

Student Guide to Using Zoom for Group Meetings

This guide provides information on how to schedule and host a group meeting in Zoom. Note that only one group member needs to schedule the meeting in their Zoom account and then share the meeting URL with the other group members for access to the meeting.

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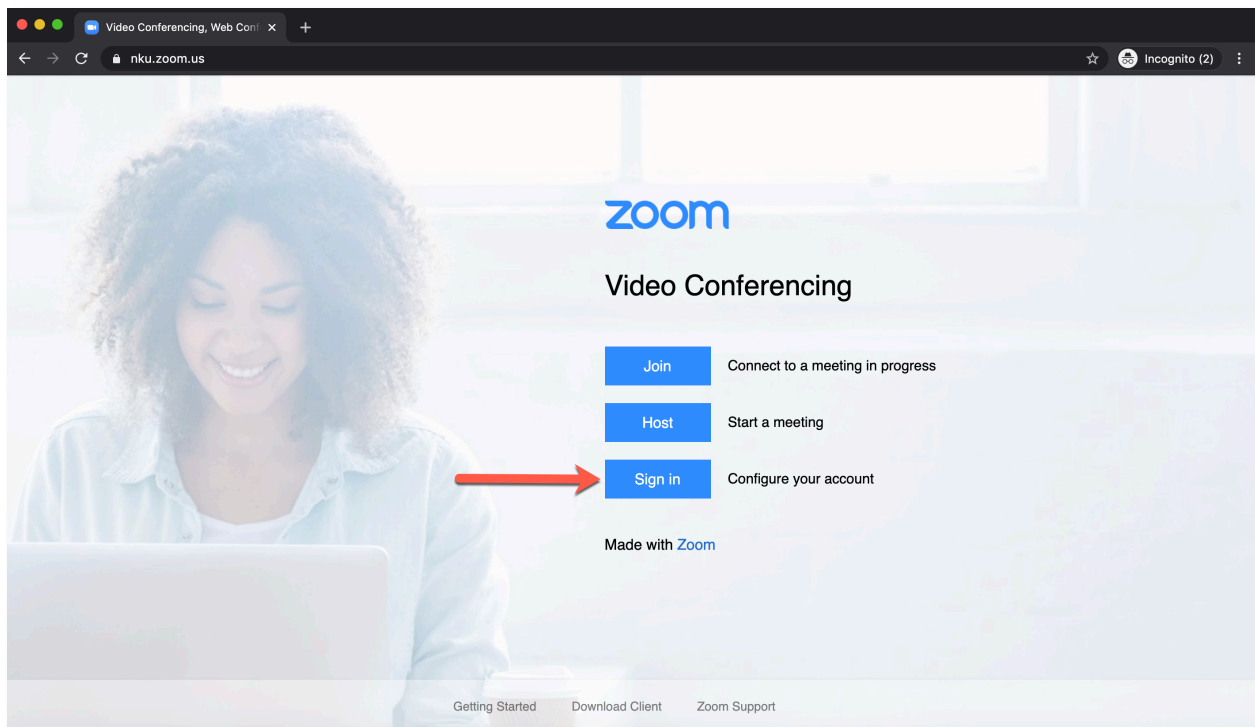
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How to Login to Zoom

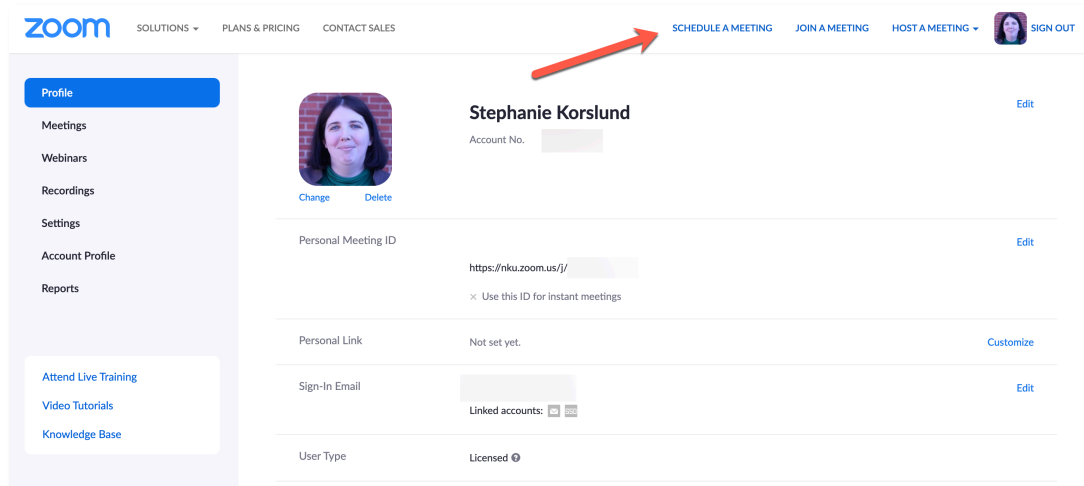
1. Go to <https://nku.zoom.us/>
2. Click Sign In on Zoom home page.



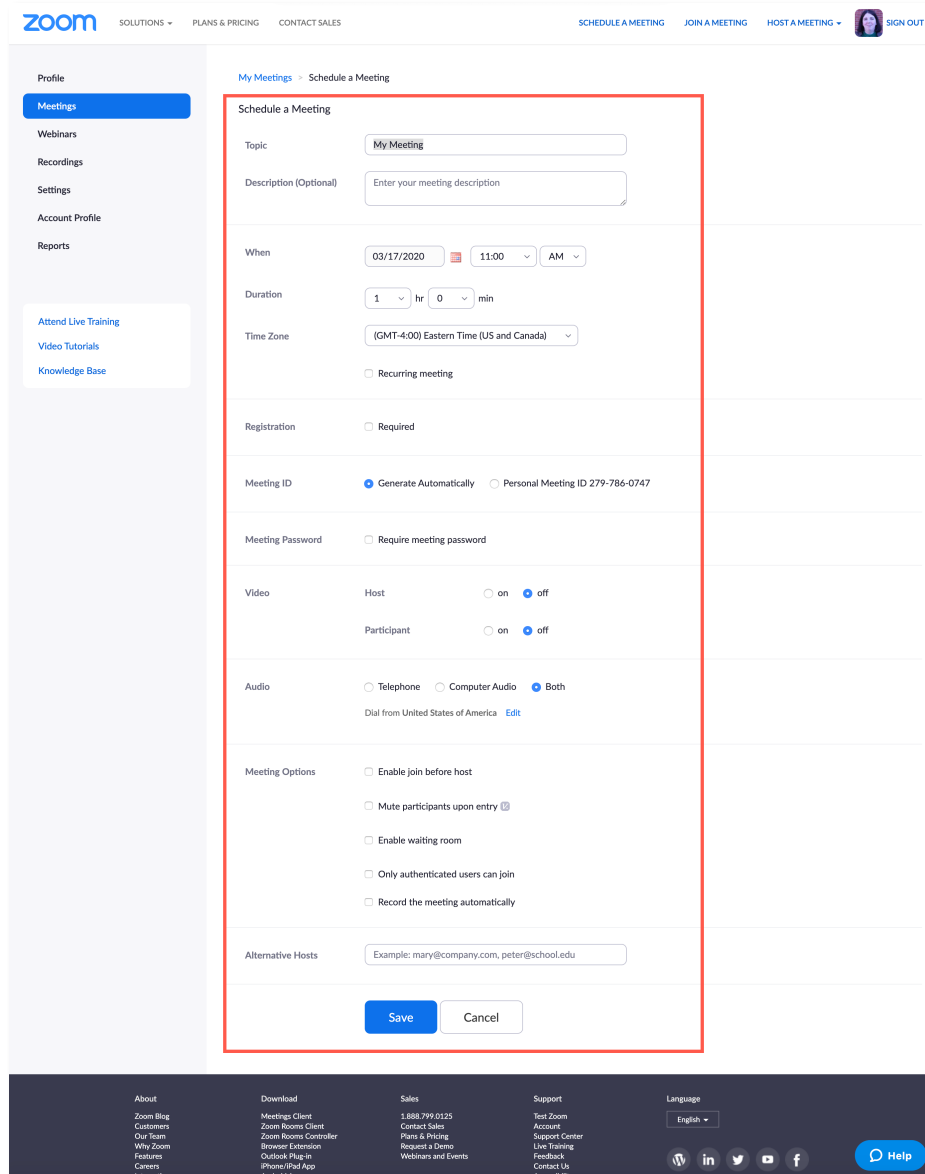
3. Users will be taken to NKU's single sign on page. Users should login with their NKU username and password.

How to Schedule a Meeting

1. At the top of the account page in Zoom, click on Schedule a Meeting.



2. Users will then be taken to a scheduling page.



There are several things to consider when scheduling a meet. These options are reviewed below.

The screenshot shows the 'Schedule a Meeting' form with the following elements:

- A** Topic: A text input field containing 'My Meeting'.
- B** Description (Optional): A text area with the placeholder 'Enter your meeting description'.
- C** When: A date picker showing '03/19/2020', a time dropdown showing '2:00', and a PM/AM dropdown showing 'PM'.
- D** Duration: Two dropdowns for '1' hr and '0' min.
- Time Zone: A dropdown menu showing '(GMT-4:00) Eastern Time (US and Canada)'.
- ☐ Recurring meeting
- E** Registration: A checkbox labeled 'Required' which is currently unchecked.

- A. Topic: This is where users enter the title for their meeting
- B. Description: Here users can add information about the meeting. This section is optional.
- C. When: This section allows users to select a date and time for the meeting.
- D. Duration/Time Zone: Users should enter the length of time they expect the meeting to be. The time entered will not affect a user's ability to stay in the room beyond the scheduled time. Users can also select the time zone they want their meeting invite to be formatted in. By default, Eastern Time will be selected.
- E. Registration: Skip this option. This option is used for large meetings where participants are required to register for a meeting time.

The screenshot shows the meeting options section with the following elements:

- A** Meeting ID: Two radio buttons, 'Generate Automatically' (selected) and 'Personal Meeting ID' (unselected).
- B** Meeting Password: A checkbox labeled 'Require meeting password' which is unchecked.
- C** Video: Two sets of radio buttons. For 'Host', 'on' is unselected and 'off' is selected. For 'Participant', 'on' is unselected and 'off' is selected.
- D** Audio: Three radio buttons, 'Telephone' (unselected), 'Computer Audio' (unselected), and 'Both' (selected). Below them is the text 'Dial from United States of America' and a blue 'Edit' link.

- A. Meeting ID: Zoom can generate automatically a unique meeting room ID for a user's meeting, or a user can use their personal meeting room. We recommend having Zoom generate a unique meeting room ID for scheduling a group meeting.
- B. Meeting Password: If a user wants to set a password for their meeting they can check this option.
- C. Video: By default, video cameras are set to be off when a user enters a meeting room. If a user wants to require that the host or participants automatically have their camera turned on when they enter the meeting room, they should adjust the option from off to on for the user(s).
- D. Audio: This option allows users to determine how participants can access the audio for the session. Telephone only means that users can only access the meeting audio by dialing in by phone; Computer Audio only means that users can only access the meeting audio from their computer; Both means that users have a choice in how they access the audio for the meeting. By default, Both is selected.

A Meeting Options

- ☐ Enable join before host
- ☐ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Record the meeting automatically

B Alternative Hosts

Example: mary@company.com, peter@school.edu

C

- A. Meetings Options: Users have several options for formatting their meeting.
 - Enable join before host: Users should check this box if they want to allow participants to enter the meeting room before the host has joined the room.
 - Mute participants upon entry: Users should check this box if they want participants microphones muted upon entering the meeting room.
 - Enable waiting room: Users should check this box if they want other participants to wait in a waiting room before the meeting starts. We recommend this option be skipped for a group meeting.
 - Only authenticated users can join: Users should check this box if they want their participants to be signed into Zoom in order to join the meeting.

- Record this meeting automatically: Users should check this box if they want their meeting to automatically be recorded without having to manually click Record when in the meeting room. If a user selects this option, the meeting will not start recording until the host enters the meeting room.
 - B. Alternative Hosts: If a user wants to allow other group members to be able to start a meeting before they enter the Zoom room, that user can enter the other members' NKU emails into the text box to add them as alternative hosts.
 - C. Save/Cancel: Once a user has filled out the meeting scheduler they should click Save at the bottom. If a user does not want to save their meeting they should select Cancel.
3. Once a user has saved their meeting, they will be taken to a summary page for their scheduled meeting.

The screenshot shows the Zoom meeting summary page for a meeting titled "Group 1 Meeting". At the top, there is a breadcrumb "My Meetings > Manage 'Group 1 Meeting'" and a blue button labeled "Start this Meeting" with a red circle 'A' next to it. Below this, the "Topic" is "Group 1 Meeting". The "Time" is "Mar 19, 2020 02:00 PM Eastern Time (US and Canada)". Under "Time", there is a red circle 'B' next to the text "Add to", followed by three buttons: "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar". Below this, the "Meeting ID" is displayed in a light blue box. The "Meeting Password" section shows a red 'X' and the text "Require meeting password". At the bottom, there is a section for "Invite Attendees" with a red circle 'C' next to the text "Join URL: https://nku.zoom.us/j/" followed by a light blue box. To the right of this is a red circle 'D' next to a blue icon and the text "Copy the invitation".

Let's review some of the important features of this page.

At the top of the page there are a few things users will want to pay attention to:

- A. Start this Meeting: Clicking this button will allow a user to start the meeting from this page.
- B. Add to Calendar: Zoom provides users with three calendar options for adding the meeting to their personal calendar.
- C. Join URL: Users can invite their group members by sharing this URL.
- D. Copy the Invitation: A second option for sharing meeting information is to copy an email invitation to the Zoom room. This information will appear in a popup box and will provide users with a detailed summary of the scheduled meeting that they can share with their other group members. Clicking the Copy Meeting Invitation button in the popup will copy the invitation to a user's clipboard; this information can then be pasted into an email to send to other group members.

The bottom of the page includes a few additional features to make note of:

Video	Host	On
	Participant	On
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Meeting Options	× Enable join before host × Mute participants upon entry × Enable waiting room × Only authenticated users can join × Record the meeting automatically	

A
[Delete this Meeting](#)

[Save as a Meeting Template](#)

B
[Edit this Meeting](#)

C
[Start this Meeting](#)

- A. Delete this Meeting: Users should click this link if they want to delete the meeting.
 - B. Edit this Meeting: Users should click this button if they want to make changes to the meeting's settings.
 - C. Start this Meeting: Clicking this button, like the start button at the top, will allow users to start the meeting from this page.
4. Note that this page can be accessed at any time by clicking on Meetings [1] in the left menu of the Zoom account page and then clicking on the title of the meeting [2] to be reviewed in the meeting list.

[SOLUTIONS](#) [PLANS & PRICING](#) [CONTACT SALES](#)

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#)

[SIGN OUT](#)

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

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[Video Tutorials](#)
[Knowledge Base](#)

Upcoming Meetings
Previous Meetings
Personal Meeting Room
Meeting Templates

1

Schedule a New Meeting

Start Time	Topic	Meeting ID	
Today 02:00 PM	Group 1 Meeting		Start Delete
Thu, Apr 30 12:00 PM	New Meeting		Start Delete

Save time by scheduling your meetings directly from your calendar.

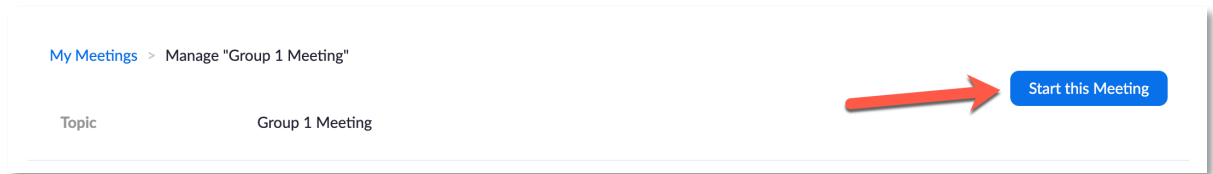
Microsoft Outlook Plugin
[Add Zoom](#)

Chrome Extension
[Download](#)

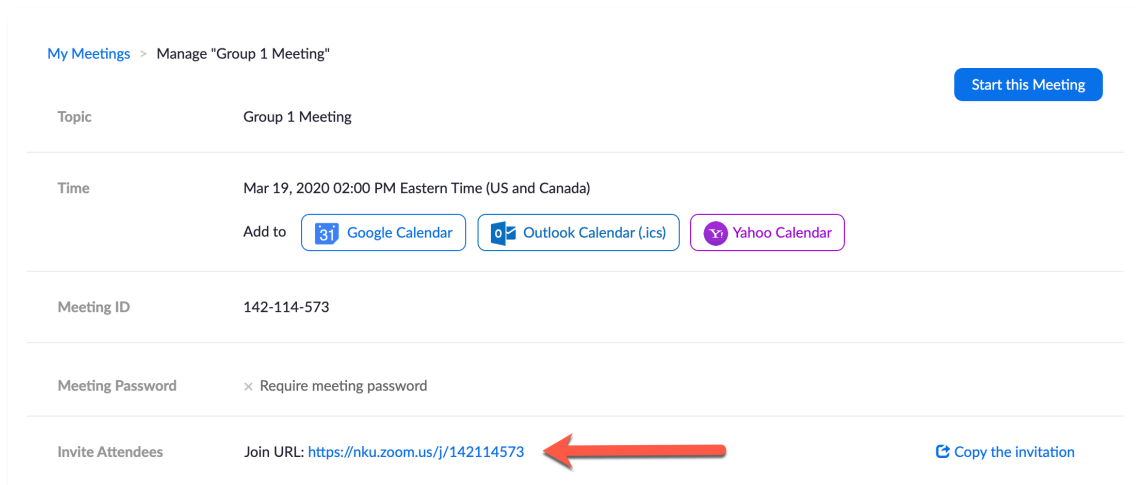
Help

How to Start a Meeting

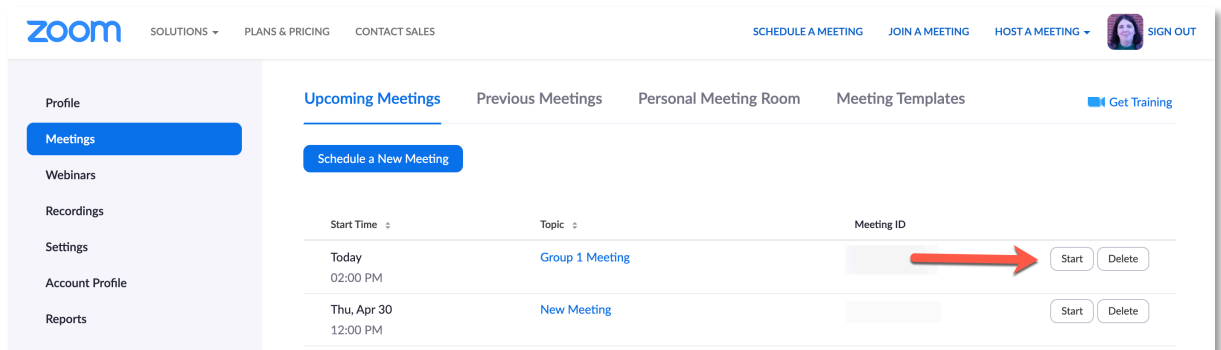
1. There are several ways a user can start a meeting. We reviewed some of them above.
 - One option is for a user to click on the Start Meeting button on the Manage meeting page.



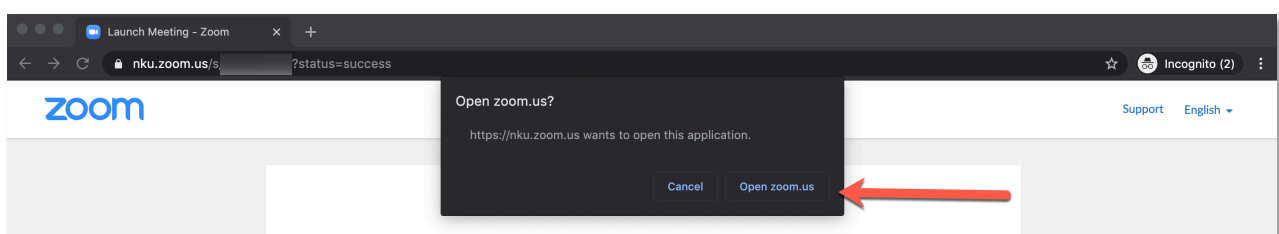
- A second option is for a user to copy the meeting url into their browser and go directly to the page to open the meeting.



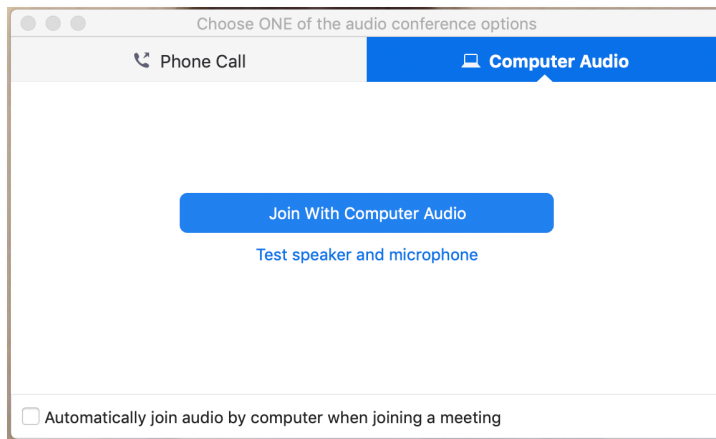
- A third option is to click the Start button on the Meetings page in the row.



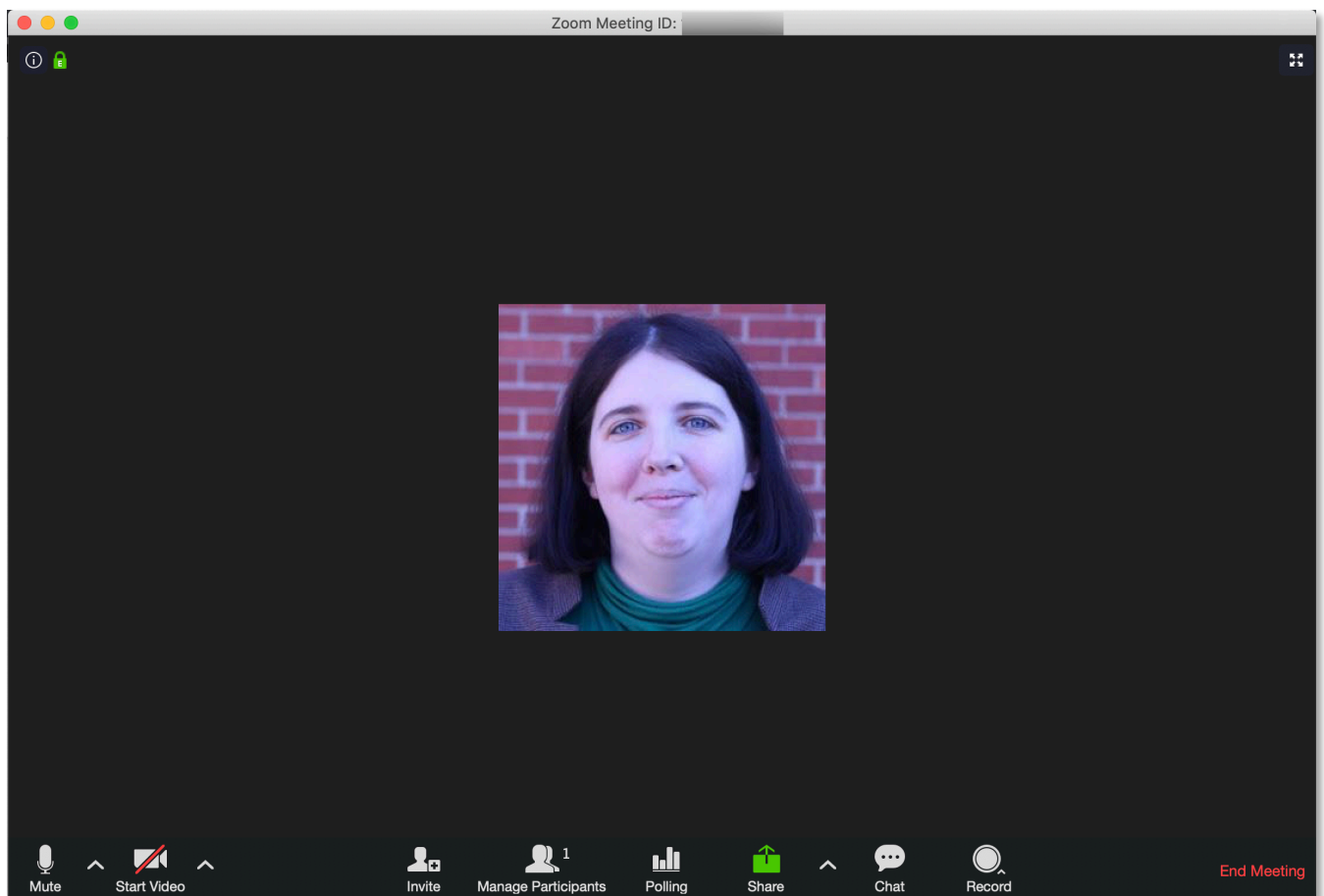
2. All of the options will take the user to the meeting launch page in a new browser tab. If a user has not used Zoom before, they will be prompted to download Zoom to their computer before being able to continue. If a user already has Zoom downloaded, they will be asked if they want the Zoom app to be opened. In order for the meeting room to open, users will need to confirm that they want the Zoom app to open.



3. Users will then see a popup informing them that Zoom is connecting them to the meeting room.
4. Once they are connected, the meeting room will open on their computer. If the host selected Both under the Audio option when scheduling the meeting, the user will see a popup to decide how they want to join the meeting. By default, the option to join via Computer Audio will be displayed to the user.



5. After confirming how they want to access the audio for the meeting, the user will have full access to the meeting room.

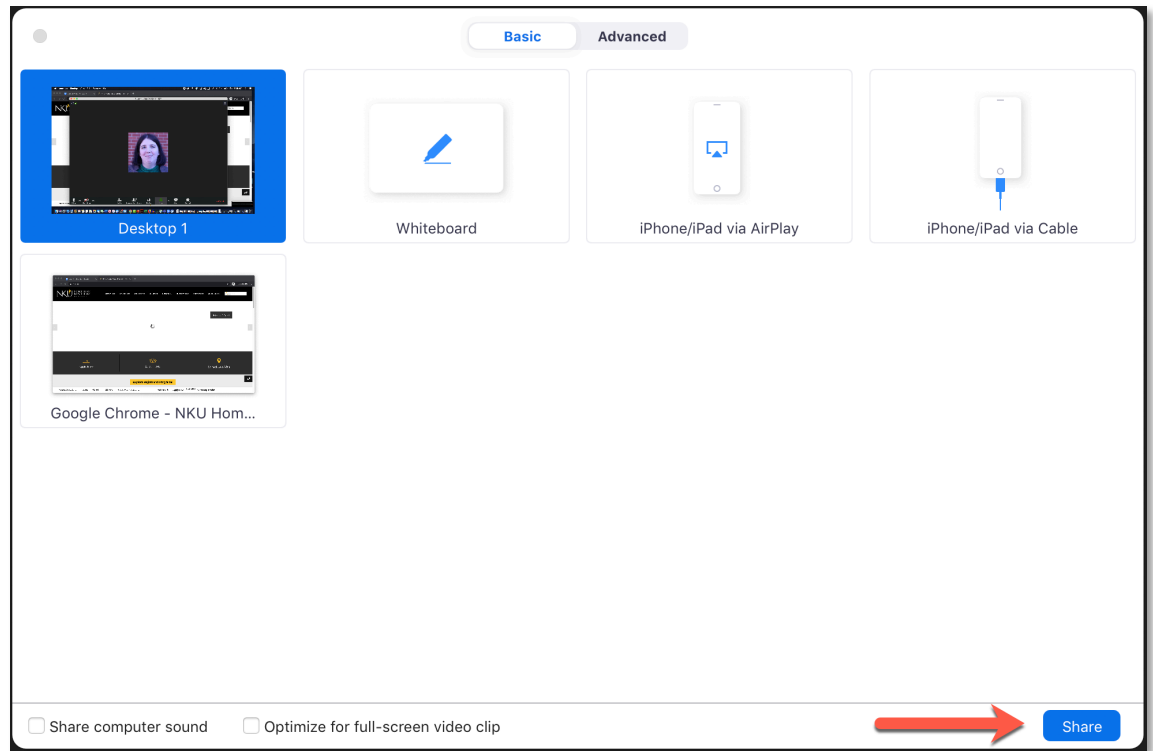


Features of a Zoom Meeting Room

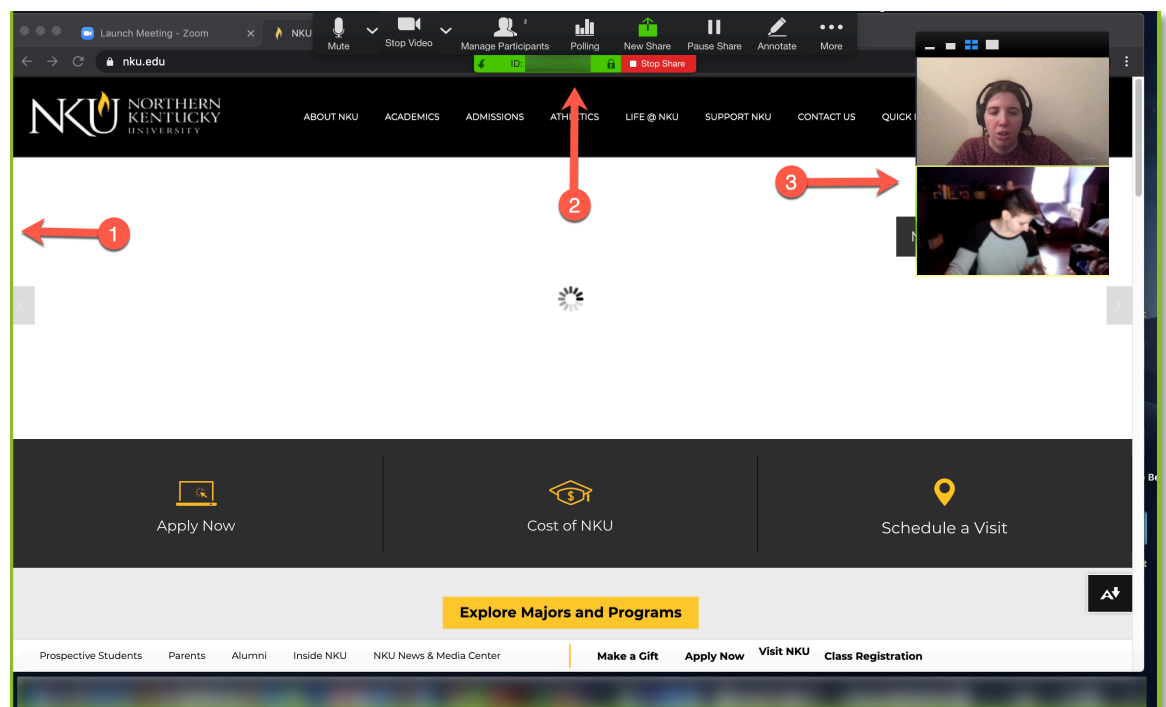
This section will cover several features users will have access to in a Zoom meeting room. These features may vary depending on the role a user has in the room.

- The bottom menu bar allows users to do a variety of things in a Zoom meeting. Below are descriptions for the options users access most.
 - i. Mute: This option allows users to mute and unmute their own microphone. If there are several people in a meeting room, users should keep their microphone muted unless they are actively talking in the room.
 - ii. Start/Stop Video: This option allows users to participate via video if they have a web camera.
 - iii. Participants: This feature will pop up in a separate window and allows users to see who else is participating in the meeting. Hosts and co-hosts have additional capabilities.
 - iv. Share: This feature allows users to share their screen with other participants in the meeting.
 - v. Chat: This feature opens a chat box in a separate popup window.
 - vi. Record: This option will allow users to record their meeting. It will only be available to users with the role of host or co-host.
 - vii. Gallery/Speaker View: This feature allows users to determine how videos are displayed in the center of the Zoom meeting room. It is not located in the bottom menu but instead in the upper-right corner of the Zoom meeting window.
- Let's look at some of these features more in-depth.
 - i. Participants
 - i. For participants who do not have the role of host or co-host, when they click on Participants, they will get a popup showing a list of everyone in the meeting room. If they hover over their own name, they will be able to mute/unmute their microphone and change how their name appears in the participant list.
 - ii. For participants with the host role, these users have the same abilities in the participant list like regular participants, but they can also manage the other participants from this window. Hosts are able to mute or unmute participants, stop a participant's video, ask a participant to start their video, make a participant a host or cohost, remove a participant, and rename a participant. Co-hosts have many of the same management functions as a host except they cannot promote someone to the role of host or co-host and they cannot assign participants to breakout rooms.
 - iii. For the purposes of group meetings, the student who hosts the meeting should consider making the other students in their group co-hosts in the meeting room so that everyone has equal control in the meeting.
 - ii. Share
 - i. The share option in Zoom allows participants to share their screen with other participants. When a user clicks the share feature, a new window pops up asking users what they want to share with

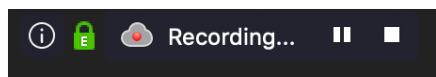
the others in the room. Users can choose from options such as their desktop, any application open on their desktop, and a whiteboard. Users should then click Share to share their selection.



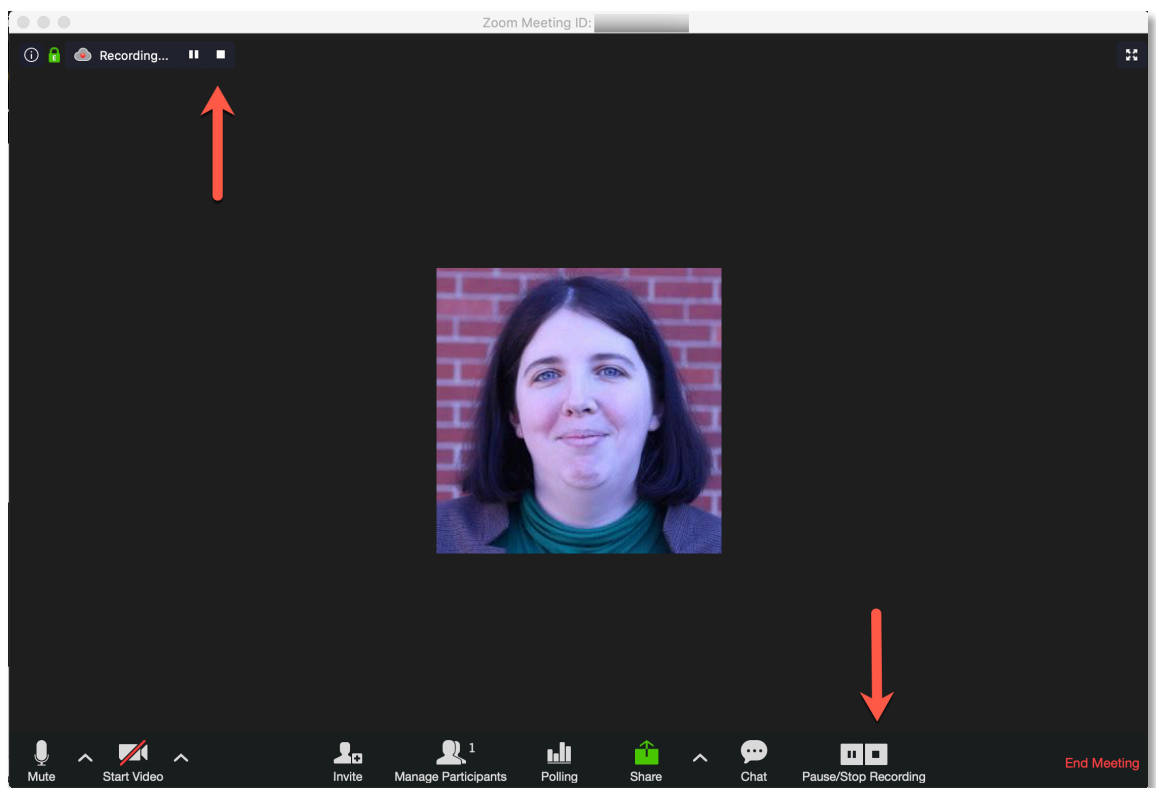
- ii. Three things will happen after sharing is initiated: First, the shared item will now take up the main space of the meeting room and be outlined in green; Two, the Zoom menu will be moved to the top of the Zoom meeting window; And three, participants who were sharing video will be minimized to a corner or side of the screen.



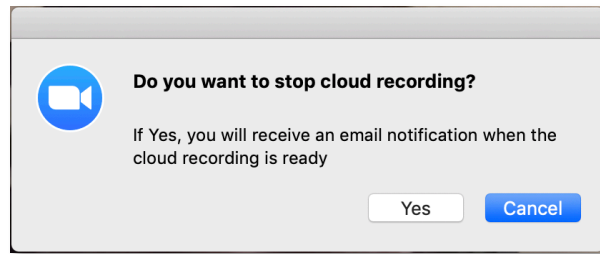
- iii. When a user is finished sharing, they should click Stop Share at the top of Zoom meeting window. The room will revert back to the main room view once sharing has ended.
- iii. Chat
 - i. Chat is a way for participants to communicate textually with others in the room. Users can send chat messages to individual users or to the entire room. Hosts can also share files to the room by clicking on the files option in the chat window.
- iv. Record
 - i. The record feature allows users to record their meetings for later viewing. Users can save records either locally on their computer or to the cloud. Recordings saved to the cloud can be shared with others with a shared link.
 - ii. To start a recording, users should click the record button. They will be prompted to choose between saving the recording to the cloud or locally.
 - iii. Once they have made their choice, Zoom will begin recording the session. A recording icon will appear at the top of the screen while the session is being recorded.



- iv. To stop recording a session, click the stop button either at the top of the screen or in the Zoom room menu bar.



- v. If a user is recording to the cloud, after they click stop recording they will get a warning asking them to confirm that they want to stop recording.



- Gallery View

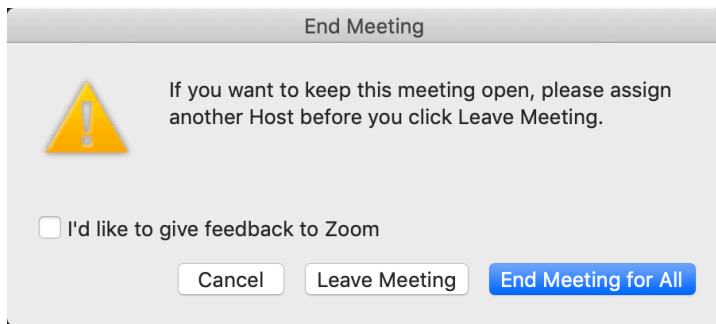
- i. One other useful feature for group meetings is Gallery View. Gallery View changes how users are displayed with video chat.
- ii. By default, the Zoom meeting room is set up in Speaker View so that the person currently talking appears in the center of the Zoom room and others also using video in the room appear along the top.
- iii. When Gallery View is turned on, users will be displayed in a grid pattern in the center section of the meeting room. For small group work, this setting allows users to see everyone at once and not just the person speaking.
- iv. To turn on Gallery View, click the Gallery View button in the upper-right corner of the Zoom meeting room. To switch back to Speaker View, click on Speaker View in the upper-right corner of the Zoom meeting room.

How to End a Meeting

1. Most participants can exit the room by clicking on Leave Meeting in the bottom menu bar. A popup will appear for regular participants with the option to either leave the meeting or cancel the action.



2. Users in the host role will see End Meeting where the other users see Leave Meeting. When a host clicks on this option, they will have the option to leave the meeting, end the meeting for everyone, or cancel the action.

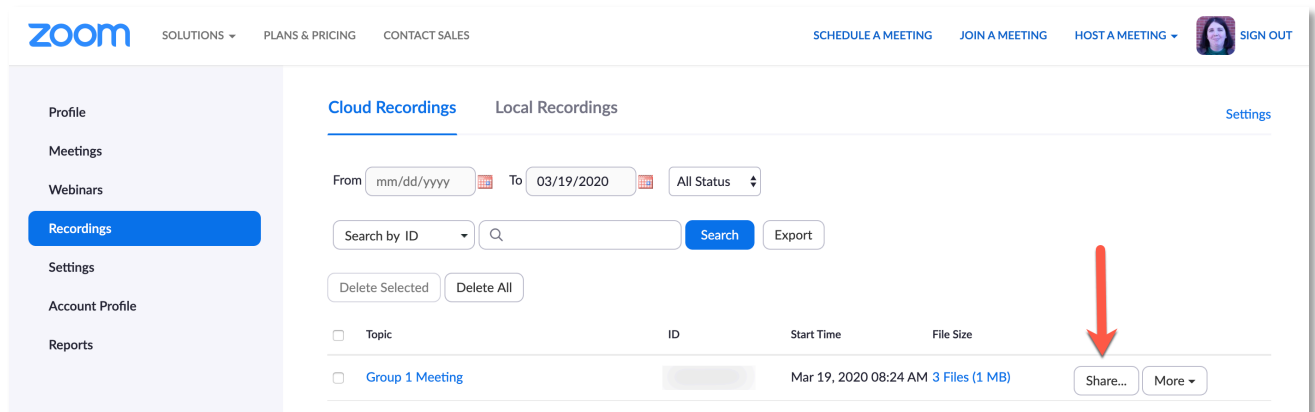


3. If the meeting host needs to leave before the other participants are ready to leave, the best option is for the host to select leave meeting and then the meeting host can assign host duties to another participant before leaving the room.
4. If the host selects End Meeting for All, the meeting room will close for all the participants and the other participants in the room will see a pop up explaining that the host ended the meeting.

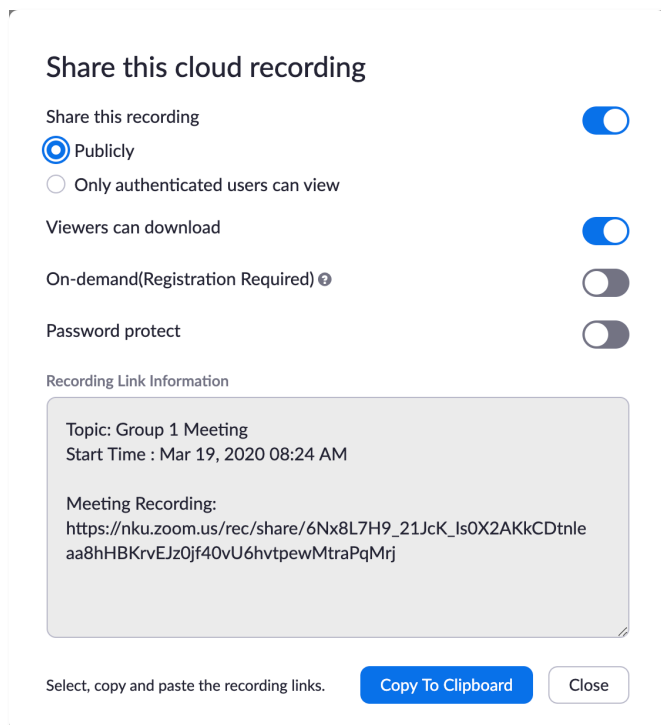
How to Share a Meeting Recording

These instructions are for how to share a cloud recording.

1. Users should login to their Zoom account page using the steps in the first section. Note only the meeting host will have a copy of the recording saved to their account.
2. Click on Recordings in the Left menu of the account page.
3. Under the list of recordings, users should locate the meeting they want to share. Click the share button on the right side of the row.



4. A popup will appear with options for sharing the recording. Users can decide on options such as whether they want the recording to be public, if viewers accessing the recording can download it, or if viewers need a password to access the recording.



5. After a user decides how they want to share the recording, they can copy the link information to their clipboard.
6. Once the information is copied to a user's clipboard, they can share it with others via email. Students should check with their instructors to find out they want the students to submit their group meeting recordings.

Additional Resources

The resources listed below provide additional support for the topics covered in this document.

How to Login to Zoom

- [Getting Started with Zoom](#)

How to Schedule a Meeting

- [Scheduling Meetings](#)

How to Start a Meeting

- [Zoom Installers](#)
- [How do I start a scheduled meeting as a host?](#)
- [Joining a Meeting](#)

Features of a Zoom Meeting

- [Zoom Controls for Hosts and Co-hosts](#)
- [Meeting Controls \(Video\)](#)
- [Zoom Controls for Participants](#)
- [In-Meeting Chat](#)
- [Sharing Your Screen](#)
- [Cloud Recording](#)

How to End a Meeting

- [Pass Host Controls and Leave a Meeting](#)

How to Share a Meeting Recording

- [Finding and Viewing Recordings](#)
- [Managing Cloud Recordings](#)