Getting Started in Zoom
Zoom Interface

1. Mute/unmute/test audio
2. Start/stop/test video
3. Participants panel
4. Share screen
5. Chat panel
6. Record
7. Leave meeting
8. Nonverbal feedback
Logging in to Your Zoom Account
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To log in (or use the web browser version of Zoom), go to https://mines.zoom.us

Click Sign in to access your account settings, meetings, recordings and more.
Logging in to your Zoom Account

Log in using your Mines credentials
Logging in to your Zoom Account

Your account information is shown here
Downloading Zoom
Downloading Zoom

To download the Zoom Client:
1. Click **Resources**
2. Select **Download Zoom Client**
Downloading Zoom

Once downloaded:
1. Run and install Zoom
2. After prompt, click **Sign in with SSO**
3. Type **mines** in the **Enter SSO site URL** box
Scheduling a Meeting in Zoom Using the Zoom App
Scheduling a Meeting in Zoom Using the App

Open the Zoom app
Scheduling a Meeting in Zoom Using the App

To schedule a meeting, click Schedule
**Topic:** Name your meeting. It is recommended that you name your meeting in the following format SPRG.2020.COURSE.SECTION.

**Recurring meeting:** Make it a recurring meeting. This allows you to use the same meeting room per class throughout the semester.

**Meeting ID:** Select Generate Automatically.

**Password:** A meeting password can help ensure that people outside of your course do not join.

**Video:** It is recommended that both Host and Participants video are set to off. This is for when the meeting begins, video can be turned on later.

**Audio:** Select Telephone and Computer Audio. Allows users to join using either a telephone or their computer audio.

**Calendar:** Select Other Calendars.

**Advanced Options:** Select your preferred options. It is recommended that you record the meeting automatically and save it to the cloud. Links will be emailed to you and you can share it with students on Canvas.

**Schedule:** Select Schedule when done.
Scheduling a Meeting in Zoom Using the App

Click to copy this meeting information. This should be pasted in your Canvas course.

This is the information that you will need to share with students so that they can join your Zoom session.
Additional Resources
Additional Resources

- **Annotation:** [https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screenor-whiteboard](https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screenor-whiteboard)
- **Attendee Attention Tracking:** [https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking](https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking)
- **Breakout Rooms:** [https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms](https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms)
- **Chat:** [https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat](https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat)
- **Non-verbal Feedback:** [https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-DuringMeetings](https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-DuringMeetings)
- **Participants:** [https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting)
- **Polling:** [https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings)
- **Raising Hand:** [https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar)
- **Remote Desktop:** [https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control](https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control)
- **Sharing a Screen:** [https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-)
- **Transcription of Meetings:** [https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-TranscribeCloud-Recordings-](https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-TranscribeCloud-Recordings-)
- **Virtual Backgrounds:** [https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background)
- **Whiteboard:** [https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard](https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard)