University of Minnesota

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-download-access-your-umn-zoom
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
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062404

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
Zoom AI Companion: Guidance for Instructors
/services-technologies/good-practices/zoommate-guidance-instructors
Learn about using Zoom's AI Companion to enhance your class sessions.

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/topics/zoom
Watch a 45-minute training or Choose Sections You Need
Review the Host Controls (1:02)
https://www.youtube.com/watch?v=02UmBR4UK58
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
https://www.youtube.com/watch?v=XyRjKCT_wrk&t=1s

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