

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-manage-automatic-live-transcription>

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-device-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>