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

Equipment

System and equipment recommendations
/services-technologies/how-tos/zoom-equipment-system-requirements
Do I really have to download software to use Zoom?
/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

Teach online class sessions with Zoom
/services-technologies/how-tos/zoom-teach-online-class-sessions
Meeting best practices
/services-technologies/how-tos/zoom-best-practices-in-meeting-one-page
For meetings that are fully online
Hybrid meeting guide
/services-technologies/how-tos/web-meetings-hybrid-meeting-good
For meetings with both online and in-room attendees
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
Secure Your Zoom Meetings
Keep your Zoom sessions free from disruption.

**Schedule your event**

Schedule and invite
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 your audio and video
/services-technologies/how-tos/zoom-join-or-test-audio-video

Check your meeting settings
/services-technologies/how-tos/zoom-meeting-settings

**Hosts only**

Enter your personal meeting room
/services-technologies/how-tos/zoom-personal-meeting-room-overview

Assign a cohost
/services-technologies/how-tos/zoom-assign-in-meetingwebinar-roles

Set up live streaming (optional)
/services-technologies/how-tos/zoom-live-stream-youtube-or-custom

Enable Automatic Live Transcription
/services-technologies/how-tos/zoom-manage-automatic-live-transcription

**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 sound while you screen-share
/services-technologies/how-tos/zoom-share-computer-sound-during-screen
Screen-share from your iOS device
/services-technologies/how-tos/zoom-ios-screen-sharing
Share and watch videos
/services-technologies/how-tos/zoom-optimize-way-your-videos-display

**Hosts only**

Know all of your host controls
Begin the meeting with a screenshare
/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
Host small-group discussions in 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 recording
/services-technologies/how-tos/zoom-set-cloud-recording-playback-range
Troubleshoot and Learn More

Troubleshoot

Video

My video or camera aren't working
/services-technologies/how-tos/zoom-my-videocamera-isnt-working
My video is rotated
/services-technologies/how-tos/zoom-rotate-your-camera-windows
for Windows computers only
The screen looks black when I screen-share
/services-technologies/how-tos/zoom-black-screen-during-screen-sharing

Audio

I'm hearing audio feedback or echoes
/services-technologies/how-tos/zoom-troubleshoot-audio-echo-or-feedback
Audio isn't working on the Zoom mobile app
/services-technologies/how-tos/zoom-audio-not-working-zoom-mobile-app
For iOS or Android devices

Learn more

Watch video tutorials

LinkedIn Learning: Learning Zoom
https://www.linkedin.com/learning/learning-zoom?u=42740356&auth=true
Watch the entire 45-minute training or choose just the 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-
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