



# How to Use Zoom to Create and Run a Meeting - Beginners Guide

Presenters: Peter Shea & Daniela Loghin

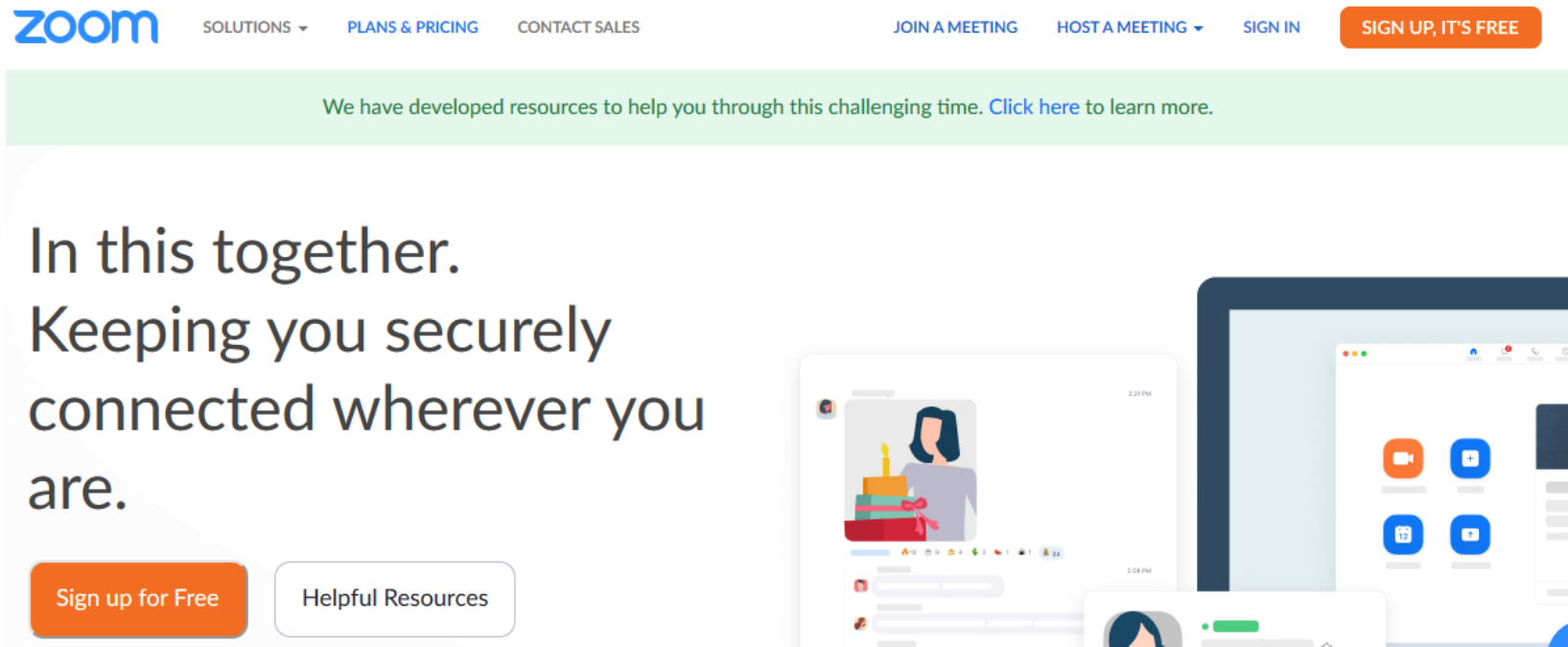
# Agenda/Learning Objectives

- How to create a Zoom account? (And why)
- How to upgrade to a full Zoom Account via MCC
- How to schedule a meeting in Zoom
- How to invite others in your meeting
- How to host a meeting without scheduling
- Which one, Zoom or Collaborate?

# Set-up Zoom Meeting

To set-up a Zoom meeting, you first need to sign up for an account. Your organization may grant you a license to use. You can also create a free account on your own.

If you wish a free account of your own, go to [www.zoom.us](http://www.zoom.us). You will also need to have Zoom's software downloaded and installed on your computer to use Zoom.



The screenshot shows the Zoom website homepage. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. Further right are JOIN A MEETING, HOST A MEETING, and SIGN IN. On the far right is a prominent orange button labeled SIGN UP, IT'S FREE. Below the navigation is a light green banner with the text: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main content area features the headline "In this together. Keeping you securely connected wherever you are." Below the headline are two buttons: "Sign up for Free" (orange) and "Helpful Resources" (white with a grey border). To the right of the text is a collage of images showing Zoom meeting interfaces on a tablet and a laptop, including a birthday celebration screen and a meeting control panel.

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

In this together.  
Keeping you securely  
connected wherever you  
are.

**Sign up for Free** Helpful Resources

# Requesting Zoom Licenses for Faculty and Staff

Posted By: Technology Center

**UPGRADE: Do you have the free, basic version of Zoom with a 40 minute time limit that is associated with your MCC e-mail address and wish to upgrade to the full version? If so, please email [servicedesk@middlesex.mass.edu](mailto:servicedesk@middlesex.mass.edu) to request a full license.** After the license is applied using your MCC e-mail address, you will receive an e-mail confirmation. You can login into your existing Zoom account associated with your MCC e-mail address and it will be automatically upgraded to the full version.

**NEW:** If you do not have any Zoom license, but would like to get a full version for creating group meetings, lectures, etc... then please email [servicedesk@middlesex.mass.edu](mailto:servicedesk@middlesex.mass.edu) with the request. Zoom accounts are created using your MCC e-mail address and cannot be created using a personal, non-MCC e-mail address.

# Sign-In to Zoom Account

Once you have a Zoom account, go to their sign-in link on the Zoom main web page to schedule a Zoom meeting. You can sign up for a free basic account that allows you to create 40 minute meetings without charge. If you have a paid account, you can set your own time length.

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

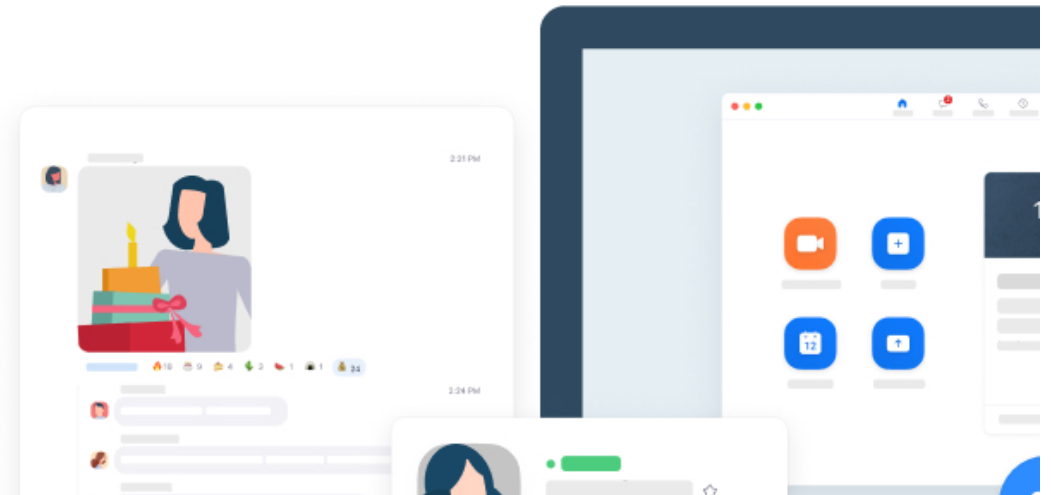
SIGN UP, IT'S FREE

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

In this together.  
Keeping you securely  
connected wherever you  
are.

Sign up for Free

Helpful Resources



# Schedule a Meeting

Once you've signed into your account, click **Join a Meeting** to schedule your Zoom meeting.

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

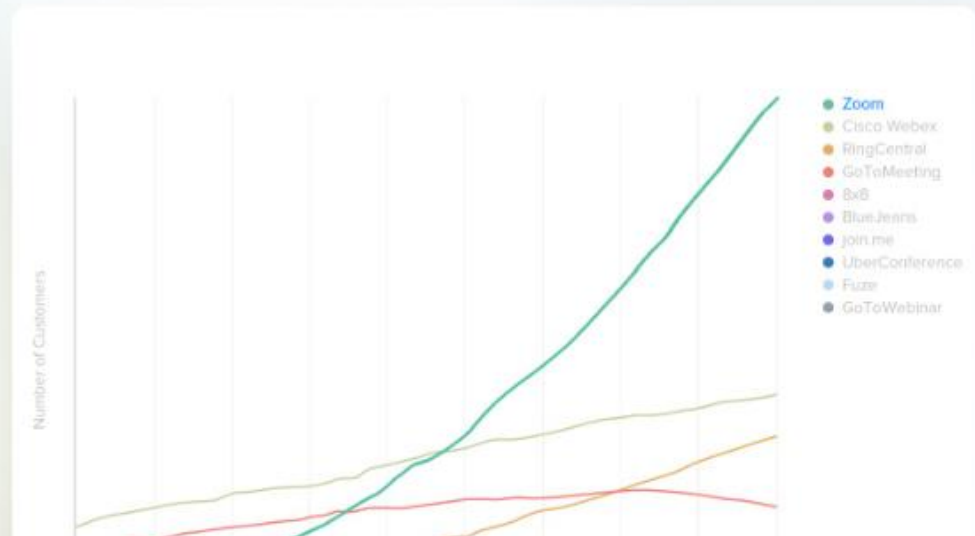
JOIN A MEETING HOST A MEETING ▾ MY ACCOUNT

We have developed resources to help you through this challenging time. [Click here](#) to learn more. ×

## Zoom is the Top Video Conferencing App

Source: Okta 2020 Businesses at Work report

[Read the Report](#)



# Schedule a Meeting II

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING

## Join a Meeting

This brings you to a page where you can **Schedule a Meeting**.

Join

[Join a meeting from an H.323/SIP room system](#)

# Schedule a Meeting III

The screenshot shows the Zoom 'Schedule a Meeting' interface. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar has 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management) sections. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 05/15/2020, 3:00, PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT-7:00) Pacific Time (US and Canada)

A green rounded rectangle highlights the 'When', 'Duration', and 'Time Zone' fields. Inside this box, the following text is present:

On the **Schedule a Meeting** page, you need to set the meeting parameters. Add the meeting title (ex: *Class Session #4*) and a description (optional).

Also set the time length and duration. Be very careful to select the proper *Time Zone*.




# Schedule a Meeting IV

Settings  
**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training  
Video Tutorials  
Knowledge Base


**When** 05/15/2020  3:00 ▾ PM ▾

**Duration** 1 ▾ hr 0 ▾ min

**Time Zone** (GMT-7:00) Pacific Time (US and Canada) ▾

Recurring meeting

**Meeting ID**  Generate Automatically  Personal Meeting ID 675 882 8476

**Meeting Password**  Require meeting password  6PjYcD

**Video**

Host  on  off

Participant  on  off

Scrolling down the page, you can indicate whether this is a *Reoccurring Meeting* (useful for regular class times)

It is recommended that you use the *Meeting Password* function in order to decrease the likelihood of having your meeting compromised by unwanted visitors.


# Meeting Settings

Settings **zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training  
Video Tutorials  
Knowledge Base


**When** 05/15/2020  3:00 ▾ PM ▾

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Recurring meeting

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**Meeting Password**  Require meeting password  6PjYcD

**Video**

**Host**  on  off

**Participant**  on  off

A Zoom meeting can both audio and video or be exclusively audio for both host and participants.

# Meeting Settings I

**Video**


Host  on  off

Participant  on  off

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**Meeting Options**

Enable join before host

Mute participants upon entry 

Enable waiting room

Record the meeting automatically on the local computer

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Scroll down further and you will see more *Meeting Options*. A virtual “waiting room” allows participants to sign in early before the host begins the meeting.

You can record the meeting but should only do so if participants are aware.

When you have completed the meeting set-up, click **Save**.

# Meeting Settings II

My Meetings > Manage "My Meeting"

Topic	My Meeting	
Time	May 15, 2020 03:00 PM Pacific Time (US and Canada)	
Add to	  	
Meeting ID	845 6949 0728	
Meeting Password	***** <a href="#">Show</a>	
Invite Link	<a href="https://us02web.zoom.us/j/84569490728?pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09">https://us02web.zoom.us/j/84569490728?pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09</a>	
Video	Host	Off
	Participant	Off
Meeting Options	<input type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry 	
	<input checked="" type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Record the meeting automatically on the local computer	

[Start this Meeting](#)

A meeting session will then be generated. You can then add the meeting to your preferred web calendar.

The *Save* function also generates an invitation for participants. Click **Copy Invitation** and post it into a meeting invitation email.

# Meeting Settings III

My Meetings > Manage "My Meeting" Start this Meeting

Topic	My Meeting	
Time	May 15, 2020 03:00 PM Pacific Time (US and Canada)	
	Add to <a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	845 6949 0728	
Meeting Password	***** <a href="#">Show</a>	
Invite Link	<a href="https://us02web.zoom.us/j/84569490728?pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09">https://us02web.zoom.us/j/84569490728?pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09</a> <a href="#">Copy Invitation</a>	
Video	Host	Off
	Participant	Off
Meeting Options	<input type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry	
	<input checked="" type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Record the meeting automatically on the local computer	

The **Meeting Options** function allows the scheduler an opportunity set up basic functions—such as *Enable Join Before Host*, *Mute participants Upon Entry*, *Enable Waiting Room*, and *Record the meeting automatically on the local computer*.

# Assigning an Alternative Host

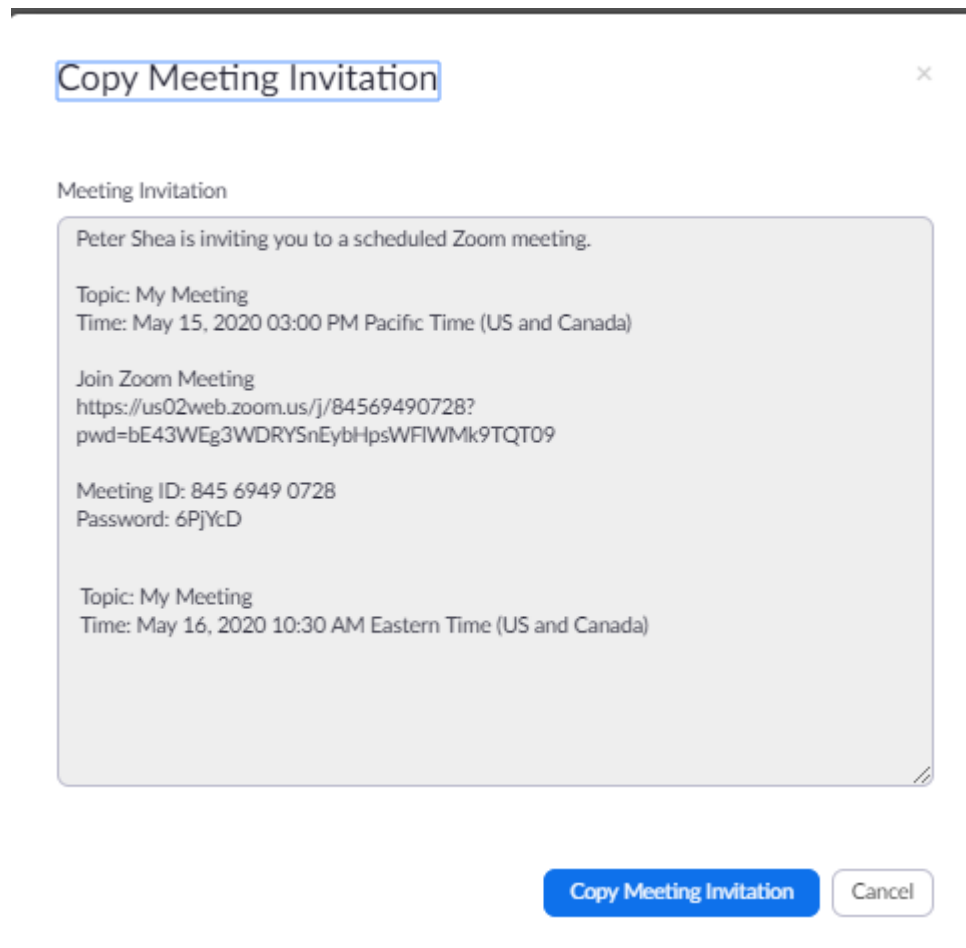
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Alternative Hosts

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The Alternative Host function allows a user to schedule a Zoom meeting but assign the Host role to another person. This function is useful for Administrative Assistants who are setting up meetings for managers.

# Copy Meeting Invitation



The screenshot shows a dialog box titled "Copy Meeting Invitation" with a close button (X) in the top right corner. The main content area is titled "Meeting Invitation" and contains the following text:

Peter Shea is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: May 15, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
[https://us02web.zoom.us/j/84569490728?](https://us02web.zoom.us/j/84569490728?pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09)  
pwd=bE43WEg3WDRYSnEybHpsWFIWMk9TQT09

Meeting ID: 845 6949 0728  
Password: 6PjYcD

Topic: My Meeting  
Time: May 16, 2020 10:30 AM Eastern Time (US and Canada)

At the bottom of the dialog box, there are two buttons: "Copy Meeting Invitation" (highlighted with a blue border) and "Cancel".

The text of the invitation to the Zoom meeting will appear. Once you review the content, click **Copy Meeting Invitation** again. You can then paste the meeting invitation text into an email forwarded to the participants.

# Start the Meeting

[My Meetings](#) > Manage "My Meeting"

Start this Meeting

Topic My Meeting

Time May 16, 2020 10:30 AM Eastern Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

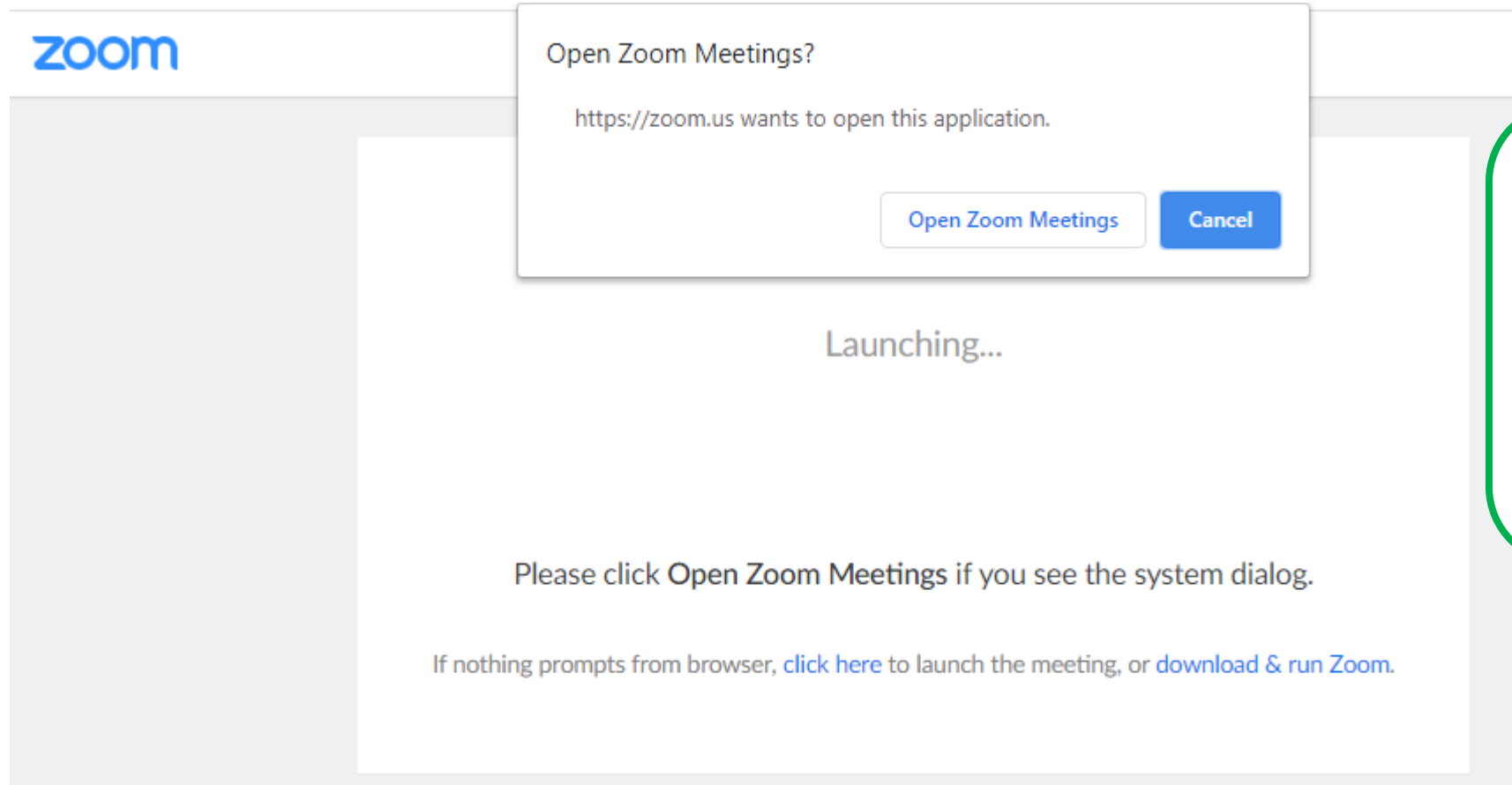
Meeting ID

894 4168 7142

The meeting host should use the **Start this Meeting** function in their Zoom dashboard to begin the meeting.



# Open Zoom Meetings



A Zoom meeting launch pop-up should appear. Click **Open Zoom Meetings**.

# Admitting Participants in the Waiting Room

The screenshot shows a Zoom Meeting window with the following details:

- Talking:** (Empty field)
- Meeting Topic:** My Meeting
- Host:** Peter Shea
- Password:** 4nTnmW
- Numeric Password: (Telephone/Room Systems):** 444911
- Invite Link:** <https://us02web.zoom.us/j/89441687142?pwd=eEpRUkx4T...>  
[Copy URL](#)
- Participant ID:** 466362

Below the meeting details are three icons: "Join Audio" (with a red box around it), "Join Video" (with a red box around it), and "Invite Others".

A notification box is displayed over the "Join Video" icon, containing the text: "Peter Shea has entered the Waiting Room for this meeting". Below this text are two buttons: "Admit" (highlighted in blue) and "See Waiting Room".

The bottom toolbar includes: Mute, Start Video, Security, Participants (2), Chat, Share Screen, Record, and End.

As the meeting host, you should click on the **Participants** icon to see who is waiting to enter the virtual meeting space. You can click *Admit* or choose *See Waiting Room* to review the people waiting to join.

# Beginning a Meeting

Zoom Meeting



Talking:

**Meeting Topic:** My Meeting  
**Host:** Peter Shea  
**Password:** 4nTnmW  
**Numeric Password:  
(Telephone/Room Systems)** 444911  
**Invite Link:** <https://us02web.zoom.us/j/89441687142?pwd=eEpRUkx4T...>  
[Copy URL](#)  
**Participant ID:** 466362



Join Audio

Computer Audio Connected



Share Screen



Invite Others

Zoom Meeting window showing the Participants (1) side menu. The menu lists "1 person is waiting" (Peter Shea) and "1 participant in the meeting" (Peter Shea (Host, me)). A "Message" button is visible next to the waiting participant. At the bottom of the window, there are buttons for "Invite", "Mute All", "Unmute All", and a menu icon.

A side menu will appear on the right listing your name and the names of the people waiting to enter. Scroll over the name of the people waiting to see an *Admit* button appear.

Zoom Meeting toolbar with icons for Mute, Start Video, Security, Participants (2), Chat, Share Screen, Record, and End.

# Meeting Screens

The host will have a series of icons at the bottom of the screen. Meeting participants also have icons, but fewer unless enabled by the host.



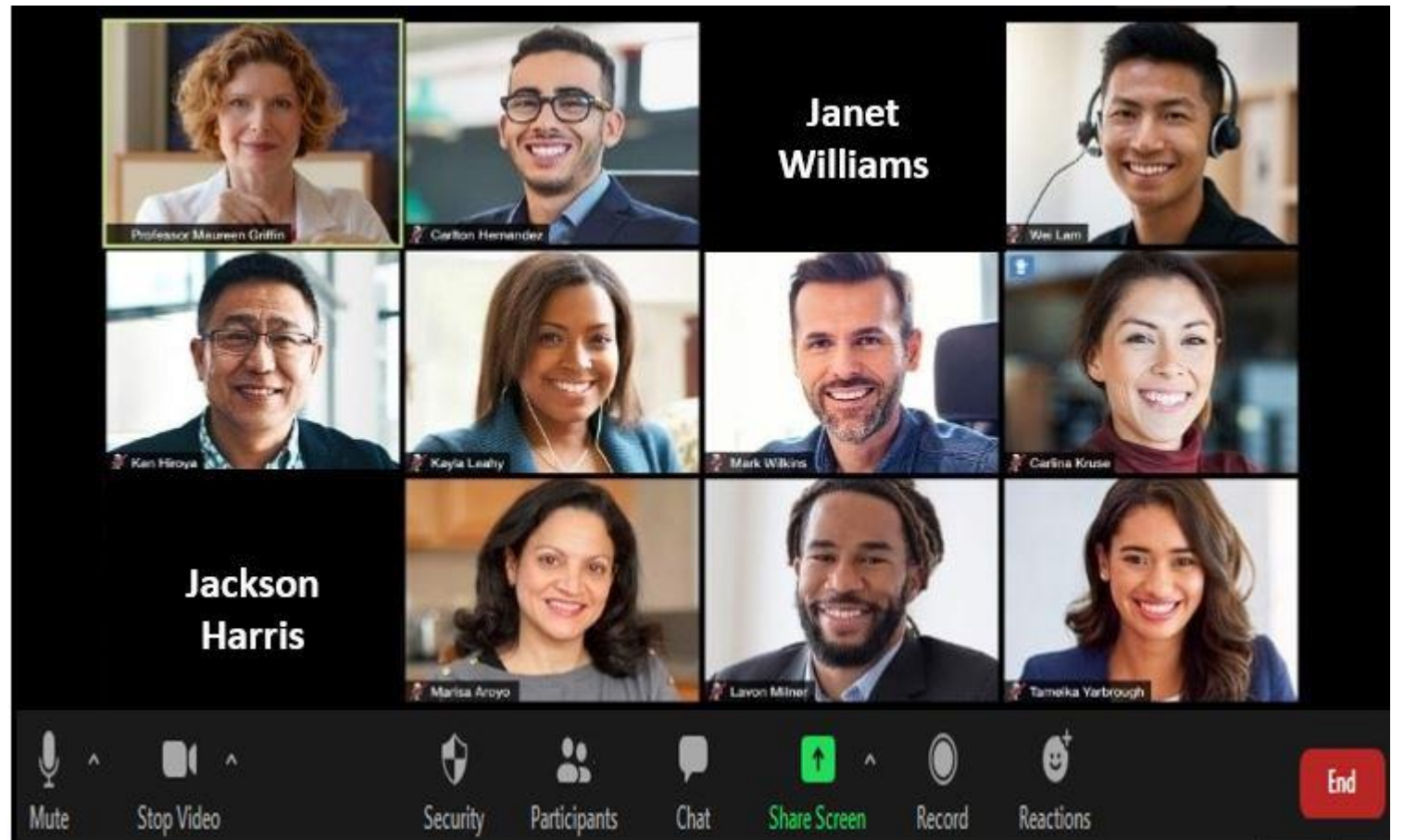
# The Mute/Unmute Function

You can click **Mute** to stop yourself from being heard and **Unmute** to resume.



# Start/Stop Video

You can also **Start Video** or **Stop Video** to control whether you are seen in real-time.



# Security Settings I

**Security** settings offer the meeting host the following functions: *Lock Meeting & Enable Waiting Room*. It also enables the host to control what participants can do. The host can allow participants to: *Share Screen, Chat, & Rename Themselves*.



# Security Settings II

(**Lock Meeting** means no one else is allowed to join.)





# Participants Icon

The **Participants** icon indicates all the people who are currently in the Zoom virtual classroom. If participants wish to raise their hand to ask a question (or have the host unmute them), the participant should click this icon and a new panel will appear on the right side of the screen.



# Chat Function

**Chat** allows you to send messages to either the whole class or to an individual.



The image shows a Zoom meeting interface. On the left, a grid of 12 video thumbnails displays participants: Professor Maureen Griffin, Carlton Hernandez, Wei Lam, Ken Hiroya, Kayla Leahy, Mark Wilkins, Carina Kruse, Jackson Harris, Marisa Aroyo, Lavon Miner, and Tameka Yarbrough. The 'Chat' icon in the bottom toolbar is highlighted in green. On the right, the 'Zoom Group Chat' window is open, showing a dropdown menu for recipients (set to 'Everyone'), a 'File' icon, and a text input field labeled 'Type message here...'. A red 'End' button is visible in the bottom right corner of the meeting interface.

After **Chat** is clicked on, a separate screen appears where you can write and read chat messages.

# Share Screen Function

**Share Screen** allows participants to share what is on their computer desktop or open web browsers to display with the whole class. This is useful when meeting participants want to share their work. It also allows instructors to share content from their computer. (Participants can't share their screen approved by the meeting host.)



# Recording the Zoom Session

A host can **Record** the Zoom meeting.  
Participants can only use record if the host grants permission.



# Using the “Reaction” Button

The **Reaction** button allows the participant to select a “Thumbs up” or “Clap” icon to signal approval of what a speaker has said.

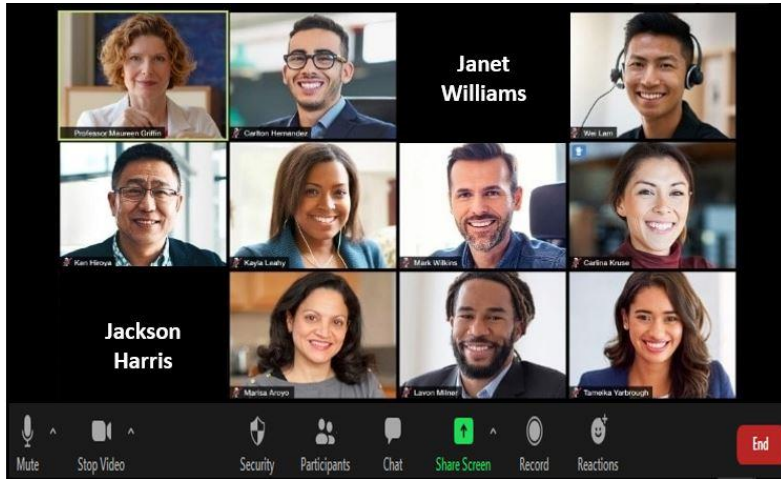


# Ending the Zoom Session

At the conclusion of the meeting session, the host should click the **End** icon. This will end the Zoom meeting session.



# Zoom vs Collaborate?



- **Zoom:** you (and your students) need an account
- **Collaborate:** no account; embedded in Bb
  
- **Zoom:** issues with Zoom-bombing
- **Collaborate:** more secure; embedded in Blackboard



- **Zoom:** can project more camera; more settings
- **Collaborate:** only 4 cameras, fewer settings (note: preliminary research suggests that it easier to create a sense of classroom community the more people can be seen on-screen).

# Questions? Feedback?

Any Questions? If so, reach out to

Daniela Loghin, MCC Instructional Designer [LOGHIND@middlesex.mass.edu](mailto:LOGHIND@middlesex.mass.edu)  
Peter Shea, Director of Professional Development, [sheap@Middlesex.mass.edu](mailto:sheap@Middlesex.mass.edu)