GETTING STARTED WITH ZOOM

Carleton supports video conferencing using Zoom and Google Hangouts/Meet. *PEPS and ITS remain eager and willing to assist with video conferencing calls using either platform*—while also encouraging end users to become familiar enough with these tools to be able to use them independent of PEPS.

Most Carleton users can successfully use Free/Basic Zoom accounts; some may require a Pro account. The primary determining factor is the number of participants/locations on the call:
- Free/Basic accounts offer one-on-one video conference meetings of any duration.
- Pro Zoom accounts are required if the meeting involves two or more participants in more than two locations.

(To have PEPS assist with setting-up a video conferencing call, you may still complete a WebHelp Desk Ticket with the Ticket Type PEPS > Event > Video Conferencing, but we'll ask that individuals use their own Zoom account, if possible.)
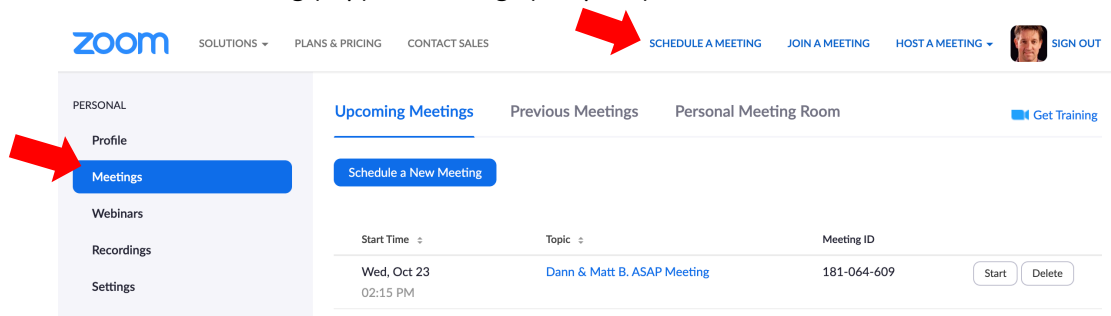
CREATING AN ACCOUNT and LOGGING IN

1. Visit https://zoom.us/, and click "SIGN UP, IT'S FREE." (If you already have a Zoom Account, click Sign In.)
2. Enter your email address and create or enter your password

TO SCHEDULE A MEETING

1. Click Schedule a Meeting (top) or Meetings (left pane)

2. Add Topic & Description

3. Insert Meeting Date & Time

4. Add Approximate Duration & Time Zone.
   Users aren't limited to the set duration. Meetings CAN start before and go longer—except basic users with multiple participants ARE limited to 40 minutes.

5. Recurring Meeting: select if users will regularly meet *using the same link*.

Additional support is available at https://support.zoom.us or by contacting PEPS at x7070. 1

6. Registration: usually leave unchecked

7. Meeting ID: use Generate New Meeting ID most of the time. Personal Meeting ID is OK for use with close colleagues. Sharing it broadly means anyone with that link could join any other meeting using that meeting ID!

8. Video: recommend starting with Host and Participant Video on.*

9. Audio: recommend starting with Host and Participant Video on.*

   Some users will prefer it off, but it adds a step/complication for end user to turn on. Easier for those non-familiar to quickly mute camera or audio than locate to turn on.

10. Meeting Options:
    a. Meeting Password: recommend only using with Personal Meeting ID.
    b. Join Before Host: recommend leaving off.
    c. Mute Participants: recommend leaving unchecked, except for very large meetings.
    d. Enable Waiting Room: recommend leaving unchecked.
    e. Record Meeting Automatically: Use as requested. End user is notified of recording.

11. **Alternative Host:** Use if you can't be at meeting, and another Pro user will be.

12. Click Save.

13. On the following screen, choose Copy the Invitation, and share it with those on the call.
    It includes both an email link and dial-in phone numbers for those not using a computer.

Registration	☐ Required	
Meeting ID	⦿ Generate new meeting ID ○ Personal Meeting ID (PMI) 507-222-7024	
Video	Host	⦿ on ○ off
	Participant	⦿ on ○ off
Audio	○ Telephone ○ Computer Audio ⦿ Both	
	Dial from United States Edit	
Meeting Options	☑ Require meeting password 610264	
	☑ Enable join before host	
	☐ Mute participants upon entry ☒	
	☐ Enable waiting room	
	☐ Record the meeting automatically	
Alternative Hosts	Example: john@company.com, peter@school.edu	

Save   Cancel

Invite Attendees   Join URL: https://zoom.us/j/181064609   ⤣ Copy the invitation

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ZOOM: Hosting or Joining a MEETING and THE ZOOM INTERFACE.

You do not need to have a Zoom account to participate in a meeting someone else is hosting, but you will be asked to download the Zoom software. To host a meeting, you must have an account.

1. To Join as the Host: if you're hosting a scheduled meeting, click Meetings and then click Start Meeting Link under Topic. You can also click the meeting link, as indicated in #2, below.
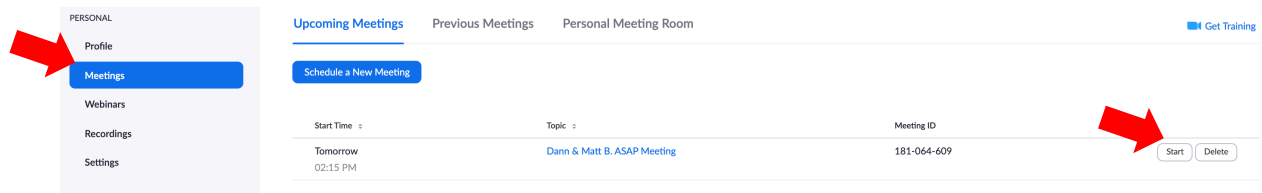
2. Both hosts and non-host participants can Also join a Zoom meeting by clicking the URL in a Meeting Invitation.

3. After clicking the invite link, you will Be prompted to Open Zoom and/or "download And run Zoom"

4. When Zoom opens, you'll want to be familiar with and likely adjust the following:

Mic   **Video**   **Participants**   **Screen Sharing**   **Chat**   **Record**   **End Meeting**

Mic: clicking the ^ next to the mic icon allows you to switch between your available mics and speakers.
     Clicking ON the icon allows you to mute your current mic.

Video: clicking the ^ next to the camera icon allows you to switch between your available cameras.
     Clicking ON the icon allows you to mute/turn off your camera.

Participants: Clicking on Participants lets you see who is in your meeting, and the host may mute one or more of the participants mics/cameras.

Screensharing: Clicking the Share icon lets you select a screen or portion of your screen to share with participants. A green box appears on your monitor around the screen being shared.

Chat: Clicking chat lets participants type quick notes to the group or to individuals.

Record: Clicking record allows you to record the meeting. We recommend saving to computer.
     Participants WILL be notified that the meeting is being recorded.

End Meeting: Clicking this allows you to leave a meeting, or, as the host, to end the meeting for all.

Additional support is available at https://support.zoom.us or by contacting PEPS at x7070.   3