Zoom: How to Start a Conference Call/Online Class/Meeting
Western Washington University

1. If you are an instructor or meeting host, create a Zoom account.

> *Basic Zoom account:* Free, 40 minute meeting maximum. To set up: Go to
> www.zoom.us, scroll down to see the Basic Free Plan, click on "Sign Up, It's Free."

> *Pro account:* 24 hour meeting maximum. To get the Pro version, contact Nancy Larson at
> WWU ATUS (E-mail: larsonn@wwu.edu). ATUS will send an email with a link to set up
> your password. Your username will be your WWU email address (e.g., use the format
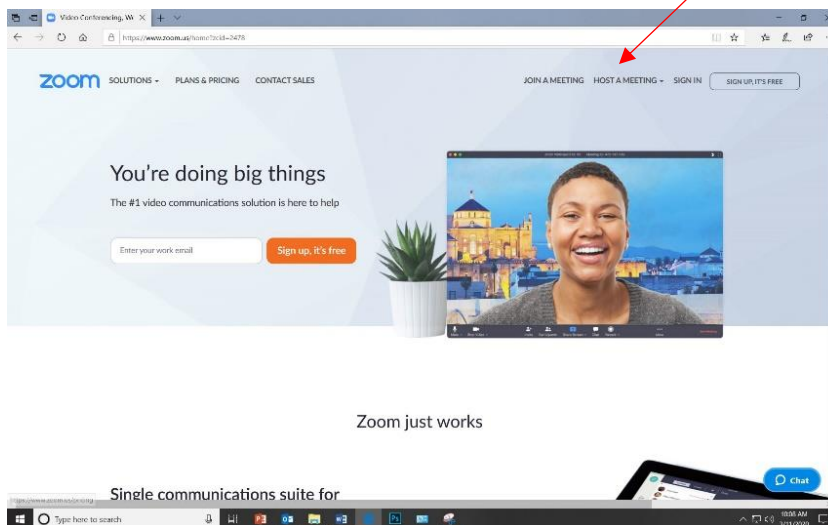> smithj@wwu.edu, not Juan.Smith@wwu.edu).

2. Notify students/meeting participants to download the Zoom app on their phone or computer.
You may copy and paste the following instructions for downloading the app:

> For our online class/meeting, please download the Zoom app before the class/meeting.
> If you will use a phone, download the Zoom App from the App Store (for
>   iPhone) or Play Store (for Android). The app is called "Zoom Cloud Meeting."
> If you will use a computer, go to www.zoom.us, scroll down to see the Basic Free Plan,
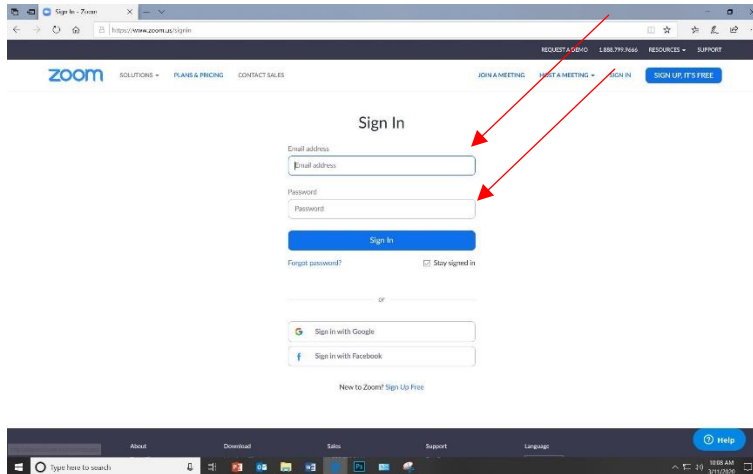>   and click on "Sign Up, It's Free."

3. Plug in your microphone and/or camera into your computer. If you're using a headset with a
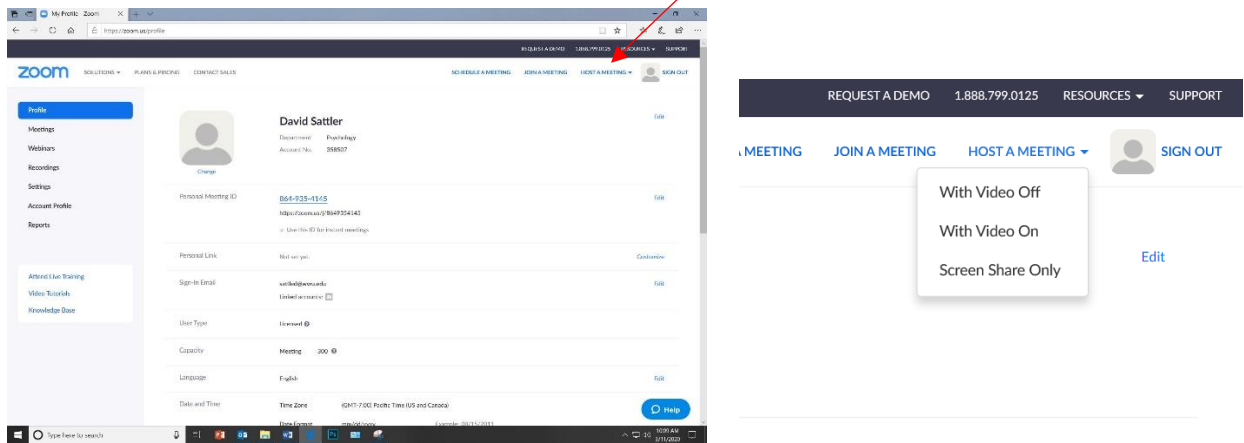microphone, plug into computer. Turn up speaker volume.

4. Go to www.zoom.us

5. Click on SIGN IN (top right corner)

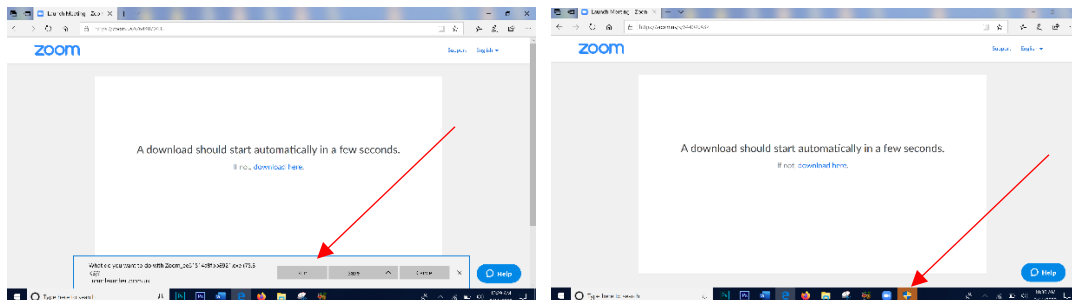6. Enter Email and Password for your Zoom account. Then click Sign In.

7. Click on Host a Meeting. You'll then see a drop down menu with three options: "With Video Off," "With Video On," and "Screen Share Only."
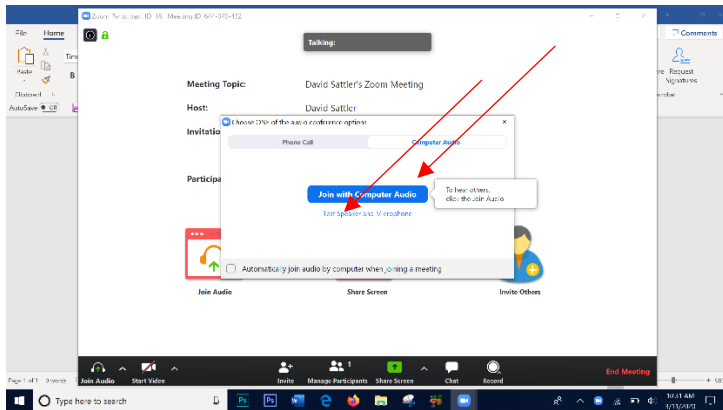

8. Zoom will then ask you to download the program. At the bottom of your screen, click "Run." (Note: There may be a time when it doesn't ask you to download, for example, if you have used it recently. If this happens, then go to Step 10 below).

If nothing happens after you click "Run," then click the Blue and Yellow Shield on the taskbar at the bottom of your screen. You will see a window that says "Do you want to allow this app to make changes to your device?" Click "Yes."
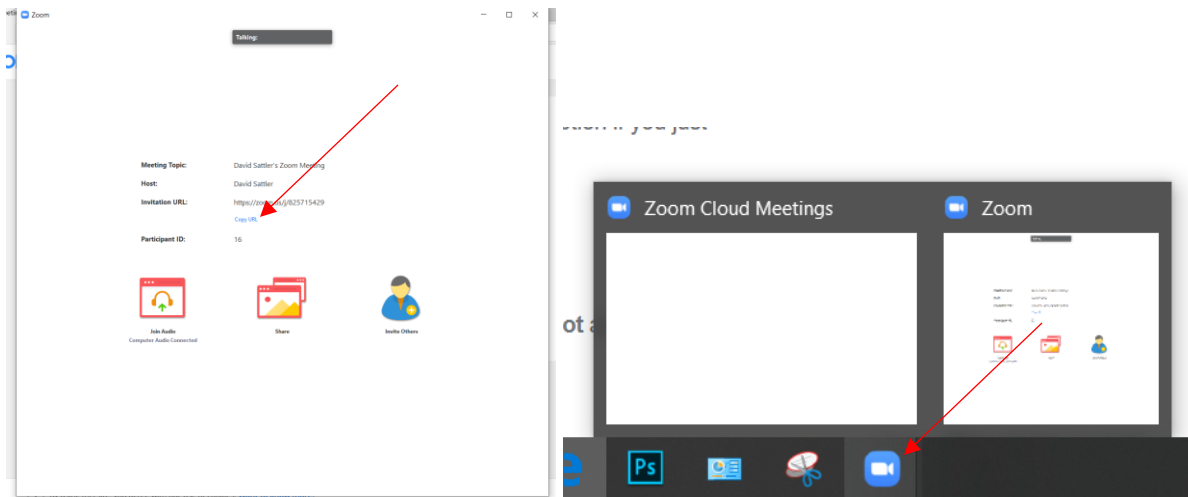
9. Click "Test Speaker and Microphone" and follow the prompts to make sure your speaker and microphone are working. When the speaker and microphone are working, click "Join with Computer Audio."

10. In the new screen that appears:

A. Copy the URL (click "Copy URL").

Note: If this screen (on the left, above) disappears, hover over the blue zoom/video icon in the taskbar and click on the screen you want.
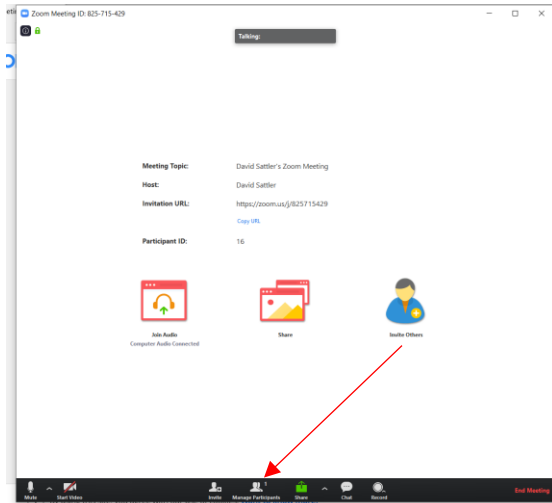
Send the URL to the recipients using Canvas or E-mail:

Canvas: Log in to Canvas through the WWU website and make an Announcement. Paste the URL in the Announcement, and tell the recipients/students the day and time to log in for the meeting. In the Announcement, remind them to turn up the volume, and let them know they can mute their phone/speaker.

Email: Paste the URL link in an email that you send with your WWU Outlook email account.
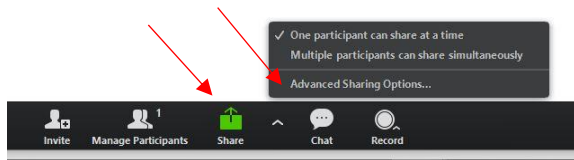
Note: The recipient will only need to click on this link to access the meeting, after they have downloaded the app and created an account (as discussed in Step 2 above).

B. Go back to Zoom. **You're now ready to start/host the meeting!** Place cursor over this window (see screenshot below), and a black bar will appear on the bottom with various tools. The "Mute" button in the lower left corner will mute your voice. There are also other tools available in the black bar, but they are not needed for a voice only meeting/online class.
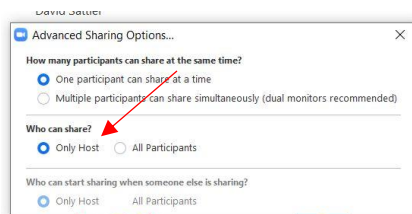

11. In the black bar at the bottom of the Zoom window, click "Manage Participants." You will see the participants who have joined the meeting on the right side of the window (see screenshot below, right side). This window shows you names, whether their speaker is muted, and when they are talking (green bars next to their name).

To show PowerPoint, videos, documents, or anything on your screen, click "Share" in the black bar at the bottom of the Zoom window.
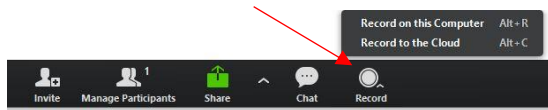

To the right of Share [in screenshot above], click the up arrow ^ to open "Advanced Sharing Options." The window below shows the Advanced Sharing Options. To prevent participants from showing images during your presentation from their device that all participants can see, click "Only Host" for "Who can Share?"

The participants can "raise their hand" to ask a question and let others know they will be speaking soon. To "raise their hand," tell participants to touch the face icon on their phone, select "More," and then select "Raise Hand." On your screen, an icon of a blue hand will appear next to their name. You can call on the participant when it's their turn to speak. Remind them to unmute their phone before speaking.

12. To record your presentation, click "Record" and then select where to save the file.
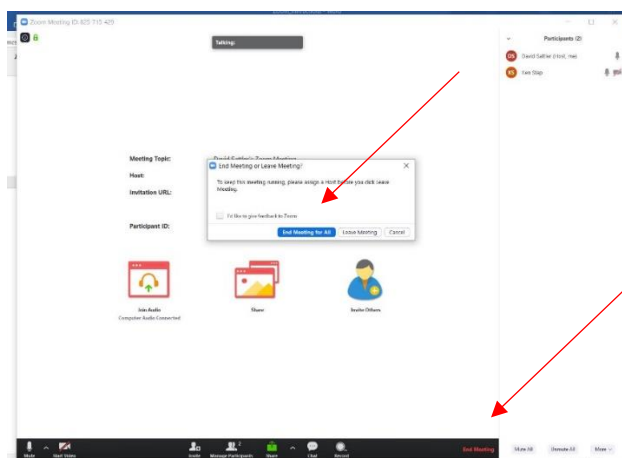

Click "Pause/Stop Recording" to pause or stop recording. Zoom will save the file your record when you end the meeting. If you selected "Record on this Computer," Zoom will ask you for the location where to save the file *when you end the meeting*. If you selected "Record to the Cloud," Zoom will notify you when the file is available (it may take an hour or so) and provide a link to the recording.

For information about consent to record the meeting, see https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded

13. At the end of the meeting, click "End Meeting" in the black tool bar. Also click "End Meeting for All" in pop up window.

Created by WWU Department of Psychology, March 2020, DS/KS