



ZOOM (Web & Video Conferencing)- What, Why and How

What is Zoom?	Participating in a ZOOM Session	Scheduling a Meeting	Zoom Capabilities	Instruction for Meeting Attendees and Students
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What is ZOOM?

- Web, audio & video conferencing
- Used for online meeting
- Group messaging
- Screen sharing



It can be used on Windows, Mac, iOS (iphone/ipad) & Android (phone/tablet).
Features: <https://zoom.us/feature>

For Information purpose only: The eLC currently uses this headphone and webcam;
Headphone/Microphone: Microsoft Logitech Lifechat LX-3000
Webcam: Creative Live! Cam Sync HD
These are fairly reliable, economical and easy to use.
Purchasing peripheral items like this are individual or department responsibilities.

Participating in a ZOOM Session

You do **NOT** need an account to **participate** in a Zoom session. Click on the Zoom link sent to you. You will be prompted to download the Zoom application (only needed once per device). If you are joining Zoom on your mobile device, you may be prompted to download an application.

You need a speaker or headphones to hear the conversation. You may need a microphone if you want to talk. You can use a non-toll free Zoom number and meeting ID to hear and talk in the meeting. Watch this video explaining [How to join a meeting](#)

Scheduling a ZOOM Meeting

If you want to schedule a Zoom meeting, you need an account. You will need to email **HelpDesk** (helpdesk@collin.edu) and ask for the specific version of Zoom that best suits your needs.

- **Zoom Basic:** For 1-on-1 interaction like online office hours and individual feedback sessions.
- **Zoom Pro:** For multi-user interaction (upto 25 participants), including class sessions. You will need to provide an **academic rationale** for the multi-user Pro account, else you will be given a Zoom Basic account.
- **Large Meeting Support:** A one-time session based meeting for up to 100 participants. Submit a helpdesk@collin.edu request to set up this type of zoom meeting

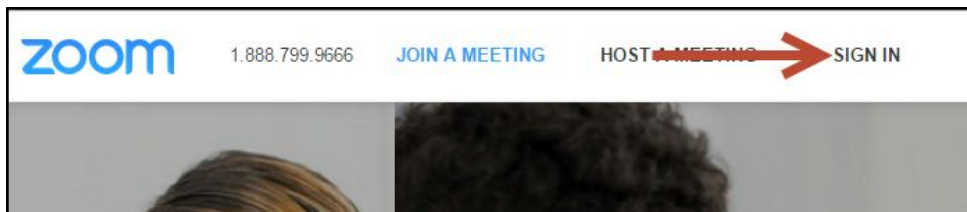
VIDEO Tutorial on Scheduling a Zoom Meeting

Here is a video tutorial on scheduling a meeting with the Zoom application and inviting participants: [Scheduling and inviting participants](#)

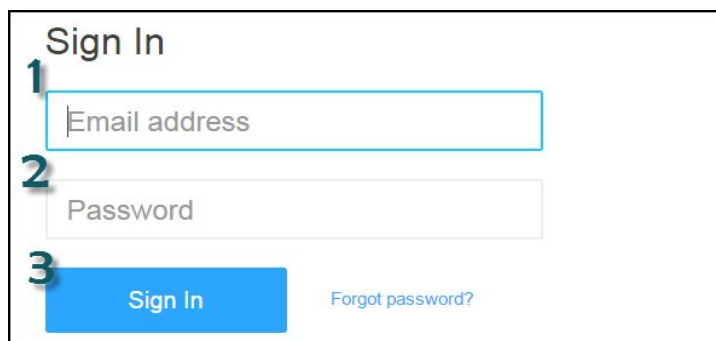
STEPS to Schedule a Zoom Meeting

Once you have a Zoom account, here's how to create a meeting:

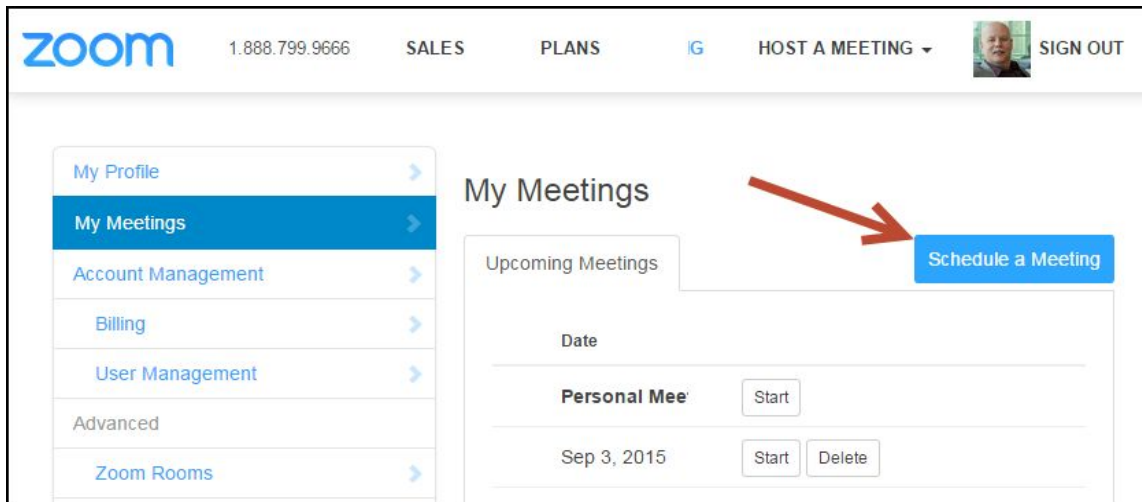
1. Go to zoom.us in your browser
2. In the upper right corner, click "**Sign In**"



3. Enter your email address and password, then click "**Sign In**"

A screenshot of the Zoom 'Sign In' form. The form is titled 'Sign In' and contains three numbered steps: 1. An input field for 'Email address'. 2. An input field for 'Password'. 3. A blue 'Sign In' button and a link for 'Forgot password?'.

4. This should take you to the My Meetings page. If not, click on **“My Meetings”** in the left column.
5. On the right side, click on **“Schedule a Meeting”**



6. Set the meeting parameters (topic, date and time, and video/audio options)

7. When finished, click **“Schedule”**

Schedule a Meeting

Topic:

When:

Duration: hr min

Audio Options: Telephony Only Voip Only Both

Meeting Options: Require meeting password
 Enable join before host
 Use Personal Meeting ID 719-690-5858

8. To invite participants to your meeting, click the **“Copy the invitation”** link, then use Blackboard or Outlook to create a message, paste the invitation into the message, and send to your participants. The invitation will include a link to your meeting’s web address.

Manage "My Meeting"

Topic: My Meeting

Time: Sep 3, 2015 12:00 PM (GMT-5:00) Central Time (US and Canada)
[Add to calendar](#)

Meeting ID: 739-761-472

Use Personal Meeting ID 719-690-5858

Join url: <https://zoom.us/j/739761472>
[Copy the invitation](#)

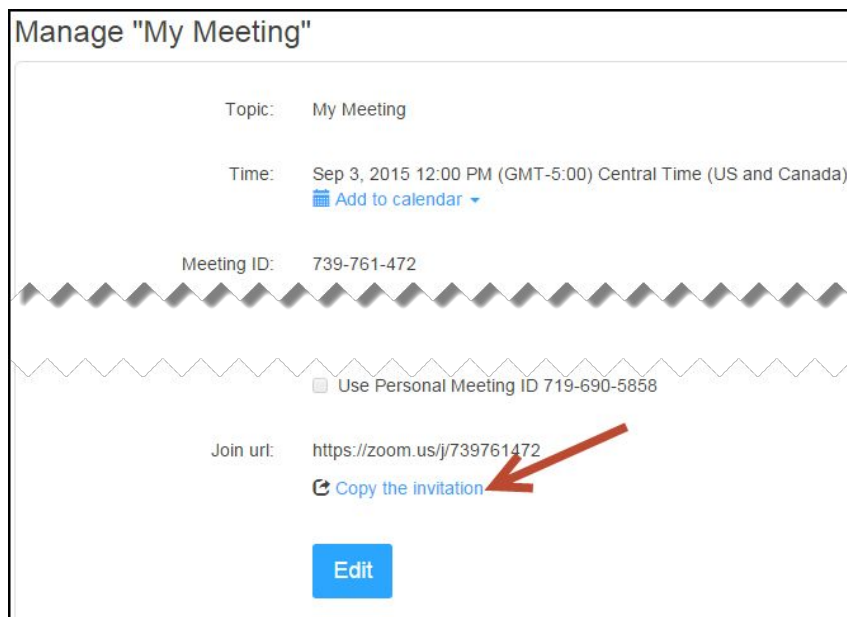
[Edit](#)

Capabilities of Zoom

- Zoom allows **screen sharing** and **remote desktop control**:
[Video: Screen sharing and remote desktop control](#)
- Zoom also lets you **record** the meeting:
[Video: Record your Zoom meeting](#)
- For more video tutorials on using Zoom:
[Zoom video tutorials](#)

Instructions for meeting attendees including students

Zoom Users and/or Faculty: You can choose to send these instructions to meeting attendees including students when you use Zoom. You will want to sent the link to the Zoom room and the Zoom phone number and associated meeting ID from your Zoom account.



Instructions to use (Please modify as needed)

→ Prior to the Zoom session:

You need a speaker or headphones to hear the conversation

You may need a microphone if you want to talk.

You can use a non-toll free Zoom number and meeting ID to hear and talk in the meeting.

Watch the video explaining [How to join a meeting](#)

→ Start of the Zoom session:

Click on the Zoom link sent to you

You will be prompted to download the Zoom application (only needed once per device).

If you are joining Zoom on your mobile device, you may be prompted to download an application.