Zoom Training

School of Social Work
Michigan State University
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.
Accessing Zoom

- 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. From here you can schedule a meeting or join a meeting.
Joining a Meeting

To Join, click on the Green button at your upper right hand corner of your homepage and enter the Meeting ID number that was sent to you in an email from the host. Then click “Join”
Accessing through Desktop

Once you download Zoom, you can access through your desktop shortcut that is created. If you want to sign in first without joining at first, you can click Sign in. If you haven’t signed up with your email address, you will need to do this here. We recommend you use your MSU email address as your liaison will more than likely communicate with you at that address.
Zoom Live Meeting Options

On your Zoom live screen, you will notice a toolbar at the bottom of your screen. Here you have the option to join audio (or mute yourself), start/stop video and other general settings.
Zoom Participants

When you click on the participant option, you are allowed to rename your screen name, or raise your hand if your host has muted everyone and you have a question.
All participants have an option to share their screen if the host has not disabled the option. 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 your 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. The option to private chat may be disabled by your host.
End Meeting

When you are ready to leave the meeting, select the red End Meeting button in the lower right hand corner, and click “Leave Meeting”
Questions?

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