

Zoom Web conference

What is Zoom

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across multiple platforms. Follow this article to learn about the basic features of the Zoom client on Windows and Mac. This technology is available to Faculty, Staff and Student may be accessed using your StarID credentials.

What is Zoom Used For?

Zoom may be utilized by both faculty, Staff, and students. Below are a multitude of uses for this technology on both the academic and non-academic side:

- Conducting on-line courses
- Advisor/advisee interaction
- Communication between students and instructors during office hours
- Recruitment, including face-to-face meeting with prospects, graduate applicants, etc.
- Guest lecturers and presenters
- Class coverage while away
- Communicating with service staff
- Collaborate with colleagues across campus or across the country
- Meet online and share files, information and expertise

Technical Requirements

In order to participate using VOIP, participants will be required to acquire a headset with a microphone. Though participants may use web cameras they are not a requirement. A standard headset and webcam will work with Zoom. Long distance code may require to use phone line.

Please note that when you run Zoom for the first time, it will install a driver onto your computer and this will require you to have administrative privileges on your computer.

Logging into Zoom from Web

1. From your web browser, go to <https://minnstate.zoom.us> in the address bar
2. To start a meeting you already have scheduled, click the **Join (Figure 1.1)**. If you are joining a session, enter meeting ID
3. Click the **Host** button to start meeting now (**Figure 1.2**). Enter your **StarID** credentials
Note:- if you do not know your StarID credentials or need to change password then go to site below. starid.minnstate.edu. See next page on [Zoom meeting Essentials](#) page for controls (**Figure 2**)



4. Click **Sign in** button to edit your zoon settings (**Figure 1.3**)

Start a Zoom meeting now!

Meeting Essentials

Audio Setup: Call in to your meeting or connect using your computer's audio system (VoIP) or using phone (long distance code may require).

Video Setup: Click the camera icon to allow others to see you. View the presenter in full—screen HD by clicking the top right corner of the video.

Invite Guests: Here you can choose invite options of Email, Phone, and SMS, or the Remind invitees to join meeting.

Participants: To display participants panels on/off to resize the panels the way you'd like.

Share Content: Share files, applications, or videos. Present anything on your computer's desktop.

Chat: Start a side conversation with anyone in the meeting.

Record: Record the meeting, including the audio, video, and presentation, for sharing later. Note:- Do not forget to stop recording before you leave the meeting.

End Meeting: exit meeting

Options:

Live: Here you can choose to go live on Facebook and YouTube. You must check with your organization rights and responsibility.

