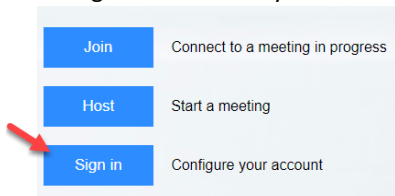MINNESOTA STATE

# Getting Started with Zoom

Zoom is a web conferencing tool available to all Minnesota State employees and students. Faculty may ask you to join a live synchronous meeting or watch an asynchronous recording. You may also create your own meetings to meet with faculty and other students. Zoom labels these gatherings as "meetings." Your instructor may refer to these gatherings as class, sessions, etc.

## How to join a Zoom meeting as a Minnesota State student

### From an internet-connected computer:

1. If you have a link to the Zoom room, click the link to join and enter your name when prompted
2. If you only have a Meeting ID number, visit https://minnstate.zoom.us/
   a. Click "Sign in" and enter your Star ID & Password

   | Join | Connect to a meeting in progress |
   | Host | Start a meeting |
   | Sign in | Configure your account |

   b. Click "Join a meeting" in the upper right

   JOIN A MEETING    HOST A MEETING ▾

   c. Enter the Meeting ID provided by the meeting host.
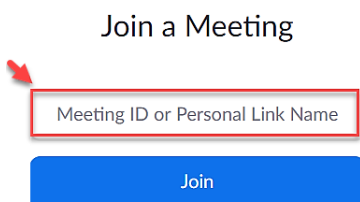
   Join a Meeting

   Meeting ID or Personal Link Name

   Join

3. Select "Join a Meeting" and enter the 9 or 10-digit "Meeting ID" or link name, provided by your host, or listed at the end of your meeting link
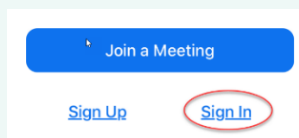
   Join a Meeting

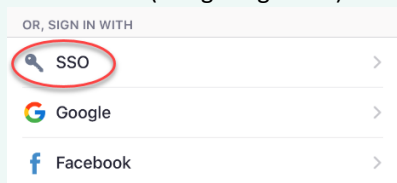   Meeting ID or Personal Link Name
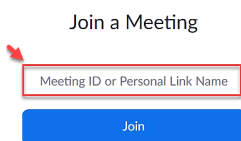
   Join

For a video tutorial, go to: https://youtu.be/vFhAEoCF7jg

### From a smartphone:

1. Download and Open the Zoom app
2. Click "Sign in"

   Join a Meeting

   Sign Up    Sign In

3. Select "SSO" ("Single Sign-On")

   OR, SIGN IN WITH
   🔑 SSO          >
   G Google        >
   f Facebook      >

4. Type "minnstate" in the company domain field

   ✕    Sign In with SSO

   Enter your company domain

   minnstate    .zoom.us
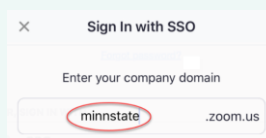
5. Type your Star ID & Password, and click "Sign on"
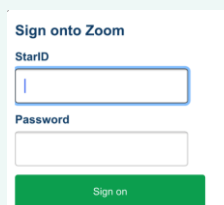
   Sign onto Zoom
   StarID

   Password

   Sign on

6. Select "Join a Meeting" and enter the 9 or 10 digit "Meeting ID" or link name, provided by your host, or listed at the end of your meeting link
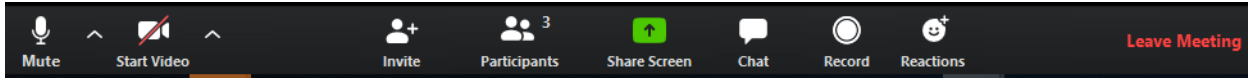
   Join a Meeting

   Meeting ID or Personal Link Name

   Join
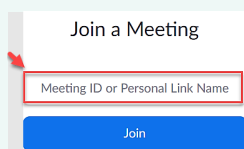
# Participating in a live synchronous meeting

When you participate in a live synchronous meeting, you are referred to as an attendee. The control bar for attendees appears at the bottom of your screen. This is where you will use have access to the following features:
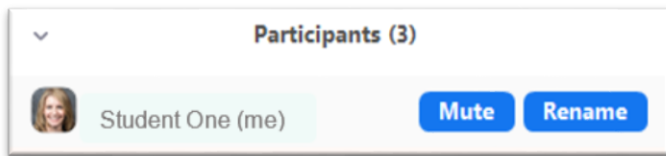


## Mute/Unmute your microphone

You can mute or unmute your microphone in two locations



1) Clicking the microphone icon to mute and unmute. Click the arrow next to the microphone to change your audio settings
2) Clicking the mute button next to your name will also mute and unmute your microphone.
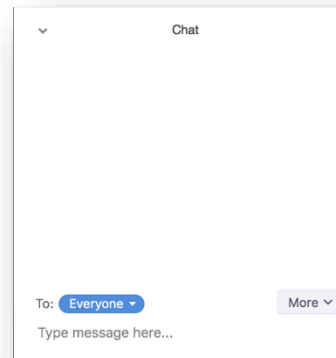




## Turn your camera on or off

Clicking on the video icon on the bottom left of your screen will turn your camera off and on; click the arrow next to the camera to change your video settings.
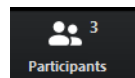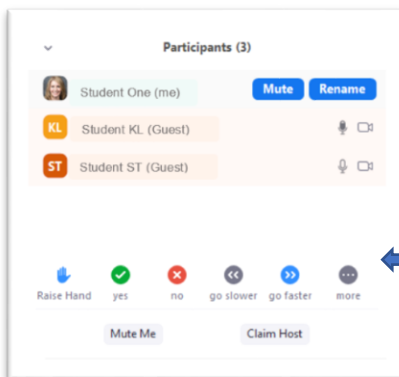
## Chat

Clicking the chat icon will make the chat window appear. You can type a message into the bottom of the box to send a message to others in the meeting.

You can select if you would like everyone or an individual to receive your message.



## View the participants list



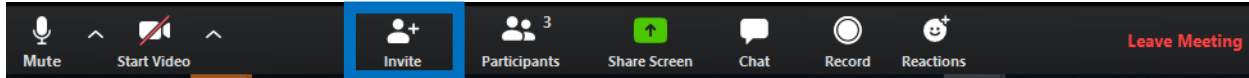Click on the Participants icon to view the full list of participants



Rename
Click on rename to change your displayed name to other participants.

Feedback icons

Clicking on an icon displays it next to your name in the participant window. Selecting Raise Hand places this icon beside your name for all to see.

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## Invite others to join the meeting



This feature lets you invite others to the meeting. For example, I a peer cannot access or find the meeting information, this feature allow you to send them the needed information to join via email, instant message (IM), or copying the URL address.

## Leave meeting
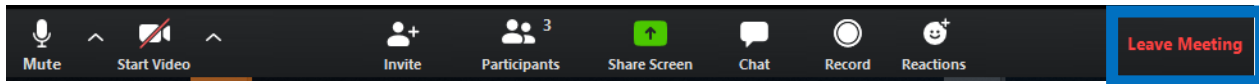


You may leave a meeting while it continues for other attendees by clicking the Leave Meeting text at the bottom right side of your screen. As an attendee, you are not able to end the meeting for everyone.

## Can I create a meeting to work with my peers?

Yes, you can! In step 2b (above) instead of selecting "join a meeting" selection "host a meeting."

## What if I don't have a smart phone?

You can still join a Zoom meeting even if you do not have a smart phone. You can 'call into' a Zoom meeting from any phone but will not be able to see any display of content. Let your instructor know before the meeting that you will need a phone number in addition to a meeting ID.

## What if my computer doesn't have a camera?

You do not need to have a camera to be part of a Zoom meeting. You will still be able to view content. Others will just not be able to see you.

## What type of smart phones are compatible with Zoom?

If you have a smart phone that uses Android, iOS, Blackberry, or Windows operating systems, you can use Zoom on your phone.

## What if I don't have a computer that uses Windows, Linux or Mac operating systems (more information HERE)?

You do not need to install Zoom on your computer to view a Zoom meeting. When you join Zoom, you can **open Zoom meeting**, or launch from your browser.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

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## What browsers are supported by Zoom?
The following browsers are currently supported

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+


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