

Getting Started with



Zoom Video Conferencing Request Form

What is Zoom

Zoom is a Video Conferencing Tool that allows users to easily connect with users on several different devices. Zoom is a video conferencing across any device. Check it out at [Zoom.us](https://zoom.us).

Zoom Features

- Simultaneous Screen Share
- Active speaker view
- Meeting duration limit is 24 hrs
- Cloud Recordings
- Check out more at <https://zoom.us/pricing> Professional Plan to see what features we have already purchased

Zoom Request Form

Weber State Faculty and Staff can request access to a Zoom Video Conferencing Professional License. Zoom can be accessed at <https://weber.zoom.us>

Your email address will be recorded when you submit this form. [Set up account](#)

* Required

Please Enter your Name *

Obtaining a License

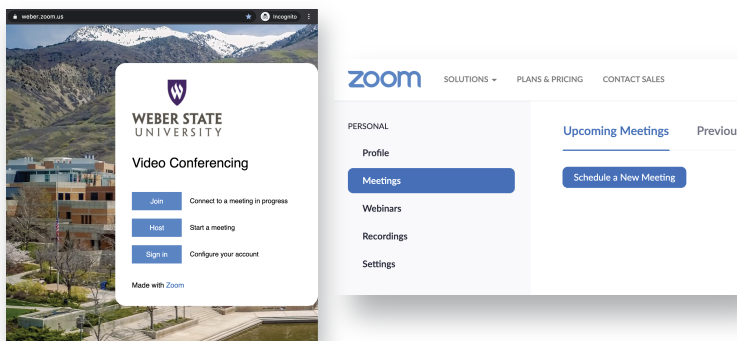
To obtain your Zoom pro license, visit **weber.edu/software/zoom.html** and fill out the form.

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

Topic: BSAD 3200

Description (Optional): Business Ethics - Professor Wildcat

Use a template: Select a template

When: 03/17/2020 9:00 AM

Duration: 1 hr 30 min

Time Zone: (GMT-6:00) Mountain Time (US and Canada)

☒ Recurring meeting Every week on Tue, Thu, until Apr 16, 2020, 10 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: ☐ Sun ☐ Mon ☒ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date: By 04/16/2020 After 7 occurrences

Scheduling a Meeting

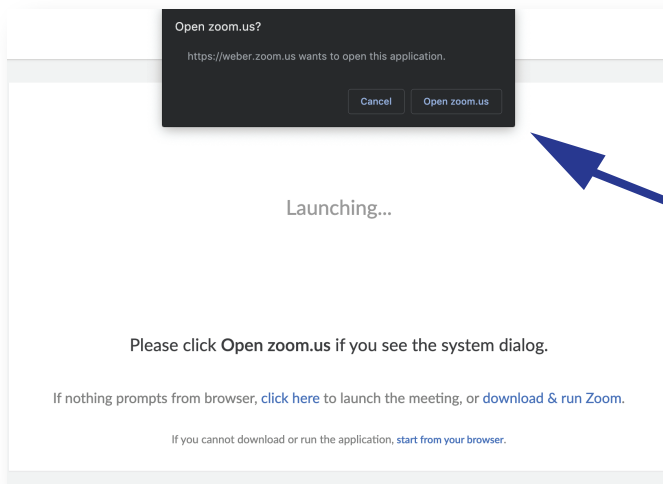
Fill out the information regarding your meeting schedule. You can set this up for a whole semester at a time.

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.”**



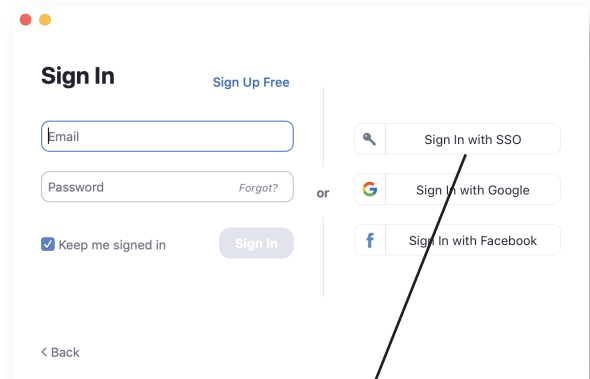
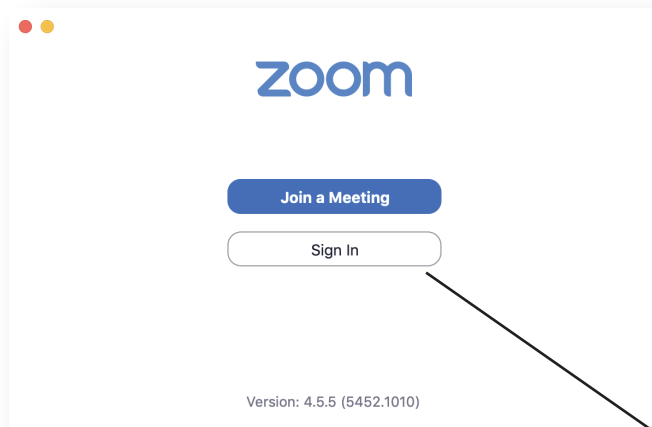


Installing the App

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.

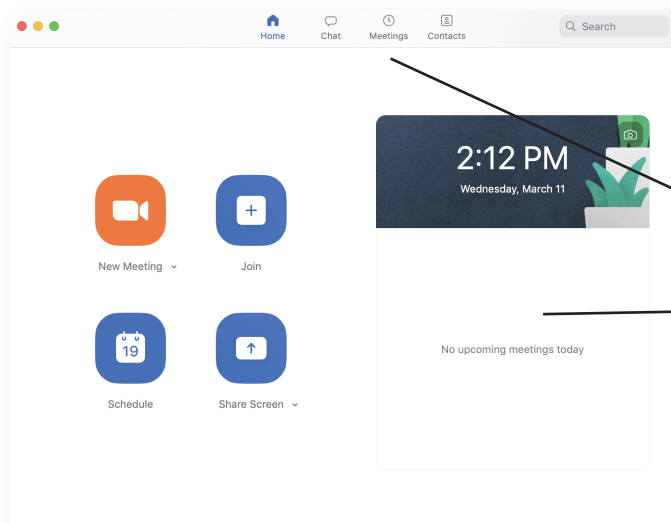
If you are using a tablet, you can also find the Zoom app on your device's App Store



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.

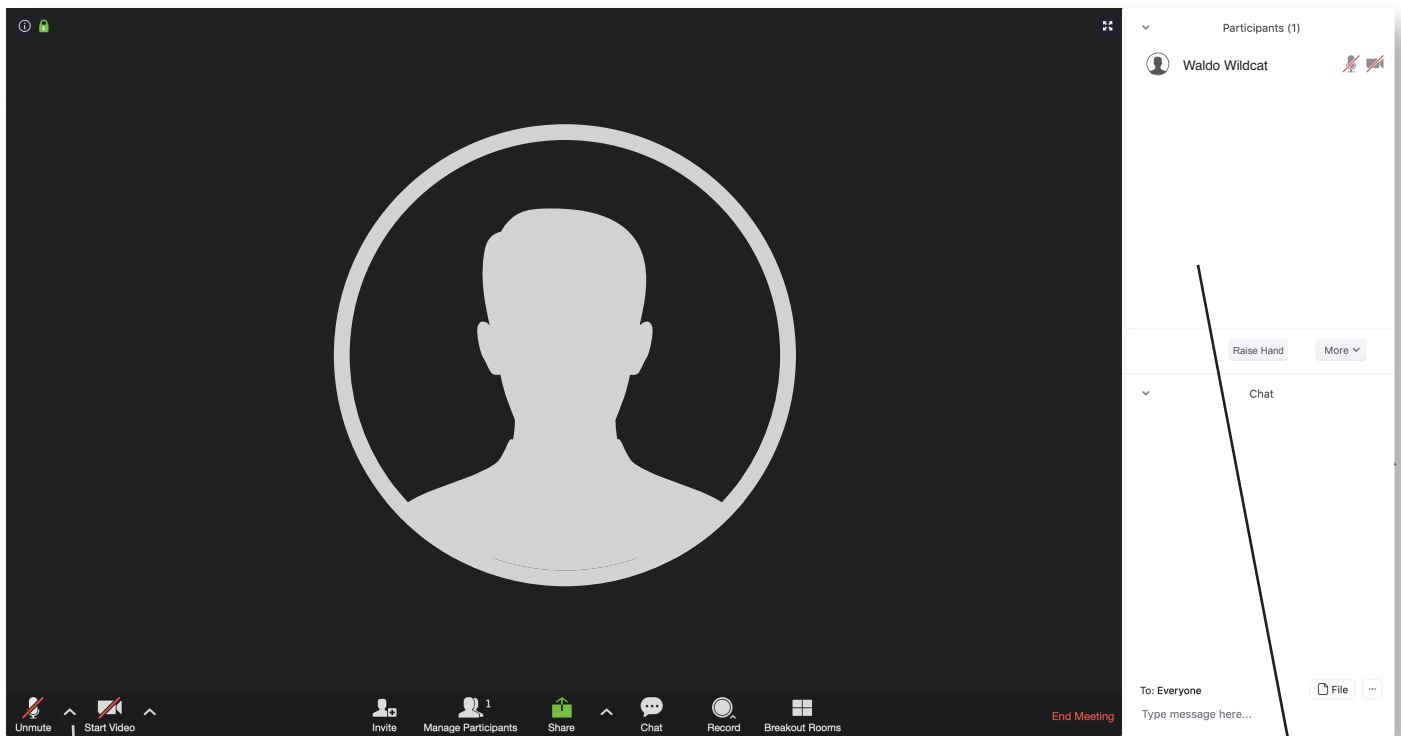
Your scheduled meetings will be found on top under **“Meetings.”** You will also see upcoming meetings in the pane on the right. To schedule future meetings you can do that by clicking **“Schedule”** in the bottom left.

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

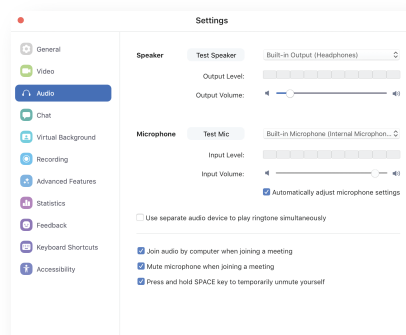
Click Manage Participants to the left to open this window. From here you can view other participants in your meeting. You can view raised hands, take role, and manage video and mute options.

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