

GET A ZOOM ACCOUNT

Zoom is a webinar service that allows you to share your screen, camera, and microphone, as well as record to your computer. Everyone with an ISU NetID and password is eligible for a free, Basic account. Faculty and staff can request an upgrade to a Pro account. To start:

- Go to <https://iastate.zoom.us/> and click SIGN IN (upper right corner)
- Enter your ISU NetID & password--That's it! Your Basic Zoom account has been created.

GET THE ZOOM DESKTOP APP

- The quickest way to get the desktop app is to Sign in at <https://iastate.zoom.us/>
- Click on 'Host a Meeting > With Video On or Off'
- You will then be prompted to download and install the Zoom application. Please do so.
- After you have the desktop app, you can start meetings there or from the web site above.
- To start meetings from the app:
 - Click the Zoom icon > Select **Login with SSO**
 - Enter the company domain: **iastate** > Click Continue
 - Use your ISU NetID and password to finish signing in
 - Click Meetings to find your meeting room and click Start

SCHEDULE A ZOOM MEETING

From <https://iastate.zoom.us/>, click on Meetings > Schedule a Meeting.

- Give your meeting a Topic
- Select Recurring Meeting
- Select No Fixed Time (this is optional, but recommended)
- Computer audio is the most common way to connect, but if you have participants who also wish to call in, select Both under Audio
- After you have created the room, copy the url and send it to your participants:

Topic	HSP M 555 Group 1 Presentation	
Time	Recurring meeting	
	Add to Google Calendar Outlook Calendar (.ics)	
Meeting ID	367-380-497	
Invite Attendees	Join URL: https://lstate.zoom.us/j/367380497	
Video	Host	Off
	Participant	Off
Audio	Computer Audio	

AFTER YOU HAVE CREATED YOUR MEETING ROOM, SEND THE ROOM LINK TO YOUR GROUP MEMBERS.

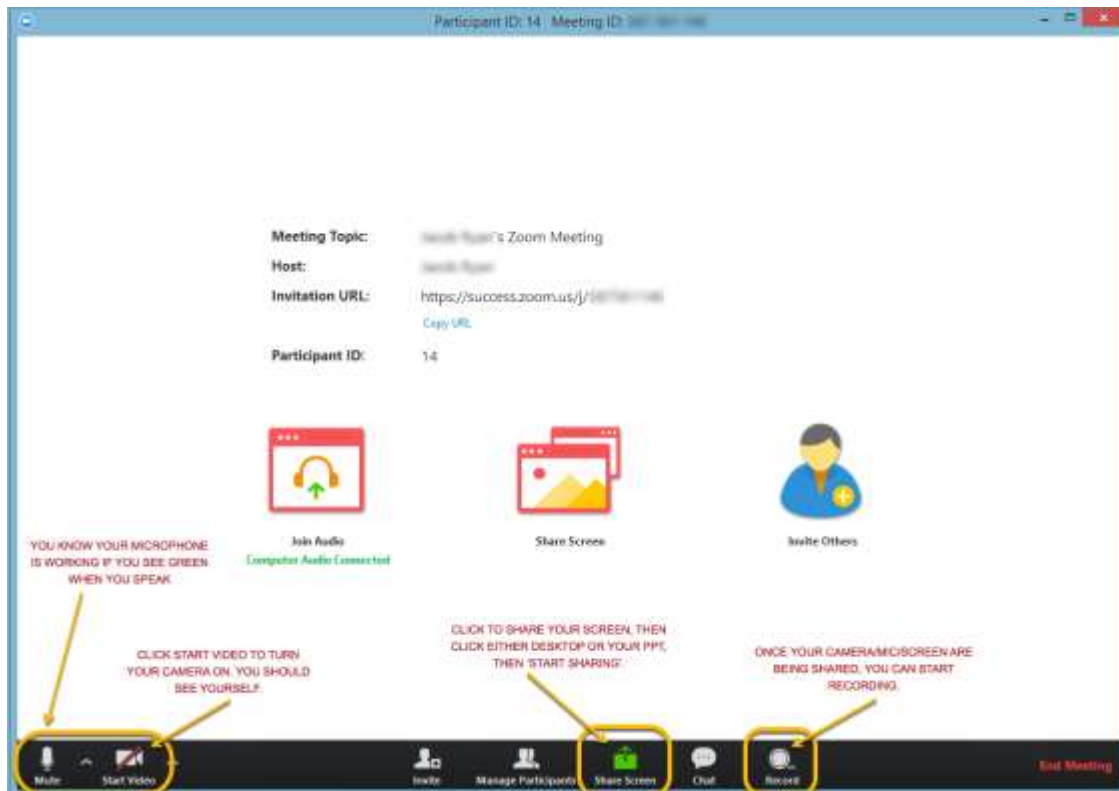
START THE MEETING

After you start the meeting, all participants will be prompted to Join Audio. Follow these steps:



Once you have tested your audio and clicked the 'Join Audio Conference by Computer' button, you will be fully connected.

You can now turn on your camera and share your screen.



ABOUT RECORDING MEETINGS

- Recording is optional
- When you start recording, a Zoom folder is automatically created in your Documents folder
- Recordings must be converted after a meeting—this process usually starts automatically
 - The convert process can be stopped and re-started at a later time
 - The convert process can take a long time, depending on the length of the meeting and your computer's processing speed
- After a recording has been converted, you can post it to YouTube, Studio, or other streaming/storage services (ODL offers Vimeo service as well)
- Recordings can be placed in CyBox to send to others
 - CyBox is not intended as a streaming server, and videos may not play properly
 - It is recommended that viewers be allowed to download the videos instead