Getting Started with Zoom

Obtaining a License

To obtain your Zoom pro license, visit weber.edu/software/zoom.html and fill out the form.

Students should not request a pro license. They can access the Zoom Meeting with a link you post in Canvas or via email.

Using weber.zoom.us

After you obtain your license, you can schedule and manage your meetings by visiting weber.zoom.us and clicking on “Sign In”

Click “Meetings” on the left side of the screen and then select “Schedule a New Meeting.”

Scheduling a Meeting

Fill out the information regarding your meeting schedule. You can set this up for a whole semester at a time.

You can keep all other settings as they are, or read the descriptions to learn more about each setting.

After you are happy with your meeting, click “Save” at the bottom.

You will now see a new page with your meeting details, click “Copy Invitation” to the right next to your “Join URL.” Copy and paste this message for your students in Canvas or email. You can obtain this URL again by clicking on “Upcoming Meetings.”
Installing the App

By clicking “Host a Meeting” inside weber.zoom.us, a new window will appear asking if you want to open the application.

By clicking “Open zoom.us” the app will automatically download to your computer.

If you are using a tablet, you can also find the Zoom app on your device’s App Store.

Signing in to Zoom

Open the app by clicking on it on your computer. You can also open Zoom by clicking on the URL you have created and then clicking “Open Zoom.us.”

Managing Zoom

After you are signed in, you can manage your Zoom meetings and start new meetings.

Your scheduled meetings will be found on top under “Meetings.” You will also see upcoming meetings in the pane on the right. To schedule future meetings you can do that by clicking “Schedule” in the bottom left.

Additional Training

LinkedIn Learning
Zoom Tutorials
Using the App

Microphone
Click here to mute and unmute your microphone. By clicking the arrow to the right, you can choose which microphone you want to use.

Video
Click here to turn your video on or off. You can also select your webcam by clicking the arrow to the right.

Share
Click here to share your screen, an individual app such as Powerpoint, a whiteboard, or files via Google Drive.

Chat
Click here to open the chat pod on the right. From there, you can chat privately with individual students, or publicly with the whole class.

End Meeting
Click here when you’re ready to end the meeting.

Record
Click here to record your meetings. Always choose “Record to this Computer” for personal and work devices. You can then upload these files to Canvas or Kaltura for storage. Recordings are found in your Documents folder.

Breakout Rooms
Breakout rooms are a quick and easy way to divide students up into groups for group projects and for collaboration. You can separate students into groups automatically (randomly), or manually.

Manage Participants
Click Manage Participants to the left to open this window. From here you can view other participants in your meeting. You can view raised hands, take role, and manage video and mute options.

All Settings
To view all settings, click the arrow next to the microphone and click “Audio Settings.”

If you need any assistance, contact the service desk at (801) 626-7777 or csupport@weber.edu.