

Zoom Videoconferencing

Zoom is Centre College's videoconferencing tool of choice. We have contracted with Zoom to provide reliable, unlimited video connections for users wishing to connect to another person or group, or conduct presentations, interviews, class discussions, creative field trips, and more.


Zoom is flexible and mobile - a Zoom client can be downloaded on Android, iOS, Windows, or Mac devices. Interactive features such as screen sharing and transferring presenter control to another participant make connecting with other individuals or groups more engaging. Zoom also has the built-in capability to record videoconferencing sessions for review sessions or meetings where some cannot attend.

If you did not already receive an email from the CTL regarding your free Zoom account, please contact Kristi.burch@centre.edu. One-to-One meetings with the basic account allows unlimited meetings and unlimited length. The basic version of Zoom limits GROUP meetings to 40 minutes and will cut the meeting off when the time limit occurs. If you know you will be conducting a GROUP meeting (multiple connection points) that will be longer than 40 minutes, contact Kristi.burch@centre.edu to convert your free account to a pro account, enabling unlimited minutes. This feature can be turned on and off as needed.

To setup a Zoom meeting

1. Download and install the client for your device at http://zoom.us/download#client_4meeting
2. Login to the app using the credentials you setup for Zoom.

For a quick or impromptu meeting

- Click on **Start with Video**
- Click **Join Audio by Computer** (unless you do not have a microphone built-in or attached to your computer or device) * If clicking Join by Phone, dial the number listed and enter the Meeting ID when prompted.
- Click the  button to invite individuals to the meeting.
- This will open your email client with the meeting link and information in the body. Send this connection information to those connecting to the meeting.

(If it opens iCal, close iCal and follow steps under **Sending invite for a scheduled meeting**)

To schedule a meeting for a later date/time

- Click on **Schedule**
- Give the meeting a Topic/Title
- Set your start date/time and duration (NOTE: this is simply for scheduling purposes, meeting can be started anytime)
- Click Schedule

- This will open up your email client with the meeting link and information in the body. Send this connection information to those connecting to the meeting.

(If it opens iCal, close iCal and follow steps for **Sending invite for a scheduled meeting**)

Sending invite for a scheduled meeting

1. Click on **Meetings** icon (Next to Home on bottom of Zoom app)
2. Hover your mouse over the scheduled meeting.
3. Click **Copy**.
4. Open your preferred email client and paste in the body of the email the invitation.
5. Send invite to participant.
6. Repeat for each meeting and corresponding participant.

Starting a scheduled meeting

1. Click on **Meetings** icon (Next to Home on bottom of Zoom app)
2. Hover your mouse over the scheduled meeting.
3. Click **Start**.
4. Click **Join Audio by Computer** (unless you do not have a microphone built-in or attached to your computer or device) * If clicking Join by Phone, dial the number listed and enter the Meeting ID when prompted.

(Send this part to participants)

To connect to a Zoom meeting

1. Download the Zoom application (2 options):
You can do this at any time prior to the meeting
 - a. Click on the link within the email invitation
 - You will be directed to the Zoom website. Zoom application will automatically be downloaded.
 - Install Zoom application.
 - b. Download and install the client for your device at http://zoom.us/download#client_4meeting
2. Login to Zoom if you have an account. (**You do NOT have to have a Zoom account to connect**)
3. If you do not have an account, do one of the following:
 - a. Click on the link in the email.
 - b. Zoom app will open and you will be prompted for your name to **Join the meeting**
 - c. Enter the **Meeting ID** listed in the email link to join the meeting using the Join Meeting button.
4. Click **Join Audio by Computer** (unless you do not have a microphone built-in or attached to your computer or device) * If clicking Join by Phone, dial the number listed and enter the Meeting ID when prompted.