

## What is Zoom?

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Zoom combines video conferencing, online meetings and in-conference group chat into one easy-to-use tool that is ideal for online class use, and group work. Typically your instructor will share a URL for you to join an online Zoom meeting.

You do not need a Zoom account to JOIN a meeting. However, Clarion students can have a Zoom Basic account. A basic account means you can host meetings for up to 40 minutes duration, unlimited duration for meetings of the two.

This article will describe how to establish a Zoom account and create and join a meeting.

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**NOTE:** If you are using Zoom for the first time, you need to install the Zoom App. [Click here to download](https://clarion.zoom.us/) (<https://clarion.zoom.us/>) If you have joined a Zoom meeting previously, you already have installed the App.

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Although you do not need an account to join a Zoom meeting, you do need to download the Zoom app. When you join a Zoom meeting for the first time, you will be prompted to install the Zoom app. Click [Windows](#) or [Mac](#) below (if needed) to view specific browser prompts the first time you join a Zoom meeting.

[WINDOWS](#) | [MAC](#)

## Sign-in to Your Account

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The first step to getting started using Zoom is to sign-in to establish your Clarion Zoom account. You can use the Zoom web interface right away to schedule and host meetings.

1. Go to the [Clarion Zoom](https://clarion.zoom.us/) login page (<https://clarion.zoom.us/>)
2. Click on the Account Sign-in button.
3. Login with your Clarion username and password.
4. If you do not already have an account, the system will automatically provision an account for you. You will be taken to the Clarion Zoom web portal.

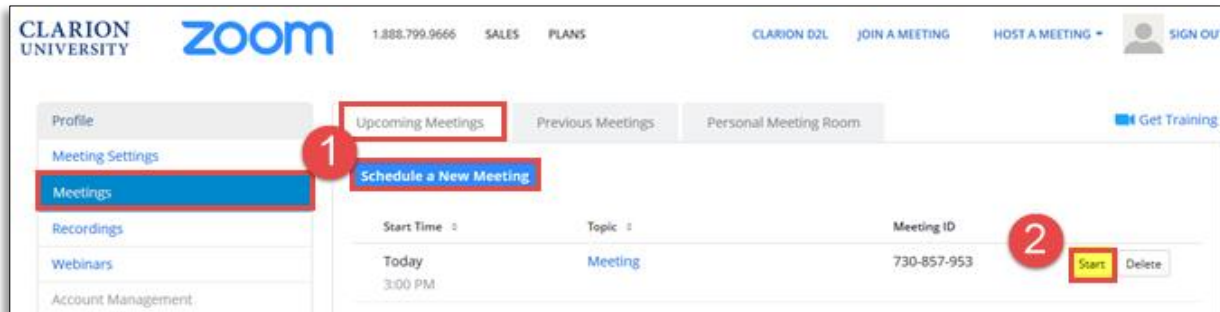
## Using Clarion Zoom Web:

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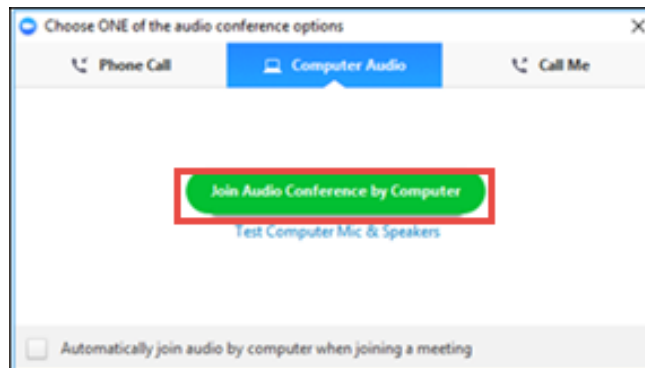
Zoom is an application that must be installed on your computer or mobile device in order to host or participate in a meeting. Follow the steps below to download the app.

1. Once you have logged in to your account, click on the Meetings link under the Profile column and [schedule a new meeting \(video tutorial\)](#).

- Next, from the Upcoming Meetings tab, click Start next to the scheduled meeting to begin your Zoom Meeting.



- At the prompt, download and install the Zoom desktop application. (if you haven't previously installed - first time use only)
- From the "Choose ONE of the audio conference options" window click on the Join by Computer, option.



Your Zoom meeting will now be live!

In Meeting Controls:

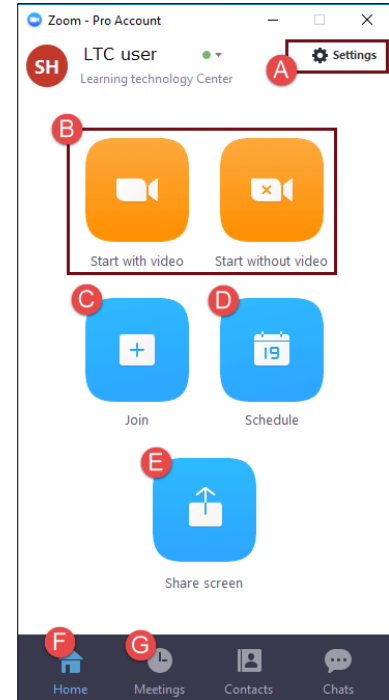
1	Select the <b>Microphone</b> icon to mute and unmute your audio.	5	Select <b>Share Screen</b> to present your desktop with meeting attendees.
2	Select the <b>Video</b> icon to start or stop your webcam.	6	Select the <b>Chat</b> icon toggle the chat screen on and off.
3	Select the <b>Invite</b> icon to invite more attendees or room systems on the fly.	7	Select <b>Record</b> to record the meeting. <i>Note: Recordings will be saved to the Documents folder in a folder called "Zoom."</i>
4	Select the <b>Participants</b> icon to manage participant actions such as muting microphones, turning off video, or promoting them to a host.	8	Select <b>Leave Meeting</b> as a participant to leave. Choose <b>End Meeting</b> as the host to formally close the meeting.

Now that you have the Zoom application, you can schedule, start, and edit meetings in the Zoom App.

## The Zoom App:

After the application launches, you will see the Zoom Home Screen:

- A. **Zoom client settings:** Adjust application and sharing settings, as well as test audio and video.
- B. **Ad hoc/Instant meetings:** Start an instant meeting with or without video. Send an invite or give participants the meeting ID from inside the meeting.
- C. **Join Meeting:** Click to enter a Meeting ID.
- D. **Schedule:** Create/schedule new meetings.
- E. **Share screen:** This feature is mainly for zoom rooms/conference rooms.
- F. **Home Screen:** As pictured.
- G. **Meetings:** Review scheduled meetings; start, edit, or delete a meeting, copy a meeting invite.



**NOTE:** Some settings, such as advanced features, include links that will open your Zoom account on the web. Users can also create and start meetings in Zoom Web as well as edit a profile, and customize meeting settings. Please visit [www.clarion.edu/zoom](http://www.clarion.edu/zoom) for details on using the Zoom web interface.

## Schedule a Meeting in the App

- Open the Zoom App.
- Click Sign In with SSO and sign in with your CU username and Password.
- Click the Schedule icon.
- In the *Zoom – Schedule a Meeting* window:
  - a. Enter a topic, or title, for the meeting
  - b. Set the meeting start date, time and duration.
  - c. Under *Video*, leave the default of “Off” for Host and Participants since video can be enabled in the meeting. (*recommended*)
  - d. Under *Audio Options*: Leave the default Telephone and Computer audio (*recommended*)
  - e. Under *Meeting Options*, click *Advanced Options* and select **Enable Join Before Host** to allow attendees to enter before the host (*recommended*)
  - f. *Optional*: Give host permissions to other Clarion users who have previously signed in to clarion.zoom.us. Note: Alternatively, you may give host permissions to *any* participant once they have joined the meeting.
  - g. Under *Calendar*: You may choose to engage a specific calendar for this meeting. If the *Other* option is selected, the meeting invitation will automatically appear on the screen after selecting Schedule. Copy this information to compose your own meeting email.
  - h. To set the meeting, click **Schedule**.
- If you are ready to meet, select **Start this meeting**.

- To view, start, edit, or delete upcoming meetings, click **“Meetings”** on the Zoom app home screen.

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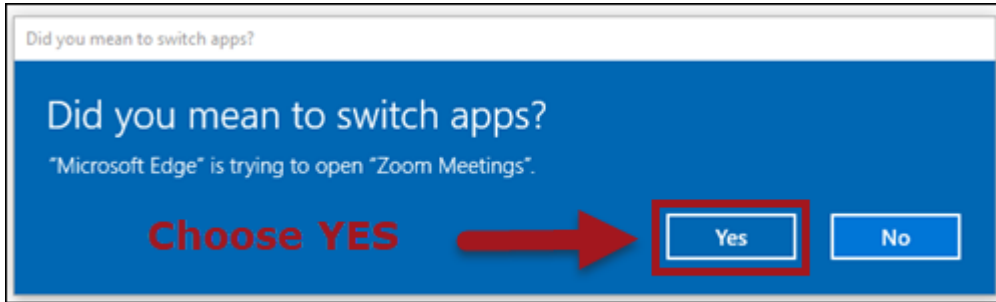
**NOTE:** Alternatively, schedule meetings through Zoom Web.

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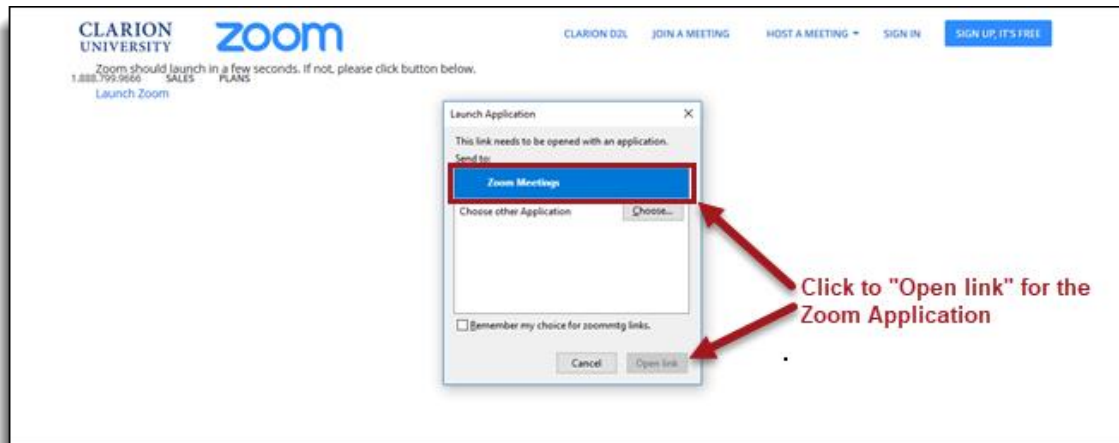
## Windows

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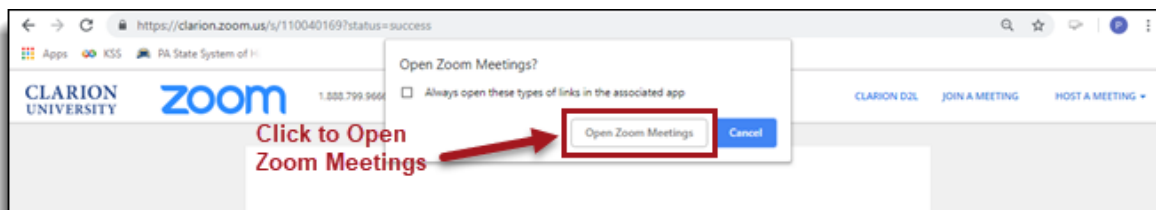
### EDGE:



### FIREFOX:



### CHROME:

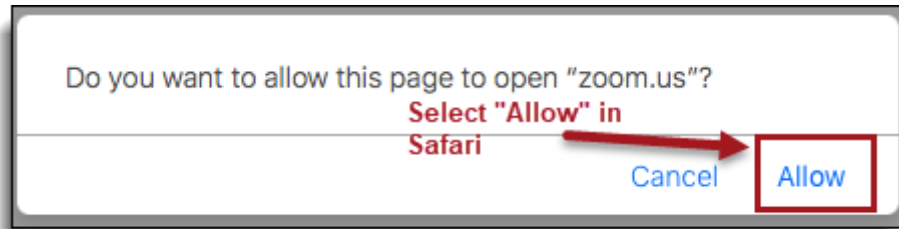


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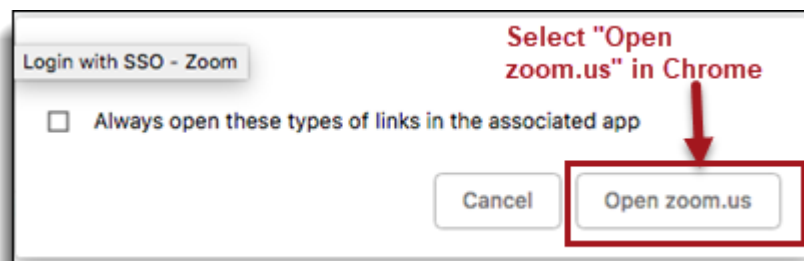
## Mac

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### SAFARI:



### CHROME:



### FIREFOX:

