FOR HOSTS: ZOOM Instructions

Your Personal Meeting Room

1. Go to https://goucher.zoom.us/

2. Click on Sign in in the upper right, which will take you to the Goucher portal page for Zoom. Enter your username and password, and click on Sign in. Your username looks something like *jadoe001*.

3. On the *My Profile* page in Zoom, take note of your Personal Meeting ID (PMI). Use this ID for instant meetings. You can copy and send your personal meeting ID to students and guests ("attendees")—it's your personal meeting room that you can meet in at any time for office hours, personal conferences, class meetings, etc.

4. Students DO NOT need their own Zoom account in order to participate in meetings you host. However, students may enjoy having their own Zoom account so that they can host their own meetings, e.g., for small group meetings with classmates or even non-Goucher activities, like connecting with family and friends. For students to get a FREE Zoom account: Go to https://goucher.zoom.us/ => click on Sign Up It's Free (upper right) => Follow the prompts

Host A Meeting In Your Personal Meeting Room (Option #1 for Hosting)

It is not necessary to schedule a meeting in order to host a meeting, because with Zoom you have a personal meeting room always available to you—just "walk in any time." To hold a meeting in your personal meeting room, just give attendees your Personal Meeting ID (PMI)—for example, https://goucher.zoom.us/j/4101234567.

Zoom App

START A ZOOM MEETING: There are two ways to start a Zoom meeting: 1) via Goucher's Zoom portal web page; 2) via the Zoom app.

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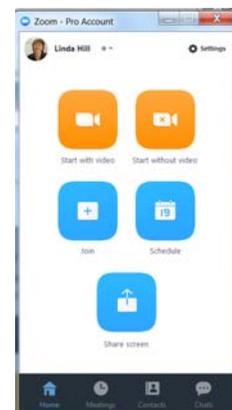
MANAGE PARTICIPANTS: Hover over the bottom of your active Zoom meeting screen to find meeting controls like *Mute, Video, Invite, Manage Participants, Share Screen, Whiteboard, Chat, Record,* and *Breakout Rooms*. Click on Manage Participants to display the participant window. You will see attendee names.

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. If you recorded to the cloud, you will soon receive email notification with a link to your recording, which you can post in your Canvas course site or send to attendees, etc.

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).

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 curson) 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 1) BEFORE a meeting starts, or 2) DURING a meeting.

1. 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.

2. DURING A MEETING: Click on Invite => Copy Invitation => Paste invitation into an email message

Host A Scheduled Meeting (Option #2 for Hosting)

A scheduled meeting will take place in a meeting room that is not the same as your personal meeting room. Each scheduled meeting will have a unique URL, which will be different than your Personal Meeting room URL. **Please note that your Canvas course site directs students to your Personal Meeting Room.**

1. 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 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. You might add the suggestion that participants watch this video ahead of time: "How do I join a meeting."

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

3. Follow guidelines in the section above for managing participants, recording a meeting, sharing your screen, using breakout rooms, and using polling.

Many Additional Features

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

*   **USING THE ZOOM APP**: 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

*   **SHARE COMPUTER SOUND**: In an active meeting, click on Share Screen => click in the tiny check box for Share computer sound (lower left) => click on Share Screen (lower right). YouTube videos, online podcasts and other sound sources will convey excellent sound directly to participants.

*   **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

*   **TOUCH UP MY APPEARANCE**: In an active meeting: hover over the bottom of your screen => click on the options carat next to Start Video => click on Video Settings => click on Touch up my appearance
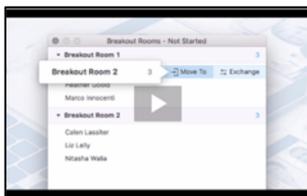
Video Instructions

Join a Meeting	**Scheduling a Meeting**	**Meeting Controls**
Breakout Rooms	**Share Your Screen**	**Configure Audio & Video**

Resources

[Contact Zoom Support](#)

[Zoom Video Tutorials](#)

[Housekeeping Slides for your Meetings](#)

[3 Ways to Use Polls in Meetings](#)

[Zoom Online Event Best Practices.pdf](#)