

## Self-Help Guide

# Zoom: Set up, Support, and Present at Online Events

This self-help guide will help anyone who presents at, schedules, or supports online meetings and webinars through Zoom. To learn more about using Zoom for online office hours or smaller meetings, check out [Teach, Meet, and Learn with Zoom](#).

The **Use Best Practices** section contains checklists and recommendations to guide you through any type of Zoom event.

## Set up

### Plan for success

#### Choose an event format

Event format flowchart

</services-technologies/resources/zoom-decide-how-host-your-event>

This flowchart helps you choose between streamed events, webinars, and meetings

Compare meetings and webinars

</services-technologies/how-tos/zoom-compare-meetings-webinars>

3rd Party audio conference

</services-technologies/how-tos/zoom-3rd-party-audio-conference>

#### Use best practices

Teach online classes 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 held entirely online

Hybrid meeting guide

</services-technologies/how-tos/web-meetings-hybrid-meeting-good>

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 Meetings

</services-technologies/how-tos/zoom-secure-your-zoom-meetings>

Keep your meetings safe from disruption.

## **Schedule, invite, and assign roles**

### **Schedule and invite**

Schedule a meeting and invite others to it

</services-technologies/how-tos/zoom-schedule-meeting-invite-others-join>

Share scheduling privileges

</services-technologies/how-tos/zoom-scheduling-privilege>

Use the Google Calendar Add-on

</services-technologies/how-tos/zoom-zoom-google-calendar-add>

### **Assign roles**

Designate co-hosts and panelists

</services-technologies/how-tos/zoom-assign-in-meetingwebinar-roles>

## **Set up the room, equipment, and permissions**

### **Room**

Reserve a physical meeting space

<https://roomsearch.umn.edu/roomsearch/#/rooms>

Links to roomsearch.umn.edu .

Use a personal Zoom meeting room

</services-technologies/how-tos/zoom-personal-meeting-room-overview>

## **Equipment**

System and equipment recommendations

</services-technologies/how-tos/zoom-equipment-system-requirements>

Download the latest version of Zoom

<https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Lat...>

Links to support.zoom.us

## **Permissions**

Toll-free dialing

<https://docs.google.com/forms/d/e/1FAIpQLSesGHTzKBRnlGv7deii4XzwNN7IJhuVLjIW800...>

Large webinar license

<https://docs.google.com/forms/d/e/1FAIpQLScXbKnCwjGKV3GZhYfku0AWz3DmoZ1SRRKq1CO>

For webinars with 500-1000 attendees

## **Support**

### **Before the event**

#### **Choose recording and livestreaming options**

Set up live streaming

</services-technologies/how-tos/zoom-live-stream-youtube-or-custom>

Record the event

</services-technologies/how-tos/zoom-record-meeting-or-webinar>

Manage Automatic Live Captioning

</services-technologies/how-tos/zoom-access-university-data>

#### **Review settings and controls**

Meeting settings

</services-technologies/how-tos/zoom-meeting-settings>

All host controls

</services-technologies/how-tos/zoom-host-controls-in-meeting>

## **Test audio and video**

Join and test audio and video

</services-technologies/how-tos/zoom-join-or-test-audio-video>

## **During the event**

### **Troubleshoot audio**

Audio echo

</services-technologies/how-tos/zoom-troubleshoot-audio-echo-or-feedback>

Audio not working on Zoom mobile app

</services-technologies/how-tos/zoom-audio-not-working-zoom-mobile-app>

### **Troubleshoot video**

Change the video layout

</services-technologies/how-tos/zoom-choose-video-layout>

Optimize video display

</services-technologies/how-tos/zoom-optimize-way-your-videos-display>

Video or camera not working

</services-technologies/how-tos/zoom-my-videocamera-isnt-working>

Screen looks black during screenshare

</services-technologies/how-tos/zoom-black-screen-during-screen-sharing>

Rotated video (for Windows)

</services-technologies/how-tos/zoom-rotate-your-camera-windows>

Video not working on Lenovo devices

</services-technologies/how-tos/zoom-video-not-working-lenovo-devices>

## **Get help**

Contact 1-HELP

</technology-help-our-staff>

Zoom Technical Support

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Video-Communications-T...>

Known error messages

</services-technologies/how-tos/zoom-error-messages>

## **After the event**

### **Get a list of attendees**

Get a list of attendees

</services-technologies/how-tos/zoom-get-list-meeting-participants>

### **Edit your recording**

Trim cloud recording playback

</services-technologies/how-tos/zoom-set-cloud-recording-playback-range>

### **Follow up**

Send attendees a survey or URL

</services-technologies/how-tos/zoom-post-webinar-survey-or-destination>

### **Learn more**

Sign up for Zoom training

</services-technologies/how-tos/zoom-sign-training>

Watch video tutorials

</services-technologies/how-tos/zoom-watch-video-tutorials>

## **Present**

### **Master the controls**

#### **Learn your controls**

Host controls in a meeting

</services-technologies/how-tos/zoom-host-controls-in-meeting>

Host controls in a webinar

<https://support.zoom.us/hc/en-us/articles/115004831826-Host-Controls-in-a-Webin...>

Far-end camera controls

<https://support.zoom.us/hc/en-us/articles/203028599-Far-End-Camera-Control>

As the host, you can let someone else control your computer's camera for you.

## **Interact and share**

### **Interact with attendees**

Mute and unmute your attendees

</services-technologies/how-tos/zoom-mute-all-participants>

Monitor Q&A during webinars

<https://support.zoom.us/hc/en-us/articles/203686015-Getting-Started-with-Questi...>

Poll your audience

</services-technologies/how-tos/zoom-polling-meetings>

Manage breakout rooms

</services-technologies/how-tos/zoom-manage-breakout-rooms>

### **Facilitate screen sharing**

Share your own screen

</services-technologies/how-tos/zoom-share-your-screen>

Begin the meeting with a shared screen

</services-technologies/how-tos/zoom-start-screen-share-meeting>

Share sound while you screen share

</services-technologies/how-tos/zoom-share-computer-sound-during-screen>

Let multiple people share screens

</services-technologies/how-tos/zoom-sharing-multiple-screens>

Screen sharing with iOS

</services-technologies/how-tos/zoom-ios-screen-sharing>

## **Polish presentation skills**

### **Engage a remote audience**

Improve Your Virtual Presentation Skills (36:04)

<https://www.youtube.com/watch?v=EpZLi3KUzYc>