

Getting Started with Zoom at The James E. Rogers College of Law

Zoom is an easy to use, feature rich web-based teleconferencing tool. The university offers campus-wide licensing, so it is free to all employees and students.

There are too many settings and features to list in this document, but you can find shortcuts to the most commonly used Zoom features below.

- I. [Advantages to Zoom & Zoom Support](#)
- II. [How to Schedule a Zoom Meeting](#)
- III. [How to Start Your Zoom Meeting](#)
- IV. [How to Share Content in a Zoom Meeting](#)
- V. [How to get your Zoom Recording Uploaded to your D2L site](#)
- VI. [Additional “How To” Zoom videos](#)
- VII. [Practice!](#)

Advantages to using Zoom:

- You can hold a synchronous web meeting with your students, and you can optionally record the meeting so that it can be uploaded to your D2L course site.
- You can record just yourself and whatever is displayed on your screen (eg. PowerPoint) and that video can be uploaded to your D2L course site.
- Creating a Zoom meeting is as simple as logging in and filling out a form. It takes approximately 1 minute to create a Zoom meeting.
- You can distribute the Zoom meeting to your students by emailing them the Zoom meeting link.

Zoom Support

- Zoom offers excellent “how to” articles with screenshots and videos. <https://support.zoom.us/hc/en-us>
- Law IT is also available to help and can be reached at law-itsupport@email.arizona.edu
- After hours Zoom support is also available via the UA 24/7 Help Desk by calling 520-626-8324

[Table of Contents](#)

1. Sign into Zoom using your UA NetID: <https://arizona.zoom.us/>
2. Make sure you have selected the "Meetings" link in the left navigation.
3. Then click the "Schedule a New Meeting" button and set your meeting preferences:
 - Give your meeting a name in the form Topic field. It is recommended you add the date and a short description of the purpose of the meeting. This will allow you to find the meeting in your Zoom meeting list later on more quickly.
 - Set the day and time for the meeting, take advantage of the Recurring meeting option so that you can reuse a single link for all of your classes.
 - Enable Join Before Host - Recommended to allow participants to connect before host
 - Mute Participants on Entry - Recommended to prevent participants microphones from broadcasting when they join the meeting.
 - **Recording your meeting : In the cloud - Strongly recommended.**
 - Alternatively, if you opt to record locally, you'll need to leave your computer on for a while after recording so that the video has time to process. Then you'll need to upload this video to another cloud provider such as D2L or Box. You may then need to share this video.
 - Click the Save button when done. You can return to edit the meeting settings if necessary.
 - If you will have live student attendees joining your meeting: the unique meeting address for distribution appears on the next page in the Invite Attendees section. It looks something like <https://arizona.zoom.us/j/38686230>. Send your meeting link to attendees – they just need to click the link to join your meeting.

Start your Zoom Meeting

1. As the meeting host, you must start the meeting.
2. Sign into Zoom using your UA NetID: <https://arizona.zoom.us/>
3. Make sure you have selected the “Meetings” link in the left navigation.
4. Find your meeting on the right.
5. Click the Start button.
6. It might take a few moments for the meeting to start.
7. Don’t forget to end the meeting when it’s over. There is an “End this Meeting for All” link in the lower right corner of the Zoom meeting window.
8. Don’t forget to end your meeting by clicking the red “End Meeting for All” link in the lower right corner of your Zoom window.

[Table of Contents](#)

1. If you have a PowerPoint slide deck or other content you would like to share and/or be recorded, you will have to take a few steps to make that happen.
2. Have your content ready on the computer – *eg.* open the PowerPoint file.
3. You will see a green “Share” icon at the bottom center of your Zoom window if you move your mouse around in the Zoom meeting during the meeting.
4. Click the icon and a window will pop up and it will ask you what content you want to share. Select the thumbnail image of the content you want to share.
5. Click the Share button, lower right.
6. Stop sharing. The green “Stop Sharing” button appears top center in the Zoom window when you are sharing.
7. This content will be recorded if you chose to record the meeting.

Upload Your Zoom Recording to D2L

- 1. Please record your remote session so that it can be made available in D2L for students who are unable to attend the live session.** The recording can be set to happen automatically when you create the meeting. You can also choose to record the meeting using the Record button in the bottom Zoom menu during the meeting.
2. Sign into Zoom using your UA NetID: <https://arizona.zoom.us/>
3. Make sure you have selected the “Recordings” link in the left navigation.
4. Your meeting will appear in this section once it has fully processed.
5. Find your recorded meeting and click the Share button to the right.
6. Share the video publicly and switch the “Viewer can download” toggle to on.
7. Copy the Meeting Recording URL and email it to your students or add it to your D2L course page.

[Table of Contents](#)

Other Useful Zoom “How To” videos

1. [Joining & Configuring Audio & Video](#)
2. [Meeting Controls](#)
3. [Record a Meeting](#) (if you did not set the meeting to auto record)

[Table of Contents](#)

Practice!

If you are new to Zoom, it is recommended that you practice at least once before you start using the tool. The best way to learn Zoom is by using it. Law IT is available to jump on a test Zoom meeting to answer questions and to train you how to make use of Zoom's features.

[Table of Contents](#)