



NOTRE DAME
OF MARYLAND
UNIVERSITY

Auxiliary & Conference Services at NDMU

Remote Meeting & Events: How-To Guide

Set Up a FREE Zoom Account

Anyone can sign up for **FREE** for a Zoom account. A free account will allow you to meet with a minimum of 3 people for a maximum of 40 minutes (please note: you cannot record meetings under a free account). <https://zoom.us>

Setting Up a Zoom Meeting with a FREE Account

To schedule a meeting:

- Click My Account
- Click meetings
- Schedule a new meeting
- Fill in the page with your information for your meeting & SAVE
 - If you want video make sure host and participant video are selected in the video section of the set up page
- On the next page click share via outlook
 - This will prompt an Outlook calendar invite where you can share with your contacts
- When starting your meeting when you are the host log in to zoom and click meetings: all your scheduled meetings will be listed

See attached screen shots for example of setting up a meeting which include recommended default settings:

The screenshot shows the Zoom web interface for scheduling a meeting. On the left is a navigation sidebar with options like Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Schedule a Meeting'. It contains a 'Schedule a Meeting' section with input fields for 'Topic' (containing 'Test Meeting') and 'Description (Optional)' (containing 'Enter your meeting description'). Below this is a 'When' section with a date picker set to '03/30/2020', a time picker set to '3:00', and a PM/AM selector set to 'PM'. The 'Duration' section has dropdowns for '1' hour and '0' minutes. The 'Time Zone' section has a dropdown set to '(GMT-4:00) Eastern Time (US and Canada)'. At the bottom, there is a checkbox for 'Recurring meeting' which is currently unchecked.

The screenshot shows the Zoom meeting settings interface. It is organized into several sections:

- Registration:** A checkbox labeled "Required" is currently unchecked.
- Meeting ID:** Two radio buttons are present: "Generate Automatically" (selected) and "Personal Meeting ID 774-010-1401" (unselected).
- Meeting Password:** A checkbox labeled "Require meeting password" is currently unchecked.
- Video:** Two rows of radio buttons. The first row is for "Host" with "on" (selected) and "off" (unselected). The second row is for "Participant" with "on" (selected) and "off" (unselected).
- Meeting Options:** A list of checkboxes:
 - "Enable join before host" (checked)
 - "Mute participants upon entry" (unchecked)
 - "Enable waiting room" (unchecked)
 - "Only authenticated users can join" (unchecked)
 - "Breakout Room pre-assign" (unchecked)
 - "Record the meeting automatically" (unchecked)
- Use:** A dropdown menu currently set to "Meeting".
- Alternative Hosts:** A text input field containing the example text "Example: mary@company.com, peter@school.edu".

At the bottom of the form are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

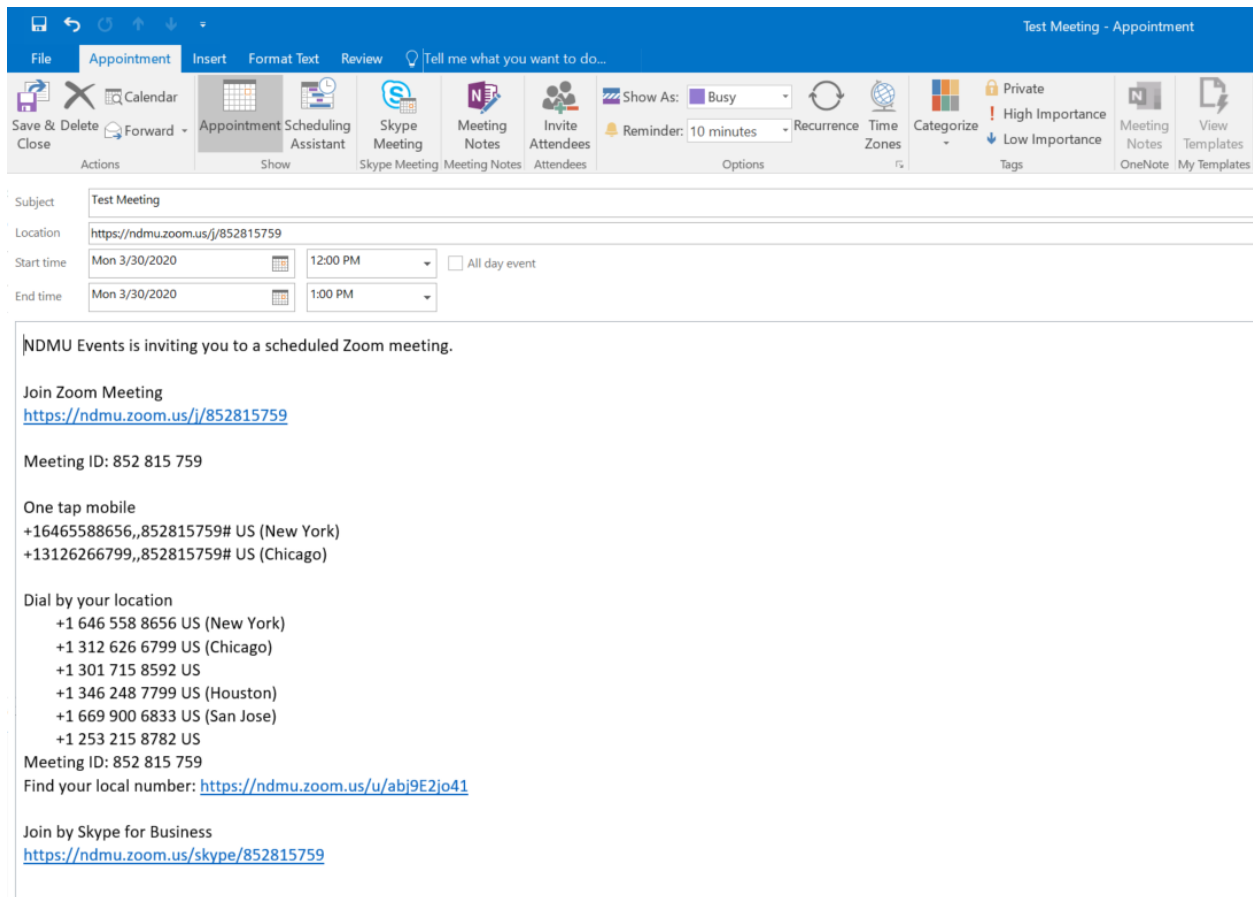
Setting Up a Zoom Meeting through Conference Services

The Conference Services team can set up a remote Zoom meeting or event for you using our premium account with Zoom. This option is recommended if you anticipate your meeting to last longer than 40 minutes, or if you'd like to record your meeting.

- Send an email to events@ndm.edu with your desired meeting date and time, the host contact information, and any other pertinent details
- A Zoom meeting will be created for you by a member of the Conference Services team with the provided details
 - You will be provided with the account information log-in and you will be the host of that meeting
 - You can invite anyone by sharing the Zoom link and meeting details
 -
- You can hold a Zoom call on a computer using both audio and video, or joining via audio only, or dial in on a phone
- **Please note:** The account for a premium meeting (events@ndm.edu) is limited to one meeting at a time so it will be placed first come first served for a specific time slot.

How to Join a Zoom Call

Attendees will receive a calendar invite for a Zoom meeting similar to the example shown below:



The screenshot shows a Microsoft Outlook calendar appointment titled "Test Meeting - Appointment". The appointment details are as follows:

- Subject:** Test Meeting
- Location:** <https://ndmu.zoom.us/j/852815759>
- Start time:** Mon 3/30/2020, 12:00 PM
- End time:** Mon 3/30/2020, 1:00 PM

The body of the appointment contains the following text:

NDMU Events is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://ndmu.zoom.us/j/852815759>

Meeting ID: 852 815 759

One tap mobile
+16465588656,,852815759# US (New York)
+13126266799,,852815759# US (Chicago)

Dial by your location
+1 646 558 8656 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US

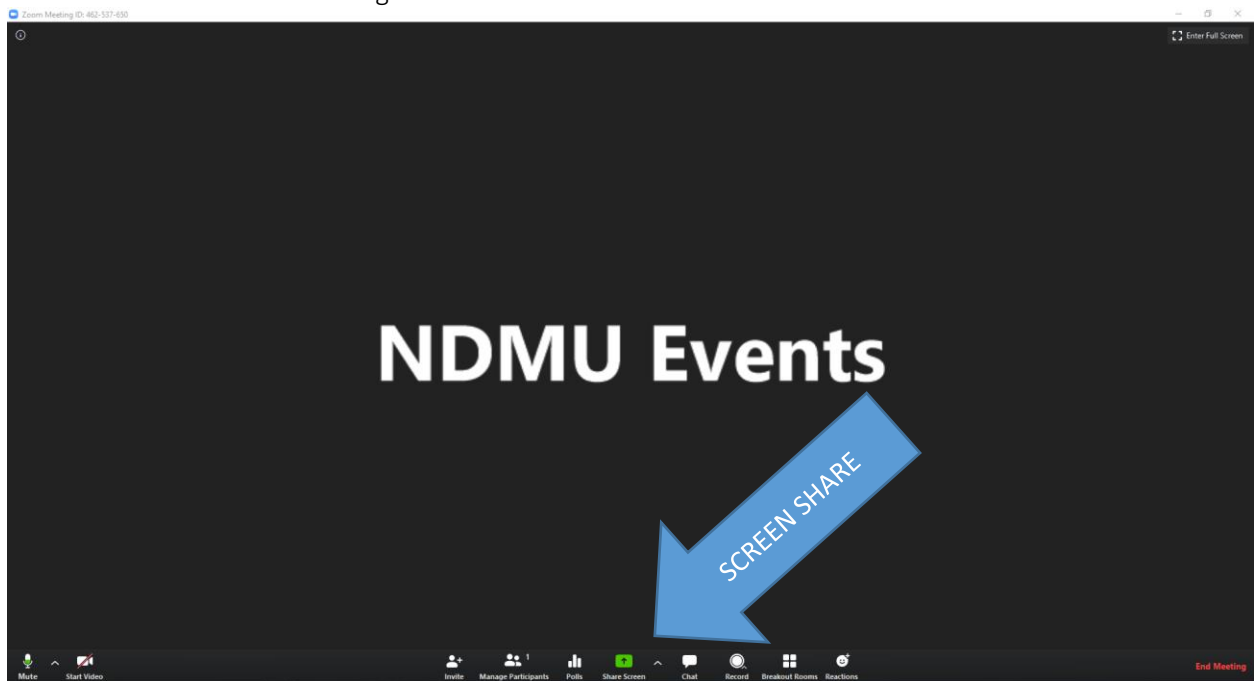
Meeting ID: 852 815 759
Find your local number: <https://ndmu.zoom.us/u/abj9E2jo41>

Join by Skype for Business
<https://ndmu.zoom.us/skype/852815759>

- Make sure Zoom is downloaded on your computer
 - If Zoom isn't already downloaded, your computer will prompt you to download it
 - Follow the pop ups
 - Your computer will ask if you are sure that you want to download Zoom as it is not in the app store
 - Select yes and continue
 - Once downloaded you will be asked to log in
 - Use either your personal log-in if you created an account or the events@ndm.edu premium information
 - You can add the Zoom app to your mobile device by downloading in your App Store
- Join the Zoom meeting
 - From your computer
 - Once you open the link provided by the host in the meeting information calendar invite, select join with video or audio from your device based on your preferences
 - If using a mobile devices or only calling in by phone use the dial-in number provided in the meeting calendar invite instructions
 - Dial the number based on your time zone
 - Add in the meeting ID provided in the email

Zoom Troubleshooting Tips

- Audio suggestions
 - o For best quality, use headphones with a microphone that are connected to your device
 - o To test your speaker and microphone:
 - Log into the meeting
 - On the bottom left-hand corner of the screen, click the “up arrow” – located next to the mute button
 - Select test speaker and microphone -this will prompt the ability to troubleshoot for audio
- Video suggestions
 - o Make sure your computer has a working camera and is free of obstruction
- How to screen share
 - o To screen share information (i.e. a PowerPoint presentation on your screen) with attendees in the meeting, select “share”; this is found in the middle of your screen, towards the bottom in green



- From this screen you can select what you would like to share
- Options include the whole screen or any documents or web browsers pages
- To end screen share, click stop share (in red) on the top of the screen

[Click HERE](#) for a resource page provided by Zoom.

Below are a few free and easy additional ways to hold a meeting remotely:

- FaceTime
 - o A quick and easy way to call or video chat with existing contacts on your Apple device
 - o There is a maximum limit of 32 people
 - o You can use any Apple device, but all attendees must be using an Apple device
 - o There is no time limit
 - o <https://support.apple.com/en-us/HT204380>

- Google Hangout
 - o This is a free application similar to Zoom where only thing needed is a Google email address
 - o Web browser based
 - o <https://hangouts.google.com/>

- Skype
 - o This is an app that can be downloaded on an Android or Apple device
 - o Calls and video chats are only free from Skype device to Skype Device (computer to computer)
 - o A paid account is required for more feature
 - o <https://support.skype.com/en/skype/all/>

If you have any questions about setting up or running a meeting or event virtually, please don't hesitate to reach out to the Auxiliary and Conference Services team at events@ndm.edu