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
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-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
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-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