



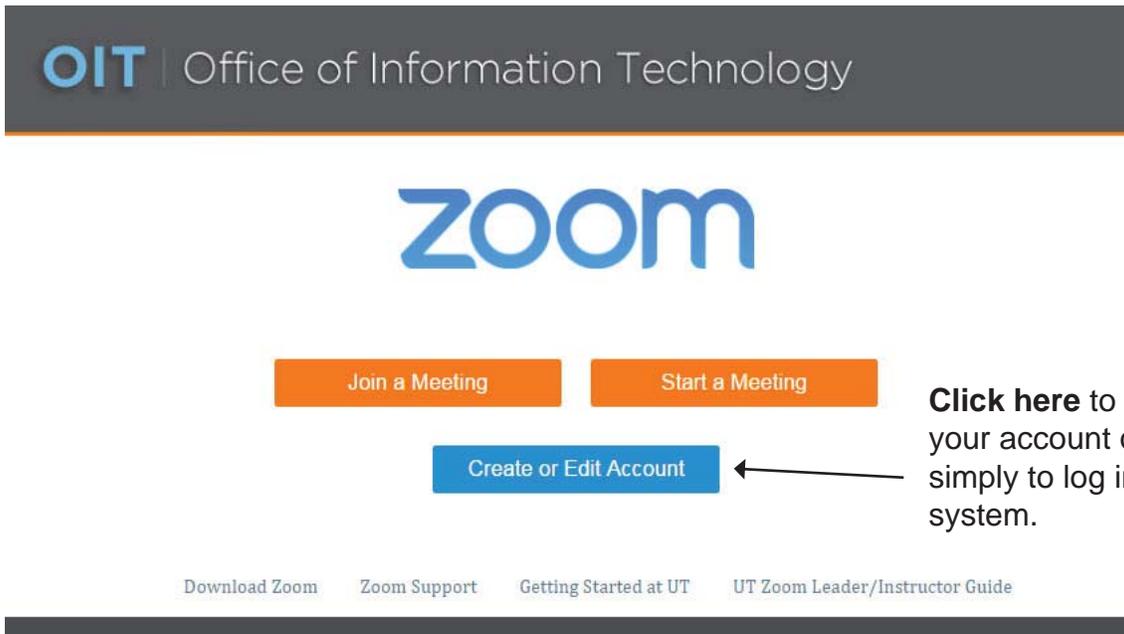
ZOOM for Meeting Hosts

Set up a UT Zoom Account

Zoom offers free personal accounts but by registering and using the special University of Tennessee account, you'll be able to host meetings of unlimited duration for up to 50 attendees. Note: your students do not need an account to attend a Zoom conference; only the person scheduling or hosting a meeting needs an account.

1

Go to tennessee.zoom.us to **CREATE OR EDIT ACCOUNT**



Click here to set up your account or later simply to log into the system.

2

Click **“Download Zoom”** to download and install the Zoom app on your computer. You can schedule, host or attend meetings via the web by logging into tennessee.zoom.us or by using the desktop app.

3

Go to <http://help.utk.edu> and submit a request to upgrade your account to **“Pro” level**. This will allow you to host meetings of unlimited duration for up to 50 attendees. Note: **NETID = UTCID**.

First Name*:	Rodger
Last Name*:	Ling
Net ID*:	tjj651
Email*:	Rodger-Ling@utc.edu
Phone number*:	423-425-5626

Is this a question about email, computers, the UT network, or other IT services?:
 Yes

If you are having problems with your computer, please note below if your computer is your personal computer or if it was provided to you by the University.

Please upgrade my Zoom account to the "Pro" level.

zoom Set up a Conference Room

In most cases, you'll need just one "recurring" meeting room that you can use for a given class or purpose (no need for a different room/link for every meeting). You need to set this up in advance and distribute the link to the meeting, typically through Blackboard.

The process to set up ("schedule") a room is very similar whether you do this through the web by logging onto tennessee.zoom.us or via the Zoom program on your computer. We recommend using the web because it may provide more options such as alternative hosts and access to attendance reports.

1

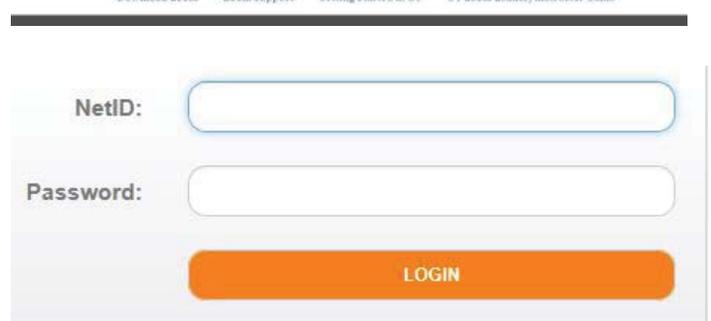
Go to <https://tennessee.zoom.us> and click **CREATE OR EDIT ACCOUNT**.



2

Enter UTCID (NetID) and password if prompted.

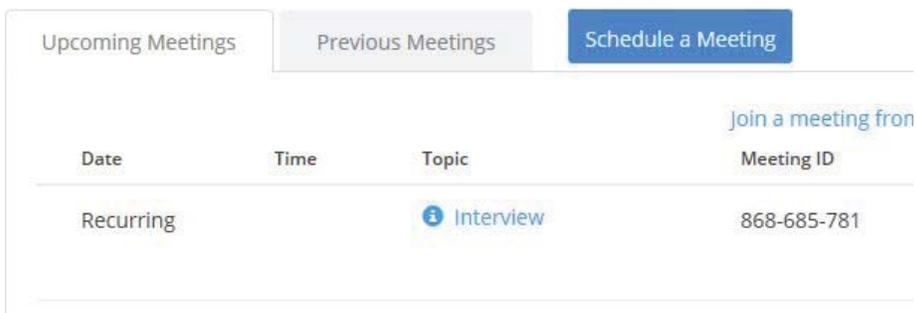
NOTE: Always use your UTCID (not your email address) to log in. If prompted for email address, look for the "SSO" option which will lead you to the tennessee.zoom.us login.



3

click **SCHEDULE A MEETING**

My Meetings



4

Enter a meaningful name

Check "recurring" (non-recurring meeting links expire in 30 days).

Set occurrence to "no fixed time"

"Join before host" is recommended

Alternative Hosts are people with UT Pro-level accounts who can host the meeting in your absence. You must enter host names in UTCID@tennessee.edu format (see FAQs on last page)

Click SAVE

Schedule a Meeting

Topic: N2000

Description (Optional): Enter your meeting description

Recurring meeting

Recurrence: No Fixed Time

Registration: Required

Video: Host on off
Participant on off

Audio: Telephony Only VoIP Only Both

Meeting Options: Require meeting password
 Enable join before host
 Mute participants upon entry Supported versions
 Use Personal Meeting ID 519-190-7367
 Record the meeting automatically on the local computer

Alternative Hosts: Example: john@company.com; peter@school.edu

5

Share the meeting link with your students, typically by copy/paste into a Blackboard item or announcement.

First click "copy the invitation"

Copy/paste the link or as much of the message as you like from the text that is generated. The link will always be in the format tennessee.zoom.us/j/MEETINGID (no dashes in Meeting ID). **If the word "meeting" appears, it's not correct!** That link works for the host only.

Meeting Options: Require meeting password
 Enable join before host
 Use Personal Meeting ID 519-190-7367

Invite Attendees: Want people to register this meeting in advanced? [Enable Registration](#) [Copy the invitation](#)

Copy Meeting Invitation

Hello,

Edwin Rodger Ling is inviting you to a scheduled Zoom class session/meeting.

Time: this is a recurring meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join: <https://tennessee.zoom.us/j/954995893>

Or, go to <https://tennessee.zoom.us/join> and enter class session/meeting ID: 954 995 893

zoom Hosting Your Meeting

You can either sign into tennessee.zoom.us and start the meeting from there (you will automatically become the host) or click directly on the link you shared with your students (you may need to use the Participants window to sign in as host).

1

Sign in at via the web at tennessee.zoom.us and use MY MEETINGS to start the meeting.

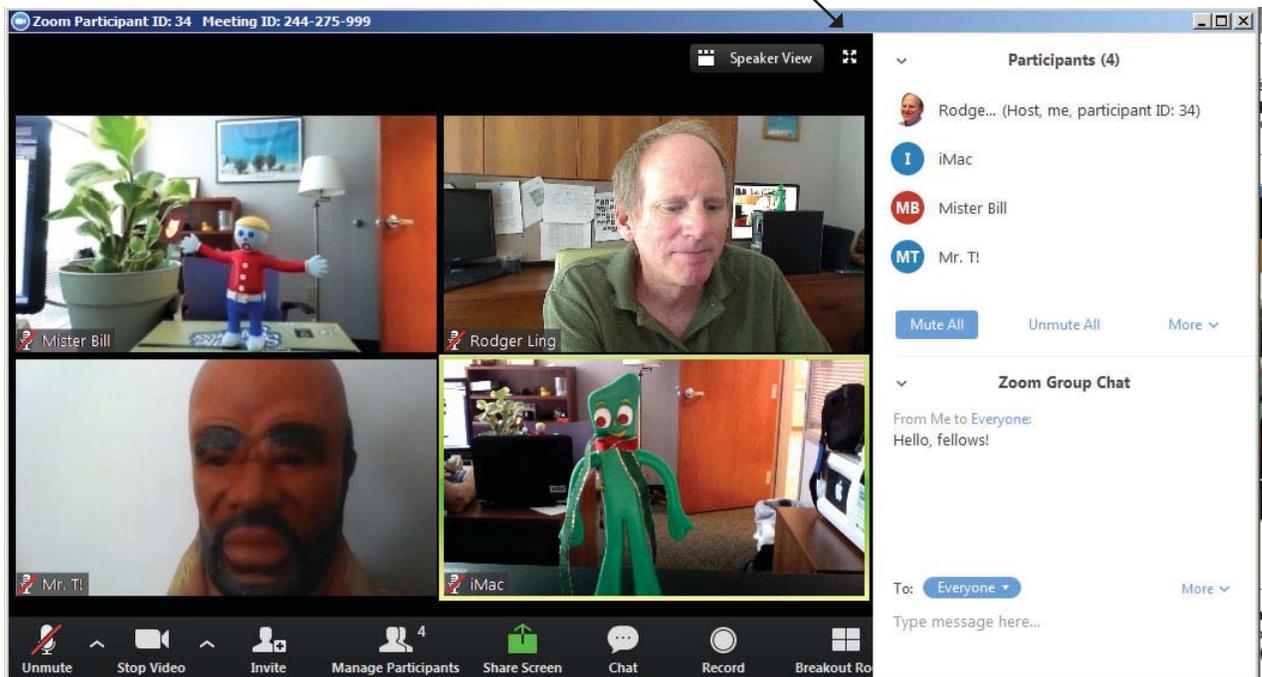
Note: If you instead click directly on the link you shared with students (say, from Blackboard) you may be connected as a participant, not a host. To correct this, click **MANAGE PARTICIPANTS** along the bottom of the window, then look for “claim host” at bottom right.

If prompted, log in with SSO, **not** your email address. If asked for “company domain,” enter “tennessee.”



2

Open the MANAGE PARTICIPANTS and CHAT windows by clicking on the items in the bottom menu (hover to make the menu appear). Try to arrange the windows to see all three--if you are *not* in “full screen” (click at upper right) the windows will dock on the right as shown below.



3

Ask your participants to mute their microphones when not speaking by clicking on the microphone icon at lower left (you can also MUTE individuals or MUTE ALL in the Participants window). This reduces feedback and improves performance. **If you want to record, remember to press RECORD.** Tell students if you want them to ask questions by raising their hand (Participants window).

zoom The Zoom Window

Gallery View shows all participants (unless sharing the screen), while **Speaker view** displays the active speaker. (Changes affect only your display--not others in the conference.)

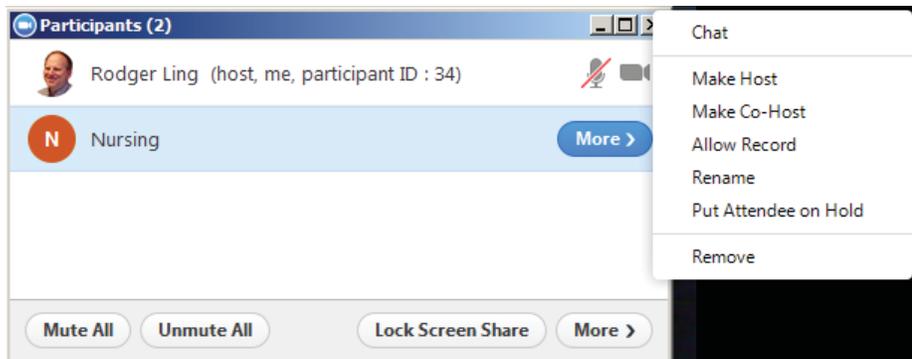


Click to mute or unmute your mic.

Manage Participants is a key tool for hosts (see below)

Share Screen to show Powerpoint, PDF, etc.

Chat can go to all or just those those selected under participants (you can disable private chat by editing your profile--see FAQs on last page).



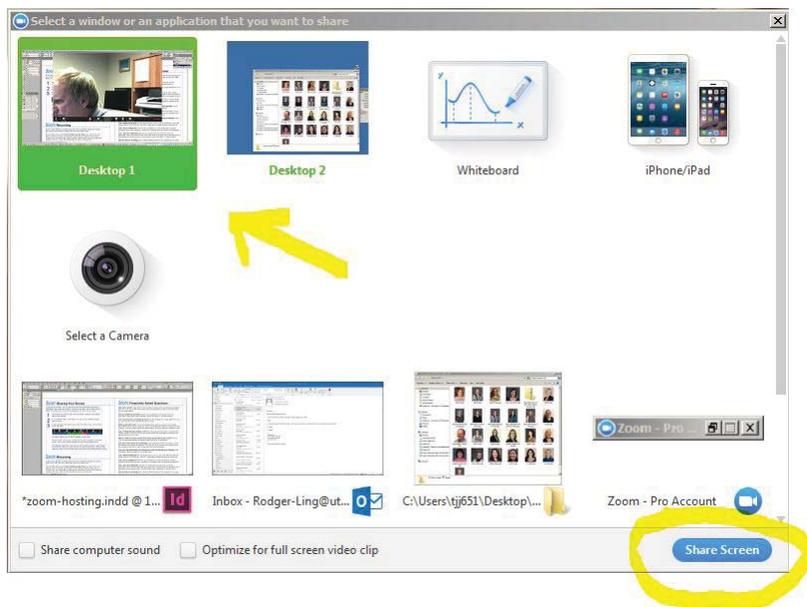
The MORE button next to each participant gives the host the ability to mute participants, allow record, put on hold, remove from the room or transfer host privileges.

zoom Sharing Your Screen

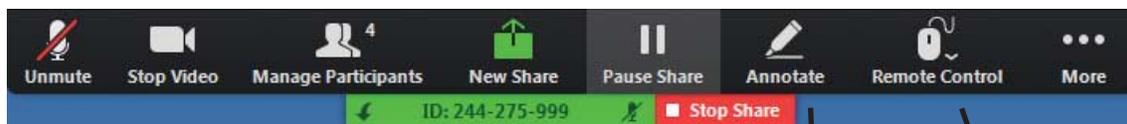
If you have two monitors, you can share your screen and still see the normal view of participants. With a single screen (a laptop, for example) you will see just four attendees once you share the screen.

1 Have the item you want to share (Word document, Powerpoint, etc.) already open on the computer.

2 Click SHARE SCREEN, select DESKTOP (you'll see two desktop options if you have more than one screen), and then click SHARE SCREEN at bottom right of window.



3 The menu will now appear at the top of your screen. Hover the mouse over the area to see the full menu.



Click the red STOP SHARE at any time to stop sharing your screen.

To remote control, the first step is for the "controllee" to share their screen. You can then request permission to control their keyboard/mouse.

Annotation makes it easy to draw or highlight on your screen.

zoom Recording

A host (or any attendee, if granted permission in the Participants window) can record a session by clicking RECORD in the Zoom menu. The recording will be saved **on the computer you are using**. To share the recording, you'll need to move it to cloud storage.

1 Locate the Recording

By default Zoom stores the recording file in folder with named with the date of the recording in DOCUMENTS on the computer used to make the recording. The recording file will be named ZOOM_x.MP4 (where “x” is a number). You may not see the MP4 extension since those are often hidden in Windows or Mac. *Do not share* the file named “playback” because it will not play back on computers other than your own.

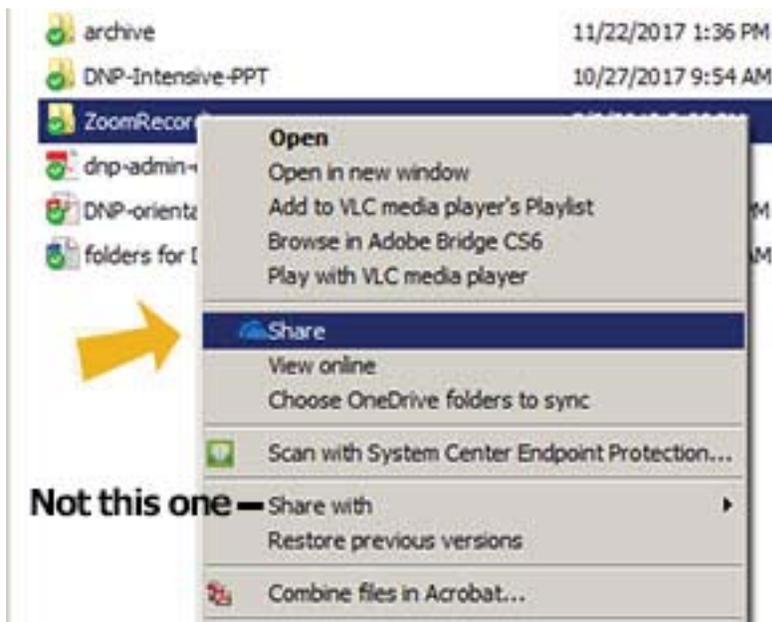
To find the file, look on the computer under DOCUMENTS. If you can't find the recording but know the session was recording on that computer, you can start the Zoom program, log in, and then click MEETINGS and then the RECORDED tab. The recording should be listed along with its location.

2 Share the Recording

You can use OneDrive, Google Drive, or another cloud-based storage to share the file. OneDrive is perhaps the easiest:

(a) Copy or move the zoom_x.mp4 file from DOCUMENTS to your OneDrive folder. You may want to create subfolders for groups of recordings (perhaps a folder for each class). Note: you can also upload to onedrive via the web by visiting <https://onedrive.live.com> or <https://portal.office.com>.

(b) If the folder has not already been shared, right-click on it and choose SHARE (with the OneDrive “cloud” icon—do NOT click the SHARE WITH option which is a different thing).



There is an option to send an email invitation but you can also simply copy the link and paste it into an email or Blackboard on your own.

Hint: once the folder has been shared, you can simply move or copy new recordings into the folder and they will be available at the same link you previously distributed.

zoom Frequently Asked Questions

Why can't I record? Check PARTICIPANTS (bottom of screen) to be sure that you are logged in as a host. If not, use CLAIM HOST (bottom right of participants list) to sign in using SSO option, not your email address. If prompted for domain, enter "tennessee."

How do I enable dual monitors? Start the Zoom application on the computer and click SETTINGS (upper right). Under GENERAL, click the checkbox for "use dual monitors."

Can I host more than one meeting at a time? No, each meeting has a single defined host. You can only be a host in one meeting at any given moment.

What are alternate hosts? You can set alternative hosts when you set up or edit a meeting. Alternative hosts can use the "claim host" option in the Participants window to claim the host role. However, if you are currently hosting any other meetings, that option will not be available to them.

Can a meeting take place without a host? Yes, assuming "join before host" is checked in the meeting settings. If no host is present, the meeting duration may essentially be unlimited as the system waits for a host to log in.

Why do I need a UT Zoom account when anyone can get a free Zoom account? The UT "Pro" accounts allow meetings of unlimited duration and up to 50 participants.

How can I control access to my meetings? In the Participants window is an option to LOCK the meeting, which blocks new attendees. You could also set a password in the meeting setup, but obviously would need to share the password with potential attendees.

How can I stop participants from sharing their screen and disrupting my meeting? Under Participants, More is an option to "lock screen share."

Can I disable private chat? Yes--log into tennessee.zoom.us, click on MY PROFILE (left main menu), then MY SETTINGS tab. Click EDIT at right right to change checkbox for private chat.

Can I use my smartphone? Although a computer provides a much richer experience, there are apps available for iOS and Android.

Can I get a list of attendees? The host of a meeting (and only that host) can log into tennessee.zoom.us and click REPORT on the main menu on the left to view or download a list of participants with connection times. Click the number under "participants" to view the report.

How do I share a recording? Zoom creates an MP4 recording on the computer you are using. We recommend using OneDrive or Google Drive to share a link to the file. If you share a specific folder with your class, then tell Zoom to store the recordings in that folder (or move/copy the file there yourself) you can make this process automatic.

Should I log into tennessee.zoom.us first or use the Zoom program installed on my computer? Either route will work, but at this time we generally recommend logging in via tennessee.zoom.us since that gives you access to more settings and attendance reports, and most important ensures that you are given the host role in your meetings.