How to Use Zoom

For Virtual Meetings

From a Google Browser, go to www.zoom.us
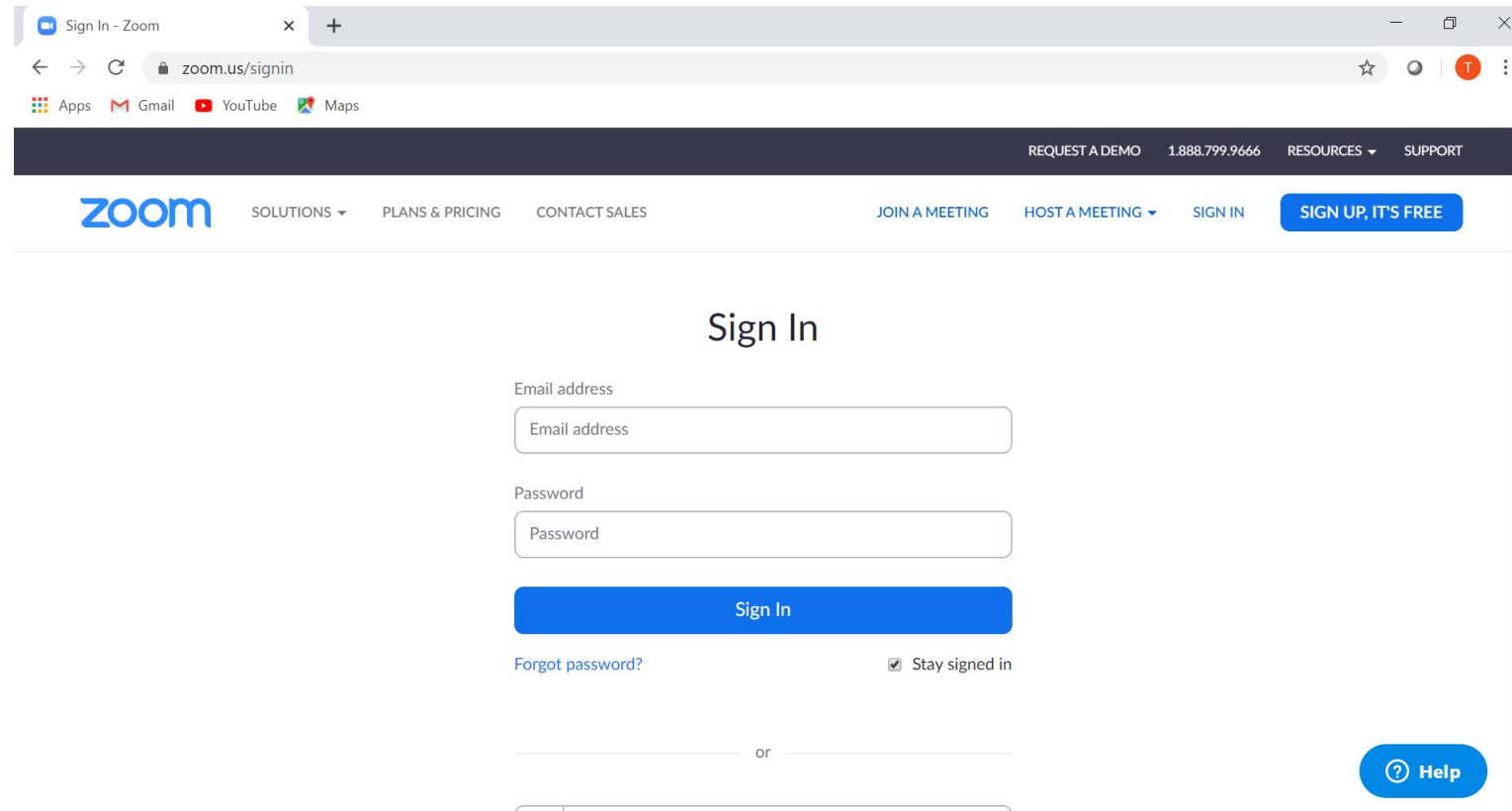
Zoom is free for limited use. Sign up if it's your first time.
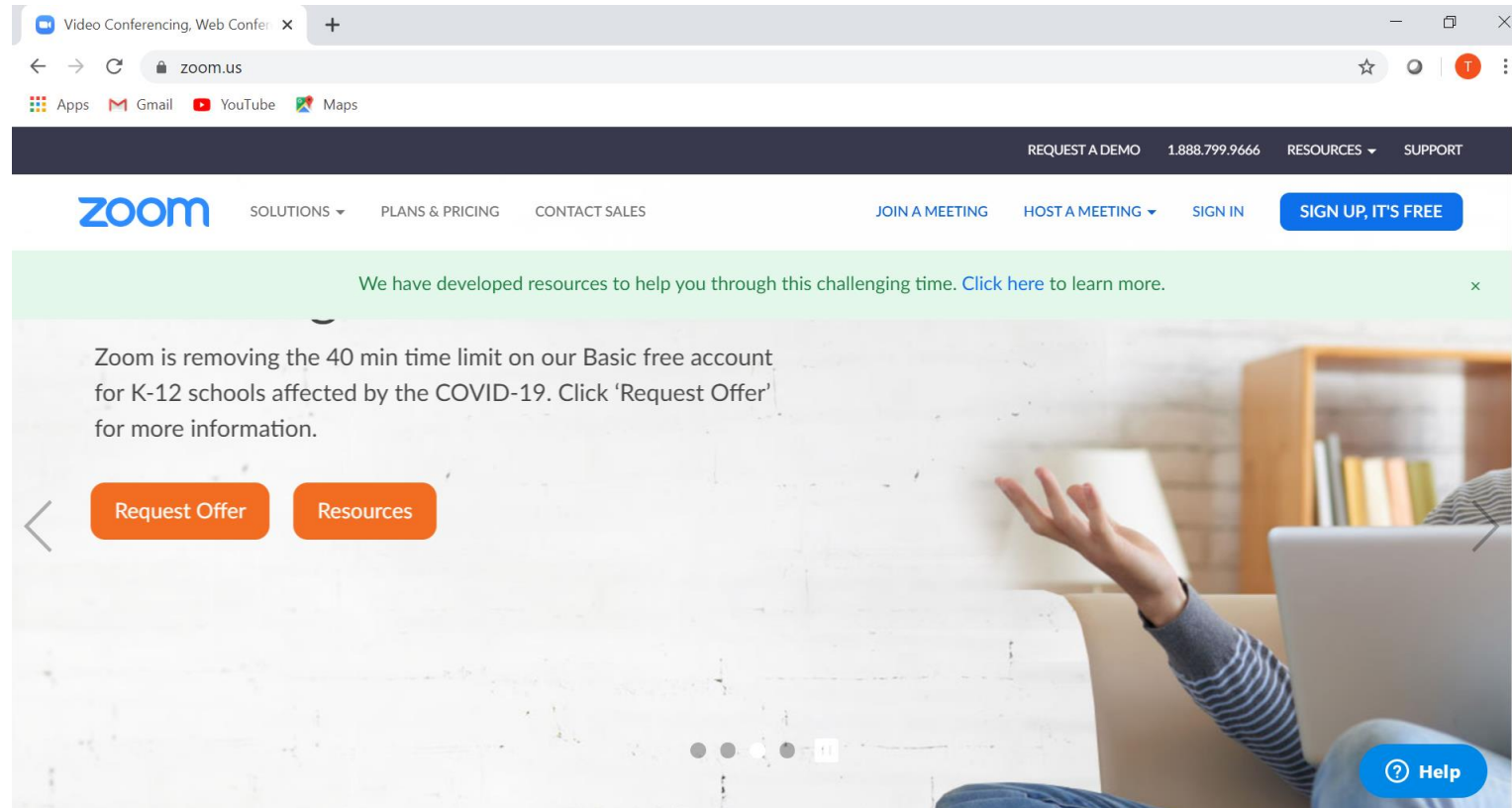
Sign in if you have a username and password
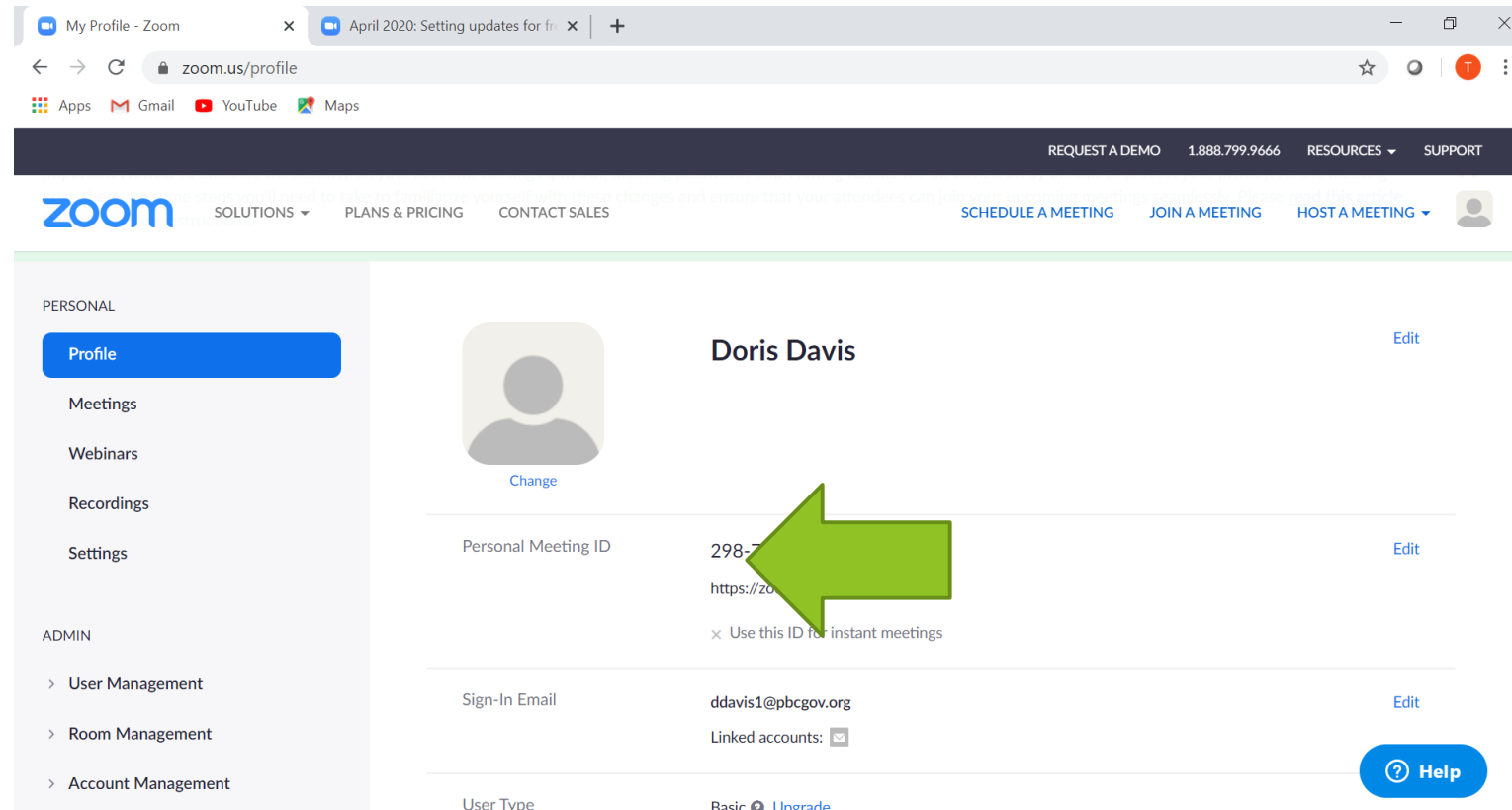
During registration, Zoom will assign a Personal Meeting ID.

There are two ways to schedule or join a meeting.

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

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

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

Select additional features.

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.

Zoom allows you to record meetings to share later.

You can elect to host meetings with or without video and screen share to work on projects together.
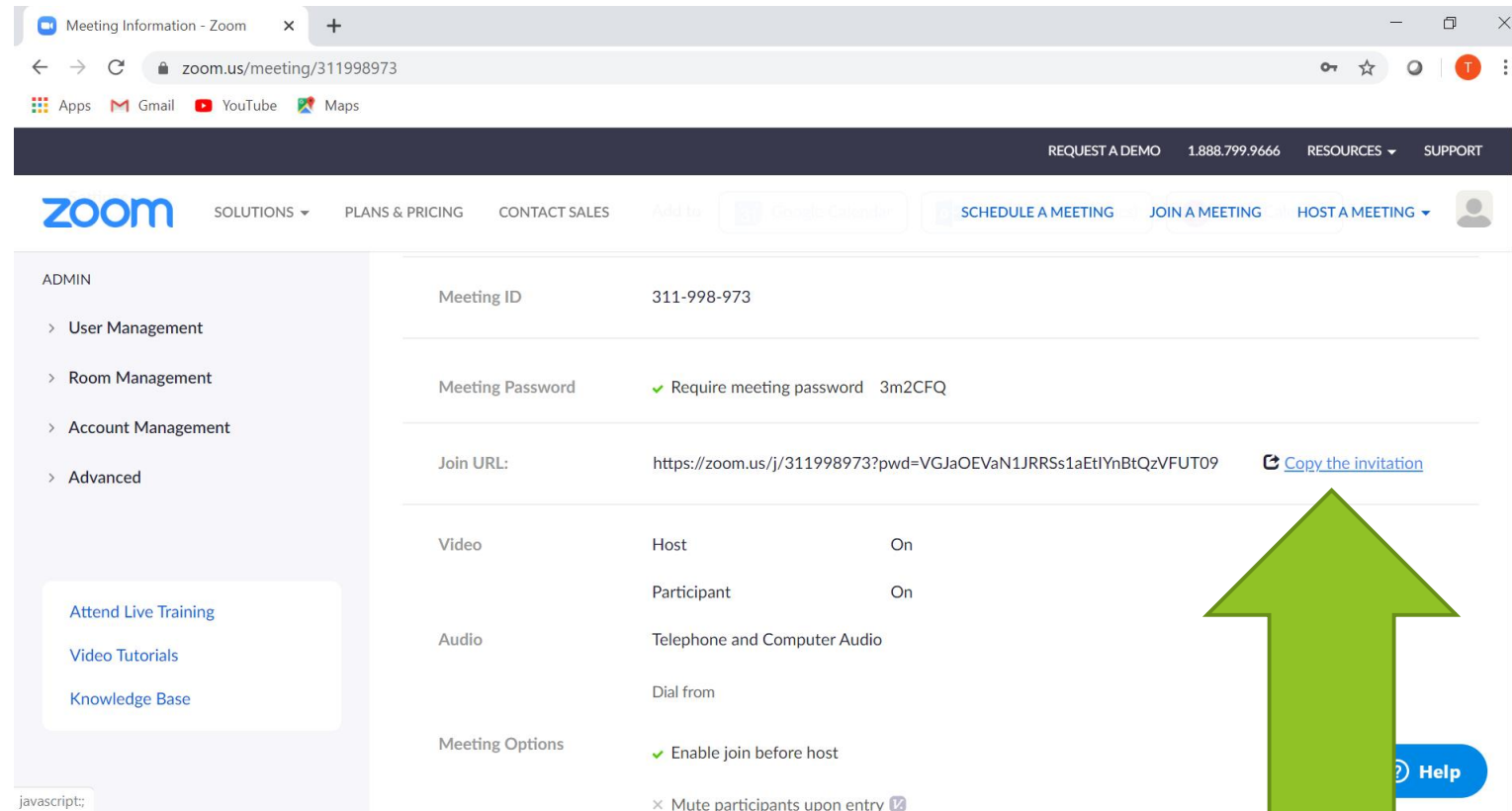
Save the template of your meeting to avoid retyping the information for upcoming similar meetings.

Select "Copy the Invitation" to invite participants.

Select "Copy Meeting Invitation".
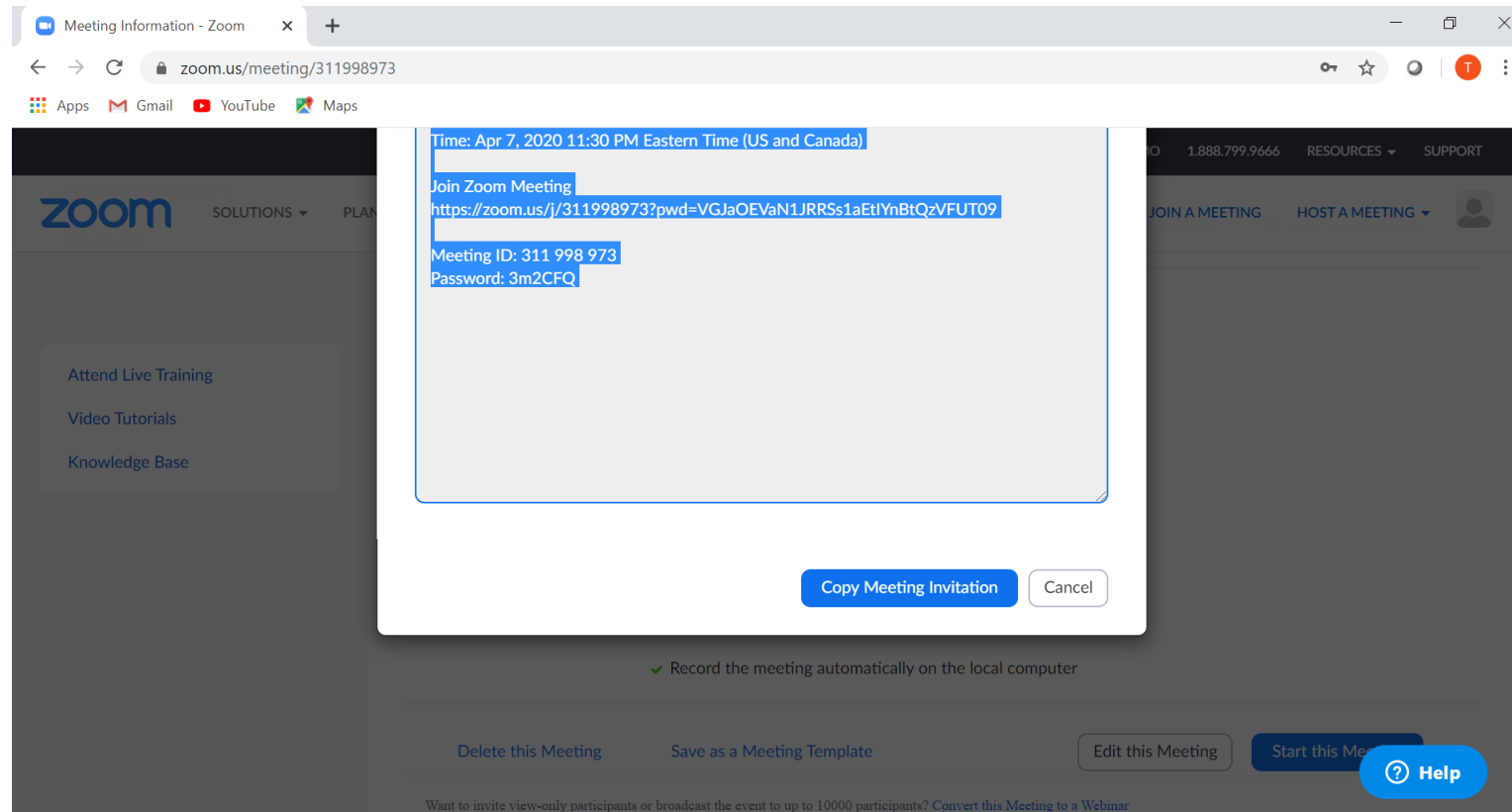
Paste the invitation to your email notice.

- 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
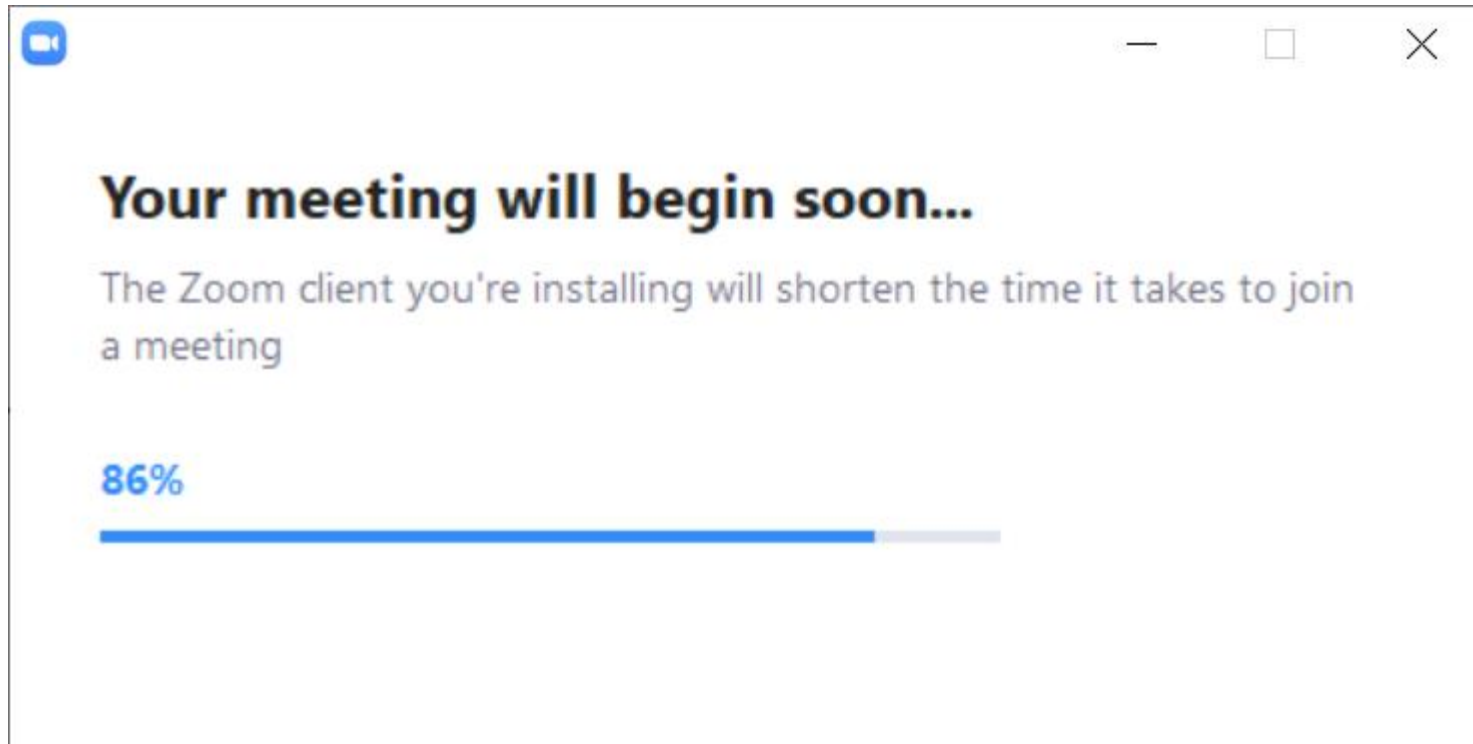
- Meeting ID: 311 998 973
- Password: 3m2CFQ

When it's time, Start your meeting.

Your meeting will install.

And your meeting begins
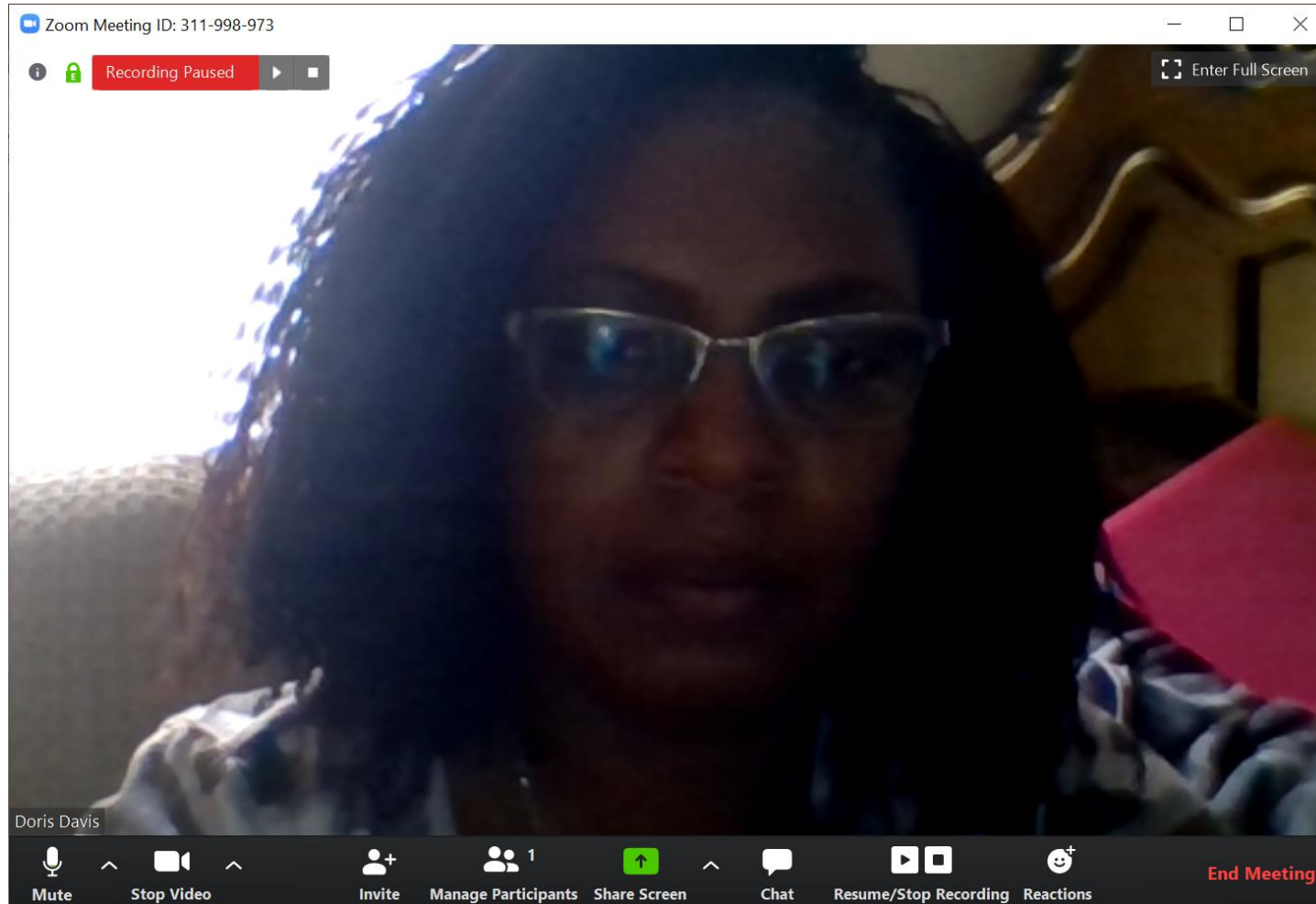
The menu at the bottom of the page allows you to manage your meeting. You can invite others although your meeting has started.
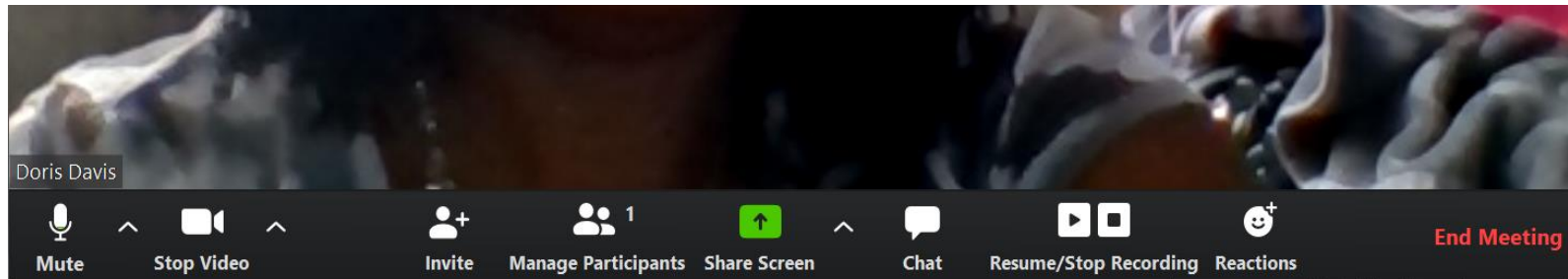
Inviting others menu will show on top of your screen.

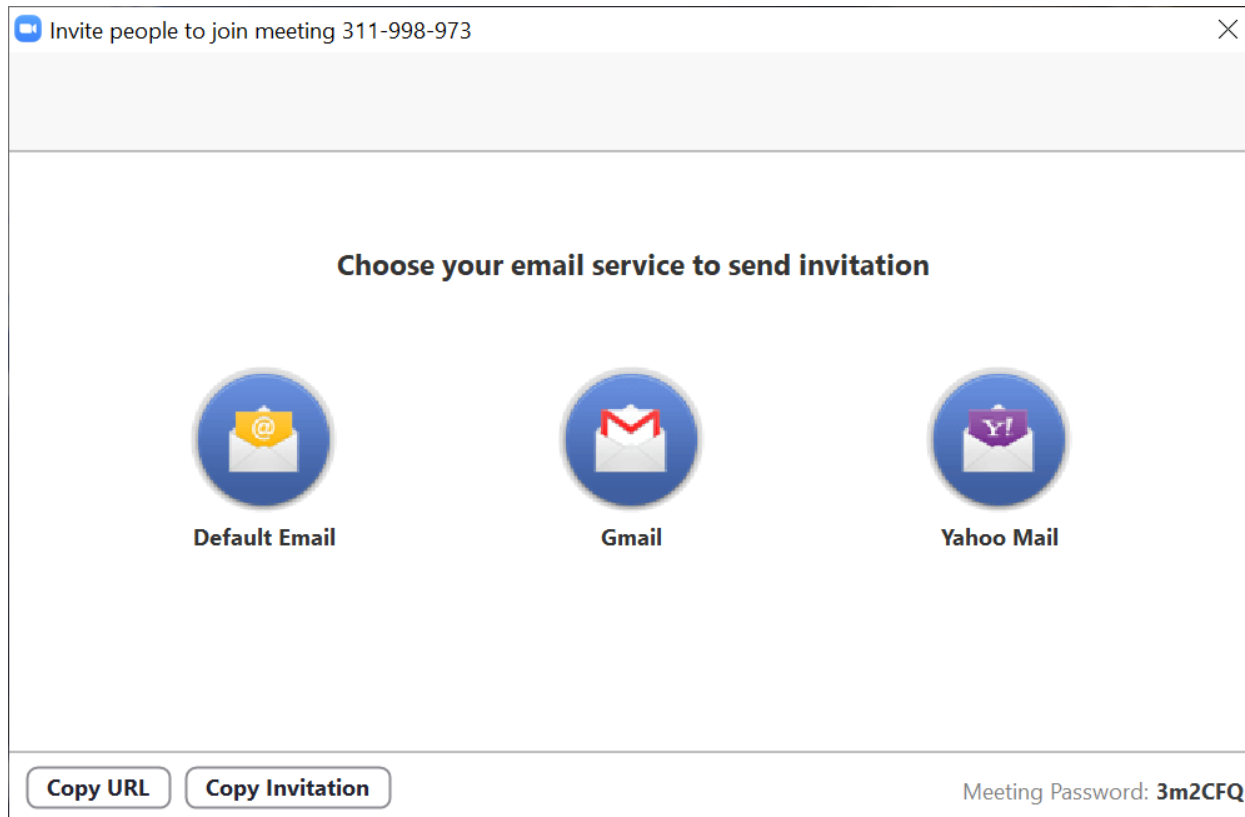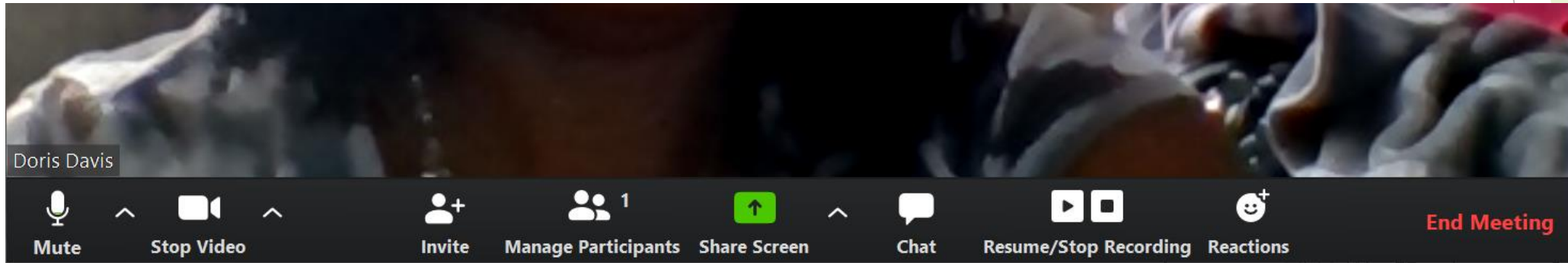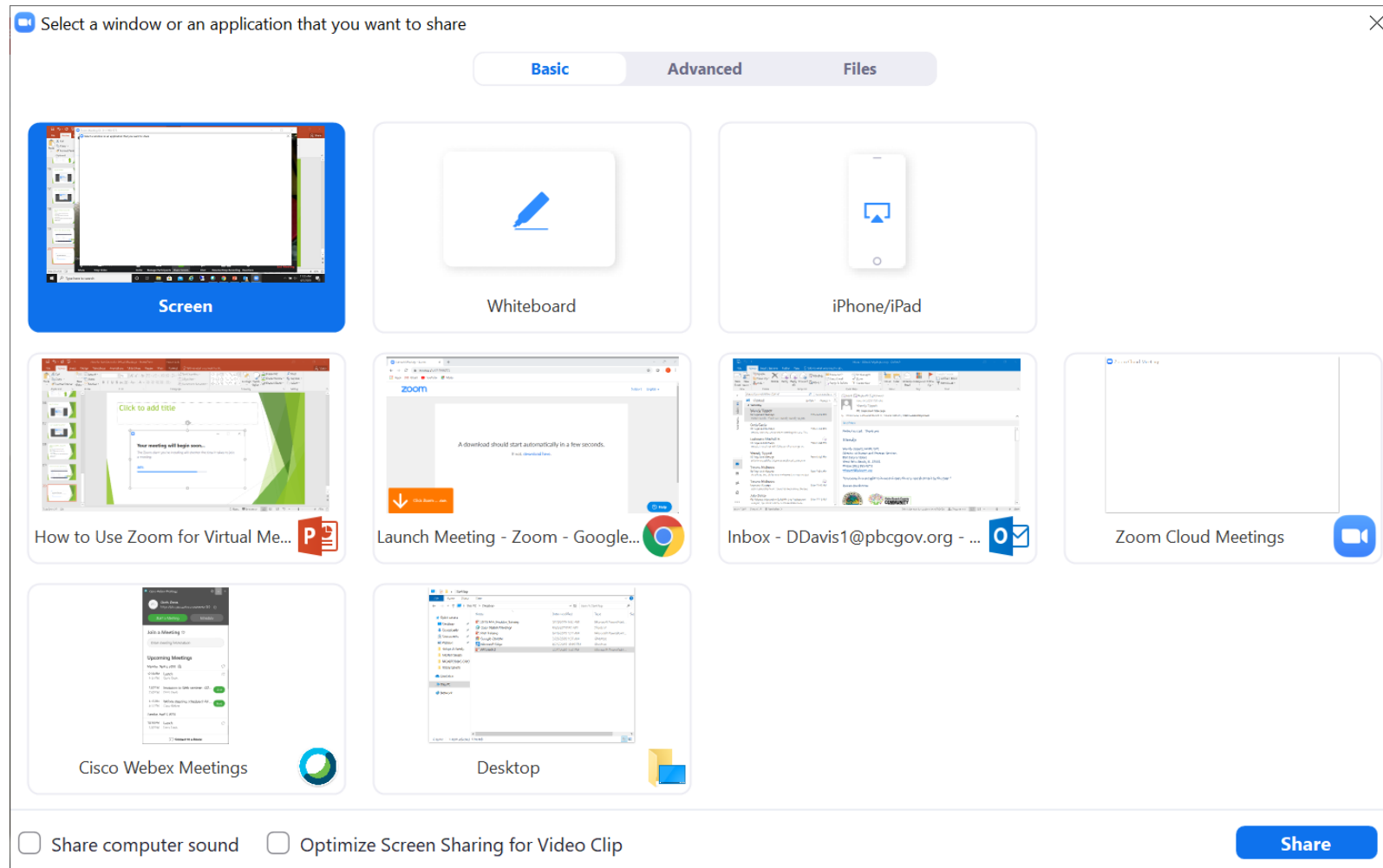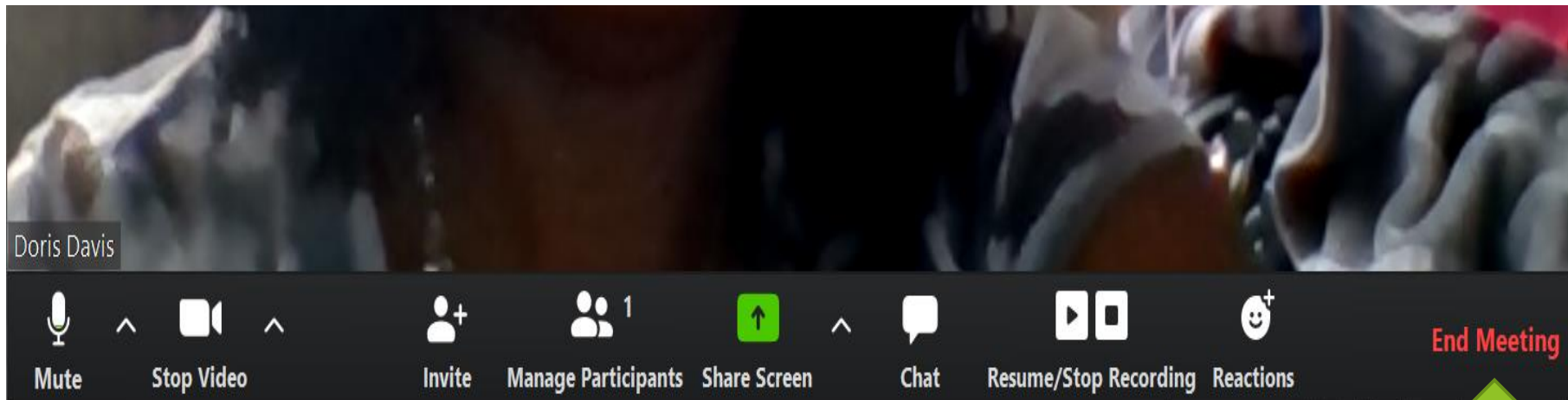# Share your screen.

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.

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