

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

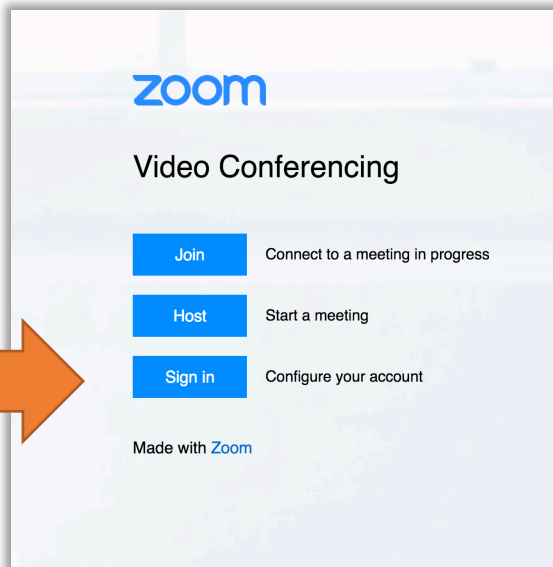
**Union offers "LICENSED" accounts to faculty or staff who need unlimited length group meetings. Contact IT Help for more information.*

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

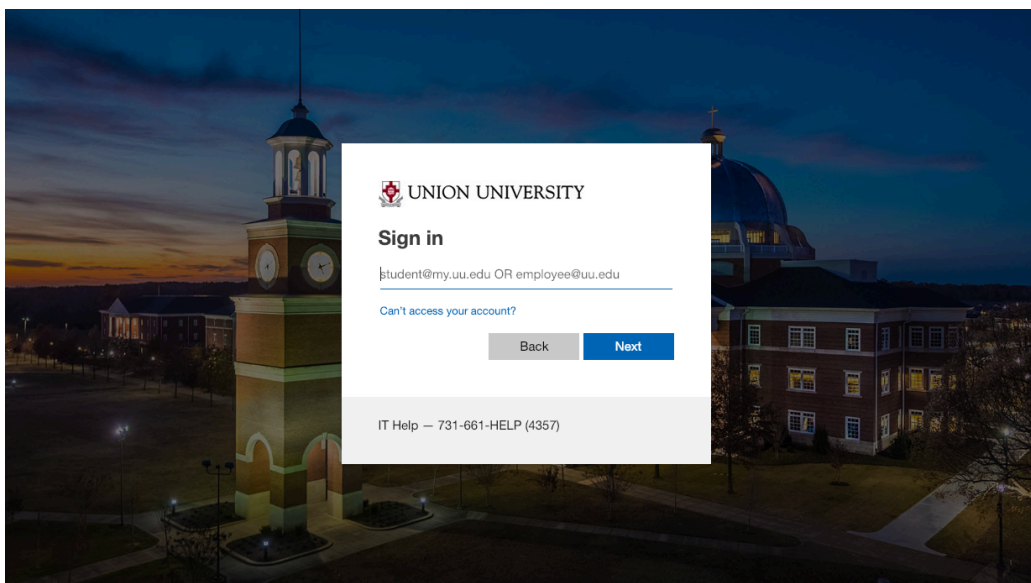
To sign up for Zoom, open your web browser and navigate to ***uu.zoom.us***

Click "Sign in"

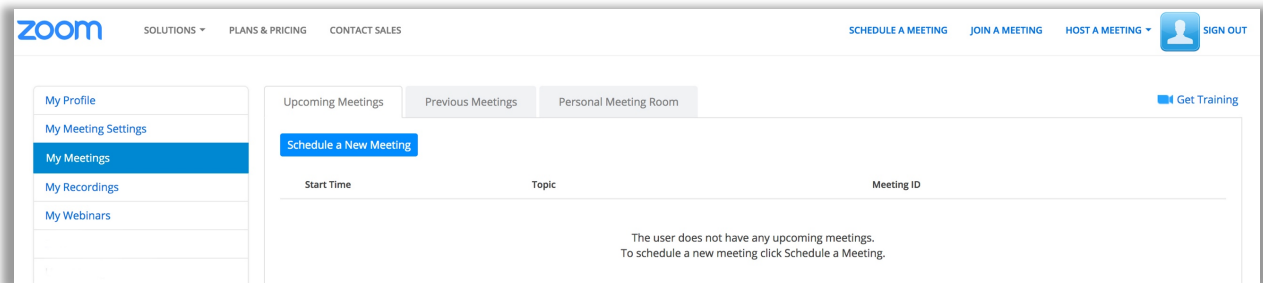


Next, you should see a Union branded login box, like you are used to seeing with other Union services.

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.

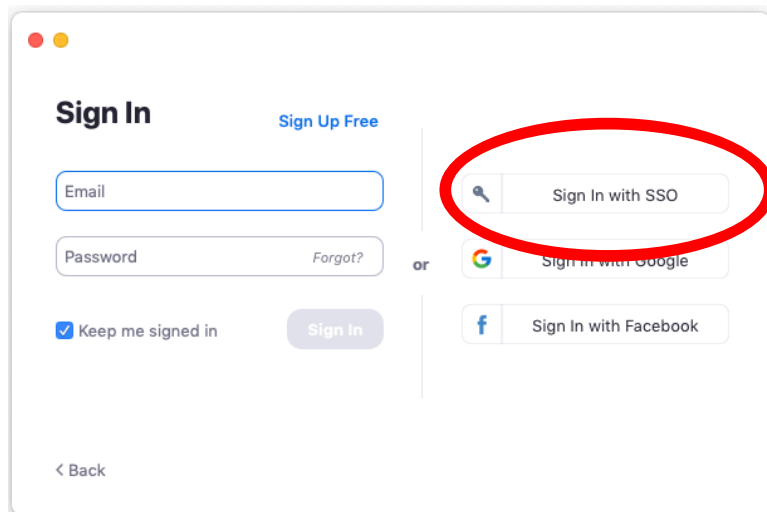


You will be prompted with this screen:

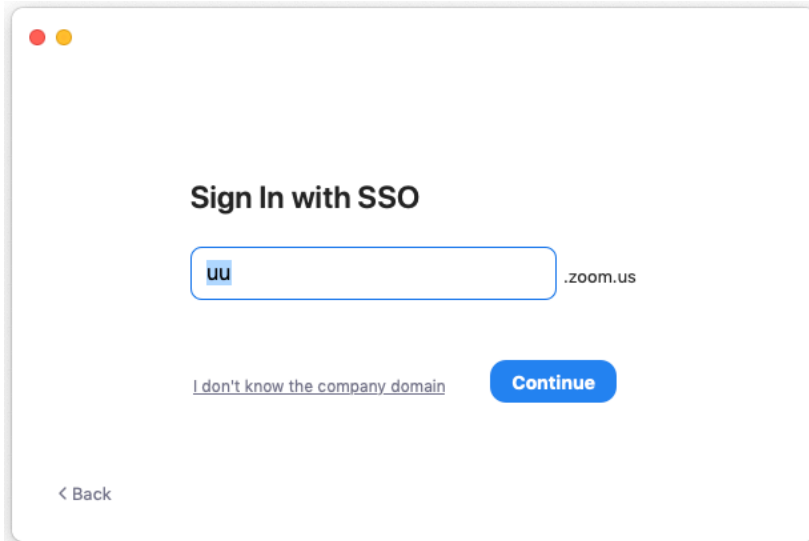


Click ***"Sign In"***

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”***

A screenshot of a Zoom Sign In with SSO window. The window has a white background and a thin grey border. At the top left are three colored dots (red, yellow, green). The title "Sign In with SSO" is centered. Below it is a text input field containing "uu" with a blue border. To the right of the field is the text ".zoom.us". Below the input field is a link that says "I don't know the company domain". To the right of the link is a blue button with the text "Continue". At the bottom left is a link that says "< Back".

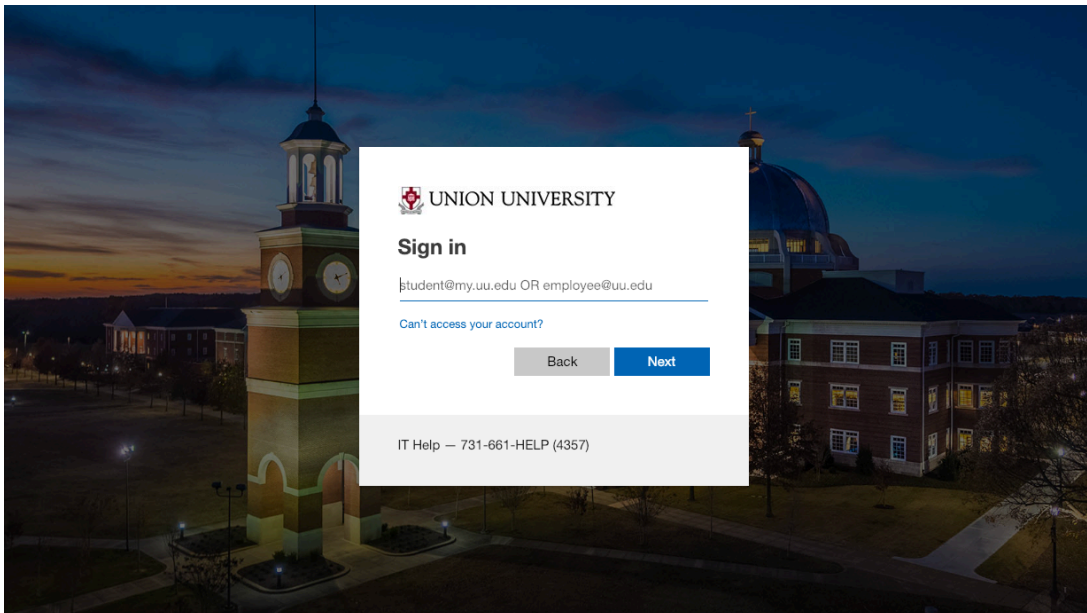
Sign In with SSO

uu .zoom.us

[I don't know the company domain](#) **Continue**

[< Back](#)

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”***

A screenshot of a Union University Sign in screen. The background is a night-time photograph of a university building with a large clock tower. Overlaid on the image is a white rectangular login box. The box contains the Union University logo and name, the title "Sign in", a text input field with the placeholder text "student@my.uu.edu OR employee@uu.edu", a link for "Can't access your account?", and two buttons: "Back" and "Next". At the bottom of the box is a footer with the text "IT Help — 731-661-HELP (4357)".

UNION UNIVERSITY

Sign in

student@my.uu.edu OR employee@uu.edu

[Can't access your account?](#)

Back **Next**

IT Help — 731-661-HELP (4357)

USING ZOOM

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

The image shows the Zoom web interface with several callout boxes providing instructions:

- Click "New Meeting" to start an instant meeting with your webcam enabled** (points to the New Meeting button)
- See your daily agenda here. To start an upcoming meeting, click on "Start" next to the meeting Name.** (points to the Start button next to the Departmental Meeting card)
- You can check your settings here before you start a meeting.** (points to the settings gear icon in the top right)
- 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** (points to the Schedule button)
- 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.** (points to the Share Screen button)
- Click "Join" to enter a 9 or 10 digit meeting ID provided by another Zoom user.** (points to the Join button)

The interface includes a top navigation bar with Home, Chat, Meetings, and Contacts tabs, a search bar, and a user profile icon. The main content area features four large buttons: New Meeting, Join, Schedule, and Share Screen. A featured meeting card for "Departmental Meeting" is displayed, showing the time (1:36 PM), date (Tuesday, January 29), and a Start button.

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

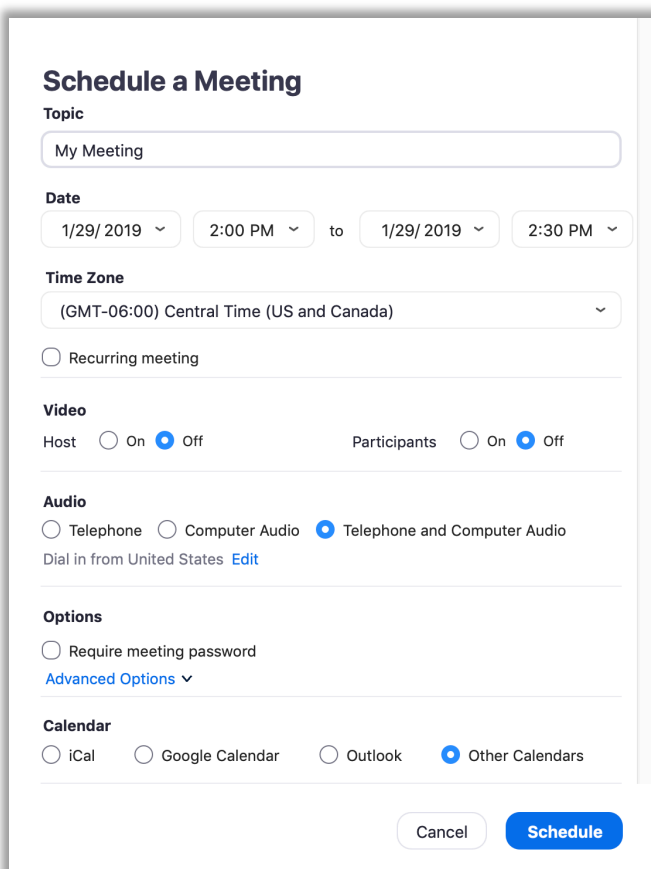
You will be taken to a scheduling screen

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.



The screenshot shows a 'Schedule a Meeting' form with the following sections:

- Topic:** A text box containing 'My Meeting'.
- Date:** Two date and time pickers. The first is set to '1/29/2019' and '2:00 PM'. The second is set to '1/29/2019' and '2:30 PM', with a 'to' label between them.
- Time Zone:** A dropdown menu showing '(GMT-06:00) Central Time (US and Canada)'.
- Recurring meeting:** An unchecked radio button.
- Video:** Two sets of radio buttons. For 'Host', 'On' is selected. For 'Participants', 'Off' is selected.
- Audio:** Three radio buttons: 'Telephone' (unchecked), 'Computer Audio' (unchecked), and 'Telephone and Computer Audio' (checked). Below is a link 'Dial in from United States Edit'.
- Options:** A radio button for 'Require meeting password' (unchecked) and a link 'Advanced Options' with a dropdown arrow.
- Calendar:** Four radio buttons: 'iCal' (unchecked), 'Google Calendar' (unchecked), 'Outlook' (unchecked), and 'Other Calendars' (checked).
- Buttons:** 'Cancel' and 'Schedule' at the bottom right.

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.

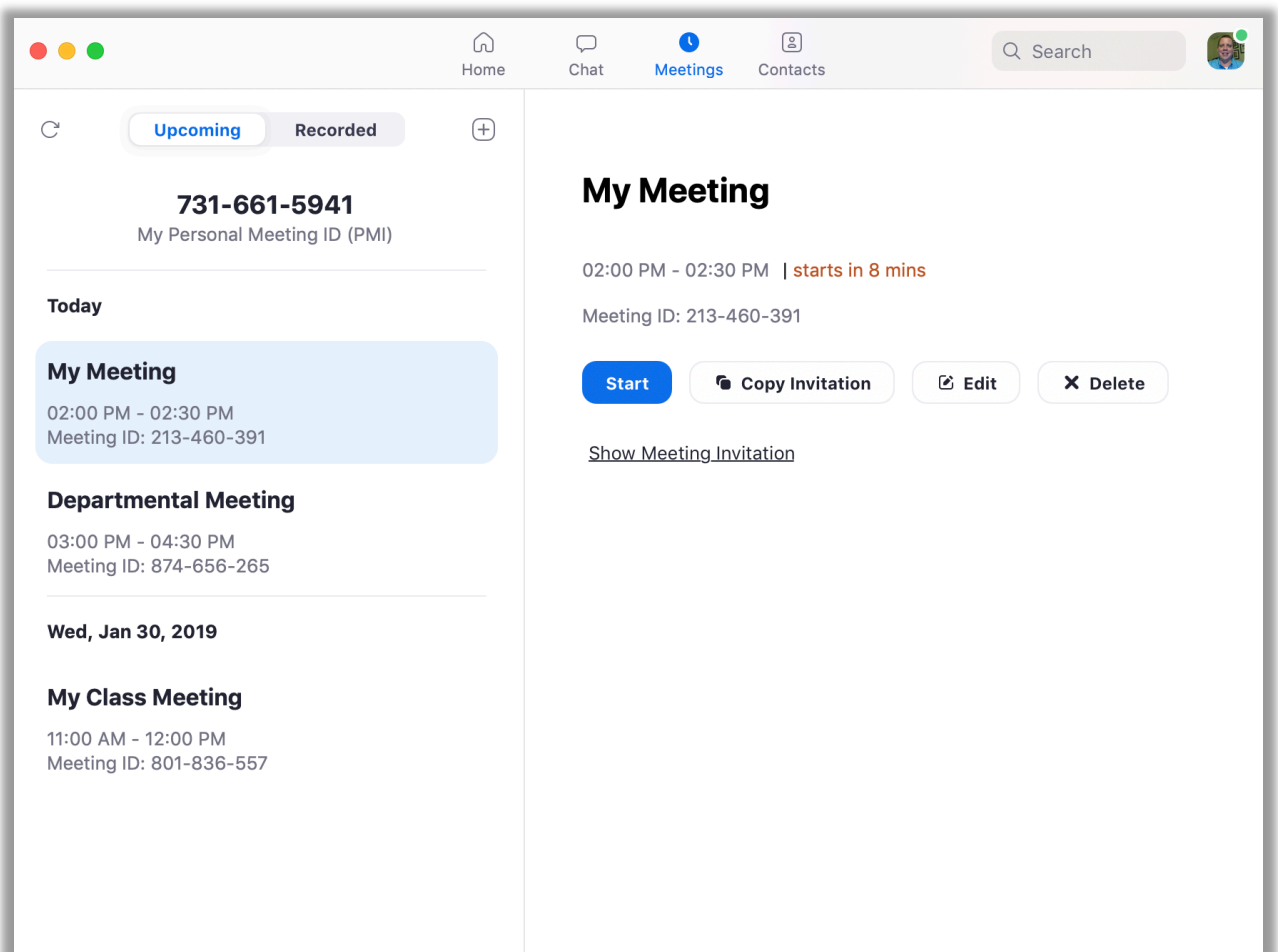
"Record Meeting Automatically" is an option, but you can always click record once the meeting has started.

"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.

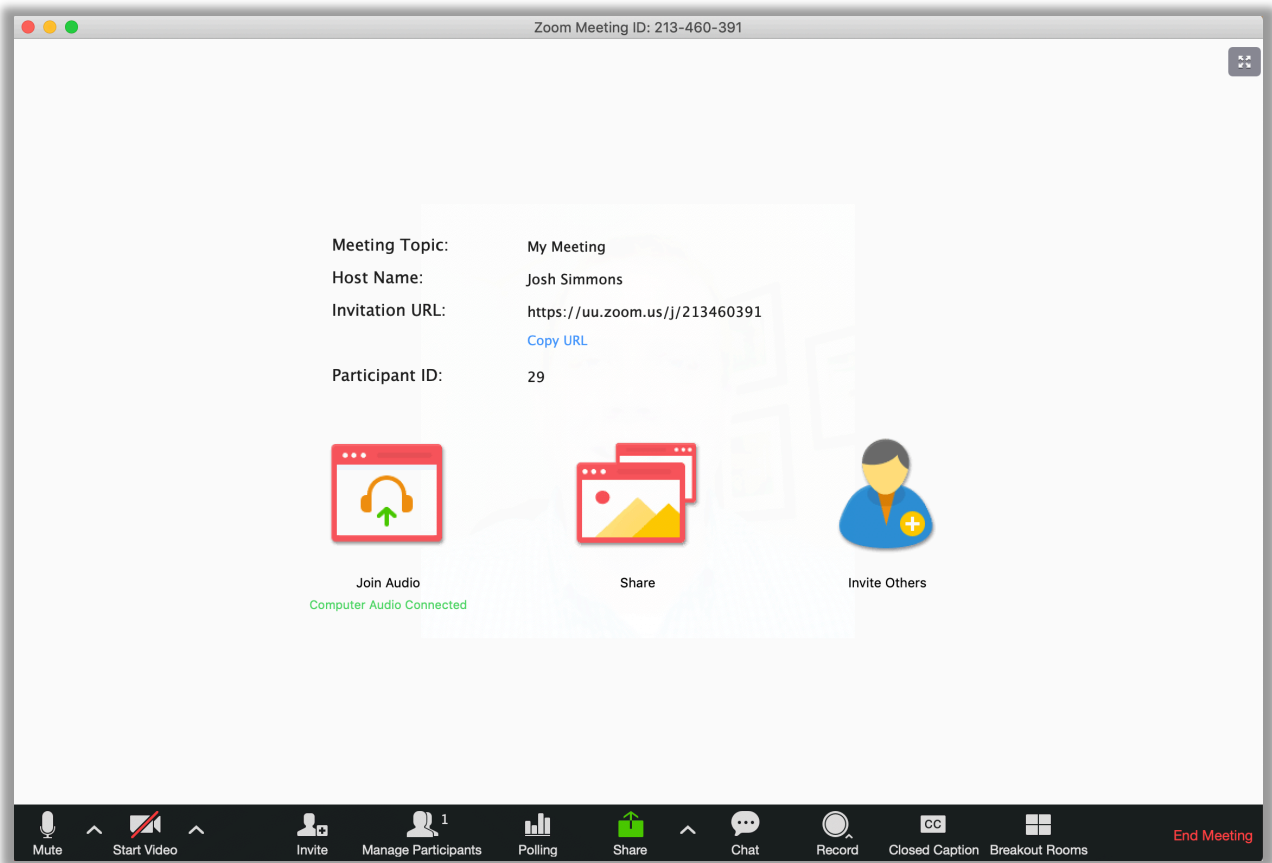
In the ***"Calendar"*** box_- click ***"Other Calendars"***. When you click Schedule you will see a box with a meeting invitation you can copy and paste into an email to participants. You can also paste the invitation into your Blackboard OpenLMS course if the meeting is for your students.

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.



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



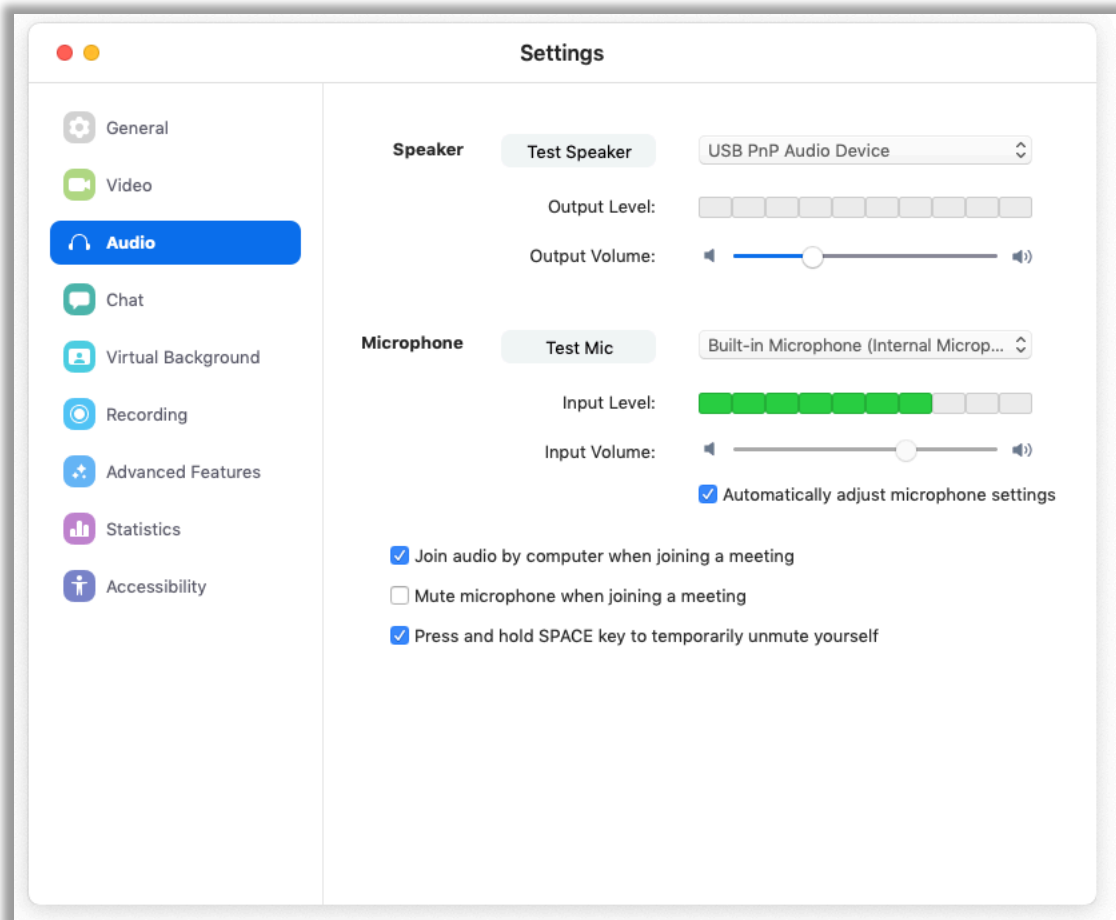
This meeting window shows the Meeting Topic, Host Name, Invitation URL and your Participant ID.

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.

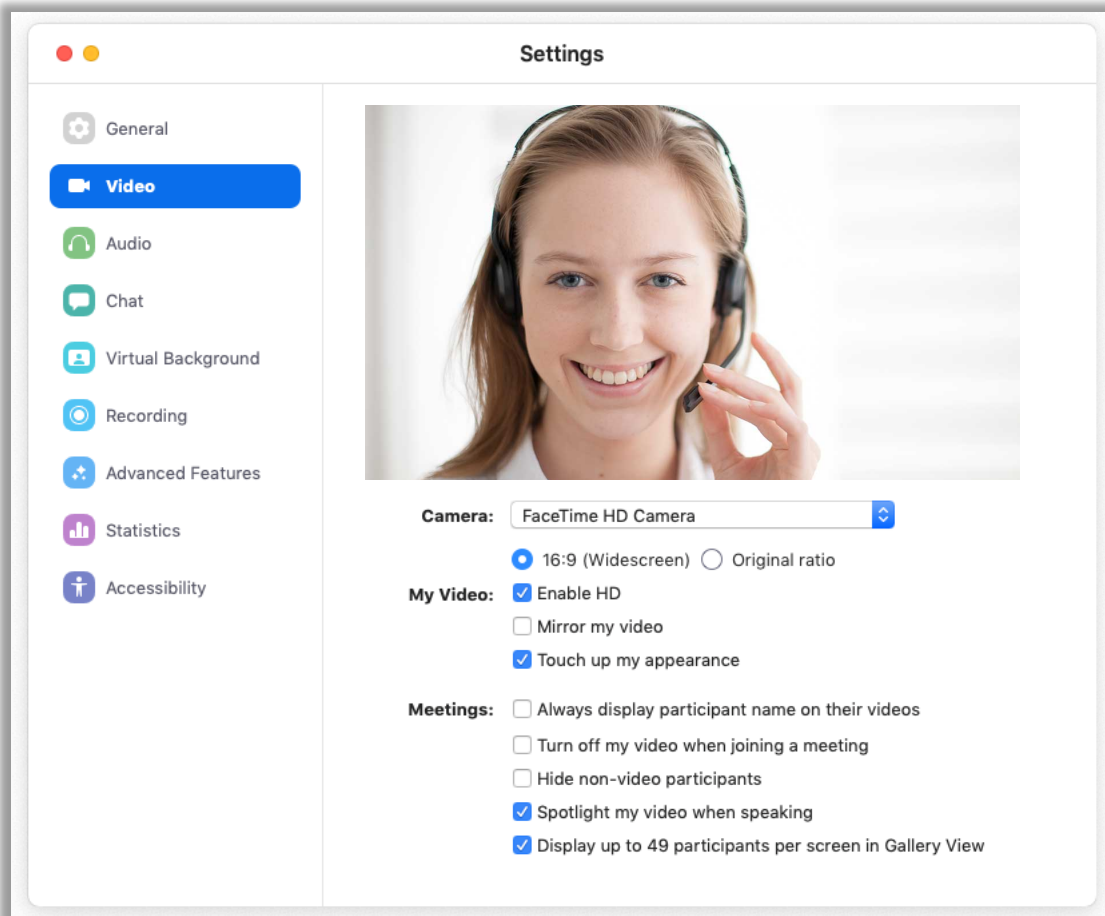
Use the arrows next to either the microphone icon or the video icon at the bottom left to access the settings page.



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