THE UNIVERSITY OF **CHICAGO** | **Information Technology Services**

ZOOM CONFERENCING FOR STUDENTS

Zoom is an audio and video conferencing platform for instructors, students, and staff to conduct video and audio meetings, classes and events. Instructions in this guide focus on using the web version of Zoom.

Zoom Features
for free student accounts

- Up to 300 participants.
- No limit on meeting lengths.
- Voice over computer audio.
- Local recording of meetings saved to your computer.
- Advanced tools: video sharing, document sharing, screen sharing.

Claiming a Zoom Account

Note: If you already created a different account for Zoom using your CNet email address, the system may not be able to create a new account for you. Before you can proceed, you will have to **deactivate your old Zoom account**. Once the old account has been deleted, proceed through steps one through four.

Learn how to delete an old Zoom account:

1. Enter the following URL into your web browser: **uchicagostudents.zoom.us**.
2. Click on the Sign in with SSO button in the main window.
   Note: if you are already signed in with SSO, you will not see this option.
3. Enter your CNetID and password. Zoom will auto-generate an account for you.
4. You will be redirected to your Zoom profile page to schedule and host meetings.

If you experience any problems while generating a new account:

1. Ensure that you are logging in through **uchicagostudents.zoom.us**
2. Check to make sure that you are using the correct CNetID and password.

In addition to using Zoom within a browser, it is also possible to use Zoom by Installing Zoom Client for Meetings.

support.zoom.us/hc/en-us/articles/201363243-How-Do-I-Delete-Terminate-My-Account

Preparing for a Zoom Meeting

To host a successful meeting, we recommend the following equipment:

- A laptop or desktop computer
- A high-definition web camera. This allows you and your participants to meet virtually face-to-face. You may have a camera built-in to your computer.
- A headset with a microphone for voice over computer audio. Your computer may have a built-in microphone, however if you need higher quality audio for teaching or presenting, a headset will provide a better experience for your meeting participants.

Note: You do NOT need to use the VPN to access or start a Zoom meeting.

Starting a Test Meeting

We recommend a quick test meeting to become familiar with Zoom:

1. Enter **uchicagostudents.zoom.us** into your web browser.
2. Click on the Sign in with SSO button.
   Note: if you are already signed in with SSO, you will not see this option.
3. Enter your CNetID and password.
4. Click on the Host A Meeting link on the top right corner of the screen and select With Video On to test your camera.
5. If prompted, click Open zoom.us.
6. A Zoom meeting window will open where you can test and experiment with your audio and video equipment and get to know your host controls.

Scheduling a Zoom Meeting

1. Enter **uchicagostudents.zoom.us** into your web browser.
2. Click on the Sign in with SSO button in the window.
   Note: if you are already signed in with SSO, you will not see this option.
3. Enter your CNetID and password.
4. Click the Meeting link in the left side of the Zoom window.
5. Click the Schedule a New Meeting button.
6. Enter the topic, date, time, and duration of the Zoom meeting. There are other default settings here that you may change: e.g., recurring meeting, mute participants on entry, enable waiting room.
7. Click the Save button to create your meeting.
8. Once the confirmation screen appears, you can click the Copy the invitation link on the right side of the window and paste the meeting information in your desired method of distribution.

Starting a Scheduled Zoom Meeting

1. Enter **uchicagostudents.zoom.us** into your web browser.
2. Click on the Sign in with SSO button.
   Note: if you are already signed in with SSO, you will not see this option.
3. Enter your CNetID and password.
4. Click the Meeting link in the left side of the Zoom window.
5. Click the "Start" button next to your desired meeting.
6. Your Zoom meeting window will open, and you can join audio and start your video.

Best Practices for Hosting a Successful Zoom Meeting

• When scheduling a large meeting, click Mute participants on entry setting.
• Assign a cohost, student, or TA to monitor the chat box.
• If recording, use Presenter View (not Gallery View) to reduce file size.
• Ask participants to mute their microphone when they aren't contributing.
• Ask participants to use the chat function to ask questions.
• Ask participants to turn on their cameras for better engagement.
• Let participants know if you are recording the meeting.
• If the door chime sound is disruptive, you can turn this off under your Settings tab.
• Contact Zoom support directly to receive assistance with issues while in a meeting. **support.zoom.us/hc/en-us/articles/201362003**