

Zoom Basics



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Overview

Zoom is a cloud-based platform for video and audio conferencing, mobile collaboration, and simple online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. Free basic Zoom access is available to Albright faculty, staff, and students. Zoom is also available within Moodle to provide a virtual meeting space for faculty and students.

Basic Zoom accounts provide access to an unlimited number of 40 minute meetings. Each meeting can be recorded and will be saved locally to your computer as an .mp4 file.

People outside of the Albright community can be invited to your Zoom meetings.

Logging in & Profile

- Browse to <https://albright.zoom.us>
- Click the Login button and use your normal Albright credentials to login.

This creates your account. The My Profile and My Meetings screens display. You can use the Profile screen to upload a picture and personalize your account.

My Meetings

Schedule a Meeting allows you to schedule an unlimited number of meetings that can last a maximum of 40 minutes. After a meeting is scheduled, a “Copy the Invitation” link appears. Use the text in the link in your email invite to meeting participants. Feel free to customize the invitation text, being careful not to change the meeting URL or the phone numbers.

Upcoming Meetings allows you to see any meetings you have scheduled.

Personal Meeting Room is a permanent meeting room that doesn't have to be scheduled. It is a meeting room link that can be sent to anyone using the link on the page. The meeting room also contains a “Copy the Invitation link”. You can use the text in the link in your email invite to meeting participants. Feel free to customize the invitation text, being careful not to change the meeting URL or the phone numbers.

Previous Meetings will list any meetings you previously scheduled. Feel free to delete old meetings and reduce clutter.

My Recordings would show any meetings that are recorded and stored in the cloud. All meetings have the capability of being recorded but at Albright these will be recorded locally on your computer, not in the cloud. My Recordings will not show any of your recordings. You will have to locate any recorded meetings on your computer.

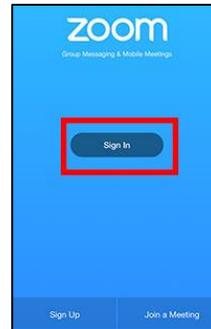
Using Zoom on a Mobile Device

The Zoom app can be downloaded on iOS or Android devices.

1. Go to the app or google play store and search for and download the app



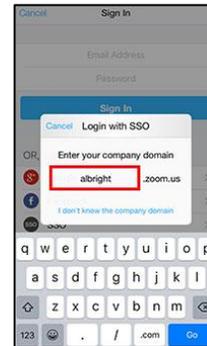
2. Click Sign In



3. Click SSO



4. Type **Albright** in the company domain



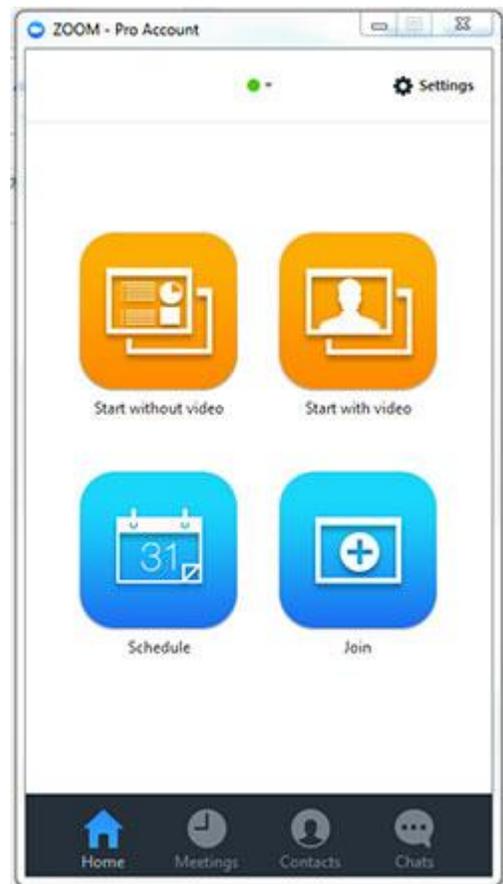
5. Enter your Albright credentials



Zoom Main Dialog on your computer

Whenever you are logged in to Albright Zoom on a computer and have the Zoom app active, Zoom's main dialog box displays. The default is to display the Home tab where you can:

- View what type of account you are logged in with (Pro, Basic, etc)
- Click on **Screen Share Meeting** to start a meeting sharing your "desktop" or "application"
- Click on **Video Meeting** to start a video meeting
- Click on Schedule Meeting to set up a future meeting.
- Click on Join a **Meeting** to join a meeting that has already been started.
- Click on the account drop-down menu to view your profile, check for updates, switch accounts, and log out.



Additional Information:

- Press Record to record the meeting locally. This will save to your computer as an mp4 after the meeting ends. You can upload the recording to your course using Kaltura.
- A link can be used as many times as you wish to hold meetings.
- Zoom is accessible on MacOS, Windows, iOS, and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing.
- If you need more than 40 minutes for a Zoom meeting, contact edtech.help@albright.edu for information on obtaining a temporary pro account