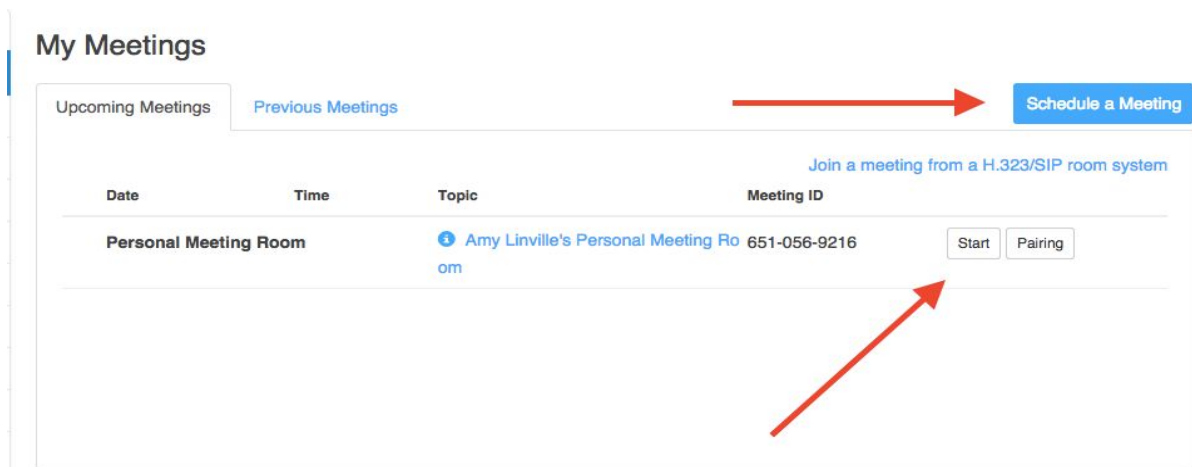


Zoom Web Conferencing Guide

Login to Zoom at ucdenver.zoom.us

1. Go to: ucdenver.zoom.us
2. Login with your UCD Access username and password
3. Click on the 'My Meetings' tab
4. Click the blue button "Schedule a Meeting" to schedule a meeting in the future **OR** click "start" on your personal meeting room ID to start a meeting now

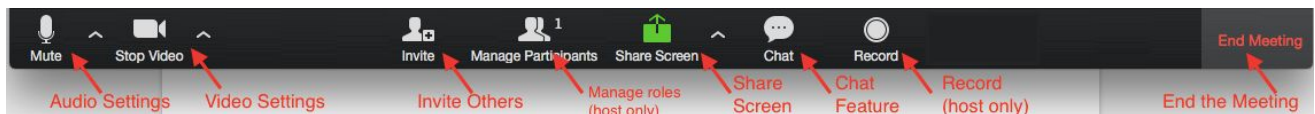


5. Select a time and date
6. Copy the meeting invitation URL and email it to the participants you would like in the meeting
7. To start your meeting, **download and run the Zoom launcher extension** (you will only need to do this once) before you start your meeting

Zoom Tools

Use the following buttons to adjust settings for your audio, video, to invite others, chat with participants, and to end the meeting.

The tool bar at the bottom of your Zoom meeting allows you to access the following:



Recording (Only meeting *hosts* can record)

Zoom allows you to record all of your meetings and automatically saves it to your computer as an MP4 on your computer when you end the meeting. Let's take a look at how to record a meeting and upload it to Canvas for later use.

1. After you have a meeting open, click on the 'Record button' at the bottom of the screen in the toolbar.



2. Click the record button again to stop the recording, OR leave the meeting and it will stop recording.

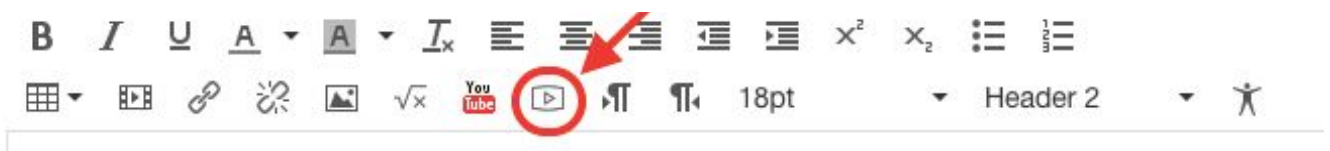
3. The recording will automatically save in a folder on your computer, you only need to upload the MP4 file, ignore the other files in the folder.

4. Rename the MP4 file to a new name that best suits the content you have recorded.

Uploading to Canvas

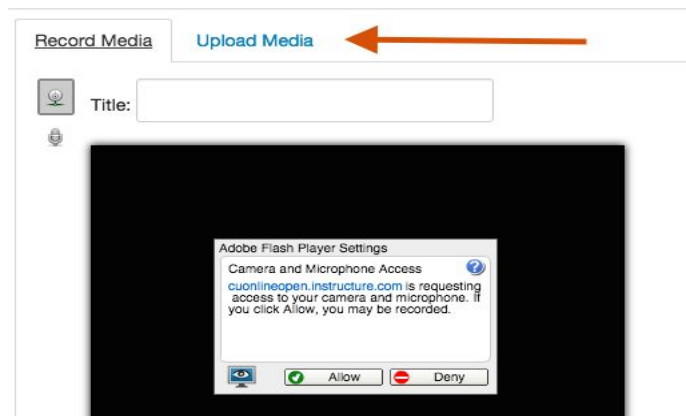
You can upload your Zoom recording into a discussion, or upload as an assignment.

1. In a discussion, "Reply" to the thread. On the rich content editor toolbar, click on the icon for the 'Record/Upload Media' tool



2. Select the 'Upload Media' tab

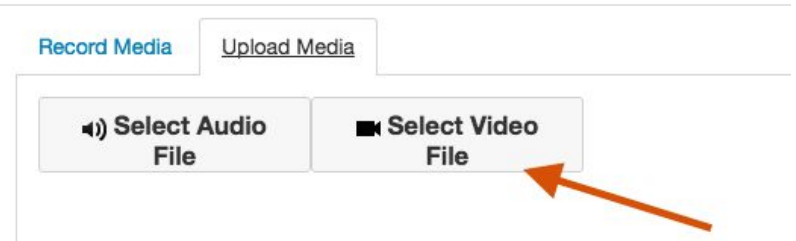
Record/Upload Media Comment



3. Click on the 'Select Video File' tab and click on the video you wish to upload

4. Video will insert directly onto the page!

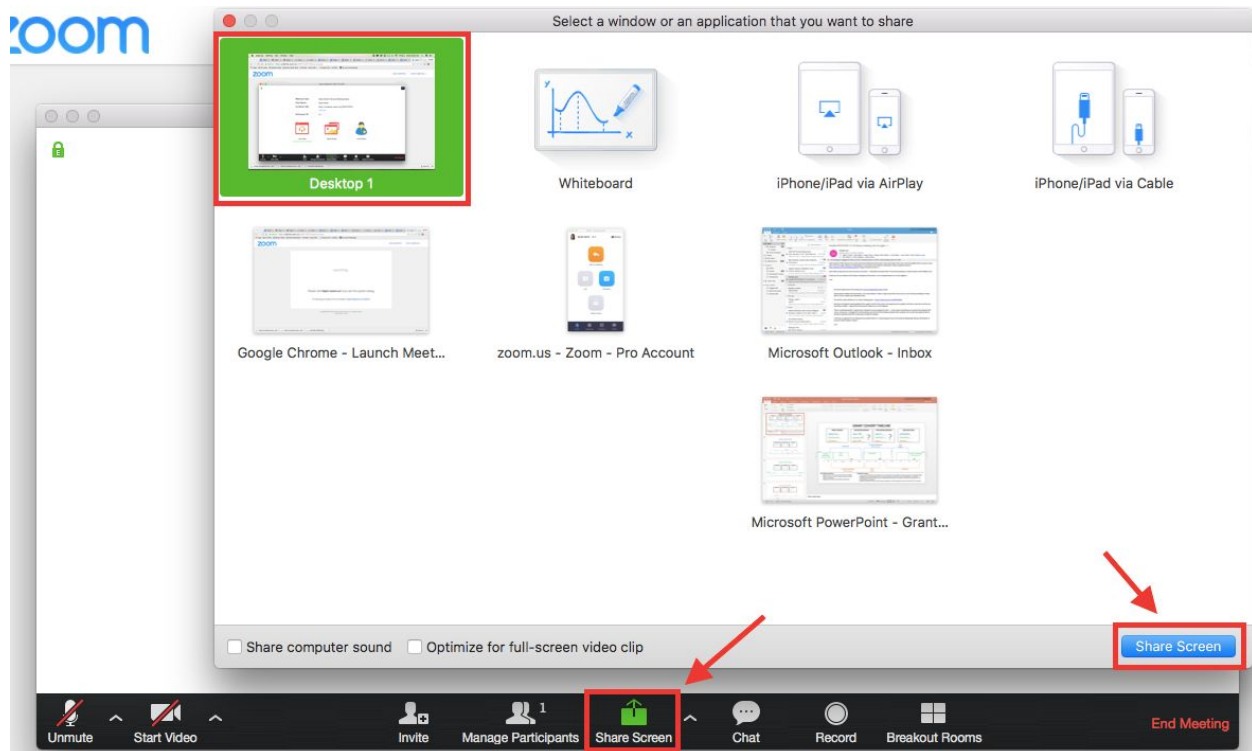
Record/Upload Media Comment



Sharing Your Screen

After starting the meeting, the presenter or a participant may want to share their screen. (This is helpful for walking through a PowerPoint presentation, or showing anything else on your screen to fellow participants).

1. Click on the green “Share Screen” button at the bottom of Zoom.
2. Choose your desktop or application that you'd like to show.
3. Click on the blue “Share Screen” button at the bottom right.
4. Use the same green “Share Screen” button on Zoom to stop sharing your screen.



Important things to remember:

- Anyone can join your meeting if they have the URL; participants do not need to have a university account to join
 - If participants do not have an internet connection, they can also phone in using the number provided on the meeting invitation
 - You are able to record your meetings in Zoom and share the recordings for later use
 - You are able to screen share using Zoom and use the annotation tools
-

Mobile App



Zoom has a mobile app; simply go to your app download store and search for Zoom.

***You must select the SSO login option, and enter ucdenver.zoom.us followed by your login credentials**

Further Support

For further support with Zoom, please contact the OIT Service Desk:

OIT Service Desk

303-724-4357

oit-servicedesk@ucdenver.edu