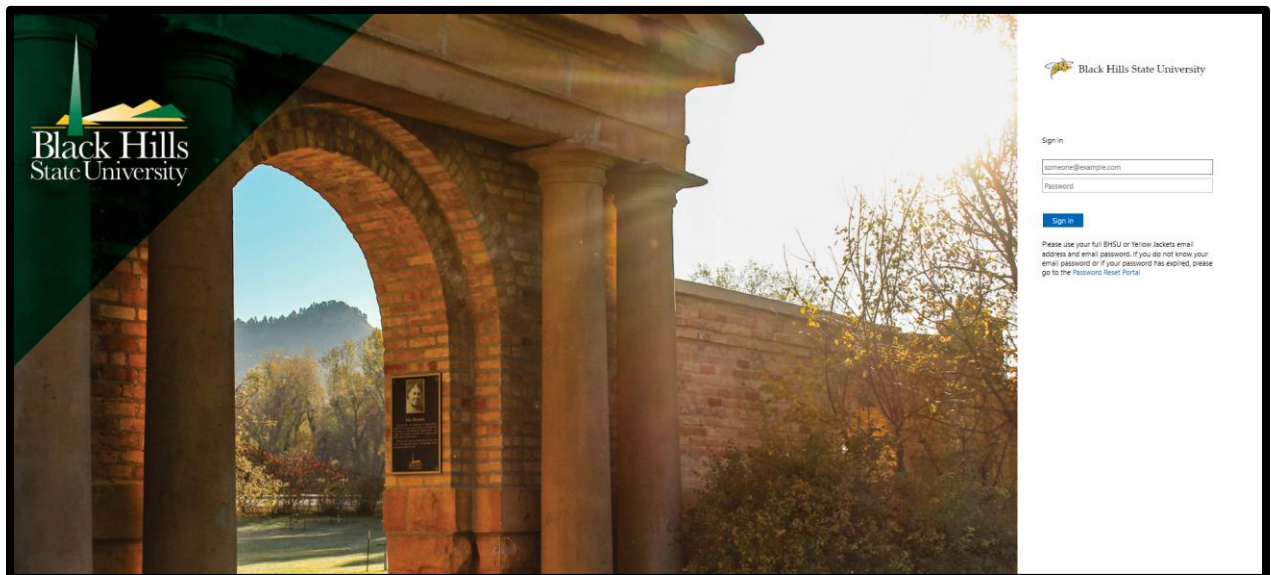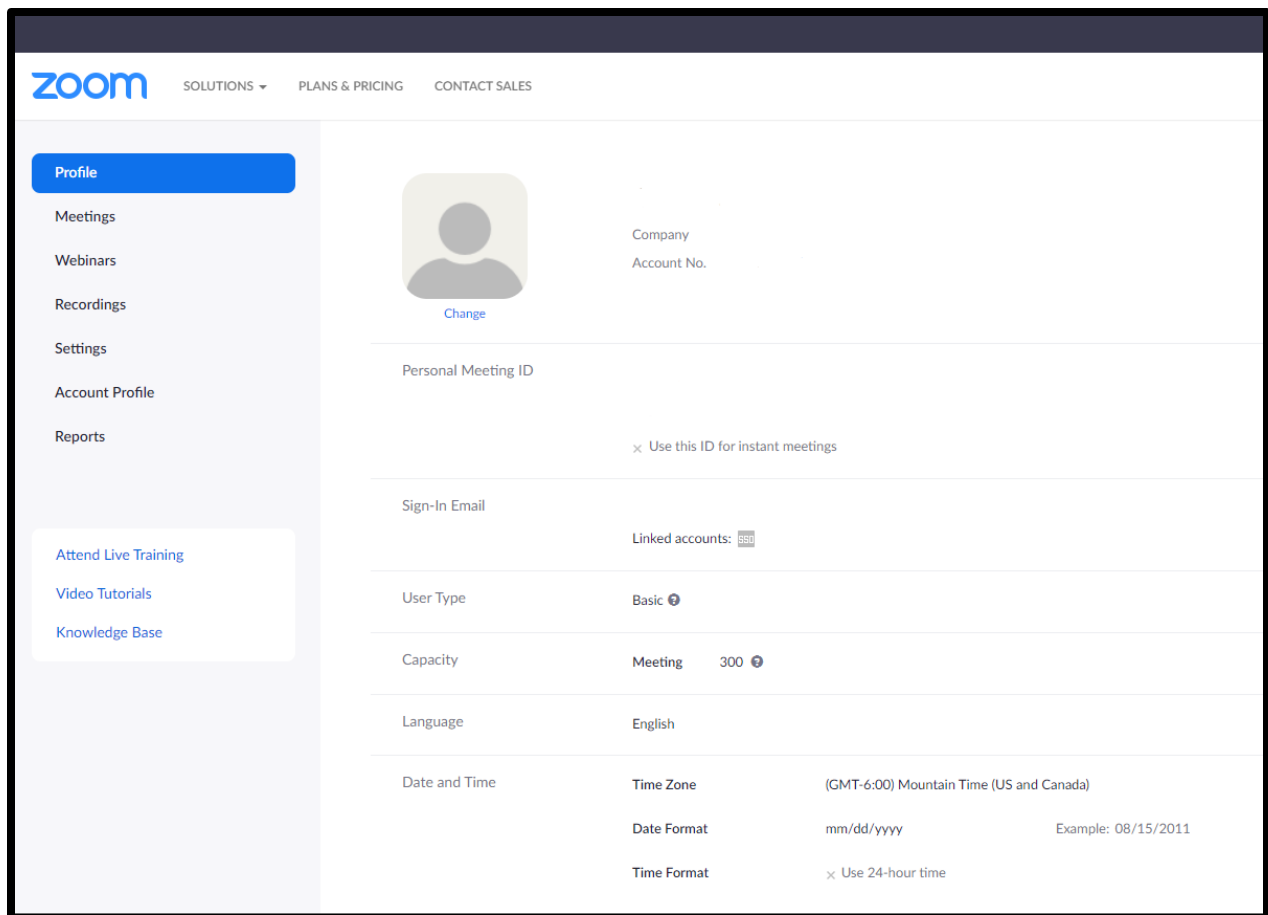# Zoom

Student Guide

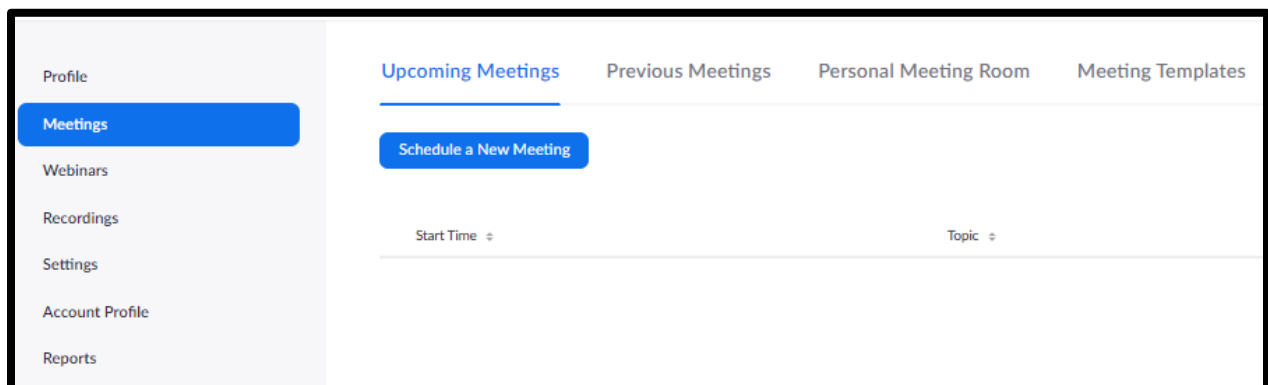1. Go to https://bhsu.zoom.us/ and click Sign In:

2. Sign in with your BHSU email address and password:

Once you open the program you will see:

3. On the left side of the screen, click on Meetings. Then click the blue Schedule a New Meeting button.

4. Enter your meeting information:

Schedule a Meeting

Topic   My Meeting

Description (Optional)   Enter your meeting description

When   03/26/2020   12:00   PM

Duration   1 hr   0 min

Time Zone   (GMT-6:00) Mountain Time (US and Canada)

☐ Recurring meeting

Meeting ID   ◉ Generate Automatically   ○ Personal Meeting ID

Meeting Password   ☐ Require meeting password

Video   Host   ○ on   ◉ off

Participant   ○ on   ◉ off

Audio   ○ Telephone   ○ Computer Audio   ◉ Both

Dial from United States of America   Edit

Meeting Options   ☐ Enable join before host

☐ Mute participants upon entry ☑

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically on the local computer

Save   **Cancel**

Fill out the Schedule Meeting information:

-Topic: give your meeting a name

-Enter the meeting date, start time, and duration. Student's meetings are limited to 40 minutes.

-Meeting ID- leave as "Generate Automatically"

-Password- you can require one or leave it blank.

-Video- these are settings for how the host and participants will first enter the meeting. They will be able to turn on/off their video once they are in the meeting.

-Audio- you'll want your participants to connect via Computer Audio, but you should leave the setting to allow for both Telephone and Computer Audio, just in case someone has issues with their microphone/speakers.

-Under Meeting Options, you'll decide if you want participants to enter the session before you, if you want them to join the session muted, and if you want the session automatically recorded.

5. Once you have your settings setup, click the blue Save button. The next page will allow you to add your meeting to your calendar, start the meeting, and provide the URL to send to your participants.

Once you are in your meeting, your screen will look like this. Microphone and webcam controls are found in the bottom left (circled in yellow). Meeting controls for seeing participants, chat, screen share and recording (save to the cloud if you need to share the recording) are found in the bottom center (circled in green).

If you record your session to the cloud, you will receive an email with the recording URL link. It might take several hours to get your recording URL.
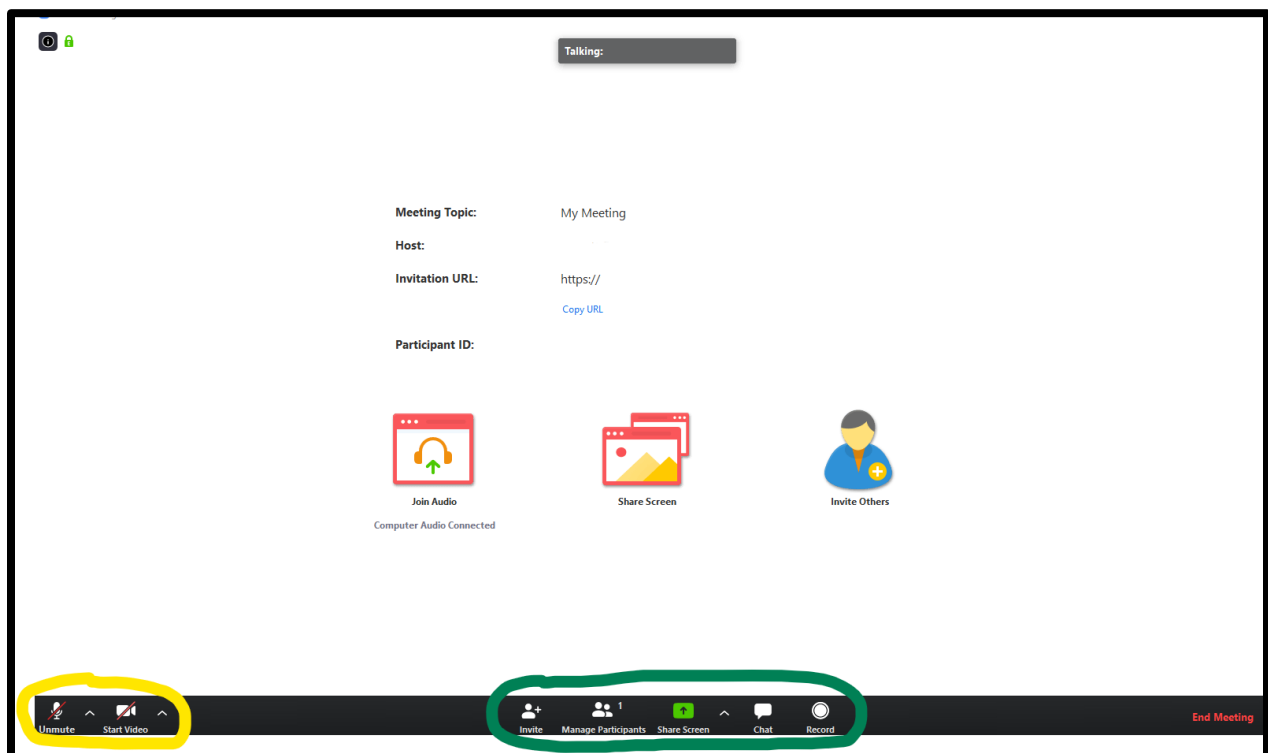
For more information, please visit the helpful links at https://www.bhsu.edu/iits/services/zoom.