Zoom Meeting Checklist
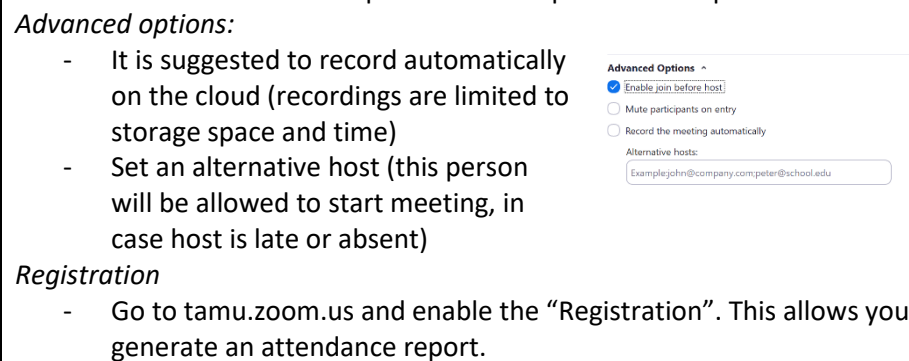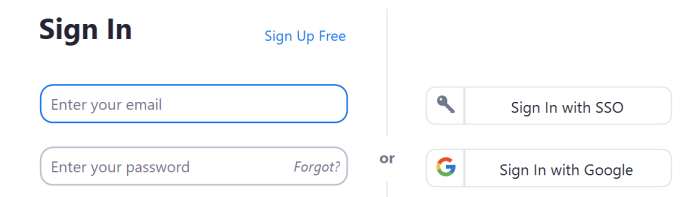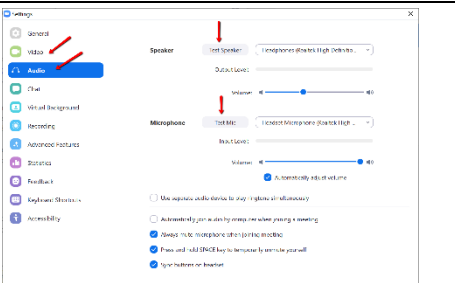
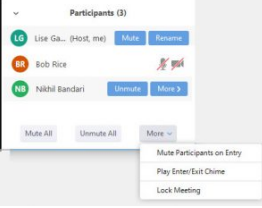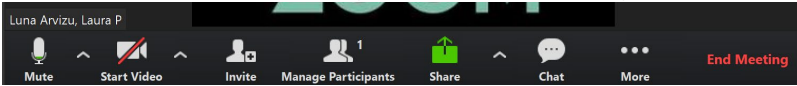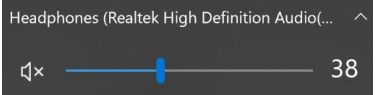| Before meeting (Host/ Co-Host)	
Download App	Download and install the Zoom App (Outlook, iOS, OS or Windows, Android)- https://tamu.zoom.us/
Create an account	Go to the same website and login with your NetID credentials
Log in with NetID credentials	**Personal computer:** - Open Zoom App and log in using your NetID credentials (click on the SSO option on the right, and type tamu) **SPH Podium computers** - Go to https://tamu.zoom.us/ and log in with NetID; it will prompt you to open the App. **Sign In** Sign Up Free Enter your email 🔍 Sign In with SSO Enter your password Forgot? or G Sign In with Google
Schedule meeting	- Name your meeting - Set time for meeting (by default, zoom has a one-hour setting) - If you don't need participants to have video, turn off the setting - Audio- select the telephone and computer audio option *Advanced options:* - It is suggested to record automatically on the cloud (recordings are limited to storage space and time) - Set an alternative host (this person will be allowed to start meeting, in case host is late or absent) *Registration* - Go to tamu.zoom.us and enable the "Registration". This allows you to generate an attendance report.
Send invitation to attendees	In the same window, click on the Calendar/Outlook option. If you have Outlook open, it will create an email automatically with link, phone numbers and some additional instructions. Add attendees' names to the Outlook invite. (See screenshot at the end of tutorial)

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Test computer audio and video	Check that microphone and camera work. Go to Settings and Test your computer audio. Go to Settings icon in Zoom ⚙ , then Audio Tab on the left. Click on Test Speaker and Microphone.	
Share and polls	Practice how to share a file or your desktop screen; and practice how to create polls, to engage participation. Polls are enabled if you schedule a meeting.	

Start Meeting (Host/ Co-Host)	
Start meeting	Start your meeting at least 15 minutes prior to the start time to prepare your audio, video, and materials that you will share with attendees. Make sure that a colleague logs in to make sure that your audio, video, and share screen are working.
Test audio/video	Test again your audio equipment to make sure it works.
Backup plan	If your computer microphone doesn't work, move the audio to a phone line. See Zoom invite, E.g. 877 853 5247 US Toll-free
Pre-Session slide	Share a slide with some of the following details: - Start and end time - Advice to mute their microphones - Advice to turn on/off cameras (depending on what you need) - Encourage participation using the chat

During Meeting		
	Host	**Attendee**
Join meeting		Click on the link provided by your presenter/host.
Confirm audio	Confirm that your attendees can hear you.	Confirm that you can hear the host.
Q&A	Encourage participation using the chat.	Use chat to send questions (public or private message). Be respectful and mindful when sending messages.

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Monitor audio	Mute mic if necessary		If you and the host are in the same place, please MUTE microphone and speakers on your computer. **Zoom**: mute mic and camera (click on icons to mute) **Computer:** mute speakers (click on the sound icon)
Share slides	Go to the Share icon and select what to share. Confirm that your attendees can see your screen.		Make sure you can hear the presenter and see the screen/slides shared.
End meeting	Verbally end the meeting and Click on End meeting.		Click on leave meeting.

After Meeting (Host/ Co-Host)	
Recording	Confirm/accept/continue when you receive a message that your recording will be processed.
Retrieve recording	You will receive an email with instructions on how to download the recording. Download the mp4 file, and chat file if you need to.
Share recording	Zoom link- Recordings are store for a limited time, but you can still share the link with others. Mediasite: if you need to keep the recording for a long time, download your recording from Zoom and upload it to MyMediasite. After recording is uploaded, you can share the link with your students/colleagues via email or LMS. Check out the **Mediasite Tutorial:** https://docs.google.com/document/d/1x0oNpEpoWVSqQEBpFgAg8x-x4rBOnEGl96IZHTYP1rk/edit?usp=sharing
Attendance report Polls report	Attendance and polls reports are generated if your meeting required Registration. Polls results are visible either you asked for registration or not, but it will not provide you with names per response. To generate a report, go to Reports on the left menu, then search by date, select if Registration or Poll report. Click on Generate to process the report and you will be able to download a .csv file.

Zoom Meeting Checklist

Profile
Meetings
Webinars
Personal Audio Conference
Recordings
Settings
Account Profile
Reports

Attend Live Training
Video Tutorials
Knowledge Base

Meeting Report   Report Queue

Report Type   ○ Registration Report ● Poll Report

Search by time range ▾   From: 06/01/2019   To: 06/30/2019   **Search**

Maximum report duration: 1 Month

	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
☐	06/24/2019 09:00:00 AM	06/24/2019 08:56:54 AM	VoiceThread	428-802-550	2	Generate
☐	06/07/2019 01:17:00 PM	06/07/2019 01:16:45 PM	Luna Arvizu, Laura P's Zoom Meeting	325-063-399	3	Generate
☐	06/05/2019 01:00:00 PM	06/05/2019 12:51:37 PM	Soila Villarreal- practice meeting	323-509-010	2	Generate

ⓘ No responses have been received for this meeting.

	To...	
Send Update	Subject	Meeting
	Location	https://tamu.zoom.us/j/662842527 Rooms
	Start time	Fri 11/1/2019 11:00 AM ☐ All day event
	End time	Fri 11/1/2019 12:00 PM

Host is inviting you to a scheduled Zoom meeting.

Topic: Meeting
Time: Nov 1, 2019 11:00 AM Central Time (US and Canada)

Join Zoom Meeting
https://tamu.zoom.us/j/662842527

Meeting ID: 662 842 527

One tap mobile
+16699006833,,662842527# US (San Jose)
+19294362866,,662842527# US (New York)

Dial by your location
    +1 669 900 6833 US (San Jose)
    +1 929 436 2866 US (New York)
    888 788 0099 US Toll-free