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

**Equipment**

System and equipment recommendations
/services-technologies/how-tos/zoom-equipment-system-requirements

Do I really have to download software to use Zoom?
/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

Teach online class sessions with Zoom
/services-technologies/how-tos/zoom-teach-online-class-sessions

Meeting best practices
/services-technologies/how-tos/zoom-best-practices-in-meeting-one-page

For meetings that are fully online

Hybrid meeting guide
/services-technologies/how-tos/web-meetings-hybrid-meeting-good

For meetings with both online and in-room attendees

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

Secure Your Zoom Meetings
Keep your Zoom sessions free from disruption.

**Schedule your event**

Schedule and invite

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-calendar-add

**Meet Successfully**

**Before your meeting**

**Attendees and hosts**

Test or join your audio and video

/services-technologies/how-tos/zoom-join-or-test-audio-video

Check your meeting settings

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

**Hosts only**

Enter your personal meeting room

/services-technologies/how-tos/zoom-personal-meeting-room-overview

Assign a cohost

/services-technologies/how-tos/zoom-assign-in-meetingwebinar-roles

Set up live streaming (optional)

/services-technologies/how-tos/zoom-live-stream-youtube-or-custom

Enable Automatic Live Transcription

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

**During your meeting**

**Attendees and hosts**

Set up your video layout
Share the screen

Share sound while you screen-share

Screen-share from your iOS device

Share and watch videos

**Hosts only**

Know all of your host controls

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

Begin the meeting with a screenshare

Mute (or unmute) all participants

Engage your audience with polls

Allow multiple attendees to share their screens

Host small-group discussions in breakout rooms

Record your meeting or webinar

**After your meeting**

**Hosts only**

Get a List of Attendees

Follow up with a survey or URL

Trim your recording
Troubleshoot and Learn More

Troubleshoot

Video

My video or camera aren't working
/services-technologies/how-tos/zoom-my-videocamera-isnt-working
My video is rotated
/services-technologies/how-tos/zoom-rotate-your-camera-windows
for Windows computers only
The screen looks black when I screen-share
/services-technologies/how-tos/zoom-black-screen-during-screen-sharing

Audio

I'm hearing audio feedback or echoes
/services-technologies/how-tos/zoom-troubleshoot-audio-echo-or-feedback
Audio isn't working on the Zoom mobile app
/services-technologies/how-tos/zoom-audio-not-working-zoom-mobile-app
For iOS or Android devices

Learn more

Watch video tutorials

LinkedIn Learning: Learning Zoom
https://www.linkedin.com/learning/learning-zoom?u=42740356&auth=true
Watch the entire 45-minute training or choose just the 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)
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
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

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