



# ZOOM for Meeting Hosts

## Set up a UT Zoom Account

Using a University of Tennessee Zoom “Pro” account, faculty and staff are able to host meetings of unlimited duration for up to 100 attendees. Note: attendees do not need an account to attend a Zoom conference; only the person scheduling or hosting a meeting needs an account.

As of March 2020 all UTC faculty are being provisioned with Zoom “Pro” accounts. Students may register for a “regular” Zoom account if they wish to set up their own meetings, but those meetings will be limited to 40 minutes duration if more than two people attend.

1

Go to [tennessee.zoom.us](https://tennessee.zoom.us) to CREATE OR EDIT ACCOUNT

OIT | Office of Information Technology

zoom

Join a Meeting Start a Meeting

Create or Edit Account

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

Download Zoom Zoom Support Getting Started at UT UT Zoom Leader/Instructor Guide

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](https://tennessee.zoom.us) or by using the desktop app.

### Questions?

E-mail [Rodger-Ling@utc.edu](mailto:Rodger-Ling@utc.edu). This (and other) handouts are available at [www.utc.edu/nursing/help](http://www.utc.edu/nursing/help).



# zoom Set up a Zoom 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 should set this up in advance and distribute the link to the meeting, typically by posting a link in Canvas/UTCLearn.

The process to set up ("schedule") a room is very similar whether you do this through the web by logging onto [tennessee.zoom.us](https://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**.



zoom

Join a Meeting

Start a Meeting

Create or Edit Account

[Download Zoom](#) [Zoom Support](#) [Getting Started at UT](#) [UT Zoom Leader/Instructor Guide](#)

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](https://tennessee.zoom.us) login. Company name (if prompted) is "tennessee."

NetID:

Password:

LOGIN

3

Click **SCHEDULE A NEW MEETING**.

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

Start Time ⇅

Topic ⇅

Meeting ID

Recurring

N7300

625-981-61

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

Description (Optional)

Recurring meeting

Recurrence

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

5

Share the meeting link with your students, typically by copy/paste into Canvas.

**Note:** A valid link will always be in the format *tennessee.zoom.us/j/MEETINGID*. Note the "j" for "join." Do NOT copy and share the URL that you see as a host after starting a meeting--the address for the host is similar but not the same as one to attend!

Meeting ID 244-275-999

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Meeting Password

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Invite Attendees Join URL: <https://tennessee.zoom.us/j/244275999>

Highlight the address beginning with **https://**and use **CTRL+C** to copy (cmd+c on Mac). You'll paste that address as an "external URL" into Canvas.

If you prefer to send via email you can use "copy the invitation" and then paste that message into an email. We recommend doing this only if you are *not* using Canvas.

# zoom Hosting Your Meeting

You can either sign into [tennessee.zoom.us](https://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--see first item below).

1

**Sign in at via the web at [tennessee.zoom.us](https://tennessee.zoom.us)** and use MY MEETINGS to start the meeting.

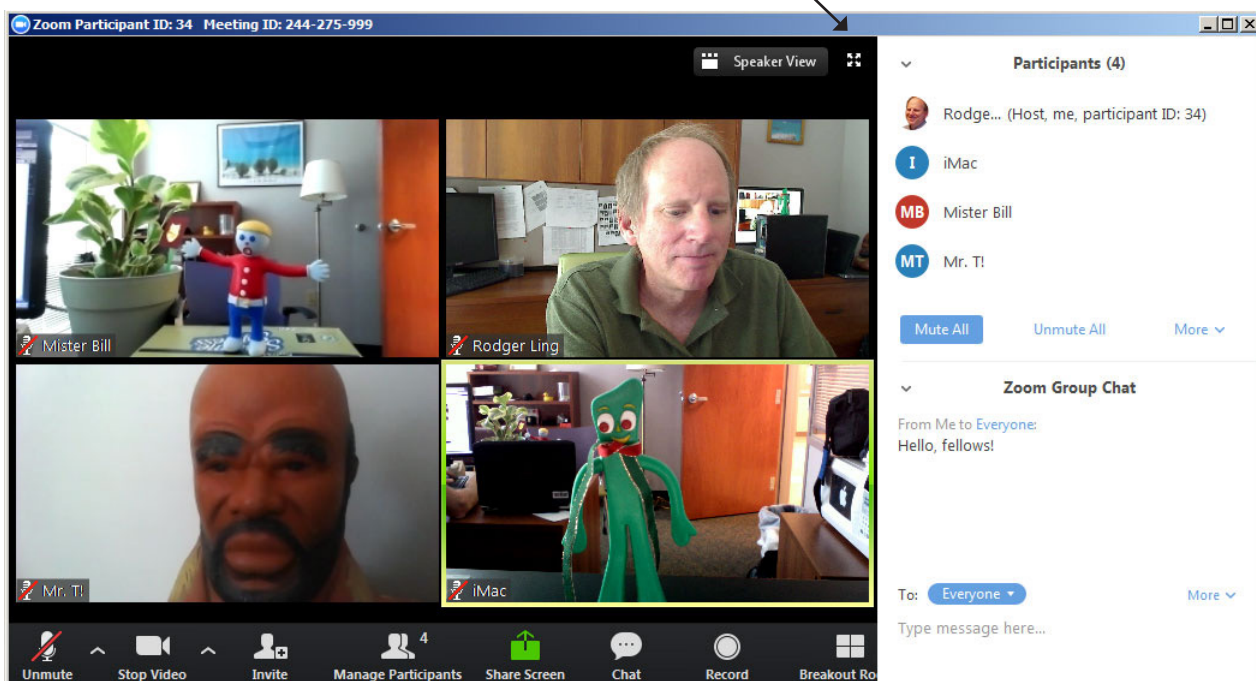
**Note:** If you instead click directly on the link you shared with students in Canvas, you may be connected as a *participant*, not a host. To correct this, click MANAGE PARTICIPANTS along the bottom of the window, then look for “claim host” at bottom right.

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.

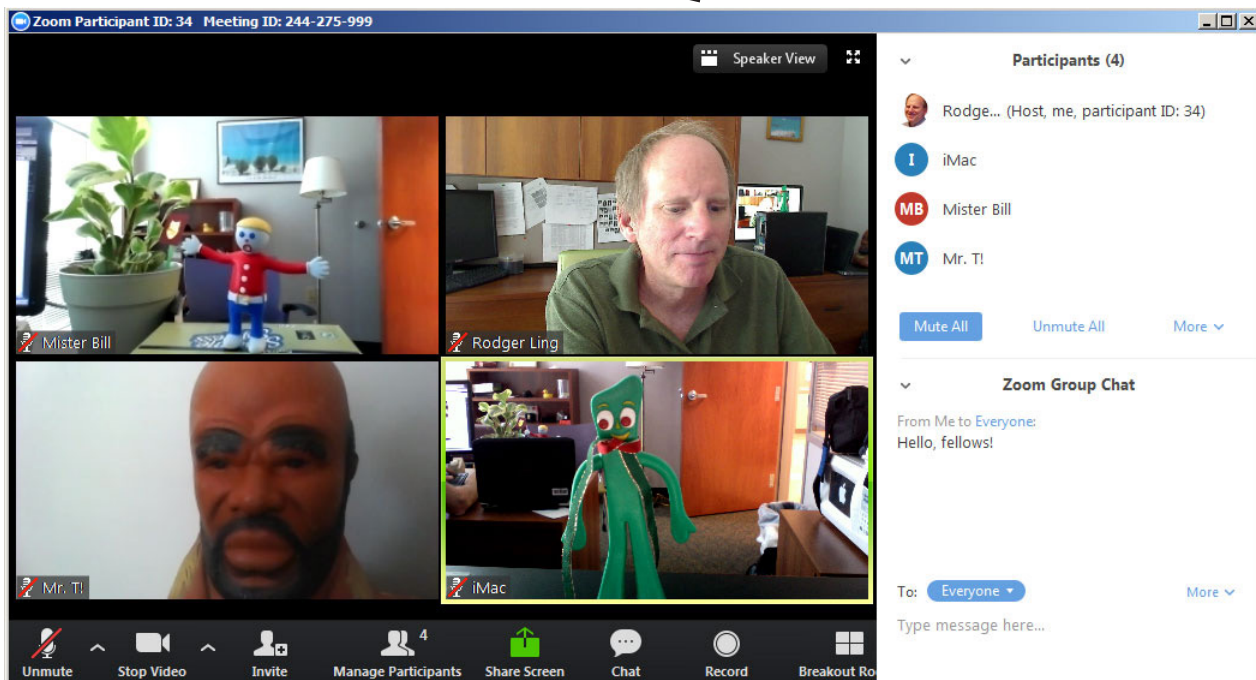


3

**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.)

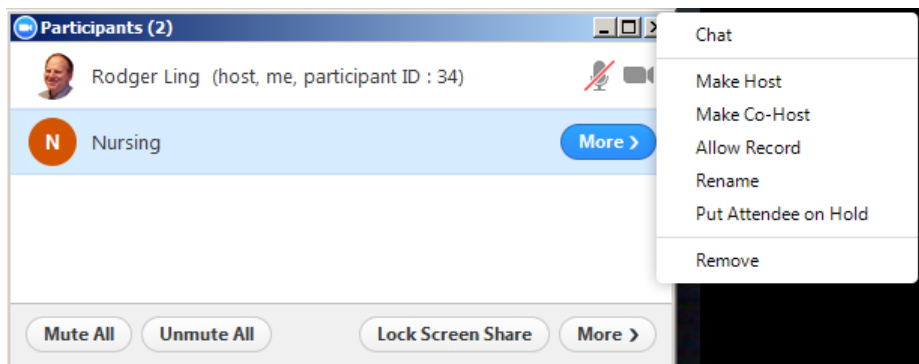


Click to mute or unmute your mic.

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.

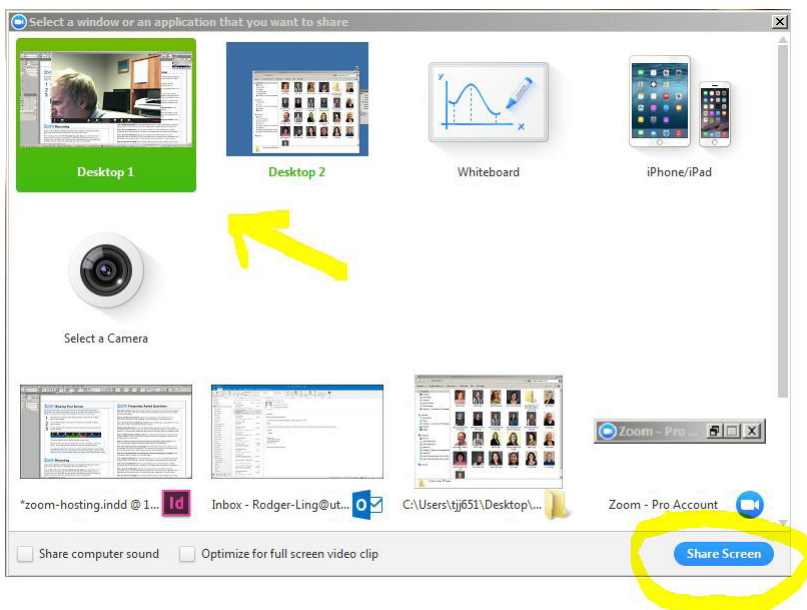


# zoom Sharing Your Screen

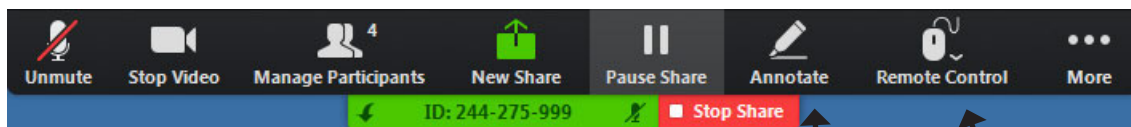
If you have two monitors, you can share your screen and still see the normal view of participants. With a single screen (a laptop, for example) you will see just four attendees once you share the screen.

**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.

**HINT:** having the menu at the top can be difficult when you are trying to click on other non-Zoom items in that area. **You can click and drag the menu bar to another location on the screen** to keep it out of the way.

# Zoom Recording

A host (or any attendee, if granted permission via Participants window) can record a session by clicking RECORD in the Zoom menu. The recording will be saved **only on the computer where you are recording**. To share the recording, you'll need to move it to cloud storage. We highly recommend using STUDIO which is built into Canvas.

## 1 Locate the Recording

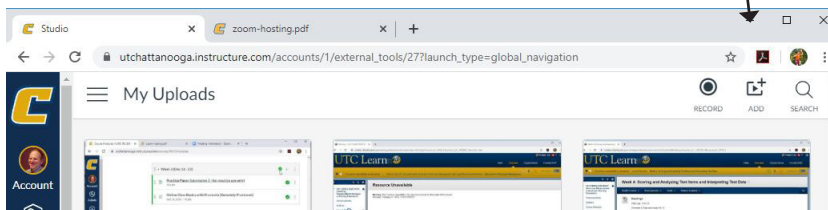
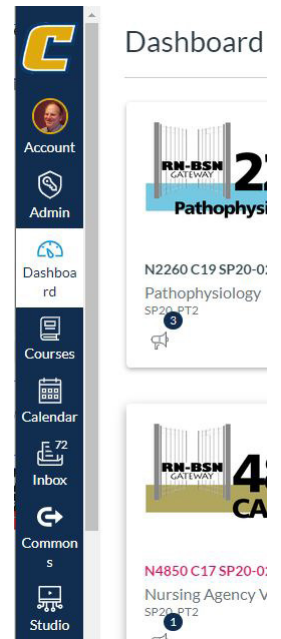
When you finish a recording, Zoom may ask where you wish to store it. The recording file will be named ZOOM\_x.MP4 (where “x” is a number). Note: the MP4 extension may not be visible.

The default location is in your “documents” folder in a subfolder called “Zoom.” If you can’t find the file, search for “Zoom\_” on the computer. Be sure you are using the very same computer on which the recording was made.

## 2 Upload the Recording to Canvas

(a) Click on STUDIO in the main Canvas menu on left.

(b) Click the ADD button at top right, then BROWSE FILES (or drag and drop) the Zoom\_x.MP4 file you located in Step 1. The file will upload and process.



## 3 Add the Studio Item to Any Content Area

You can add the recording in Studio to almost any area of Canvas, including announcements, assignments, discussion, pages--anywhere you have a text box with the toolbar. Click the APPS “electric plug” button at the far right of the toolbar (you may have to click the three vertical dots to show more items). Then click the word “Studio” (even if it doesn’t appear to be a link...ignore items below the word “studio” and click the word itself). You can then choose from your Studio videos and EMBED.



# zoom Frequently Asked Questions

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**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."

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

**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. Unfortunately, although they can record, alternate hosts cannot generate an attendance report.

**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. You cannot use the "waitlist" option without a host.

**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 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 would then 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.

**How do I share a recording?** Zoom creates an MP4 recording on the computer you are using, in a location of your choosing. We recommend uploading that file to STUDIO inside Canvas and then embedding a link to the recording in Studio.

**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."

**Questions?** E-mail [Rodger-Ling@utc.edu](mailto:Rodger-Ling@utc.edu). This (and other) handouts are available at [www.utc.edu/nursing/help](http://www.utc.edu/nursing/help).

