

FOR HOSTS: Instructions

Customize 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 this personal meeting ID to students and guests—it's your personal meeting room that you can meet in at any time for office hours, personal conferences, class meetings, etc.

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 that is 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>.

OPEN ZOOM IN THE WEB PORTAL: Go to <https://goucher.zoom.us/> => [Sign in](#) in the upper right, which will take you to Goucher's Zoom portal page => Enter your username and password, and click on [Sign in](#).

SEND A MEETING INVITATION: In the Zoom web portal, click on [Meetings](#) (or [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.

START A MEETING: 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](#).

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 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](#)

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 meetings will have a unique URL (which will be different than your Personal Meeting room URL).

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

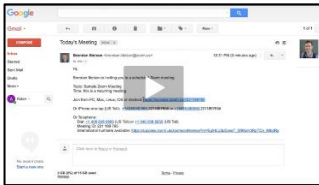
Explore Zoom meetings to discover many additional features and tools. Below are just a few.

- **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.

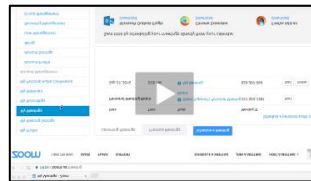
- **MOBILE APPS:** Download a mobile app to connect via mobile device. [Zoom mobile downloads](#)
- **JOIN ZOOM BY TELEPHONE:** Hosts and participants can [join Zoom by telephone](#)
- **TOUCH UP MY APPEARANCE:** In an active meeting: hover over the bottom of your screen => click on the options carat next to Start Video => click on Video Settings => click on [Touch up my appearance](#)

Video Instructions

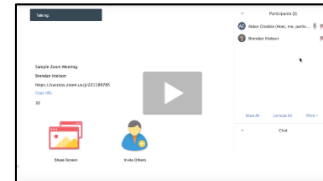
Join a Meeting



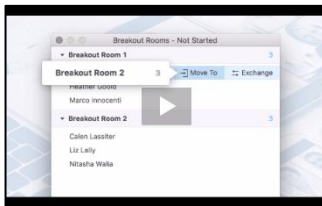
Scheduling a Meeting



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](#)