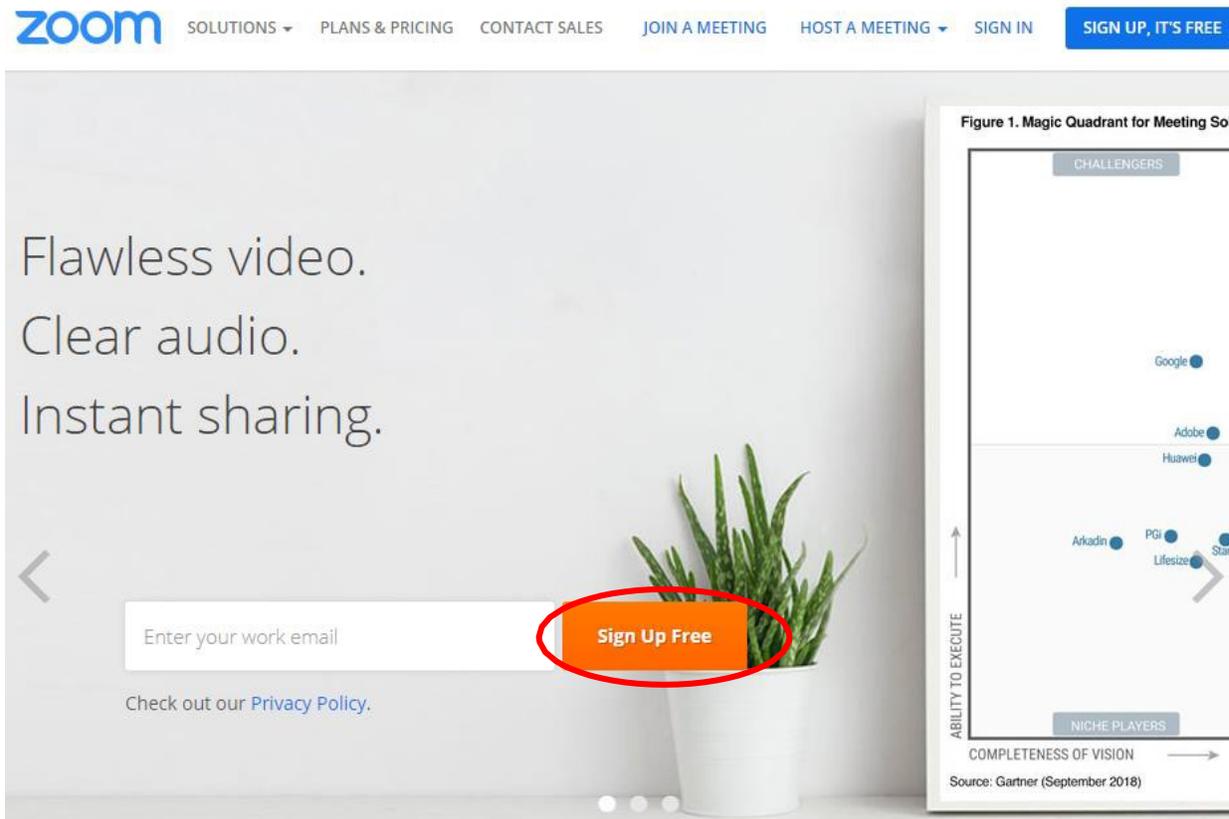


Technology Tools for Effective Online Teaching Practices: Zoom

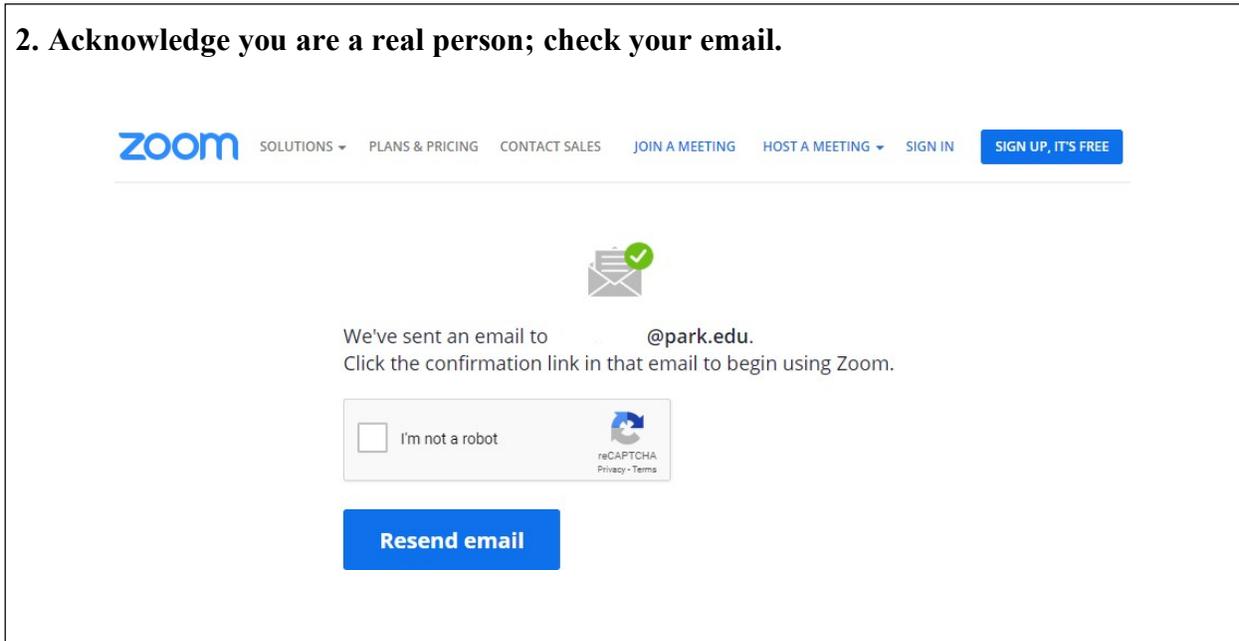
Zoom is a video communication tool that educators can use to host meetings with students with video and audio. It has both free and premium services. Zoom can be accessed on a computer, tablet, or mobile device via the free app. Students do not need an account or special software; you simply email them a link to enter the virtual meeting room. Below are step-by-step directions for getting started with Zoom.

1. Go to <https://zoom.us/> – Enter the email you would like to use in the box and press the “Enter” button.

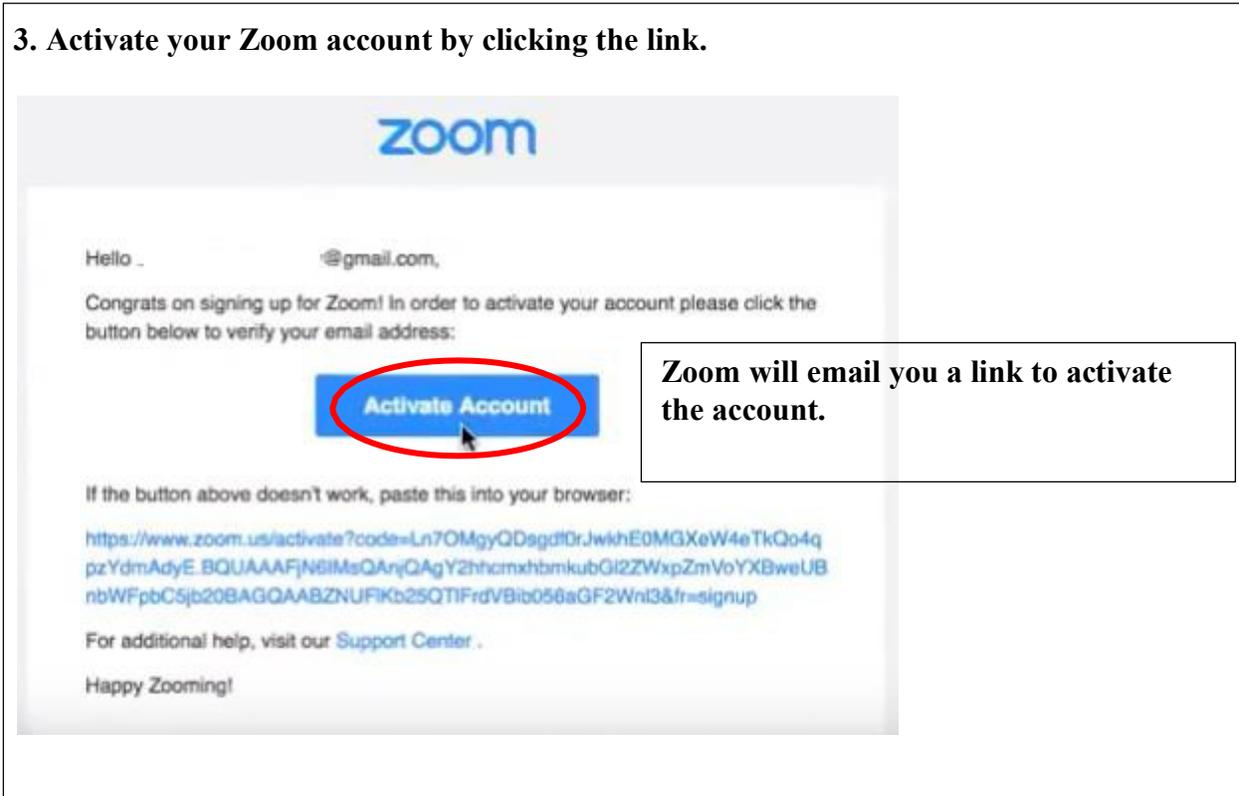


The screenshot shows the Zoom website's sign-up page. The navigation bar includes links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled "SIGN UP, IT'S FREE". The main content area features the text "Flawless video. Clear audio. Instant sharing." and a form with a text input field "Enter your work email" and a red "Sign Up Free" button. A "Privacy Policy" link is also visible. An inset image on the right, titled "Figure 1. Magic Quadrant for Meeting Software", shows Zoom in the "CHALLENGERS" quadrant, along with other companies like Google, Adobe, Huawei, Arkadin, PGI, Lifesize, and Star. The axes are "ABILITY TO EXECUTE" and "COMPLETENESS OF VISION". The source is cited as "Source: Gartner (September 2018)".

2. Acknowledge you are a real person; check your email.



3. Activate your Zoom account by clicking the link.



4. Create your Zoom password and enter your name in the boxes. Your name will be displayed to others when you log in.

Welcome to Zoom

Hi, @gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Terms of Service](#)

Continue

Your password must be at least 6 characters

You can also sign in to Zoom with your Google or Facebook credentials.

Sign In with SSO

Sign In with Google

Sign In with Facebook

5. Zoom allows you to invite others to join – This is an option, but you can just disregard for now and click “Skip this step.”

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

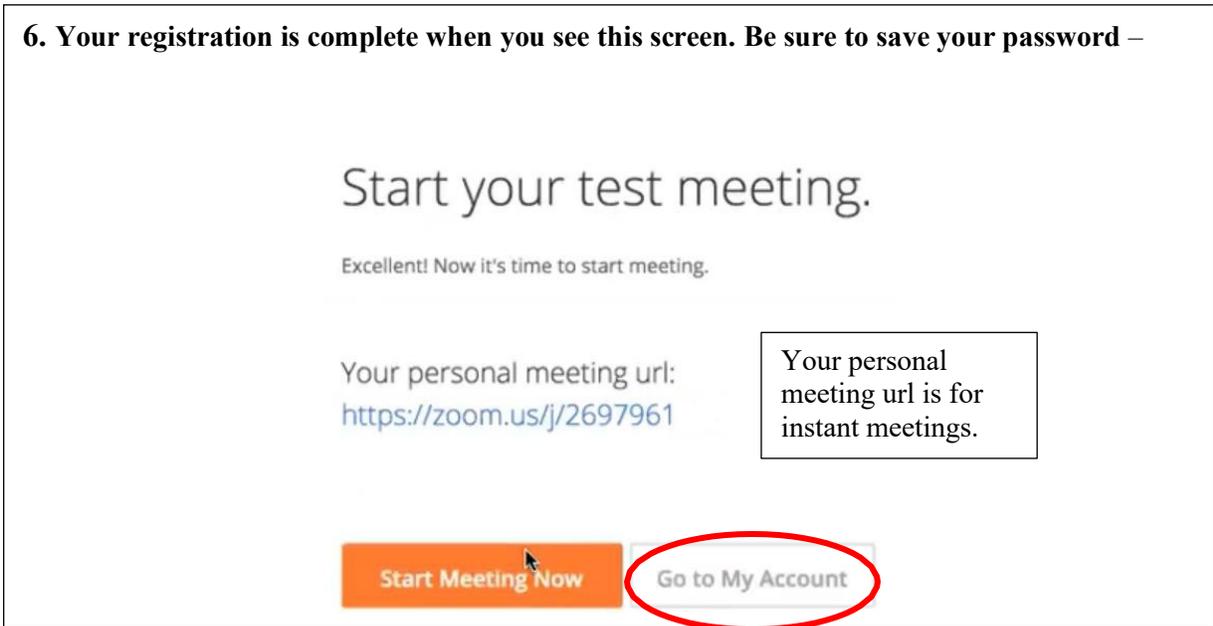
I'm not a robot

reCAPTCHA

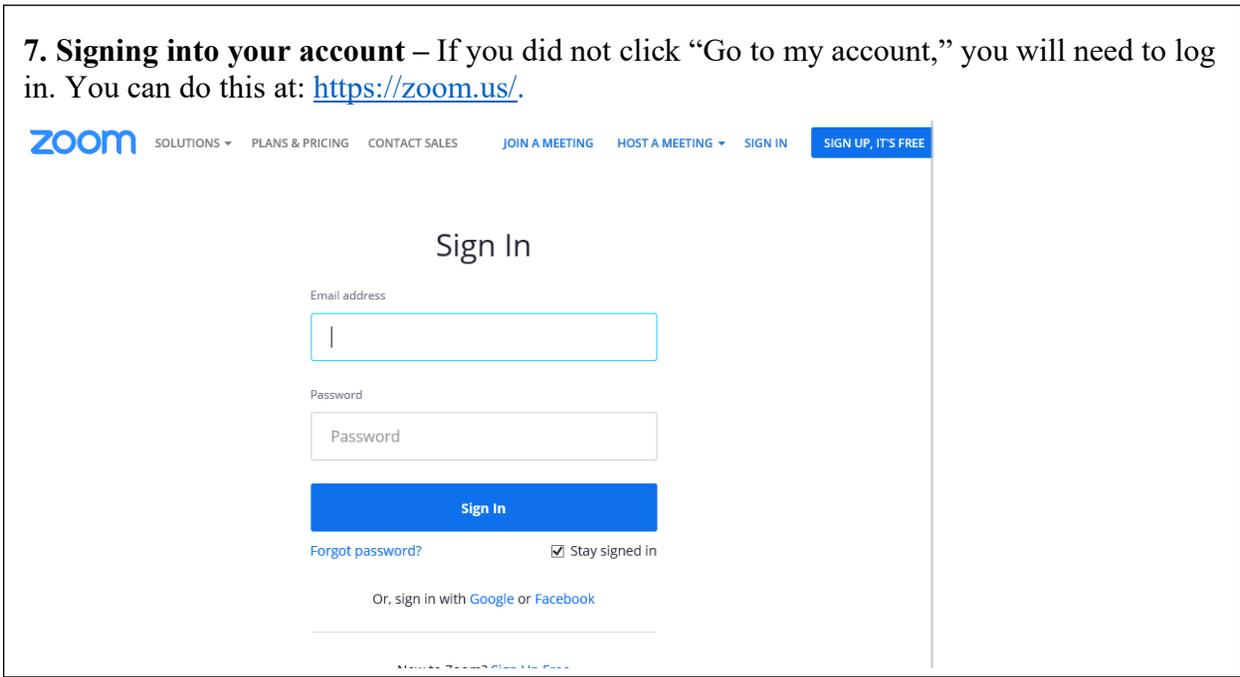
Invite

Skip this step

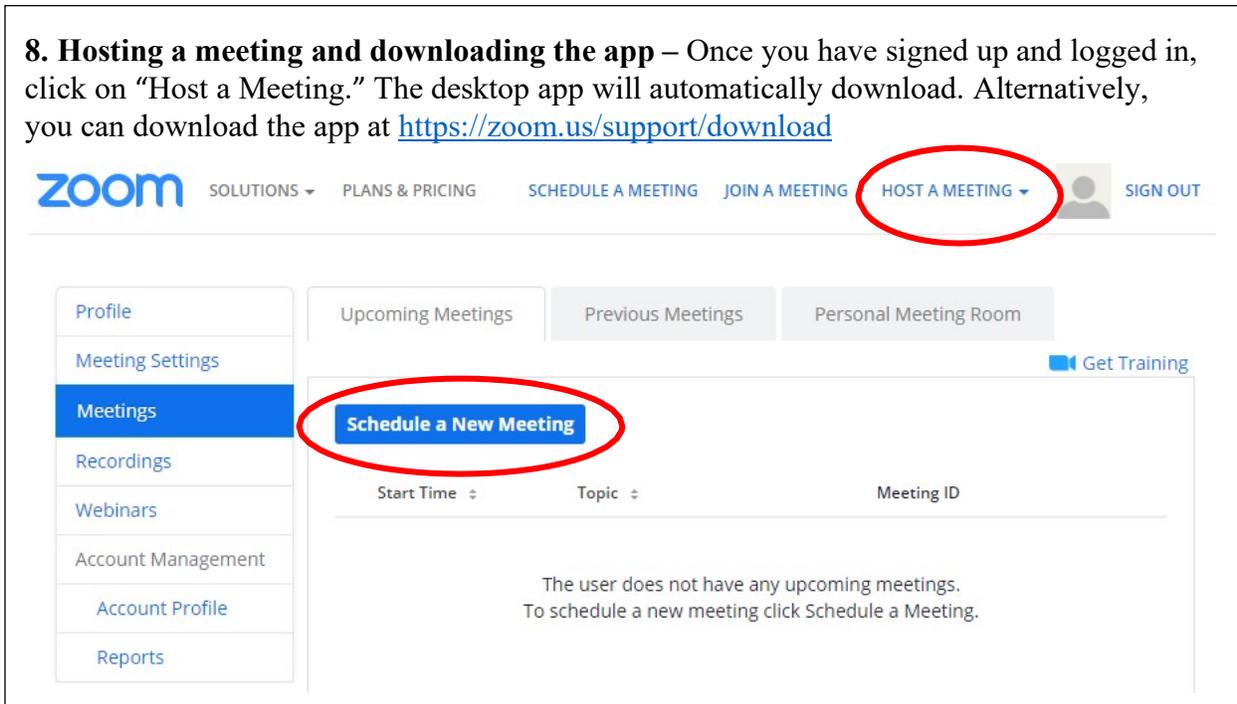
6. Your registration is complete when you see this screen. Be sure to save your password –



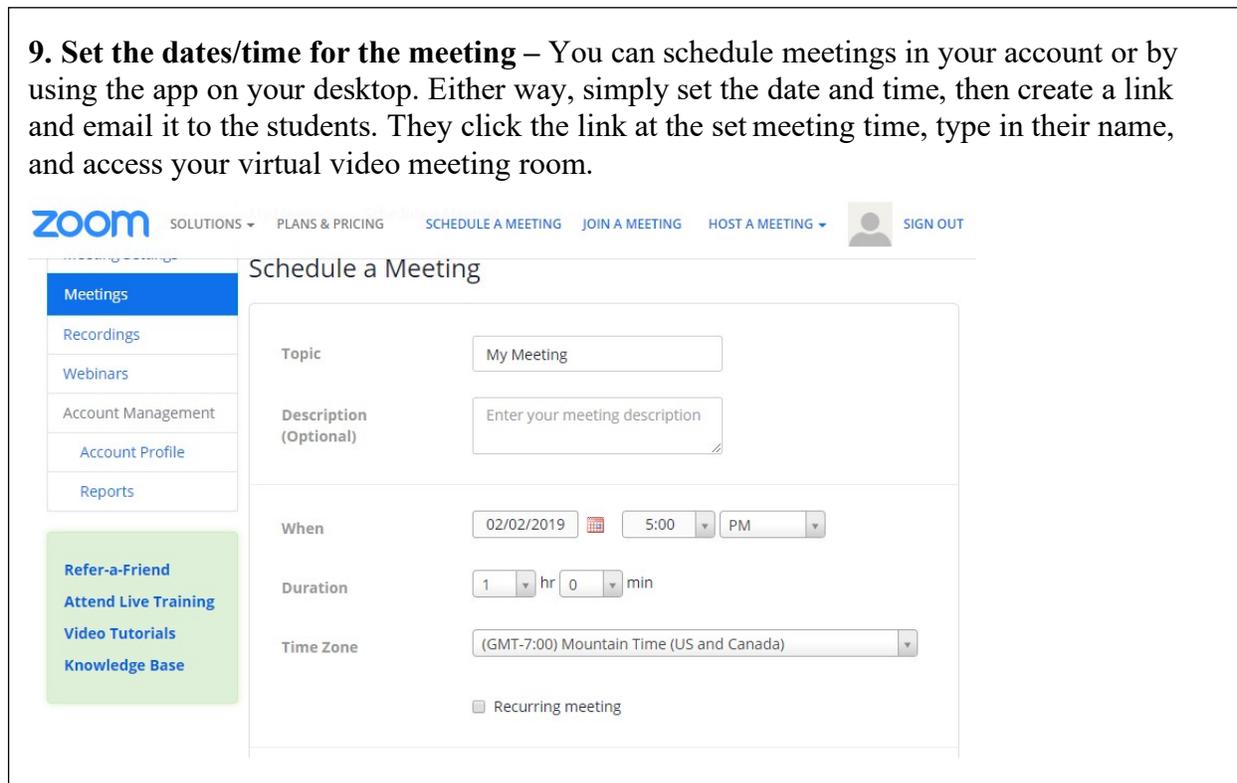
7. Signing into your account – If you did not click “Go to my account,” you will need to log in. You can do this at: <https://zoom.us/>.



8. Hosting a meeting and downloading the app – Once you have signed up and logged in, click on “Host a Meeting.” The desktop app will automatically download. Alternatively, you can download the app at <https://zoom.us/support/download>



9. Set the dates/time for the meeting – You can schedule meetings in your account or by using the app on your desktop. Either way, simply set the date and time, then create a link and email it to the students. They click the link at the set meeting time, type in their name, and access your virtual video meeting room.



10. Hosting a meeting – Your meeting should look like this. If you would like to begin the meeting immediately, click “Start this Meeting” and the app will open the Zoom session. Otherwise, it will begin at the selected time.

My Meetings > Manage "Class meeting"

Start this Meeting

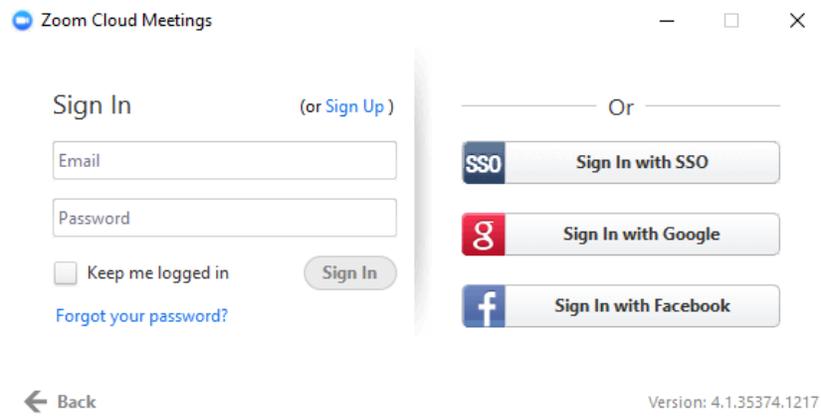
Topic	Class meeting	
Description	HR353 test	
Time	Feb 2, 2019 9:00 PM Mountain Time (US and Canada)	
Add to	 Google Calendar Outlook Calendar (.ics) Yahoo Calendar 	
Meeting ID	990-943-816	
Invite Attendees	Join URL: https://park.zoom.us/j/99094	Copy the invitation
Video	Host	On
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States	
Meeting Options	<ul style="list-style-type: none"> <input type="checkbox"/> Require meeting password <input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry <input type="checkbox"/> Use Personal Meeting ID 778-647-1900 <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Record the meeting automatically 	
Delete this Meeting Edit this Meeting Start this Meeting		

Providing the students with the invitation link in an email allows them to join the meeting without needing a Zoom account or software.

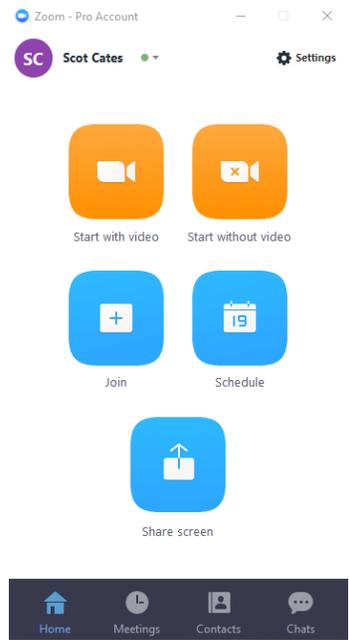
11. Launch the desktop app and begin using Zoom.



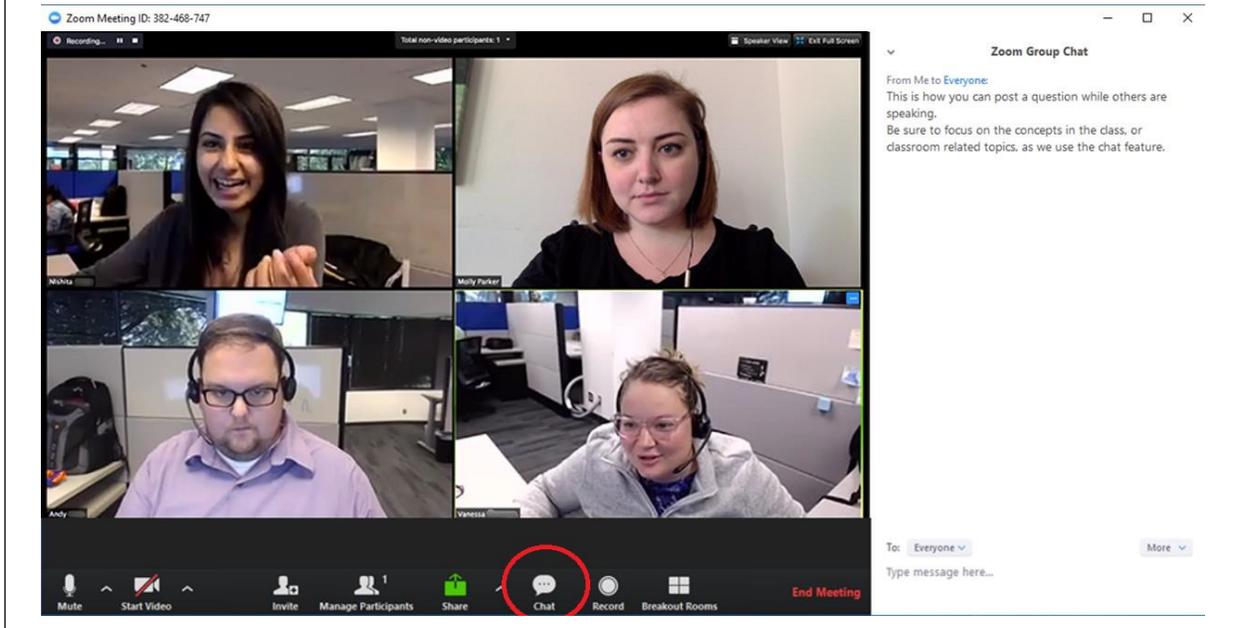
Double click the ICON on the left to open Zoom from your desktop.
The screen below will pop up and prompt you sign in.



12. Starting a new meeting – Once you are logged in, you can start a new meeting, schedule, or join a meeting.



13. In the meeting – When the meeting starts, you will see a screen similar to the one below. Familiarize yourself with the Zoom communication and collaboration tools, such as screen sharing, the chat function, and breakout rooms.



14. Screen Sharing and Recording: During the meeting, you can share your screen by clicking the green "Share" button. You can choose to share your entire screen, just one application open on your screen (e.g., a PowerPoint Presentation), or the Zoom Whiteboard. If you want to share a video with sound, be sure to check "Share computer sound." You can also record the meeting or use the record function to create a video tutorial.

