

# Teaching with Zoom

3/9/2020

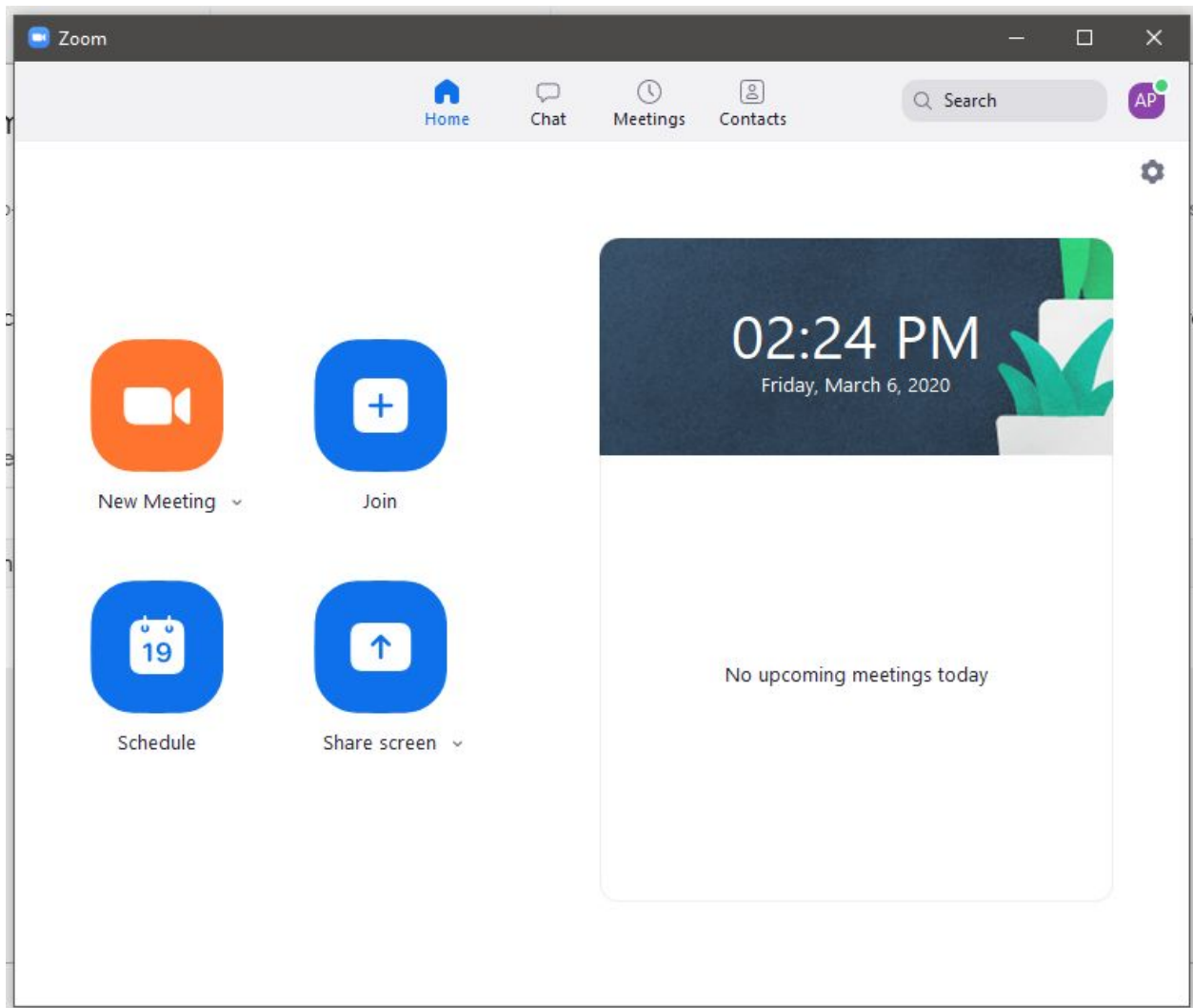
Request a **Zoom** account from [cets@seas.upenn.edu](mailto:cets@seas.upenn.edu). You will receive a confirmation email from Zoom. Zoom works on Mac, Windows and Linux computers.

Download **Zoom Client for Meetings**: <https://zoom.us/download>

Online meetings can include up to 100 people. Only the meeting host needs an account on Zoom. Students and other meeting participants just click a link or call a phone number to join the meeting; Participants do not need an account.

To schedule a new meeting start the Zoom application.

Click Schedule:





## Schedule Meeting

### Topic

Start:



Duration:

☐ Recurring meeting

Time Zone: Eastern Time (US and Canada)

### Meeting ID

☒ Generate Automatically☐ Personal Meeting ID 215-898-9346

### Password

☐ Require meeting password

### Video

Host: ☒ On ☐ OffParticipants: ☐ On ☒ Off

### Audio

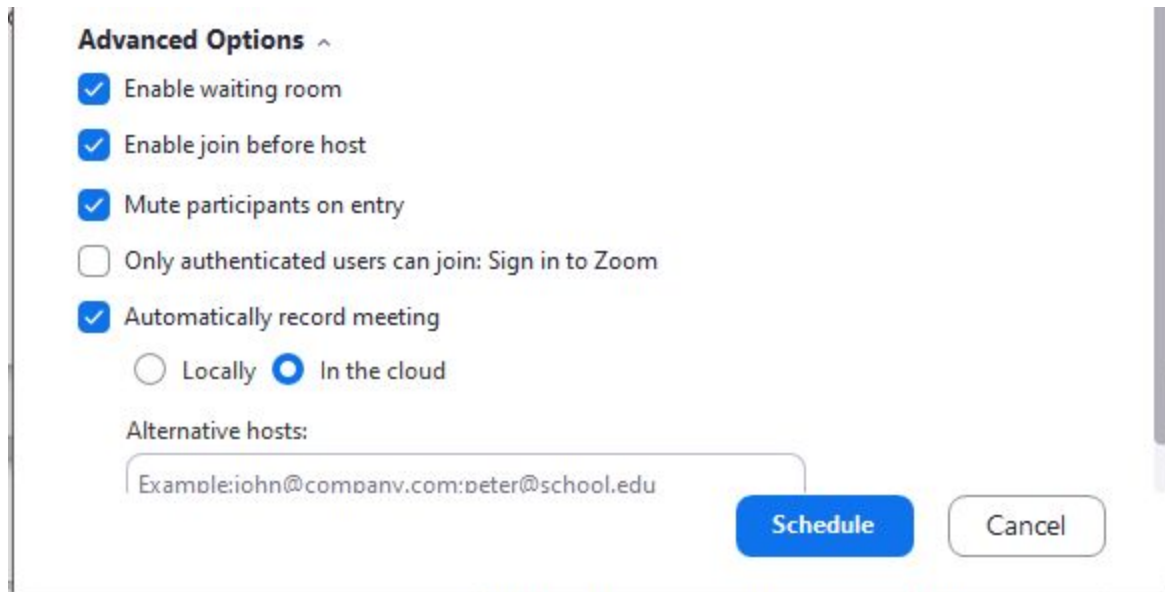
☐ Telephone☐ Computer Audio☒ Telephone and Computer AudioDial in from United States [Edit](#)

### Calendar

☐ Outlook☐ Google Calendar☒ Other Calendars

### Advanced Options

### Advanced Options:



The image shows a 'Zoom Advanced Options' dialog box. It has a title bar with the text 'Advanced Options' and a small upward-pointing arrow. Below the title bar, there are five checked checkboxes: 'Enable waiting room', 'Enable join before host', 'Mute participants on entry', 'Only authenticated users can join: Sign in to Zoom', and 'Automatically record meeting'. Under the 'Automatically record meeting' checkbox, there are two radio buttons: 'Locally' (unselected) and 'In the cloud' (selected). Below these options is a text field labeled 'Alternative hosts:' containing the text 'Example:john@company.com:peter@school.edu'. At the bottom right of the dialog are two buttons: 'Schedule' (blue) and 'Cancel' (white with a grey border).

**Advanced Options** ^

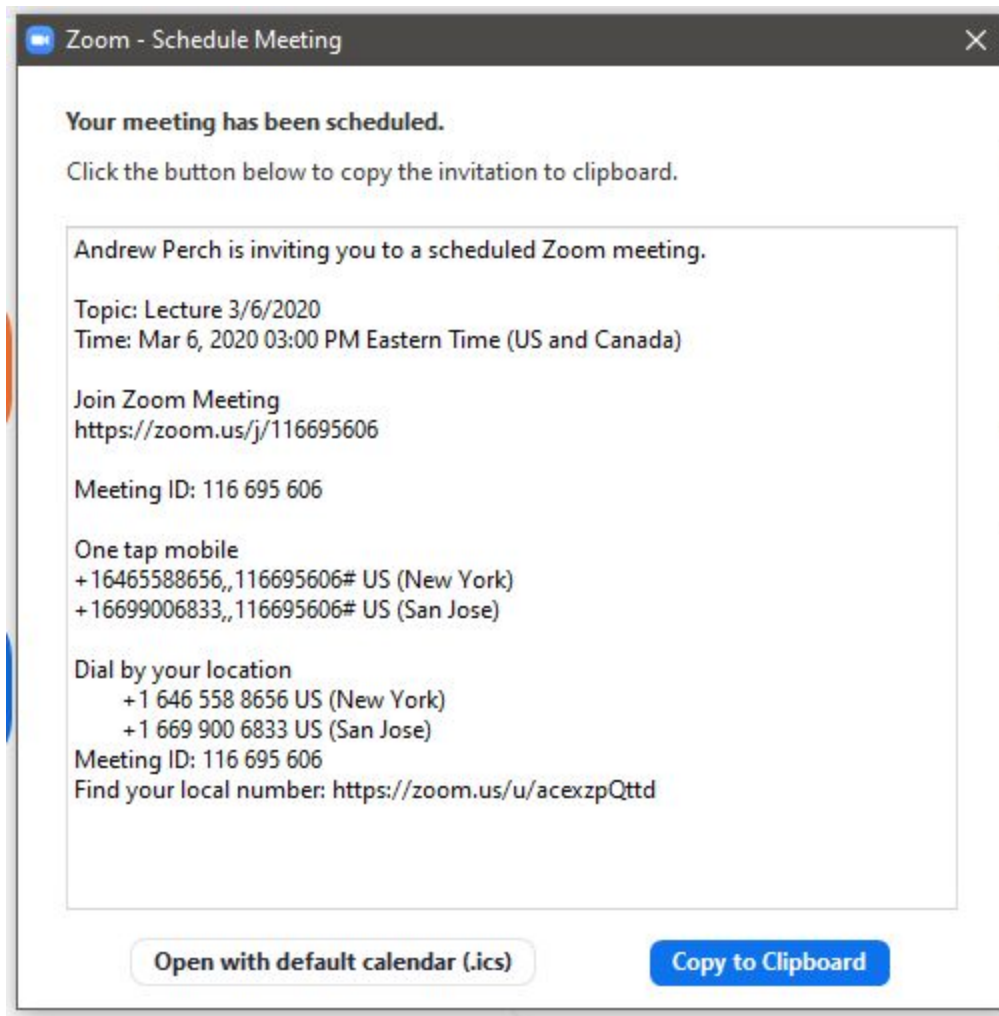
- ☒ Enable waiting room
- ☒ Enable join before host
- ☒ Mute participants on entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☒ Automatically record meeting
  - ☐ Locally
  - ☒ In the cloud

Alternative hosts:

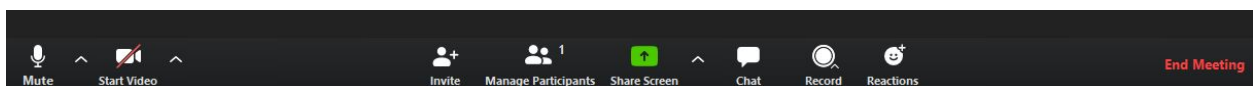
Example:john@company.com:peter@school.edu

**Schedule** Cancel

Zoom will then provide information for you to send to participants:



Once your meeting starts, you'll see a bar at the bottom of the Zoom window with options for your meeting:



You can use these tools to start and stop video, manage participants, share windows on your screen, set up chat sessions, and end the meeting.