



# Zoom User Guide for Gmail: Collaborate and Communicate

Information Technology Services

March 30, 2020

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- **Zoom** is a web-based collaboration tool that facilitates video conferencing, online meetings, screen sharing, chat, and mobile collaboration.
- **Zoom** allows any licensed user to invite anyone to a meeting to communicate and collaborate.
- **Zoom** allows users to be more efficient and productive.

**Service Type:** Client Technology Services

**Eligibility:** *Until the permanent NCAT Zoom license agreement is final, only N.C. A&T Graduate Teacher Assistants (GTA), Undergraduate Learning Assistants (ULA), Supplemental Instructors (SI), and Tutors*

**Assistance:** Contact Client Technology Services Help Desk (336) 334-7195 or enter a support request via AggieHelp at <https://aggiehelp.ncat.edu>.

**User Guide:** <https://hub.ncat.edu/secure/administrative/its/guides/zoom-user-guide-gmail.pdf>

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# Zoom for Gmail User Guide

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## About Zoom

- Zoom may be used across a multitude of devices, including but not limited to Windows and Mac OS laptops and desktop computers as well as Android and iOS based tablets and phones.
- Zoom provides HD video and audio
- Meeting recording
- Built-in collaboration tools including screen sharing and whiteboards
- Streamlined calendaring
- End-to-end encryption for all meetings
- Chat
- Polling
- Virtual Backgrounds

## Zoom Meeting in Web Browser (Google Chrome preferred)

Zoom is a web-based videoconferencing tool that allows account holders to use video, voice, and screen sharing with anyone from anywhere. Zoom licensing allows for up to 100 participants to attend a videoconference via computer, phone or other mobile device, or a videoconferencing endpoint. Current Zoom accounts have been provided to N.C. A&T graduate teaching assistants, undergraduate learning assistants, and supplemental instructors through email invitation. Invitations must be activated by the individual user.

Upon receiving the Zoom account email invitation, click on **Activate Your Zoom Account** and enter your **N.C. A&T Gmail address** (@aggies.ncat.edu) where requested. Create a unique password to finish activating your Zoom account. Your password is not your OneID password, but once a final Zoom agreement is in place, N.C. A&T will transition to OneID login credentials to access Zoom. Please do not connect using Facebook.

These instructions assume the N.C. A&T student user is already familiar with web conferencing in general, using Google Chrome and Google Calendar, and has fully activated their N.C. A&T Zoom account.

1. Check your university-issued email account for an email invitation from the Zoom Administrator. Open the invitation.
2. Click **Activate Your Zoom Account**.
3. Click **Sign Up with a password**. **Do not** sign in with Facebook.

## Activate your Zoom Account

Choose the following sign in methods, and use your email address  
username @aggies.ncat.edu to continue

Sign In With Google

Sign In With Facebook

Or

[Sign Up with a Password](#)

4. Enter the information requested on the screen. In the password field, **create a unique password**. **Do not** use the same password as your OneID.

## Welcome to Zoom

Hi, XXX @aggies.ncat.edu. Your account has been successfully created. Please list  
your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

5. Read the Privacy Policy and Terms of Services. Click **Continue**.
6. Click **Start Meeting Now**. A browser window will open (reference second snapshot below). Click **Open Zoom Meetings**.

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/807997XXXX>

Start Meeting Now

Go to My Account

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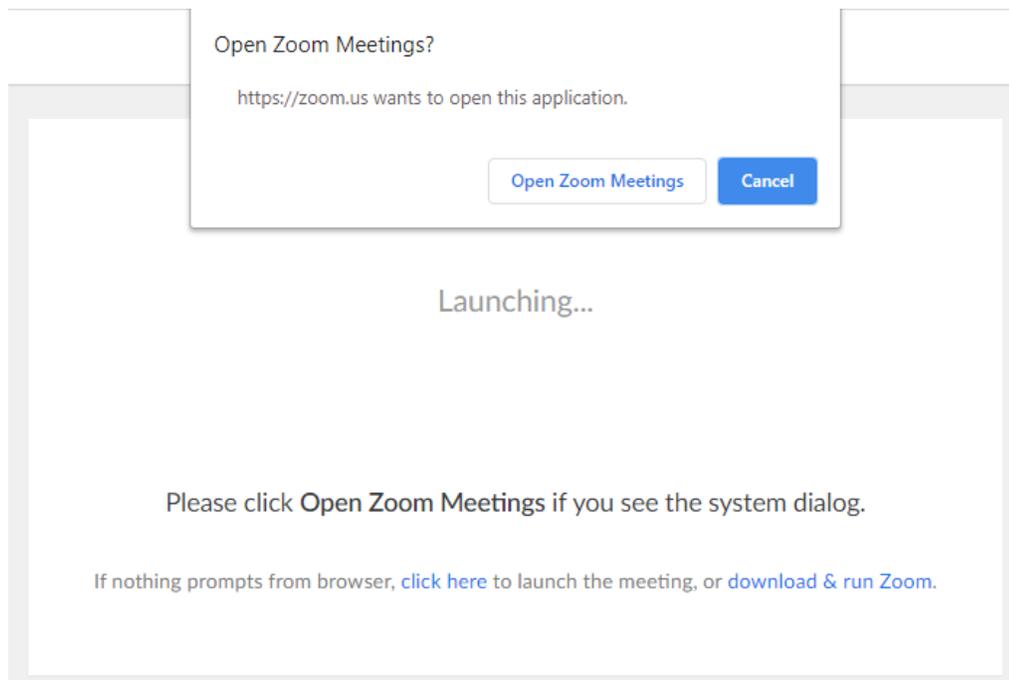
Save time by scheduling your meetings directly from your calendar.



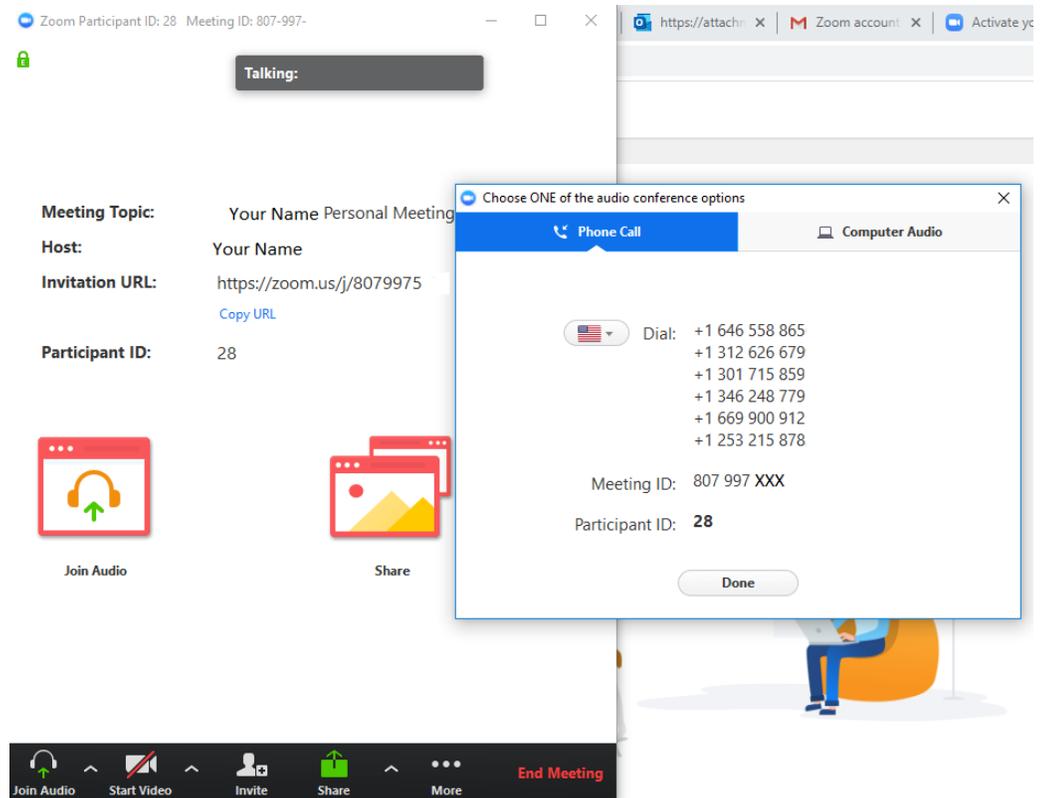
Microsoft Outlook Plugin  
Download



Chrome Extension  
Download



7. Zoom will connect and launch. Click **Done**. Click **End Meeting**. Click **End Meeting For All**.

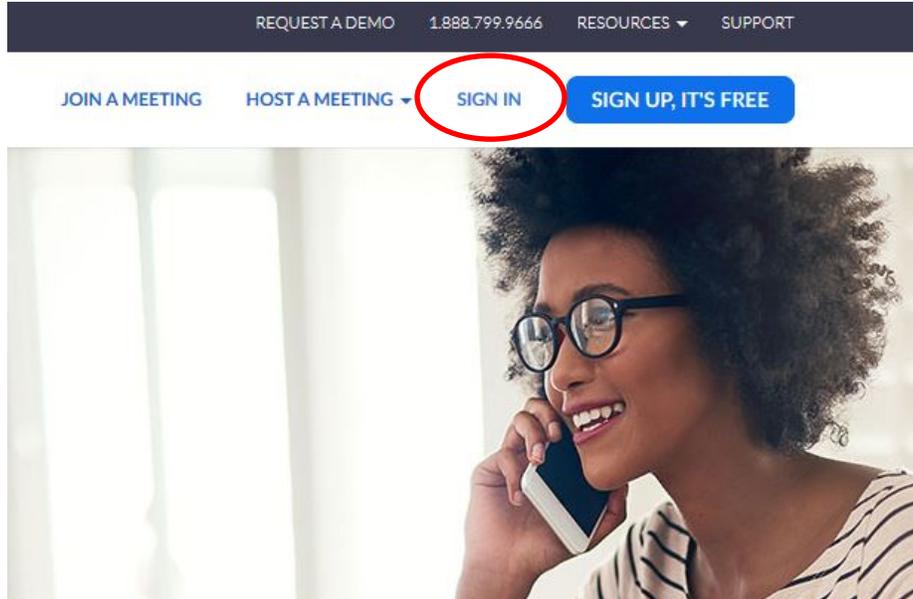


- 8.

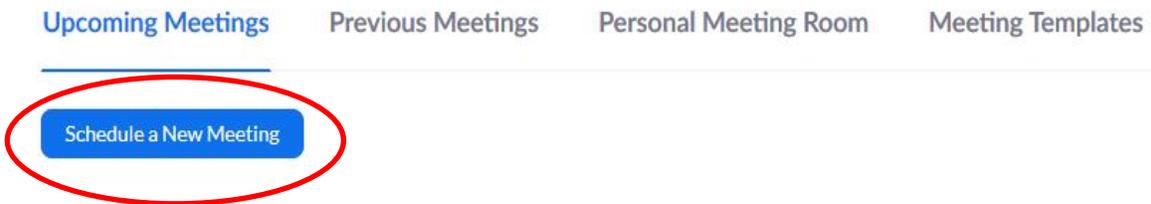
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## Create a Zoom Meeting: Google Chrome Zoom Website

- Open **Google Chrome** and go to <https://zoom.us/>.
- Click **SIGN IN** in the upper right of the website.



- Enter your N.C. A&T Google email address (@aggies.ncat.edu).
- Enter the unique password you created in the Activating a Zoom Account section. Do not sign in with Facebook.
- Once logged in, click **Schedule a New Meeting**.



- At the new **Meeting** page, enter the **Topic** of your meeting with a **Description** (optional). Enter **When** your meeting will take place, the meeting **Duration** and **Time Zone**.
- Check the box for a **Reoccurring meeting** if this meeting will take place daily, weekly, monthly, etc.
- The remaining items on this page are optional and based on your personal preferences.
- Click **Save** at the bottom of the page

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/25/2020



1:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

- After saving the meeting, the next page will allow you to add your meeting to your Google Calendar and invite guests to your meeting.

[My Meetings](#) > [Manage "My Meeting"](#)

Topic

My Meeting

Time

Mar 25, 2020 01:00 PM Eastern Time (US and Canada)

Add to



Google Calendar



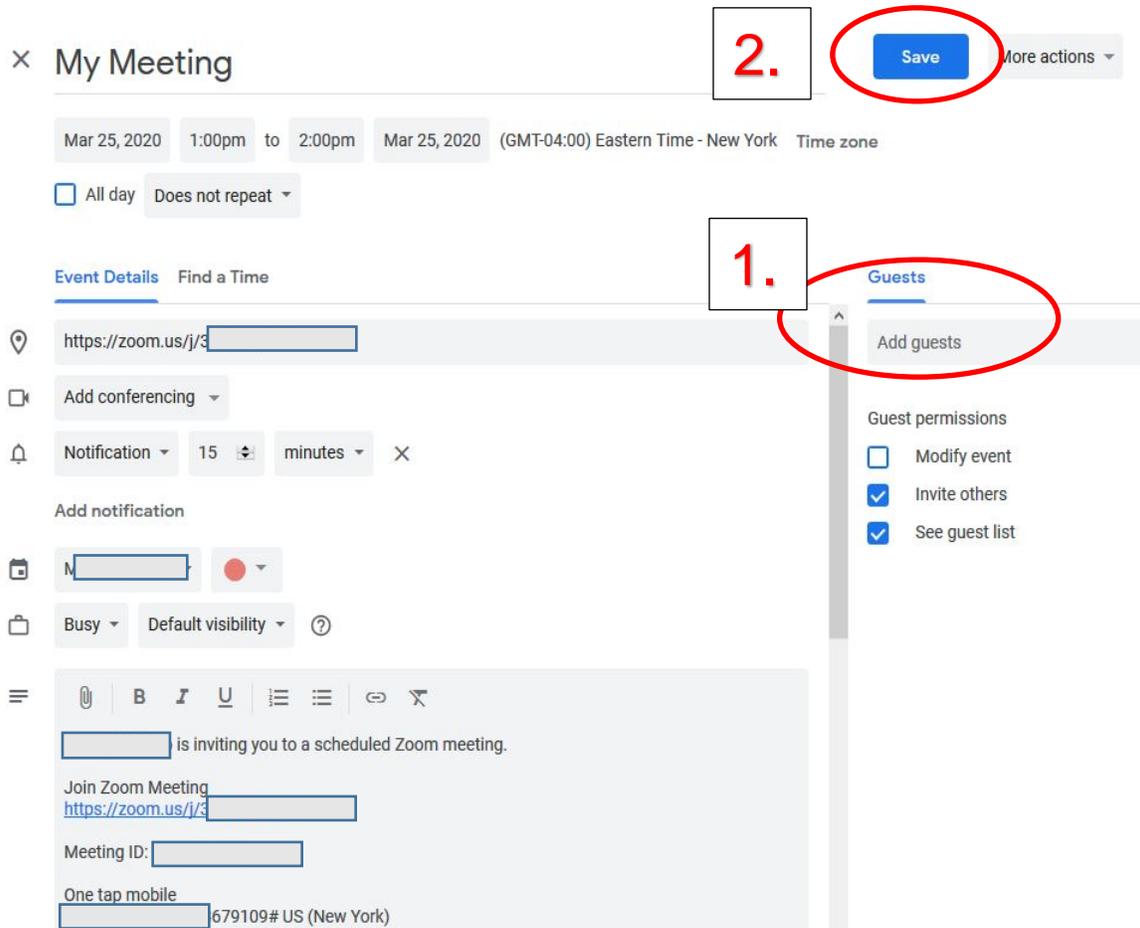
Outlook Calendar (.ics)



Yahoo Calendar

- Select **Google Calendar**. If you are prompted to grant Zoom permission to view and edit events on your calendar, click **Allow**. You may be prompted for Zoom permission confirmation. ITS recommends that you review the terms of use and privacy policies before clicking on Allow.

- A new tab will open to your Google Calendar event page. On this event page you can invite **Guests to the meeting (1.)**. Once you enter all of your guests, **Save (2.)** the meeting to send it to your guests and add it to your calendar.



You will receive acceptance (or decline) messages in your Gmail account from your participant invitees and reminders like any other Google Calendar invitation.

## Zoom Browser Extension for Google Chrome

- On the main Zoom user account page when logged in, the option to download and install the Zoom extension for Chrome is available.

Save time by scheduling your meetings directly from your calendar.

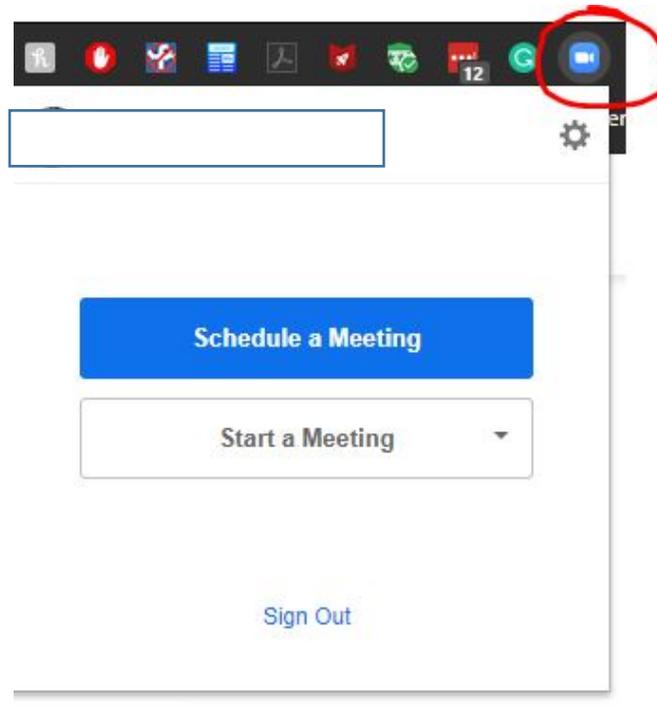


Microsoft Outlook Plugin  
[Download](#)



Chrome Extension  
[Download](#)

- Once installed, the extension is available to schedule and start a meeting from the browser's extension bar.



## Zoom Recommendations and Support

- If using a desktop for Zoom, you will need to have a built-in webcam or access to a USB webcam for video, a built-in microphone or headphones with a microphone and speakers for audio.
- If your computer does not have a built-in webcam, recommended webcams for use with Zoom are Logitech C270, C310, and C920/922. Any USB webcam

should work with your desktop. It is recommended that the webcam is installed and tested prior to starting or joining a Zoom meeting.

- Please note that Information Technology Services does not provide webcams, headphones or speakers.
- Zoom should be accessed directly from a user's device, not through Remote Desktop.
- Should you need assistance with activating and accessing your Zoom account, please contact the ITS Help Desk at 336-334-7195 or [helpdesk@ncat.edu](mailto:helpdesk@ncat.edu) or [AggieHelp](#).
- Zoom provides video tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Video tutorial on how to schedule a meeting using the Zoom website  
<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

Scheduling a meeting using Google Calendar (only possible if they install the Google Chrome web browser extension for Zoom)  
[https://www.youtube.com/embed/E0XmIIxcrEY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/E0XmIIxcrEY?rel=0&autoplay=1&cc_load_policy=1)

Joining a meeting

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

- Zoom provides Getting Started assistance and Frequently Asked Questions at <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>