

Getting Access to Zoom

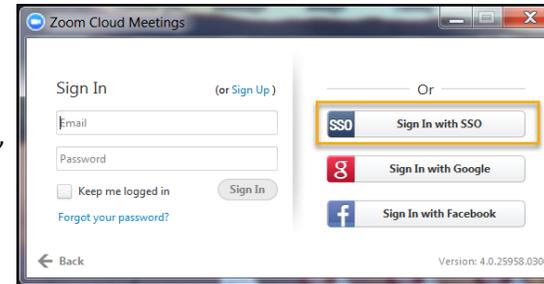
To get started with using Zoom:

1. Go to <https://cwm.zoom.us>.
2. Sign in with your MyWM credentials.
3. In the top menu bar select to “Host a Meeting” with or without video.
4. This should automatically download and run the Zoom launcher.
5. Your meeting will begin once the application has been downloaded.

Zoom App

After your initial sign in to Zoom and downloading the launcher, you will be able to access your account information through the Zoom app. Look for the Zoom icon on your desktop.

1. Go to the Zoom icon
2. Choose Sign in with SSO.
3. In the Enter SSO site URL box, type <https://cwm.zoom.us>.
4. Click Continue.
5. Sign in with your MyWM credentials.



Sign in to the Zoom App and click on Settings to:

- General Settings for the Zoom Application, content sharing and instant messaging.
- Audio-test your speakers and mic volume before joining the session.
- Video-show features for sharing your video.
- Advanced Features/ Edit My Profile
- Change Recording Location.

Don't have a microphone?

Join a meeting with a phone (long distance charges apply) using the teleconference number given in the meeting invitation or use the Chat feature on the menu bar to send messages to meeting participants.

Use the Mute all and/or Mute on Entry option to help prevent disruptive feedback on entry and during the meeting. Participants can unmute themselves to ask questions.

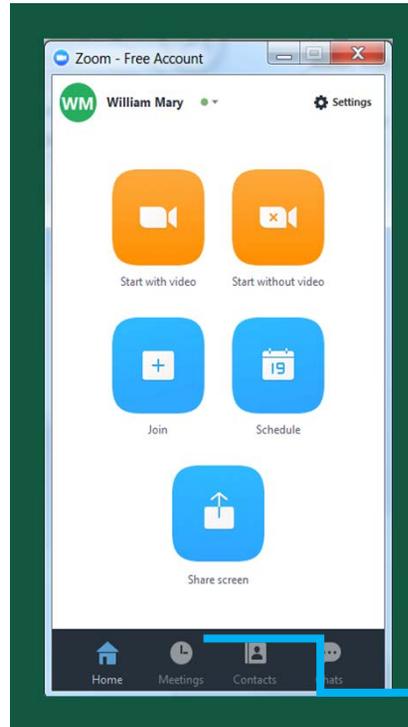
Using Zoom

Help files can be accessed on the Zoom support site at <https://support.zoom.us>.

Request IT at <https://support.wm.edu> to purchase a Pro Account for meetings longer than 40 mins.

Schedule a Meeting

1. Click Schedule.
2. In the Topic box, give the meeting a name.
3. Select the meeting start time, duration and time zone. Remember the basic account covers up to 40 minutes with up to 100 participants.
4. Select video/audio options.
5. Select meeting options:
6. Require password
7. Enable to join before host
8. Record the meeting automatically on the local computer.
9. Select a calendar type.
10. Click schedule.



Start with Video- Allows host to start a meeting from Zoom app with all features including sharing video.

Start without Video- Allows host to start a meeting from Zoom app with all features excluding the video.

Join- Allows you to join meetings hosted by others by entering in the Meeting ID.

Schedule- Allows host to schedule meetings and choose to place on your calendar (outlook). Will allow you to send meeting invitations to others through outlook.

Share Screen- Allows host to start a session that allows sharing a screen application. In order to start the meeting you will need to enter your Meeting ID. This can be found under the meetings tab on the Zoom app. Once you stop sharing your session will close. In addition Annotations can be made on shared documents and saved.



Meetings- Allows you to view your Personal Meeting ID and schedule meetings and manage recorded content.

*All W&M faculty, staff and students get a free basic Zoom account. This allows for unlimited 40 minute meetings with up to 100 participants.

Zoom Menu Bar

