

University of Minnesota

## 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-download-access-your-umn-zoom>

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

[https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0062404](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062404)

### **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>

Zoom AI Companion: Guidance for Instructors

</services-technologies/good-practices/zoom-ai-companion-guidance-instructors>

Learn about using Zoom's AI Companion to enhance your class sessions.

## **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-workspace-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-meeting-webinar-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

</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>

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>

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-worki...>

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](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

</services-technologies/how-tos/zoom-watch-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