

Get Started with Zoom at the U

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Follow this article to learn about the basic features of the Zoom client on Windows and Mac.

Important:

UM's **virtual private network (VPN)** is no longer required for off-campus access to University enterprise systems, including Zoom. If you are using VPN, please ensure that you aren't using high-bandwidth tools, including video-streaming services like YouTube or Zoom, while connected.

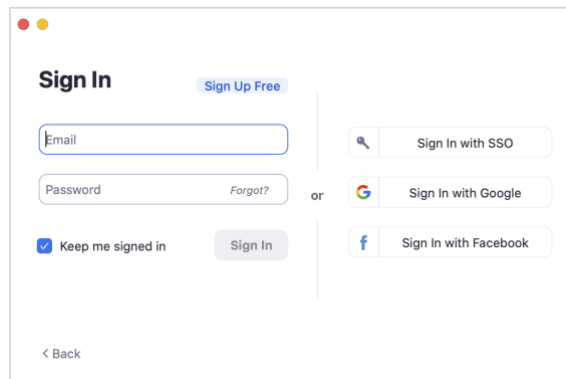
Activate Your Account

To activate your University of Miami account and download Zoom, visit zoom.miami.edu and sign in using your CaneID credentials ([logging in using SSO](#)). Once you sign in, that's it—you have activated your account! If you experience any issues activating your account, contact the UMIT Service Desk at help@miami.edu or (305) 284-6565.

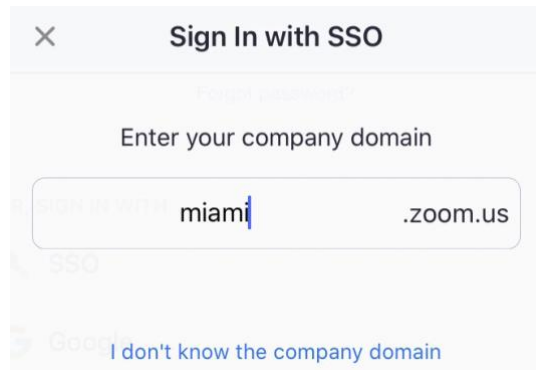
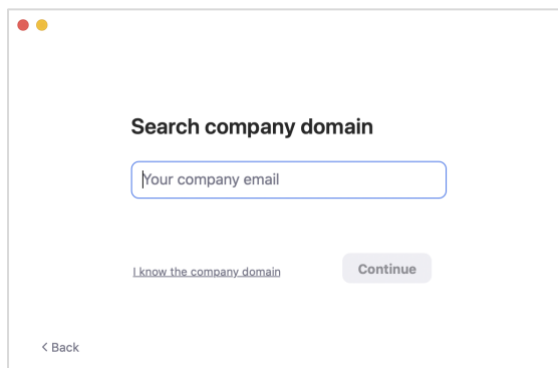
Download the Zoom Desktop Client

To take part in a meeting, you will first need to [activate your account](#) and download the [Zoom desktop client \(Windows or Mac\)](#).

Once downloaded, sign into the Zoom desktop client by clicking **Sign In with SSO**:

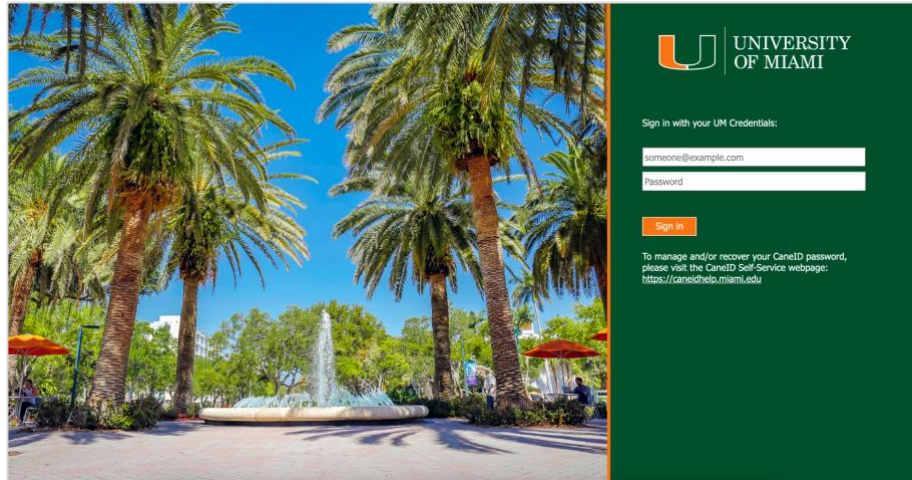


You will be prompted to **enter your @miami.edu email address** or to **input your company domain (miami.zoom.us)**. Then, click **Continue**:



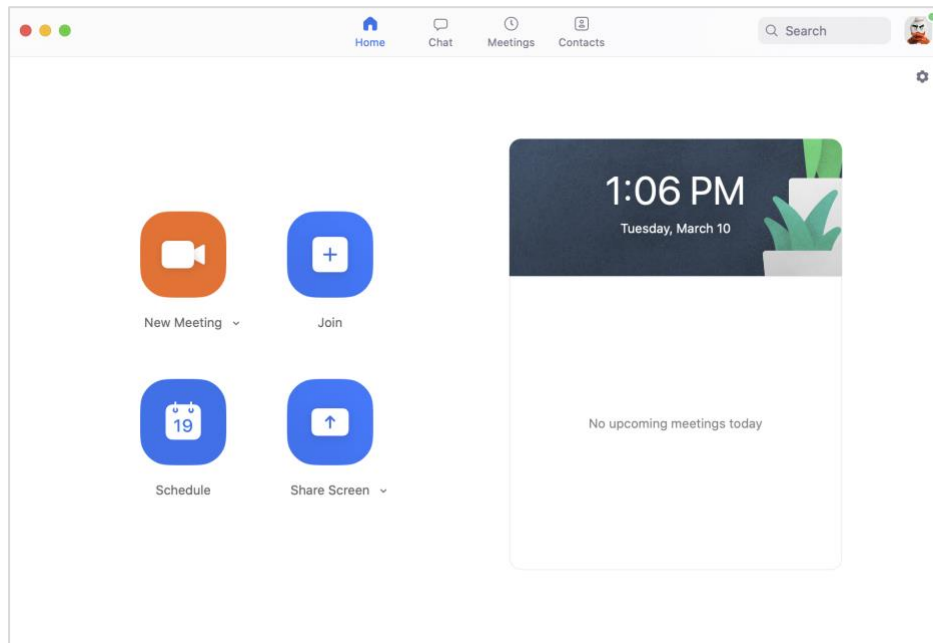
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You will be taken to the University of Miami's log in screen where you will log in with your CaneID and password. Click **Sign in** to complete authentication, and then you will be returned to the Zoom Desktop Client:



Zoom Desktop Client Home

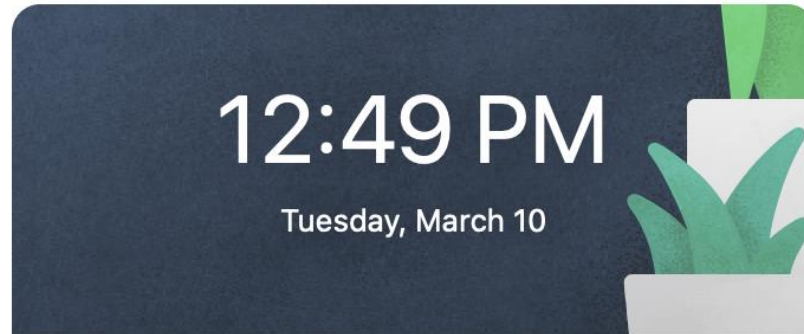
After opening the Zoom desktop client, you will see the **Home** tab, where you can click the following options:



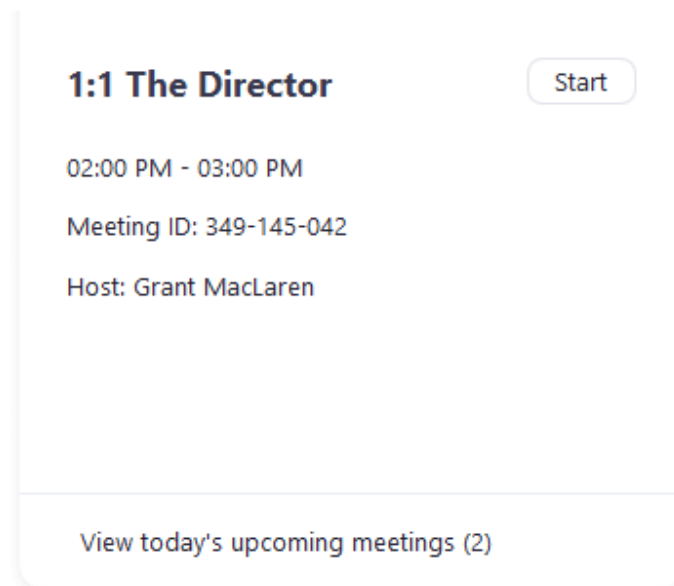
- **New Meeting:** Start an [instant meeting](#). Click the arrow to enable video or use your [personal meeting ID \(PMI\)](#) for instant meetings.
- **Join:** [Join a meeting](#) that is in progress.
- **Schedule:** [Set up a future meeting](#).
- **Share Screen:** [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.

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- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.

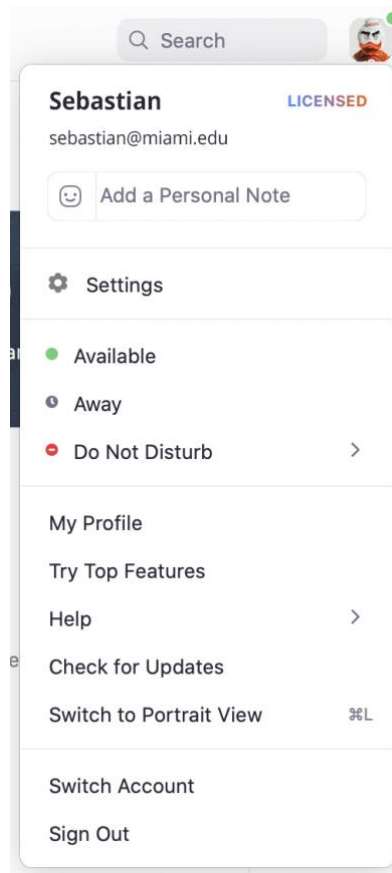


- **Upcoming meeting:** Displays the next meeting for the current day. [Add a third-party calendar service](#) if you want to sync upcoming meetings.



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- Click your profile picture for the following options:

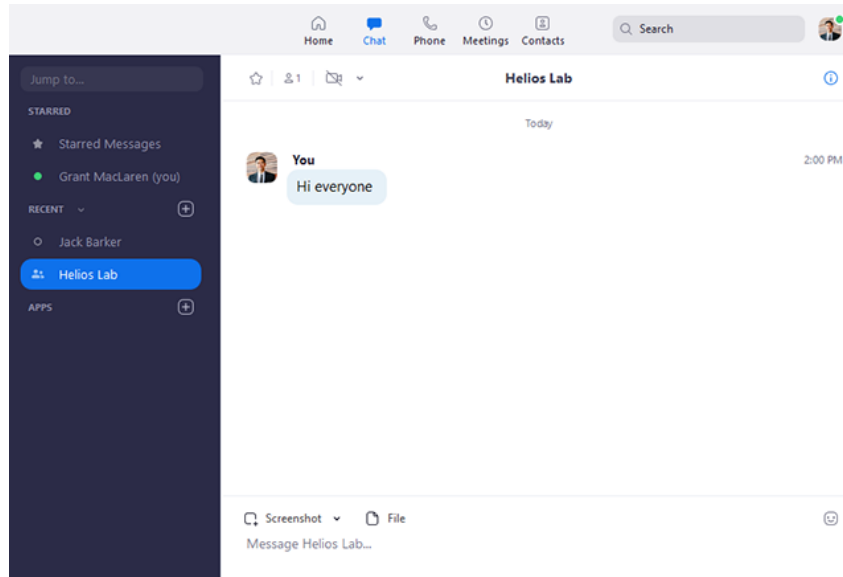


- [Add a personal note.](#)
- **Settings:** Access [settings](#) you can change in the client.
- **Status:** Change your status to Available, Away, or Do Not Disturb.
- **My Profile:** Open the Zoom web portal to [edit your profile.](#)
- **Try Top Features:** check out a few great features within Zoom.
- **Help:** Open the [Zoom Help Center.](#)
- **Check for Updates:** Check if Zoom is up-to-date.
- **Switch to Portrait View:** Switch the Zoom window to portrait view if you prefer a narrower window.
- **Switch Account**
- **Sign Out**

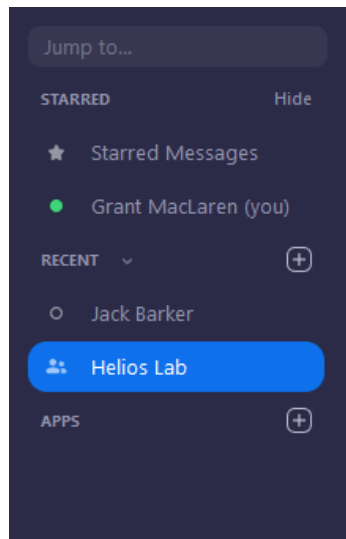
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Chat

Select the **Chat** tab to view private conversations with your contacts or group conversations (**channels**).



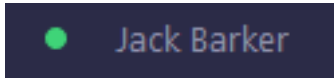
You can access these features in the left-side panel:



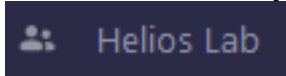
- **Jump to** search box: Search for a contact or channel.
- **Starred Messages**: View messages you have **starred**.
- Click your name to use your **personal chat space**.
- Add icon  (next to **Recent**): Start a new chat with one of your contacts, **create a channel** for group chats, or **join an existing channel**.

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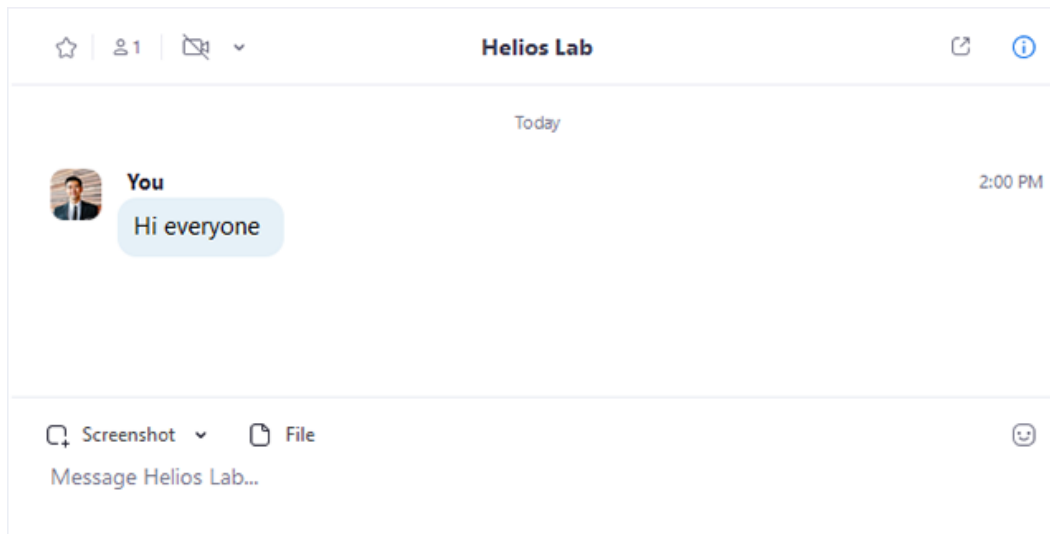
- Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a [status icon](#) before their name.







- Under **Recent**, click a [channel](#) (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.



After selecting a contact or channel in the left-side panel, you can use the following features in the chat window:

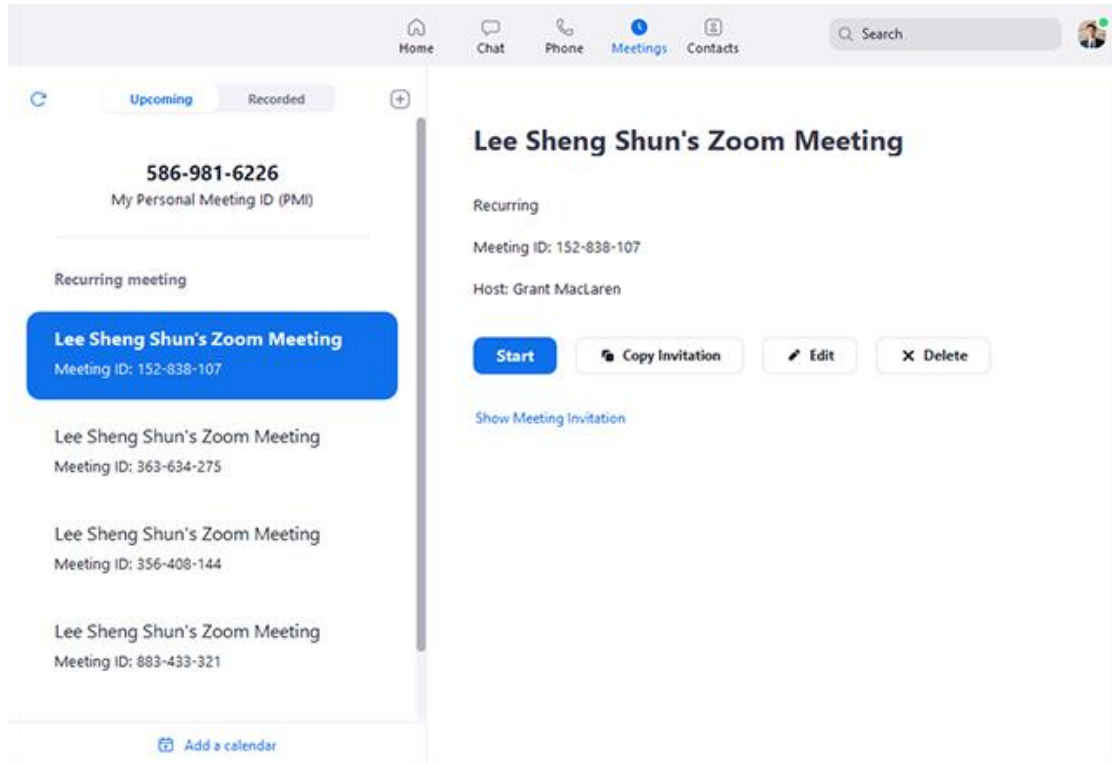


- **Star icon** : Add the contact or channel to your [starred list](#), giving you quick access to those contacts or channels.
- **Video icon** : Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.
- **New window icon**  (hover your pointer over the contact or channel name to display this icon): Opens the selected chat in a new window.
- **Info icon** : View additional options for the contact or channel. Also gives you quick access to files, images, and [starred messages](#) in the selected chat.
- **Message box**: Compose and send messages to your contact or channel. You can also send [screenshots](#), [files](#), [code snippets](#), and [animated GIFs](#).



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Meetings

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.



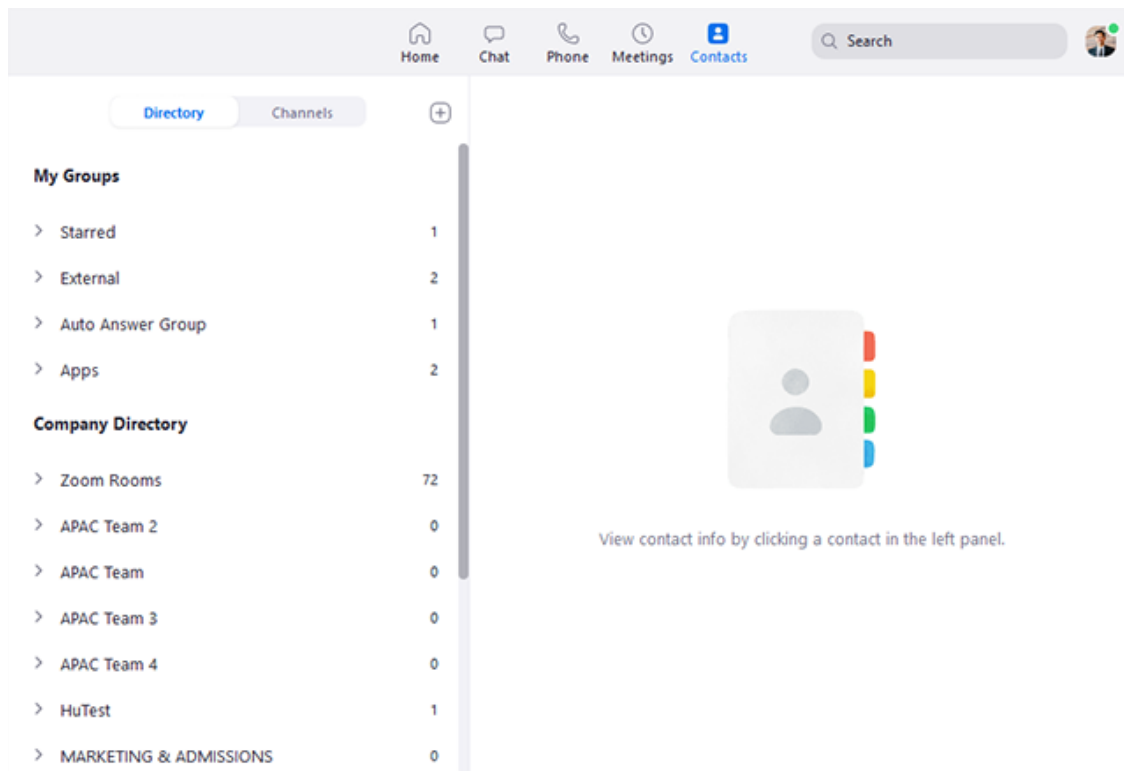
You can click the following options after selecting a scheduled meeting in the left-side panel:


- **Add icon** : [Schedule a new meeting](#).
- **Refresh icon** : Refresh the meeting list if you don't see your scheduled meeting.
- **Start**: [Start the scheduled meeting](#) that you have selected in your upcoming meetings.
- **Copy Invitation**: Copy the scheduled meeting's [invitation text](#), allowing you to manually paste into an email, instant messenger, etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit**: Edit the [meeting options](#) for your scheduled meeting.
- **Delete**: Permanently delete your scheduled meeting.

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Contacts

Select the **Contacts** tab to view and manage your contacts.



- **Directory tab:** View a directory of all your contacts, including [starred](#), external, and [auto answer](#) contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.
- **Channels tab:** View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- **Add icon** : Show options for [contacts](#) and [channels](#). You can add a contact, create a contact group, create a channel, or join a channel.

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In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for [hosts](#), [co-hosts](#), and [attendees](#). You can also [join a test meeting](#) to familiarize yourself with meeting controls before joining a scheduled meeting.



Get Started with Zoom at the U

Resources

Zoom Service Page

- it.miami.edu/zoom

Desktop

- [Getting Started on Chrome OS](#)
- [How to Use Zoom's Desktop App \(v 4.3\)](#)
- [Zoom Web Client](#)
- [Starting the Zoom Desktop Client](#)
- [System Requirements for PC, Mac, and Linux](#)

Mobile

- [Getting Started with iOS](#)
- [Getting Started with Android](#)
- [Getting Started with BlackBerry](#)
- [Using Android Fingerprint Authentication](#)
- [Using Siri with Zoom](#)
- [System Requirements for iOS, iPadOS, and Android](#)

Training

- [Live Training Webinars](#)
- [Zoom Video Tutorials](#)
- [Watch Recorded Training Sessions](#)
- [Meeting and Webinar Best Practices and Resources](#)
- [Zoom Online Event Consulting Services](#)

Frequently Asked Questions

- [Frequently Asked Questions \(FAQs\): Zoom at the U](#)
- [FAQs for Students](#)
- [Zoom Video Communications Technical Support](#)
- [Zoom's Commitment to User Support & Business Continuity During the Coronavirus Outbreak](#)
- [Desktop client and mobile app comparison](#)
- [Please Wait for the Host to Start this Meeting / Webinar](#)
- [Meeting and Webinar Comparison](#)