What is Zoom?

Zoom combines video conferencing, online meetings and in-conference group chat into one easy-to-use tool that is ideal for online class use, and group work. Typically your instructor will share a URL for you to join an online Zoom meeting.

You do not need a Zoom account to JOIN a meeting. However, Clarion students can have a Zoom Basic account to host meetings with more than two paricipants for up to 40 minutes duration. Basic account users can host meetings with one other participant for unlimited duration.

*This article will describe how to establish a Zoom account and create and join a meeting. If you already have a zoom account, jump to **Using the Zoom App** to schedule a meeting.*

NOTE*: If you are using Zoom for the first time, you need to install the Zoom App. Click here to download (https://clarion.zoom.us/) If you have joined a Zoom meeting previously, you already have installed the App.*
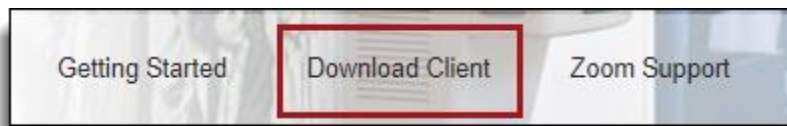
When you join a Zoom meeting for the first time, you will be prompted to install the Zoom app. Click Windows or Mac below (if needed) to view specific browser prompts the first time you join a Zoom meeting.

WINDOWS | MAC

## To host a meeting establish your Zoom Account

The first step to getting started using Zoom is to sign-in to establish your Clarion Zoom account. You can use the Zoom web interface right away to schedule and host meetings.

1. Go to the Clarion Zoom login page (https://clarion.zoom.us/) 2.
Click on the Account Sign-in button.
3. Login with your Clarion username and password.
4. If you do not already have an account, the system will automatically provision an account for you. You will be taken to the Clarion Zoom web portal.

Using Clarion Zoom Web:

Zoom is an application that must be installed on your computer or mobile device in order to host or participate in a meeting. Follow the steps below to download the app.

1. Once you have logged in to your account, click on the Meetings link under the Profile column and schedule a new meeting (video tutorial).
2. Next, from the Upcoming Meetings tab, click Start next to the scheduled meeting to begin your Zoom Meeting.
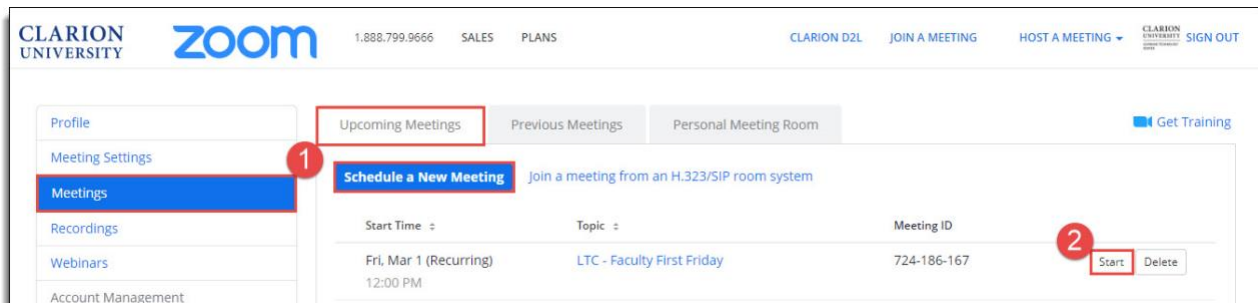
3. At the prompt, download and install the Zoom desktop application. (if you haven't previously installed - first time use only)
4. From the "Choose ONE of the audio conference options" window click on the Join by Computer, option.
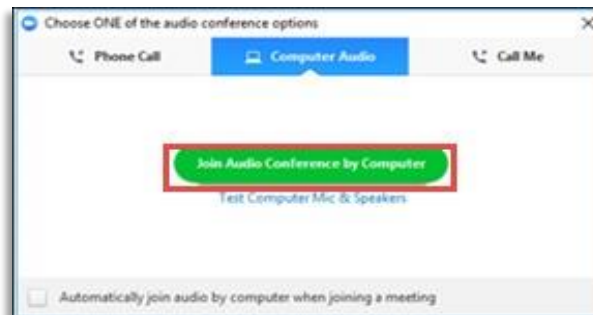
Your Zoom meeting will now be live!
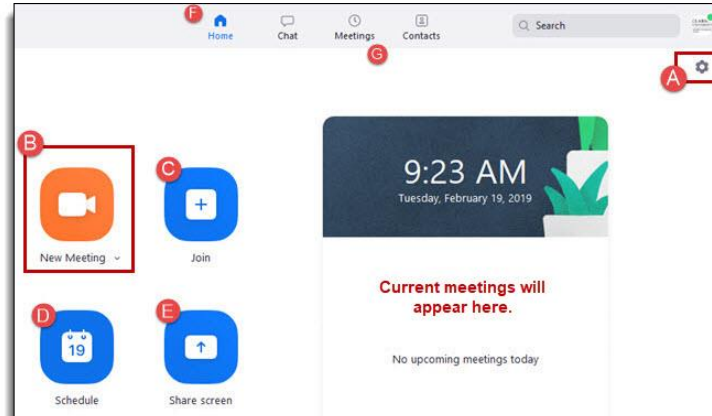
In Meeting Controls:

Now that you have the Zoom application, you can schedule, start, and edit meetings in the Zoom App.

The Zoom App:

After the application launches, you will see the Zoom Home Screen:

A. **Zoom Client Settings:** Adjust application and sharing settings.

B. **Ad hoc/Instant meetings:** Send an invite or give participant(s) the meeting ID for inside the meeting.

C. **Join Meeting**: Click to enter a Meeting ID.

D. **Schedule**: Create/schedule new meetings.

E. **Share screen**: This feature is mainly for zoom rooms/conference rooms.

F. **Home Screen**: As pictured.

G.   **Meetings**: Review scheduled meetings; start, edit, or delete a meeting, copy a meeting invite.
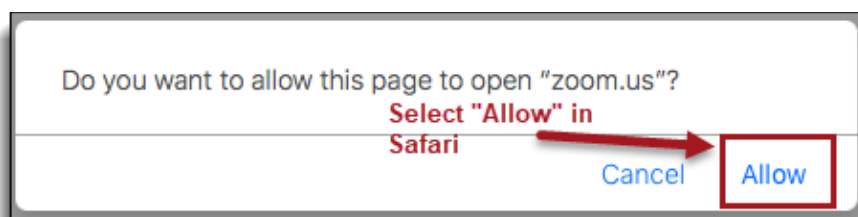
NOTE: *Some settings, such as advanced features, include links that will open your Zoom account on the web. Users can also create and start meetings in Zoom Web as well as edit a profile, and customize meeting settings. Please visit www.clarion.edu/zoom for details on using the Zoom web interface.*
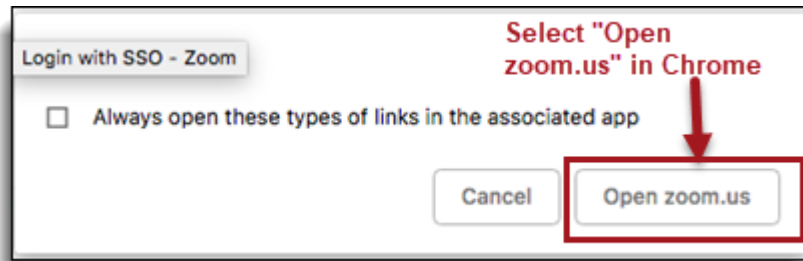
Schedule a Meeting in the App

- Open the Zoom App.
- Click Sign In with SSO and sign in with your CU username and Password.
- Click the Schedule icon.
- In the *Zoom – Schedule a Meeting* window:
    a. Enter a topic, or title, for the meeting
    b. Set the meeting start date, time and duration.
    c. Under *Video*, leave the default of "Off" for Host and Participants since video can be enabled in the meeting. (*recommended*)
    d. Under *Audio Options:* Leave the default Telephone and Computer audio (*recommended*)
    e. Under *Meeting Options*, click Advanced Options and select **Enable Join Before Host** to allow attendees to enter before the host (*recommended*)
    f. *Optional*: Give host permissions to other Clarion users who have previously signed in to clarion.zoom.us. Note: Alternatively, you may give host permissions to *any* participant once they have joined the meeting.
    g. Under *Calendar*: You may choose to engage a specific calendar for this meeting. If the *Other* option is selected, the meeting invitation will automatically appear on the screen after selecting Schedule. Copy this information to compose your own meeting email.
    h. To set the meeting, click **Schedule**.
- If you are ready to meet, select **Start this meeting.**
- To view, start, edit, or delete upcoming meetings, click "**Meetings**" on the Zoom app home screen.

NOTE: *Alternatively, schedule meetings through Zoom Web.*

Windows

EDGE:
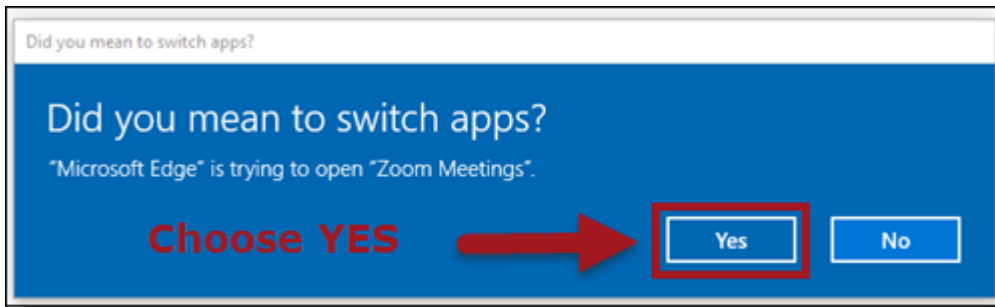
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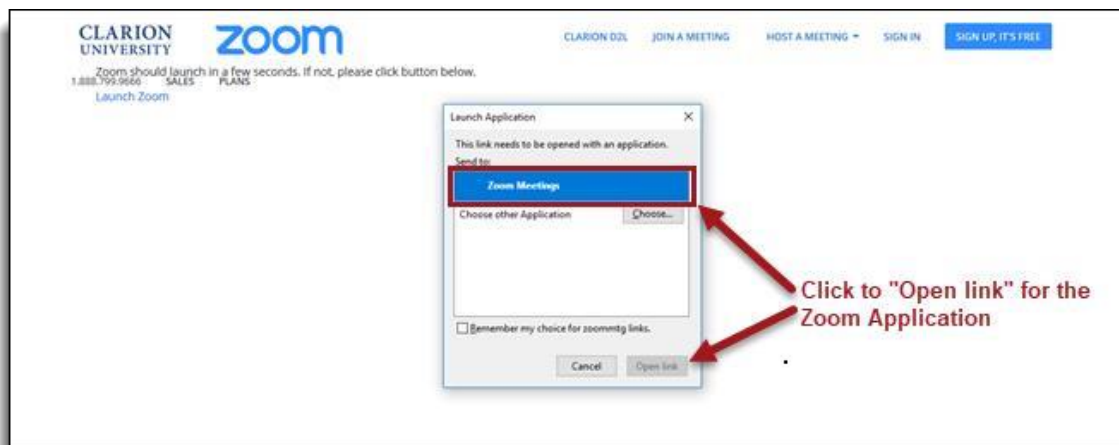
CHROME:
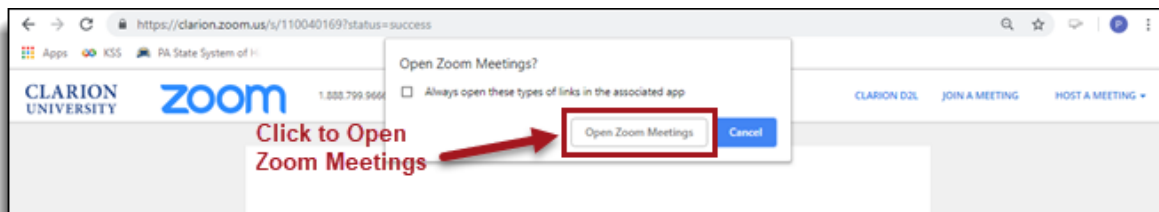
Mac

SAFARI:

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