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
/services-technologies/how-tos/zoom-equipment-system-requirements
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
/services-technologies/how-tos/zoom-best-practices-in-meeting-one-page
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](https://it.umn.edu/zoom-schedule-meeting-invite-others-join)

Use the Zoom for Google Calendar Add-On

[https://services-technologies/how-tos/zoom-zoom-google-calendar-add](https://services-technologies/how-tos/zoom-zoom-google-calendar-add)

**Meet Successfully**

**Before Your Meeting**

**Attendees and Hosts**

Test or Join Audio and Video

[https://services-technologies/how-tos/zoom-join-or-test-audio-video](https://services-technologies/how-tos/zoom-join-or-test-audio-video)

Check Your Meeting Settings

[https://services-technologies/how-tos/zoom-meeting-settings](https://services-technologies/how-tos/zoom-meeting-settings)

**Hosts Only**

Assign In-Meeting/Webinar Roles

[https://services-technologies/how-tos/zoom-assign-in-meeting-webinar-roles](https://services-technologies/how-tos/zoom-assign-in-meeting-webinar-roles)

Enable Automatic Live Transcription

[https://services-technologies/how-tos/zoom-manage-automatic-live-transcription](https://services-technologies/how-tos/zoom-manage-automatic-live-transcription)

Personal Meeting Room

[https://services-technologies/how-tos/zoom-personal-meeting-room-overview](https://services-technologies/how-tos/zoom-personal-meeting-room-overview)

Set Up Live Streaming (optional)

[https://services-technologies/how-tos/zoom-live-stream-youtube-or-custom](https://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
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
/services-technologies/how-tos/zoom-my-videocamera-isnt-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)
Configure Audio and Video (1:42)
Test Audio and Video (0:48)
Join a Meeting (0:53)
Improve Your Virtual Presentation Skills (36:04)
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
Get Started
Host a Meeting
Host a Webinar
Ask an Expert
Understand HCC Requirements