

## Zoom Quick Guide for Host

### Set up a meeting through the web

1. Go to <http://zoom.us> and log in to your Zoom account
2. Click Meetings or My Meetings on the left hand menu
3. Click Schedule a New Meeting
4. Set the topic, date and time as well as any other settings
5. Click Save
6. You can now share the Join URL with participants or click the blue Copy the invitation link to copy an automatically generated invitation to send to participants

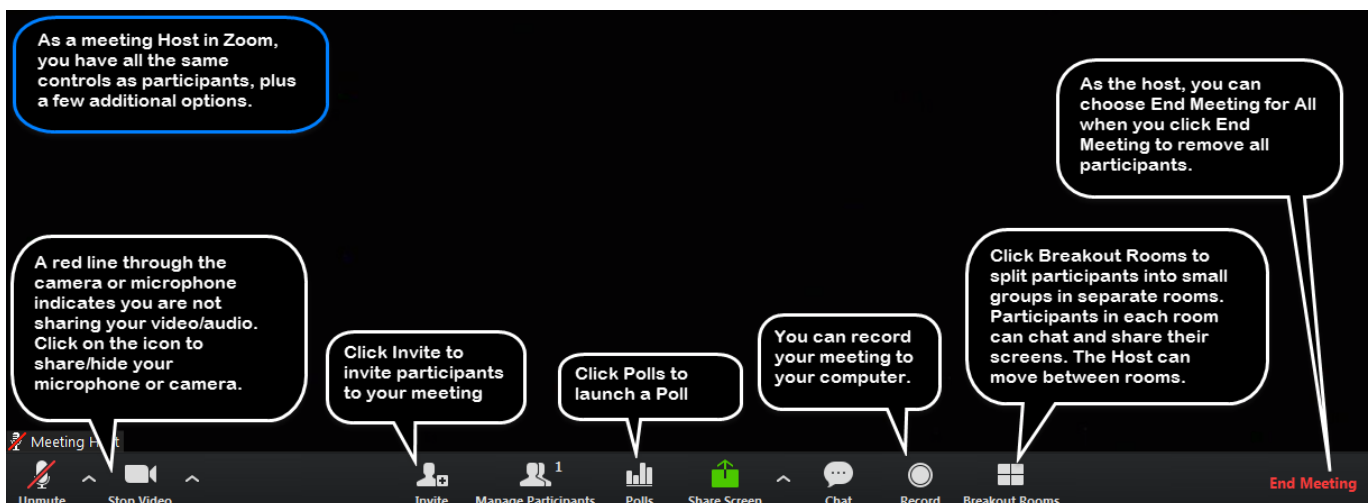
### Set up a meeting through the Zoom app

1. Open Zoom and log in
2. Click the blue Schedule button
3. Give the meeting a topic, date, and time
4. To have a pop-up window with the meeting invitation open automatically, select "Other Calendars"
5. When you are finished setting up the meeting click Schedule to save

### Join your previously scheduled meeting

1. Open the Zoom app and log in
2. Click Meetings
3. Hover your mouse over the meeting you want to start
4. Click the Start button to launch the meeting
5. Use the controls on the bottom of the Zoom window to enable your microphone and/or camera, access the chat, or share your screen
6. If you have difficulty connecting and need support, please contact the Centre for Innovation and Excellence in Learning. We can be reached by email at [learnsupport@viu.ca](mailto:learnsupport@viu.ca), or you can call us at 250.740.6179.

### Navigating Zoom as a Host



## Quick-Guide to Resolving Audio issues

### Check to confirm you are not muted

1. A red line through the microphone icon on the bottom of the meeting window indicates that your microphone is muted
2. Click on the microphone icon to unmute/mute

### Check that Zoom is using the correct microphone and speakers

1. Click the arrow to the right of the microphone icon on the bottom of the meeting window
2. Select the microphone and/or speakers that you are using from the options listed

### Test your mic and speakers

1. Click the arrow to the right of the microphone icon on the bottom of the meeting window
2. Click Audio Options...
3. Click Test Computer Mic & Speakers
4. Ensure the correct speakers are selected from the drop down menu and that the volume is not set to 0
5. Click the Test Speaker button. You should hear a sound. If not, verify that your speakers or headset are plugged in and that any external volume control is not set to 0
6. Check that the correct microphone is selected from the drop down menu and that the volume is not set to 0
7. Click the Test Microphone button and speak a few words. Click the button again to stop recording and playback your test
8. If you do not hear anything, make sure your microphone is connected and that any external mute is disabled

### Technical Support

**CIEL:** Email us at [learnsupport@viu.ca](mailto:learnsupport@viu.ca) or call 250.740.6179 for Zoom support

**IT/AV:** Call 6300 (250.740.6300) if you are running into problems with the computer, projector, or any other equipment in the room. You can also send them an email request at [ITHelp@viu.ca](mailto:ITHelp@viu.ca)