

## **Zoom - Quick Start Guide**

### **Download & Install Zoom**

Click the appropriate link to download Zoom on your device.

- *Windows & Mac* : <http://zoom.us/download> (download the Zoom Client for Meetings)
- *iOS*: <https://itunes.apple.com/us/app/id546505307>
- *Android*:  
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

### **Schedule a Meeting** (for the host of the meeting)

Once you have signed into your account, select My Meetings and then Schedule a Meeting. From here you can select the topic of the meeting as well as the Date, Time and Duration for your meeting. Various options include:

- Turning on host video by default
- Turning on participant video by default
- Audio options: default is set to “Both”—recommended to leave it on default
- Several Meeting Options

After selecting Schedule at the bottom of the page, you'll be able to invite others by Google Calendar, Outlook Calendar or Yahoo Calendar. A better option is to choose Copy Invitation in the bottom right hand corner which allows you to copy and paste the invitation to others manually.

See a video tutorial below

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

## **Join a Meeting** (for participants of a meeting)

### **1. Join Using a Link**

If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions to join the meeting.

### **2. Join Using a Meeting ID**

You can use a Meeting ID to join a meeting:

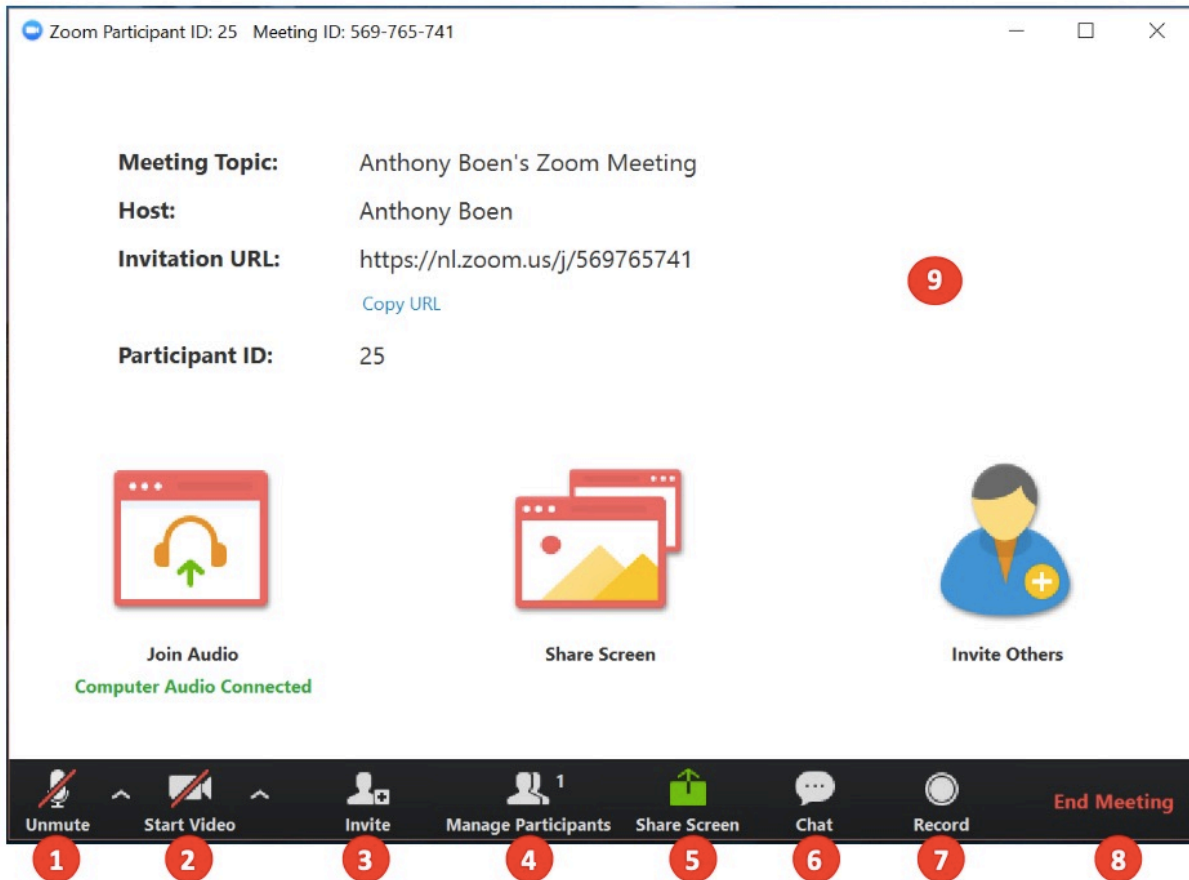
1. Open the Zoom Application.
2. Click the blue Join a Meeting button.
3. Enter your Meeting ID and Your Name.
4. You can leave the other options as defaults or select them based on what you want.
5. Click Join.

## **Quick Tips for Using Zoom**

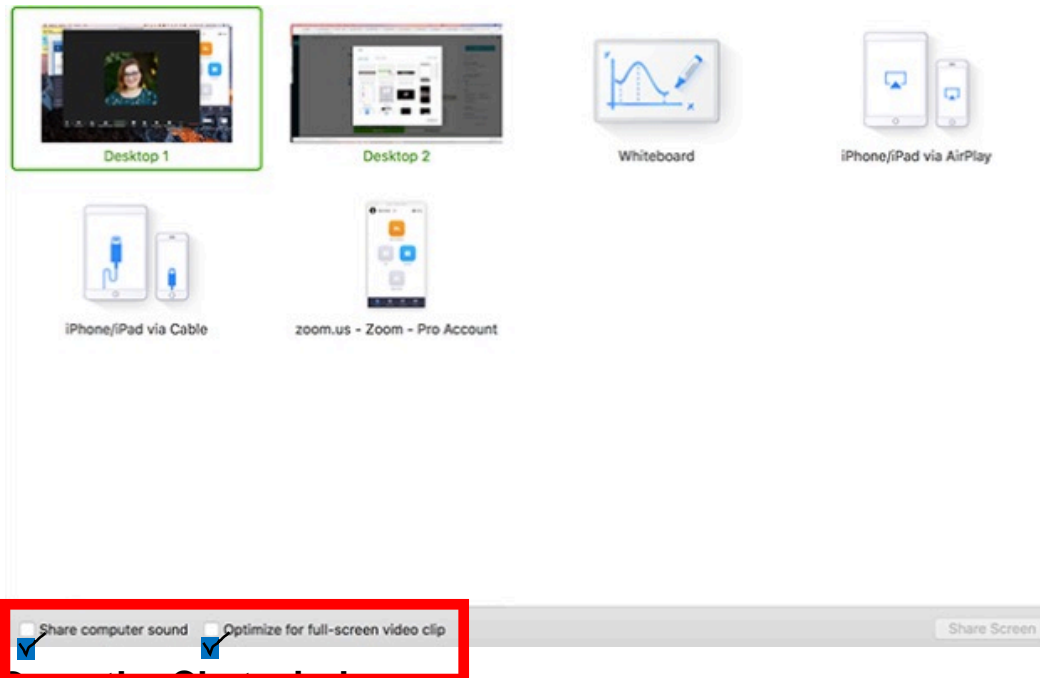
- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application.
- Be sure to mute yourself when you are not speaking.
- Please ask others to mute themselves when they are not speaking.
- Use the chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record. You can record to the cloud (recommended) or to your local computer.
- Zoom sessions with a free account is limited to 45 minutes.

## Zoom User Interface

1. Mute or unmute your microphone
2. Start or stop your video feed



3. Invite participants to the meeting (usually we don't use this option; just invite them by emailing them the link or Meeting ID)
4. Manage or view a list of meeting participants (this feature can be used to see all participants; next to their names, you can mute someone's microphone or shut off their video)
5. Share your screen (once you click on the 'Share Screen' option, on the next window that appears, please ensure that 'Share Computer Sound' and 'Optimize for full-screen video clip' are selected on the bottom of the window; please see image below). Now you can pick, on the window, whatever it is you would like to share i.e. PPT, Desktop, Web browser like Chrome, DVD, etc.



**6. Open the Chat window**

**7. Record the meeting, preferably to the cloud** (remember to pause the recording on the top left corner during coffee breaks, etc. Make sure to restart the recording, i.e. press the play button on the top left, when you are ready to continue with the session)

**8. Leave the meeting**

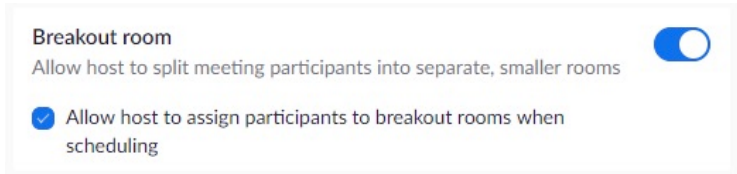
**9. Video Area**

**10. Breakout Rooms** (*image below, next page*) – This option needs to be enabled on your Zoom account for it to be active during the Zoom session. It is done as follows:

1. Sign-in to the Zoom web portal with your account:  
<https://zoom.us/signin>
2. Click **Account Management > Account Settings**.

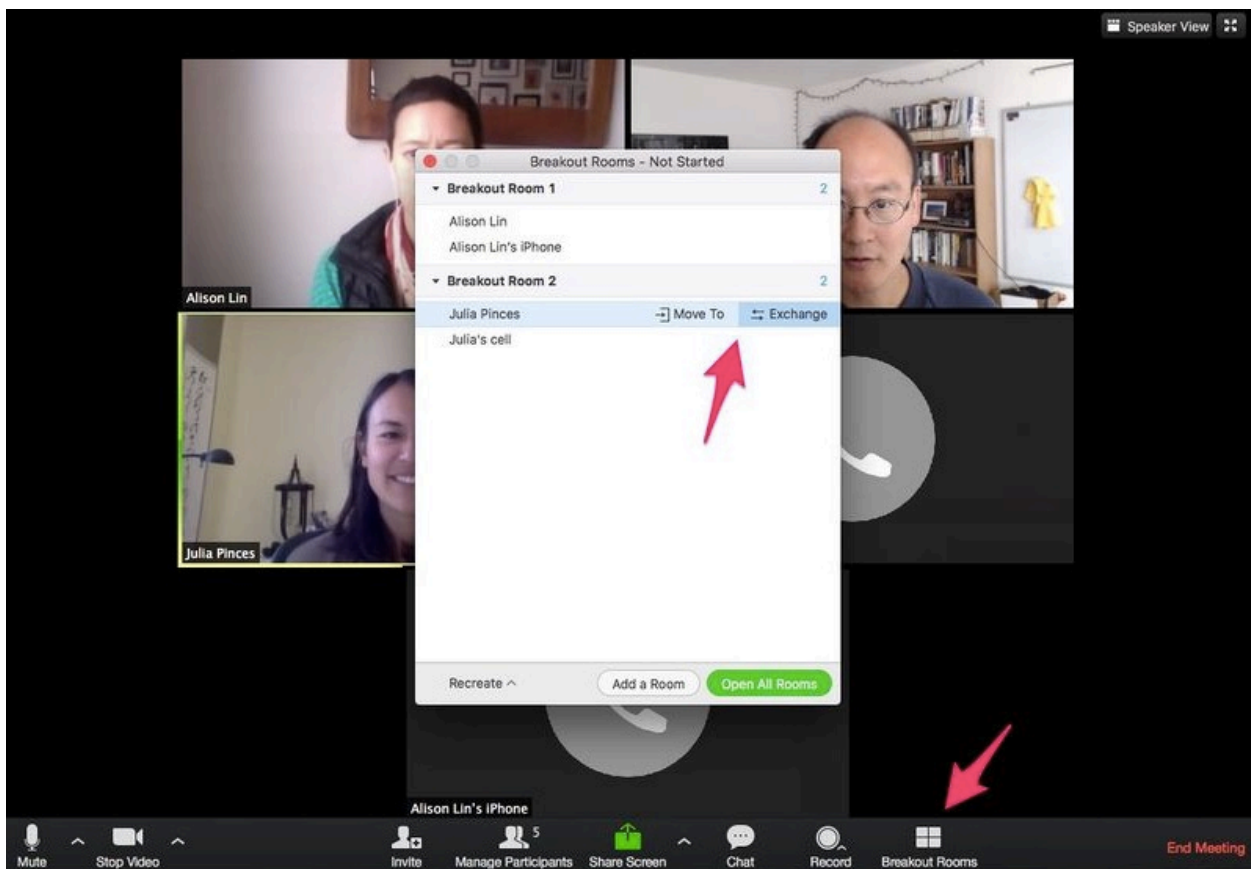
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a



verification dialog displays, choose **Turn On** to verify the change.

Breakout Rooms can be used to divide individuals into groups for discussions, etc.



## Detailed information + videos

More support at: <https://support.zoom.us/hc/en-us>

Video tutorials at: <https://support.zoom.us/hc/en-us/articles/206618765->

[Zoom-Video-Tutorials](#)