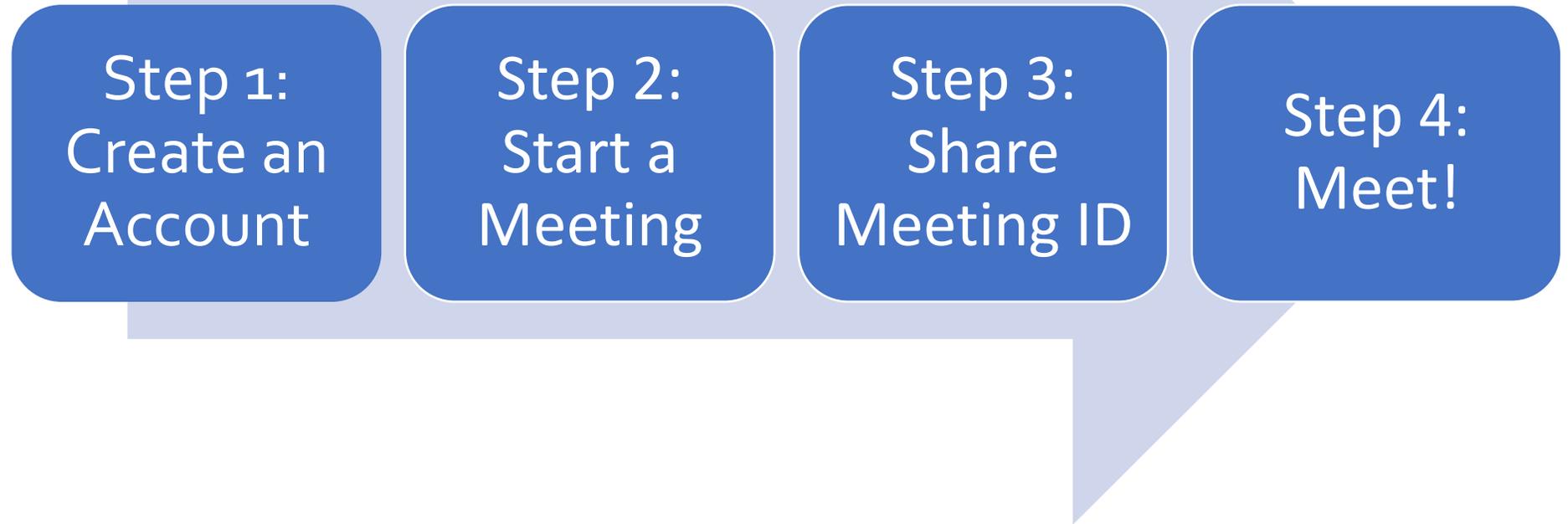


Zoom – Getting Started



Downloading the Zoom App is optional, but required if you want to meet on a smartphone or device other than a desktop computer (ipad, chromebook, etc)

Zoom – Getting Started

Technical Information

- Works on most modern Desktop Computers, Mobile Phones, Tablets, Chromebooks, etc [Technical Requirements](#)
- Internet Connection, Webcam, Microphone, speakers required for a basic meeting
- Downloading Zoom Apps/extensions is optional, but required if you want to meet on a smartphone on device other than a desktop computer (ipad, chromebook, etc)
- Although web-based, a small download is required

Zoom – Getting Started

Account & Logistical Information

- Free account is needed to host meetings
- No account is needed to join a meeting (small download is required)
- Free Account allows for 40 minute meetings (3+ attendees)
- Unlimited 1 to 1 meetings
- Host up to 100 participants



Zoom – Getting Started

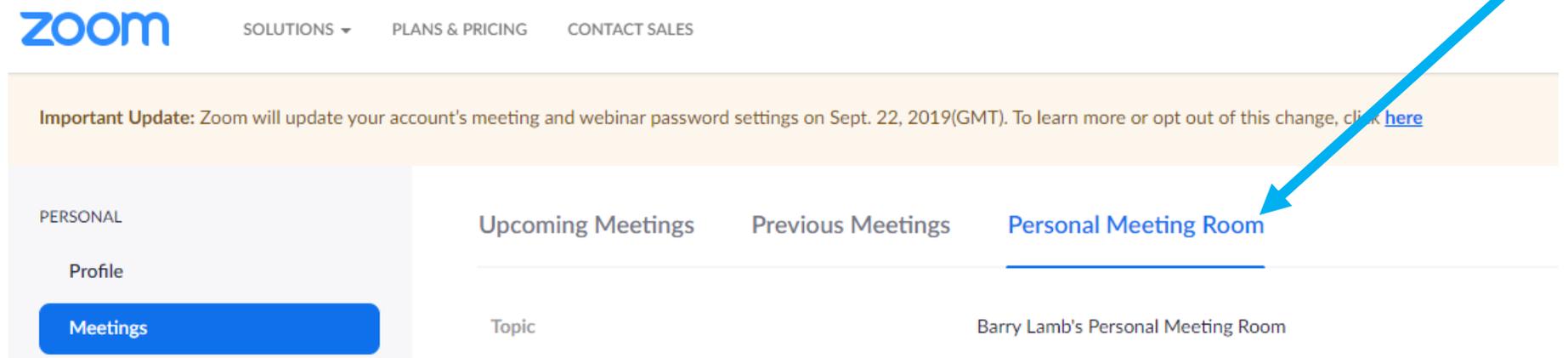
Personal Meeting Room (quickest way to start!)

- Each Free account comes with its own Personal Meeting Room
- The Personal Meeting room has a permanent meeting ID and invite link to your personal meeting room
- This personal Meeting Room is permanently reserved for you.
- You can start it at any time or schedule it for future use
- Anyone who knows your personal meeting room id or invite link can join the meeting when you are hosting
- Privacy Options – add a room password or utilize the waiting room

Zoom – Getting Started

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The screenshot shows the Zoom website's navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. Below the navigation bar is a yellow banner with an important update about password settings. The main content area has a left sidebar with 'PERSONAL' selected, containing 'Profile' and 'Meetings' (highlighted in blue). The main content area has three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room' (highlighted in blue). A blue arrow points to the 'Personal Meeting Room' tab. Below the tabs, the 'Topic' is listed as 'Barry Lamb's Personal Meeting Room'.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Important Update: Zoom will update your account's meeting and webinar password settings on Sept. 22, 2019(GMT). To learn more or opt out of this change, click [here](#)

PERSONAL

Profile

Meetings

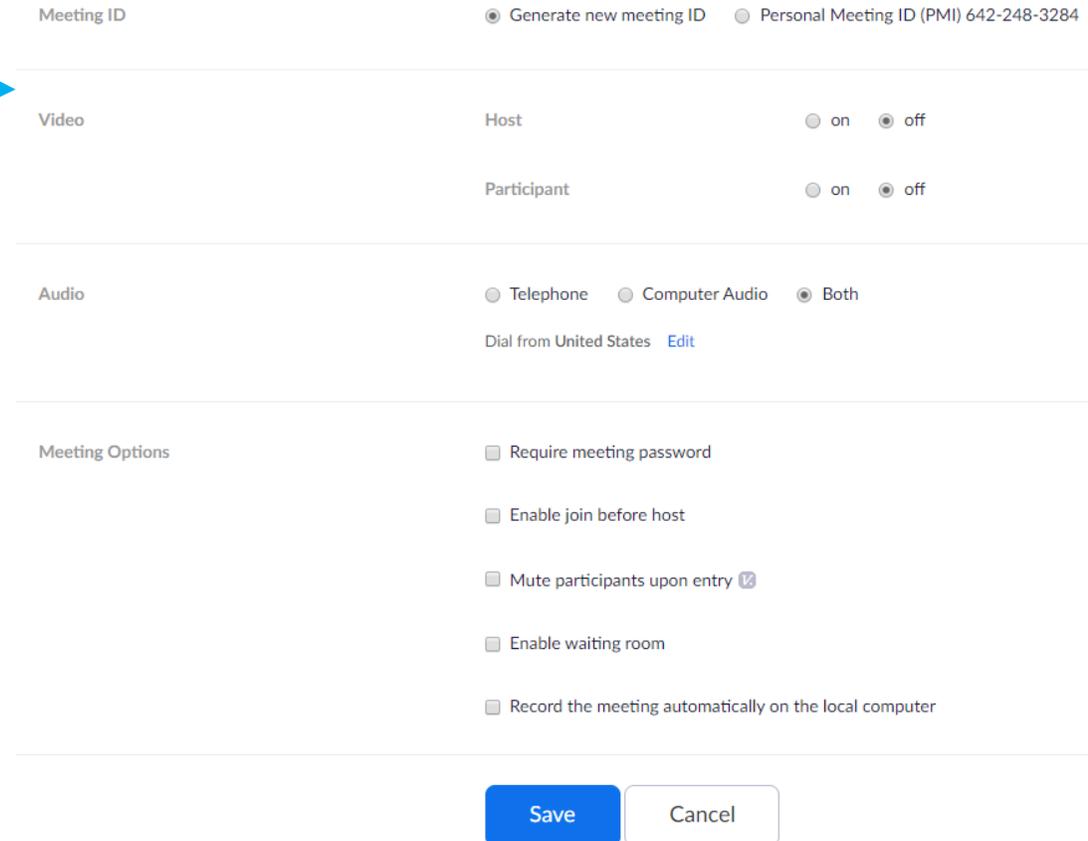
Upcoming Meetings Previous Meetings **Personal Meeting Room**

Topic Barry Lamb's Personal Meeting Room

Zoom – Getting Started

Scheduling a New Meeting

- If you choose to Schedule a New Meeting, you can create a new meeting id or use your permanent meeting id
- You can set additional options 
- The meeting will appear in "upcoming meetings" tab of your account page
- You can share the ID of the meeting with participants
- Alternately, you can start an instant meeting with the Zoom app or website



The screenshot shows the Zoom meeting scheduling interface with the following settings:

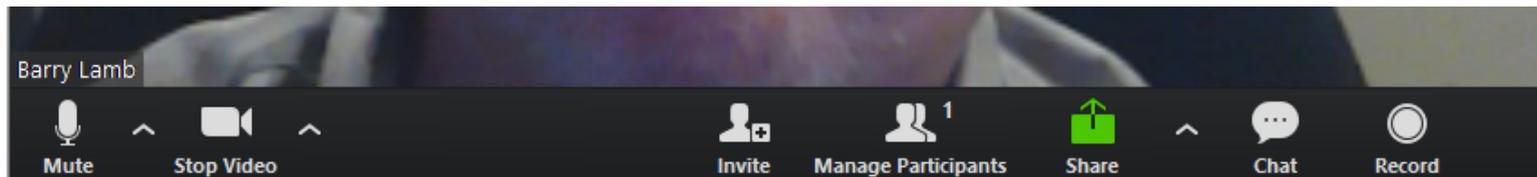
- Meeting ID:** Generate new meeting ID Personal Meeting ID (PMI) 642-248-3284
- Video:** Host on off; Participant on off
- Audio:** Telephone Computer Audio Both; Dial from United States [Edit](#)
- Meeting Options:** Require meeting password; Enable join before host; Mute participants upon entry ; Enable waiting room; Record the meeting automatically on the local computer

Buttons: [Save](#) [Cancel](#)

Zoom Meetings

Noteable Meeting Options

- Audio, Video, Chat
- Screen Sharing of Web browsers & documents
- Annotations of items being shared
- Save annotations as a picture
- Ability to record meetings



Zoom Meetings

Further Considerations for Online Office Hours

- Use your permanent personal meeting room or a new room and id?
- Recurring meetings are an option
- Maybe designate specific virtual office hours at the beginning of the semester and in the syllabus
- Managing students in meetings (password? Waiting room?)
- Maybe schedule times with another product (like Doodle)
- Lock the meeting to prevent others from joining

Zoom Meetings

Additional Ways to use zoom with students:

- Office hours/General Questions
- Show students things like
 - how to access a Blackboard quiz
 - How to work a problem
 - Instruction on creating citations online
- Watch students demonstrate things like
 - Share screen to clarify work in MyITLab, etc.
- Annotations on their work
- Instructional video recordings where you want your image visible while giving details.

Zoom More Information & Resources

Zoom's Terms & Policies

- [Zoom's Privacy Policy](#)
- [Zoom's Accessibility Statement](#)
- [Zoom's Terms of Use](#)

Zoom on the Web

- [Zoom's main website](#)
- [Zoom's Help Center](#)
- [Zoom's News Blog](#)
- [Zoom's Video Tutorials](#)