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](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-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-event-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
Share the Screen

Share Device Sound During Screenshare

Screenshare from an iOS device

Optimize Video Display During Screenshare

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

Engage Your Audience with Polls

Use 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 Zoom Recording

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

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-test-troubleshoot-audio

For iOS and Android devices

Learn more

Watch Video Tutorials

LinkedIn 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
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
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