Zoom Tutorial

What is Zoom?

Zoom is a web-based video conferencing tool with a local, desktop, and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.

A basic Zoom account is FREE. You can have up to 100 participants for 40 minutes at a time.

Check here for more information: https://zoom.us/

Guide

Install and Sign In Zoom

Go to: https://zoom.us/download and from the Download Center, click on the Download button under "Zoom Client For Meetings". This application will automatically download when you start your first Zoom Meeting. Once the download is complete, proceed with installing the Zoom application onto your computer.

Sign In

After launching Zoom, click **Join a Meeting** to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**:

To sign in, use your Zoom, Google, or Facebook account. You can also log in using SSO. If you don't have an account, click **Sign Up Free**. If you have a Zoom account but cannot remember your password, click **Forgot**.

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

New Meeting · Join · Schedule · Share screen

3:36 PM
Monday, January 7, 2019

Add a calendar
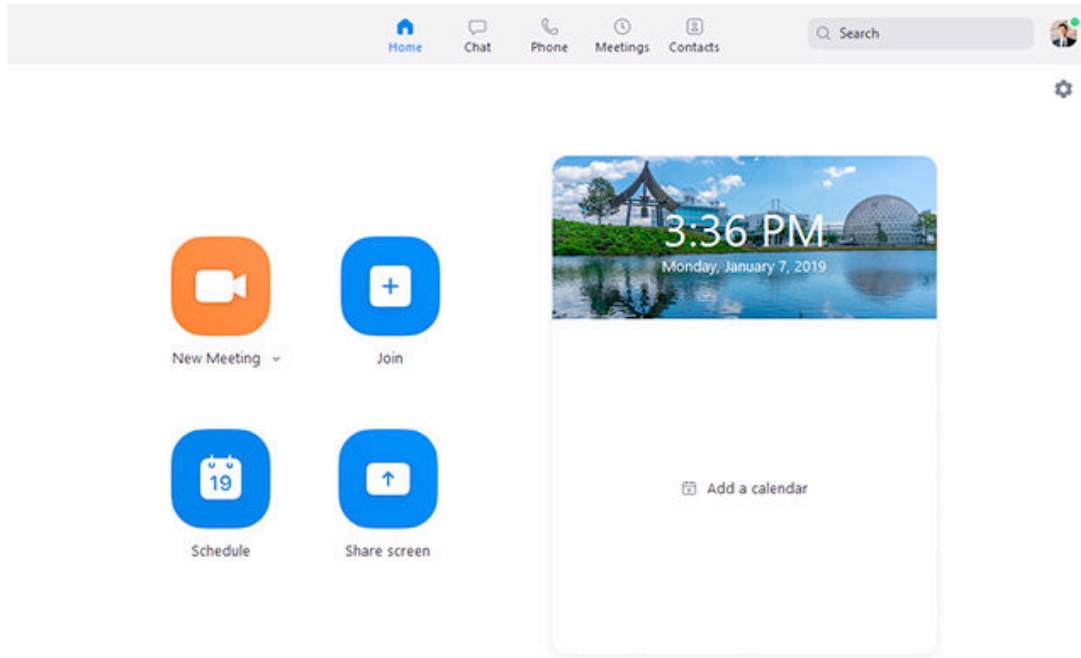
New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

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.

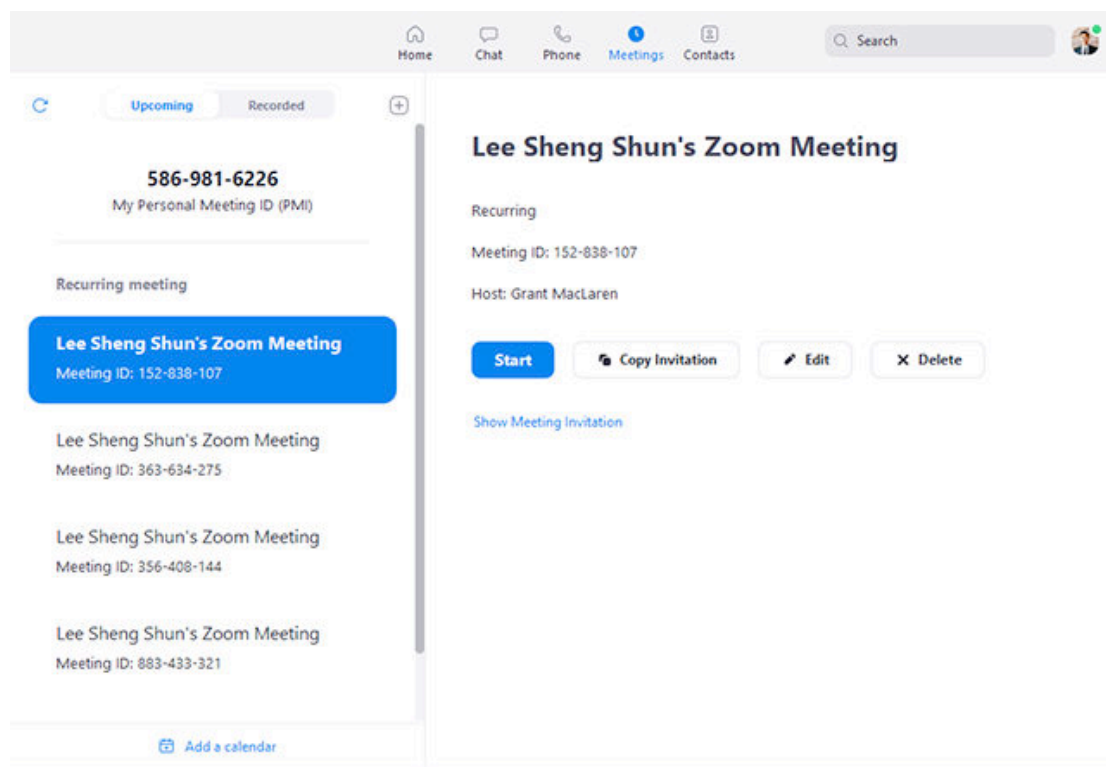If you are using the app on your mobile phone, these options are at the top of your screen:

Meet & Chat

Search

New Meeting · Join · Schedule · Share Screen
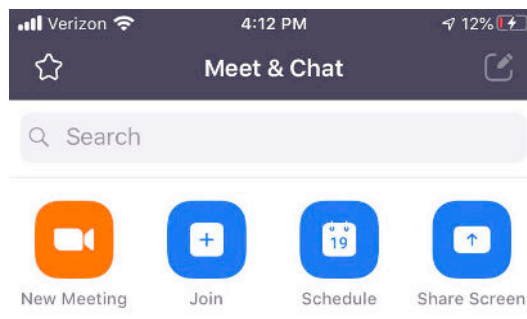
Find People and Start Chatting!

Scheduling a Meeting

How do I schedule a meeting?

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:** Schedule a new meeting.
- **Refresh**: 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.

Simply click the "Schedule a New Meeting" button and decide when the meeting should be held, who will be attending, and more. Once that's set, Zoom will give you login information for participants and the ability for users to log in via the app or on their phones.

Basic Scheduling Tips
-Does not require registration.
-Have the meeting ID automatically generate.
-Leave the meeting password on.
-Turn the host and participant cameras on or off depending on your preference.
-Leave audio as both.
-Enable join before host.
-Enable or disable mute participants upon entry depending on your preference.
-Enable waiting room.

How do I invite others to join my meeting?
You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email.

Zoom also comes with a quick sign-in feature for mobile users. So, if someone participating in your call doesn't have Zoom, they can quickly call the Zoom number and Zoom will automatically get them in by inputting their meeting ID and other information without any delay.

How do I join a meeting?

How to join a Zoom meeting on desktop by downloading the app
1. Download the Zoom desktop app on your Mac or PC.
2. Open the Zoom app.
3. Click join a meeting.
4. Enter the meeting ID and your name, and set audio/video permissions.

How to join a Zoom meeting on desktop via meeting invite link
1. Click on the meeting invite URL that the host shared via email or text.
2. Open the Zoom app.
3. Approve the request for permission to use your computer's audio and camera.
4. Depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.

How to join a Zoom meeting on mobile (iPhone, Android)
1. Download the Zoom app for iOS or for Android on Google Play, and set it up using your contact information — which the host can use to "call" you. Then, either
2. Your app will ring when the host "calls" you (*Accept the call*) *OR*
3. Open the mobile app.
4. Tap on "Join a Meeting."
5. Enter the meeting ID and your name and set audio/video permissions.
6. Or, tap on the meeting invite URL that the host shared via email or text, which will open the Zoom app. *The app may ask for permission to use your phone's camera.*

Again, depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.

Resources

Zoom Video Tutorials: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.1 - 19349385.1624176219.1584983313-648218286.1584477066

Zoom Help Center: https://support.zoom.us/hc/en-us