



This is a step-by-step guide on hosting an online meeting, to be done at least three days before the start time. After following this guide, you are strongly encouraged to do explore the capabilities of Zoom, such as sharing your screen and webcam.

This guide is broken down into 5 sections:

1. Setting up to host meeting – *to be done once*
2. Audio Setup – *first-time setup*
3. Webcam Setup – *first-time setup*
4. Scheduling a meeting – *At LEAST ONE DAY before each meeting start time*
5. Running a meeting – *15 minutes before your meeting start time*

## Setting up to host meeting

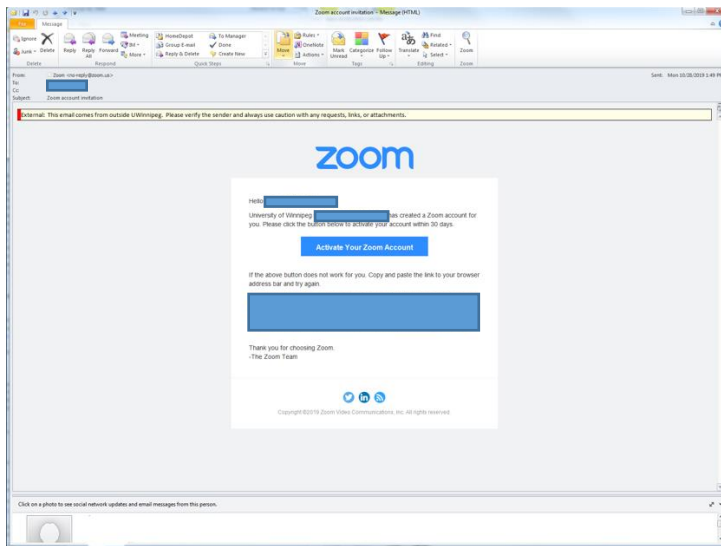
### **Prerequisite info:**

To utilize this solution, you will require:

- A computer with a webcam & mic
- An internet connection
- Minimum specifications: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
- Email addresses for all attendees
- Request a license from Remote Teaching at [remoteteaching@uwinnipeg.ca](mailto:remoteteaching@uwinnipeg.ca)

*Requests for support may also be directed to Remote Teaching.*

You will receive an email with instructions on how to activate your account

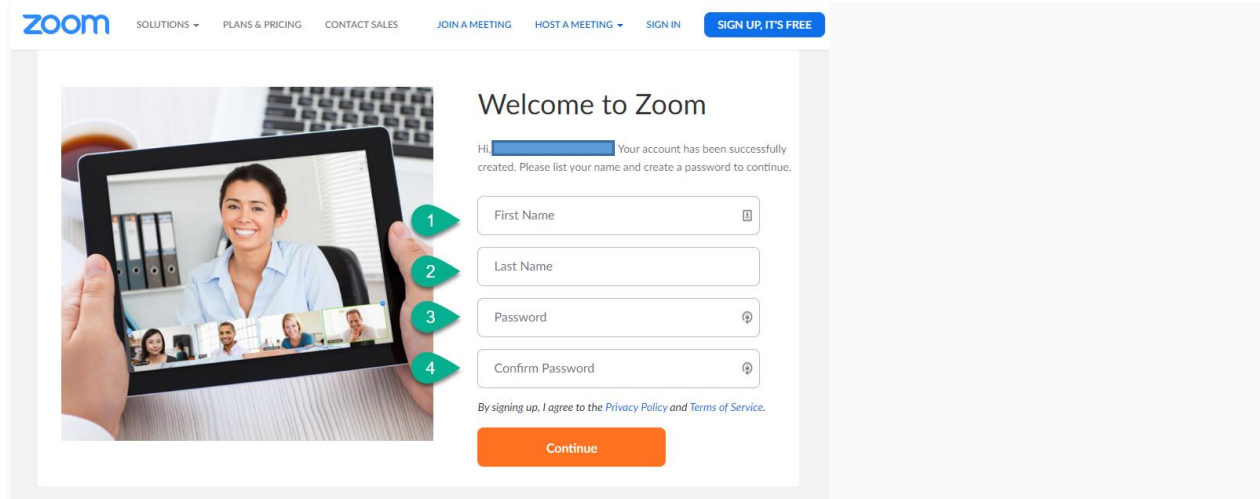


Follow instructions to set up your account:

On the page that appears, click **Sign Up with a Password**

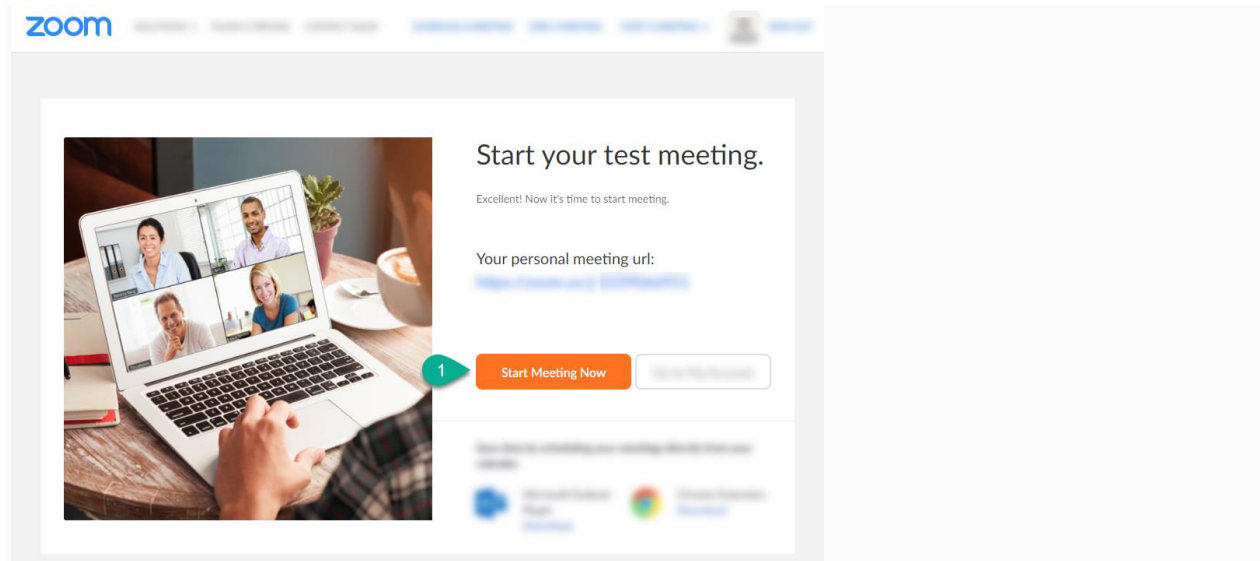


On the next Page enter your **First Name**, **Last Name**, **Password** and **Confirm Password**, then press **Continue**.



The image shows the Zoom website's sign-up page. At the top is the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button that says "SIGN UP, IT'S FREE". The main content area has a heading "Welcome to Zoom" and a message: "Hi, [redacted] Your account has been successfully created. Please list your name and create a password to continue." Below this are four input fields, each with a green numbered callout bubble (1-4) pointing to it: "First Name", "Last Name", "Password", and "Confirm Password". The "Password" and "Confirm Password" fields have a small icon of a key. Below the fields is a link: "By signing up, I agree to the Privacy Policy and Terms of Service." and a large orange "Continue" button.

On the following page click **Start Meeting Now**:

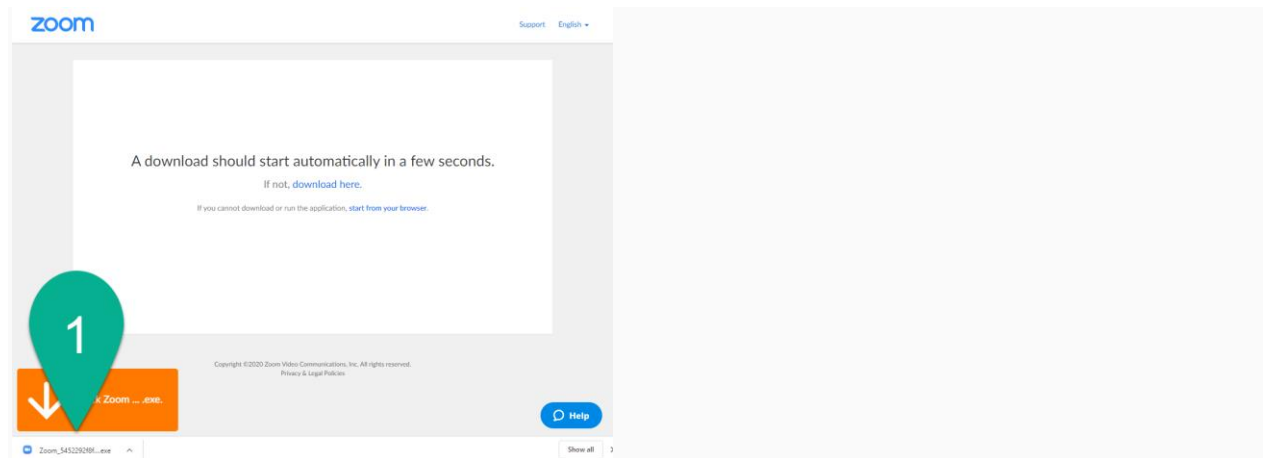


The image shows the Zoom website's "Start your test meeting" page. At the top is the Zoom logo and navigation links. The main content area has a heading "Start your test meeting." and a message: "Excellent! Now it's time to start meeting." Below this is a section titled "Your personal meeting url:" with a blue link. Below the link is a green callout bubble with the number "1" pointing to an orange "Start Meeting Now" button. To the right of the button is a "Cancel" button. Below the buttons is a section titled "You can also create a meeting by using a meeting ID" with a blue link and a "Meeting ID" input field.

Click on the downloaded file that appears. Where you can find this will be based on which browser you're using.

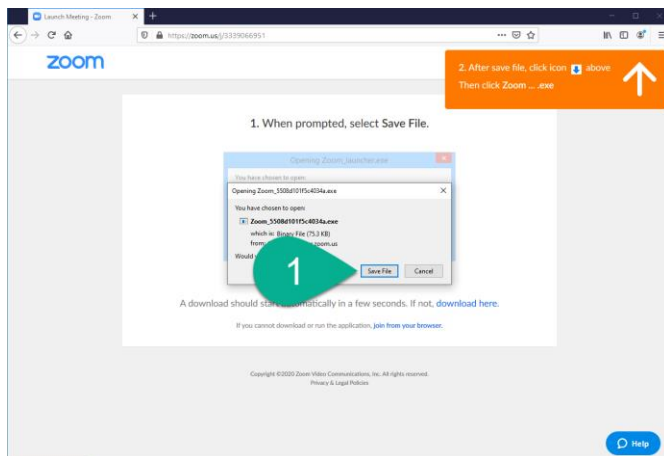
## Chrome:

Click the Zoom installer filename found at the bottom of Chrome. Run the installation application.

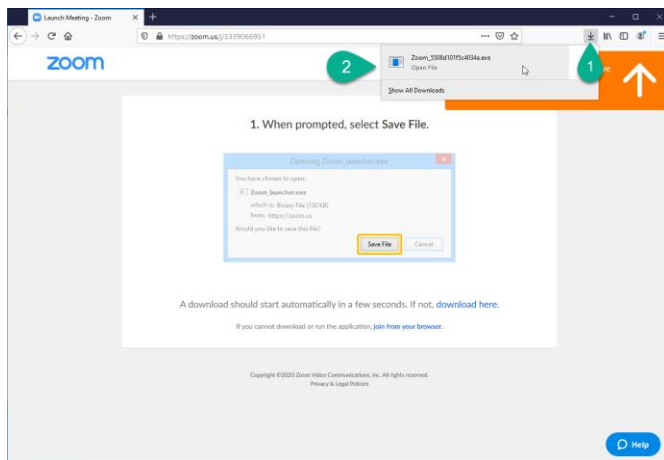


## Firefox:

A pop-up will appear, asking if you would like to save the Zoom installer file. Click "Save File".

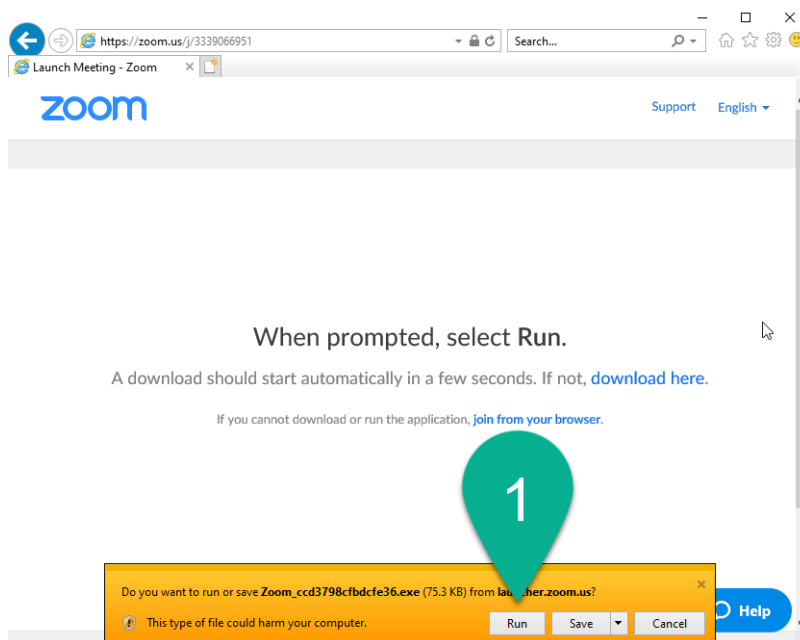


Once the download is complete, click the downloads icon in the top right. Then click the Zoom installer filename.



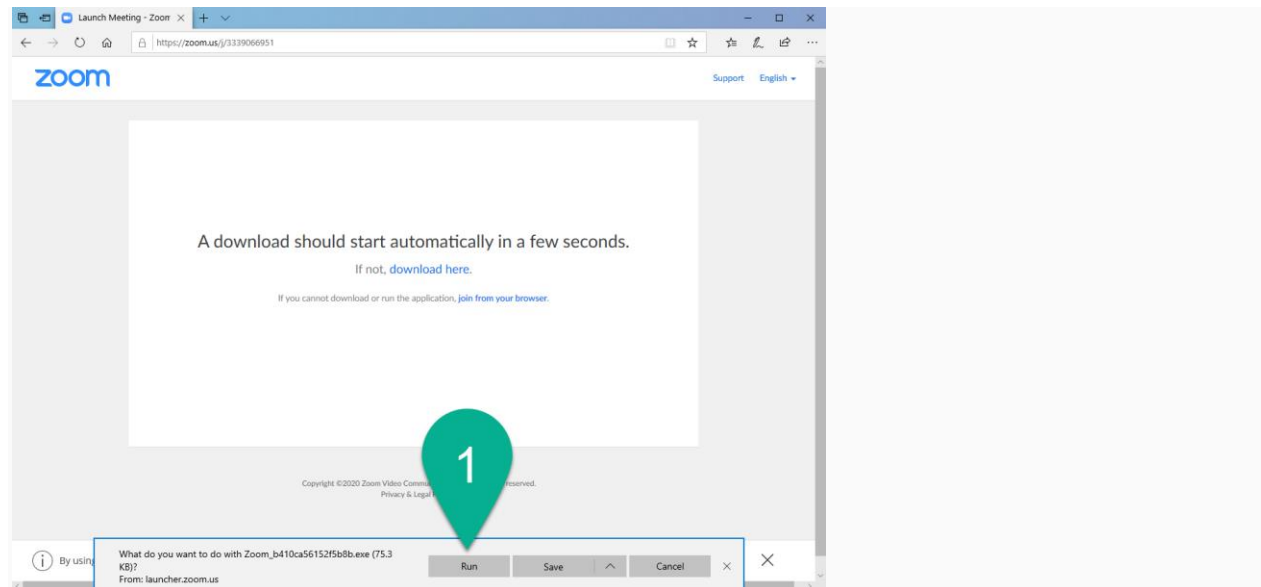
## Internet Explorer:

A pop-up will appear at the bottom of Internet Explorer. Inside this pop-up, click “Run”.

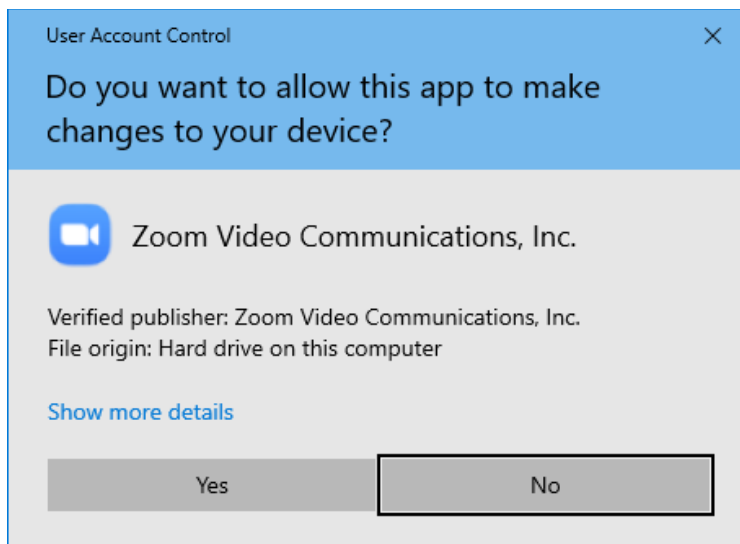


## Microsoft Edge:

A pop-up will appear at the bottom of Edge. Inside this pop-up, click “Run”.



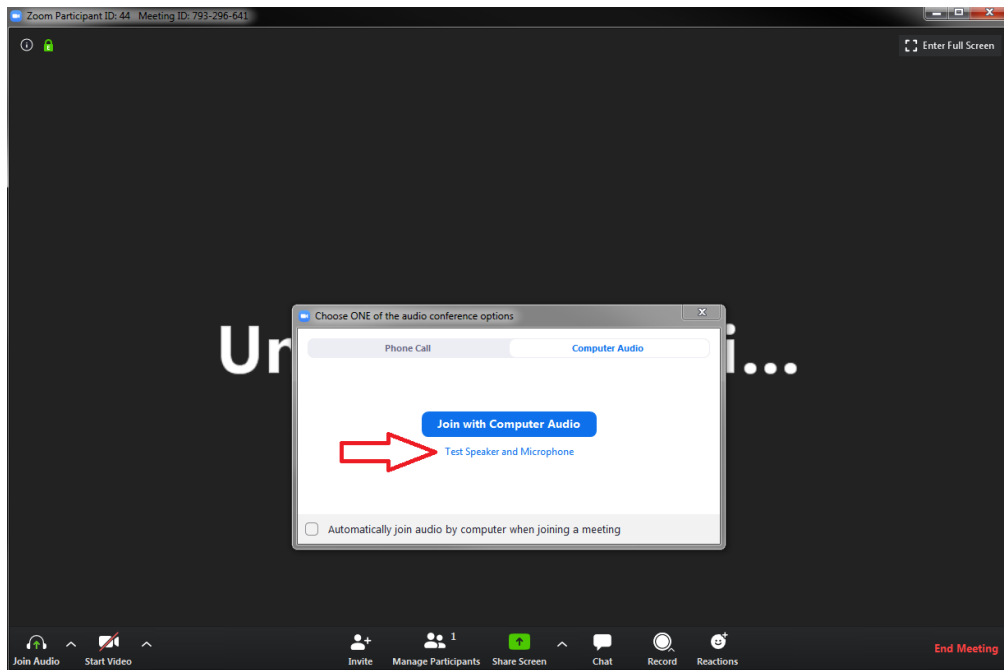
When the Zoom installer is ready to run, click **Yes** in the following dialog to allow the installation to continue.



*Zoom does offer a plugin for the desktop version of Outlook. If you are installing this on a university issued computer, you will need administrator privileges. Please contact [servicedesk@uwinnipeg.ca](mailto:servicedesk@uwinnipeg.ca) to help you with this.*

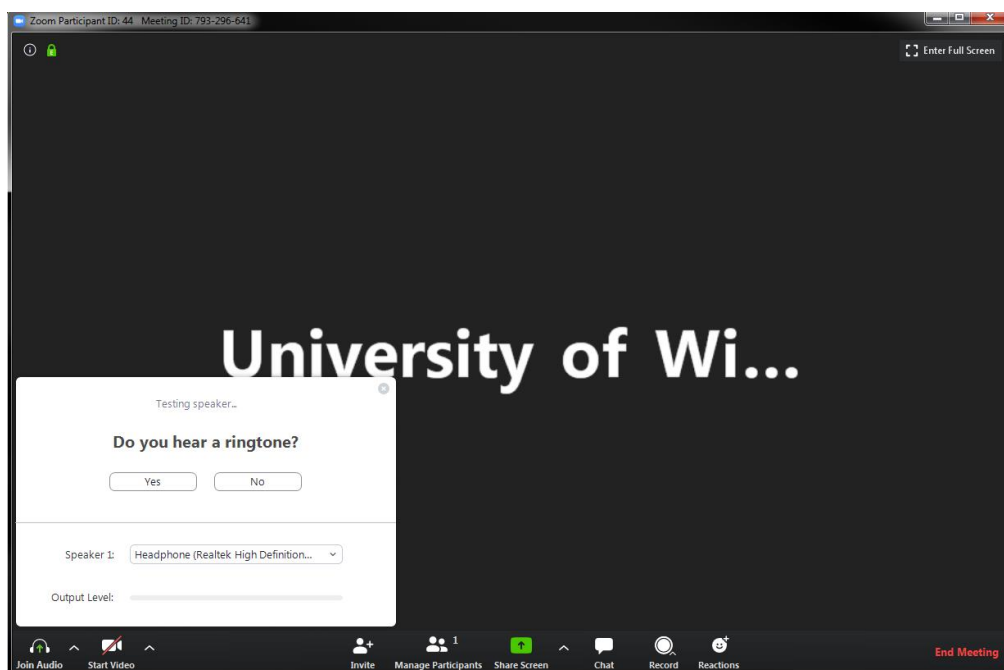
## Audio Setup

When you start or join your first meeting, you will be presented with some audio conference options. To set up your audio, click “Test Speaker and Microphone”.

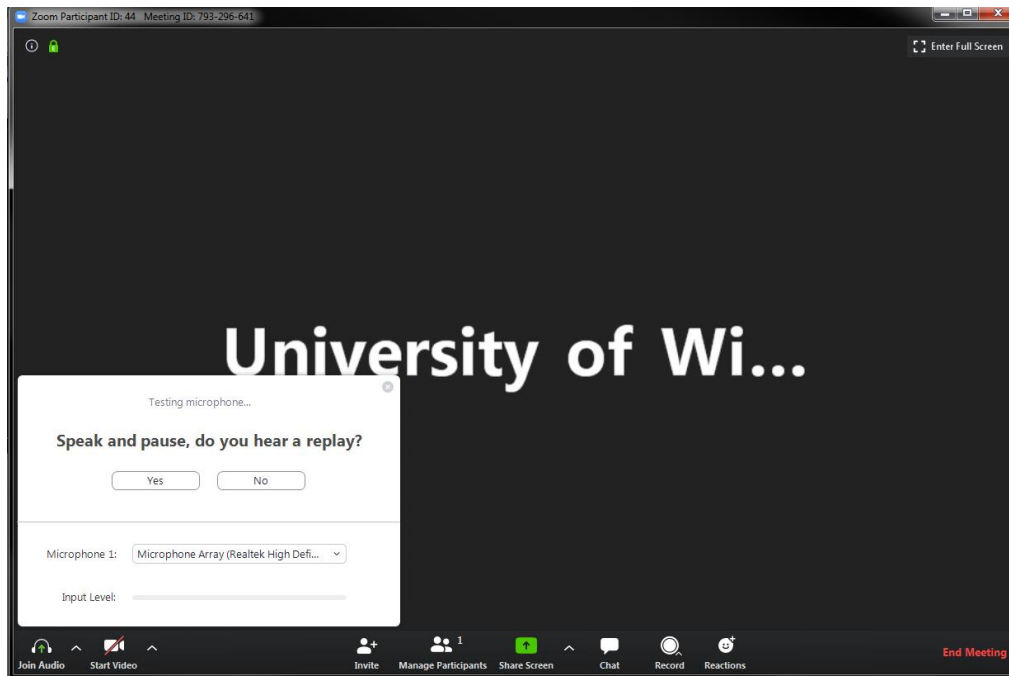


If you can hear a ringtone playing, your speakers are set up properly. If not, click the drop-down menu titled “Speaker 1”.

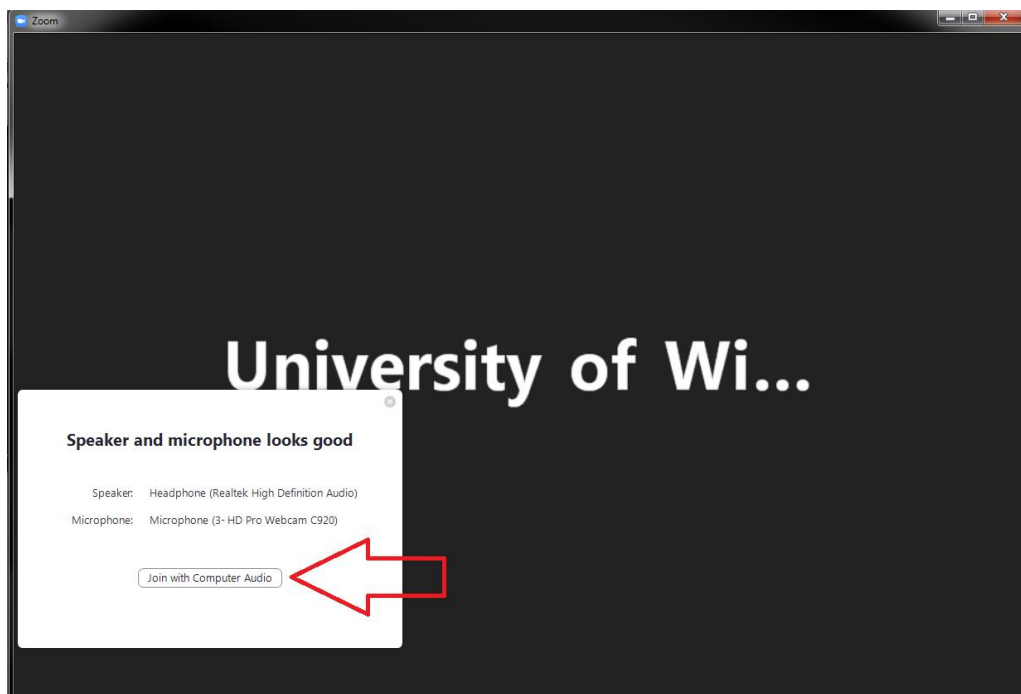
Choose the appropriate sound device for your computer. Once you can hear a ringtone, click “Yes”.



Speak and then wait a moment. If you can hear your voice played back to you, your microphone is set up properly. If not, choose the appropriate microphone device from the drop-down menu titled “Microphone 1”. Once you are able to hear your voice played back to you, you have selected the right device. Click “Yes”.

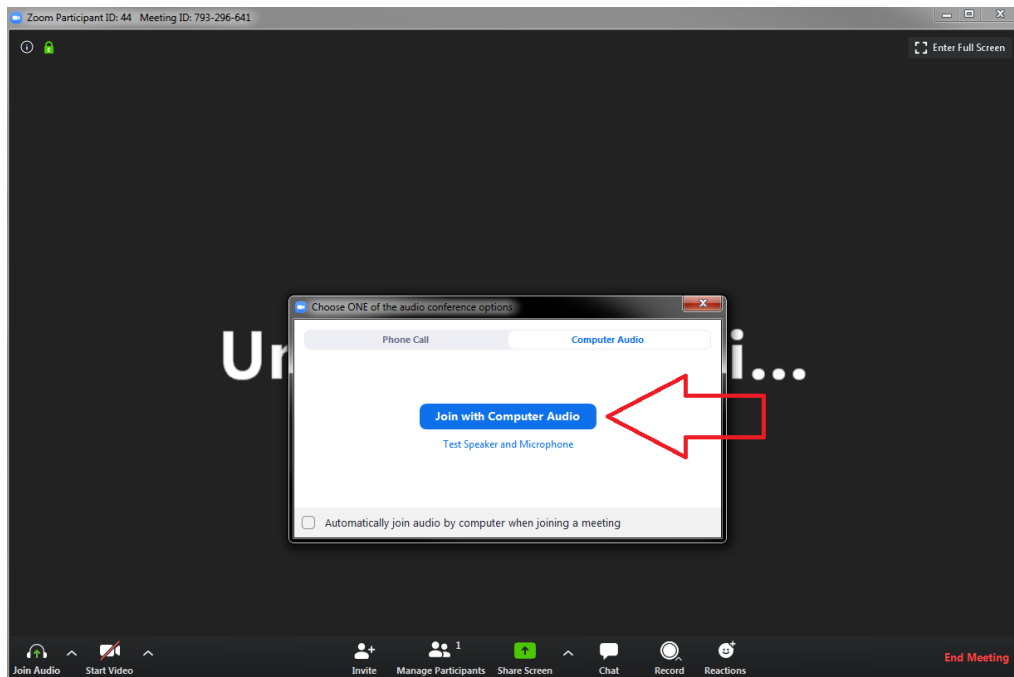


Once both of these devices are set up, you’re ready to join your meeting. Click “Join with Computer Audio”.





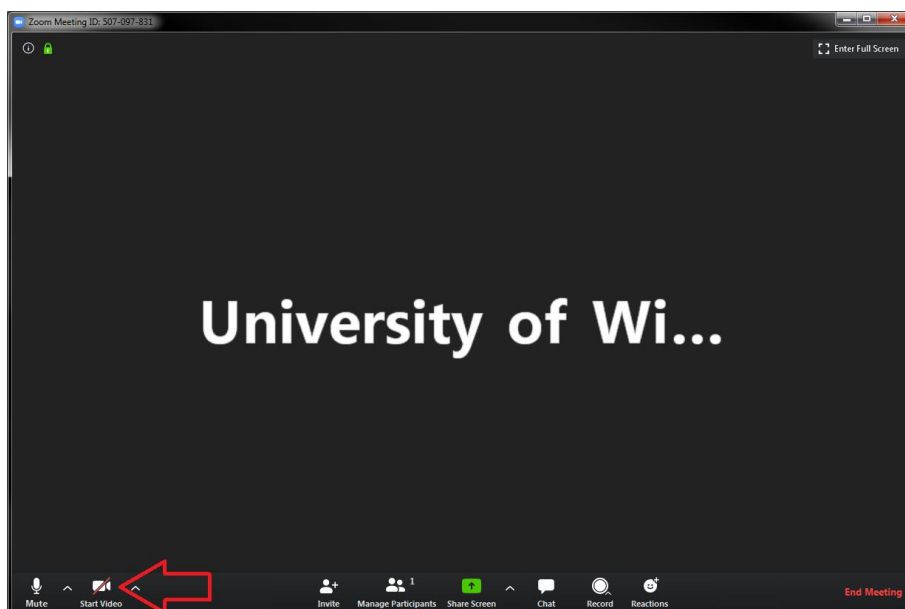
You can now join your meeting with computer audio. Once again, click on “Join with computer audio”



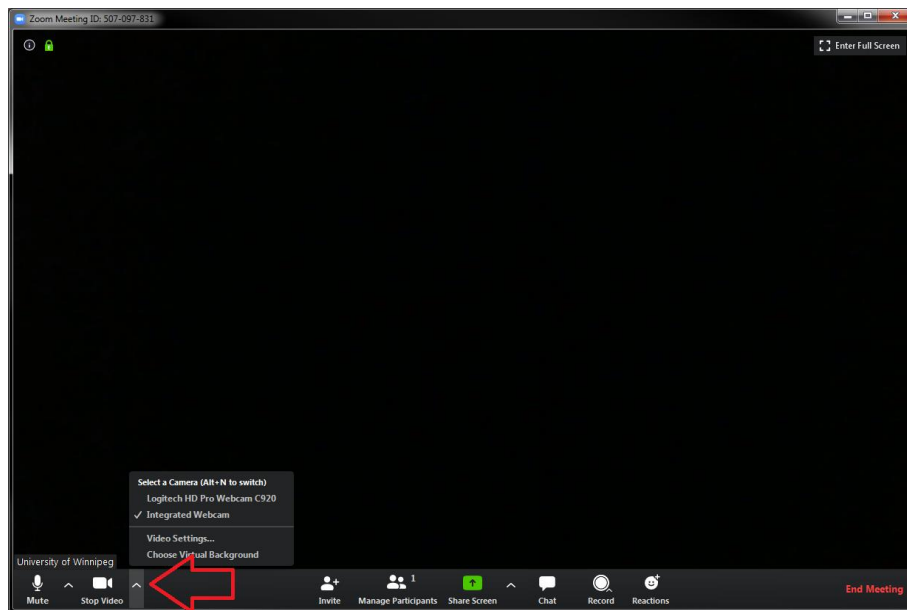
Your audio will now be connected to the meeting.

## Webcam Setup

If you have enabled video for the host when scheduling your Zoom meeting, you should see yourself as soon as you log in. If you haven't enabled video for the host, you'll need to enable your webcam. To do this, move your mouse around the Zoom window. A control menu will appear at the bottom of the window. Click on “Start Video”.

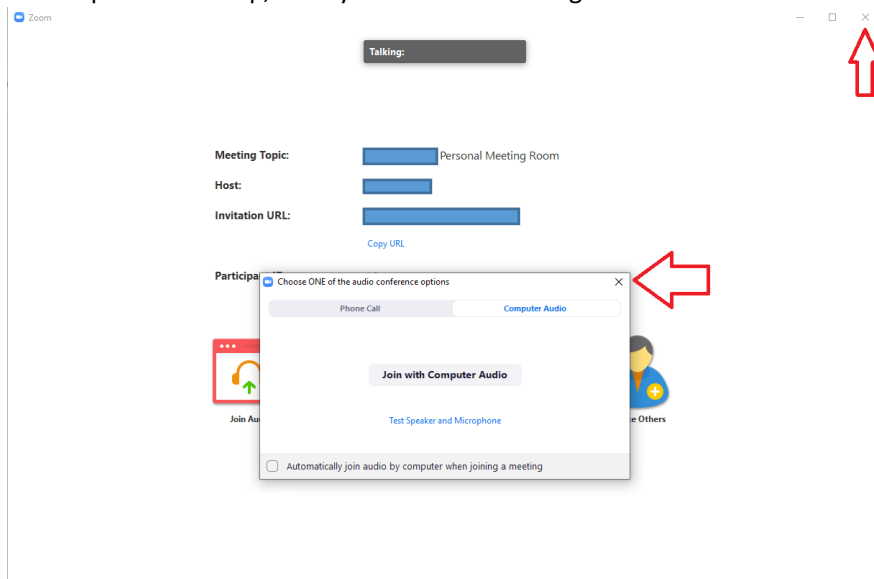


If you still don't see yourself, you may need to select a different camera device. To do this, click the arrow next to "Stop Video".



Choose the appropriate camera device from the list. Once you see yourself, your webcam is connected to the Zoom meeting.

To complete the setup, once you see the following screen click the 'x' to close out of all windows.



## Scheduling a Meeting

After launching Zoom, click **Sign In**.



Join a Meeting

Sign In

At the Sign In screen, enter your @UWinnipeg.ca email address and Zoom Password on the left side. Click **Keep me signed in** and finally click "Sign In"

If you have a Zoom account but cannot remember your password, click **Forgot?**.

### Sign In

[Sign Up Free](#)

Email

Password

[Forgot?](#)

☐ Keep me signed in

Sign In

or



Sign In with SSO



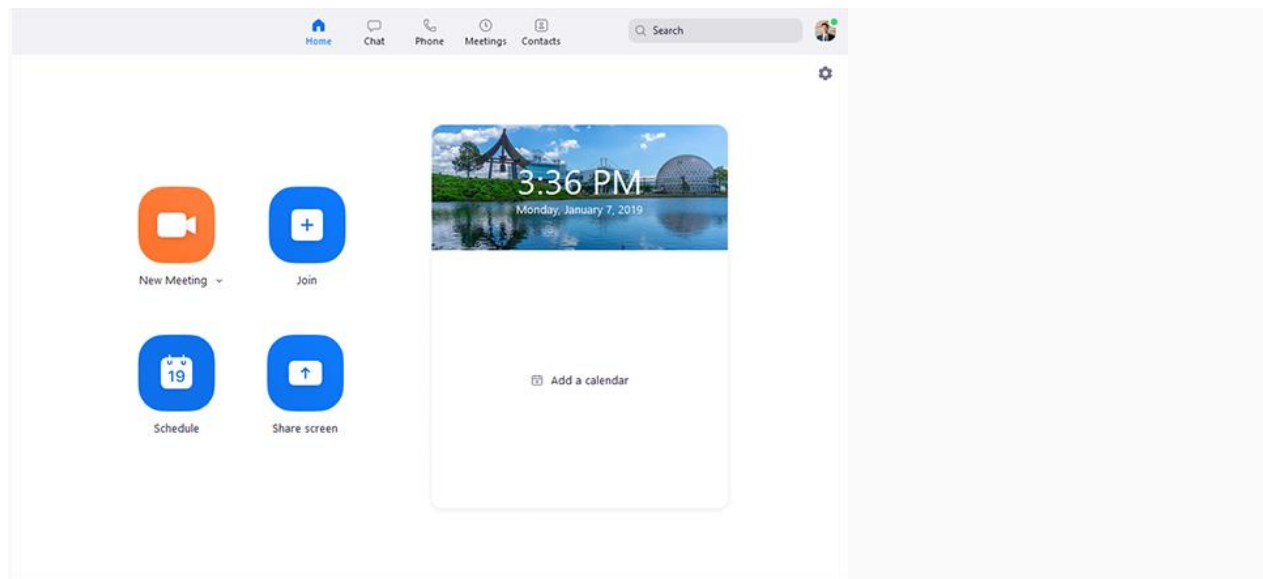
Sign In with Google



Sign In with Facebook

[← Back](#)

After signing in, you will see the **Home** tab, where you can click these options:



To ensure that all participants are able to join the meeting, please perform the below steps at least 3 days in advance.

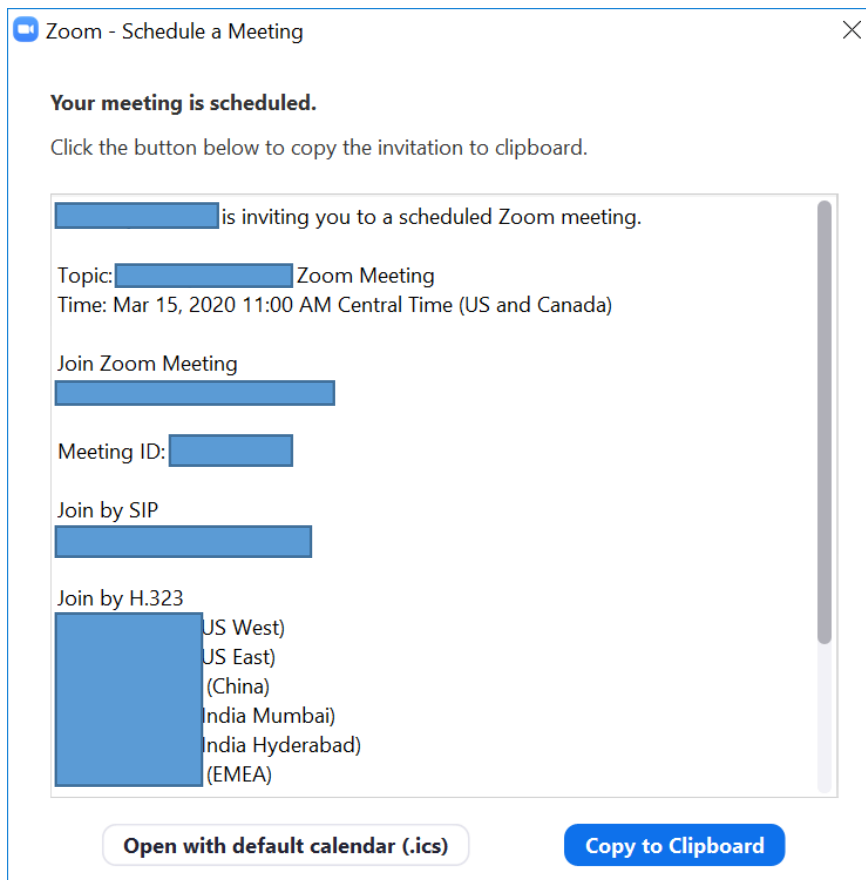
Select “Schedule” and it will open a new window to set the meeting parameters.

A screenshot of the 'Schedule meeting' dialog box in Zoom. The dialog box has a title bar with a close button (X). It contains several sections for configuring a meeting. The 'Start' section has a date dropdown set to 'Tue April 7, 2020' and a time dropdown set to '10:00 AM'. The 'Duration' section has two dropdowns set to '1 hour' and '0 minute'. There is a checkbox for 'Recurring meeting' which is unchecked, and a 'Time Zone' dropdown set to 'Central Time (US and Canada)'. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID' (with a text input field). The 'Password' section has a checkbox 'Require meeting password' which is checked, followed by a text input field. The 'Video' section has two groups of radio buttons: 'Host' with 'On' (selected) and 'Off', and 'Participants' with 'On' (selected) and 'Off'. The 'Audio' section has three radio buttons: 'Telephone', 'Computer Audio' (selected), and 'Telephone and Computer Audio'. There is also a '3rd Party Audio' option. The 'Calendar' section has three radio buttons: 'Outlook', 'Google Calendar', and 'Other Calendars' (selected). The 'Advanced Options' section is expanded and contains several checkboxes: 'Enable waiting room' (checked), 'Enable join before host' (unchecked), 'Mute participants on entry' (checked), 'Only authenticated users can join: Sign in to Zoom' (unchecked), and 'Automatically record meeting on the local computer' (unchecked). At the bottom, there is a text input field for 'Alternative hosts' with the example text 'Examplejohn@company.com;peter@school.edu'. At the very bottom are two buttons: 'Schedule' (blue) and 'Cancel' (white).

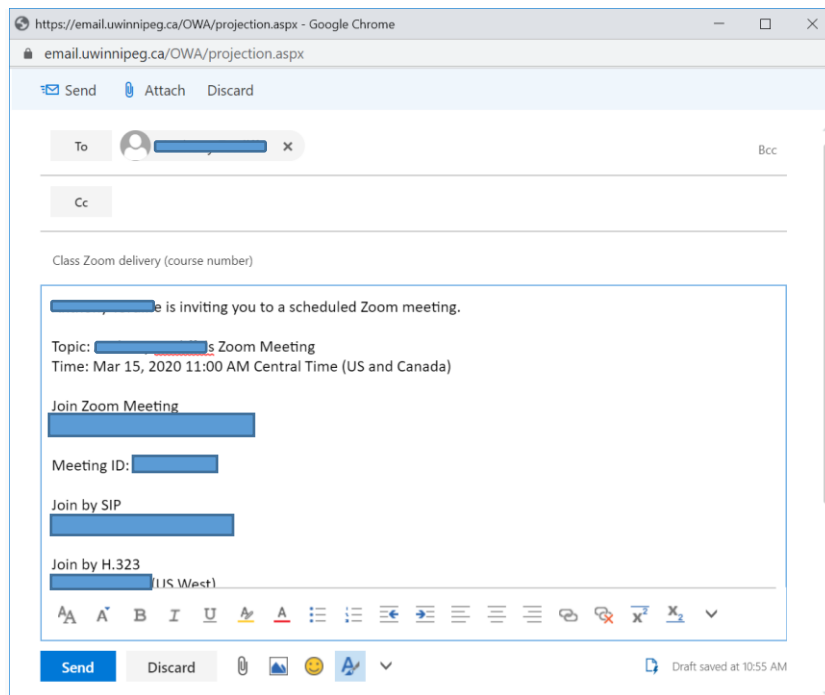
- Topic: This will be the name of your Zoom meeting that is sent to your participants.
- Start time & duration: The date and time your meeting will start and the length of the meeting.
- Meeting ID: Select Generate Automatically
- Password: It is recommended you set a password for your zoom meetings. This will ensure your meeting is as secure as possible and only those with the password have access. You will need to provide this password to all of your participants before they can join the meeting.
- Video: Select Host: ON, Participants: Off
- Your video will be enabled when you enter the meeting. Your participants' video will not be. The host or the individual participants can enable this during the meeting.
- Audio: Computer Audio
- Calendar: Outlook or Other Calendars
- Advanced Options: Select the Advanced Options drop down menu
- Select > Mute participants on entry
- This will mute the participants' microphones when they enter the meeting. This can be enabled by the host or the individual participant during the meeting.
- Select > Enable waiting room
- It is recommended to enable a waiting room for your meetings. This will allow the host to admit individual participants or to admit all connected participants to the meeting. This will help secure your meetings and only allow those you give permission to access.

When you are done setting up your meeting, click "Schedule".

If you have chosen “Other Calendars”, a dialog will appear that gives you the text to send to your participants. Click “Copy to Clipboard”.



Create a new email in UWinnipeg Email Web Access (email.uwinnipeg.ca) and paste the text (Right-click > paste or Ctrl-V) into the body of the message.



Paste the participant emails in the **To** field, enter a **Subject**, and press **Send**.

Participant will receive an email to join the meeting. They just need to click on the first link under “Join Zoom Meeting” and follow a few simple prompts.

If you have the Outlook desktop application installed and running on your computer and have selected “Outlook” as your calendar option, Zoom will launch a new calendar item once you finish scheduling your meeting. The calendar item will be pre-populated with your meeting information. From here, enter the participants’ email addresses into the “To:” field, then click “Send”. Your participants will receive an email calendar invitation to your meeting.

The screenshot shows the Outlook 'Zoom Meeting - Meeting' window. The 'To:' field is highlighted with a red arrow. The window displays the following information:

- From:** [Redacted]
- To:** [Redacted]
- Subject:** Zoom Meeting
- Location:** [Redacted]
- Start time:** Thu 4/23/2020 10:00 AM
- End time:** Thu 4/23/2020 11:00 AM
- Meeting ID:** [Redacted]
- Password:** [Redacted]
- One tap mobile:** [Redacted]
- Dial by your location:** [Redacted]

The 'Room Finder' pane on the right shows a calendar for April 2020 and a list of suggested times:

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Choose an available room:

None

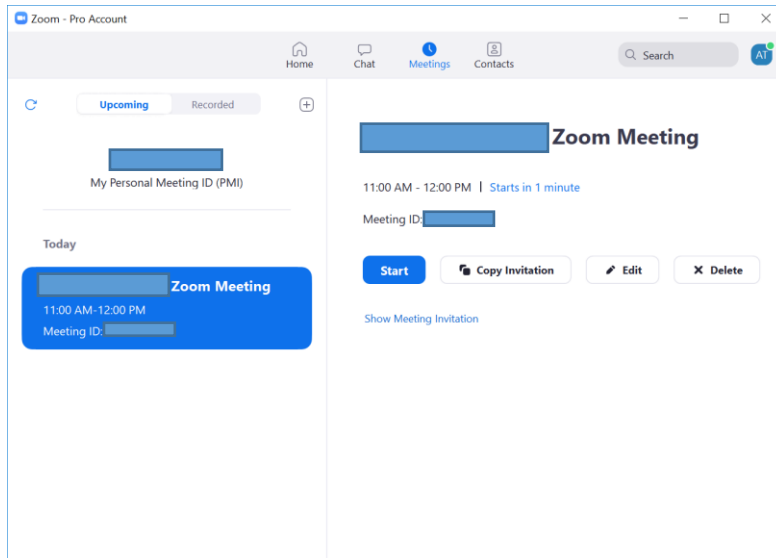
Suggested times:

Time	Conflicts
9:30 AM - 10:30 AM	No conflicts
10:00 AM - 11:00 AM	No conflicts
10:30 AM - 11:30 AM	No conflicts
11:00 AM - 12:00 PM	No conflicts
11:30 AM - 12:30 PM	No conflicts
12:00 PM - 1:00 PM	No conflicts
12:30 PM - 1:30 PM	No conflicts
1:00 PM - 2:00 PM	No conflicts
1:30 PM - 2:30 PM	No conflicts
2:00 PM - 3:00 PM	No conflicts
2:30 PM - 3:30 PM	No conflicts



## Running the Meeting

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.



To start the meeting, click on the scheduled meeting on the left, then click the **blue highlighted Start button** on the right. **It is recommended that you do this at least 15 minutes early.**

More online resources available at: <https://support.zoom.us/hc/en-us/categories/200101697>