

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

</services-technologies/how-tos/zoom-equipment-system-requirements>

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

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

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>

Hybrid Meeting Guide

</services-technologies/how-tos/web-meetings-hybrid-meeting-good>

For meetings with both online and in-room attendees

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-calendar-add>

Meet Successfully

Before Your Meeting

Attendees and Hosts

Test or Join 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

Assign In-Meeting/Webinar Roles

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

Enable Automatic Live Transcription

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

Personal Meeting Room

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

Set Up Live Streaming (optional)

</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

</services-technologies/how-tos/zoom-my-videocamera-isnt-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?u=42740356&auth=true>

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)

<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>