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?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)
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