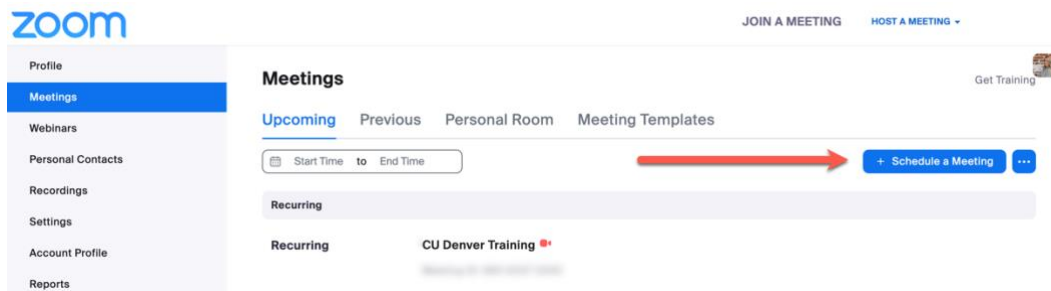# University of Colorado Denver
Zoom Guide for Meeting Hosts

Accessing Your University Zoom Account

1. Go to: ucdenver.zoom.us
2. Log in with your university credentials
3. Click on the 'My Meetings' tab
4. Click the blue button "Schedule a Meeting" to schedule a meeting in the future **OR** click "start" on your personal meeting room ID to start a meeting now

5. Select a time and date
6. Copy the meeting invitation URL and email it to the participants you would like in the meeting
7. To start your meeting, **download and run the Zoom launcher extension** (**Recommended.** You will only need to install once) before you start your meeting. You can also run zoom meetings directly from your browser window or through Zoom mobile app

## Zoom Meeting Controls for Hosts

Learn more about zoom meeting controls in this guide. The tool bar at the bottom of your Zoom meeting allows you to access the following tools in the image below
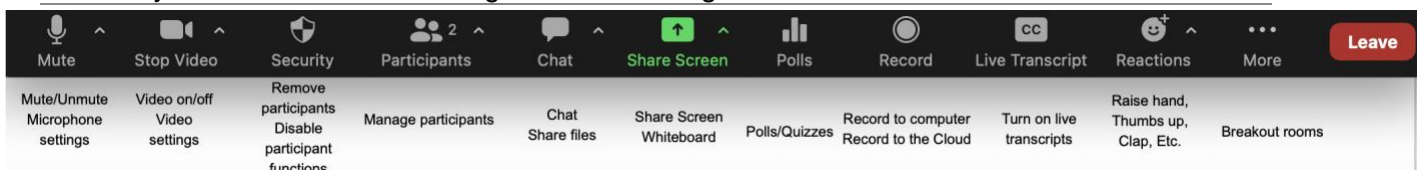
Recording

Zoom allows you to record all your meetings. Only meeting hosts and co-hosts can record unless the host assigns another participant in the meeting. When you hit the 'record' button in your zoom meeting you have the option to record your meeting and save it as an MP4 on your computer once the meeting ends OR you can have zoom save your meeting recordings to the cloud. Let's look at how to record a meeting and upload it to Canvas for later use.

 1. After you have a meeting open, click on the 'Record button' at the bottom of the screen in the toolbar
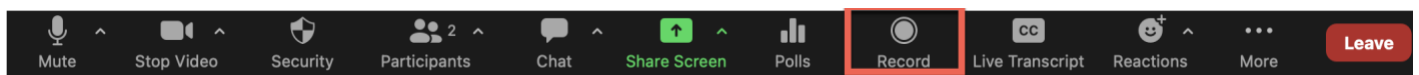

2. The record button allows you to pause the recording and/or stop the recording. Each time you stop the recording it creates a new recording file

3. When you end your zoom meeting the recording will either automatically download as an MP4 to your computer or will auto-upload to your Zoom cloud account which can be accessed in your university zoom account

Sharing Your Screen/Using Zoom Whiteboards

After starting the meeting, the presenter or a participant may want to share their screen for sharing things like websites or PowerPoint presentations. Hosts and co-hosts can enable or disable screen sharing for participants.

1. Click on the green "Share Screen" button at the bottom of Zoom
2. Choose your desktop, application, or zoom whiteboard that you'd like to share
3. Click on the blue "Share Screen" button at the bottom right
4. Use the same green "Share Screen" button on Zoom to stop sharing your screen
5. If you selected 'Whiteboard' you will be able to add annotations on a blank digital whiteboard and save those whiteboards for later use
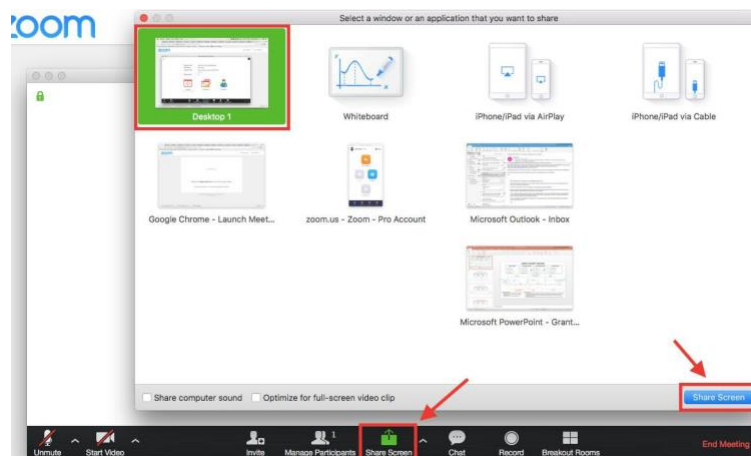
Important Things to Remember:

- Anyone can join your meeting if they have the meeting link URL; participants do not need to have a university account to join your meeting
- If participants do not have a stable internet connection they can join by phone by using the number provided on the meeting invitation

---

Mobile App

Zoom has a mobile app; simply go to your app download store and search for Zoom

*You must select the SSO login option, and enter ucdenver.zoom.us followed by your university login credentials

---

Additional Support

For further support with Zoom, please contact the OIT Service Desk:

OIT Service Desk
303-724-4357
oit-servicedesk@ucdenver.edu