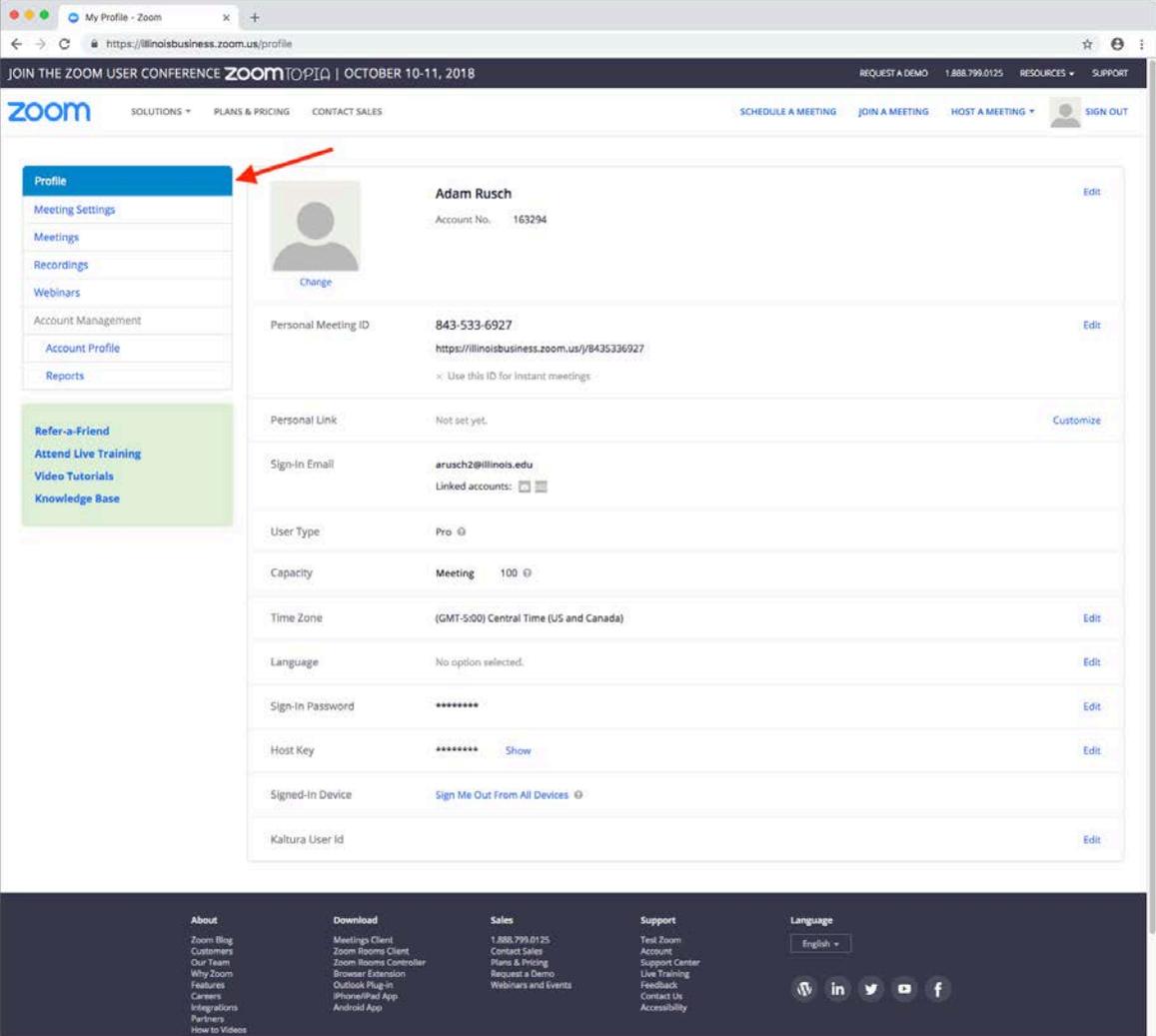


Establishing an Instructor Account on Zoom: Basics for Getting Started

Thanks to our partnership with the Gies College of Business, the College of Education is able to provide all Faculty and Instructors with Zoom Pro Accounts. A Pro Account offers benefits above the free tier, including unlimited meeting minutes for sessions up to 100 participants.

While the Zoom license is facilitated by the IT Partners at Gies, any users from the College of Education who have Zoom issues should still contact the IT Partners at Education support team for any help necessary. To get started, visit: <http://zoom.education.illinois.edu>

The first page you want to look at is your User Profile (red arrow). It should be blank at first. If you get an error message instead of this page, contact the IT Partners at Education.



The screenshot shows the Zoom user profile page for Adam Rusch. The page is titled "My Profile - Zoom" and is accessed via the URL <https://illinoisbusiness.zoom.us/profile>. The page header includes the Zoom logo, navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and a top navigation bar with links for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The main content area is divided into a left-hand navigation menu and a main profile section. The navigation menu includes links for Profile, Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, Reports, Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main profile section displays the user's name, Adam Rusch, and their account number, 163294. Below this, various account details are listed, including the Personal Meeting ID (843-533-6927), Personal Link (Not set yet), Sign-In Email (arusch2@illinois.edu), User Type (Pro), Capacity (Meeting, 100), Time Zone ((GMT-5:00) Central Time (US and Canada)), Language (No option selected), Sign-In Password (masked with asterisks), Host Key (masked with asterisks), Signed-In Device (Sign Me Out From All Devices), and Kaltura User Id. A red arrow points to the "Profile" link in the navigation menu.

Field	Value	Action
Name	Adam Rusch	Edit
Account No.	163294	
Personal Meeting ID	843-533-6927	Edit
Personal Link	Not set yet.	Customize
Sign-In Email	arusch2@illinois.edu	
User Type	Pro	
Capacity	Meeting 100	
Time Zone	(GMT-5:00) Central Time (US and Canada)	Edit
Language	No option selected.	Edit
Sign-In Password	*****	Edit
Host Key	***** Show	Edit
Signed-In Device	Sign Me Out From All Devices	
Kaltura User Id		Edit

You are able to customize certain aspects of your profile while others are pre-determined. Your Account Number, Personal Meeting ID, and Sign-in Email (purple arrows) cannot be changed. However, your Personal Link, Time Zone, and default Language (red arrows) can be changed.

It may be nice to set up your Personal Link to match your University NetID. This link will stay reserved just for you and you can share it to allow people to connect with you on Zoom any time you want to have a meeting.

You will also notice that it appears that you can change your Sign-in Password (blue arrow). We recommend that you do not try to modify this. You will actually be logging into Zoom through the “Single Sign-on” (SSO) feature connected to your University of Illinois NetID.

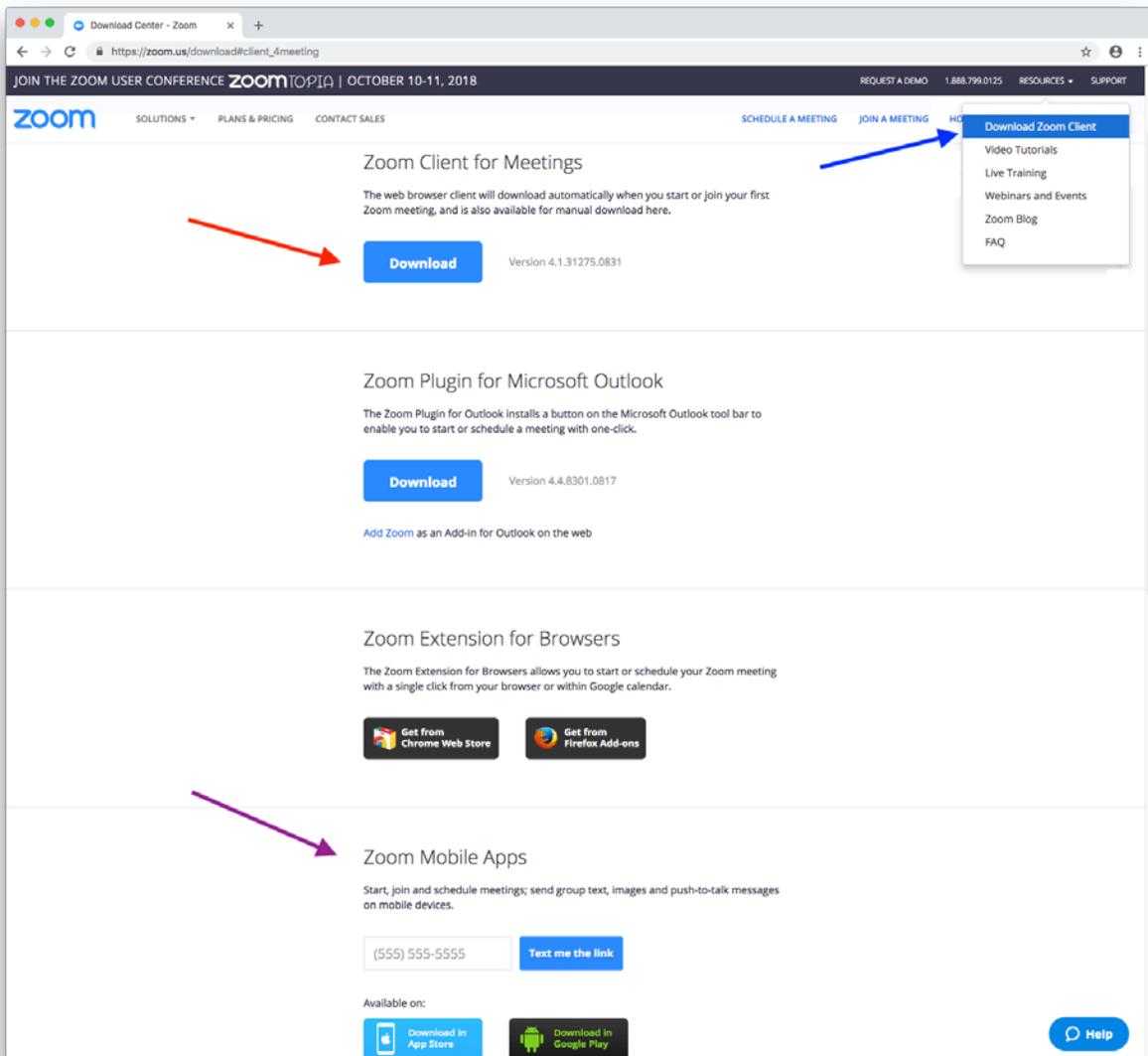
The screenshot shows the Zoom user profile page for Adam Rusch. The page is titled "My Profile - Zoom" and has the URL "https://illinoisbusiness.zoom.us/profile". The page is divided into a left sidebar and a main content area. The sidebar contains links for Profile, Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, Reports, Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays the user's profile information and settings, with several fields highlighted by colored arrows:

- Account No.:** 163294 (purple arrow)
- Personal Meeting ID:** 843-533-6927 (purple arrow)
- Personal Link:** https://illinoisbusiness.zoom.us/my/ arusch2 (red arrow)
- Sign-In Email:** arusch2@illinois.edu (purple arrow)
- Capacity:** Meeting 100 (red arrow)
- Time Zone:** (GMT-5:00) Central Time (US and Canada) (red arrow)
- Language:** English (red arrow)
- Sign-In Password:** ***** (blue arrow)

The page also includes a "Save Changes" button and a "Cancel" button. The bottom of the page has a dark navigation bar with links for About, Download, Help, Contact, and Log Out.

Next, we recommend that you download the Zoom Client for Meetings to your computer. Go to the Resources menu in the top-right corner of the page and choose “Download Zoom Client” from the drop-down (blue arrow). You will see the option to download the Zoom Client for your personal computer as the first option (red arrow).

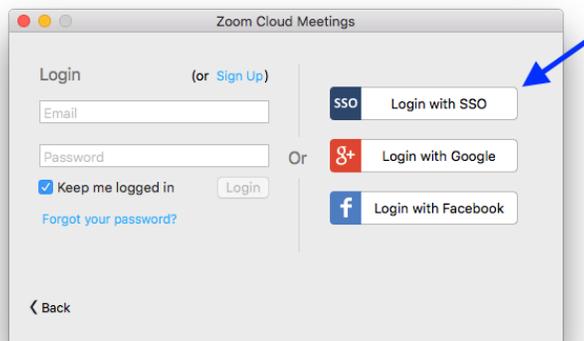
A little bit further down the screen, you will see the link to download Zoom Mobile Apps for iOS or Android (purple arrow). While we do not recommend using a Mobile App to run your Course Live Session, it can be nice to have for personal meetings. There are also a few other helper tools that you can download to facilitate meeting



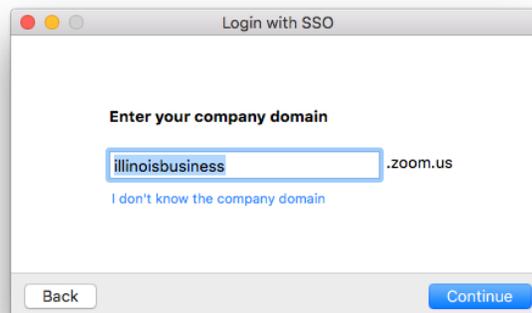
Once you have your Zoom Client installed, you can launch it from your computer to connect to the Zoom network. The first thing it will ask is if you want to Join a Meeting or Sign In. You should Sign In so that the client becomes associated with your account.



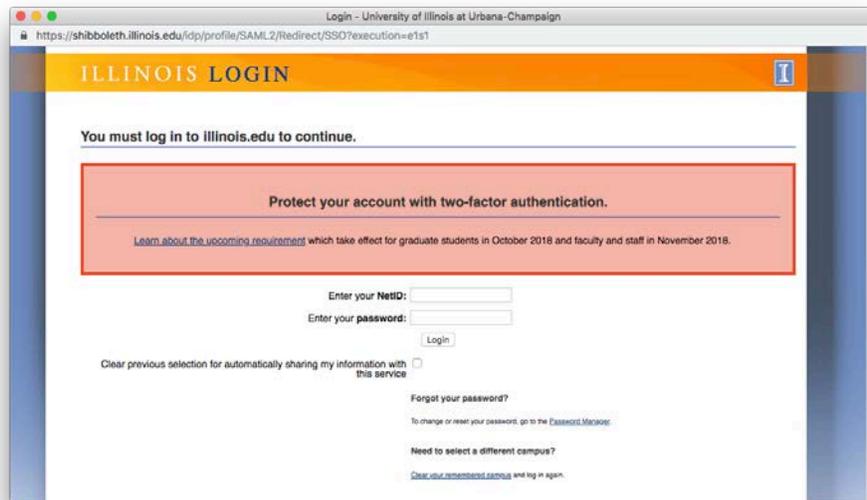
At the Login page, DO NOT simply enter your email and password. Instead, click the button to Login with SSO (blue arrow).



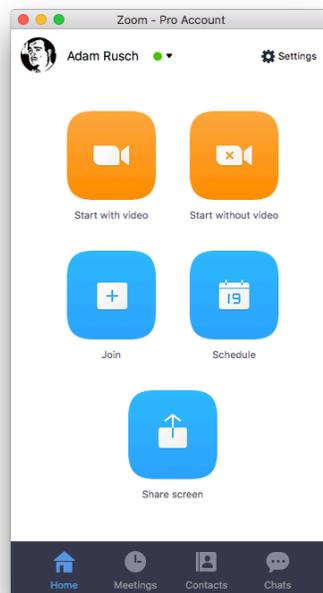
You will be asked to enter your company domain. This is illinoisbusiness.zoom.us



Zoom will launch a window in your browser to connect through the Illinois Login system. If you are not already logged in to an active session, you will need to enter your NetID and Password.



Finally, your Zoom Client will show you logged in with your Pro Account.



Those are the basics of getting started with Zoom. You can find more information on the College of Education Learning Technology Tutorials page: <https://learn.illinois.edu/course/view.php?id=24839>