

ON THE WEB

1. Go to <http://mtsu.zoom.us> and click on the "Sign In" button.
2. Use your MTSU Username (FSA) and Password.

*Do not use your full email address (fname.lname@mtsu.edu) to login, use your FSA username@mtsu.edu (i.e. ###@mtsu.edu). If you already have created a free account before this weekend, Zoom will ask if you want to convert your free account to an MTSU account.

ON THE MOBILE APP

1. Go to zoom.us/download and scroll down to "Zoom Mobile Apps".
2. Depending on your mobile device, click on either Apple App Store or Google Play.
3. Once installed, you can use your login information to access all Zoom features through the app.

ZOOM TIPS

Hosting Meetings

Select the **Enable join before host** option to allow your attendees to enter the meeting before you are there.

Select the **Other calendar** option display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the **Mute all and/or Mute on Entry** option to help prevent disruptive noisy feedback when someone joins your meeting. Click the Manage Participants button on the ZOOM menu bar and then click Mute All or More and then Mute on Entry. Don't worry, participants can unmute themselves.

Want to conduct a view-only webinar? Email ITD Help Desk: help@mtsu.edu and ask for a webinar set up that lets attendees view but not participate in presentations.

Joining Meetings

Install ZOOM software before meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.

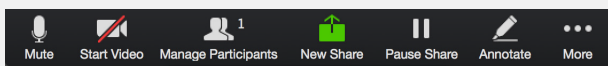
Mute your microphone to avoid feedback when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to participant during the meeting.

Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click Start without video.
- When scheduling a meeting, under **Video** select **Off** for Host and Participant.
- While in a meeting, select the **Screen Share** button on the ZOOM menu bar.

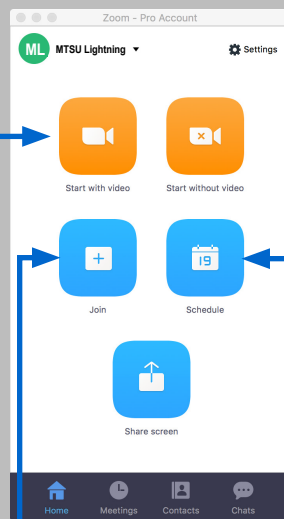


To stop screen sharing, at the top of the screen, click **Stop Share**.

Video Meetings

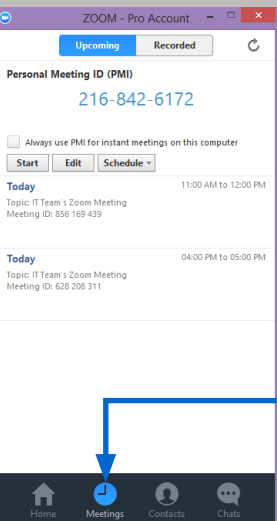
Create a meeting that starts automatically by doing one of the following:

- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.



Schedule a Meeting

1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone
4. Select video./audio options
5. Select meeting options
 - Require meeting password
 - Enable join before host (recommended)
6. Select a calendar type: ((Outlook or Other)
7. Click **Schedule**.
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.



Join a Meeting

1. Click **Join**.
2. Enter the meeting ID and your name.
3. Click **Join**.

Invite Attendees to a Live Meeting

1. Click **Invite** on the ZOOM menu bar.
2. Choose an email service.
3. Add invitees to the email and send it.

Open Scheduled Meeting

1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button.

Record a Meeting

1. Click **Record** on the Zoom menu bar.
2. Click **Stop Recording** to end recording.

Allow Others to Record Meeting

1. Click **Participants** on the Zoom menu bar.
2. Hover over participant's name.
3. Click **Allow Record**.

View Recorded Meetings

Make another participant the meeting host by doing the following:

1. Click **Meetings**.
2. Click **Recorded**.
2. Hover over meetings.
4. Click **Play Video**.

Hand off the Host

Make another participant the meeting host by doing the following:

1. Click **Manage Participants** on the Zoom menu bar.
2. Hover over participant's name and then click **More**.
3. Click **Make Host**.

Mute/unmute my audio

