

Zoom Meetings (up to 300 participants per meeting)

Participants need:

- A computer, tablet or smartphone
- Internet connection
- Microphone and Webcam for participating via audio and video.
- Speakers or headphones/headset for listening to audio.
- Participants may also dial into a meeting using a phone, if the meeting host enables this type of participation.
- Zoom software client installed, <https://zoom.us/download> or from the app store on your mobile device.
- Participants do **NOT** need a Zoom account to join a meeting. They only need an account to host a meeting.

Hosts need:

- A Zoom account. Contact sp2help@sp2.upenn.edu to have an account provisioned.
- A computer, tablet or smartphone
- Internet connection
- Webcam for participating via audio and video.
- We recommend using a headset for microphone audio for better quality and ambient sound reduction. (*The Logitech H390 Clearchat headset works well and is available at the Penn Computer Connection store*).
- Zoom software client installed, <https://zoom.us/download> or from the app store on your mobile device.

Check and Set your meetings settings and options:

- Hosts, login to zoom at <https://sp2upenn.zoom.us/profile> and take note of your **Personal Meeting ID**. This is the link that you would send out to participants for your meetings. We recommend that you check off the box that says “use this ID for instant meetings” if you always want your Zoom link to be the same. You can also create a customized personal link as well, if you would like.
- Then Click “Meeting Settings” to check your settings that you want enabled/disabled.

Scheduling a Meeting:

- From the web portal (<https://sp2upenn.zoom.us> or <https://zoom.us>) login and then click “My Meetings”.
- Once in “Meetings”, click “Schedule a New Meeting”
- Set your topic, description, time/date, duration, time zone
- You can require Registration for the Meeting if you’d like.
- Select your default settings for video/audio
- Can select alternative hosts as well, if needed, on this page as well.
- Click “Schedule” when you are ready.
- At the next page you can edit/customize Invitations at the bottom.
- You can also enable/disable Registration required.

In Meeting controls:

- Use the “Manage Participants” button to see your participants list and manage them.
- Use “Screenshare” button to share your computer screen, specific windows, or specific applications.
- Use the “Record” button to record your meeting to the Zoom cloud or locally. Keep in mind that participants/students must be notified ahead of time that a meeting/class will be recorded. Recordings should only be stored temporarily and should not contain any sensitive information.
- Use the “Chat” button to use the Chatroom tool, if you enabled it in your “My Meeting Settings”.

Using Side-by-Side mode (participants only):

- Must be using Zoom for Windows or Mac, client version 4.1.8826.0925 or later.
- When in a meeting and viewing a screen, click on **View Options** and choose **Side-by-Side Mode**
- <https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing>

Training & Self Help Material:

Zoom Help Center and quick start documentation: <https://support.zoom.us/hc>

Live Zoom training sessions (free): <https://zoom.us/livetraining> (Choose the Zoom User Training)

Watch pre-recorded trainings: <https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>