

If your meeting requires call in audio from a phone you must use Google Meet. Zoom does not have this function available.

Getting Started with



Obtaining a License

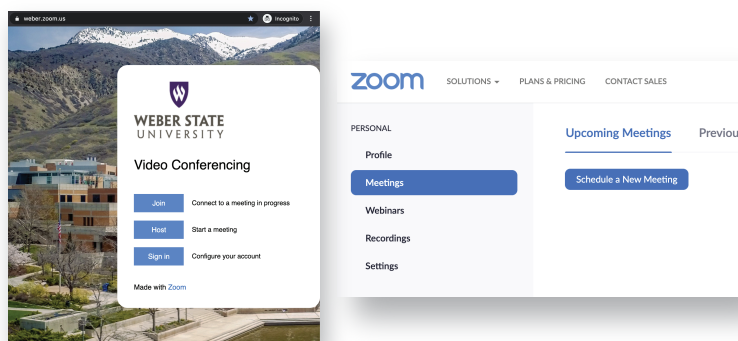
To obtain your Zoom pro license, visit **weber.edu/software/zoom.html** and fill out the form.

Students should not request a pro license. They can access the Zoom Meeting with a link you post in Canvas or via email.

Using **weber.zoom.us**

After you obtain your license, you can schedule and manage your meetings by visiting **weber.zoom.us** and clicking on **“Sign In”**

Click **“Meetings”** on the left side of the screen and then select **“Schedule a New Meeting.”**



Schedule a Meeting

Scheduling a Meeting

Fill out the information regarding your meeting schedule. You can set this up for a whole semester at a time.

You can keep all other settings as they are, or read the descriptions to learn more about each setting.

After you are happy with your meeting, click **“Save”** at the bottom.

You will now see a new page with your meeting details, click **“Copy Invitation”** to the right next to your “Join URL.” Copy and paste this message for your students in Canvas or email. You can obtain this URL again by clicking on **“Upcoming Meetings.”**



Setting Up a Meeting (Meeting Options)

Zoom automatically creates ID for meeting or use your personal ID linked with your account

Set the pass-code for participants to enter or allow users to request to join call

Waiting Room makes it so that users must be admitted by the host to join the meeting (Waiting Room explained further on next page)

Enable these if you want the hosts and/or participants video to turn on when the meeting starts

Due to licensing restrictions, the Telephone option is unavailable. Use Computer Audio only. Use Google Meet if you need to use telephone audio

Optional Settings for users in call:

1. Allow participants to join whenever even if the meeting has not started yet. (See full explanation about this option on next page)
2. Automatically have participants muted when joining
3. Require participants to authenticate
4. Record the meeting in background
5. Choose other regions to also host to meeting to increase performance for participants outside the host's region
6. Block participants from specific regions from joining the meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 604 798 4204

Security

☒ Passcode 153278

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

Video


Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

- 1 ☐ Allow participants to join anytime
- 2 ☐ Mute participants upon entry 
- 3 ☐ Require authentication to join
- 4 ☐ Automatically record meeting
- 5 ☐ Enable additional data center regions for this meeting
- 6 ☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Example: mary@company.com, peter@school.edu

Allows other users to control and start the meeting. Use a comma to separate multiple email addresses

Meeting Option: Waiting Room

☒ **Waiting Room**
Only users admitted by the host can join the meeting

With Waiting Room enabled, once the host has started the meeting, the participants will be placed in a waiting room until the host admits them into the meeting

☐ **Waiting Room**
Only users admitted by the host can join the meeting

With Waiting Room disabled, once the host has started the meeting, the participants will bypass the waiting room and go straight into the meeting

Meeting Option: Allow Participants to Join Anytime

☒ **Allow participants to join anytime**

With Allow Participants to Join Anytime enabled, participants are allowed to join the meeting even if the host has not started the meeting

☐ **Allow participants to join anytime**

With Allow Participants to Join Anytime disabled, participants will not be able to join the meeting until the host has started the meeting

How They Interact

If both options are checked, the participant will be able to join before the meeting starts but will be placed in a waiting room.

If both options are unchecked then the participant will not be able to join until the host has started the meeting. Since Waiting Room is unchecked, once the host starts the meeting, the participants will be able to join without being sent to the waiting room

Adding the meeting to a Google Calendar

After you are done creating and editing your meeting and have saved it you will be given the option to add the meeting to **Google Calendar**.

Once you have clicked the button you will be asked to allow zoom to edit your Google Calendar. On the next page click allow again.

Preview the calendar meeting and invite anyone you wish and then click save.

Profile

Meetings

Webinars

Recordings

Settings

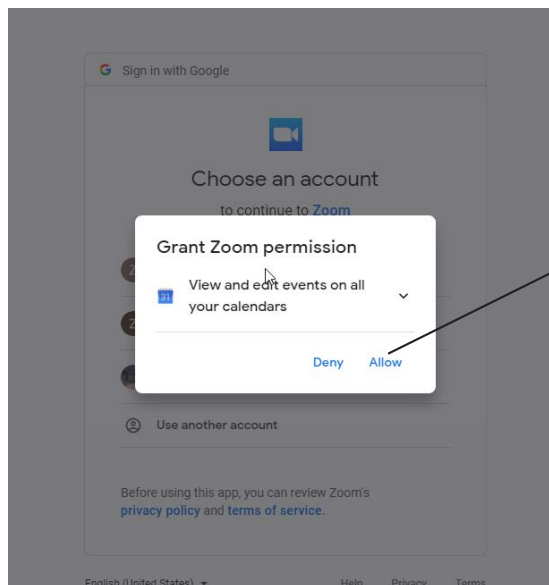
Account Profile

Reports

My Meetings > Manage "My Meeting"

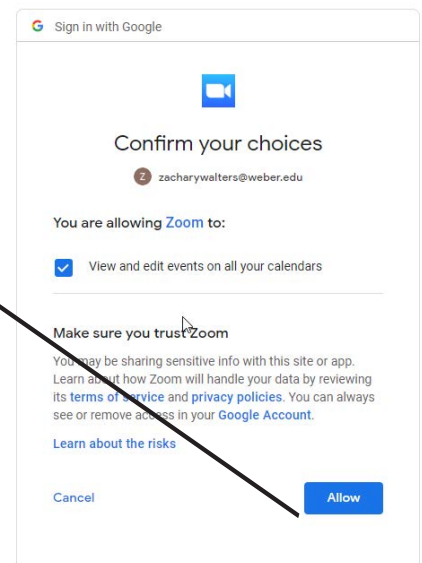
Start this Meeting

Topic	My Meeting
Time	Apr 15, 2020 10:00 AM Mountain Time (US and Canada)
Add to	<div>Google Calendar</div> <div>Outlook Calendar (.ics)</div> <div>Yahoo Calendar</div>
Meeting ID	991-9662-6861
Meeting Password	<div>Require meeting password</div> 202239



Click Allow

Save



My Meeting

Cancel event changes

Apr 15, 2020 10:00am to 11:00am Apr 15, 2020 (GMT-06:00) Mountain Time - Denver Time zone

☐ All day Does not repeat

Event Details Find a Time

https://weber.zoom.us/j/99196626861?pwd=dWZlTWVqa0pMUjUoUEFLcTl1bHNldz09

Add conferencing

Notification 10 minutes

Add notification

Zachary Walters

Busy Default visibility

Join Zoom Meeting

https://weber.zoom.us/j/99196626861?pwd=dWZlTWVqa0pMUjUoUEFLcTl1bHNldz09

Meeting ID: 991 9662 6861

Password: 202239

Guests Rooms

Add guests

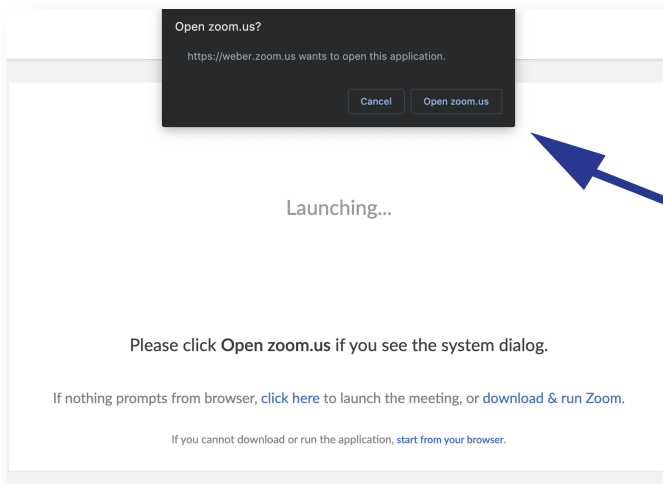
Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

Invite Guests

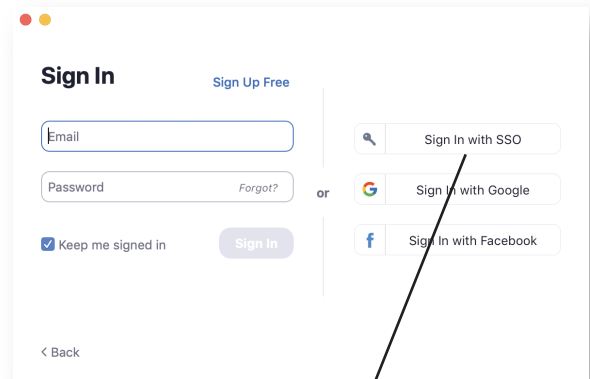
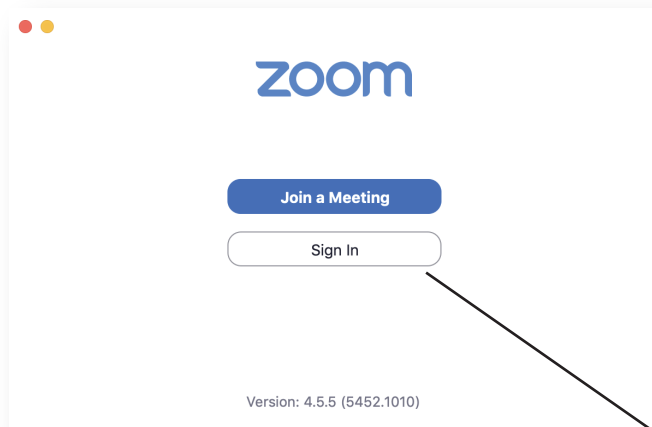


Installing the App

By clicking **“Host a Meeting”** inside **weber.zoom.us**, a new window will appear asking if you want to open the application.

By clicking **“Open zoom.us”** the app will automatically download to your computer.

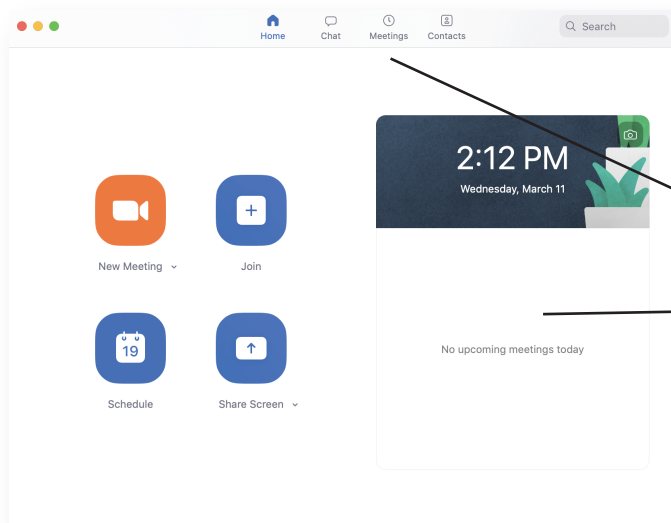
If you are using a tablet, you can also find the Zoom app on your device's App Store



Signing in to Zoom

Open the app by clicking on it on your computer. You can also open Zoom by clicking on the URL you have created and then clicking **“Open Zoom.us”**

Once Zoom is open, click **“Sign In,”** you will then click **“Sign in with SSO”** and type “Weber” into the text box then sign in using your weber.edu credentials.



Managing Zoom

After you are signed in, you can manage your Zoom meetings and start new meetings.

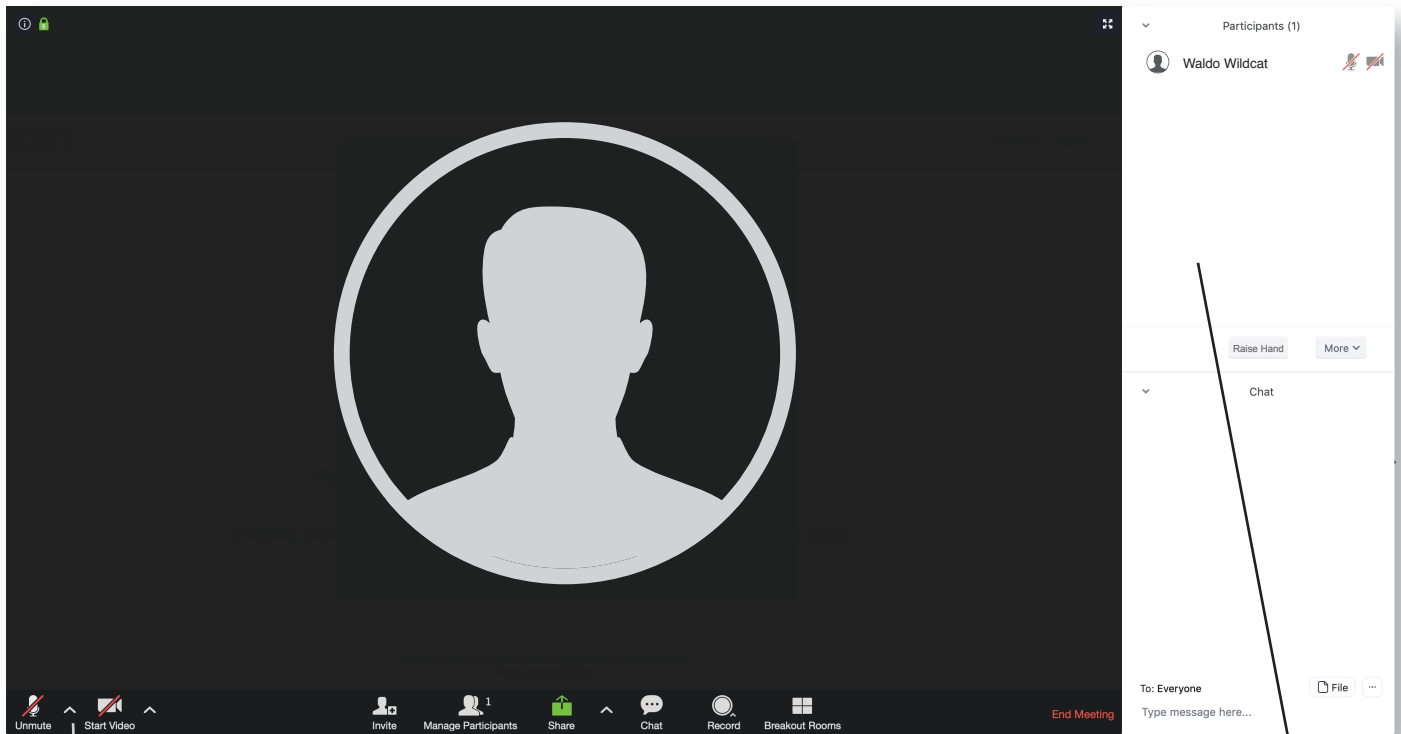
Your scheduled meetings will be found on top under “Meetings.” You will also see upcoming meetings in the pane on the right. To schedule future meetings you can do that by clicking “Schedule” in the bottom left.

Additional Training

[LinkedIn Learning](#)

[Zoom Tutorials](#)

Using the App



Microphone

Click here to mute and unmute your microphone. By clicking the arrow to the right, you can choose which microphone you want to use.

Video

Click here to turn your video on or off. You can also select your webcam by clicking the arrow to the right.

All Settings

To view all settings, click the arrow next to the microphone and click **"Audio Settings."**

Share

Click here to share your screen, an individual app such as Powerpoint, a whiteboard, or files via Google Drive

Chat

Click here to open the chat pod on the right. From there, you can chat privately with individual students, or publicly with the whole class.

End Meeting

Click here when you're ready to end the meeting.

Manage Participants

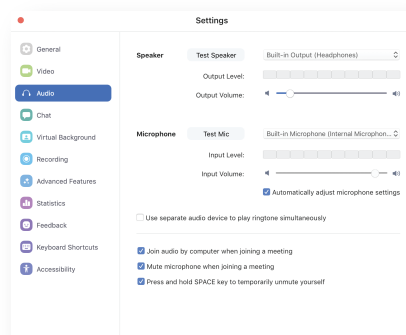
Click Manage Participants to the left to open this window. From here you can view other participants in your meeting. You can view raised hands, take role, and manage video and mute options.

Breakout Rooms

Breakout rooms are a quick and easy way to divide students up into groups for group projects and for collaboration. You can separate students into groups automatically (randomly), or manually.

Record

Click here to record your meetings. Always choose **"Record to this Computer"** for personal and work devices. You can then upload these files to Canvas or Kaltura for storage. Recordings are found in your Documents folder.



If you need any assistance, contact the service desk at

(801) 626-7777

or

csupport@weber.edu