

## Zoom Quick Guide

Zoom is a cloud-based solution for video and audio conferencing, collaboration, and online meetings.

Zoom's key features include:

- Host meetings with up to 300 participants
- Up to 24 hrs Meeting duration
- Video, audio, & screen sharing
- Local Recording

### Login to your Western's Zoom Account

To activate your Zoom account, open your web browser and go to <https://westernuniversity.zoom.us/>

1. Select Sign in
2. When prompted, log in on the Western WebLogin page with your Western Identity username and password.

Western WebLogin service provides a single place for you to securely identify yourself to web services sponsored by Western.

[About Western WebLogin](#)

[List of WebLogin Services](#)

[WebLogin FAQ's](#)

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Western

Your Zoom account will be activated automatically and you'll be taken to your Zoom Profile page.

### Download & Install Zoom

The Zoom software is available for Windows and Macintosh desktop computers, Apple iOS devices, and Android devices.

#### Install Zoom on Your Computer

1. Download the app at <https://zoom.us/support/download>. After installing the app, you will see a login screen.
2. Click Sign In with SSO.
3. When prompted for a company domain, type **westernuniversity.zoom.us**. and click Continue
4. Enter your Western Identity username and password

## Install Zoom on a Mobile Device

1. Install the app at one of these links: [iOS](#) | [Android](#)
2. Tap Sign In.
3. Tap the SSO option.
4. When prompted for a company domain, type **westernuniversity**. Zoom.us and click Continue.
5. Enter your Western Identity username and password.

## Schedule a Meeting

1. Log in to <https://westernuniversity.zoom.us/>
2. Click **Meetings** in the left column, then, on the **Upcoming Meetings** tab, click **Schedule a New Meeting**.
3. Configure your Zoom session as normal Click **Save** on the **Schedule a Meeting** screen when you are done setting up the Zoom meeting particulars.
4. Find the **Invite Attendees** line, then click **Copy the invitation**.
5. In the pop-up window, click **Copy Meeting Invitation**.
6. **Paste Meeting Invitation** to share with attendees (email, OWL, whichever method works for you)

For information on how to schedule your meeting from Desktop, Mobile app, Office365 and from Outlook plugin please visit: <https://wts.uwo.ca/zoom/meetings.html>

## Host a Meeting

If you do NOT have the Zoom app installed, go to <https://wts.uwo.ca/zoom> and select "Install Zoom Software" to start the installation.

If you DO have the App installed:

1. Select **Sign In with SSO**.
2. When prompted for a domain, type **westernuniversity.zoom.us**.
3. Enter your Western Identity username and password.
4. Select Start New meeting

## Join a Meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from our Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

### Join Using a Meeting ID

1. Open the Zoom Application.
2. Click the blue Join a Meeting button.
3. Enter your Meeting ID and Your Name.
4. Click Join.

## Record a Meeting

You can Record your meetings locally.

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to Record.
  - a. Note: Dial-in participants will hear a message informing them that the meeting is now being recorded unless disabled by the host.
3. After the meeting has ended, Zoom will convert the recording so you can access the files.
4. Once the conversion process is complete, the folder containing the recording files will open.

By default, the audio/video file (MP4) will be named Zoom\_0.mp4. The audio only file (M4A) is named audio\_only.m4a. The recorded files can be uploaded to a sharable space (like OWL) or shared via email.

**NOTE:** A meeting capacity is 300 participants, so if your meeting has more than 300 participants we recommend that you record and upload your meeting in a sharable space (like OWL) or share via email.

## Quick Tips for Using Zoom

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.
- If you are teaching or have a big meeting, we recommend that you mute participants on entry. Also, be sure to mute yourself when you are not speaking.
- Participants can use the Chat feature to ask or answer questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
- If you need help hosting the co-host feature allows you to share hosting privileges with another user

For more information please visit <https://wts.uwo.ca/zoom/index.html>

For more detailed support documentation visit the Zoom support pages <https://support.zoom.us/hc/en-us>