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
https://support.zoom.us/hc/en-us/articles/202470795-Enabling-3rd-Party-Audio#h_
Enable 3rd party audio by following the steps in the User section

**Use best practices**

Teach online classes with Zoom
Meeting best practices
https://it.umn.edu/services-technologies/good-practices/zoom-best-practices-in-

Hybrid meeting guide
/services-technologies/good-practices/zoom-best-practices-in-meeting

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
Equipment

System and equipment recommendations
https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Win...
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/1FAIpQLSesGHTzKBRnIgV7deii4XzwNN7IjhuVLjlW8O0...
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 Roles in a Webinar
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
https://support.zoom.us/hc/en-us/articles/202952568-My-video-camera-isn-t-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
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 webinar
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