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

Video is Rotated
[services-technologies/how-tos/zoom-rotate-your-camera](/services-technologies/how-tos/zoom-rotate-your-camera)

For Windows computers only

Black Screen During Screenshare

**Audio**

Audio Feedback or Echoes
[services-technologies/how-tos/zoom-troubleshoot-audio-echo-or-feedback](/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](/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](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](https://youtu.be/4w_pRMBEALE)

Join a Meeting (0:53)

Improve Your Virtual Presentation Skills (36:04)
[https://www.youtube.com/watch?v=EpZLi3KUzYc](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
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