RESOURCES: What Zoom Can Do For YOU!

Getting Started

Resources for getting started with zoom including where to login, software updates, and other user settings.
- Zoom web client (where to login)
- Zoom Software Download Center
- Zoom Computer Client Update (software update)
- Video: How to Update Your Version of Zoom
- Video: Managing Your Audio Source
- Zoom Meeting & Webinar Comparison Chart
- Michigan State University Computer Store Zoom Software Licenses Upgrades

Having the Right Equipment

*PLEASE NOTE: The equipment suggested below is not required for all staff within MSU Extension. Consult with your supervisor before purchasing.
- Conference Room Equipment
  - Blue Microphone - Yeti
  - Logitech BCC 950 Conference Cam (search online for pricing options around $200)
- Laptop Webcam
  - Logitech C615 HD (search online for pricing options around $60)
- Headset (there are many options for headsets at a variety of prices - USB is recommended)
  - Logitech ClearChat Comfort USB (search online for pricing options around $30)
  - Logitech USB Headset H540 (search online for pricing options around $50)
- Zoom System Requirements

Zoom Meeting: Client vs Web

- Directions for downloading Zoom client and access MSU Zoom on the web

Zoom Settings

In the Zoom Settings area, you can change your profile photo as well as other settings
(note that some settings are set by MSU and cannot be changed)
- Zoom Profile Settings

Zoom Scheduling

You can schedule Zoom meetings with the web interface or app, and easily add the meetings to your Outlook calendar.

- [How to Schedule Zoom Meetings](#)
- [Can I host Concurrent Meetings (the answer is No)](#)
- [Scheduling Privilege (allowing someone else to schedule meetings for you)](#)
- [Assigning an Alternative Host for a Meeting](#)

*Note: Non-recurring meeting ID will expire 30 days after the meeting is started. You can re-start the same meeting ID as many times as you would like, within the 30-days.

Recurring meeting ID will expire 365 days after the meeting is started on the last occurrence. You can reuse the meeting ID for future occurrences.

Zoom Recordings

Zoom recordings are saved locally to your computer and can be shared through MediaSpace.

- [Storing and Captioning Videos in MSU MediaSpace](#)
- [Recording Your Zoom Meeting](#) (note that MSU does not offer Cloud Recording)

Polls in Zoom Meetings

Polling is a new feature in Zoom meetings allowing you to encourage active learning with your participants.

- [Polling for Zoom Meetings](#)

Zoom Breakout Sessions

Breakout sessions allow you to divide your participants into individual Zoom meeting rooms for small group collaboration.

- [Getting Started with Video Breakout Rooms](#)
- [Managing Video Breakout Rooms](#)

Zoom Webinar

Zoom webinars are for broadcasting to larger groups and include up to 25 panelists (speakers) and up to 100, 500 or 1,000 participants based on the given license. MSU Extension has Shared Webinar Rooms that you can reserve.

- [Zoom Webinar Participant Instructions](#)
- [Reserving an MSU Extension Shared Webinar Room](#)

Zoom Group Messaging (Chat)

- [Getting started with Zoom Group Messaging](#)