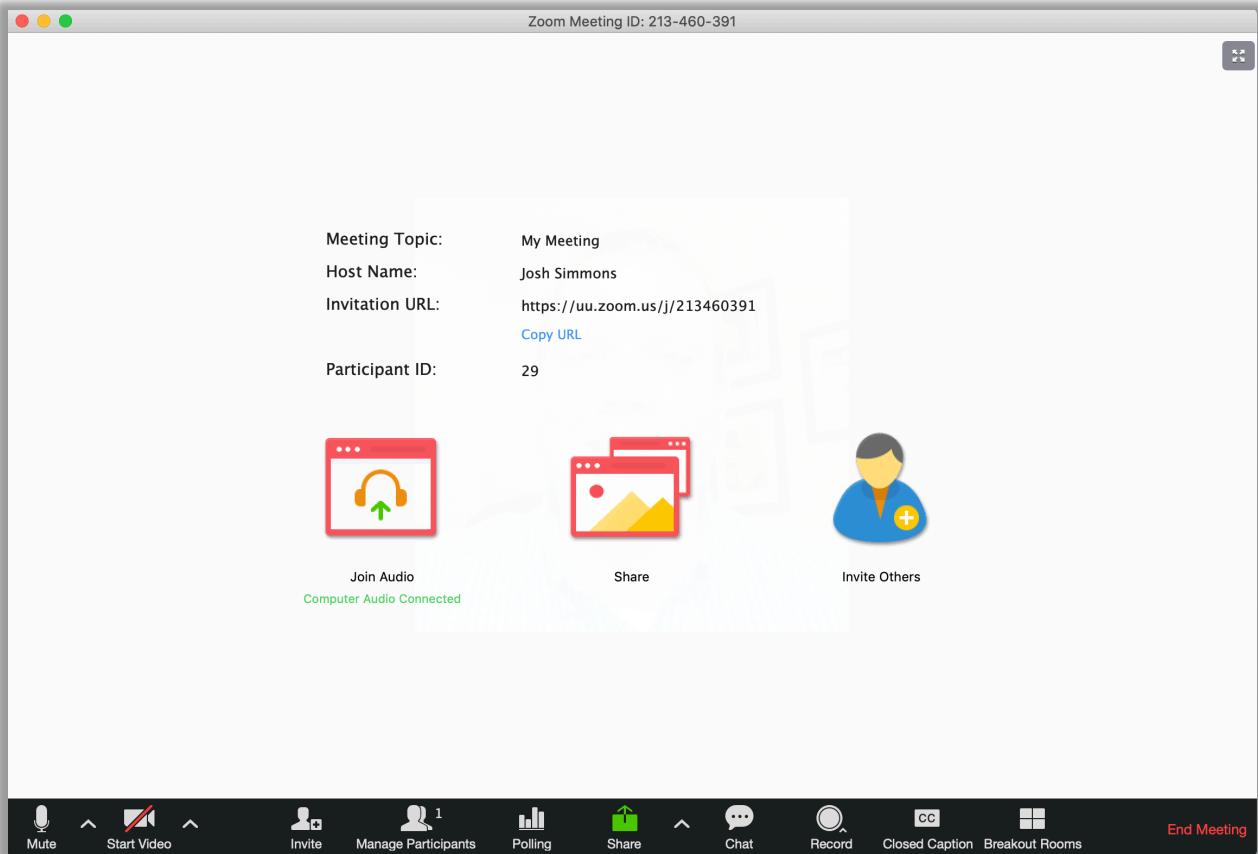
02:00 PM - 02:30 PM | starts in 8 mins

Meeting ID: 213-460-391

**Start** **Copy Invitation** **Edit** **Delete**

Show Meeting Invitation

Your meeting will start in a new window with the settings you selected earlier.



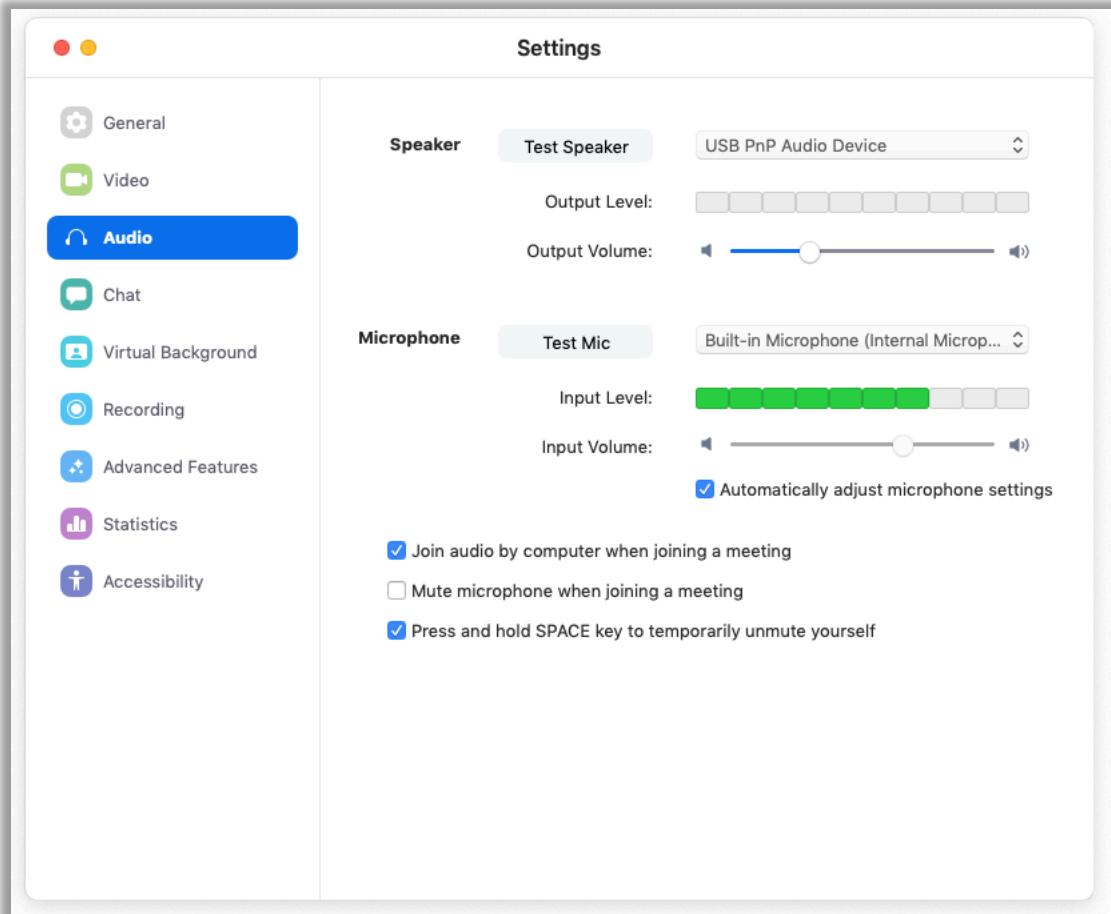
This meeting window shows the Meeting Topic, Host Name, Invitation URL and your Participant ID.

You can join your computer audio with the **"Join Audio"** box. This will use your computer speakers and either a built in microphone (on laptops) or a webcam or USB microphone. Using your computer audio is the preferred method for the best quality in meetings.

The **"Share Screen"** box in the middle of the screen will allow you to share any application or your desktop to the participants.

The **"Invite Others"** box will bring up the invitation we saw earlier. You can copy and paste that to send a quick email to last minute participants. You can also copy the **"Invitation URL"** that is listed above on the screen.

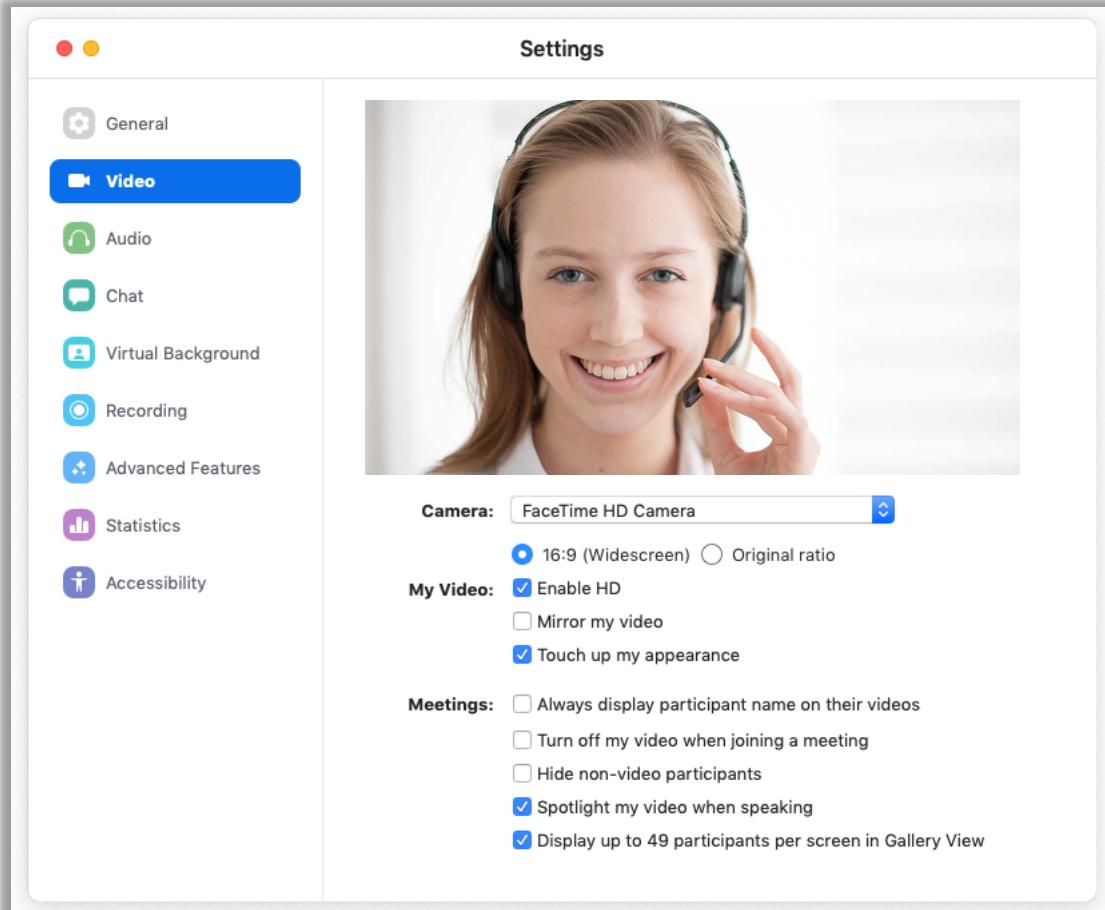
Use the arrows next to either the microphone icon or the video icon at the bottom left to access the settings page.



You will want to verify your audio settings and video settings here. You can select the proper mic and speaker on the Audio page. Often you will only have one, but if there are multiple options you can select the proper device here. Click "**Test Speaker**" and "**Test Mic**" to ensure you can hear and be heard.

You might also want to select "**Automatically join audio by computer when joining a meeting**" as an option. You shouldn't have to select your audio device again for future meetings unless those devices change.

Under the video tab, you can select the webcam you choose to use. Most often you will only have one, but if there are multiple options you can select the proper device here.



Under the **"Record"** tab, you can select the location of video and audio recordings on your computer.

Under the **"General"** tab you can select from various options. Most are personal preferences, so there's not necessarily a right or wrong option.

What has been listed above is a basic overview of hosting a web-conference meeting.

Zoom has many options for you to explore, including:

- Desktop & Application Sharing
- MP4 Video Recording
- Private & Group Chat
- Polling
- Breakout Rooms (great for collaboration and group work)
- Annotation on Screen Share (individual and group)
- Whiteboarding (individual and group)

We suggest that you explore these options on your own and find out how Zoom can best fit your needs.

For technical help with Zoom contact IT Help

731-661-HELP  
[help@uu.edu](mailto:help@uu.edu)