Activate Your Account

Get Started
Before you can use all of Zoom's features, you MUST activate your account.
Start by going to illinois.zoom.us to Sign In and accept the license agreement.

Log in and Set up

**Web Portal (illinois.zoom.us)**
Go to illinois.zoom.us and log in with your NetID and password to access your account

**Download Zoom Client**
1. Go to zoom.us/download
2. Download and install Zoom Client for Meetings

**Set up Zoom Client**
1. Open the Zoom Client and click Sign In
2. Ignore the email and password boxes, on the right side click Sign In with SSO
3. Enter illinois for your company domain.
4. Enter your NetID and password on the Illinois Login page

Schedule a Meeting

**Web Portal (illinois.zoom.us)**
1. Go to illinois.zoom.us
2. Click Sign In to Configure your Account
3. Click Schedule a Meeting in the top navigation bar
4. Input meeting details and click Save.
5. Copy the Join URL or click Copy the invitation and send to attendees

**Personal Meeting ID (PMI)**
This ID is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use. To change your PMI, go to your Profile on the web portal and click Edit.

**Zoom Client**
Launch the Zoom application and click Schedule.

**Outlook Plugin**
1. Download the Zoom Plugin for Microsoft Outlook from zoom.us/download
2. Select the Schedule a Meeting button in the ribbon of the Outlook application.
3. Input your meeting details and Send.
4. A calendar invitation will appear with the Zoom information generated automatically.

**Alternative Host**
1. Schedule a meeting using Zoom Web Portal.
2. Select Advanced Options and input the user email(s) in the Alternative Hosts section. [Note: These must be @illinois.edu email addresses with activated accounts]
3. The Alternative Host can now host your Zoom meeting by using the join URL after logging in, or the Alternative Host can log in to the Zoom application and join via the Meeting ID.

Note: The first Alternative Host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to Participants window and clicking Reclaim Host.

Grant Schedule Privilege
You can assign a user in the illinois domain to schedule meetings on your behalf.
1. Go to the Meeting Settings section of the web portal
2. In the Schedule Privilege section, click Add to add a user
3. Have the user open the Zoom client
4. Have user log out and log in again (one time only)
5. Have the user click the Schedule and select your name in the Schedule for: sub-menu
Meeting Controls

Audio
After joining or starting a meeting, you can join audio by phone or by computer. Choose Join Audio by Computer to connect your computer’s speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the Test Computer Audio link.

Video
1. Before or during a meeting, click Settings in the Zoom app menu.
2. Click the Video tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click the Camera icon in the meeting toolbar to start or stop your video.

Toolbar
1. You can get an indication of your relative volume from the microphone in the Toolbar.
2. A red line indicates the Mic or Camera is off.
3. Clicking the ^ symbol will open a menu for you to choose the Audio or Video source.

Share Screen
1. After selecting Share Screen located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select Annotate to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.

Chat
1. Click Chat to instant message with other participants while in the meeting.
2. In the Chat panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

Record Meeting
1. If you’re a host, you can record the meeting. Click Record in the meeting toolbar.
2. Click the arrow on the Record icon to choose to save the recording to the cloud (recommended) or to your computer.
3. Access your cloud recordings from the web portal (illinois.zoom.us) under Recordings.

Managing Participants

Invite and Manage Participants
1. During a meeting, click Invite to send out the meeting information (email tab works best).
2. If you’re a meeting host or co-host, you can manage participants (make a co-host, control entry, remove from meeting, mute/un-mute, etc.)
   Note: Clicking the Mute All button will also mute the other host/co-hosts.

Breakout Rooms
1. Only the Host can see Breakout Rooms controls
   a. You may need to Reclaim Host to do this
   b. Or you may transfer host role to your TA so they can set up Breakout Rooms for you
2. Assign rooms randomly or choose the placement
3. Use the Options to set how long Breakout Rooms will remain open

Additional Resources and Support

CITL  https://citl.illinois.edu/citl-101/online-strategy-development/

College of Education  https://go.education.illinois.edu/zoom

Zoom Documentation  https://support.zoom.us

Based on a template from Stanford University IT