

Zoom Quick Start Guide outside of Isidore

For Anyone! (at UD)

This guide will walk you through setting up and joining a Zoom meeting outside of Isidore.

For additional assistance with Zoom, including best practices advice, please contact the Office of eLearning at elearning@udayton.edu or 937-229-5039.

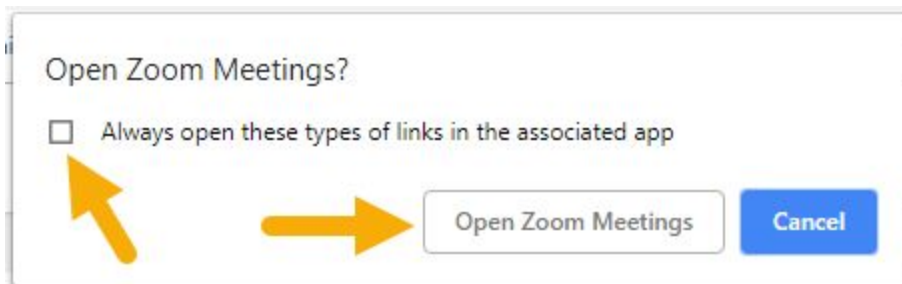
You may also refer to [eLearning's Zoom documentation](#) or [Zoom's own help documentation](#).

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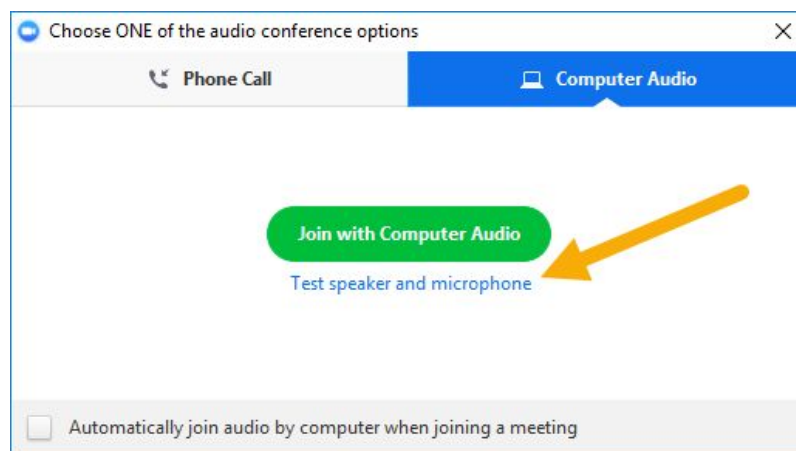
Start a Meeting

1. Open a browser and navigate to go.udayton.edu/zoom.
2. Click on the **Host** button.
3. Sign in with your University of Dayton credentials.
4. If this is the first time opening Zoom on your browser or device, follow the [steps for installing the Zoom client](#).
5. Once you have installed the Zoom client, if you see a pop-up asking to "Open Zoom Meetings," check the box for "Always open these types of links in the associated app," then click the **Open Zoom Meetings** button.



If you do not see a popup or the room does not launch, check your [browser's popup settings](#).

- The Zoom room will launch in your personal meeting room.
- You will then be prompted to select your audio type and given an opportunity to test your speaker and microphone. If this is your first time using Zoom on the device or browser, we recommend testing your speaker and microphone. The [Zoom Test Meeting](#) is also a good way to test your audio devices.



- Once you have tested your speaker and microphone, press **Join with Computer Audio**. The meeting room will be visible.

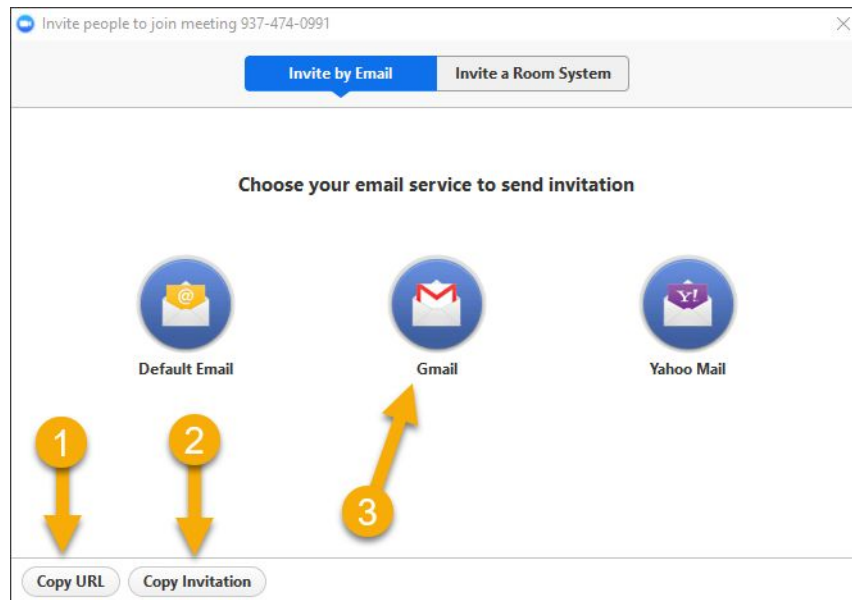
Invite Others to your Meeting

Once you have launched your meeting room, you can invite others to join you in the room.

1. Look for the host control menu at the bottom of the room.
2. Click on the **Invite** icon:



3. You have three options for inviting guests to the room:

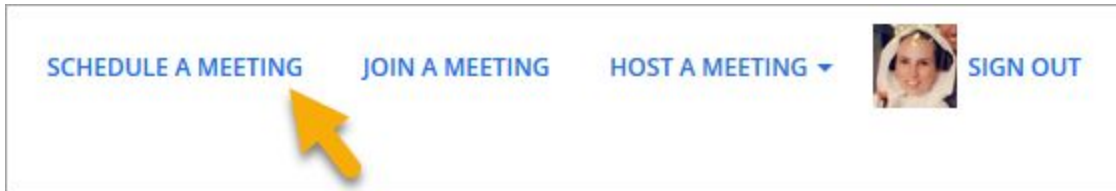


- 3.1. **Copy URL:** Clicking this button will copy the direct web address for the meeting room. Paste the link into an email to your guests, then they will be able to click the link and join.
 - 3.2. **Copy Invitation:** Clicking this button will copy the entire meeting invitation, including the direct web address as well as dial-in options. Paste the invitation into an email to your guests, then they will be able to click the link and join.
 - 3.3. **Gmail:** Clicking this button will launch your UD Gmail Account with the invitation already copied into the body of the message. Send the email to anyone you would like to join you in the meeting room.
4. When your guests click on the link to the meeting room, they will be prompted to [install the Zoom client](#) if they have not already done so, then also asked to enter their name.

Schedule a Zoom Meeting

In addition to hosting a meeting on-the-fly, you can also schedule a meeting for the future.

1. Open a browser and navigate to go.udayton.edu/zoom.
2. Click on the **Sign In** button.
3. Enter your UD credentials when prompted.
4. Click on the **Schedule A Meeting** link in the top right hand corner of the webpage.



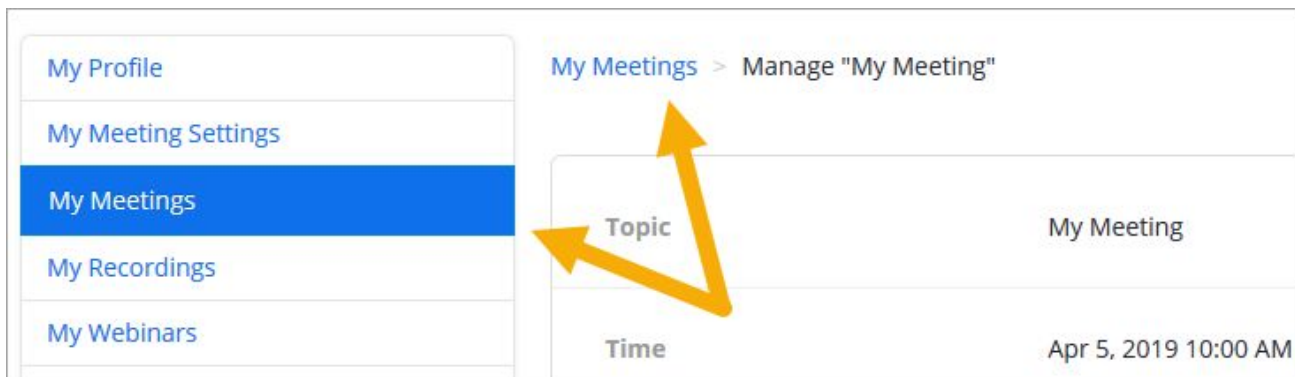
5. Enter a topic for the meeting.
6. Select a start time and duration for your meeting.

Note: Make sure your time zone is set correctly.

Note: If the meeting is scheduled in the future, you will be able to start your meeting at any time. When you start the meeting, participants will be able to join it, even if it is scheduled for the future.

Note: The meeting will persist past the duration you set so long as the host is present in the room.

7. All other settings can be customized as you desire. Please [see our additional documentation](#) to see more information about these settings.
8. Press **Save**.
9. Your meeting is scheduled. You will see an overview of your meeting's settings.
10. Click the **My Meetings** link to return your Meetings page.



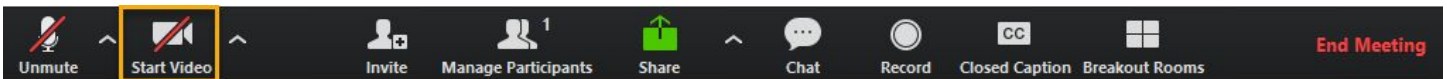
Hosting a Zoom Meeting

Every Zoom meeting must have a host. There can only be one host per meeting. If you were the person who set up the meeting, you are the host, which means you have control over the meeting's settings. For more detailed information about all of the host controls, please see [Zoom's help documentation](#).

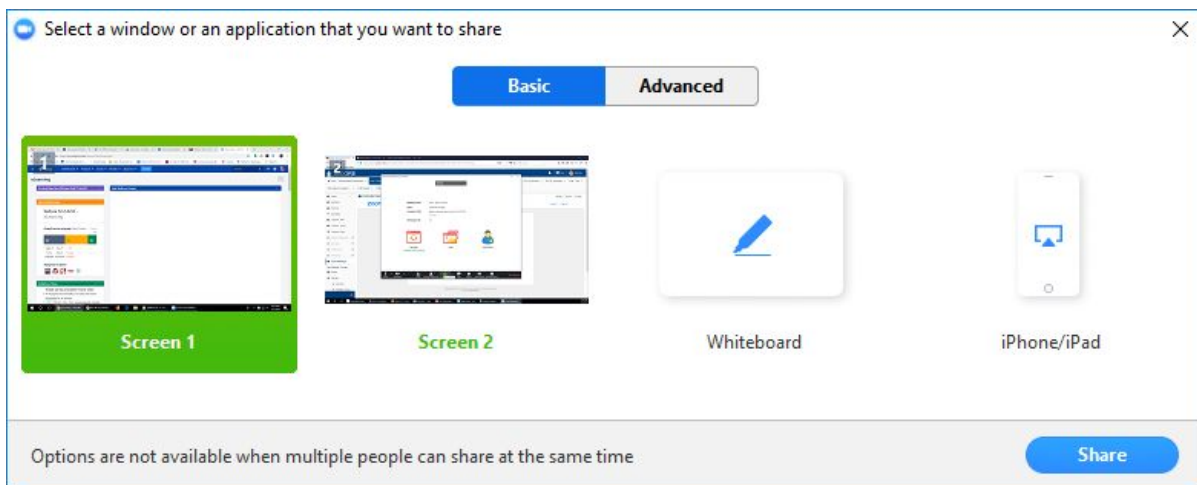
1. The host controls will appear at the bottom of the screen when you first join the room.
2. Click the microphone icon to mute or unmute yourself.



3. Click the video camera icon to start or stop your webcam.



4. Click the “Share” button to share your desktop, an application on your computer, or a whiteboard. Below is an example of Share selection screen looks like. Select what you would like to share, then press the **Share** button.



While sharing, the host controls will disappear from your view. Hover over the top of your screen or the bottom of the screen for the host controls to re-appear. If you look for the green meeting ID and “Stop Share” button, that will help you know where to hover for the host controls:



Press the red “Stop Share” button to stop sharing your desktop.

If your students are muted while you are sharing an application, we recommend that you open the chat

window or advise students to use the “raise hand” feature to get your attention.

5. Click the “Record” button to begin, pause, or stop recording.
6. Click the “End Meeting” button to end the meeting.

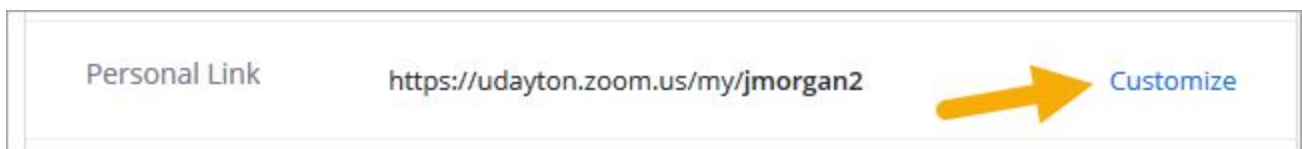
Set Up your Zoom Profile

There are a few items you might want to adjust in your Zoom profile for a better experience.

1. Navigate to go.udayton.edu/zoom.
2. Click on the **Sign In** button.
3. Type in your UD credentials.
4. On your **My Profile** page, click on **Change** underneath the avatar picture to add a picture to your account. This picture will display with your name whenever you choose not to share a webcam video.



5. On your **My Profile** page, click on **Edit** next to the **Time Zone** menu option to adjust to your desired Time Zone.
6. If you know that you will be setting up many Zoom meetings, it may be advantageous to set your **Personal Link** so it is easy to direct guests to your personal meeting room. On your **My Profile** page, click on **Customize** next to the the **Personal Link** option.



Enter a memorable name for your room and press **Save Changes**.

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