

# 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

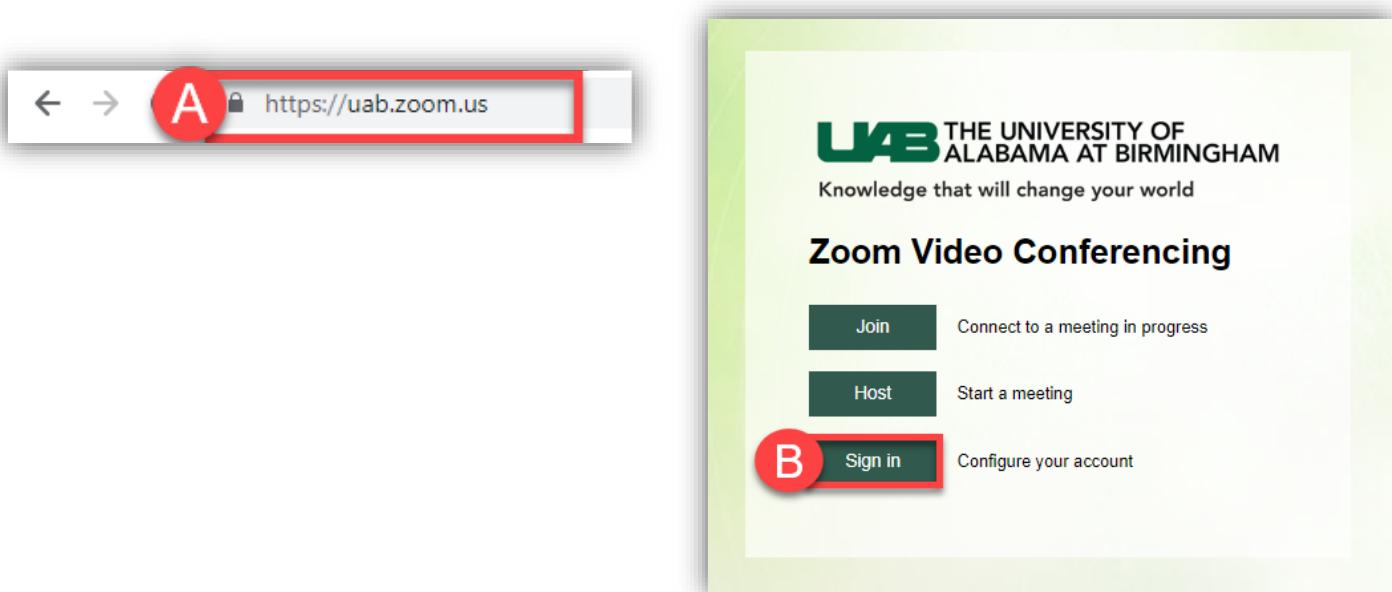
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## Student Zoom Account

### 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' page. At the top, there are three tabs: 'Upcoming Meetings' (highlighted with a red circle and labeled A), 'Previous Meetings', and 'Personal Meeting Room'. On the far right, there is a 'Get Training' button. Below the tabs, a blue button labeled 'Schedule a New Meeting' is highlighted with a red circle and labeled B. The main area displays a list of scheduled meetings. Each meeting row includes 'Start Time', 'Topic', and 'Meeting ID'. To the right of each meeting, there are 'Start' and 'Delete' buttons. A red circle labeled C highlights the list of meetings. A red circle labeled D highlights a 'Topic' link for a meeting on 'Fri, Aug 10 (Recurring)'. A red circle labeled E highlights the 'Start' and 'Delete' buttons for the same meeting row.

Start Time	Topic	Meeting ID
Tomorrow 2:00 PM	D - 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.

The screenshot shows the Zoom 'Schedule a New Meeting' button, which is highlighted with a red circle and labeled A. The button is blue with white text. Above the button, there are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. The 'Upcoming Meetings' tab is the active one.

## 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.

Schedule a Meeting

The screenshot shows the 'Schedule a Meeting' dialog box with the following sections and highlighted areas:

- A**: Topic and Description (Optional) sections.
- B**: When, Duration, and Time Zone sections.
- C**: Video settings for Host and Participant.
- D**: Audio settings for Telephone, Computer Audio, and Both, along with Dial from United States and Edit buttons.
- E**: Meeting Options section with checkboxes for Require meeting password, Enable join before host, Mute participants upon entry (which is checked), Use Personal Meeting ID, Enable waiting room, and Record the meeting automatically on the local computer.
- F**: Alternative Hosts section.
- G**: Save and Cancel buttons at the bottom.

## 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).

Upcoming Meetings Previous Meetings **A Personal Meeting Room**

**B Start Meeting**

Topic Jerad Watson's Personal Meeting Room

Time **C** Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID **D** 123-456-7890

Join URL: **E** <https://uab.zoom.us/my/sampleurl> [Copy the invitation](#)

Video Host Off  
Participant Off

Audio Telephone and Computer Audio

**F** Dial from United States

Meeting Options  Require meeting password  
 Enable join before host  
 Mute participants upon entry

Enable waiting room  
 Record the meeting automatically in the cloud

**G** [Edit this Meeting](#) [Start this Meeting](#)

## **Zoom Help**

[Zoom Support Webpage](#)

## **Training**

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## **Guides**

[Zoom Desktop and Guide](#)

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