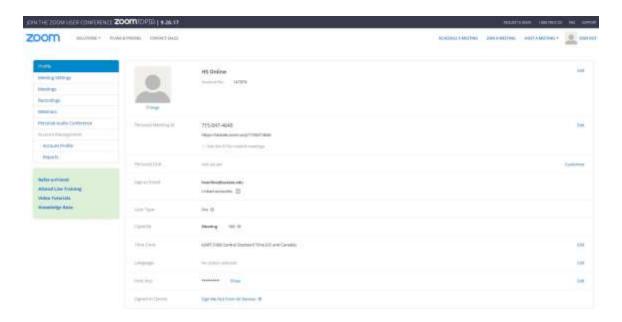## Zoom for Student Meetings/Presentations

**Create an account:**

Click or copy and paste: https://iastate.zoom.us/

Click Sign In and enter your normal ISU NetID (leave out the @iastate.edu) and password, which will automatically create a Basic account.

Your account page will look something like this:



[Items you will use: Profile and Meetings on the left side of the screen; Host a Meeting menu in the top right corner, and; Personal Meeting ID and Personal Meeting URL under the space for your profile picture.]

**Install the Zoom App:**

- Click 'Host a Meeting' (with or without video—doesn't matter).
    - As soon as you click this, the Zoom desktop app should automatically download & install to your computer.
    - If your computer is set to block automatic installs, you will have to save it and manually install it yourself.

**Joining a Meeting as a participant:**

- As a participant, when you click Join a Meeting on your Zoom home page, you can enter the Personal Meeting ID provided by the host, or you can join by using the Personal Meeting URL.
- You can use your microphone or call on the phone. You will be prompted to choose after you enter the room.

**Hosting Your Own Meetings:**

- One person in each group needs to be the host
  - This person should also start the recording for the presentation, if desired, which will save to your computer hard drive (Documents > Zoom > *recording folder*).
  - The Record button will be at the bottom of the meeting room.
- Anyone can share their screen, but only one can share at a time.
  - To share your screen, click the green "Share Screen" button at the top of the screen. Select the screen you would like to share and then check the box at the bottom of the screen that says "Share Computer Sound". Click "Share".
  - To stop sharing your screen, move your mouse to the top of your screen. A bar should pop up, including a red button that says "Stop Share". Click it.

**One-time vs Recurring Meetings:**

One-time Meetings create a different url every time.

- To host a one-time meeting, log in to your Zoom web page and click Host a Meeting (with or without video).
- Once the room is opened, click Invite in the pop-up bar along the bottom.
- From here you can select an email service or copy the url and paste it into an email.

Recurring Meetings use the same url every time.

- To host a recurring meeting, use the url on your Zoom home page (located just beneath your Personal Meeting ID)
- To allow others to start this meeting without you (as host), go to the Meetings section, click on your Personal Meeting Room, click Edit at the bottom of the screen, then select 'Enable join before host', then Save.

**Please Note:**

- There is a **40 minute time limit for each meeting including 3 or more participants**, but no limit to the number of meetings, so you can start a new meeting right away.