## Overview and Use Cases

Zoom is a video meeting tool that UNC students can use to collaborate online. As a UNC student, you can hold meetings for up to 40 minutes and capture recordings (of yourself or your screen) on your computer. This guide reviews key steps to know before, during, and after a meeting, and includes links to Zoom Support guides.

Before a Meeting: Know how to access zoom, schedule a meeting, and join a meeting.

1 – How to Access Zoom: You have two ways to access Zoom:

1. Go to https://unco.zoom.us and when the webpage opens, use your UNC student "Bears" login credentials to either Sign In, join a meeting, or host a meeting.
2. If your instructor has assigned you to groups in Canvas, go into your group environment and select the Zoom Meetings tab in the course navigation.
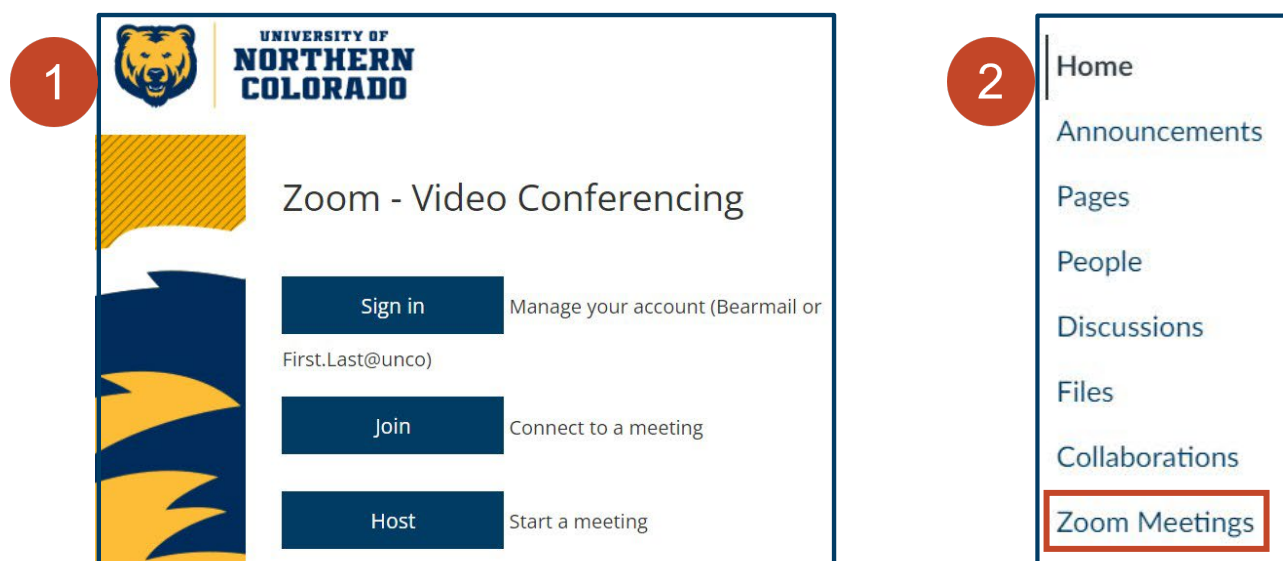
WARNING: If this is your first time signing into Zoom, you will get a message that Zoom has sent a link to your email. You will need to click the confirmation link in your email before you move into Zoom. This should be the only time you will need to authenticate your Zoom account.

2 – How to Schedule a Meeting:
To schedule a meeting, log into your account, select the **Schedule a New Meeting** button and answer the prompts. Then select and customize the meeting options to fit you and your group. Review the following support guide for more information on scheduling meetings:

- Scheduling meetings

3 – How to Join a Meeting:
If you have been invited to a meeting, you can join the meeting by either selecting the meeting link or the Join button in the meeting invitation. Review the following support guides for more information on how to join a meeting:
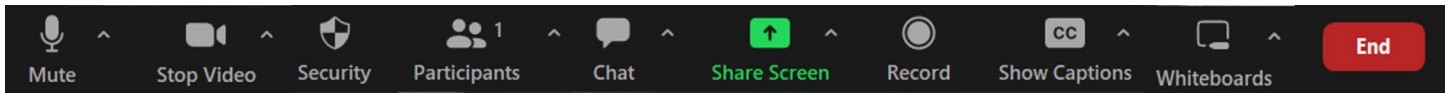
- Joining a Zoom meeting

During a Meeting: Know your meeting controls, how to record meetings, and review meeting and recording tips.

1 – Know your Meeting Controls:

When the Zoom window opens (whether you are the host or a participant) you will see a panel at the top or bottom of your Zoom window like this image:

This panel contains your Zoom meeting controls. Review the following support guides for more information on the meeting control panel options:

- [Using host and co-host controls in a meeting](#)
- [Participant controls in a meeting](#)
- [Changing the video layout of a Zoom Room display](#)
- [Sharing your screen or desktop on Zoom](#)
- [Chatting in a Zoom meeting](#)
- [Sharing a classic whiteboard](#)

2 – How to Record Meetings:

Your Zoom meeting control panel includes a Record button. The meeting host (or a participant the host allows to record) selects the **Record** button. Then, a "Recording" notification appears in the upper left corner of the meeting window. When the host or recording participant stops the recording, Zoom will tell the host that "the recorded file will be converted to mp4 when the meeting ends." Review the following support guide for more information on local recordings:

- [Enabling and starting local recordings](#)

Meeting and Recording Tips: Keep these in mind as you meet and record in Zoom:

- **Framing:** Speech videos should be framed so you are centered in the middle, there should be a small amount of empty space above your head, and you should not be framed so close that we are not able to see your hand gestures. A good rule of thumb is to frame yourself just above the top of your head down to your elbows. Adjust your camera or device so you are looking directly at the camera (not up or down at a camera). Prop your camera or device on something stable to make any adjustments.
- **Filming Location:** Do your best to try and find a recording space that does not have too many visual distractions in the background. Also remember that good lighting is important (and harder to achieve if you record after dark). Try to have any light source from the room in front of you, left, right, or center (not in the background of the video) and test it out to make sure you as the speaker are clearly visible to the audience. Having a major light source behind you can make your video appear dark and hard to see. A window in front of you during the day, especially at a 45-degree angle, is an excellent light source.
- **Volume:** Record a test video to check out your volume levels. Make sure your audience can hear you and there are minimal to no background noises.
- **Professional Attire**: How you present your professionalism on screen is very important. Recordings may require you to dress professionally to add to your credibility. Specifically, when creating video, avoid intricate or busy patterns on shirts as they can vibrate on screen (moiré effect), which is distracting. Solid colors and jewel tones are good on screen.

After a Meeting: Know where to find your local recording(s).

Know Where to Find your Local Recording(s):
When the host selects "End Meeting," Zoom will save the recording to the recorder's (either the host or participant with permission to record) computer as an MP4 file. To get to your Zoom meeting recording:

1 – Find your Documents folder and then find the Zoom subfolder.

2 – Go into the Zoom subfolder and find the subfolder with the date of the recording and name of the meeting room.

3 – Find the video (MP4 file) of the meeting recording. This is the file that you can upload into your course.