Zoom Account Set Up

CMU has a Pro Zoom account. Zoom offers **voice and video conferencing**. It is often used for **meetings** and **webinars**. It may be used for **virtual office hours, tutoring, and group projects**. When appropriate, it may also be used for **live class sessions**. Features include document and desktop sharing. Recordings of meetings are available.

This guide will walk you through the steps to **create** and **test** a Zoom account. Check out the final **Teaching Resources** section for short video guides from Zoom for instructors.

Notes:

- Check out [Zoom System Requirements](#).
- If you need to use [keyboard shortcuts](#), they are available.
- If you can’t use the desktop version or just prefer the app experience, there is a [Zoom mobile app](#) available.
- Zoom is **not** to be used for **live** class sessions in courses originally scheduled as **online** courses.

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Creating a Zoom Account

You will need to create an account if you plan to host a meeting. If you already have an existing free or pro Zoom account associated with your CMU email address, you will be able to switch your account with our campus pro license. If you only need to participate in a meeting, you do not need to create an account. If you just need to participate, check out the Participate in a Zoom Meeting section of our Zoom Host and Participate guide.

Sign up for or switch to your Colorado Mesa account

1. Go to CMU’s website: https://www.coloradomesa.edu/
2. Log in to MAVZone.
3. In Applications, click on Zoom.
4. On the Zoom Video Conferencing screen (https://coloradomesa.zoom.us/), click on the Sign in button. This will allow you to configure your account, whether you are creating a new one or switching an existing account associated with your CMU email.
5. You’ll be prompted to confirm your email address by clicking the **Confirm your email address** button.

6. Zoom will inform you, “We’ve sent an email to xxxxx@coloradomesa.edu (or xxxxx@mavs.coloradomesa.edu).” If you do not receive an email from Zoom, this screen will prompt you to go back to try again.

7. Your confirmation email from Zoom will come to your **CMU email account** (Outlook inbox) from **Zoom <no-reply@zoom.us>**. If you don’t have an existing account the email will most likely prompt you to Click on the **Activate Account** button.

   Note: If you already have a Zoom account associated with this email address, the email from Zoom will prompt you to **Switch to the new account** button.
Then, you’ll receive a list of items to be aware of before switching. Click the **Acknowledge and Switch** button to switch to a new Zoom account.

8. Zoom will inform you that **Your account has been switched successfully**. You are now a member of the Zoom account Colorado Mesa University. You will then click on the **Sign In to Profile Page** button.
9. You’ll be directed to your Zoom **Profile** page.

![Zoom Profile Page](image-url)

Note: In the **Date and Time** area, double check your **Time Zone** is correct. Click the **Edit** if needed.

10. You may use the top navigation options to **Schedule a Meeting**, **Join a Meeting**, or **Host a Meeting**. You’ll also be able to schedule **Meetings** or **Webinars**, access **Recordings**, adjust **Settings**, and/or view usage **Reports** by clicking on the left-hand navigation items. Links are also available for accessing **Live Training** and **Video Tutorials** from Zoom, as well as their **Knowledge Base**.

11. Once you’ve set up your account, you’ll automatically be signed in to Zoom if you click on the **Zoom** app again from **MAVzone**.
Test your Zoom meeting features

1. When starting a meeting for the first time, you will need to download and run the Zoom client application. Click the **download & run Zoom** link. Once downloaded, run the **Zoom_launcher.exe** (application) file.

![Launching Zoom](image)

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

2. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** button.

![Open Zoom Meetings](image)

3. Once you’re in your Zoom meeting room, you’ll be prompted to **Choose ONE of the audio conference options**: **Phone call** or **Computer Audio**. Select **Computer Audio** (default) and then click the **Join with Computer Audio** button. (You may select the **Test speaker and microphone** option if you’ve never used Zoom on your computer before and wish to double-check everything is working properly.)

![Choosing audio options](image)

4. Take some time to experiment with the **Audio**, **Video**, **Invite**, **Manage Participants**, **Share**, **Chat**, **Record**, and **Reactions** options in Zoom.

5. Once you’ve finished exploring the user interface, you may end the meeting.
Teaching Resources

Comprehensive Guide to Educating Through Zoom

The following are short video guides from Zoom.

- Zoom 101: Breakout Rooms
- Zoom 101: Polling (In-meeting)
- Zoom 101: Manage Participants (In-depth)
- How to use Breakout Rooms
- Screen Share & Annotation for EDU
- How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times