Disclaimer: Zoom tip sheets are reviewed and updated regularly. We encourage you to bookmark them, rather than downloading them so that you always have access to the most up-to-date guide.

Note: Zoom regularly updates its technology – if you notice something isn’t right on this tip sheet, please contact the ZMW team to let us know!

For all of our Zoom resources, visit: [https://www.it.miami.edu/a-z-listing/zoom/](https://www.it.miami.edu/a-z-listing/zoom/)

- How to share screen on Zoom
- Resource Guide for Zoom Meetings
- Join a Zoom Meeting
- Meeting Hosts Controls and Settings
- Scheduling a Zoom Meeting using Zoom
- Invite Others to Join Your Meeting in Progress
- Roles in a Meeting
- Assigning an Alternative Host
- Enabling and Adding a Co-host
- Meeting Settings and Controls
- Recording a Meeting Locally
- Recording a Meeting to the Cloud
- Sharing a Whiteboard
- Tips for Webinar Hosts and Co-Hosts
- How to Create a Zoom Webinar
- How to Run a Zoom Webinar
- Recommended Settings for Zoom Webinars
- Tip Sheet for Panelists
- Home Wi-Fi Tips

If you would like to schedule a training session for any Zoom topic, please reach out to our ZMW team.