Self-Help Guide

Zoom: Teach, Meet, and Learn with Zoom

Zoom, an online video conferencing system, is now available to the UMN community! [Compare Zoom to Google Hangouts](#)

About this guide

This guide is for anyone who wants to use Zoom for basic teaching, meeting, and learning tasks. For more advanced topics, check out [Schedule, Support, and Present](#).

For guidance specifically related to using Zoom within Canvas, read [Host a Zoom Meeting within Canvas](#) and [Canvas: Communicate with Students](#).

The **Use Best Practices** section contains checklists and recommendations to guide you through any type of Zoom event.

Start Using Zoom

Set up your Account and Equipment

Account

Log in to UMN Zoom
[/services-technologies/how-tos/zoom-login-your-umn-zoom-account](#)
My Profile
[/services-technologies/how-tos/zoom-my-profile](#)

Manage your profile photo, name, Personal Meeting ID, Personal Link, time zone, language, and Host Key

Set a Default Display Name Using MyU

/services-technologies/how-tos/zoom-set-default-display-name-using-myu

HCC and Non-HCC accounts

/services-technologies/how-tos/zoom-hcc-non-hcc-accounts

Users with BAA status must protect health information

Equipment

System and Equipment Recommendations

https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Win...

How Do I Use Zoom with a Web Browser?

/services-technologies/how-tos/zoom-join-through-web-browser

Set Up Your Session

Choose a Type of Event

Compare Meetings and Webinars

/services-technologies/how-tos/zoom-compare-meetings-webinars

Use Best Practices

Resources to help you use Zoom well, no matter which format you choose

Meeting Best Practices

https://it.umn.edu/services-technologies/good-practices/zoom-best-practices-in-...

Improve Your Zoom Experience

/services-technologies/resources/improve-your-zoom-experience

Optimize your zoom meeting or webinar

Teach Online Class Sessions with Zoom

/services-technologies/how-tos/zoom-teach-online-class-sessions

Secure Your Zoom Meetings

/services-technologies/how-tos/zoom-secure-your-zoom-meetings

Keep your Zoom sessions free from disruption.

Webinar Setup Checklist

/services-technologies/how-tos/zoom-pre-webinar-checklist-hosts

Online Office Hours Guide

/services-technologies/how-tos/zoom-hold-online-office-hours

Schedule Your Event

Schedule and Invite Participants

https://it.umn.edu/zoom-schedule-meeting-invite-others-join

Use the Zoom for Google Calendar Add-On

/services-technologies/how-tos/zoom-zoom-google-workspace-add

Meet Successfully

Before Your Meeting

Attendees and Hosts

Test or Join Audio and Video

/services-technologies/how-tos/zoom-test-your-video-0

Check Your Meeting Settings

/services-technologies/how-tos/zoom-meeting-settings

Hosts Only

Assign In-Meeting/Webinar Roles

/services-technologies/how-tos/zoom-assign-meeting-webinar-roles

Enable Automatic Live Transcription

/services-technologies/how-tos/zoom-manage-automatic-live-transcription

Personal Meeting Room

/services-technologies/how-tos/zoom-set-custom-link-your-personal

Set Up Live Streaming (optional)

/services-technologies/how-tos/zoom-livestream-youtube-or-custom

During Your Meeting

Attendees and Hosts

Set Up Your Video Layout

/services-technologies/how-tos/zoom-choose-video-layout

Share the Screen

/services-technologies/how-tos/zoom-share-your-screen

Share Device Sound During Screenshare

/services-technologies/how-tos/zoom-share-device-sound-during-screen

Screenshare from an iOS device

/services-technologies/how-tos/zoom-ios-screen-sharing

Optimize Video Display During Screenshare

/services-technologies/how-tos/zoom-optimize-way-your-videos-display

Hosts Only

Host and Co-Host Controls in a Meeting

https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting

Mute (or unmute) All Participants

/services-technologies/how-tos/zoom-mute-all-participants

Engage Your Audience with Polls

/services-technologies/how-tos/zoom-polling-meetings

Use Breakout Rooms

/services-technologies/how-tos/zoom-manage-breakout-rooms

Record Your Meeting or Webinar

/services-technologies/how-tos/zoom-record-meeting-or-webinar

After Your Meeting

Hosts Only

Get a List of Attendees

/services-technologies/how-tos/zoom-get-list-meeting-participants

Follow Up with a Survey or URL

/services-technologies/how-tos/zoom-post-webinar-survey-or-destination

Trim Your Zoom Recording

/services-technologies/how-tos/zoom-set-cloud-recording-playback-range

Troubleshoot and Learn More

Troubleshoot

Video

Video or Camera Isn't Working

https://support.zoom.us/hc/en-us/articles/202952568-My-video-camera-isn-t-worki...

Video is Rotated

/services-technologies/how-tos/zoom-rotate-your-camera

For Windows computers only

Black Screen During Screenshare

/services-technologies/how-tos/zoom-black-screen-during-screen-sharing

Audio

Audio Feedback or Echoes

/services-technologies/how-tos/zoom-troubleshoot-audio-echo-or-feedback

Audio Issues on the Zoom Mobile App

/services-technologies/how-tos/zoom-test-troubleshoot-audio

For iOS and Android devices

Learn more

Watch Video Tutorials

LinkedIn Learning: Learning Zoom

https://www.linkedin.com/learning/learning-zoom

Watch a 45-minute training or Choose Sections You Need

Review the Host Controls (1:02)

https://youtu.be/4w_pRMBEALE

Join a Meeting (0:53)

https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

Improve Your Virtual Presentation Skills (36:04)

https://www.youtube.com/watch?v=EpZLi3KUzYc

Tips on creating a professional appearance on video, engaging a remote audience, and making sure you leave a lasting impression

More Short Video Tutorials

/services-technologies/how-tos/zoom-watch-video-tutorials

Sign up for Zoom Training

Zoom has a Learning Center with access to on-demand courses, live training, and video tutorials.

Understand HCC Requirements
https://training.umn.edu/courses/14040
Zoom Learning Center
https://support.zoom.us/hc/en-us/articles/360029527911-The-Zoom-Learning-Center...

UMN Zoom-eligible Accounts

Use an Alternate Account After Leaving the University
/services-technologies/how-tos/zoom-use-alternate-account-after-leaving

Learn which account types are eligible for licensed UMN Zoom accounts