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
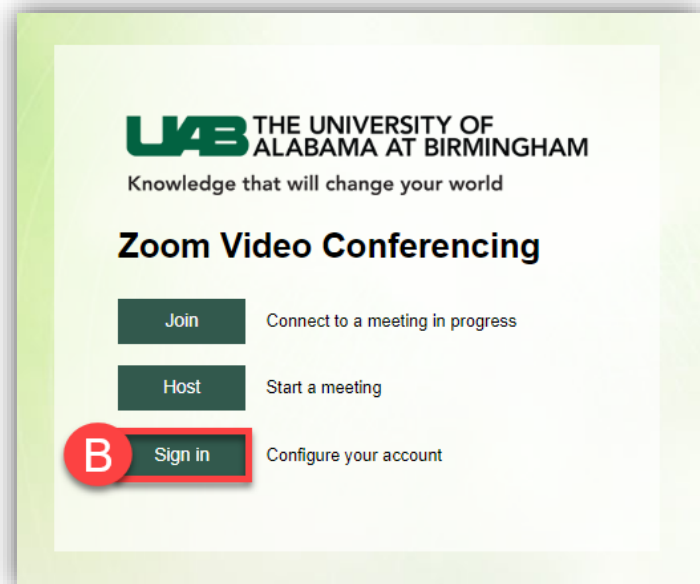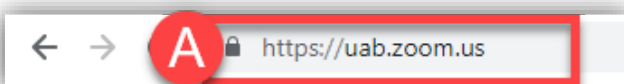- Access to record the meeting locally to a computer

Click the links below to navigate this guide.

Student Zoom Account

Initiating the Account

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.

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.
   <mark>The Duration is limited to 40 minutes for students.</mark>
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.
     <mark>Students only have the option to record locally to the computer.</mark>
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).

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