Student Guide: Zoom Meetings

Creating a Zoom account is not required to attend a Zoom meeting hosted by another individual. One must create a Zoom account to host a Zoom Meeting. Students at UAB are assigned a **Zoom Basic account** that allows them to host an unlimited amount of Zoom meetings with:

- Up to 100 attendees
- Up to 40 minute duration
- Access to record the meeting locally to a computer

Click the links below to navigate this guide.

- **Student Zoom Account**
  - Initiating the Account
- **Zoom Meeting**
  - Upcoming Meetings
  - Schedule a New Meeting
  - Schedule a Meeting: Options
  - Personal Meeting Room (PMR)
- **Zoom Help**

**Student Zoom Account**

**Initiating the Account**

1. Navigate to [https://uab.zoom.us](https://uab.zoom.us) (A) and click **Sign in** (B). The webpage will be redirected to the UAB authentication page. Sign-in with BlazerID credentials.
Zoom Meeting

Upcoming Meetings

1. Click on the Upcoming Meetings Tab (A).
2. Click Schedule a New Meeting (B) to schedule a meeting.
3. The list of upcoming meetings (C) is displayed. This list will include all meetings you have scheduled in any Zoom platform (website, desktop app, Outlook, Chrome, etc.)
4. Click the Meeting Topic link (D) to see the meeting details.
5. Users can Start or Delete (E) upcoming meetings by clicking the links to the right.

Schedule a New Meeting

1. Click Schedule a New Meeting (A) to schedule a Zoom meeting.
Schedule a Meeting: Options

1. Enter a **Topic** and **Description** (A) at the top that will be visible to attendees.
2. Choose **When**, **Duration**, and **Time Zone** (B) for the meeting.
   
   • **The Duration is limited to 40 minutes for students.**
3. Choose if the Host and Participants’ **Video** (C) will be on or off by default when they join the meeting.
4. Choose how attendees can join the meeting’s **Audio** (E).
5. Choose any advanced **Meeting Options** (F) desired for this meeting.
   
   • Passwords can increase the security of a meeting.
   • Join before host allows the first person that joins to start the meeting as the host.
   • Mute participants upon entry can reduce distracting noise as attendees join.
   • Each meeting will have its own meeting ID unless you click to use the personal meeting ID assigned to your profile.
   • Waiting rooms ensure that no one joins the meeting without the host admitting them.
   • Recording automatically will start recording as soon as the meeting begins and stop when the meeting ends.
   
   • **Students only have the option to record locally to the computer.**
6. List emails of people that can start and **Host** (G) the meeting if you are unable to attend.
Personal Meeting Room (PMR)

Personal Meeting Rooms are assigned to you automatically as a permanent virtual room. This Meeting can be started at any time or scheduled for future meetings. Possible uses would include a quick meeting with another student, instructor, or meeting with people that you meet with regularly. Once a participant has the link to your PMR, they can join it at any time the meeting is in use, unless you lock the meeting, use a meetings password, or use the Waiting Room feature to admit participants into the meeting.

1. Click the **Personal Meeting Room** tab (A) at the top.
2. Click **Start Meeting** (B) to start a meeting immediately in your Personal Meeting Room.
3. Click on a **Time** option (C) to schedule a meeting in your Personal Meeting Room using the desired calendar.
4. The **Meeting ID** (D) can be used to join the meeting through the Zoom Desktop app, mobile app, or website.
5. The **Join URL** (E) can be shared with desired attendees. You can copy and paste the entire invitation in an email to give access to attendees.
6. A summary of the **Options set** (F) for your Personal Meeting Room is listed here.
7. Edit PMR settings by clicking **Edit this Meeting** (G).
Zoom Help
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