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
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
Compare All Zoom Formats
/services-technologies/resources/zoom-decide-how-host-your-event
This flowchart helps you choose between streamed events, webinars, and meetings

**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
**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
https://services-technologies/how-tos/zoom-zoom-google-calendar-add

**Meet Successfully**

**Before Your Meeting**

**Attendees and Hosts**

Test or Join Audio and Video
https://services-technologies/how-tos/zoom-join-or-test-audio-video

Check Your Meeting Settings
https://services-technologies/how-tos/zoom-meeting-settings

**Hosts Only**

Assign In-Meeting/Webinar Roles
https://services-technologies/how-tos/zoom-assign-in-meetingwebinar-roles

Enable Automatic Live Transcription
https://services-technologies/how-tos/zoom-manage-automatic-live-transcription

Personal Meeting Room
https://services-technologies/how-tos/zoom-personal-meeting-room-overview

Set Up Live Streaming (optional)
https://services-technologies/how-tos/zoom-live-stream-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

Start a Screen Share Meeting
/services-technologies/how-tos/zoom-start-screen-share-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

Allow Multiple Attendees to Share their Screens
/services-technologies/how-tos/zoom-sharing-multiple-screens

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-working
Video is Rotated
/services-technologies/how-tos/zoom-rotate-your-camera-windows
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-audio-not-working-zoom-mobile-app
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
Configure Audio and Video (1:42)
https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1
Test Audio and Video (0:48)
Join a Meeting (0:53)
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

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

Get Started
https://training.umn.edu/courses/13880

Host a Meeting
https://training.umn.edu/courses/13980

Host a Webinar
https://training.umn.edu/courses/13981

Ask an Expert
https://training.umn.edu/courses/13982

Understand HCC Requirements
https://training.umn.edu/courses/14040