

# Getting Started with Zoom

Zoom is a cloud-based web conferencing service available to all ODU faculty, staff and students that allows users to meet online and share content. Join a meeting from a PC, Mac, desktop, laptop or mobile device – wherever you have an internet connection.

For the best experience, especially if you are an instructor or hosting a meeting, use the Zoom desktop application. The Zoom app is available on all ODU-managed computers, either pre-installed or in the [self-service portals](#). Available for personal download at [zoom.us/download](https://zoom.us/download).

## Start Zoom and log in

### From the Zoom desktop application on Windows or Mac (recommended)

- launch the Zoom app
- select Sign In with SSO
- enter “ODU” when it asks for your company domain
- log in with your MIDAS ID and password

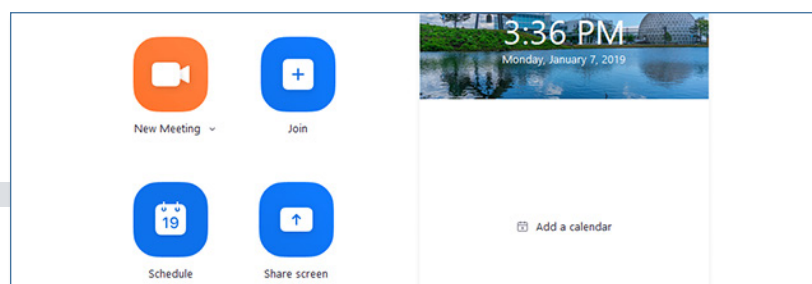
### From the Zoom mobile app on iOS and Android

- click Sign In
- select Sign In with SSO
- enter “ODU” when it asks for your company domain
- log in with your MIDAS ID and password

### From the web

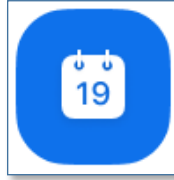
- go to [odu.zoom.us](https://odu.zoom.us)
- click Sign In
- log in with your MIDAS ID and password

After signing in to the Zoom desktop application, you will see the **Home** tab. From here, you can start a **New Meeting**, **Join** an existing meeting, **Schedule** a future meeting, or **Share Screen** in a Zoom Room.



## Scheduling a Meeting

1. Open Zoom and sign in.
2. Click on the **Schedule** icon.



3. Select your meeting settings and click **Schedule**. (Some options might not be available if they were disabled at the account or group level.)

**Topic:**  
Grant MaLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

**Video**  
Host:  On  Off    Participants:  On  Off

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Options**  
 List on Public Calendar [?](#)  
 Require meeting password

[Advanced Options](#) ▾

**Calendar**  
 Outlook     Google Calendar     Other Calendars

[Schedule](#) [Cancel](#)

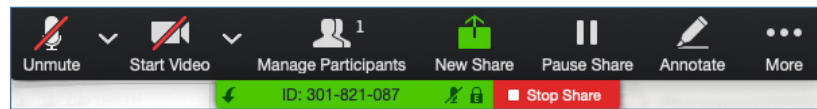


## In-meeting controls

You can access the meeting controls located at the bottom of the meeting window to share your screen, mute or unmute your microphone, view the chat window, participants and more.



When screen-sharing, meeting controls move to the top of the screen.



## Managing participants in a meeting

With meetings, hosts and co-hosts can control the following features:

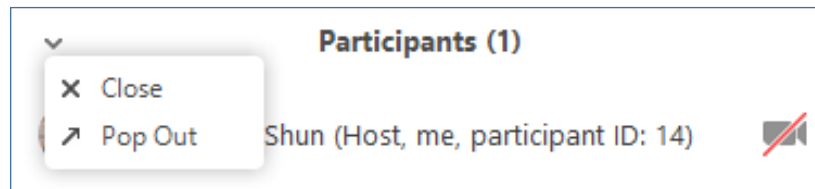
- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant
- Put a participant on hold if enabled
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:

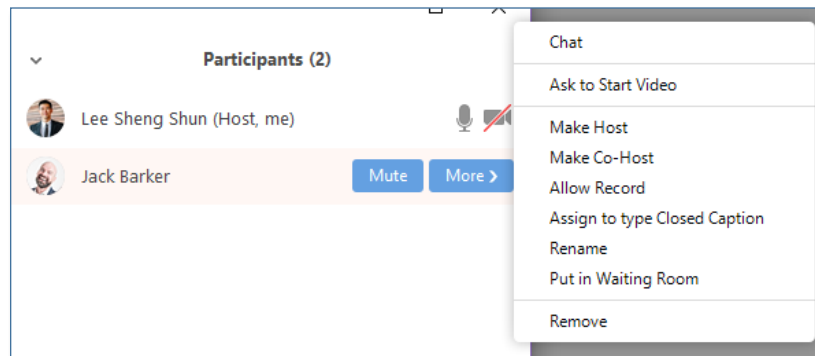
- Give a participant the ability to record locally
  - Make a participant host or co-host
  - Enable waiting room
1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



3. Hover over a participant and click **More** for these options:



You will also have access to enable or disable these options at the bottom of the participants list:

