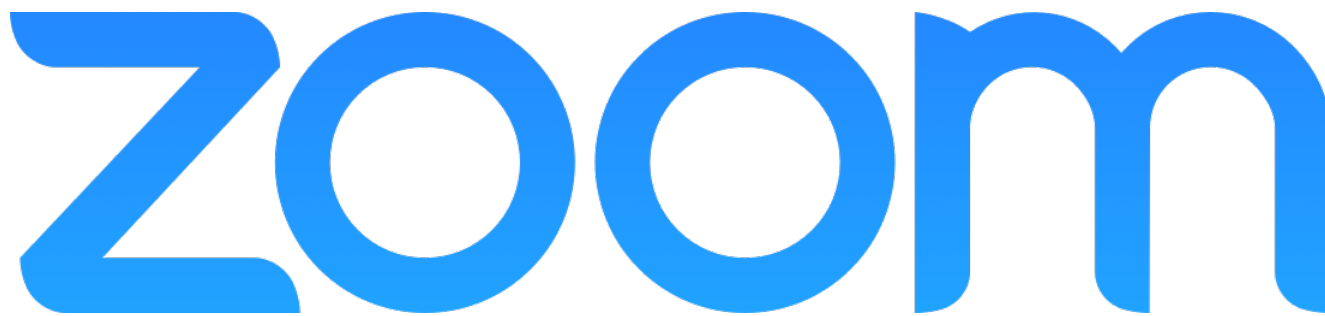


# Zoom for Web Conferencing



## Zoom Web Conferencing

At Canisius College, we use Zoom for Web Conferencing. Zoom is excellent for such things as virtual classroom sessions, committee meetings, and conference calls.

Below, you will see information and tutorials helpful, whether you are

- [Participate in a Zoom Meeting or Webinar Hosted by Someone Else](#)
  - [Getting ready for a Zoom Meeting? Download the web client here.](#)
  - [If you are participating in a meeting, but are not hosting it, you do not need to sign up for a Zoom account within the Canisius College license.](#)
- [Host a Zoom Meeting or Webinar](#)



CENTER *for*  
ONLINE LEARNING  
+ INNOVATION  
CANISIUS COLLEGE

The Center for Online Learning & Innovation maintains self-paced training resources, conducts workshops and one-on-one consultations for faculty & staff, and in general supports use of Zoom at Canisius College.

## Participate in a Zoom Meeting or Webinar Hosted by Someone Else

[Join a Zoom Meeting or Webinar from an Email Invitation](#)

### Getting ready for a Zoom Meeting? [Download the web client here.](#)

When you join a Zoom meeting or webinar on your Windows or Mac computer from an email invitation, you will be using a small piece of software from Zoom. If you do not have this on your computer already, you will be prompted to download it after clicking the link in the email invitation. It's a quick download, but if you'd like to download the app beforehand, just to save time and be better prepared, you can do so.

**If you are participating in a meeting, but are not hosting it, you do not need to sign up for a Zoom account within the Canisius College license.**

## Host a Zoom Meeting or Webinar

Canisius College pays for a Zoom license that grants **faculty and staff** at the College a Pro account. This is useful if you must conduct meetings over 40 minutes, or have more options to record them. If you do not have a Pro Zoom account, click the button on the right to request one. **Allow several business days for this account to be created.**

#### Your Participants Off Campus

If you are web conferencing with colleagues or clients off-campus, you can send them the link to the above Tutorial video, showing how to join a meeting: <https://www.youtube.com/embed/vFhAEoCF7jg>

If your off-campus correspondents are unfamiliar with managing speakers or microphones on their computer, we recommend using the Telephone Option.



#### Zoom Pro Account Features:

- 50 participants per meeting.
- Participants join from mobile, tablet, desktop, H.323/SIP room systems, telephone.
- Audio options for attendees (VoIP, Call-In, Call-Out, and Global Toll-Free available).
- Share any content, including video clips with audio.
- Video Breakout Rooms for small group work.
- Record your meetings – local or cloud, MP4 and M4A.
- Personal meeting URL.
- Mobile apps that allow you to schedule, start, or join a meeting – even present content from your phone or tablet.
- Completely secure with end-to-end encryption.

#### Why Web Conferencing?

- Reduce travel costs
- Save time by meeting instantly online
- Hold a session while at a conference
- Invite a guest speaker from across the country (or world!)
- Cross-classroom connections and projects
- Panel discussions
- Collaborate on Projects (including student group work.)

#### Scheduling a Zoom Meeting

This video shows you how to schedule a meeting through the Zoom website ([zoom.us](https://zoom.us)) after logging in there. But the downloadable Zoom app (above) also allows fast and easy meeting scheduling. If you use Outlook on your computer, and would like to send the invitation to participants via your email account that's in Outlook, you may choose that as your invitation option, and Zoom will have Outlook create a calendar event and invitation. If you'd like to send an invitation through your Canisius faculty/staff email via Outlook web application, another email address, or do not wish to create a calendar event, simply choose the option to copy the invitation to your clipboard, and paste it where appropriate.

Help  
&  
Tutorials

Learn  
how  
to use  
Zoom:

- [Getting Started: Tutorials](#)
- [Weekly Zoom Webinar](#)
- [Zoom YouTube Channel](#)
- [Check the audio and video settings.](#)

**Who  
to  
Contact for  
Help**

Mark  
Gallimore is  
currently the  
Zoom  
Coordinator

gallimore@c  
anisius  
.edu

### Zoom on Campus

- [Click here to see the most up-to-date information about Zoom-ready media on campus.](#)

Did you know we have Zoom-ready classrooms, meeting spaces, Web cams, and computers across campus? Here is a short, but quickly growing list:

**Web cams:**

- Logitech BCC950 ConferenceCam

**Meeting spaces:**

- President's Board Room
- Library Conference Room

**Computers to borrow:**

- Media Center Event Laptops (3)

Zoom works great on mobile devices, and has plugins for easy meeting scheduling in Chrome and MS Outlook

### Apps and Browser Extensions

- [Zoom Mobile Apps](#)
- [Zoom Browser Extensions](#)

