

Zoom: The Basics

Zoom is a video conferencing tool that can be used for many academic activities. Schedule online class sessions, office hours, presentations, or other academic activities. Zoom is available to all members of the campus community.

Get started at <https://albany.zoom.us>



First sign in and set up your account. Once logged in, Zoom offers three options:

- **Schedule a Meeting**—schedule online class sessions, remote office hours, and online presentations by you or your students.
- **Join a Meeting**—join classes or meetings you are invited to
- **Host a Meeting** – a good option for online gatherings not planned in advance

Sign into your Zoom account at <https://albany.zoom.us> from any device to access all your recordings, scheduled events, invitations, or to join a class or meeting from any location.

Schedule a Zoom lecture or class session



Sign in to Zoom and select

Schedule a Meeting. Follow the prompts to schedule an event and create an invitation with a shareable link. Share this information with your students.

Add the meeting URL to a Blackboard course by creating a web link:

1. Go to a content area in your course (i.e., Course Documents or Assignments).
2. Make sure **Edit Mode** in the upper right is set to **ON**.
3. Put your cursor on **Build Content** and select **Web Link**.
4. Enter a name or title, which becomes a clickable link.
5. Paste the Zoom meeting URL into the **URL** textbox.
6. Add instructions for students in the **Description** textbox. ITS recommends including the Zoom link (<https://albany.zoom.us>) for students here.
7. Click **Submit**. The Web Link appears at the bottom of the content area page.

You can also copy and paste the Zoom invitation into an email message.

Teaching with Zoom

To teach effectively with Zoom you will need:

- A broadband wired or wireless Internet connection (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in or wireless Bluetooth
- Optional: A webcam or HD webcam – built-in, USB plug-in, HD cam or HD camcorder with video capture card

Participants without webcams can still join with a microphone and speakers, or by dialing into the conference bridge listed on the Zoom invitation.

Record a lecture in Zoom

Record a live class session or a lecture that students view later. The recording process is the same regardless of the number of participants.



1. Join your Zoom meeting
2. Once in the While you are in the Zoom meeting, move your mouse across the screen to toggle the menu bar.

3. Select **Record**.



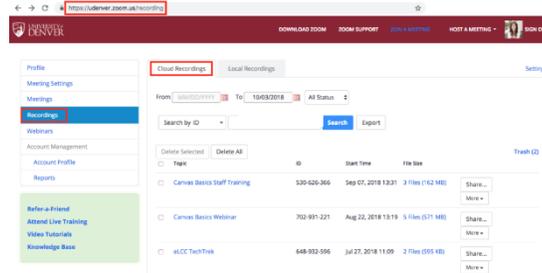
4. The host will see the **Stop Recording** button in the upper left corner of the screen

5. Meeting participants will see the **Recording** indicator in the upper left corner of the screen

6. The host can click on **Manage Participants** and assign someone else to record the session.

Once recording has stopped, Zoom must process the file before it can be viewed. Zoom emails the host with the process is complete. The email includes links to cloud recordings in your Zoom account and a URL to share the recording with others.

Storing Zoom recordings



All Zoom cloud recordings will appear in your Zoom account under the Recordings link in the left navigation. Faculty recordings will be stored for one year; student recordings will be stored for 90 days. If you want to retain them longer, store them in OneDrive for Business or a file share (U: or V: drive).

Sharing presentations in Zoom



Present and share a desktop displaying PowerPoint, a web browser, or any other application or file. Whiteboards and mobile devices can also be displayed, just like you do in the classroom with an overhead projector.

Follow these steps to share your screen in Zoom: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-Open>

Additional resources offered by Zoom

- [Tips and Tricks for Teachers Educating on Zoom](#)
- [Tips and Tricks for Administrators and Staff](#)
- [Student Tips for Participating in Online Learning](#)
- [Recorded Training](#) and [Zoom Meetings for Education Training](#)