This is a step-by-step guide on hosting an online class, to be done at least three days before the start time. After following this guide, you are strongly encouraged to do explore the capabilities of Zoom, such as sharing your screen and webcam.

This guide is broken down into 5 sections:

1. Setting up to host classes –
2. Audio Setup –
3. Webcam Setup –
4. Scheduling a class –
5. Running a class –

To utilize this solution, you will require:

A computer with a webcam & mic
An internet connection
Minimum specifications: https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux
Email addresses for all attendees

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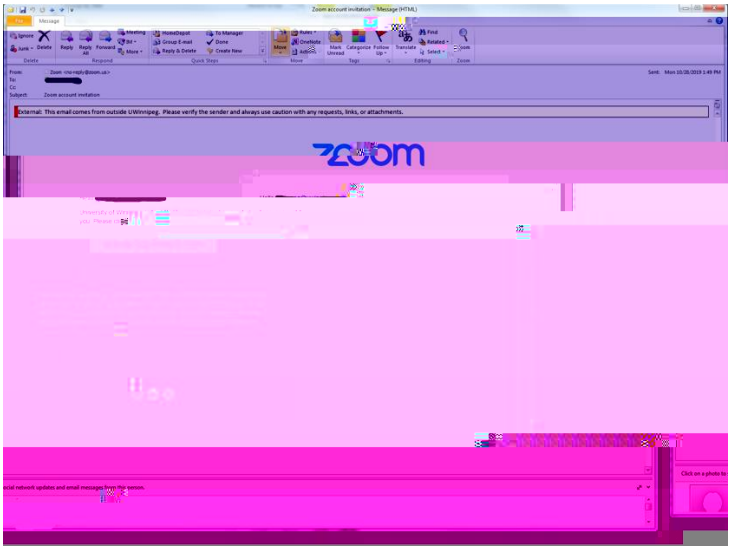
You will receive an email with instructions on how to activate your account



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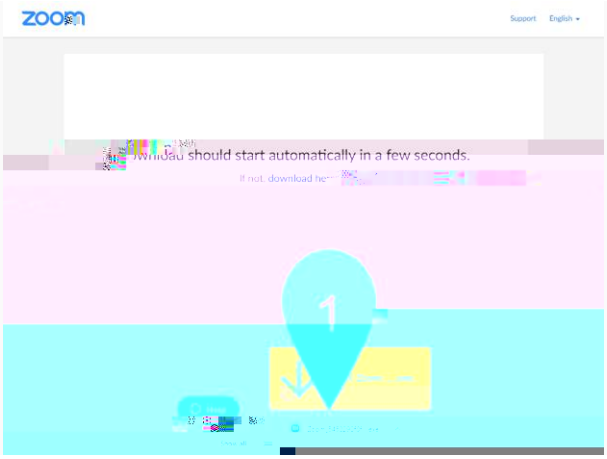
Follow instructions to set up your account:

On the page that appears, click

On the next Page enter your and , then press

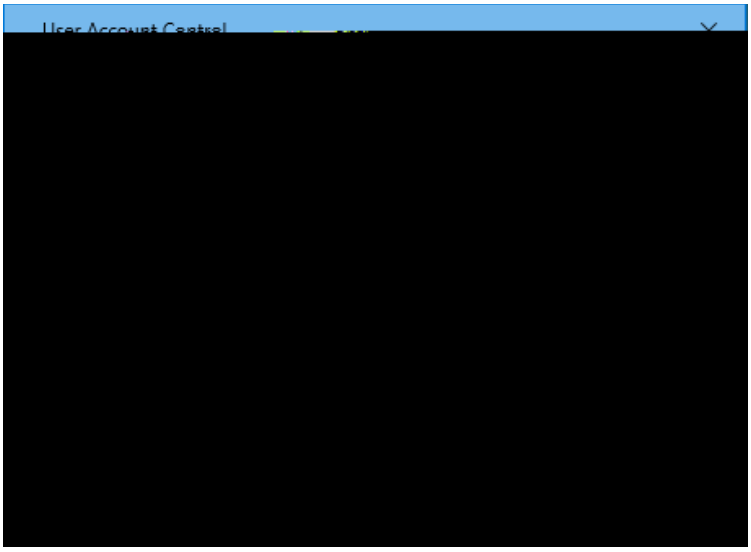
Click the Zoom installer filename found at the bottom of Chrome. Run the installation application.



A pop-up will appear, asking if you would like to save the Zoom installer file. Click “Save File”.

A pop-up will appear at the bottom of Edge. Inside this pop-up, click “Run”.

When the Zoom installer is ready to run, click in the following dialog to allow the installation to continue.



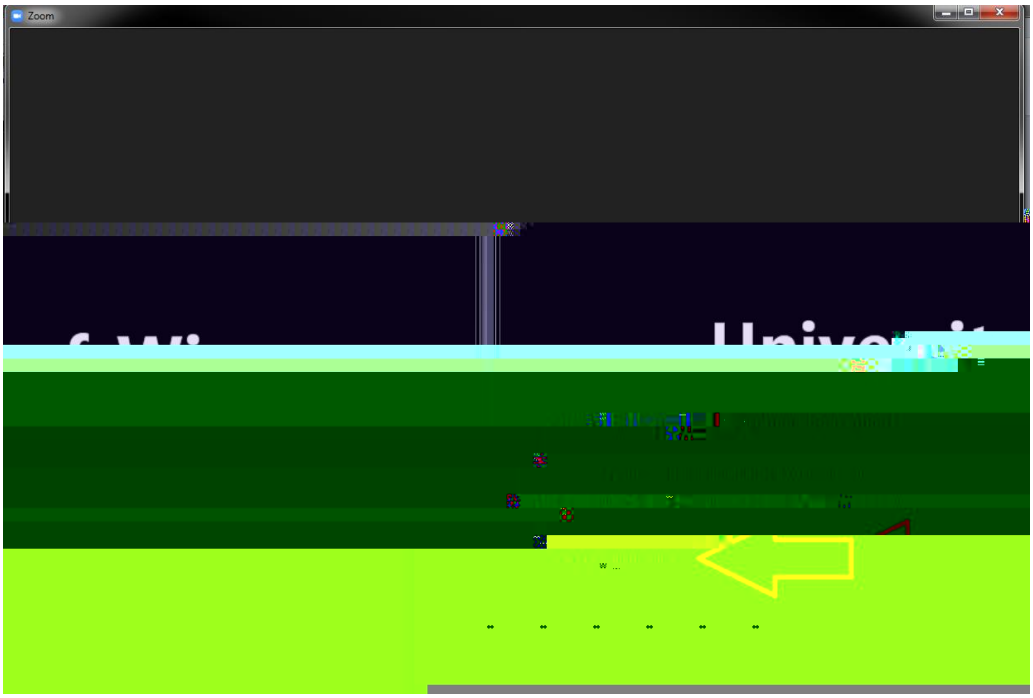
When you start or join your first meeting, you will be presented with some audio conference options. To set up your audio, click “Test Speaker and Microphone”.

If you can hear a ringtone playing, your speakers are set up properly. If not, click the drop-down menu titled “Speaker 1”.

Choose the appropriate sound device for your computer. Once you can hear a ringtone, click “Yes”.

Speak and then wait a moment. If you can hear your voice played back to you, your microphone is set up properly. If not, choose the appropriate microphone device from the drop-down menu titled “Microphone 1”. Once you are able to hear your voice played back to you, you have selected the right device. Click “Yes”.

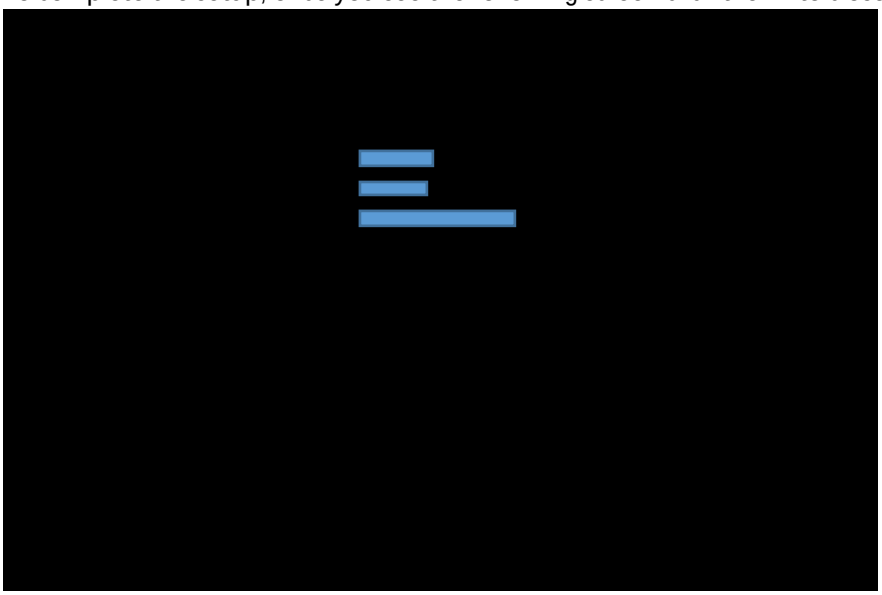
Once both of these devices are set up, you’re ready to join your meeting. Click “Join with Computer Audio”.



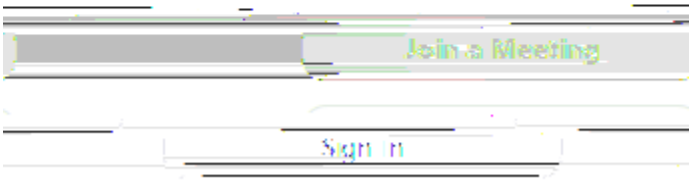
If you still don't see yourself, you may need to select a different camera device. To do this, click the arrow next to "Stop Video".

Choose the appropriate camera device from the list. Once you see yourself, your webcam is connected to the Zoom meeting.

To complete the setup, once you see the following screen click the 'x' to close out of all windows.



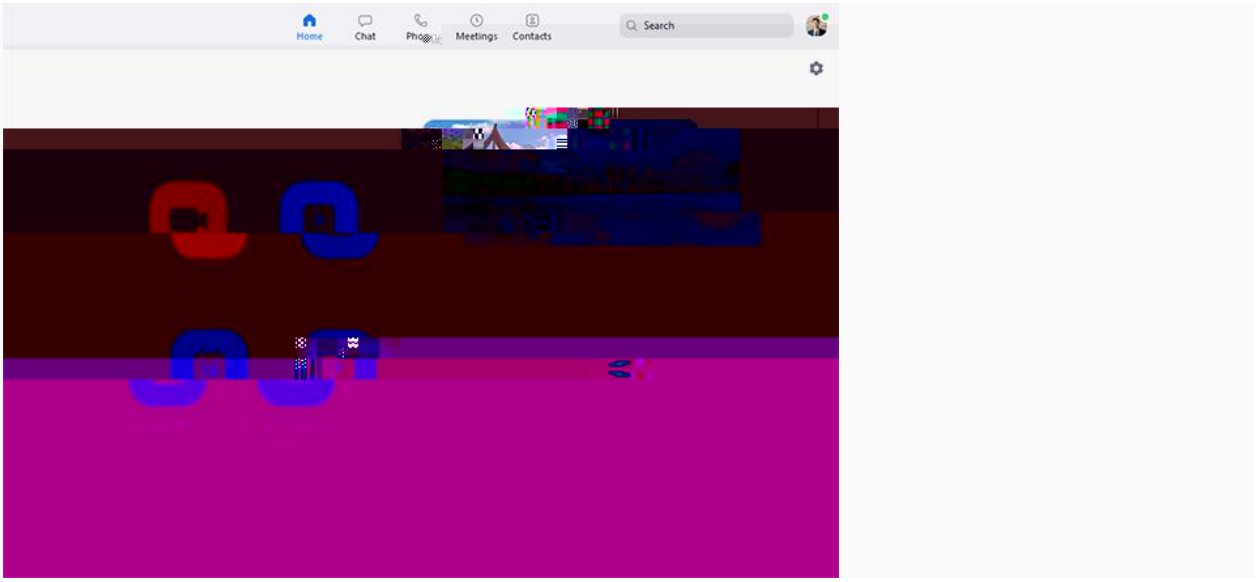
After launching Zoom, click .



At the Sign In screen, enter your @UWinnipeg.ca email address and Zoom Password on the left side. Click and finally click “Sign In”

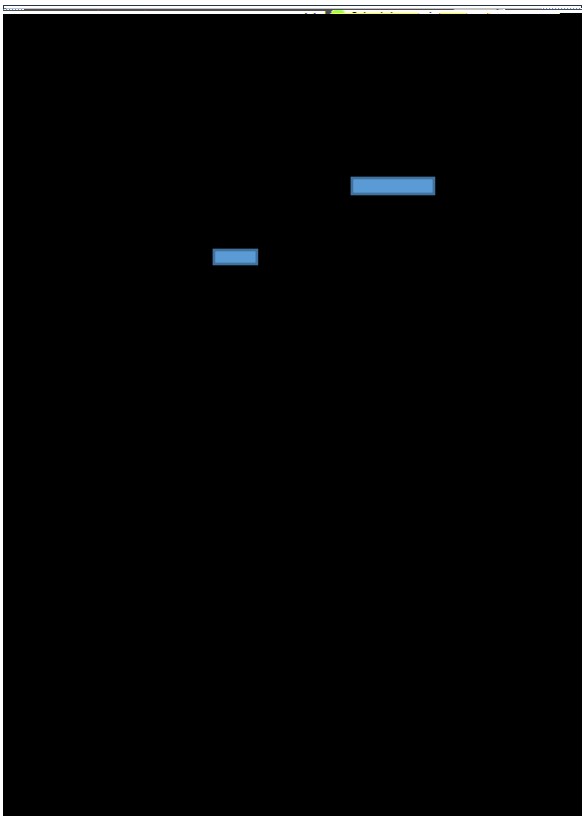
If you have a Zoom account but cannot remember your password, click .

After signing in, you will see the tab, where you can click these options:



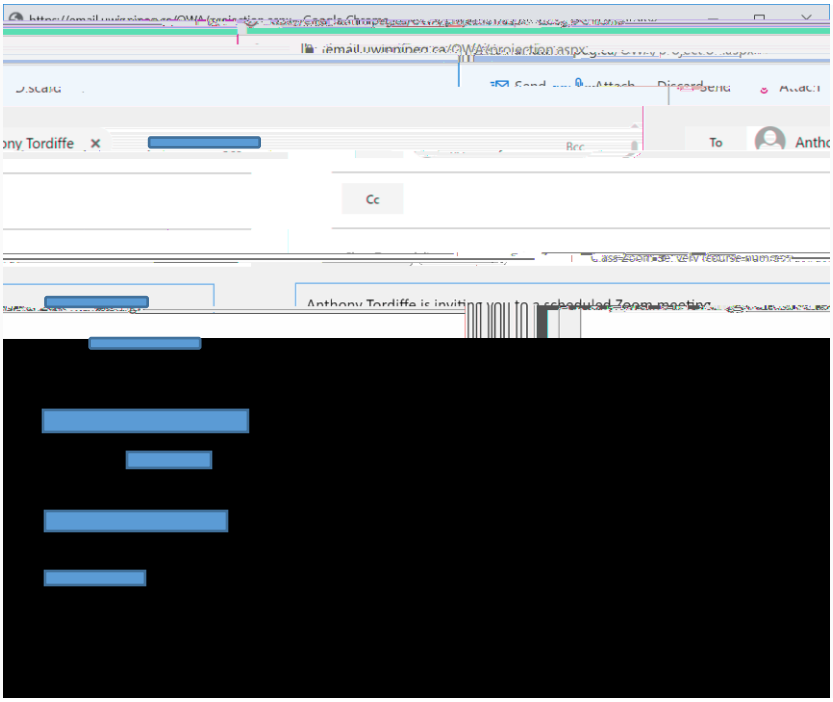
To ensure that all students are able to join the class, please perform the below steps at least 3 days in advance.

Select “Schedule” and it will open a new window to set the meeting parameters.



A dialog will appear that gives

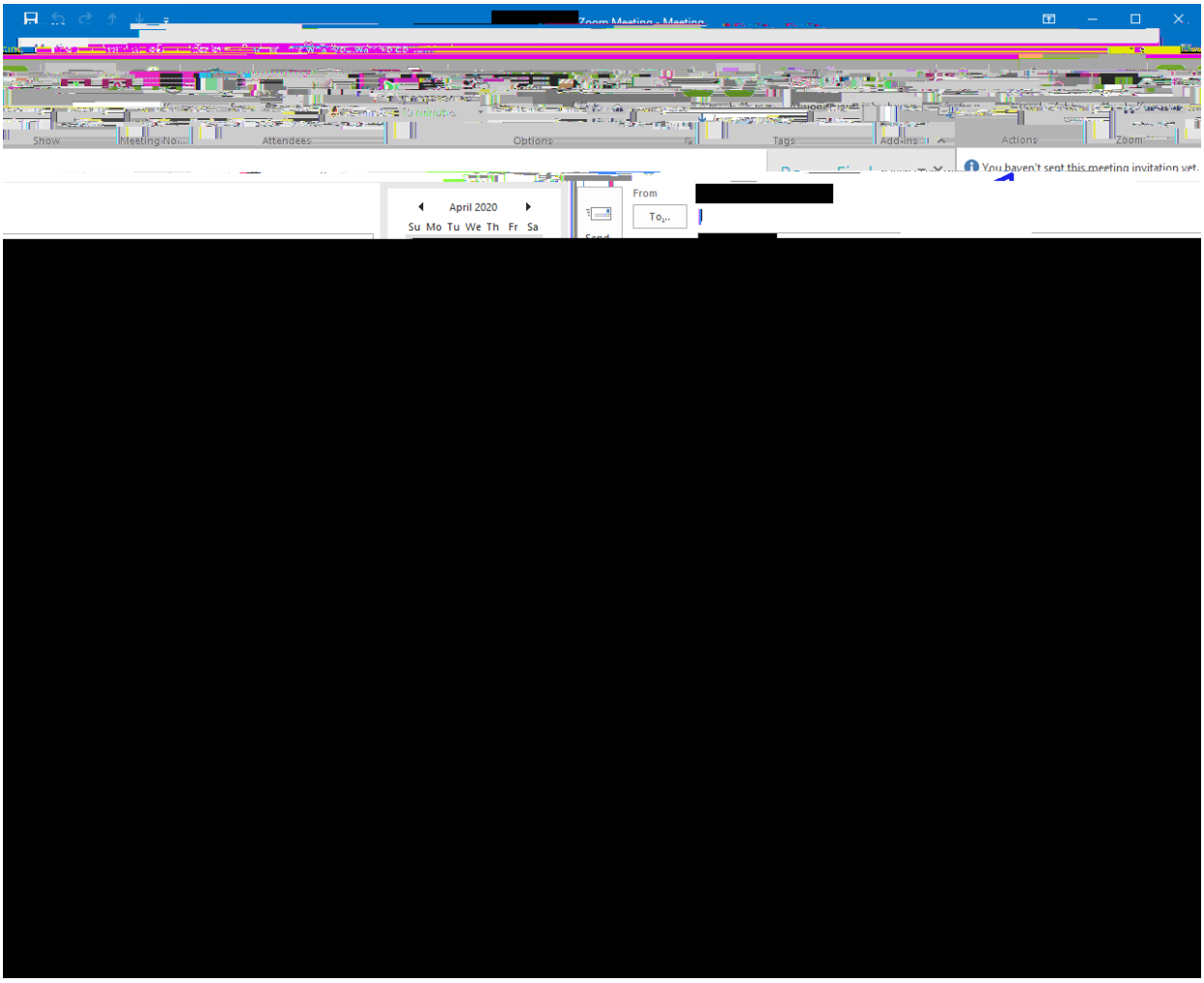
Create a new email in UWinn
> paste or



Paste the student emails in the field, enter a , and press .

Students will receive an email to join the meeting. They just need to click on the first link under “Join Zoom Meeting” and follow a few simple prompts.

If you have the Outlook desktop application installed and running on your computer and have selected “Outlook” as your calendar option, Zoom will launch a new calendar item once you finish scheduling your meeting. The calendar item will be pre-populated with your meeting information. From here, enter the students’ email addresses into the “To:” field, then click “Send”. Your participants will receive an email calendar invitation to your meeting.



Select the