

2020

# Zoom Resource Guide

THE MINNESOTA LEARNING NETWORK  
FOR STUDENTS, FACULTY AND STAFF

MARCH | 2020

## Table of Contents

About Zoom.....	1
Checking System Requirements.....	1
Accessing Your Zoom Account.....	1
Downloading the Zoom Client.....	1
Profile Settings.....	2
Scheduling a Meeting.....	2
More Settings.....	2
Meeting Options.....	3
Sending out Meeting Invitations.....	4
Ad Hoc Meetings.....	4
Meetings that Connect to ITV Rooms.....	5
Webinar Mode.....	5
Recording Your Meeting.....	5
Zoom Rooms.....	5
Meeting Controls.....	5
Virtual Office Hours for Faculty.....	6
Best Practices for Video Conferences.....	6
Appendix A – Zoom Resources.....	7

## About Zoom

Zoom is a videoconferencing software with tools for you to attend meetings, set up office hours, record a presentation, deliver a live lecture, and work collaboratively on group projects. You can share your desktop, share a whiteboard, and even set up breakout rooms for small group discussion or projects.

## Checking System Requirements

In order to use all the features of Zoom, you will need a computer, laptop, tablet or cell phone with a camera, speaker and microphone. In order to use your cell phone for Zoom you will need to download the Zoom Cloud Meetings app from the app store. For all other devices you can test your device and try out Zoom meetings and the controls through this website with or without a zoom account: <https://zoom.us/test>

## Accessing Your Zoom Account

Everyone within Minnstate already has a free Zoom account. To access your account, go to: <https://minnstate.zoom.us>

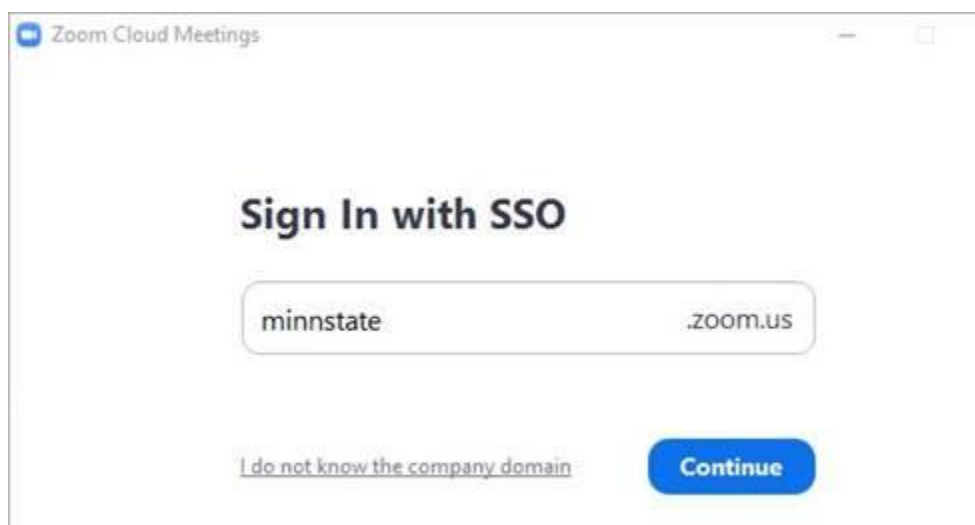
Click on the button to Sign in. This will take you to a page where you can log in using your Star ID.

## Downloading the Zoom Client

Once you are logged in to Zoom in your web browser, go to: Resources > Download Zoom Client

Follow the directions to download the zoom client, open it up. DO NOT Sign in by entering your email and password. Instead, click on *Sign in with SSO*

Enter the company domain as seen in the image below, then click on Continue to go to the Star ID sign in page.

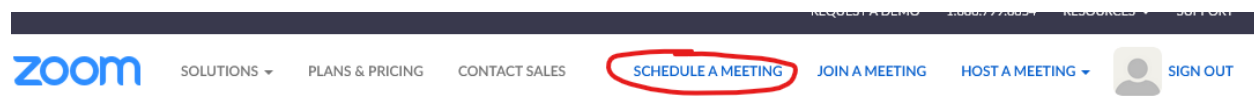


## Profile Settings

Most of the profile settings do not need to be edited. The only item you will want to check is the time zone which may default to (GMT-5:00) Panama. If this is the case, you will want to change it to the correct time zone for Minnesota: (GMT-5:00) Central Time (US and Canada).

## Scheduling a Meeting

For a basic meeting with peers who will all connect via their computer or mobile device, use your web browser to log in to Zoom. (see [Accessing Your Zoom Account](#)) Click on Schedule a Meeting near the top center of the web page, or log in to the Zoom app and click on Schedule.



Give your meeting a name that has meaning,

When: set the date and the start time.

Duration: Next, use the drop-downs to set how long the meeting will last

Time Zone: The default time zone may show up as (GMT-5:00) Panama. If this is the case, change it to (GMT-5:00) Central Time (US and Canada) for Minnesota. In order to set this to the default time zone, see Profile Settings.

For most meetings this is enough. You can accept all the defaults and scroll to the bottom of the page and click Save.

## More Settings

**Recurring Meeting:** For regularly schedule meetings, use the recurrence option for daily, weekly, or monthly meetings.

**Registration:** This is an advanced feature that will not be addressed in this guide. There is a very useful article with step-by-step instructions for the registration feature on the Zoom website at <https://support.zoom.us>

**Meeting ID:** Your personal meeting ID is unique to you. By default, this is the meeting ID for all of your meetings. Occasionally you may want to use a different meeting ID. For these few meetings you can choose to have Zoom automatically generate a new meeting ID.

**Meeting password:** Most meetings will not need a password. If you feel the need for additional security, you can require a meeting password which must be entered on the screen before participants can join.

**Video:** If you want to hold a meeting where the focus is a shared document or presentation, you have the option to turn off the video for yourself (Host) and for participants.

**Audio:** There are 4 options for audio- Telephone, Computer, Both Telephone and Computer, or 3<sup>rd</sup> Party Audio. The best option will be to select Both Telephone and Computer Audio. That way if a participant has an unstable internet connection, they can still join by phone.

## Meeting Options

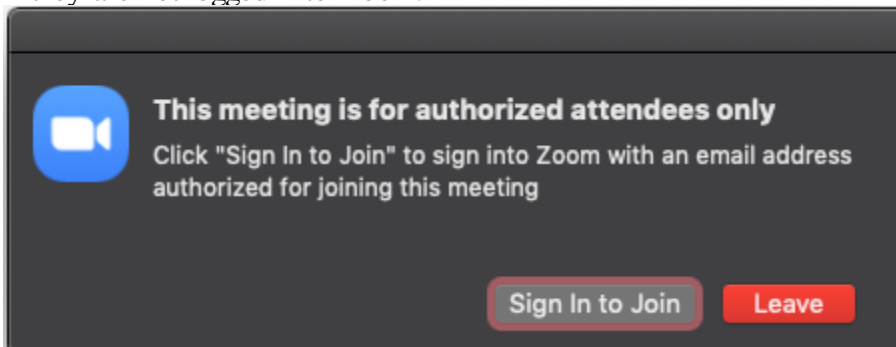
**Enable join before host:** This option will allow participants to join the meeting even if you have not yet joined.

**Mute participants on entry:** This option will automatically mute the microphones of all participants as soon as they join the meeting. Participants can unmute themselves to talk, or you can unmute them as needed. Do not use this option when connecting to an ITV room.

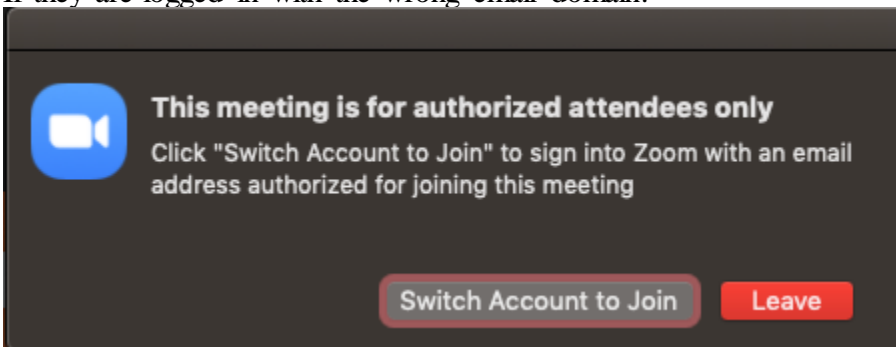
**Only authenticated users can join:** This option allows hosts to restrict participants who can join a meeting or webinar to those who are logged into Zoom, and even restrict it to Zoom users who's email address uses a certain domain.

If a participant tries to join the meeting or webinar and is not logged into Zoom, or logging in with the specified email domain, they will receive one of the following messages:

- if they are not logged into Zoom:



- If they are logged in with the wrong email domain:



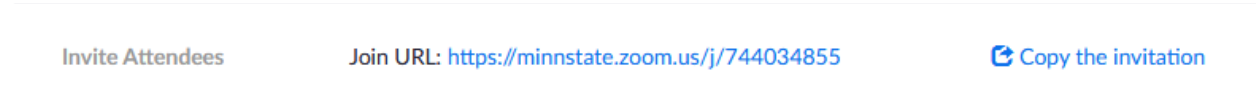
**Record the meeting automatically:** If you select this option you will be asked to choose to record it to your hard drive, or to the cloud. If you choose to save the recording to the cloud you will receive an email when the recording is complete. The recording can be accessed by clicking the link in the email, or

by logging in to Zoom with your web browser and clicking on Recordings in the navigation bar on the left side of the web page.

**Alternative Hosts:** You can choose another person within your organization as an alternative host to allow them to mute participants, share documents, and monitor the chat window so you can focus on the meeting or presentation.

## Sending out Meeting Invitations

Once you have set up your meeting and clicked Save at the bottom of the page, you will see the details of your meeting. On the right side of the page about halfway down you will see a link to invite attendees and an option to Copy the Invitation.



For meetings that are not starting immediately, click on Copy the Invitation. When the window opens, click on the button to Copy the Meeting Invitation, then go to Outlook and paste the information into an email or an Outlook calendar invitation. You can then send the meeting invitation out to those you want to attend.

## Ad Hoc Meetings

You can start an ad hoc meeting from your web browser, from the Zoom App, or from a Zoom Room. From the web browser, use the drop-down next to Host a Meeting in the upper left corner of the web page and choose to start the meeting with the options you want. From the Zoom app, click on New Meeting. There is a drop-down to toggle between starting the meeting with video or without video.

From a Zoom Room, tap the button to Meet Now and invite participants from the directory.



## Meetings that Connect to ITV Rooms

Reserve the room through your campus room scheduler.

Set up the Zoom meeting with these two settings – Be sure to check the box to Enable Join Before Host and make sure there is no check in the box to Mute Participants on Entry.

Send the complete Zoom meeting invitation to your regional ITV scheduler along with the room information to request a connection between your zoom meeting and the ITV room(s). DO NOT send an Outlook meeting request to the regional scheduler unless you want them to attend the meeting.

## Webinar Mode

Webinar mode is perfect for presentations and guest speakers.

## Recording Your Meeting

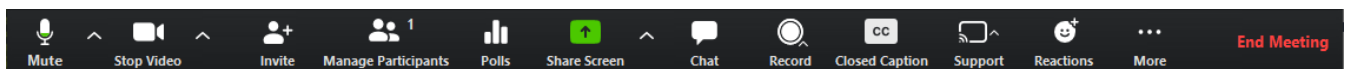
## Zoom Rooms

To join a meeting from a Zoom Room, use the touch screen controller and press the Join icon in the navigation bar on the left. A key pad will display and you can simply enter the meeting ID and then press Join.



## Meeting Controls

As the host of a Zoom meeting, you will have a control bar across the bottom of your screen. If you don't see it, simply move your mouse to the bottom of the screen and it will show up.



These tools will help you to control the meeting in several ways. You can launch a poll, share a document or presentation, record the meeting, etc. If you click on Manage Participants you can mute a participant microphone if there is background noise disruptive to the meeting

As a participant you will see similar controls at the top of your screen. Again, if you don't see the controls simply move your mouse across the top of the screen and they will show up.

## **Virtual Office Hours for Faculty**

Faculty can set up virtual office hours by creating a recurring meeting and checking the box to Enable Waiting Room. When you join the meeting you will see something similar to the message below:

**Please wait, the meeting host will let you in soon.**

### **Molly Parker's Personal Meeting Room**

The message can be edited by the instructor setting up the virtual office hours.

The instructor will see a window with the list of participants in the waiting room. They can broadcast a message to everyone in the waiting room—for instance: I am currently meeting with a student, I will be with you shortly, or There are 3 people in the waiting room, please be patient and I will admit each person one at a time.

This gives the instructor control to allow for one-on-one meetings with students during office hours. It is also possible to admit multiple students at the same time.

For more information, see Zoom Video Tutorials (link in appendix)

## **Best Practices for Video Conferences**

Provide an agenda or plan in advance of your meeting/class

Choose an appropriate quiet space with no distractions in the background.

If this is your first time using Zoom, join a few minutes early to ensure a proper connection

For your first meeting/class set aside some time to introduce participants to zoom and ensure that they are able to connect their audio and video

Take time to allow for questions, comments and reactions.



## Appendix A – Zoom Resources

Zoom Video Conferencing - All current students, faculty, and staff members of Minnesota State have access to Zoom.

How to:	Link	Source
Get Started – Desktop & Mobile Requirements	<a href="https://support.zoom.us/hc/en-us/categories/200101697">https://support.zoom.us/hc/en-us/categories/200101697</a>	Zoom Help Center
Access Zoom Site for MinnState	<a href="https://minnstate.zoom.us/">https://minnstate.zoom.us/</a>	MinnState
Configure account	<a href="https://minnstate.zoom.us/signin">https://minnstate.zoom.us/signin</a>	MinnState
Download Zoom Client (desktop or mobile apps)	<a href="https://minnstate.zoom.us/download">https://minnstate.zoom.us/download</a>	MinnState
Login to Create or Join a meeting	<a href="https://minnstate.zoom.us/">https://minnstate.zoom.us/</a>	MinnState
Training	<a href="https://support.zoom.us/hc/en-us/sections/201740096">https://support.zoom.us/hc/en-us/sections/201740096</a>	Zoom Help Center
Live Training Webinars	<a href="https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars">https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars</a>	Zoom Help Center
Watch Recorded Training sessions	<a href="https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions">https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions</a>	Zoom Help Center
Zoom Video tutorials	<a href="https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials">https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials</a>	Zoom Help Center
Getting Started FAQ (Joining and starting a meeting)	<a href="https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting">https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting</a>	Zoom Help Center
Starting Zoom desktop client	<a href="https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client">https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client</a>	Zoom Help Center
How to use Zoom App	<a href="https://support.zoom.us/hc/en-us/articles/360022265471-How-to-Use-Zoom-s-Desktop-App-v-4-3-">https://support.zoom.us/hc/en-us/articles/360022265471-How-to-Use-Zoom-s-Desktop-App-v-4-3-</a>	Zoom Help Center
Zoom Web Client	<a href="https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client">https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client</a>	Zoom Help Center
Audio, Video, and Sharing Help	<a href="https://support.zoom.us/hc/en-us/categories/201137166">https://support.zoom.us/hc/en-us/categories/201137166</a>	Zoom Help Center

Test Audio before joining	<a href="https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio">https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio</a>	Zoom Help Center
Test Video before joining	<a href="https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-">https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-</a>	Zoom Help Center
Schedule a meeting	<a href="https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-">https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-</a>	Zoom Help Center
<i>Schedule a meeting with Zoom Website - 1 min. video intro.</i>	<a href="https://www.youtube.com/embed/XhZW3iyXV9U?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/XhZW3iyXV9U?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	
Invite others to join meeting	<a href="https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-a-Meeting-">https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-a-Meeting-</a>	Zoom Help Center
Join a meeting	<a href="https://support.zoom.us/hc/en-us/articles/201362193">https://support.zoom.us/hc/en-us/articles/201362193</a>	Zoom Help Center
Start or join as Host	<a href="https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host-">https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host-</a>	Zoom Help Center
<i>Join a meeting - 1 min. video intro</i>	<a href="https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	Zoom Help Center
<i>Join &amp; Configure Audio &amp; Video - 2 min. video intro</i>	<a href="https://www.youtube.com/embed/-s76QHshQnY?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/-s76QHshQnY?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	Zoom Help Center
<i>Meeting Controls – 1 min. video intro</i>	<a href="https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	Zoom Help Center
Manage Participants	<a href="https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting">https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting</a>	Zoom Help Center
Recording	<a href="https://support.zoom.us/hc/en-us/sections/200208179-Recording">https://support.zoom.us/hc/en-us/sections/200208179-Recording</a>	Zoom Help Center
<i>Record Meeting - 2 min. video intro.</i>	<a href="https://www.youtube.com/embed/lZHSAMd89JE?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/lZHSAMd89JE?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	Zoom Help Center
Automatic Recording	<a href="https://support.zoom.us/hc/en-us/articles/202921119-Automatic-Recording">https://support.zoom.us/hc/en-us/articles/202921119-Automatic-Recording</a>	Zoom Help Center

Find and view a Recording	<a href="https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-Viewing-Recordings">https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-Viewing-Recordings</a>	Zoom Help Center
How to share screen	<a href="https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-">https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-</a>	Zoom Help Center
<i>Share Screen – 1 min. video intro</i>	<a href="https://www.youtube.com/embed/YA6SGQlVmcA?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/YA6SGQlVmcA?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>	Zoom Help Center
Video layout options while sharing	<a href="https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing">https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing</a>	Zoom Help Center
Use a Poll	<a href="https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings?zcid=1231">https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings?zcid=1231</a>	Zoom Help Center
Chat In-Meeting Controls	<a href="https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat">https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat</a>	Zoom Help Center
Getting started with Breakout Rooms	<a href="https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms">https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms</a>	Zoom Help Center
Managing Breakout rooms	<a href="https://support.zoom.us/hc/en-us/articles/206476313">https://support.zoom.us/hc/en-us/articles/206476313</a>	Zoom Help Center
<i>Breakout rooms – 3 min. video intro.</i>	<a href="https://www.youtube.com/embed/j_O7rDILNCM?rel=0&amp;autoplay=1">https://www.youtube.com/embed/j_O7rDILNCM?rel=0&amp;autoplay=1</a>	Zoom Help Center
Participating in Breakout rooms	<a href="https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms">https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms</a>	Zoom Help Center

### Kaltura MediaSpace Video Management Tool for Academic Use

Login to MediaSpace	<a href="https://signon.minnstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2">https://signon.minnstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2</a>	MinnState
Upload a video recording		