



UMEÅ UNIVERSITY

Zoom for students - a guide

Zoom is a digital tool for online teaching and meetings. It's also a great tool for you to meet and collaborate with your classmates. As a student you can both participate and host a meeting.

This is a guide to the most common functions in Zoom.

I want to...	Course of action	Support
Create an account and log in	Go to http://zoom.umu.se/ Choose "Sign in with SSO" and login with your Umu-id.	Download and install Zoom (Windows) Download and install Zoom (Mac OS)
Join a meeting	Click the link you received in the invitation. The invitation should also state who is hosting the meeting and time of the meeting. <i>First time using Zoom? See above.</i>	Joining a Zoom meeting
Start a new meeting	You can start a new meeting both via the Zoom software you have downloaded onto your computer or by logging in to zoom.umu.se > My account > Meetings	Start a new meeting
Invite participants	You can invite participants via a link or directly from your Zoom room. The link to the meeting can be sent in an email or published in a learning platform.	Alternatives for inviting participants Share link to meeting through a learning platform



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Learn to navigate a Zoom meeting	Once you have joined a Zoom meeting you can adjust your audio and video settings, chat, share documents and files, share screens, etc.	Navigation and settings for a Zoom meeting About the chat Share files through the chat
Record my meeting and publish it	You can record a meeting, save it to your computer and upload it to your learning platform via UmU Play.	Record a Zoom meeting
Manage my participants	As a host (which is most often the person who invited to the meeting) or a co-host, you access more controls than what the participants have. You can, for instance, give someone the right to speak if they raise their hand.	Settings for hosts
Create groups (Breakout rooms)	You can divide your participants into groups during an ongoing meeting, for instance for discussions in "beehives".	Creating and managing "breakout rooms"
Show a whiteboard	You can share a whiteboard using "shared screen" in order to draw or sketch something together with your participants.	Use the whiteboard to make notes
Create interactivity through a poll	Zoom has a built-in polling feature. If you cannot see this in your meeting, you may need to activate the function under "Meeting settings".	Create polls for my Zoom meetings

As a student you login to Zoom using your Umu-id.

[All the manuals for Zoom at Umeå university.](#)

[More manuals and videos can be found in Zoom's Help Center.](#)