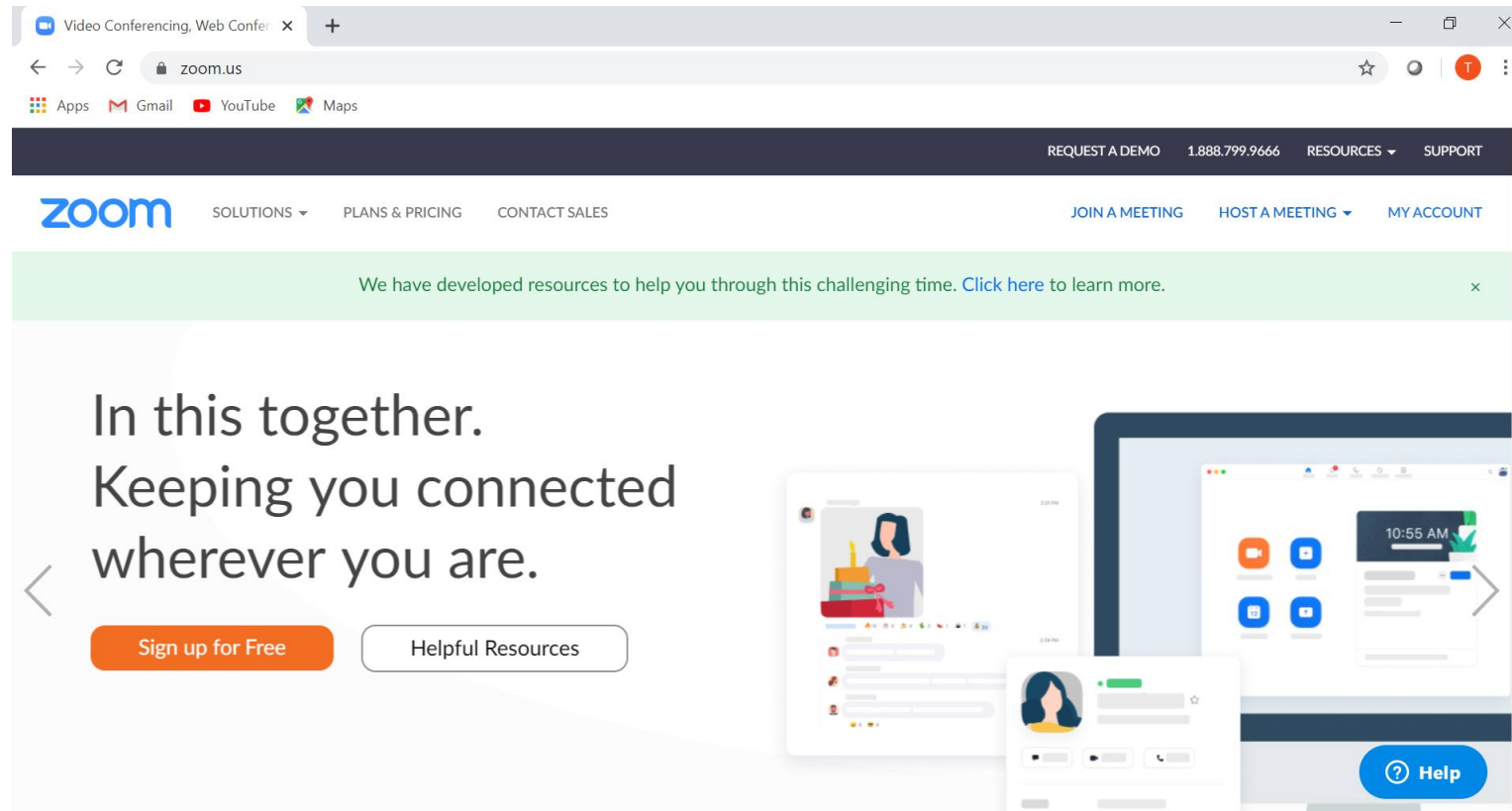




How to Use Zoom

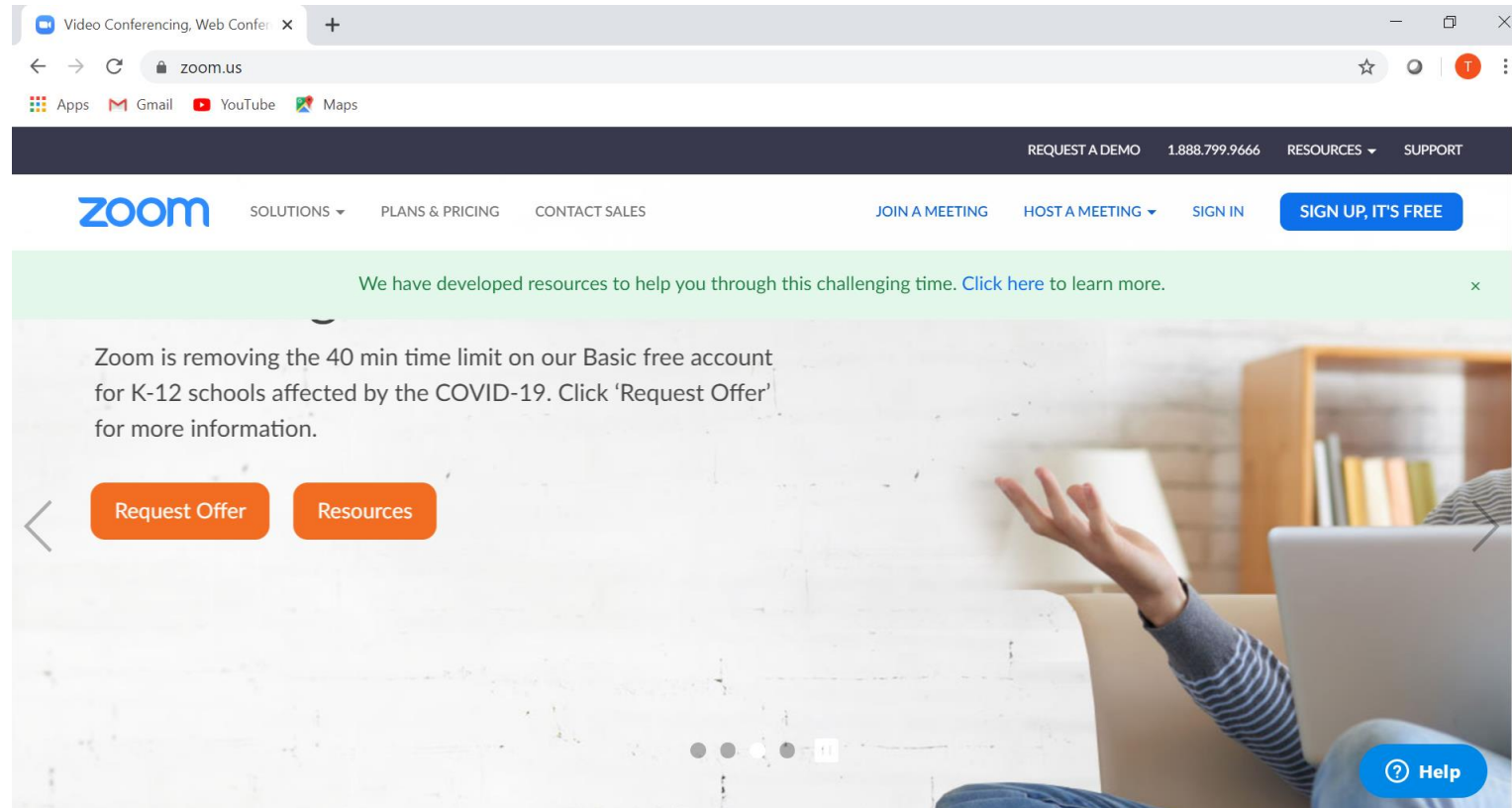
For Virtual Meetings

From a Google Browser, go to www.zoom.us

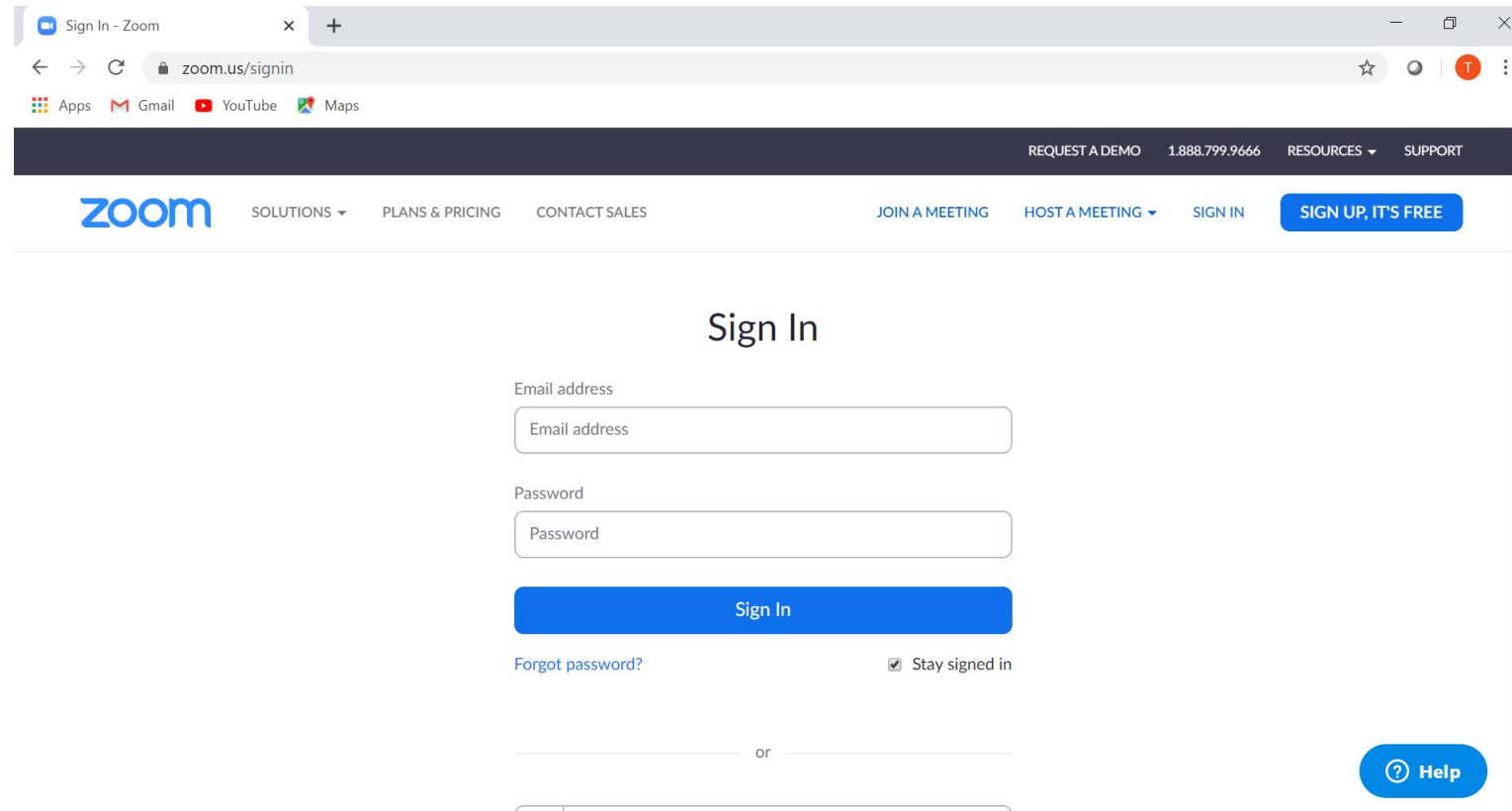


The image shows a screenshot of a web browser displaying the Zoom website. The browser's address bar shows the URL "zoom.us". The website's navigation bar includes the Zoom logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", and "MY ACCOUNT". A dark blue bar at the top right contains "REQUEST A DEMO", "1.888.799.9666", "RESOURCES", and "SUPPORT". A green banner below the navigation bar reads: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main content area features the text "In this together. Keeping you connected wherever you are." with a left-pointing arrow. Below this text are two buttons: "Sign up for Free" (orange) and "Helpful Resources" (white with a grey border). To the right, there are three overlapping illustrations: a smartphone showing a Zoom meeting interface with a birthday cake, a laptop displaying a Zoom meeting interface with a "10:55 AM" timestamp and a "Help" button, and a smaller smartphone showing a Zoom meeting interface with a profile picture and a "Help" button.

Zoom is free for limited use. Sign up if it's your first time.



Sign in if you have a username and password



The image shows a browser window with the URL `zoom.us/signin`. The page features a dark navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled "SIGN UP, IT'S FREE".

Sign In

Email address

Password

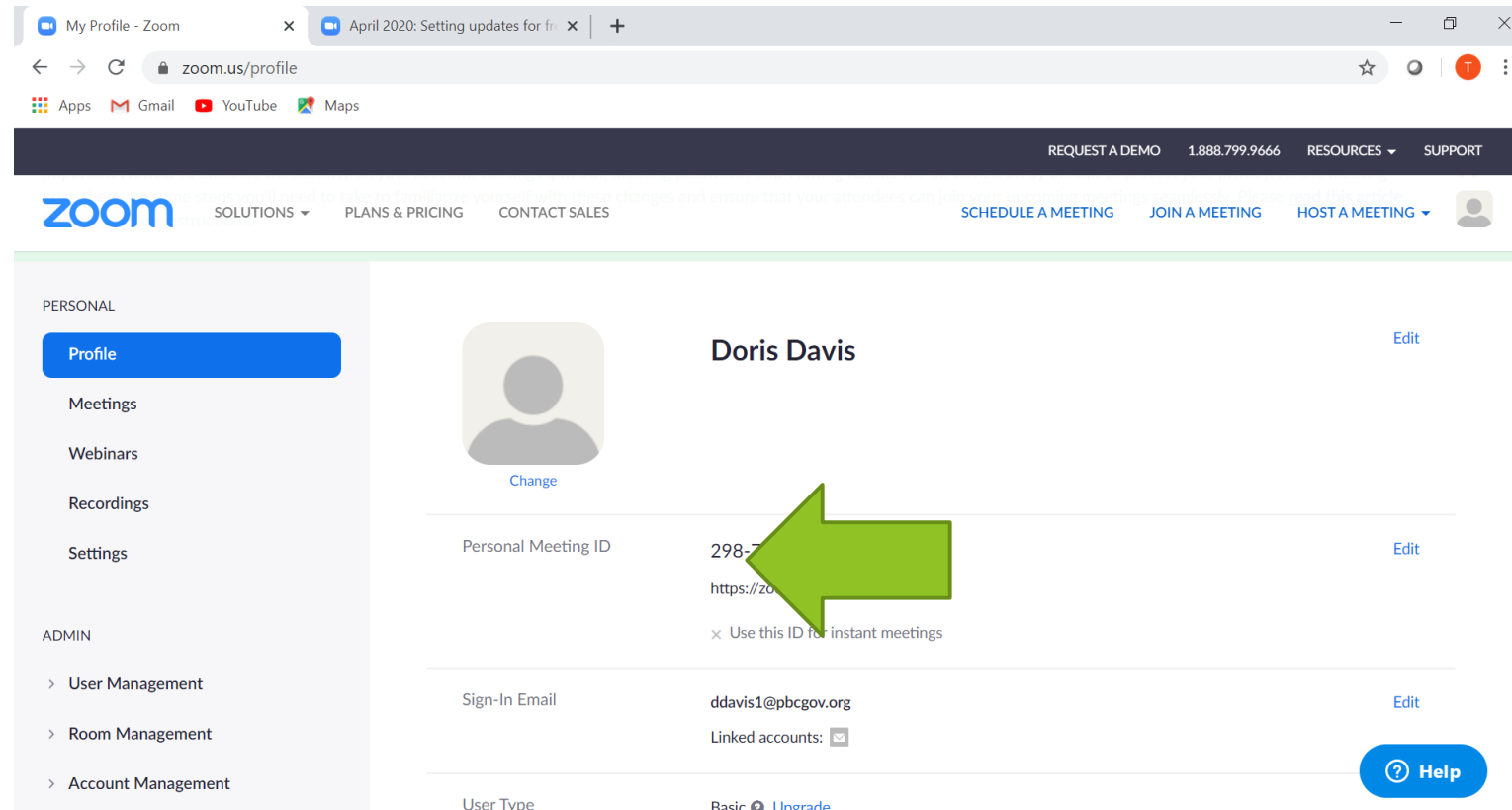
Sign In

Forgot password? Stay signed in

_____ or _____

Help

During registration, Zoom will assign a Personal Meeting ID.



The screenshot shows the Zoom user profile page for Doris Davis. The page is viewed in a browser window with the URL zoom.us/profile. The navigation bar includes links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar contains sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management). The main content area displays the user's name, profile picture, and several key details:

- Personal Meeting ID:** 298-7... (highlighted with a green arrow). Below the ID is a link to a Zoom meeting page and a note: "Use this ID for instant meetings".
- Sign-In Email:** ddavis1@pbcgov.org
- User Type:** Basic

Buttons for "Edit" are visible next to the name, Personal Meeting ID, and Sign-In Email. A "Help" button is located at the bottom right of the profile section.

There are two ways to schedule or join a meeting.

The screenshot shows the Zoom user profile page for Doris Davis. The page is viewed in a browser window with the URL `zoom.us/profile`. The navigation bar includes links for `REQUEST A DEMO`, `1.888.799.9666`, `RESOURCES`, and `SUPPORT`. The main navigation menu features `SOLUTIONS`, `PLANS & PRICING`, `CONTACT SALES`, `SCHEDULE A MEETING`, `JOIN A MEETING`, and `HOST A MEETING`. The profile section for Doris Davis includes a profile picture placeholder, a name, and an `Edit` link. Below this, there are sections for `PERSONAL` (Profile, Meetings, Webinars, Recordings, Settings) and `ADMIN` (User Management, Room Management, Account Management). A large green arrow points from the `Profile` link in the left sidebar to the `SCHEDULE A MEETING` link in the top navigation. Another large green arrow points from the `Meetings` link in the left sidebar to the `JOIN A MEETING` link in the top navigation. The profile details include a meeting ID, a sign-in email (`ddavis1@pbcgov.org`), linked accounts, and a user type of `Basic` with an `Upgrade` option. A `Help` button is located at the bottom right of the profile section.

Select the type of meeting you would like to schedule. Enter the details.

The screenshot shows the Zoom 'Schedule a Meeting' page in a browser. The browser tabs include 'Schedule a Meeting - Zoom' and 'April 2020: Setting updates for fr...'. The address bar shows 'zoom.us/meeting/schedule'. The Zoom logo is in the top left, with navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A user profile icon is in the top right. The left sidebar has a 'Profile' section with 'Meetings' selected, and an 'ADMIN' section with links for User Management, Room Management, Account Management, and Advanced. The main content area is titled 'Schedule a Meeting' and contains the following fields:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '04/06/2020', a time dropdown set to '9:00', and a PM/AM dropdown set to 'PM'.
- Duration:** Two dropdown menus set to '1' and '0' respectively, followed by 'hr' and 'min' labels.

Below the duration fields is an orange-bordered warning box: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)'. Below the warning box is a checkbox labeled 'Do not show this message again' and a blue 'Help' button with a question mark icon.

Because this is a free account, meetings are limited to 40 minutes and less than 100 participants.

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile

- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Schedule a Meeting

Topic: My Meeting

Description (Optional): This is just a test

When: 04/06/2020 9:00 PM

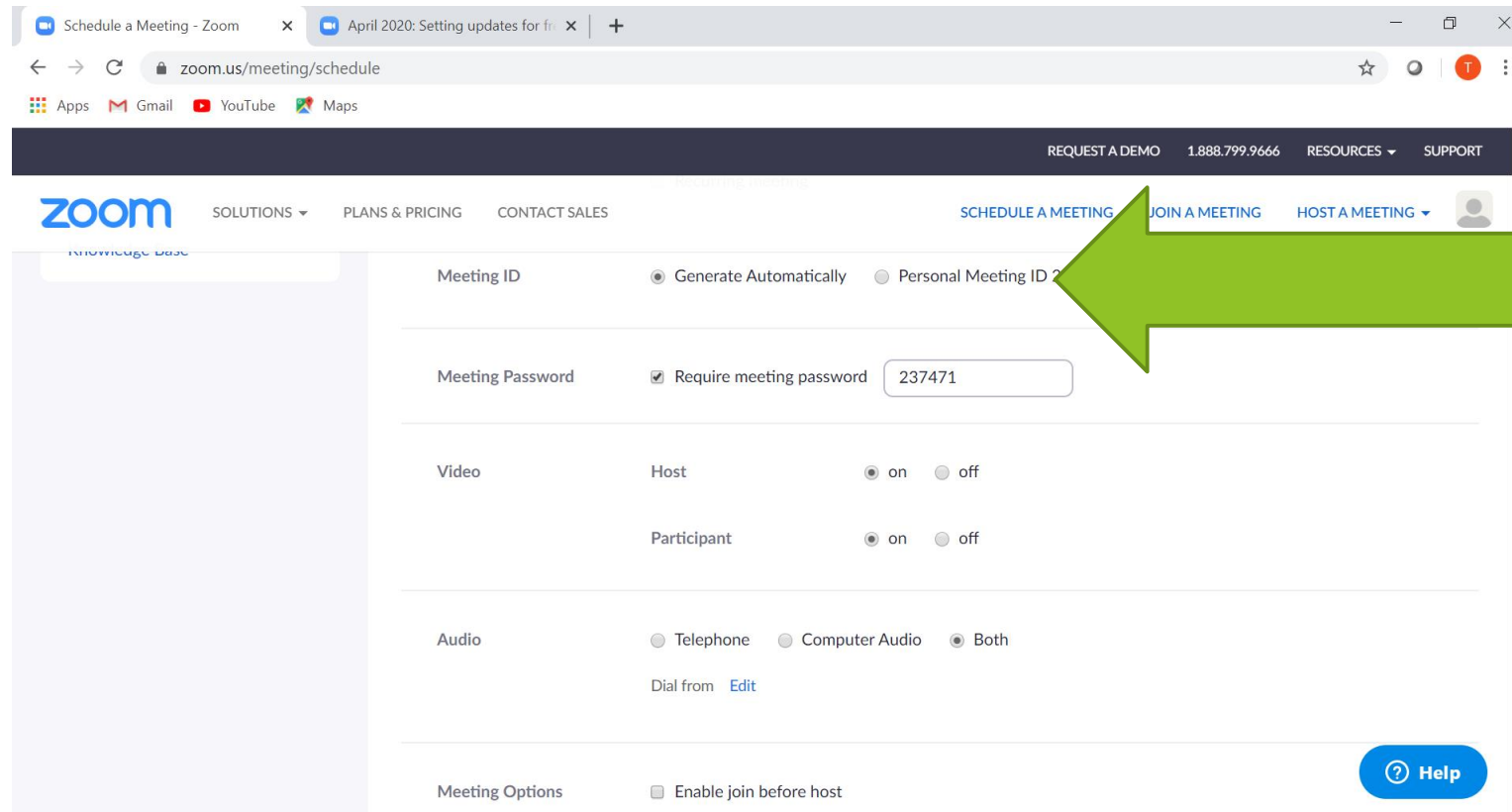
Duration: 0 hr 30 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Help

Your personal meeting ID will autofill along with a password for your participants.



The screenshot shows the Zoom meeting scheduling page in a web browser. The browser's address bar displays 'zoom.us/meeting/schedule'. The page features a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A dark blue header contains links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main content area is divided into sections for 'Meeting ID', 'Meeting Password', 'Video', 'Audio', and 'Meeting Options'. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 2'. A large green arrow points to the 'Personal Meeting ID 2' option. The 'Meeting Password' section has a checked 'Require meeting password' checkbox and a text input field containing '237471'. The 'Video' section has two rows of radio buttons: 'Host' (on/off) and 'Participant' (on/off). The 'Audio' section has three radio buttons: 'Telephone', 'Computer Audio', and 'Both' (selected), with a 'Dial from' link below. The 'Meeting Options' section has a checkbox for 'Enable join before host'. A blue 'Help' button is located at the bottom right of the form.

Meeting ID Generate Automatically Personal Meeting ID 2

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options Enable join before host

[Help](#)

Select additional features.

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Meeting ID: 237471 Require meeting password

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Record the meeting automatically on the local computer

Would you like video?

How will participants join?

Can they join before you start? Do you want them muted? Want your meeting recorded?

For larger, longer meetings, select webinars but you will need to upgrade and pay for your account.

My Webinars - Zoom

zoom.us/webinar/whatis

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management

What is Webinar?

- Zoom Video Webinars allow you to easily conduct large online events with video, audio and screen sharing for up to 100 video participants and 10,000 attendees
- The features in Webinar are tailored for managing large audiences with branding, registration, host controls, polls, question & answer, raise hand, chat, recording and reporting
- Monetize your webinars with our Paypal integration ([via Zapier](#))

How is Webinar enabled?

- Webinar can be added to any paid plans such as Pro, Business or Edu
- Go to your Webinar Add-On Plan, or contact your sales representative

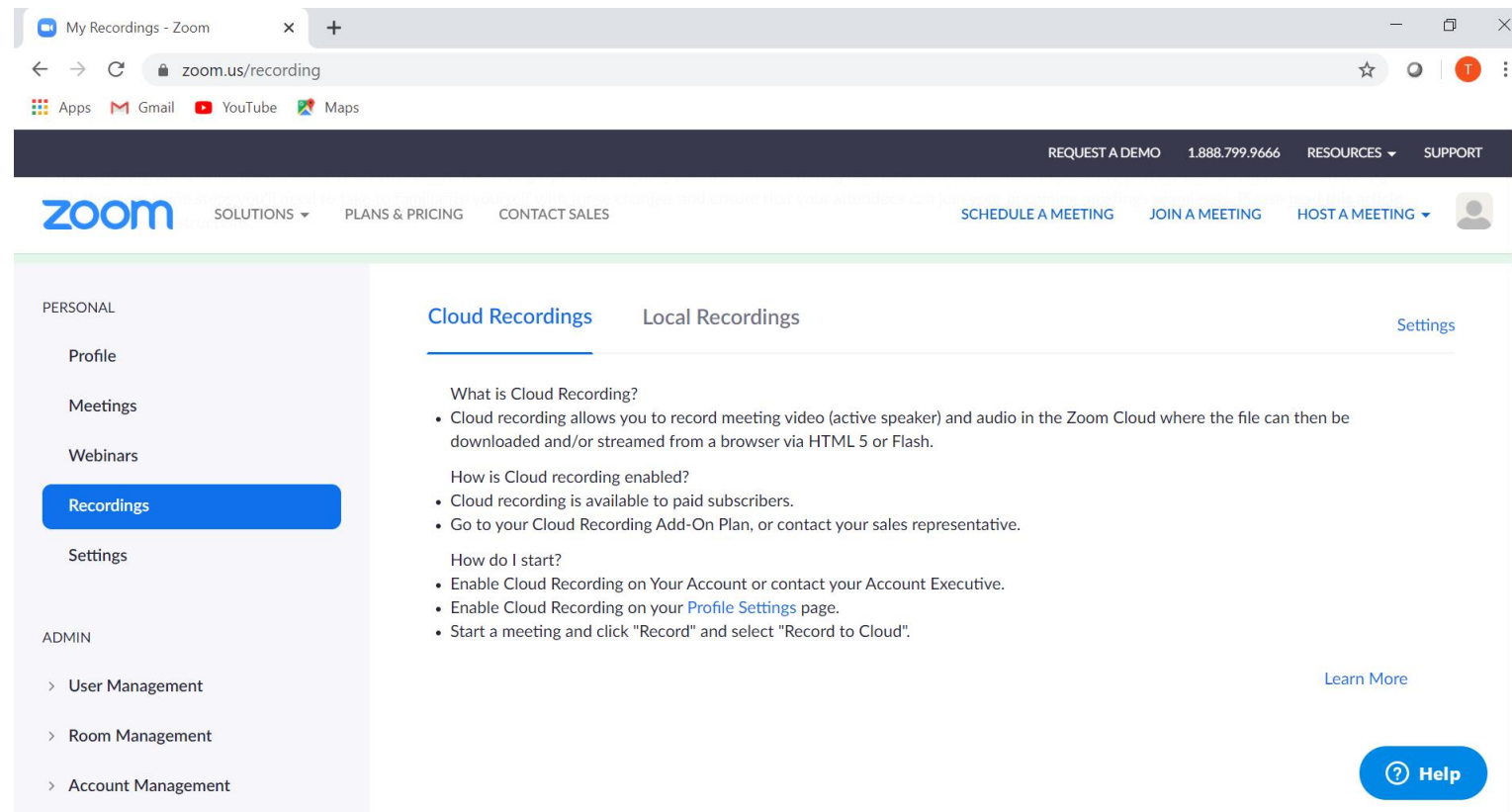
How do I start?

- On the User Management page, admin can enable Webinars for certain users with Edit User

[Learn More](#)

[Help](#)

Zoom allows you to record meetings to share later.



The screenshot shows a web browser window with the URL `zoom.us/recording`. The page features a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A sidebar on the left is divided into 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Recordings' is highlighted in a blue button. Under 'ADMIN', there are links for 'User Management', 'Room Management', and 'Account Management'. The main content area has tabs for 'Cloud Recordings' (selected), 'Local Recordings', and 'Settings'. The 'Cloud Recordings' section contains the following text and list:

What is Cloud Recording?

- Cloud recording allows you to record meeting video (active speaker) and audio in the Zoom Cloud where the file can then be downloaded and/or streamed from a browser via HTML 5 or Flash.

How is Cloud recording enabled?

- Cloud recording is available to paid subscribers.
- Go to your Cloud Recording Add-On Plan, or contact your sales representative.

How do I start?

- Enable Cloud Recording on Your Account or contact your Account Executive.
- Enable Cloud Recording on your [Profile Settings](#) page.
- Start a meeting and click "Record" and select "Record to Cloud".

At the bottom right of the content area, there is a 'Learn More' link and a blue 'Help' button with a question mark icon.

You can elect to host meetings with or without video and screen share to work on projects together.

The screenshot shows a web browser window with the URL `zoom.us/recording`. The page features a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile icon is visible in the top right.

The main content area is divided into two tabs: 'Cloud Recordings' (selected) and 'Local Recordings'. Under 'Cloud Recordings', there are three options: 'With Video Off', 'With Video On', and 'Screen Share Only'. A 'Learn More' link is located below these options.

A left sidebar contains navigation categories: 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management). A 'Help' button is located in the bottom right corner of the page.

Cloud Recordings Local Recordings

What is Cloud Recording?

- Cloud recording allows you to record meeting video (active speaker) and audio in the Zoom Cloud where the file can then be downloaded and/or streamed from a browser via HTML 5 or Flash.

How is Cloud recording enabled?

- Cloud recording is available to paid subscribers.
- Go to your Cloud Recording Add-On Plan, or contact your sales representative.

How do I start?

- Enable Cloud Recording on Your Account or contact your Account Executive.
- Enable Cloud Recording on your [Profile Settings](#) page.
- Start a meeting and click "Record" and select "Record to Cloud".

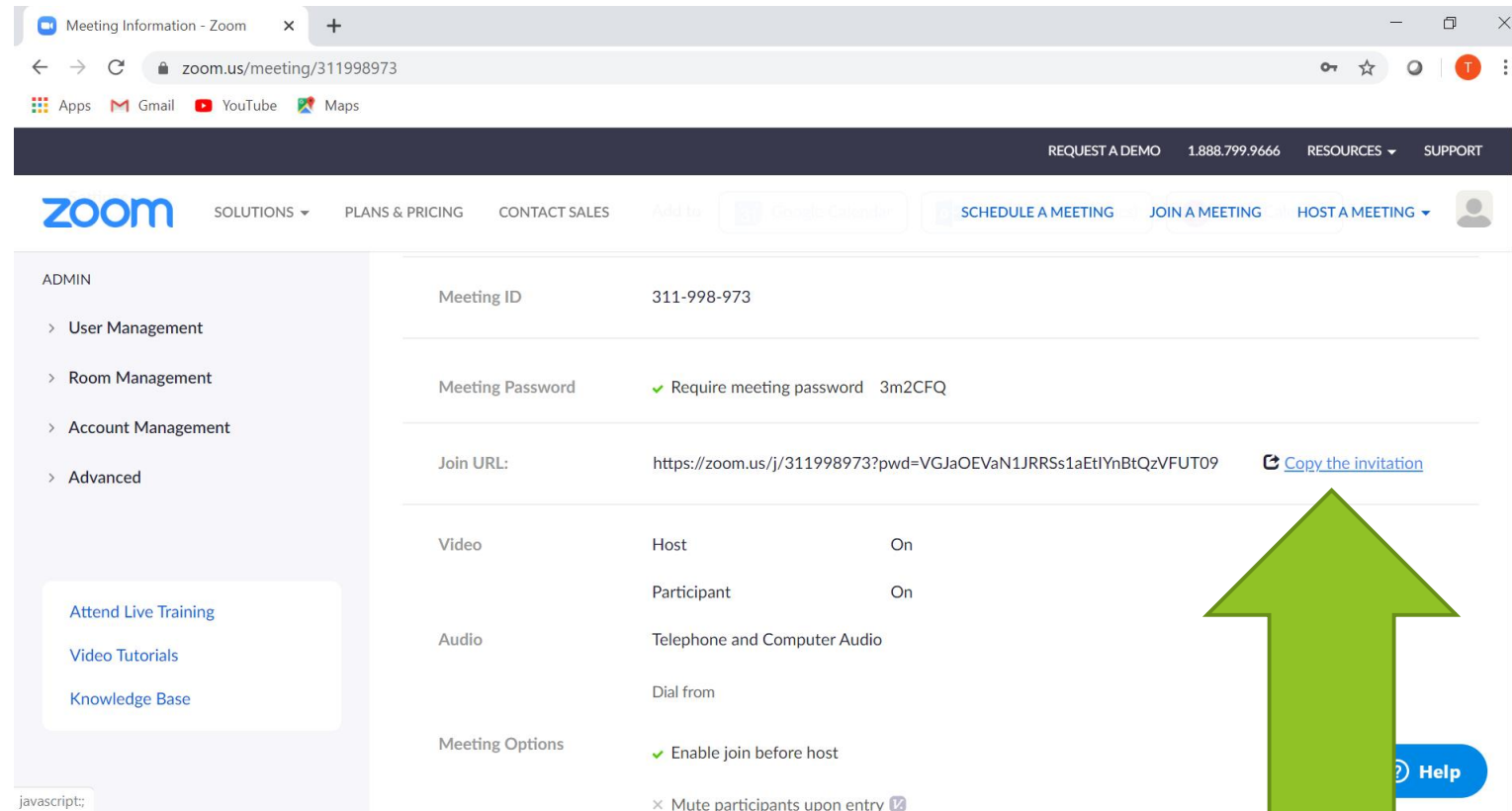
[Learn More](#)

[Help](#)

Save the template of your meeting to avoid retyping the information for upcoming similar meetings.

The screenshot shows a web browser window with the URL `zoom.us/meeting/311998973`. The page is the Zoom meeting configuration interface. At the top, there are navigation links: `REQUEST A DEMO`, `1.888.799.9666`, `RESOURCES`, and `SUPPORT`. Below this is the Zoom logo and a navigation menu with `SOLUTIONS`, `PLANS & PRICING`, and `CONTACT SALES`. On the right side of the navigation menu, there are links for `SCHEDULE A MEETING`, `JOIN A MEETING`, and `HOST A MEETING`, along with a user profile icon. The main content area is divided into sections: `Attend Live Training` (with sub-links for `Video Tutorials` and `Knowledge Base`), `Audio` (with options for `Telephone and Computer Audio` and `Dial from`), and `Meeting Options`. The `Meeting Options` section includes several checked items: `Enable join before host`, `Mute participants upon entry` (with a lock icon), `Enable waiting room`, and `Record the meeting automatically on the local computer`. At the bottom of the configuration area, there are four buttons: `Delete this Meeting`, `Save as a Meeting Template`, `Edit this Meeting`, and `Start this Meeting`. A green arrow points directly to the `Save as a Meeting Template` button. Below the buttons, there is a note: `Want to invite view-only participants or broadcast to up to 10000 participants? Convert this Meeting to a Webinar`. The footer contains links for `About`, `Download`, `Sales`, `Support`, and `Language`, along with a `Help` button.

Select “Copy the Invitation” to invite participants.

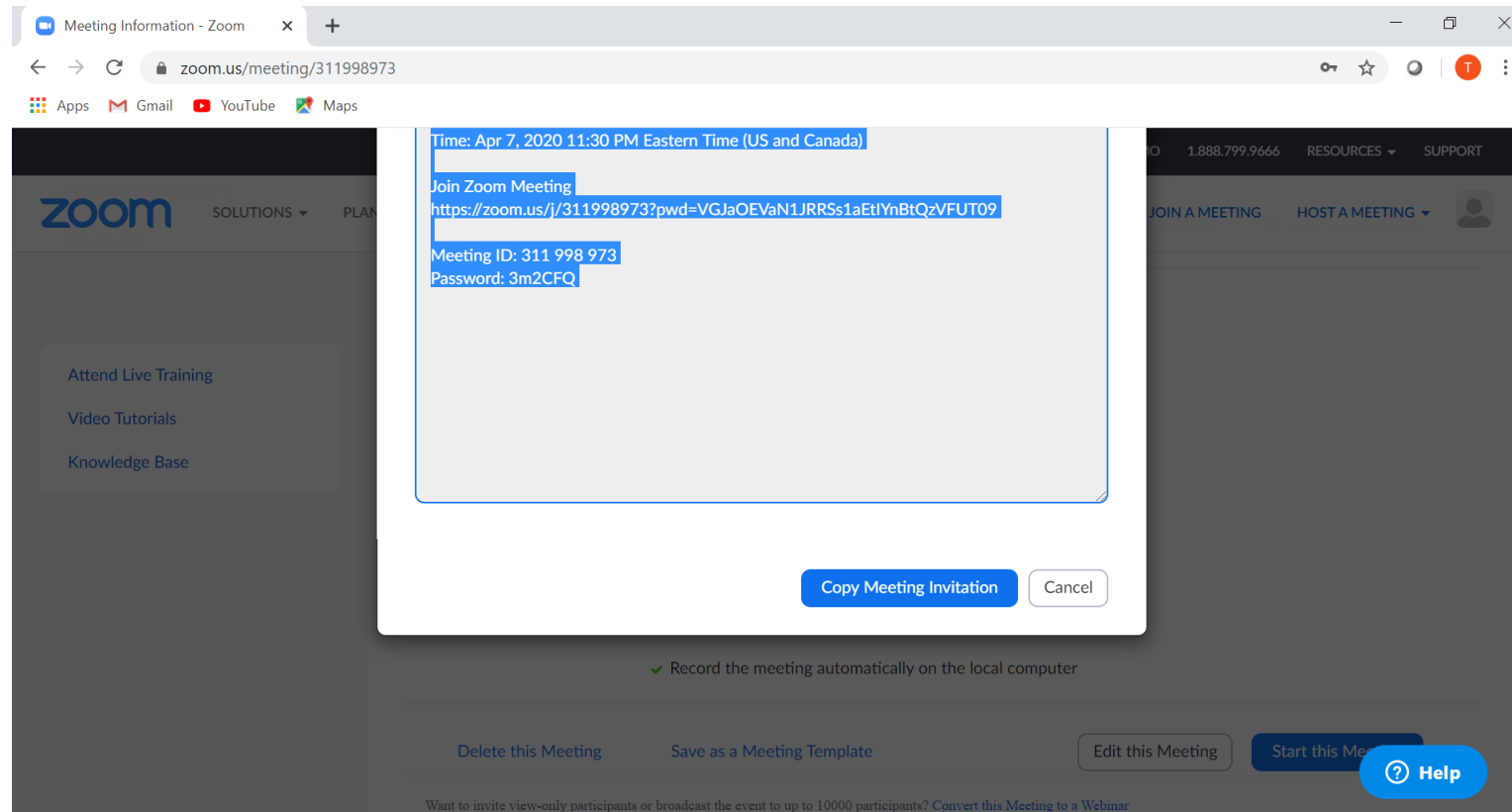


The screenshot shows the Zoom meeting information page for meeting ID 311-998-973. The page includes a navigation menu on the left with options like 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area displays meeting details:

- Meeting ID: 311-998-973
- Meeting Password: Require meeting password 3m2CFQ
- Join URL: <https://zoom.us/j/311998973?pwd=VGJaOEVaN1JRRSs1aEtlYnBtQzVFUT09> [Copy the invitation](#)
- Video: Host On, Participant On
- Audio: Telephone and Computer Audio
- Dial from: [unselected]
- Meeting Options: Enable join before host, Mute participants upon entry

A large green arrow points to the 'Copy the invitation' link. A 'Help' button is visible at the bottom right of the page.

Select “Copy Meeting Invitation”.



Paste the invitation to your email notice.

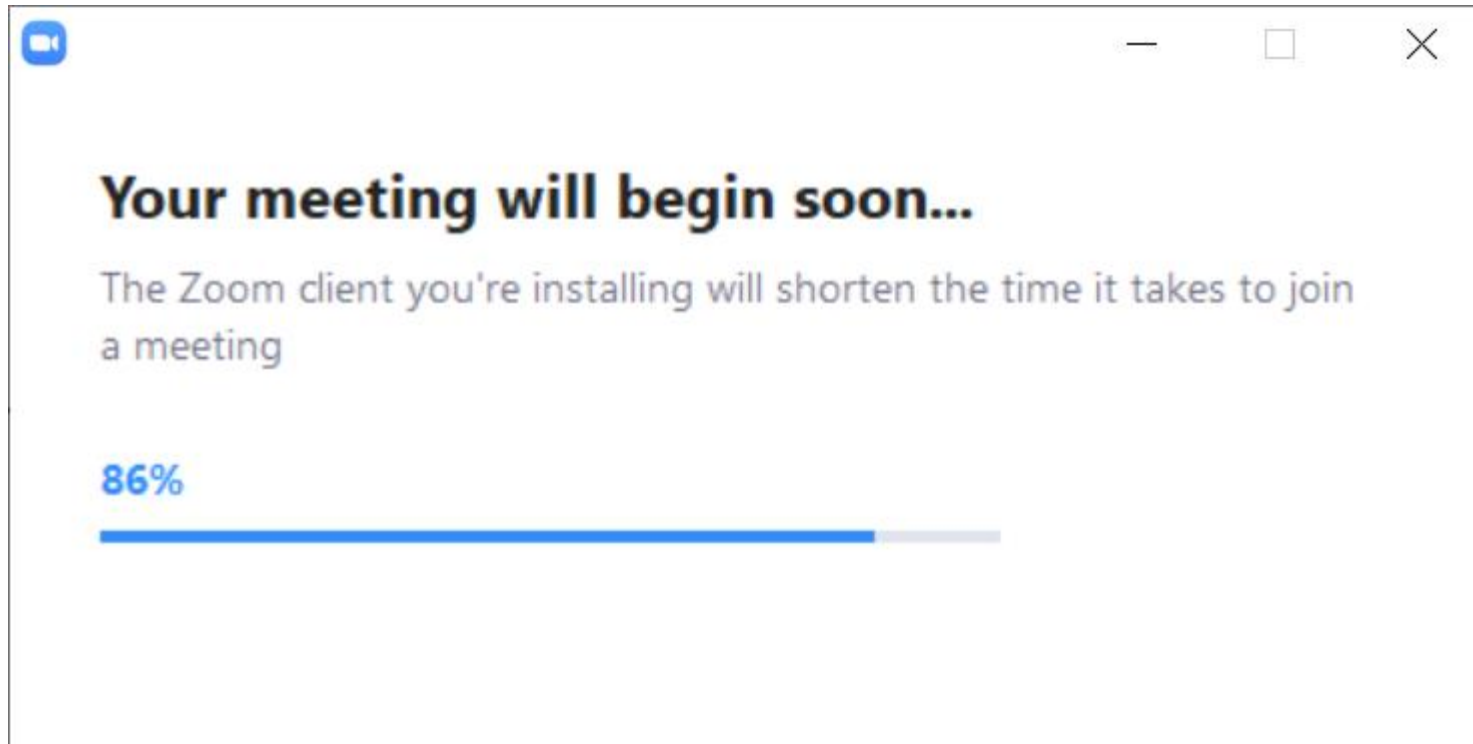
- ▶ Doris Davis is inviting you to a scheduled Zoom meeting.
- ▶ Topic: My Meeting
- ▶ Time: Apr 7, 2020 11:30 PM Eastern Time (US and Canada)
- ▶ Join Zoom Meeting
- ▶ <https://zoom.us/j/311998973?pwd=VGJaOEVaN1JRRSs1aEtIYnBtQzVFUT09>
- ▶ Meeting ID: 311 998 973
- ▶ Password: 3m2CFQ

When it's time, Start your meeting.

The image shows a browser window at the URL zoom.us/meeting/311998973. The page displays the Zoom meeting configuration interface. At the top, there are navigation links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is the Zoom logo and navigation menu including 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. The main content area is divided into sections: 'Host' (On), 'Participant' (On), 'Audio' (Telephone and Computer Audio), 'Dial from', and 'Meeting Options'. The 'Meeting Options' section includes: 'Enable join before host' (checked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (checked), and 'Record the meeting automatically on the local computer' (checked). At the bottom of the configuration area, there are buttons for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. A large green arrow points to the 'Start this Meeting' button. Below these buttons is a link: 'Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)'. The footer contains links for 'About', 'Download Meetings Client', 'Sales 1.888.799.9666', 'Support Test Zoom', 'Language English', and a 'Help' button.

Meeting Information - Zoom x +
zoom.us/meeting/311998973
Apps Gmail YouTube Maps
REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT
zoom SOLUTIONS PLANS & PRICING CONTACT SALES
Host On
Participant On
SCHEDULE A MEETING JOIN A MEETING HOST A MEETING
Attend Live Training
Video Tutorials
Knowledge Base
Audio Telephone and Computer Audio
Dial from
Meeting Options
✓ Enable join before host
× Mute participants upon entry
✓ Enable waiting room
✓ Record the meeting automatically on the local computer
Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting
Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)
About Download Sales Support Language
https://www.zoom.us/s/311998973 Meetings Client 1.888.799.9666 Test Zoom English Help

Your meeting will install.



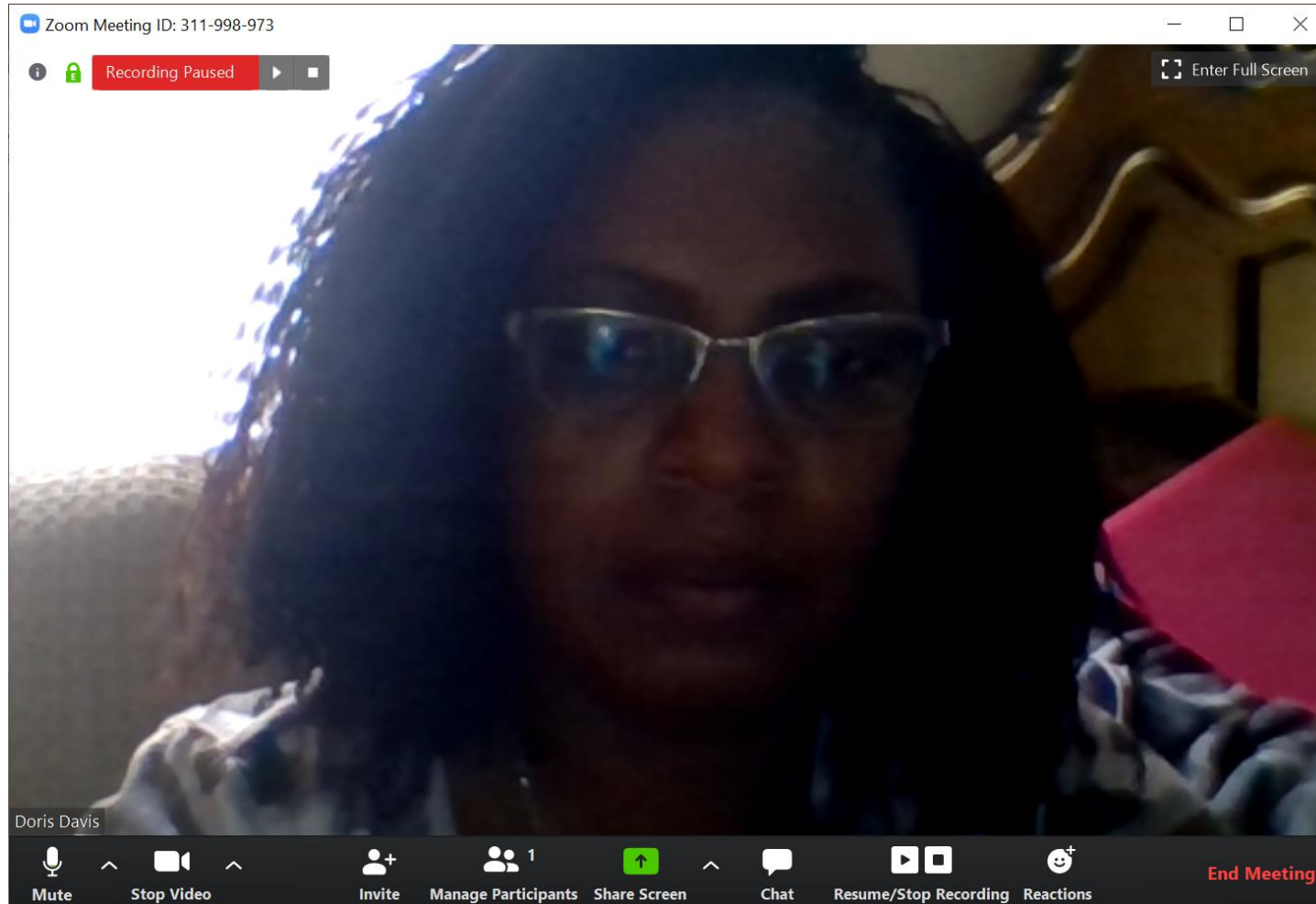
A screenshot of a Zoom meeting installation progress window. The window has a blue Zoom logo in the top-left corner and standard window control buttons (minimize, maximize, close) in the top-right corner. The main text reads "Your meeting will begin soon..." followed by "The Zoom client you're installing will shorten the time it takes to join a meeting". Below this is a progress bar showing 86% completion, with the percentage "86%" displayed in blue text to the left of the bar.

Your meeting will begin soon...

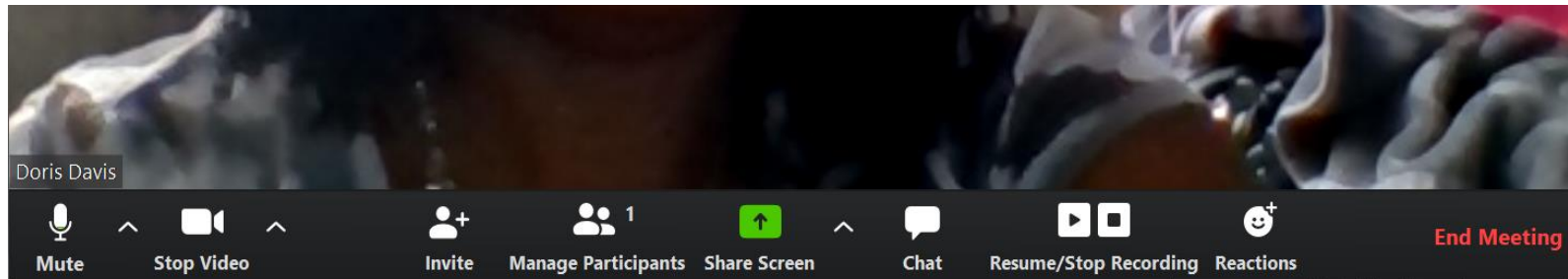
The Zoom client you're installing will shorten the time it takes to join a meeting

86%

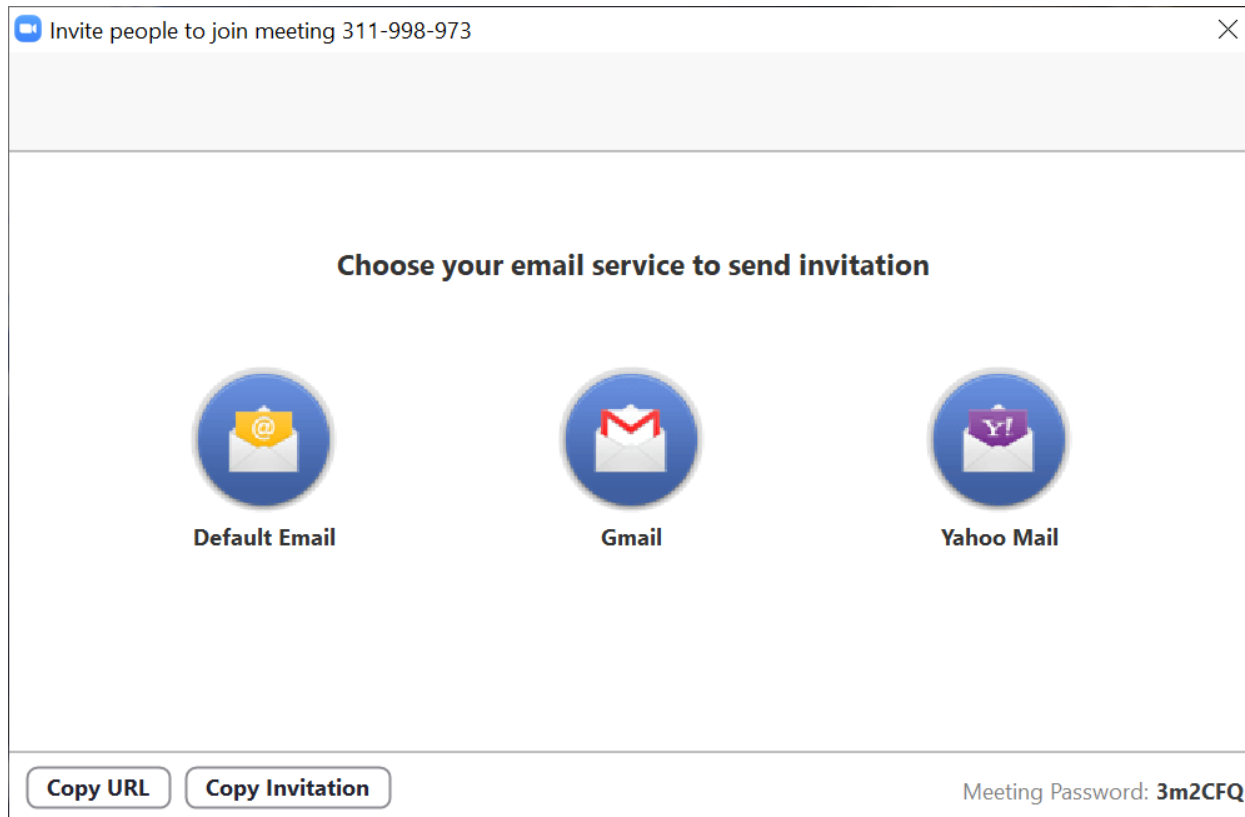
And your meeting begins



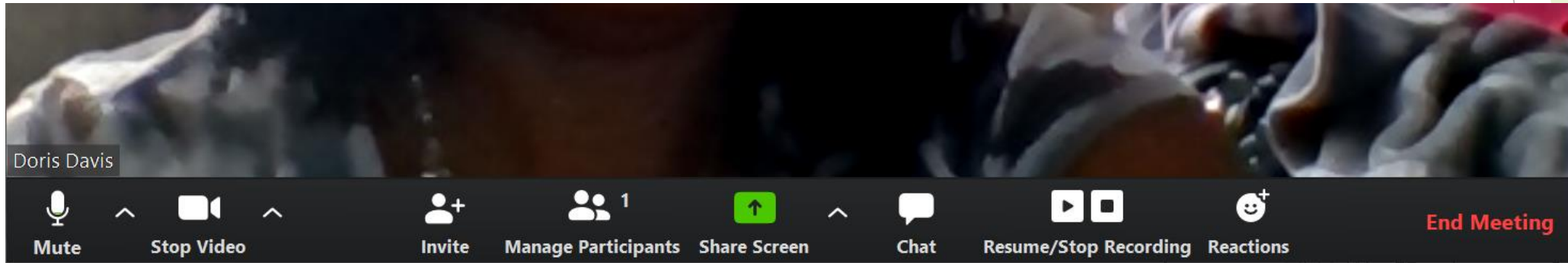
The menu at the bottom of the page allows you to manage your meeting. You can invite others although your meeting has started.



Inviting others menu will show on top of your screen.

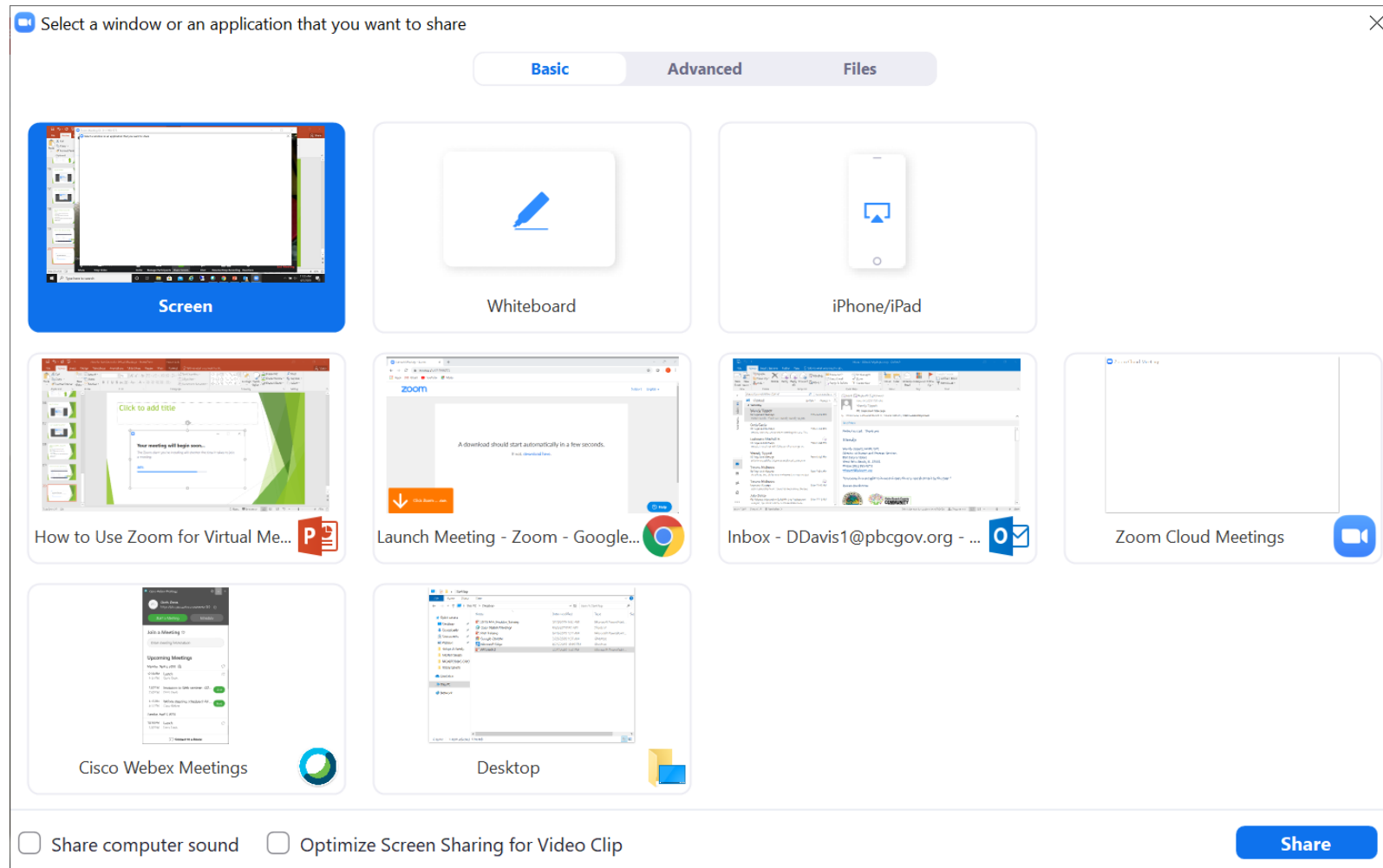


Share your screen.

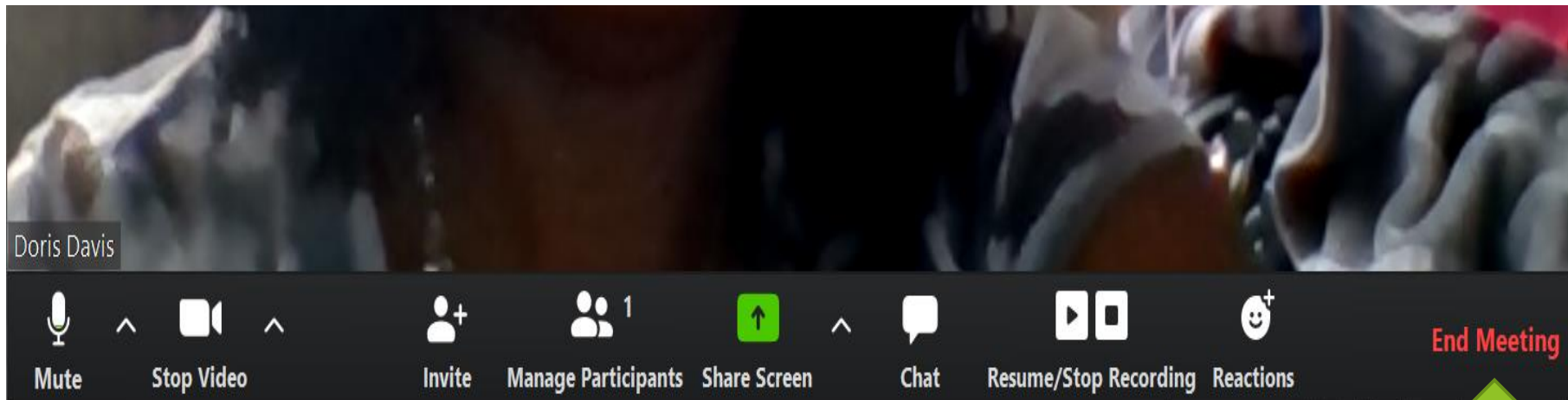


Select the screen you would like to share.

You can even choose a whiteboard.



To end the meeting, select “End Meeting”.



Your meeting will continue to show in your schedule through the duration of the scheduled meeting.

The screenshot shows the Zoom web interface. The browser address bar displays 'zoom.us/meeting'. The page header includes navigation links: 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon.

The left sidebar contains a menu with sections: 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management). The 'Meetings' item is highlighted.

The main content area is titled 'Upcoming Meetings' and includes a 'Schedule a New Meeting' button. Below this is a table of upcoming meetings:

Start Time	Topic	Meeting ID	
Today 11:30 PM	My Meeting	311-998-973	<input type="button" value="Start"/> <input type="button" value="Delete"/>

A 'Help' button is located at the bottom right of the page.

If you need help, Zoom has lots of resources to help you.

