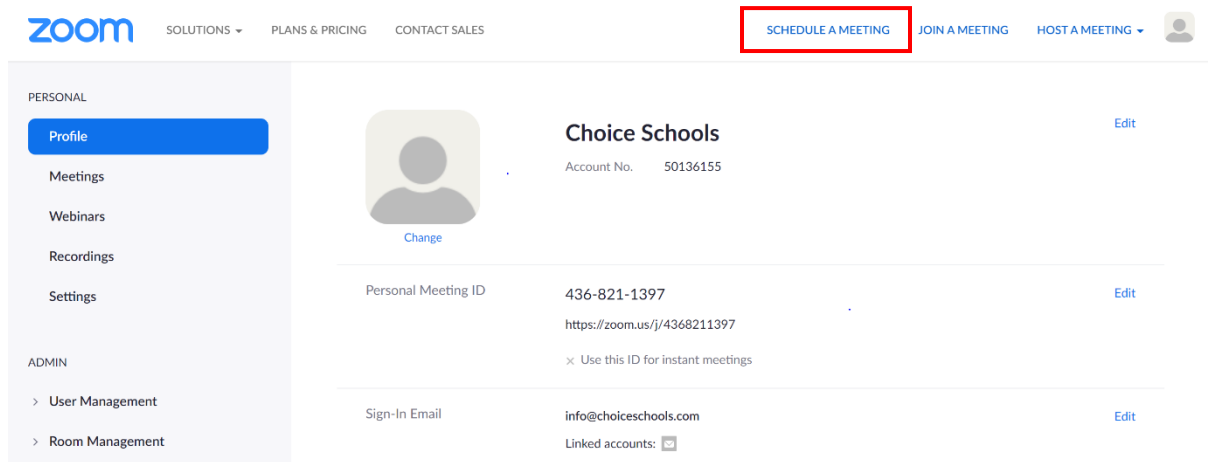


# How to Use Zoom

## Scheduling a Meeting

1. Sign into your Zoom Account
2. Select **"Schedule Meeting"** in the upper right-hand side of the screen



- a. When the Schedule a Meeting screen shows up, fill out the following information:
  - i. Topic (meeting title)
  - ii. When (date, time)
  - iii. Duration
  - iv. Uncheck Required meeting password
  - v. Meeting Options
    1. Check **"Enable join before host"** if desired
    2. Check **"Mute participants upon entry"** if desired
- b. Select **"SAVE"**

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/25/2020 6:00 PM

Duration: 1 hr 0 min

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

Registration:  Required

Meeting ID:  Generate Automatically  Personal Meeting ID 436-821-1397

Meeting Password:  Require meeting password

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both  
Dial from United States of America [Edit](#)

Meeting Options:  Enable join before host  
 Mute participants upon entry [?](#)  
 Enable waiting room  
 Only authenticated users can join  
 Record the meeting automatically

Alternative Hosts: Example: mary@company.com, peter@school.edu

Save  Cancel

3. If you wish to record your meeting, check the **“Record the meeting automatically”** box and then select **“in the cloud”**

Meeting Options

- Enable join before host
- Mute participants upon entry <sup>1</sup>
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically  On the local computer  In the cloud

4. Once your meeting is saved, you see a summary screen with a place for you to add the event to your calendar, as well as copy the invite information.

My Meetings > Manage "My Meeting" Start this Meeting

Topic: My Meeting

Time: Mar 25, 2020 06:00 PM Eastern Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 521-246-848

Meeting Password:  Require meeting password

Invite Attendees: Join URL: <https://zoom.us/j/521246848> Copy the invitation

Video: Host: Off, Participant: Off

Audio: Telephone and Computer Audio, Dial from United States of America

- a. When copying the invitation, be sure to select **“Copy Meeting Invitation”**

Copy Meeting Invitation

Meeting Invitation

Choice Schools is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: Mar 25, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/521246848>

Meeting ID: 521 246 848

One tap mobile  
+1 312 626 6799,,521246848# US (Chicago)  
+1 929 205 6099,,521246848# US (New York)

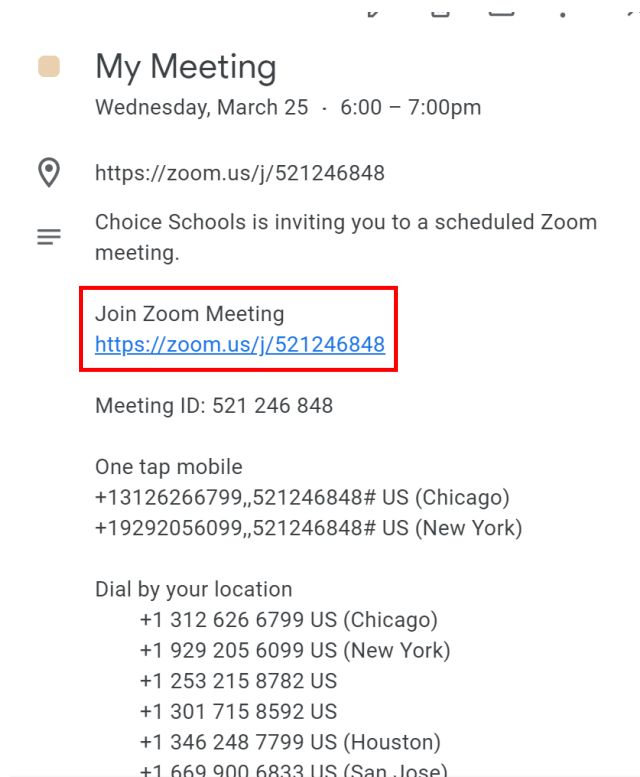
Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US

Copy Meeting Invitation Cancel

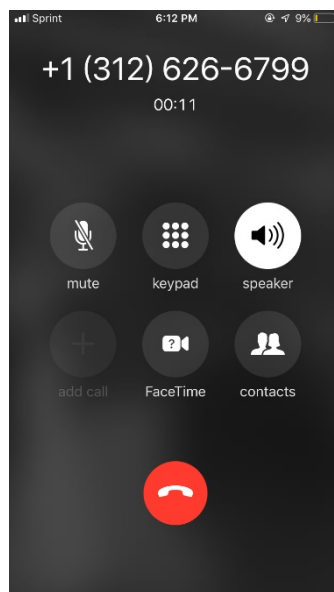
5. Once you have copied the meeting invitation, be sure to place it in your desired location.

## Joining a Zoom Meeting

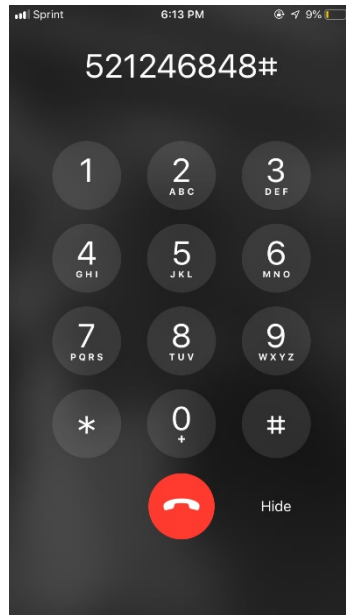
1. Option 1: Calendar Invitation by Computer
  - a. Go to your Calendar Invitation and select the **“Join Zoom Meeting”** link to open the meeting browser



2. Option 2: Phone
  - a. Dial the Zoom Phone number on the Calendar Invitation

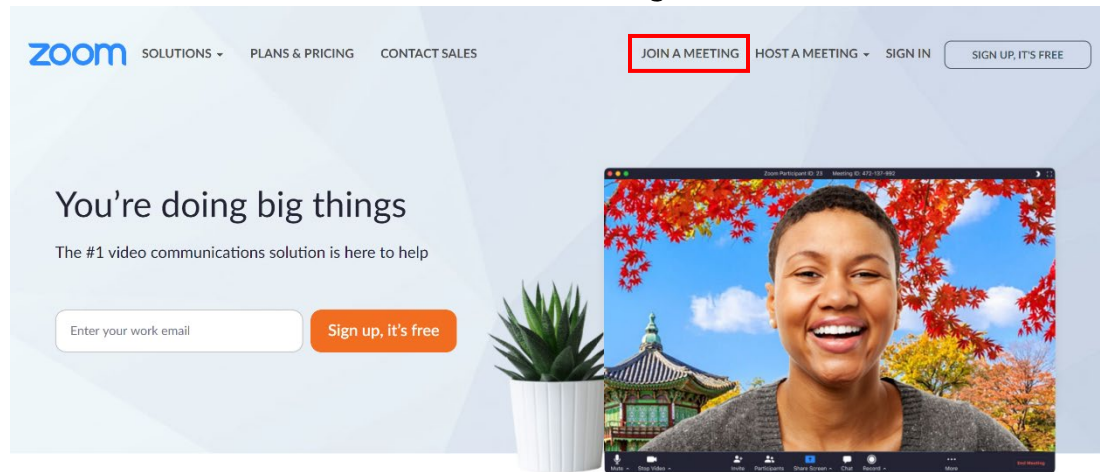


b. You will be prompted dial the **“Meeting ID”** to join the meeting



3. Option 3: Zoom Website by Computer

a. Go to Zoom.com, and select **“Join A Meeting”**



b. Enter the **“Meeting ID”** in the invitation, and select **“Join”**

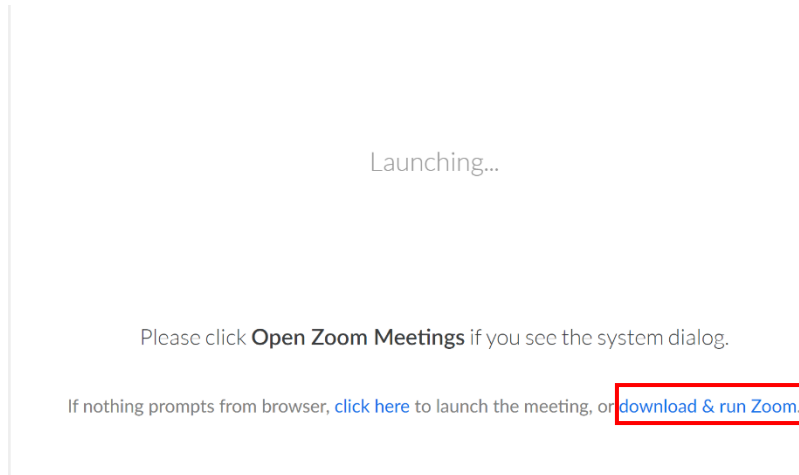
Join a Meeting

A form for joining a meeting. It consists of a white input field with a blue border containing the text '871752090'. Below the input field is a blue button with the text 'Join'. Both the input field and the button are highlighted with a red border.

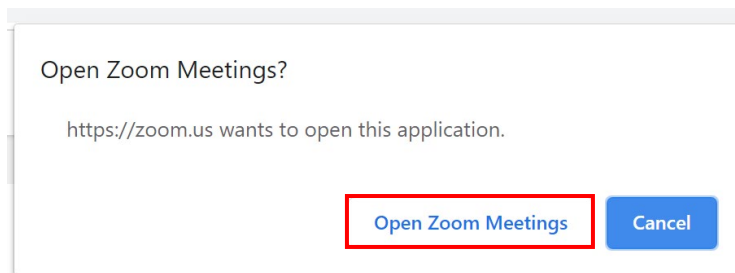
[Join a meeting from an H.323/SIP room system](#)

## Final Steps to Join a Zoom Meeting via Computer

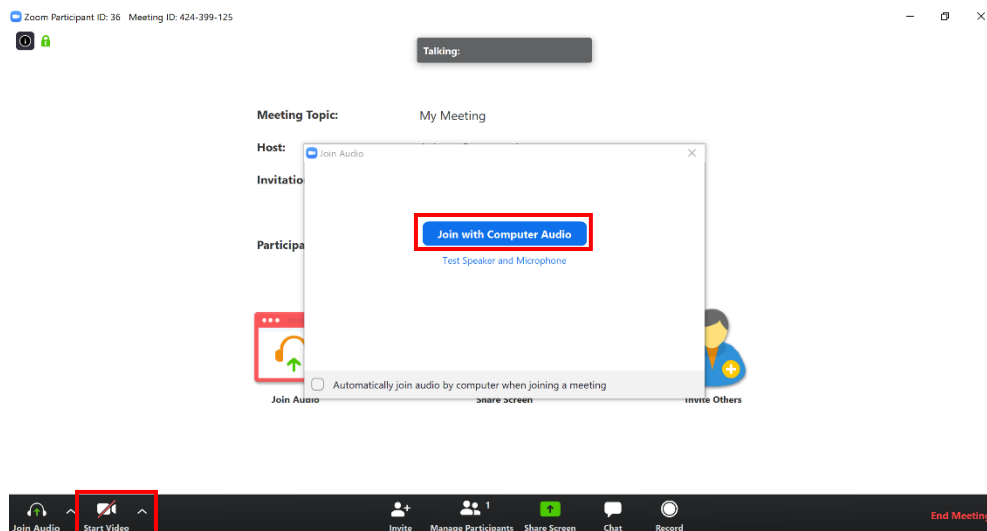
1. Once you have Joined A Meeting via the computer, you will get the screen below.
  - a. If you need to download Zoom, select **“download & run Zoom”** and follow the prompts



- b. If you have downloaded Zoom already, select **“Open Zoom Meetings”**



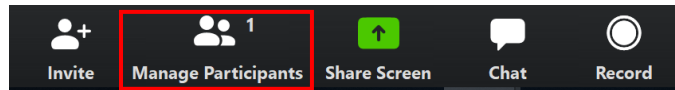
2. Once you have joined the meeting, you will view the screen below, select **“Join with Computer Audio.”** If you desire to be on video, select the **“video icon”** in the lower left-hand side of the screen



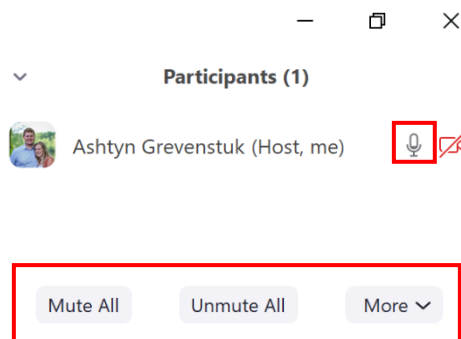
## Hosting a Zoom Call

### 1. Important icons to use to ensure a smooth meeting

#### a. Manage Participants



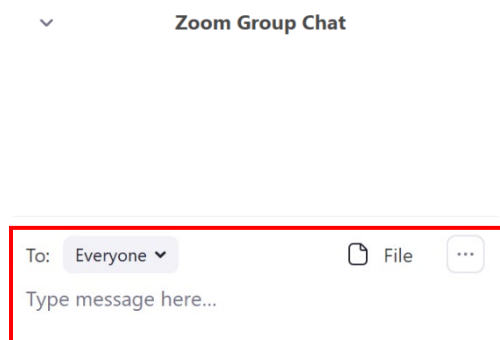
- i. After selecting the **“Manage Participants”** icon. A pop-up will show to the right-hand side of your screen. Here you are able to manage the people in your meeting by muting them all if needed. You can mute individual participants by selecting the microphone icon next to their name.



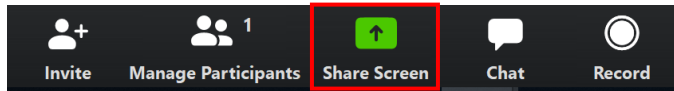
#### b. Chat



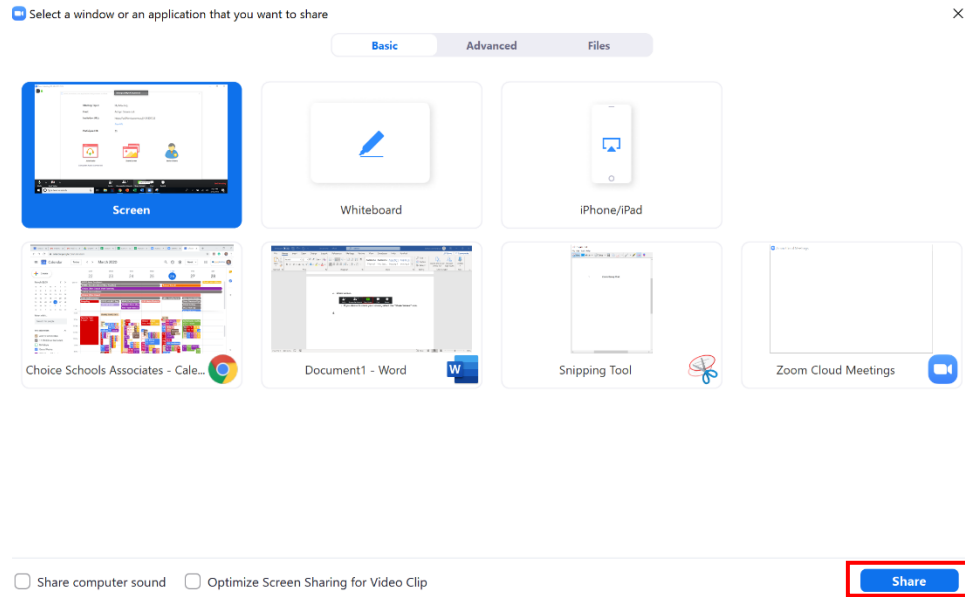
- i. After selecting the **“Chat”** icon. A pop-up will show up on the right-hand side of the screen. Here, participants will be able to chat with everyone in the group and ask questions.



c. Share Screen

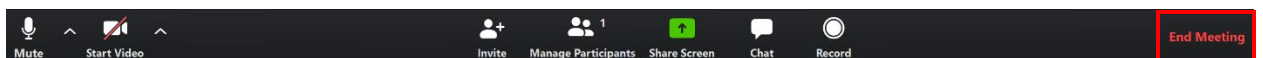


- i. If you desire to share your screen, select the **“Share Screen”** icon. Here you are able to select what screen you wish to share in your meeting, for the participants to view. Once you have selected the desired screen, select **“Share.”**

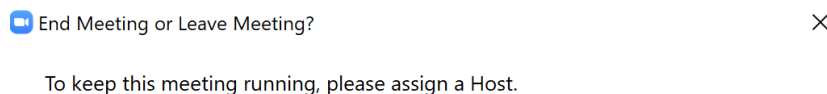


2. Ending a Meeting

- a. To end a meeting, select **“End Meeting”** at the lower right-hand side of the screen.

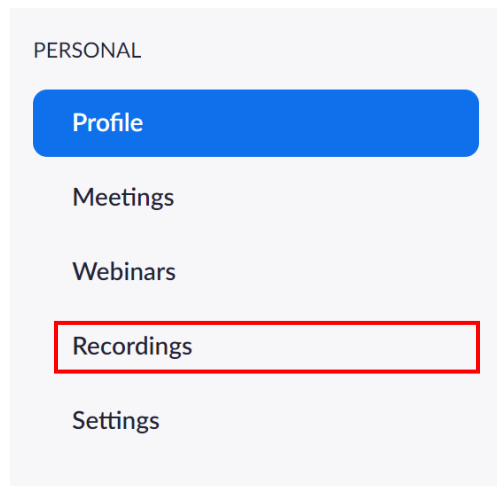


- b. After you select **“End Meeting”** a pop-up screen will show up, where you can select **“End Meeting for All”** where you will end it for all participants. Or **“Leave Meeting”** where you will just be leaving the meeting, and participants are still able to use the Zoom call.



## Tips & Tricks on How to Create a Smooth Zoom Meeting

1. **Mute all participants** when scheduling the zoom call. This ensures that your sound is not overwhelmed, and you are able to communicate well with participants in the meeting.
2. Use the **Chat** feature in the meeting to have participants take attendance, ask questions, etc.
3. Record your Zoom meeting so you have something to send out to those who were not able to participate.
  - a. On your main Zoom screen, you can manage your recordings, by selecting **"Recordings"** on the left-hand side of the screen. You will also receive an email with a link to share the recording.



- b. **NOTE:** If participants "test" the Zoom call before it starts, you will get a recording email sent to you. Make sure to double check that it is the correct Zoom recording that you want to share.
4. The **Basic** plan in zoom, only allows 100 participants in a meeting at a time.
  5. You may only use one zoom line at a time.
    - a. i.e. Do not set up 2 meetings at the same time, as one of them will not be able to join, or they may end the current meeting going on.