

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

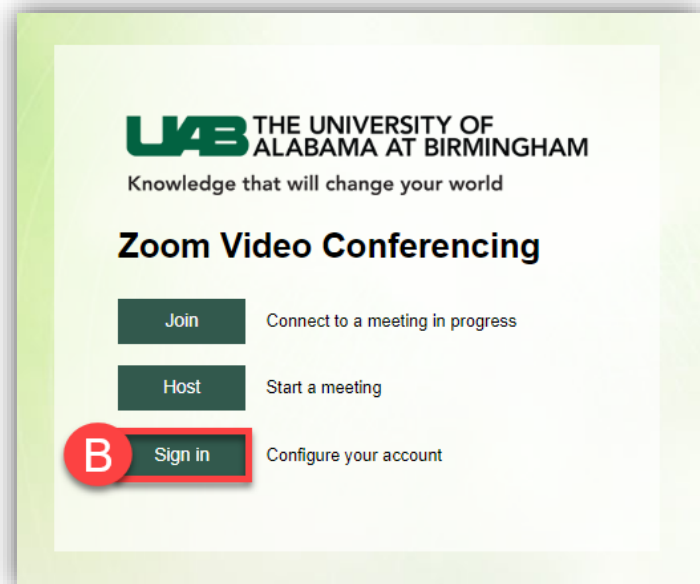
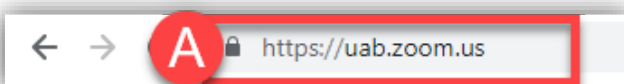
Click the links below to navigate this guide.

- [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> (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.

The screenshot shows the Zoom 'Upcoming Meetings' interface. At the top, there are three tabs: 'Upcoming Meetings' (labeled A), 'Previous Meetings', and 'Personal Meeting Room'. A 'Get Training' link is visible in the top right. Below the tabs is a 'Schedule a New Meeting' button (labeled B). The main area contains a table of upcoming meetings (labeled C). The first row is highlighted with a red box and contains a 'Zoom Training' link (labeled D) and 'Start' and 'Delete' buttons (labeled E). The table has three columns: 'Start Time', 'Topic', and 'Meeting ID'.

Start Time	Topic	Meeting ID
Tomorrow 2:00 PM	- Zoom Training	970-277-717
Fri, Aug 10 (Recurring) 2:00 PM	Office Hours (Optional)	168-654-663
Mon, Aug 13 (Recurring) 3:00 PM	Office Hours (Optional)	168-654-663
Fri, Aug 17 (Recurring) 2:00 PM	Office Hours (Optional)	168-654-663
Mon, Aug 20 (Recurring) 3:00 PM	Office Hours (Optional)	168-654-663
Fri, Aug 24 (Recurring) 2:00 PM	Office Hours (Optional)	168-654-663

Schedule a New Meeting

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

This is a close-up screenshot of the 'Schedule a New Meeting' button, which is highlighted with a red box and labeled with the letter 'A'. The button is located below the 'Upcoming Meetings' tab in the Zoom interface.

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.

The screenshot shows the 'Schedule a Meeting' interface with the following sections highlighted by red boxes and labeled with letters:

- A:** Topic and Description (Optional) fields.
- B:** When (date and time), Duration (1 hr 0 min), and Time Zone (GMT-5:00 Central Time (US and Canada)) fields.
- C:** Video settings for Host and Participant, both set to 'off'.
- D:** Audio settings, with 'Both' selected and 'Dial from United States' link.
- E:** Meeting Options, including 'Mute participants upon entry' (checked) and 'Record the meeting automatically on the local computer' (unchecked).
- F:** Alternative Hosts field with example email addresses.
- G:** Save and Cancel buttons.

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).

The screenshot shows the Zoom Personal Meeting Room interface. At the top, there are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room' (labeled A). A 'Start Meeting' button (labeled B) is in the top right. The main content area is titled 'Jerad Watson's Personal Meeting Room'. Under the 'Time' section, there are three calendar options: 'Google Calendar' (labeled C), 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. The 'Meeting ID' is '123-456-7890' (labeled D). The 'Join URL' is 'https://uab.zoom.us/my/sampleurl' (labeled E), with a 'Copy the invitation' button. The 'Meeting Options' section (labeled F) includes: Video (Host: Off, Participant: Off), Audio (Telephone and Computer Audio, Dial from United States), and Meeting Options (Require meeting password: x, Enable join before host: x, Mute participants upon entry: x, Enable waiting room: ✓, Record the meeting automatically in the cloud: ✓). At the bottom, there is an 'Edit this Meeting' button (labeled G) and a 'Start this Meeting' button.

Zoom Help

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