

What is Zoom Web?

Zoom is Clarion University's video conferencing solution for online meetings. You can host up to 100 participants for unlimited duration. Students and external participants do not need a Zoom account to join a meeting.

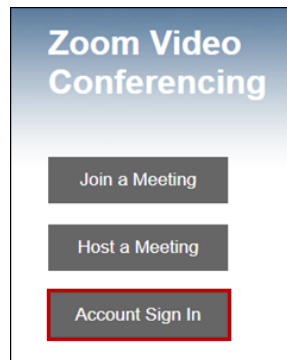
The Zoom application has been installed on faculty/staff university computers. However, the Zoom Web interface provides another platform to create and manage meetings as well as edit additional meeting and recording settings.

This article describes how to sign-in to Zoom Web, create and join a meeting, as well as provides guidelines for recommended Meeting and Recording settings.

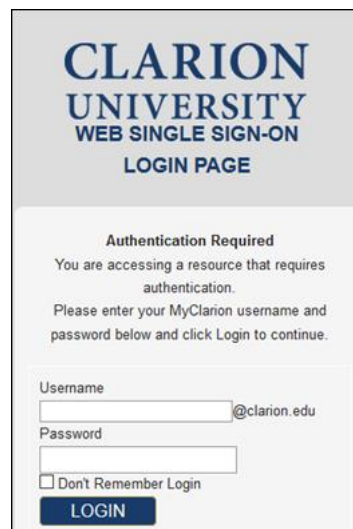
[Create a Meeting](#) | [Recommended Settings](#)

Sign-in to Zoom Web

1. Go to the [Clarion Zoom](https://clarion.zoom.us/) login page (https://clarion.zoom.us/)
2. Click on the **Account Sign-in** button.



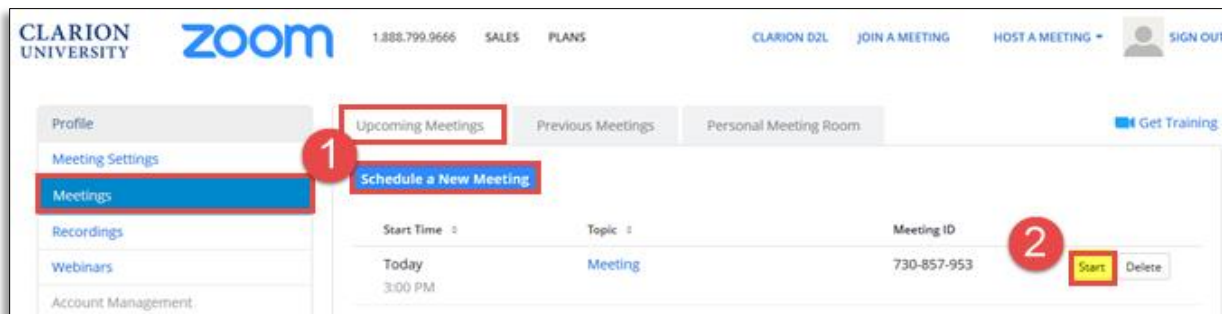
3. Login with your Clarion username and password on the Single Sign-On page.

A screenshot of the Clarion University Web Single Sign-On Login Page. The header features the Clarion University logo and the text "WEB SINGLE SIGN-ON LOGIN PAGE". Below the header, it says "Authentication Required" and "You are accessing a resource that requires authentication. Please enter your MyClarion username and password below and click Login to continue." There are two input fields: "Username" with a placeholder "@clarion.edu" and "Password". Below the password field is a checkbox labeled "Don't Remember Login" and a blue "LOGIN" button.

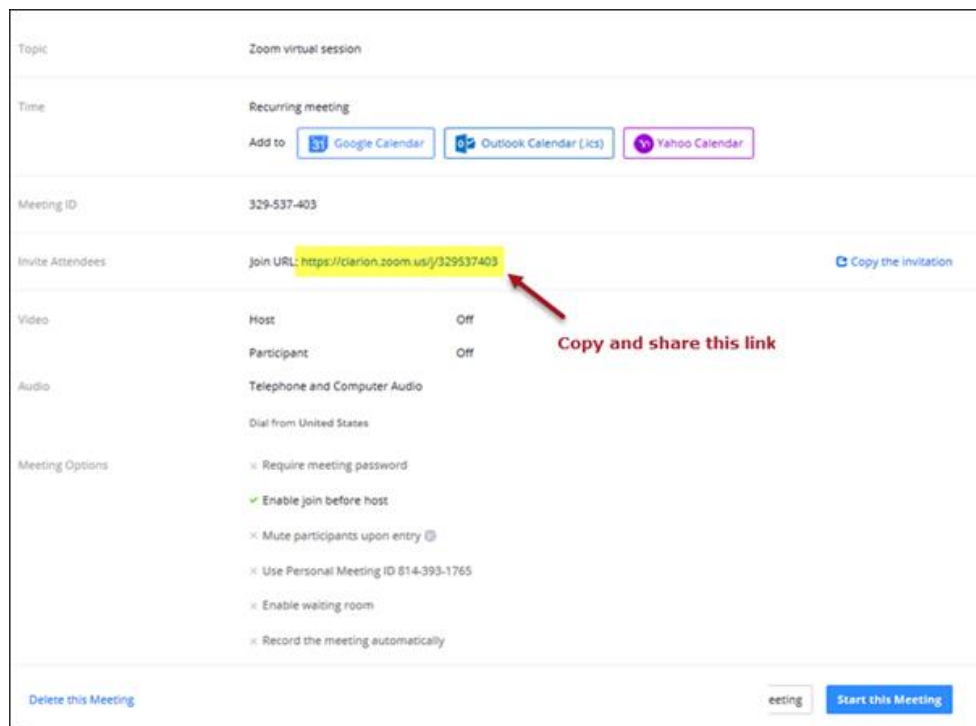
4. Once you have logged in to your account, click on the Meetings link under the Profile column.
5. Click **Schedule a New Meeting** ① ([schedule a new meeting](#) - video tutorial).
6. Provide the meeting topic (title) and set the meeting date and time and duration (meetings can last between 1 and 24 hours). If the meeting is a “recurring meeting,” specify the recurrence options.
7. Generally, you will leave the default settings for most meetings. Please view **Recommended Settings** for specific details.

NOTE: For user privacy, the “waiting room” feature is **ON** for all **NEW** meetings. You will have to “admit” your meeting participants once they join a meeting. This setting can be toggled **OFF** on a per-meeting basis or leave as a default for all your meetings. Best for “virtual office hours” or 1:1 meetings. See **Recommended Settings** for instructions

8. Click “**Save**” to create the meeting.



9. A confirmation screen with meeting details will appear.
10. Copy the Join URL to share with meeting participants or select **Copy the Invitation** to include alternative audio options such as telephone.



11. If you are ready to meet, click **Start this Meeting**. Your Zoom meeting will now be live!

In Meeting Controls:

The diagram shows the Zoom meeting control bar with eight numbered callouts:

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

The control bar below the callouts includes icons for Mute, Start Video, Invite, Participants, Share Screen, Chat, Record, and Leave Meeting.

Recommended Zoom "Meeting" and "Recording" Settings

This section describes the recommended settings for Zoom Meetings and considerations for changing them when creating a meeting. In addition, PRO account users should view recommended "Recording" settings.

Video

The "Host" and "Participant" on/off toggles determine if the video will be initialized automatically upon joining a room. **We recommend leaving these in the "OFF" position to give attendees time to prepare their environment before enabling their video during the session.**

Host on off

Participant on off

Audio

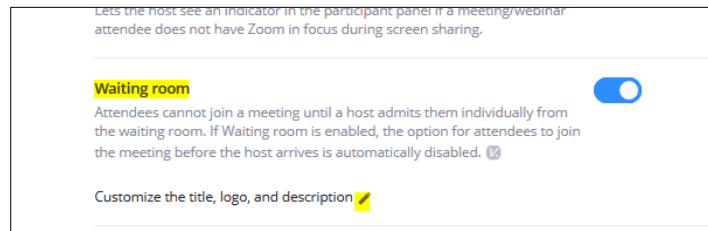
Select **Both** to allow users to choose to use their computer or call in on the phone to connect to the audio. The phone number will be listed in the invitation copied from the meeting summary page, or you can provide it from the session.

Audio Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

- **Require meeting password - DO NOT CHECK** - This setting allows you to set a custom password that participants will need to enter to join the meeting. **We do not recommend using passwords.** Under normal circumstances, passwords should not be needed since participants need to know the unique meeting URL in order to join a meeting.
- **Enable join before host** - Enabling this setting will allow participants to join the meeting before the host (instructor) joins the meeting. **We recommend leaving this setting enabled** so students can join the meeting early and make sure everything is working correctly. Without this setting enabled, students will see a message informing them that the host has not yet started the meeting.
- **Mute participant upon entry** - This setting mutes participants as they join the meeting. **We recommend keeping this setting enabled to prevent interference. Without this setting enabled, participants will join the session with a live microphone.**
- **Personal Meeting ID - DO NOT CHECK** - Please ignore this number. Not recommended for use with students.
- **Enable waiting room** - The waiting room is a virtual area where participants are held outside the meeting room. When enabled, the host (instructor) needs to grant each participant access to the room as they arrive. This setting is ON for all NEW meetings. This setting can be toggled OFF on a per-meeting basis or leave as a default for all your meetings. Best for “virtual office hours” or 1:1 meetings.
 - **To change the default for your meetings:**
 - Login to the clarion.zoom.us and select **Meeting Settings** from the left side navigation panel
 - Scroll down to **In Meeting (Advanced)**
 - Toggle the Waiting room option on or off as desired:



- **Record the meeting automatically in the cloud - DO NOT CHECK** - Enabling this setting will automatically start the recording immediately upon meeting start. **It's recommended that you manually begin and end the recording inside the Zoom room.**

Meeting Options	
<input type="checkbox"/>	Require meeting password
<input checked="" type="checkbox"/>	Enable join before host
<input checked="" type="checkbox"/>	Mute participants upon entry [?]
<input type="checkbox"/>	Use Personal Meeting ID 357-753-5077
<input type="checkbox"/>	Enable waiting room
<input type="checkbox"/>	Record the meeting automatically on the local computer

Recommended Recording Settings

Zoom Pro Account meeting hosts have several options for Recording settings.

Login to the clarion.zoom.us and select **Meeting Settings** from the left side navigation panel. Next, click the "Recording" tab.

Meeting	Recording	Telephone
<h2>Recording</h2>		
Features		Status
Local recording Allow hosts and participants to record the meeting to a local file		<input checked="" type="checkbox"/>
Cloud recording Allow hosts to record and save the meeting / webinar in the cloud		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Record active speaker with shared screen		
<input type="checkbox"/> Record gallery view with shared screen [?]		
<input type="checkbox"/> Record active speaker, gallery view and shared screen separately		
<input checked="" type="checkbox"/> Record an audio only file		
<input checked="" type="checkbox"/> Save chat messages from the meeting / webinar		
Advanced cloud recording settings		
<input type="checkbox"/> Add a timestamp to the recording [?]		
<input checked="" type="checkbox"/> Record thumbnails when sharing [?]		
<input type="checkbox"/> Optimize the recording for 3rd party video editor [?]		
<input checked="" type="checkbox"/> Audio transcript [?]		
<input checked="" type="checkbox"/> Save panelist chat to the recording [?]		