

Zoom – Basic Account and Pro Account

Basic Account (Free)	Zoom Free Account Through McMaster (Pro)	Pro Account (Paid)
<ul style="list-style-type: none"> • Best Suited for Short meetings (40 minutes at a time) • Can host up to 100 participants at a time • resolution is reliable • Compatible with Mac, Windows, iOS and Android • Group messaging • Screen share • Integrates with Google Drive and Dropbox 	<ul style="list-style-type: none"> • All of the same functions as the Pro account (next column) • Zoom does not have many of the collaboration features of Microsoft Teams (file sharing, chat channels, etc., inline document editing). • 1,300 Education licenses available. • These are named licenses and need to be assigned to an individual (or room) • Licenses for Zoom are available for staff and faculty use, not for students at this time • If you want access to a Zoom license, please send a request to uts@mcmaster.ca. 	<ul style="list-style-type: none"> • Capabilities to host up to 100 panelists or presenters. • Meetings can run over 24 hours at a time • resolution is reliable • Compatible with Mac, Windows, iOS and Android • Group messaging • Screen share • Raise hand function (so people don't talk over one another) • Integrates with Google Drive and Dropbox

How To Get Zoom:

Zoom Basic Account – www.zoom.us at the top of the homepage click the blue button titled “Sign Up, It’s Free” and follow the instructions. **Please note that these accounts only allow for meetings to run up to 40mins at a time.**

Zoom Account through McMaster – To request a Zoom License, please send request to uts@mcmaster.ca , or click here <https://cto.mcmaster.ca/it-updates/it-continuity-tools-services/> then scroll down to “Video and Audio Calls” and click “+”, then scroll to and click “Request Zoom Account”. **Please note that these accounts are fully licensed “Pro” accounts with full capabilities and no time limit on meetings.**

Zoom Account through the Department – Contact Jennifer MacDonnell, jemacdo@mcmaster.ca with the following information:

- Your contact email address that you would like account linked to
- Whether this account is needed for one meeting or ongoing meetings
- For one meeting – Date and time of meeting

If you are requesting a Zoom account through the Department for one meeting, and if approved, an activation link will be emailed to the address of your choice. You will have access upon approval, for the

duration of your meeting, and up to one hour after your meeting. After which your account will be inactive to allow for others to use.

Getting Started with Zoom

Download and Install Zoom

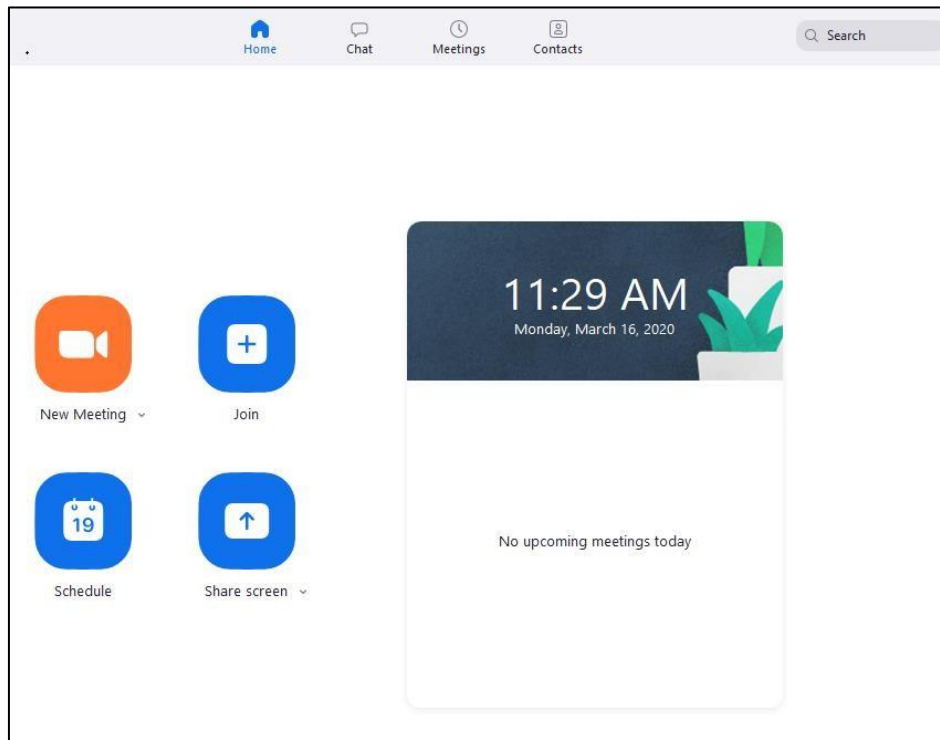
- To begin, visit the McMaster UTS portal to request licensing and access to Zoom. [Click here for the link.](#)
- Once your request has been approved, visit <https://mcmaster.zoom.us> to sign in with your McMaster credentials.
 - If you are already signed into Microsoft Office 365, you will be logged in to your Zoom profile without being prompted for your MacID credentials
- You will be prompted to download the application.

Zoom Home Screen

The Home Screen has the following features:

1. Chat & Messaging
2. Meeting Screens
3. Contacts Directory
4. Account Profile
5. Settings
6. Start New Instant Meeting
7. Join Meeting
8. Schedule a Meeting
9. Screenshare to Meeting

10. Upcoming Meeting Tools



Joining a Test Meeting

Visit <https://mcmaster.zoom.us/test> and click 'Join' a test meeting. Here you can set up your speakers, microphone, and camera.

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

Your browser will prompt you to open **Zoom Meetings**. If you don't have it, follow the prompts to download and install.

Once you have joined the Test Meeting, the speaker test will begin. This will help you to identify the correct speaker setting.

Testing speaker...

Do you hear a ringtone?

Yes No

Speaker 1: Speakers / Headphones (Realtek Audio) -

Output Level:

After the Speaker test, you can continue to the microphone test. Follow the prompts to select the microphone.

Testing microphone...

Speak and pause, do you hear a replay?

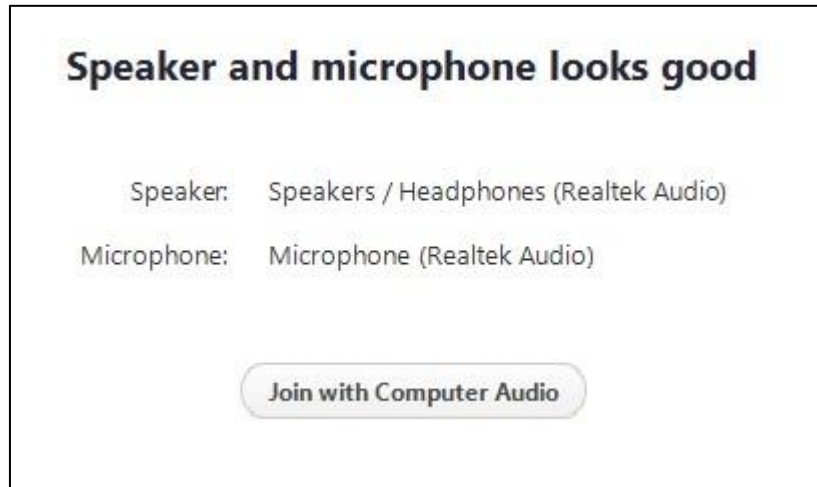
Yes No

Microphone 1: Microphone (Realtek Audio) -

Input Level:

After your speakers and microphone are set up, you will join the test meeting as an attendee.

Learn more about [Attendee Controls in a Meeting](#).



Joining a Meeting

- If you have a meeting invitation link, click the link and follow the instructions.
 - You will be prompted to download and run Zoom. A ZoomInstaller.exe file will be available for download.
- OR, with a Meeting ID, open the web client or Zoom application
 - Click the 'Join' button and enter the Meeting ID and click 'Join' again.

Join a Meeting

Meeting ID or Personal Link Name

Join

zoom

Hi there,

IT Training is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: *Regional phone number will be displayed here*

Meeting URL: *Secure link will be displayed here*

Meeting ID: *10 Digit ID will be displayed here*

Join by Telephone

For higher quality, dial a number based on your current location:

Dial: *Regional phone number will be displayed here*

Meeting ID: *10 Digit ID will be displayed here*

[International numbers](#)

Schedule a Meeting

1. Open Zoom & sign in with Mac ID.
2. Click 'Schedule' on the home screen (Schedule a Meeting screen will appear).
3. Enter the Meeting Topic, Start Time, and the Duration details. **Note that Duration is for scheduling purposed only and does not limit the actual Zoom meeting time.**
4. Additional meeting options may be chosen. See under Advanced options.
5. With Outlook selected in the Calendar section, click 'Schedule'.
6. Zoom will open a new Outlook message with the meeting information filled in.
7. Add the email addresses of your meeting participants.
8. Check the Start and End times, then click Send.

Schedule a new meeting
✕

Schedule a Meeting

Topic

Start:

Duration:

Time Zone:

Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID *10 Digit ID will be displayed here*

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ▾

Starting/Hosting a Meeting

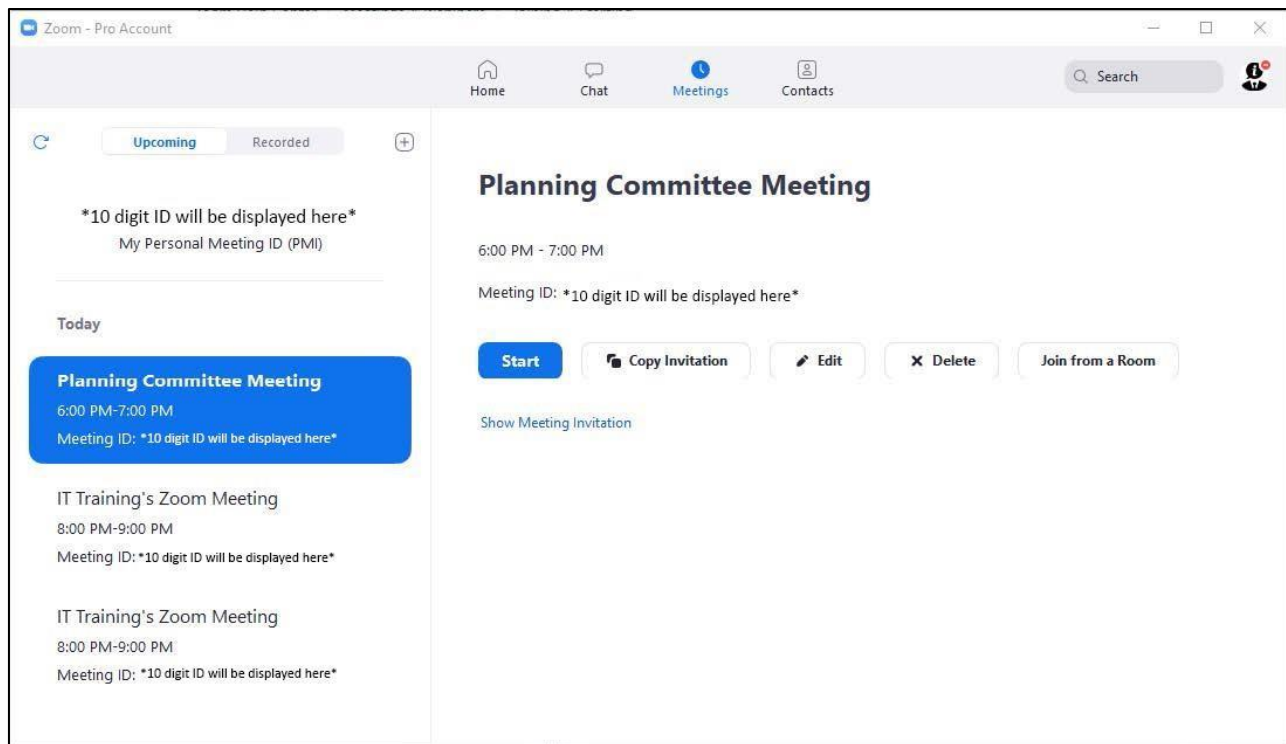
To start a scheduled meeting as a Host, open Zoom and go to the Home tab:

From the **Home** tab:

1. In the **Home** tab, you will see upcoming meetings.
2. You can click the **Start** button next to your meeting.

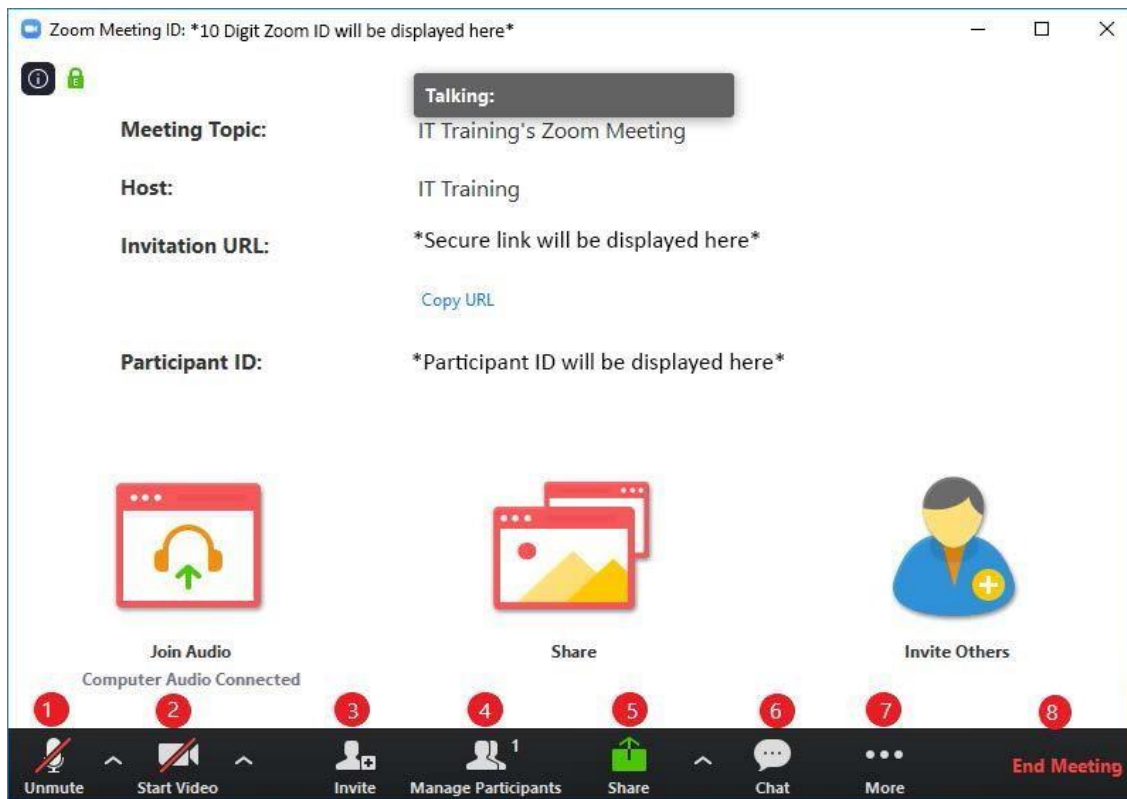
From the **Meetings** tab:

1. In the **Meetings** tab, your upcoming scheduled meetings appear on the left.
2. Select your meeting and additional options will appear.
3. From here, you can edit details or **Start** the meeting.



Zoom Meeting Host View

1. Audio Options
2. Video Options
3. Invite to Meeting
4. Manage Participants Pane (mute/unmute, lock meetings)
5. Share Screen/Application and Sharing Options
6. Chat Pane (Group & Individual)
7. More Options (Record Meeting)
8. Leave Meeting, or End Meeting for All



Meeting Host Controls

While in a meeting, the Host and participants can enable and disable audio and video. The controls are located in the meeting toolbar:



To share screen resources, click the green Share Screen button. Next you can select from any desktop screens, running application windows, or whiteboard. You may also share from a second video source (document camera), a portion of the screen, or open a cloud-based file directly.

