



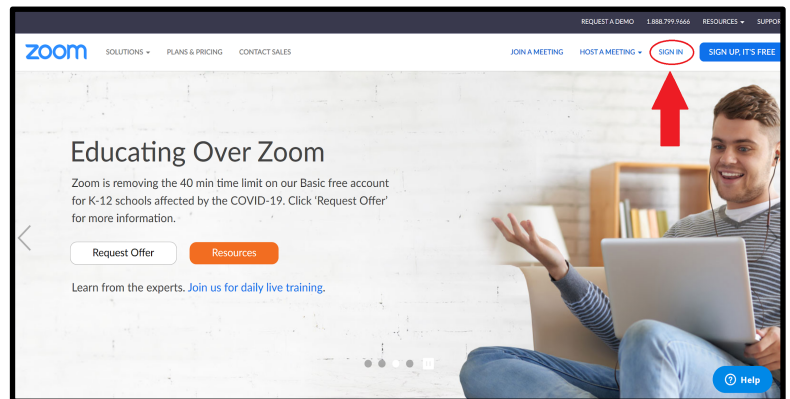
Instructional Technology Center

www.winthrop.edu/itc

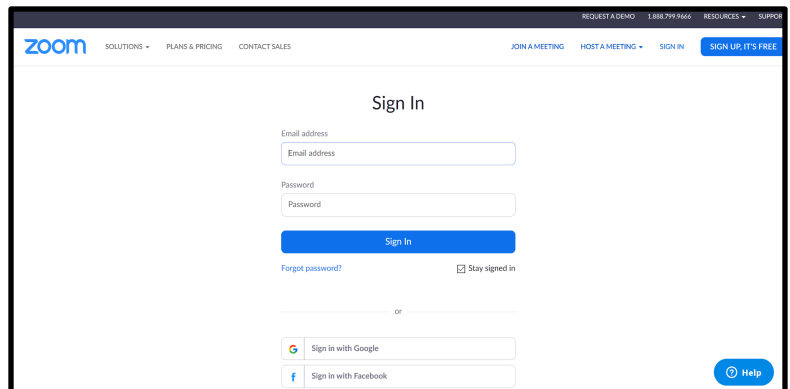
This is a guide regarding how to host a meeting on Zoom Meetings. If you need to create an account, please see the Zoom Instructions - Create an Account guide.

First we need to log into Zoom.

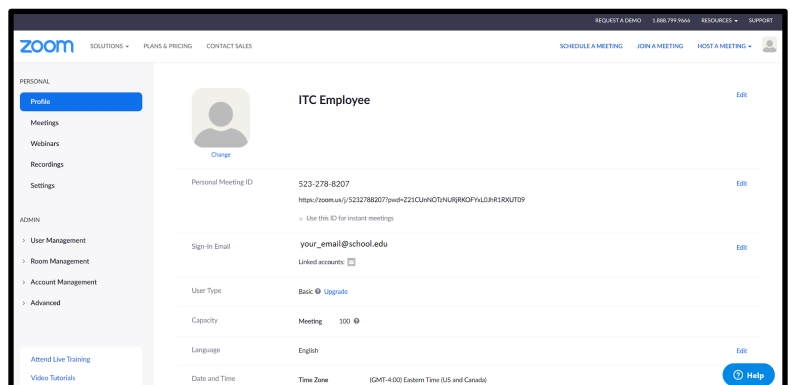
1. Go to www.zoom.us and click on “Sign In” in the upper right corner.



2. Type your email address and password in that you used to create the account, and then click “Sign In”.



3. You will be taken to your account homepage and it will look similar to this:



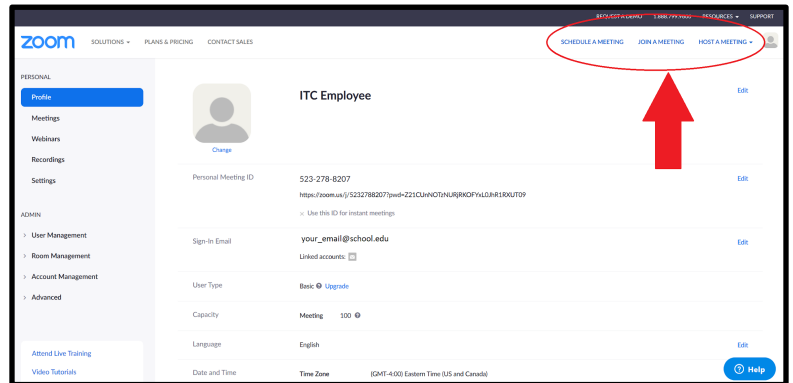
4. In the upper right corner of your account homepage, it says “Schedule A Meeting”, “Join A Meeting”, and “Host A Meeting”.



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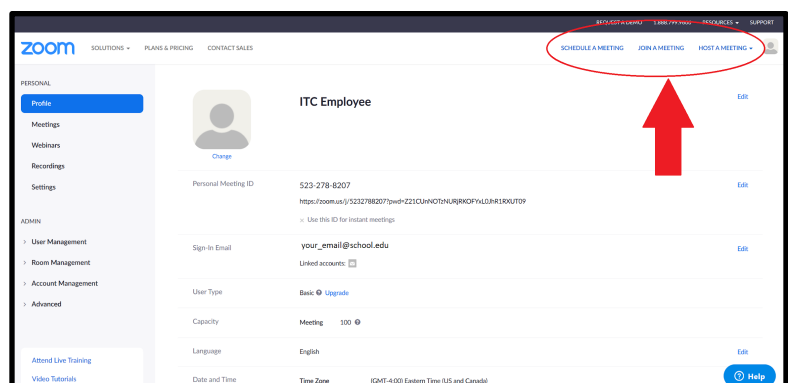
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You will need to choose one of these to get started to create a meeting. These instructions will continue to help you navigate each of these options.



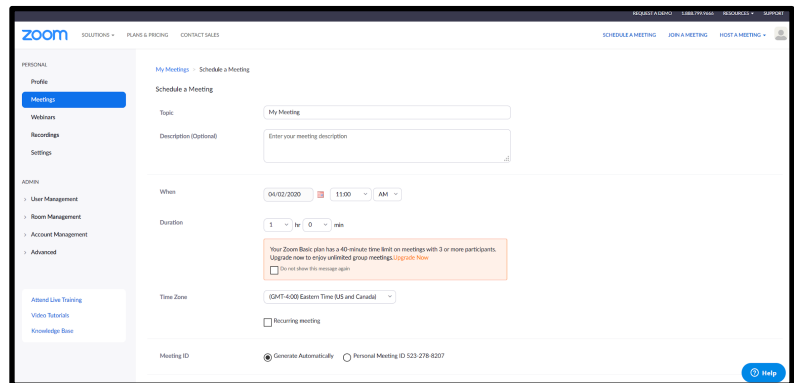
Let's now go through the steps of scheduling a meeting.

1. Click on “Schedule A Meeting”.



2. You will be brought to this page to fill out some information for your meeting.:

- a. **Name and description of the meeting** - we recommend calling it whatever your class is called. The description is optional.



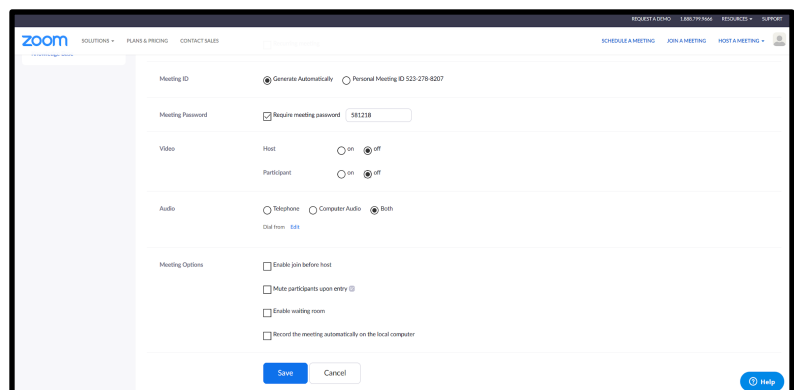
- b. **Choosing a date, time, and length of the meeting.**

- i. **Zoom limits free accounts to 40 minutes of consecutive meeting time. If you want your meeting or class to go longer, you will need to schedule multiple meetings.**

- c. **Meeting ID** - you can just allow this to generate automatically. Your colleagues or students will be sent the Meeting ID so they can join the meeting.
- d. **Meeting Password** - this is optional. You can require a Meeting Password along with the Meeting ID for students or colleagues to join the meeting. Just don't forget to send them the information!

- e. **Video** - You can choose to only use voice for meetings or to allow video during the meeting. If you keep this off, your students will not be allowed to use video.

- f. **Audio** - You can choose to only allow computer audio, phone

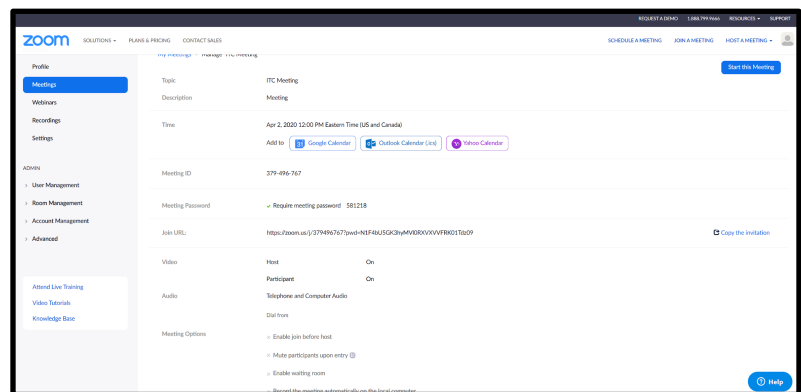


audio, or both. We recommend both as some students or colleagues may have limited technology access.

- g. **Meeting Options** - You can choose to allow your students/colleagues to join the meeting before you start the meeting, you can choose to auto-mute everyone who enters the meeting (they will be able to un-mute themselves), you can create a waiting room for participants to 'stay in' until you start the meeting, and you can record the meeting on your computer if you wish.
- h. Once you've filled out the information, click "Save" at the bottom of the screen.

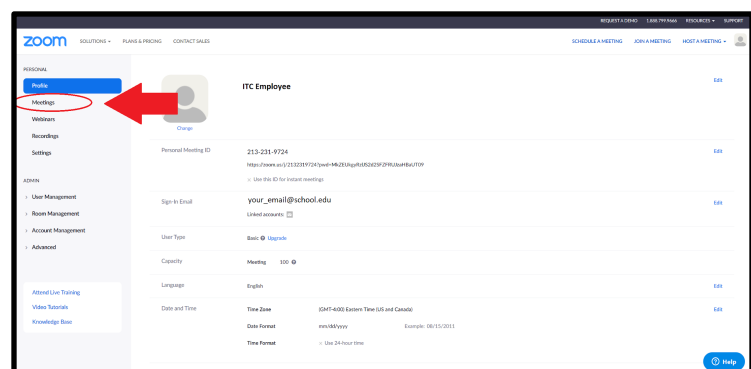
3. Next, you will be brought to this page:

- a. You can see all of the details of the meeting. To share the information with your students or colleagues, you may click on "Copy this Invitation" and it will allow you to copy the Meeting ID and Meeting Password (if you have set one), and paste it to an email or even an announcement on Blackboard so that individuals will have access to the meeting.

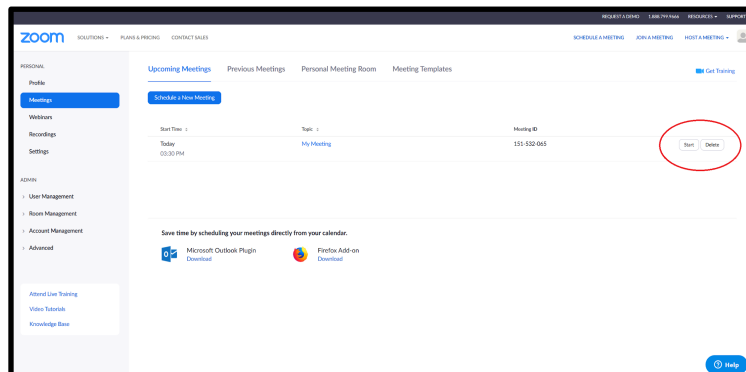


- b. You may also click on "Start This Meeting" in the upper right corner of the page to begin the meeting once it is the set time. This will allow you to begin hosting the meeting.

4. When you are ready to start the meeting, navigate to www.zoom.us and click on "My Account" in the upper right corner. This is next to where you clicked on "Schedule a Meeting", "Join a Meeting", or "Host a Meeting". You will end up on your account page, and will need to click on "Meetings" on the left side.

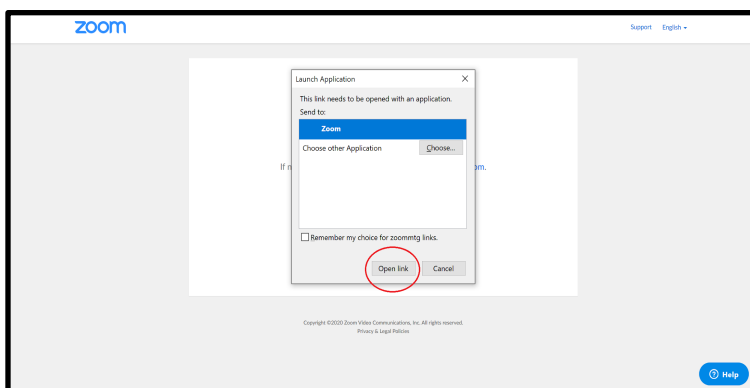


- You will be navigated to this page where you will see any meetings that you have scheduled. To start a meeting, click on “Start” on the right side of the page.

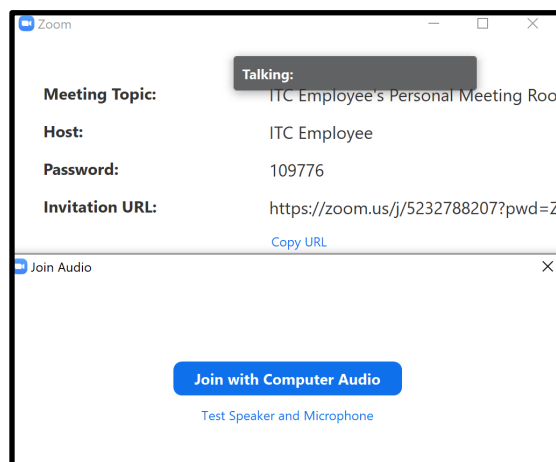


- Your screen will change and a pop-up will appear. Make sure that the word “Zoom” is highlighted in blue (like it is here in this photo) and click on “Open Link”.

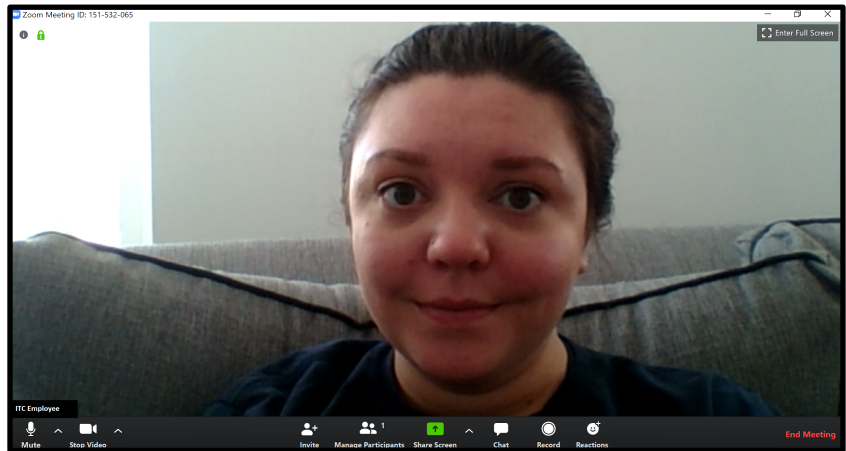
If your browser is set to block pop-ups, you may be asked to allow pop-ups from this website - click “yes” if you are asked to do this.



- Zoom will open with a couple of pop-ups now, one will be the meeting and one will ask to join with computer audio and join with video. Click the blue button that says “Join with Computer Audio” and “Join with Video” when they pop up. This will allow Zoom to use your microphone and webcam so others may hear you speak.

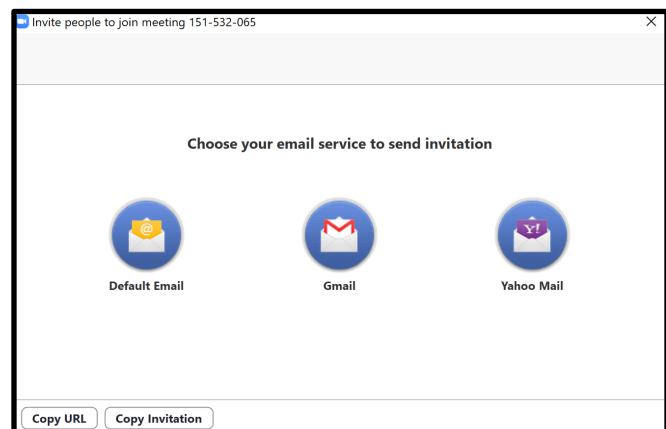


8. A small black square with your name will appear (mine says ITC Employee as an example) and then your face - or whatever your webcam is capturing - will appear. As meeting participants join, your screen will change so that they also appear.



9. Let's look at the options for the bottom of the screen.
- Mute** - By clicking the Mute button, you can mute yourself. A red line will appear over the microphone symbol.
 - Stop Video** - By clicking the Stop Video button, you will stop your webcam from sharing whatever it sees. You will see a red line appear over the camera symbol, and a black screen with your username (mine would say ITC Employee) will appear.

- Invite** - This will open a new window to allow you to choose an email account to send an invitation with the meeting code and password (if you chose to use one).



- Manage Participants** - This will bring up a side screen that will allow you to mute or unmute participants, rename (change their meeting name) participants, mute or unmute everyone in the meeting at once, lock

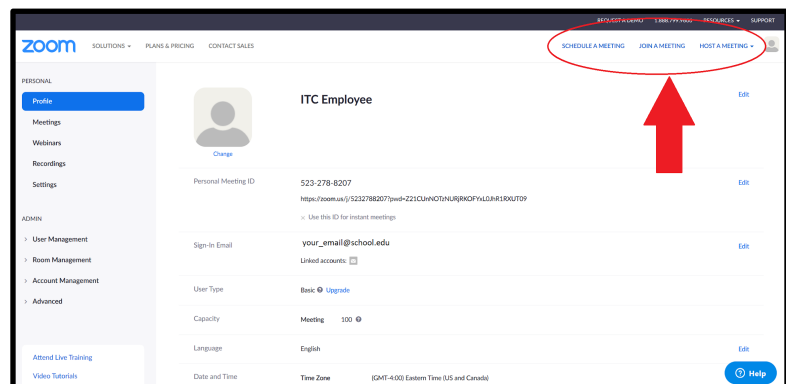
the meeting, change if you'd like there to be a chime on entrance/exit, and mute participants when they enter the meeting. You can also give participants the option to rename and/or unmute themselves.

- e. **Share Screen** - This will allow you to share your own computer screen with the meeting. There is a "stop sharing" button that will appear in red at the top center of your screen. You can also choose to use a white board, annotate your screen share, and more.
- f. **Chat** - This will open up a side screen that will allow you to chat with all of your meeting participants, or choose someone to chat with.
- g. **Record** - You can record all of your meetings to save onto your computer with this option. Files will be saved as an mp4. When you end the meeting, you will be asked to browse for where you'd like the recording to be stored.
- h. **Reactions** - This will give you the option to send a thumbs up or clap emoji.
- i. **End Meeting** - A pop up will appear asking if you'd like to end the meeting for all or just leave the meet. Click whichever you'd prefer to end the meeting.

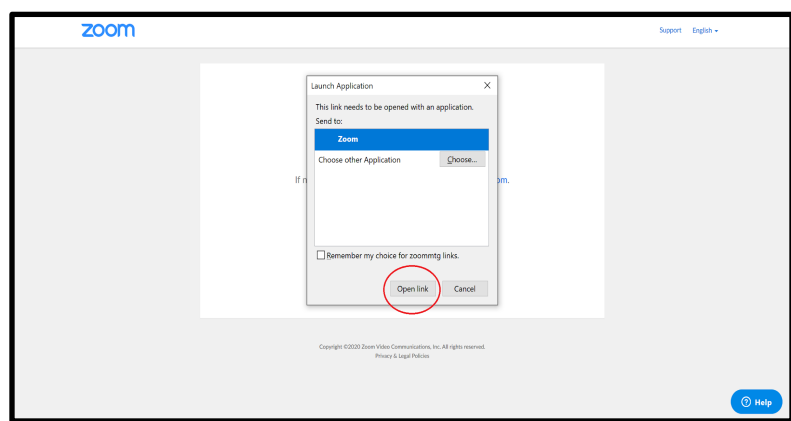
Let's look at what clicking "Hosting a Meeting" will do

- To host a meeting without scheduling the meeting, you will just click on "Host a Meeting" in the upper right corner of your account homepage. It's in the same area as you clicked "Schedule a Meeting" in.

You will need to select if you'd like video on, off, or screen share only.



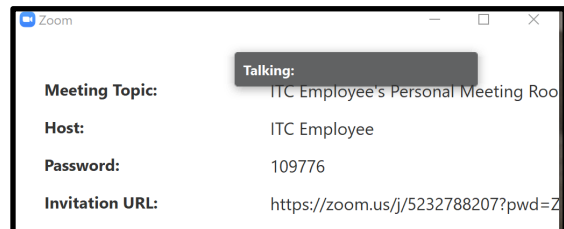
- Your screen will change and a pop-up will appear. Make sure that the word "Zoom" is highlighted in blue (like it is



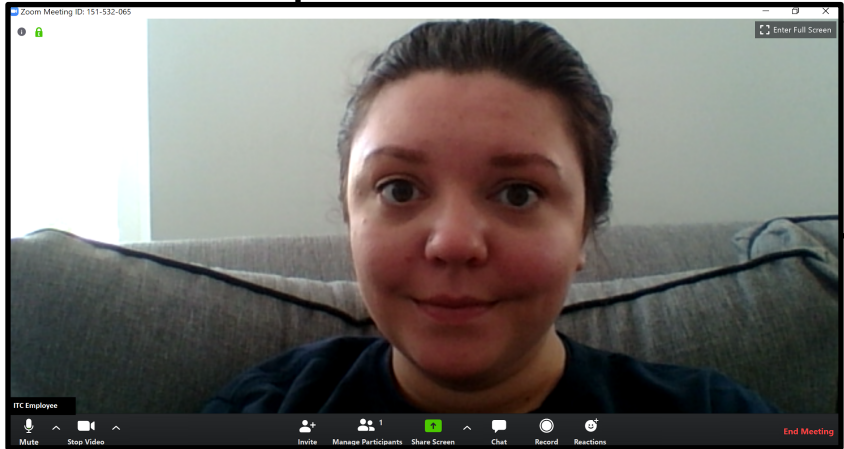
here in this photo) and click on “Open Link”.

If your browser is set to block pop-ups, you may be asked to allow pop-ups from this website - click “yes” if you are asked to do this.

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- A small black square with your name will appear (mine says ITC Employee as an example) and then your face - or whatever your webcam is capturing - will appear.

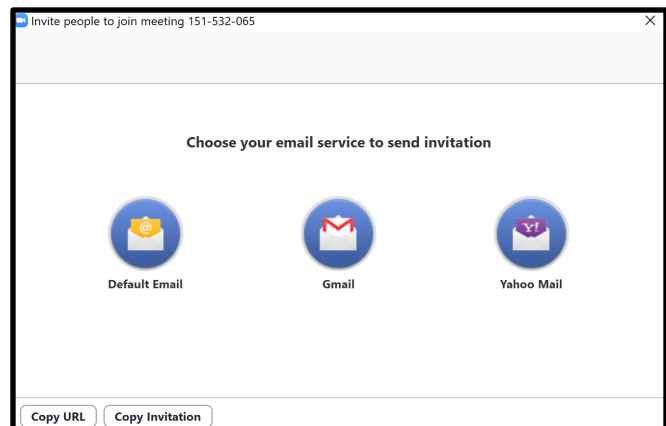


As meeting participants join, your screen will change so that they also appear, but you need to invite some people first.

- You should be prompted to invite participants. Click where it says “Invite” on the bottom, near the center of the Zoom screen.

- A pop-up will appear asking if you’d like to use an email service or copy and paste the invitation code. You may choose to do either to send the participants the invitation code.

I find it easiest to just copy the URL and/or invitation and email or send a chat message (such as GroupMe or Remind!)



to the individuals I'd like to have in the meeting. You may prefer to click one of the email buttons.

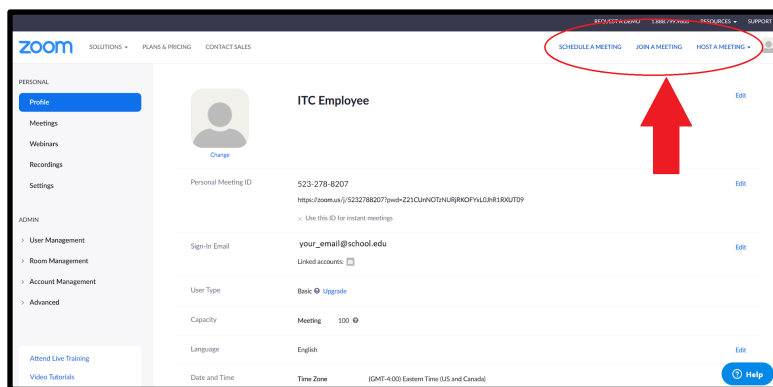
7. Others should begin to join the meeting once you've sent the invitations!

8. Let's look at the options for the bottom of the screen.
 - a. **Mute** - By clicking the Mute button, you can mute yourself. A red line will appear over the microphone symbol.
 - b. **Stop Video** - By clicking the Stop Video button, you will stop your webcam from sharing whatever it sees. You will see a red line appear over the camera symbol, and a black screen with your username (mine would say ITC Employee) will appear.
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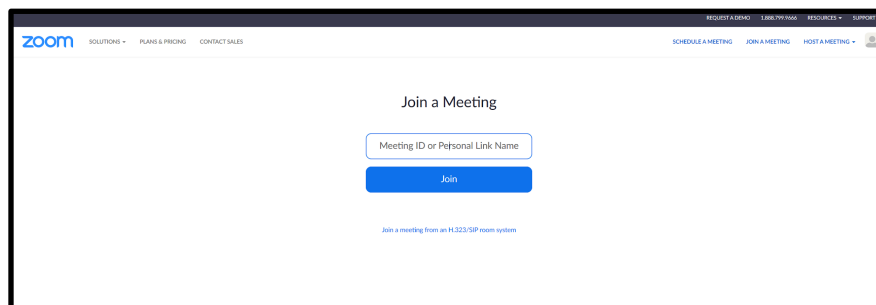
Finally, let's look at Joining a Meeting

- To join a meeting, you will need to click on "Join a Meeting" in the upper right corner of your account homepage. It's in the same area as you clicked "Schedule a Meeting" in.

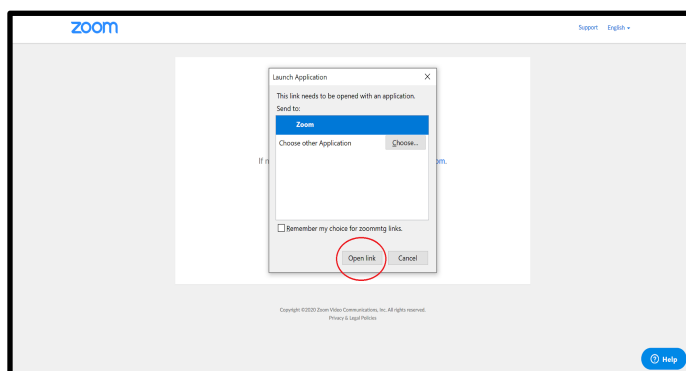
- If you do not have an account, that is okay. You can click "Join a Meeting" from the www.zoom.us homepage and still join a meeting.



- You will be brought to this page where they ask you to input your Meeting ID or Personal Link Name. This information should have been given to you by the Meeting Host. If you do not have this information, you will need to contact the Meeting Host. The Meeting ID is usually a 9 digit number with dashes (XXX-XXX-XXX). The Meeting Password is typically a 6 digit number with no dashes (XXXXXX).



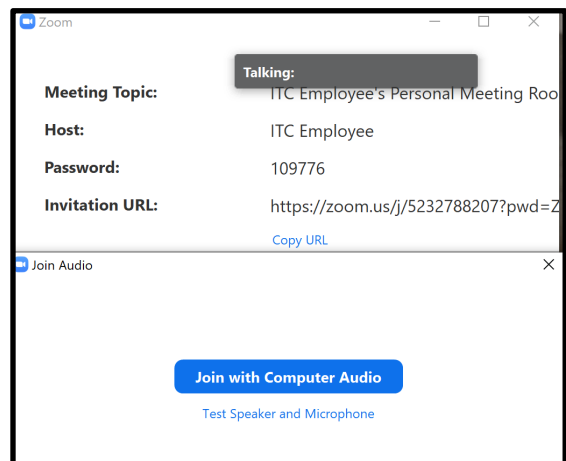
- Once you have put in the Meeting ID, Your screen will change and a pop-up will appear. Make sure that the word "Zoom" is highlighted in blue (like it is here in this photo) and click on "Open Link". If your browser is set to block pop-ups, you may be asked to allow pop-ups from this website - click





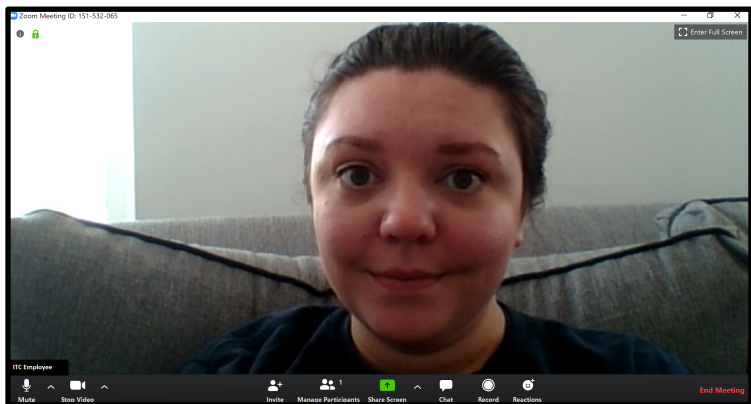
“yes” if you are asked to do this.

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- A small black square with your name will appear (mine says ITC Employee as an example) and then your face - or whatever your webcam is capturing - will appear.

As meeting participants join, your screen will change so that they also appear.



- At the bottom of your screen, you will still have some options, although you probably will see “Leave Meeting” rather than “End Meeting” and you won’t have the option to “Manage Participants” either. Other than that, everything is the same! When you are done, simply click “Leave Meeting” or the Host may end the meeting for everyone.