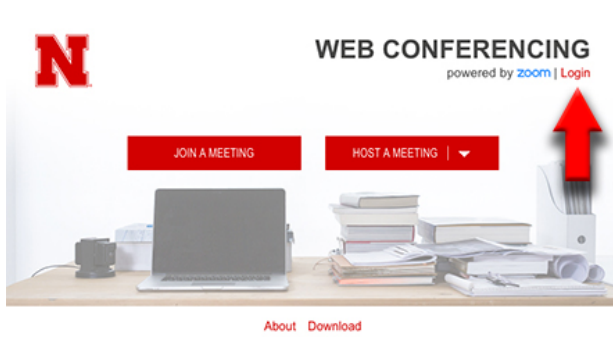All faculty, staff, and students, have access to our Pro version of Zoom allowing you to conduct an online meeting.
There are basically just 5 main steps to setup Zoom as a conferencing tool.
Note: Individuals attending your meeting don't need a Zoom account. They just need a link you provide.

1. **Logging into Zoom**
   - To use Zoom service at UNL. Visit https://unl.zoom.us/ and select the red Login option in the upper right corner of the screen

   

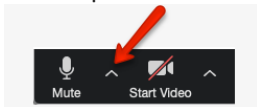   - Use your official university credentials (same as Canvas, Box) to log in
2. **Your Personal meeting room URL to share**
   - After logging in, select the "Profile" link. Here you will see your permanent personal meeting room web address that you can share with others to meet online any time you desire.
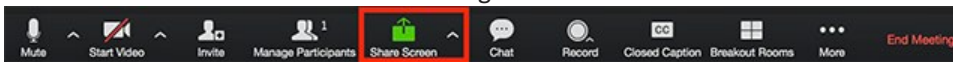
   

3. **Checking your audio**
   - Enter your own meeting room space with your personal meeting room web address.
   - Enter early to test your audio before your meeting starts to make sure your audio is working. You'll see an audio and video icon in the lower left corner of your screen. Select these icons to enable/disable sound and video. Selecting the arrow icon to the right of the microphone allows you to select the proper input and output devices in case you have a headset.

   

   - These audio/video instructions can be used for yourself and shared with participants
   - Note: Your meeting can be recorded if desired.
4. **Sharing your screen**
   - You can share your desktop, tablet and mobile devices running Zoom.
   - Select the Share Screen in the meeting room controls.

   

   - Make sure to then select "Stop Share" when done so that others can share their screens.
   - These instructions go into more detail on how to share your screen.
5. **End your meeting**
   - Select the "End Meeting" link in your control panel to conclude your meeting

   

   For more instructions on using Zoom, please see these Comprehensive Zoom Video Tutorials