How to Host Your Own Zoom Meeting

Installing Zoom

1. Sign into your CPP account at my.cpp.edu.
2. Click on Online Services from the menu on the top left-hand part of the page.
3. Choose Zoom from the bottom of the page. This will launch the Zoom website.
4. Select a meeting type from the dropdown menu on the top right-hand side of the page.
5. A page will open in your internet browser with instructions on installing the Zoom application. Follow the instructions on the page to download the application.

6. You will need to sign in to continue. Sign in using your CPP email and BroncoPassword just like you used to sign into MyCPP.
This will open a window in your browser and prompt you to sign in again using your CPP credentials.

7. Next you will be prompted to enter your name. Put your first and last name.

8. Click Start New Meeting.
Inviting People to Your Meeting

1. If you want to invite a specific person, click Invite from the bottom of the window.

2. Type in their name, choose their icon, and click Invite.
If the person you are trying to access has Zoom installed and is logged in, they will receive a call like this.

3. Another option is to send a link to the meeting. You can copy the link by clicking Copy URL. You can send the link through email or through text if the participant has the Zoom app installed on their phone.
Schedule a Meeting

1. To schedule a meeting, choose Schedule from the Zoom homepage.
2. Adjust your meeting settings as needed and then click Schedule. This will automatically generate a meeting invite email in Outlook that includes the Zoom meeting link that you can send to others.

3. You can view your scheduled meetings in by navigating to the Meetings. There you can start, edit, or delete your meeting or copy the invitation link.

Running a Meeting
1. Once you’ve started your meeting, you can mute/unmute your audio or turn on/off your webcam by clicking the buttons on the bottom left corner.

![Mute and Start Video buttons](image)

2. Choose Manage Participants from the menu for more options.

![Manage Participants menu](image)

This opens a new menu on the right side of the window. Here you can mute or unmute everyone in the meeting at once. The icons to the right of each participants name shows if they have their microphone muted.

![Participants menu](image)

If you hover over a participant, you can either mute that specific person or remove them from the meeting.

![Participant options](image)

3. You can also communicate via Group Chat by choosing Chat from the menu.
You can send messages to everyone in the meeting or select an individual person from the dropdown menu to send a message privately.

4. You can also share your screen to the meeting participants by choosing Screen Share from the menu.

Then select which window or screen you’d like to show them and then click Share. You can also choose the Whiteboard option which allows you to write and draw. See the Using the Zoom Whiteboard how-to guide for more information.
5. You can also record meeting audio and video. If you are not the host of the meeting you will need to request recording access from the host.

Once the meeting has ended, you can find your recordings in the Meetings section of Zoom. Choose Recorded and the meeting you wish to view recordings from.

The audio and video recordings are saved directly to your computer in a folder made specifically for that meeting. Click Open to view the folder or click Play or Play Audio Only to access the recording directly.