

Using ZOOM

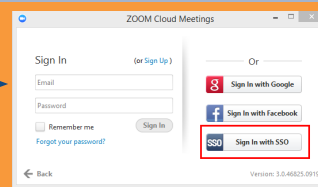
ACCESS ZOOM

Sign into ZOOM

- Sign into <https://zoom.us/signin> and then click the **Join** or **Start Meeting** button.

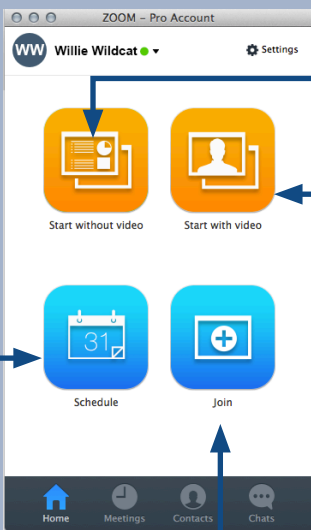
Download and Sign in with the ZOOM app

Go to <https://zoom.us/download> and click **Zoom Client for Meetings**. Click **Sign in**



Schedule a Meeting

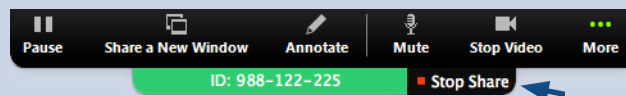
1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
 - Require meeting password
 - Enable join before host (recommended)
6. Select a calendar type:
 - iCal or Outlook
 - Google Calendar
 - Other Calendars
7. Click **Schedule**.



Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click **Start without video**.
- When scheduling a meeting, under **Video** select **Off** for Host and Participant.
- While in a meeting, select the **Screen Share** button on the **ZOOM menu bar**.

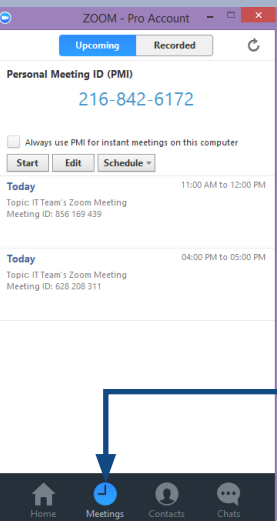


To stop screen sharing, at the top of the screen, click **Stop Share**.

Video Meetings

Create a meeting that starts automatically by doing one of the following:

- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.



Join a Meeting

1. Click **Join**.
2. Enter your meeting ID and your name.
3. Click **Join**.

Invite attendees

1. Click **Invite** on the **ZOOM menu bar**.
2. Chose an email service.
3. Add invitees to the email and send it.

Open Scheduled Meeting

1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button.

Record a meeting

1. Click **Record** on the **ZOOM menu bar**.
2. Click **Stop Recording** to end recording.

View recorded meetings

1. Click **Meetings**.
2. Click **Recorded**.
3. Hover over meetings.
4. Click **Play Video**.

Allow others to record meeting

1. Click **Participants** on the **ZOOM menu bar**.
2. Hover over participant's name.
3. Click **Allow Record**.

Hand off the host

Make another participant the meeting host by doing the following:

1. Click **Manage participants** on the **ZOOM menu bar**.
2. Hover over a participant's name and then click **More**.
3. Click **Make Host**.

ZOOM TIPS

Hosting meetings

Select the **Enable join before host** option to allow your attendees to enter the meeting before you are there.

Select the **Other calendar** option to display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the **Mute all and/or Mute on Entry** option to help prevent disruptive noisy feedback when someone joins your meeting. Click the **Manage Participants** button on the **ZOOM menu bar** and then click **Mute All** or **More** and then **Mute on Entry**. Don't worry, participants can unmute themselves.

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Joining meetings

Install ZOOM software before meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.

Mute your microphone to avoid feedback when joining a meeting by clicking either the **Mute/unmute my audio** button or the **Audio options** button on the **ZOOM menu bar**.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation. Alternatively, use **Chat** on the **ZOOM menu bar** to send messages to meeting participants.

ZOOM MENU BAR

