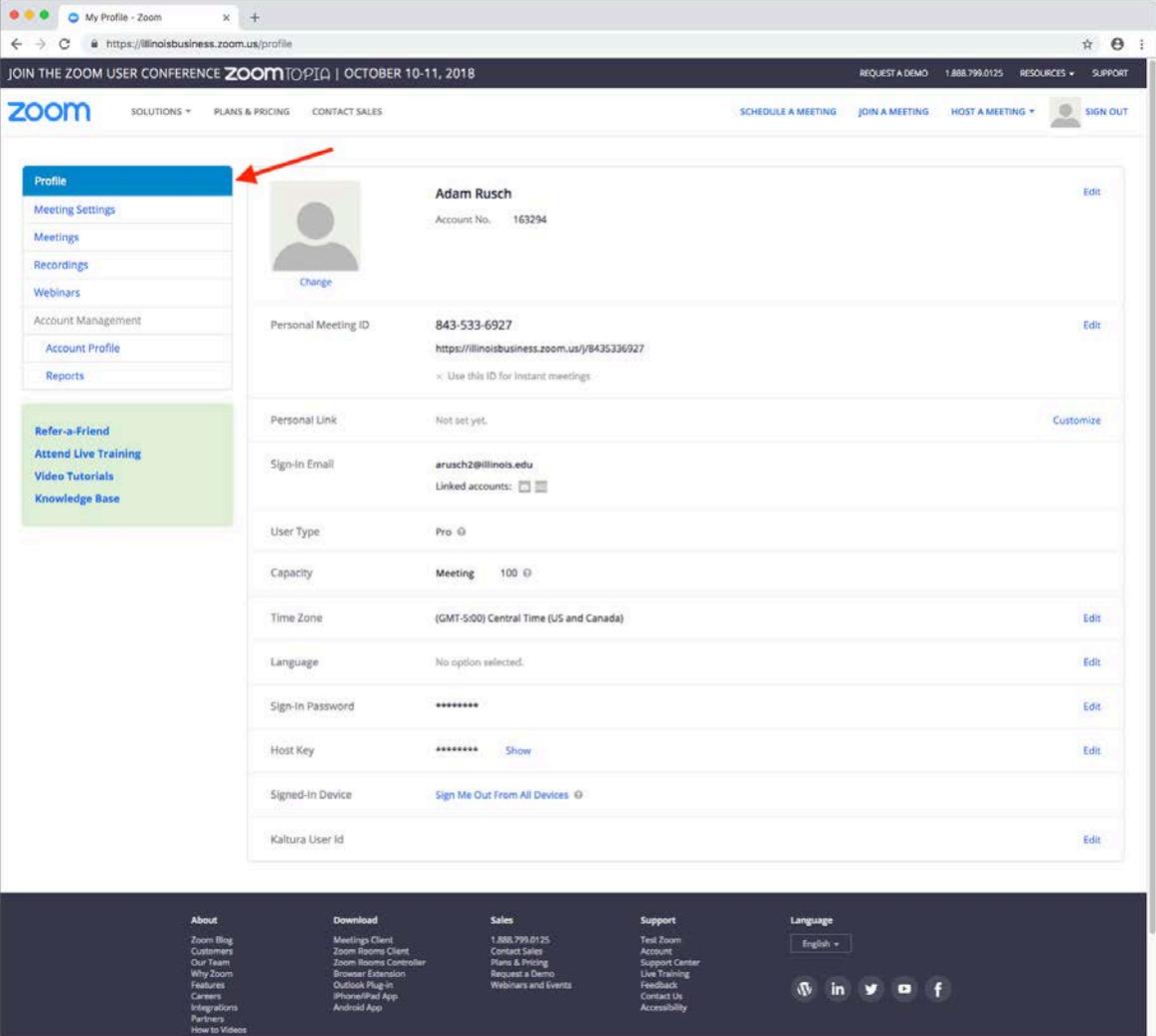


## Establishing an Instructor Account on Zoom: Basics for Getting Started

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 features a navigation sidebar on the left with the following links: Profile (highlighted with a red arrow), 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, including a profile picture placeholder with a "Change" link, the name "Adam Rusch", and the account number "163294". Below this, various account details are listed with "Edit" links: 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.

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.

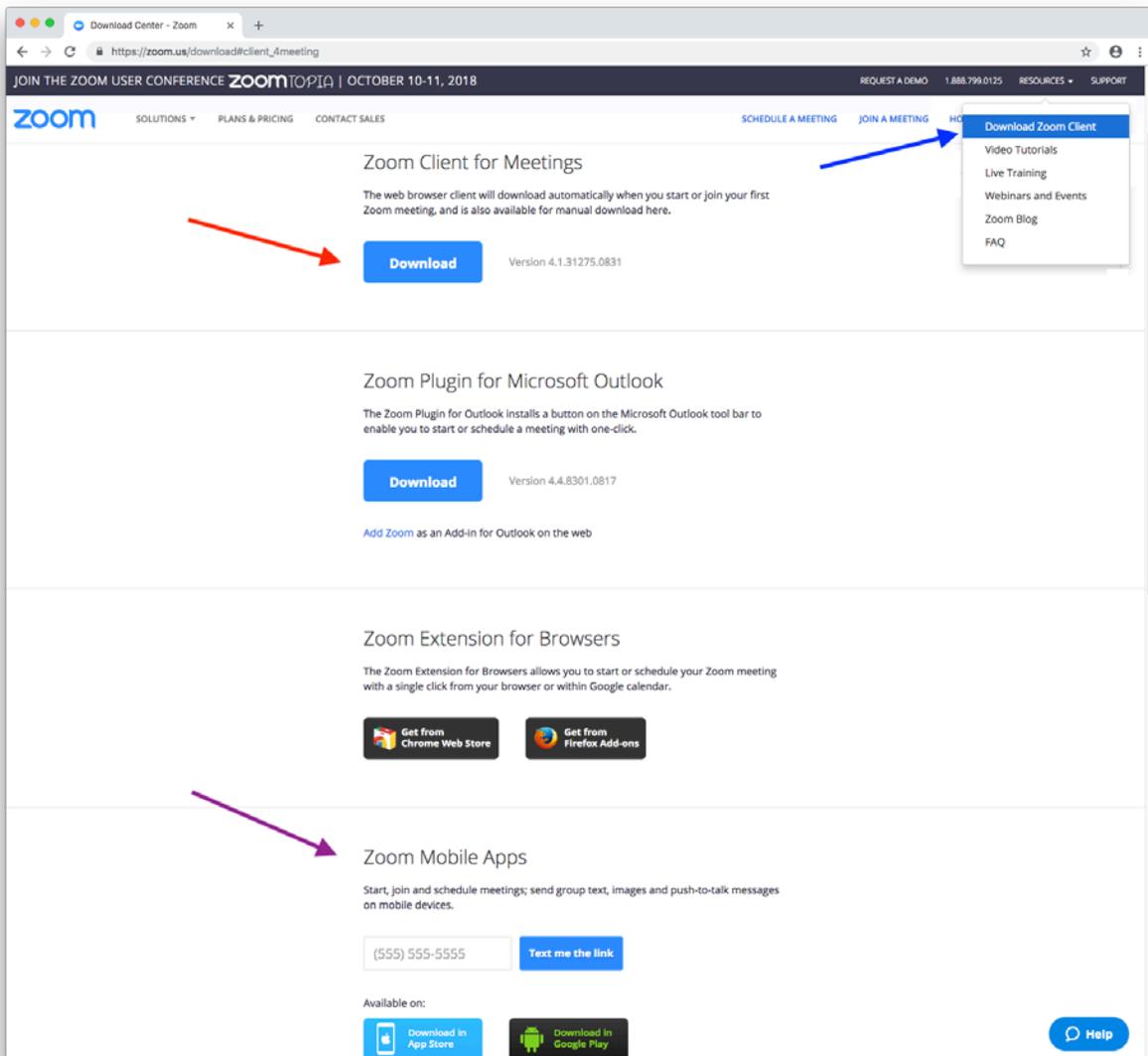
The screenshot shows the Zoom user profile page for Adam Rusch. The page is titled "My Profile - Zoom" and has a URL of "https://illinoisbusiness.zoom.us/profile". The page is divided into a left sidebar and a main content area. The sidebar contains links for Profile, Meeting Settings, Meetings, Recordings, 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, indicating it cannot be changed).
- Personal Meeting ID:** 843-533-6927 (purple arrow, indicating it cannot be changed).
- Personal Link:** https://illinoisbusiness.zoom.us/my/arusch2 (red arrow, indicating it can be changed).
- Sign-In Email:** arusch2@illinois.edu (purple arrow, indicating it cannot be changed).
- User Type:** Pro (grey arrow, indicating it cannot be changed).
- Capacity:** Meeting 100 (grey arrow, indicating it cannot be changed).
- Time Zone:** (GMT-5:00) Central Time (US and Canada) (red arrow, indicating it can be changed).
- Language:** English (red arrow, indicating it can be changed).
- Sign-In Password:** \*\*\*\*\* (blue arrow, indicating it appears to be changeable but is actually SSO).
- Host Key:** \*\*\*\*\* (grey arrow, indicating it cannot be changed).
- Signed-In Device:** Sign Me Out From All Devices (grey arrow, indicating it cannot be changed).
- Kaltura User Id:** (grey arrow, indicating it cannot be changed).

The "Personal Link" field is currently set to "https://illinoisbusiness.zoom.us/my/ arusch2" and has a "Save Changes" button below it. The "Sign-In Password" field is currently set to "\*\*\*\*\*" and has a "Show" button next to it. The "Personal Link" field has a note: "Personal Link is an alias of your personal meeting URL https://illinoisbusiness.zoom.us/j/8435336927. It must be 5 to 40 characters. It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (".");".

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).

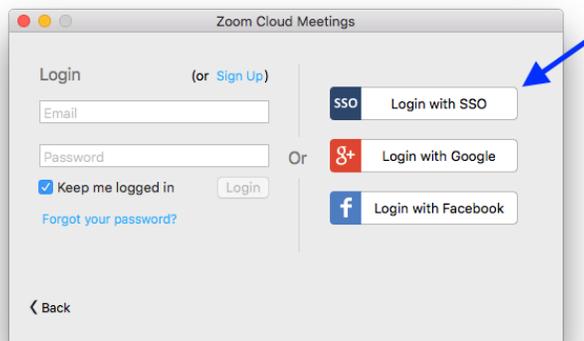
A little bit further down the screen, you will see the link to download Zoom Mobile Apps for iOS or Android (purple arrow). While we do not recommend using a Mobile App to run your Course Live Session, it can be nice to have for personal meetings. There are also a few other helper tools that you can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



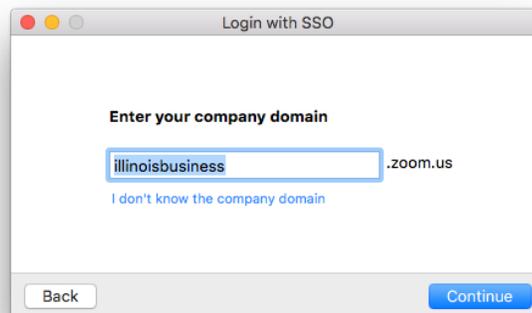
Once you have your Zoom Client installed, you can launch it from your computer to connect to the Zoom network. The first thing it will ask is if you want to Join a Meeting or Sign In. You should Sign In so that the client becomes associated with your account.



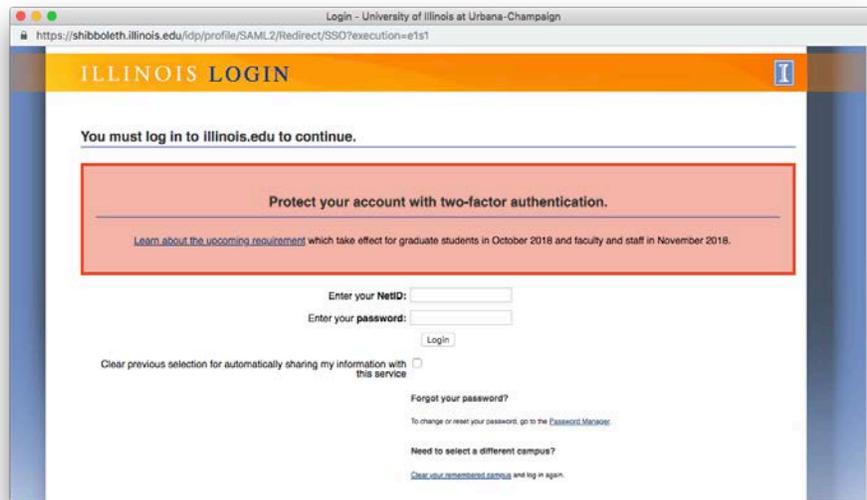
At the Login page, DO NOT simply enter your email and password. Instead, click the button to Login with SSO (blue arrow).



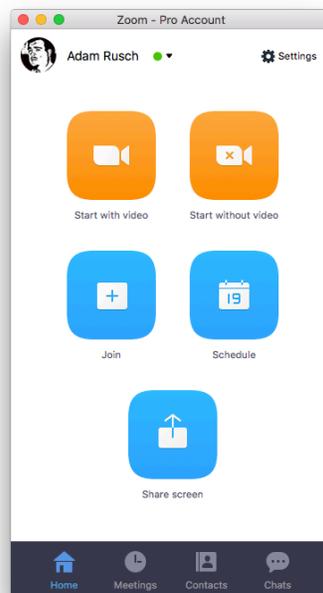
You will be asked to enter your company domain. This is [illinoisbusiness.zoom.us](https://illinoisbusiness.zoom.us)



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>