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
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
Keep your Zoom sessions free from disruption.

Webinar Setup Checklist

Online Office Hours Guide

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

Meet Successfully

Before Your Meeting

Attendees and Hosts

Test or Join Audio and Video

Check Your Meeting Settings

Hosts Only

Assign In-Meeting/Webinar Roles

Enable Automatic Live Transcription

Personal Meeting Room

Set Up Live Streaming (optional)
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
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-

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