

YOUR PERSONAL MEETING ROOM

Go to <https://goucher.zoom.us/>, click on [Sign In](#) and enter your Goucher username and password. On the *My Profile* page in Zoom, take note of your Personal Meeting ID (PMI). Edit settings, if desired, to [use this ID for instant meetings](#).

Note: Students don't need a Zoom account to participate in Zoom meetings hosted by their instructor, but they do need an account if they want to host their own Zoom meetings with fellow students, etc. To get a *free* Zoom account through Goucher, they will go to <https://goucher.zoom.us/> => Click [Sign In](#) => enter their Goucher username and password.

HOST A MEETING IN YOUR PERSONAL MEETING ROOM

It is not necessary to schedule a meeting in order to host a meeting, because you have a personal meeting room always available to you. To hold a meeting, just give attendees your Personal Meeting ID (PMI), e.g.

<https://goucher.zoom.us/j/4101234567>

START A ZOOM MEETING: There are two main ways to start/host a Zoom meeting:

1. **Goucher's Zoom Portal Page:** Go to <https://goucher.zoom.us/> => [Sign in](#) in the upper right => on Goucher's Zoom portal page enter your username and password, and click on [Sign in](#). Hover over [HOST A MEETING](#) at the top of your *My Profile* page, and click on [With Video On](#) (upper right) => Click [Join Audio Conference By Computer](#).
2. **Zoom App:** Open the Zoom app on your taskbar, desktop or mobile device => Click [Start with video](#). **Important:** When the Meeting App opens for the first time only, click [Meetings](#) at the bottom of the app and select [Always use PMI \[personal meeting room ID\] for instant meetings on this computer](#).

MANAGE PARTICIPANTS: Hover over the bottom of your active Zoom meeting screen to find meeting controls like *Mute, Video, Invite, Manage Participants, Share Screen, Whiteboard, Chat, Record, and Breakout Rooms*. Click on [Manage Participants](#) to display the participant window. You will see attendee names.

RECORD A MEETING: Hover over the bottom of your Zoom screen and click [Record](#) if you want to record the meeting. You can [Record to the Cloud](#) or [Record on this Computer](#). Press [Stop Recording](#) when done. **After recording to the cloud you will receive email notification with two links to your recording: one for host only, and the other link to share. You may post the sharable link in your Canvas course site, or send to attendees, etc. The link to share will include a password that attendees will need to enter in order to see the recording.**

Goucher has a limited amount of cloud storage available; for this reason, we recommend only recording to the cloud if necessary, and deleting any recordings you no longer need. The alternative method is to select "Record on this Computer." To locate your locally-recorded files on your computer [click here](#). Details on [local recording](#).

- **To share locally-recorded files with students:** Upload your recording to [Canvas Studio](#) and share within a Canvas course.
- **To share locally-recorded files with peers:** Move your recording file to your Goucher Box account for safe keeping. Note that students do not have Goucher Box accounts.
- **To save space on your computer:** Use either option above and delete the recording files from your computer.
- **To grant recording rights to meeting attendees:** Only a meeting host has permission to record a meeting, but during a meeting, attendees can request permission to record by clicking on the [Record](#) button. As host you receive notice of this action, and can then hover your cursor over the participant's name in the Participant panel to reveal a blue [More](#) button. Click [More](#) and select [Allow Record](#) from the pop out menu.

SHARE YOUR SCREEN: When you are ready to show a PowerPoint file or watch a YouTube video or display a document, etc., hover over the bottom of your Zoom screen and click on [Share Screen](#)—and additionally be sure to click in the tiny check box, lower left, for [Share computer sound](#). Then click on [Share Screen](#) (lower right). Click on [Stop Share](#) when you are done sharing your screen (red button, top of your active window).

ALLOW ATTENDEES TO SHARE THEIR SCREEN: Click on the [Security](#) button and select [Allow Participants to Share Screen](#).

ANNOTATE ON A SHARED SCREEN: Hover over the bottom of your Zoom screen and click on [Share Screen](#) => click on [Desktop](#) and then on [Share Screen](#) (bottom right) => open the file/document you want to show => hover over (or push with your cursor) the **green** ID tab or the **red Stop Share** tab at the top of your screen => click on [Annotate](#) => click on any of the tools on the pop-up tool bar (Mouse, Test, Draw, Spotlight, Erase, Save) => click on [Stop Share](#) when you are done (red button, top of your active window).

BREAKOUT ROOMS: Enjoy breakout rooms if you want to divide participants into smaller rooms. Click on [Breakout Rooms](#) and follow the easy prompts. [Video and text instructions](#)

POLLING: Enjoy polling for soliciting input from your participants. Great for breaking the ice at the start of a meeting, or for getting participants more engaged and connected. [3 Examples of Useful Poll Questions](#) (get the interaction started; let your audience pick the content; get input on the meeting). [Polling Step-by-Step Instructions](#)

INVITE ATTENDEES TO YOUR PERSONAL MEETING ROOM: You can invite attendees to your personal meeting room BEFORE a meeting starts or DURING a meeting.

- **Before A Meeting Starts:** Go to the Goucher Zoom Portal at <https://goucher.zoom.us/> => click on [My Meetings](#) in the navigational panel on the left => click on the [Personal Meeting Room](#) tab => to the right of the Join URL, click on [Copy the invitation](#) => [Select all](#) and copy and paste the invitation into an email message to attendees.
- **During A Meeting:** Click on [Invite](#) => [Copy Invitation](#) => Paste invitation into an email message

HOST A SCHEDULED MEETING

A scheduled meeting takes place in a meeting room that is not necessarily the same as your personal meeting room. Scheduled meetings typically have a unique URL that is different than your Personal Meeting room URL.

Go to <https://goucher.zoom.us/>. Click on [Sign in](#) in the upper right, which takes you to Goucher's Zoom portal page => enter your username and password, and click on [Sign in](#) => click on [Schedule a Meeting](#), enter meeting details => [Save](#). Alternatively, click on [My Meetings](#) (or [Meetings](#)) on the Zoom navigational bar = [Schedule a New Meeting](#) => enter meeting details => [Save](#).

Click on [Copy the invitation](#) in the [Invite Attendees](#) section => click on the [Select all](#) button and copy/paste the text into an email message that you send to attendees.

When it's time for your meeting, go back to your [My Meetings](#) page => click on the [Start](#) button next to your scheduled meeting.

ADDITIONAL FEATURES

Explore Zoom meetings to discover many additional features and tools. Here are just a few.

- **Using The Zoom App:** Download the Zoom app from the [Zoom Download Center](#). Open the Zoom app on your taskbar. If prompted to sign in, click [Sign In](#) => [Sign in with SSO](#) => [Goucher](#) for company domain => [Continue](#) => [Start with Video](#) on the Zoom App
- **Mobile Apps:** Download a mobile app to connect via mobile device. [Zoom mobile downloads](#)
- **Join Zoom By Telephone:** Hosts and participants can [join Zoom by telephone](#)

RESOURCES

- [Zoom Training](#)
- [Getting Started](#)
- [Zoom Video Tutorials](#)
- [Zoom Support](#)
- [Mobile](#)
- [Zoom Help Center](#)
- [Host Controls](#)