What is Zoom?

• Zoom is a cloud based platform for video and audio conferencing, allowing a person to connect through their PC, laptop, Android mobile devices or even a conventional phone line.
• Logging in with your MSU NetID will allow you to have unlimited minutes per meeting for up to 25 participants.
There are two ways to access Zoom:
1. zoom.msu.edu
2. Downloading Zoom to your computer and accessing the 'shortcut' created
This is your Zoom profile homepage
You have four options from your home page: My Profile, My Meetings, Account Management and Report.

You also have Video Tutorials to link you to YouTube videos and a Knowledge Base link that allows you to connect to Zoom’s technical support.
Profile Menu Options

This page allows you to change meeting options such as disabling private chat between participants, recording options, etc.
In the **My Meetings** option you can view upcoming meetings, previous meetings and schedule a meeting.

If you’ve already scheduled a meeting, this is where you can Start by clicking the button on the right hand side.

To schedule a meeting click here..
Schedule a Meeting

* When you click Schedule a Meeting, it will direct you to this screen.
Schedule Meeting Invite

When you click schedule, you will have the option to copy the invite.

You also have the option to start the meeting right then, by clicking the Start Meeting.
The reports option allows you to review your meetings to see the start time, end time and number of participants. This will also include an option for you to click on the number of participants to see the specifics for each user and how long they attended the meeting.
Joining or Hosting a Meeting

To Join

Join a Meeting

Meeting ID
Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

To Host a Meeting

Choose video on or off
When you click on Host a Meeting, you will be prompted to open up the Zoom Application that you downloaded. Click OK and it will open the Zoom Application and a Meeting Room.
Zoom Live Meeting Options
Zoom Manage Participants

Manage participants

How to mute all participants
When you select screen share, you have the option of what program you’d like to share. When you click share screen, you will have access to a toolbar at the top like this.
Room Chat

When clicking the chat option, you can either chat with the whole group or hold private chats with individual participants. This option can be disabled when you initially schedule the meeting.
End Meeting

When selecting the red End Meeting button in the lower right hand corner, as the host, you can ‘End Meeting for All’ or ‘Leave Meeting’
If you have any questions, please contact me

* Aubree Rogers
* Field Office Administrative Assistant
* MSU School of Social Work
* 517-353-8621
* rogers88@msu.edu