How to...host a Zoom meeting

This tutorial is intended to step through the process of hosting a Zoom meeting, with additional information for how to connect through telepresence on the MNSU, Mankato, Mesabi Range, and Normandale campuses.

For additional information on how to host a Zoom meeting from your phone, see this useful YouTube tutorial: https://www.youtube.com/watch?v=Tzfo-sJmP6w&feature=youtu.be

1. Go to https://minnstate.zoom.us/meeting and sign in with your StarID and password.

   ![Sign on with your StarID](image)

   **PART I: Setting Up a Meeting for a Later Time**

   2. If your Zoom screen does not open on the meetings tab, click on “meetings” on the left side of the screen.

   ![Zoom Meeting Setup](image)
3. To schedule a meeting for a later time, click on “Schedule a New Meeting”. This option will allow you to use a temporary meeting ID or the personal meeting ID assigned to your account. Fill out the appropriate details and click “save”.
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4. Scroll down the confirmation screen until you see the “Join URL” row. On the right side of this row, click on “Copy the invitation” to get a window of information (computer, phone, and telepresence) you can copy and paste into an email or meeting request.
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PART II: Hosting a Meeting You Have Previously Created

1. Sign into Zoom as in Part I.
2. All of your previously scheduled and upcoming meetings will be on your Meetings screen. For the meeting you wish to start, click on the ‘start’ button the right side of the row.

3. The first time you start a Zoom meeting on a device (whether or not you are hosting the meeting), you will need to go through the download and set-up process. Zoom will start this process automatically. You will likely need to allow Zoom to access your computer. Follow the on-screen instructions to determine your video and audio options.
PART III: Your Personal Meeting Room as an Alternate Virtual Location

The first time you log in to your Zoom account with your StarID and password, Zoom automatically creates a personal meeting room for you. This room is always available and will always use the same link and meeting ID, regardless of whether you start an instant meeting or schedule it in advance. You can either access your personal meeting room through the tab on your meetings screen (circled below) or directly through the URL in the invitation. If you use the tab on your meetings screen, click on “start meeting” (red arrow) to ‘enter’ the room. Using your personal room is otherwise like using a scheduled temporary room.

PART IV: Connecting to a Zoom Meeting Through MinnState Telepresence

You can connect to your Zoom meeting through the dial-in set-up in any of the MinnState institution telepresence rooms. In the meeting invitation, there is a segment with the heading “Join by SIP”. Use the control panel for the telepresence room to dial the number, including @zoomcrc.com at the end in order to connect.