

# Zoom Instructions

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This instructional guide was prepared in consultation with the [Zoom website resource](#) page, as well as with the Zoom manual for Washington State University.

## Installing the ZOOM Platform

In order to run the Zoom program on your computer, tablet or iProduct you will need to install the program/application.

### On your tablet/iPhone

1. Go to the app store and search for “Zoom”
2. Click on the “Get” button and follow the instructions to download the application



3. When you first open the application you will need to set up an account. Click “Sign Up” and follow the instructions



## Start a Meeting

Start or join a video meeting on the go



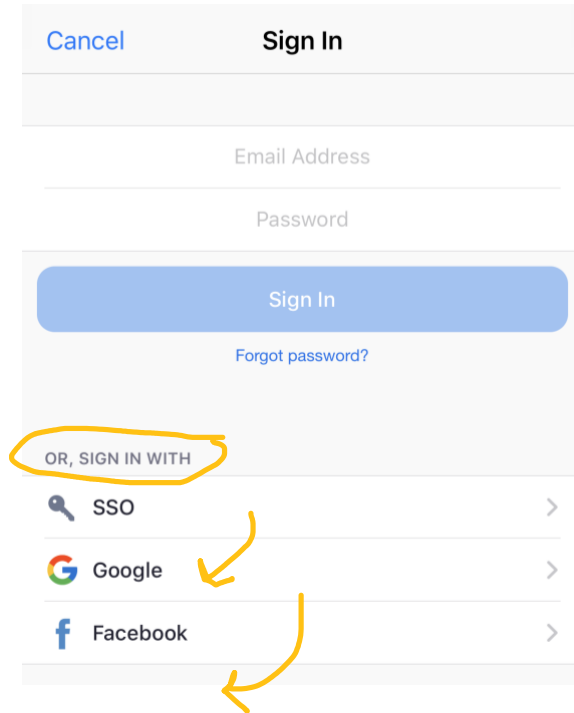
Join a Meeting

Sign Up

Sign In

- a. Please note that while a Zoom account is *free* this only allows you to **host** meetings of up to 40 minutes. If you are planning on **hosting** meetings longer than this, you will need to purchase a paid account. If you are only planning on **attending** meetings (the duration of which doesn't matter), you can continue with a free account.

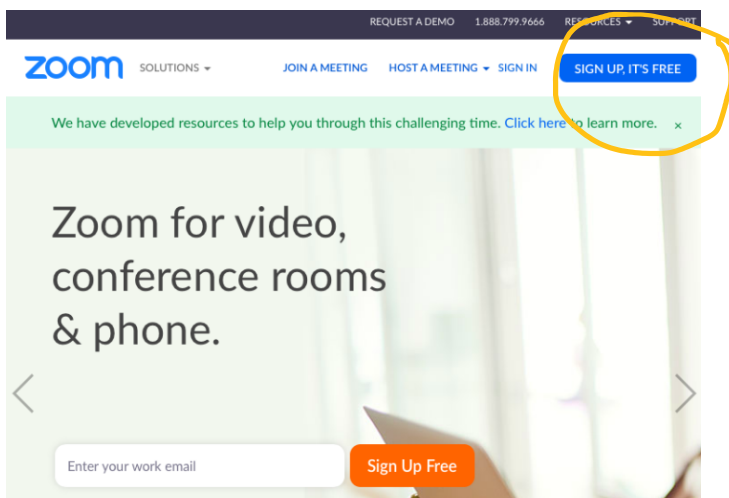
- b. If you are only planning on **attending** a meeting, you can choose to sign into Zoom with a Google or Facebook account instead of registering for an account through Zoom. When you click “Sign In,” simply select the option you prefer



The image shows a mobile sign-in interface for Zoom. At the top, there are two buttons: "Cancel" and "Sign In". Below these are two input fields: "Email Address" and "Password". A large blue "Sign In" button is positioned below the password field, with a link for "Forgot password?" underneath it. A section titled "OR, SIGN IN WITH" is circled in yellow. Below this section are three options: "SSO", "Google", and "Facebook", each with a right-pointing arrow. Yellow arrows point from the "OR, SIGN IN WITH" section to the "Google" and "Facebook" options.

### On Your Computer

1. Visit <https://zoom.us>
2. Click on “Sign Up, It’s Free”

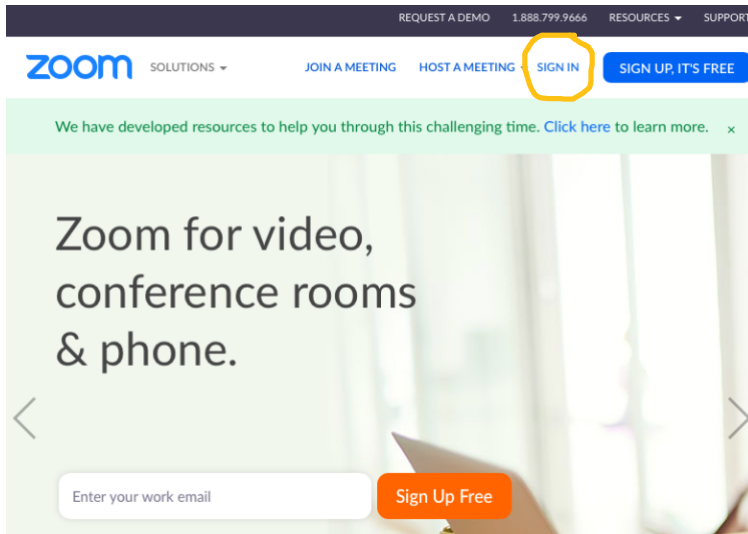


Tip: If you are only planning on **attending** a meeting, you can choose to sign into Zoom with a Google or Facebook account instead of registering for an account through Zoom. When you click “Sign In,” simply select the option you prefer

3. Follow the instructions to download the platform
  - a. Please note that while a Zoom account is *free* this only allows you to **host** meetings of up to 40 minutes. If you are planning on **hosting** meetings longer than this, you will need to purchase a paid account. If you are only planning on **attending** meetings (the duration of which doesn’t matter), you can continue with a free account.

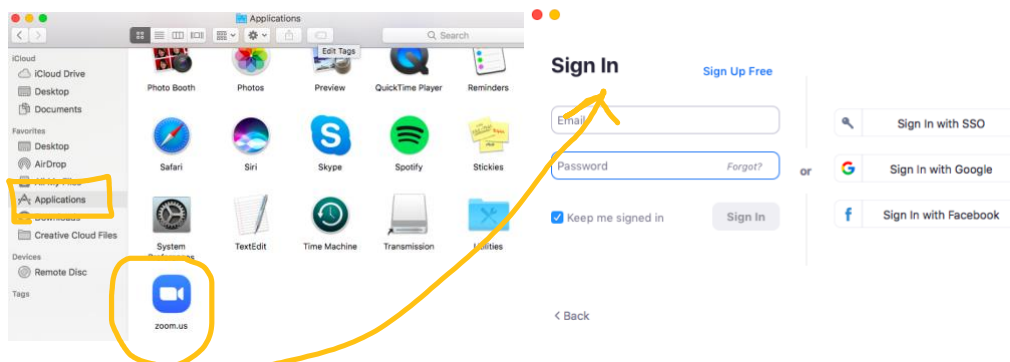
## How to Log In to Zoom

1. Visit <https://zoom.us> and select “sign in”



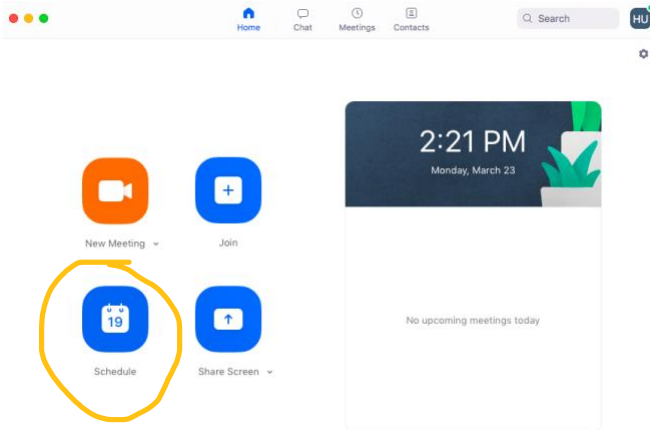
OR

2. Go to your program/application finder and search “Zoom” to open the application. Follow sign in instructions



## How to Schedule a New Meeting

1. Log in to your Zoom account as per step above



2. Select “schedule a meeting”

### Schedule a Meeting

**Topic**

**Date**  
2020-03-23 2:30 PM to 2020-03-23 3:00 PM  
 Recurring meeting Time Zone: Vancouver

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 255-311-6217

**Password**  
 Require meeting password

**Video**  
Host  On  Off Participants  On  Off

**Audio**  
 Telephone  Computer Audio  
 Telephone and Computer Audio  3rd Party Audio  
Dial in from United States [Edit](#)

**Calendar**  
 iCal  Google Calendar  Other Calendars

**Topic:** Choose a name for your meeting so that others can easily see what they are being invited to.

**When:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

**Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not automatically end after this length of time.

**Time Zone:** By default, Zoom will use your computer's time zone. Click on the drop down to select a different time zone.

**Video Options:** Select if you would like the Host or Participant to start the meeting with video using their webcam.

- **Host Video:** Choose if you would like the host video off or on when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.

**Audio Options:** Choose whether to allow users to call in via Telephone Only, VOIP Only (computer audio), or both. The "Both" option is appropriate for most meetings.

**Meeting Options:**

- **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
- **Enable join before host:** Allow participants to join the meeting before or after the host join. Most people leave this option checked.
- **Mute Participants Upon Entry:** This will mute all participants as they join the meeting.
- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random meeting ID will be generated. This is a common option. However, if you want participants to be able to use the same URL for multiple meetings then check this box.
- **Record the meeting automatically on a local computer:** Check this if you want the meeting to be automatically recorded to your computer

Watch this [YouTube Video](#) for a quick instruction on how to schedule a new meeting in Zoom.

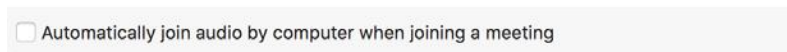
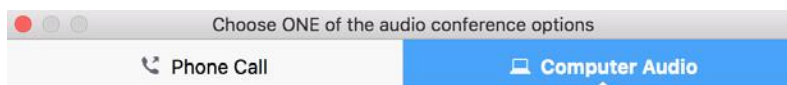
## How to Start Your Zoom Meeting as the Host/Meeting Organizer

1. Log in to your Zoom account either by visiting <https://zoom.us> or by opening your Zoom application

2. Click on “New Meeting” or if you are starting a scheduled meeting click “Start”
  - a. For first-time user, you will be asked to **Download & Run** Zoom Application onto your computer.
3. Once Zoom Application launches, you’ll have the option to “**Join Audio Conference by Computer**” and “**Test Computer Mic & Speakers**”. If this is your first time joining a Zoom meeting, we recommend choosing the option to test your microphone & speaker.

## Test Audio & Video

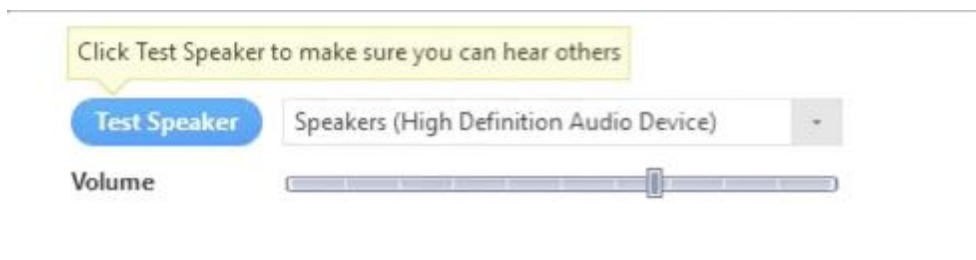
Watch this [YouTube Video](#) for a quick instruction on how to configure Audio & Video.



- Click on “**Test Computer Mic & Speakers**” to open your audio settings window.

## AUDIO

- On the **Audio** tab, click “**Test Speaker**” to make sure you can hear others. If you cannot hear it, select a different speaker from the menu or adjust the Output Volume.



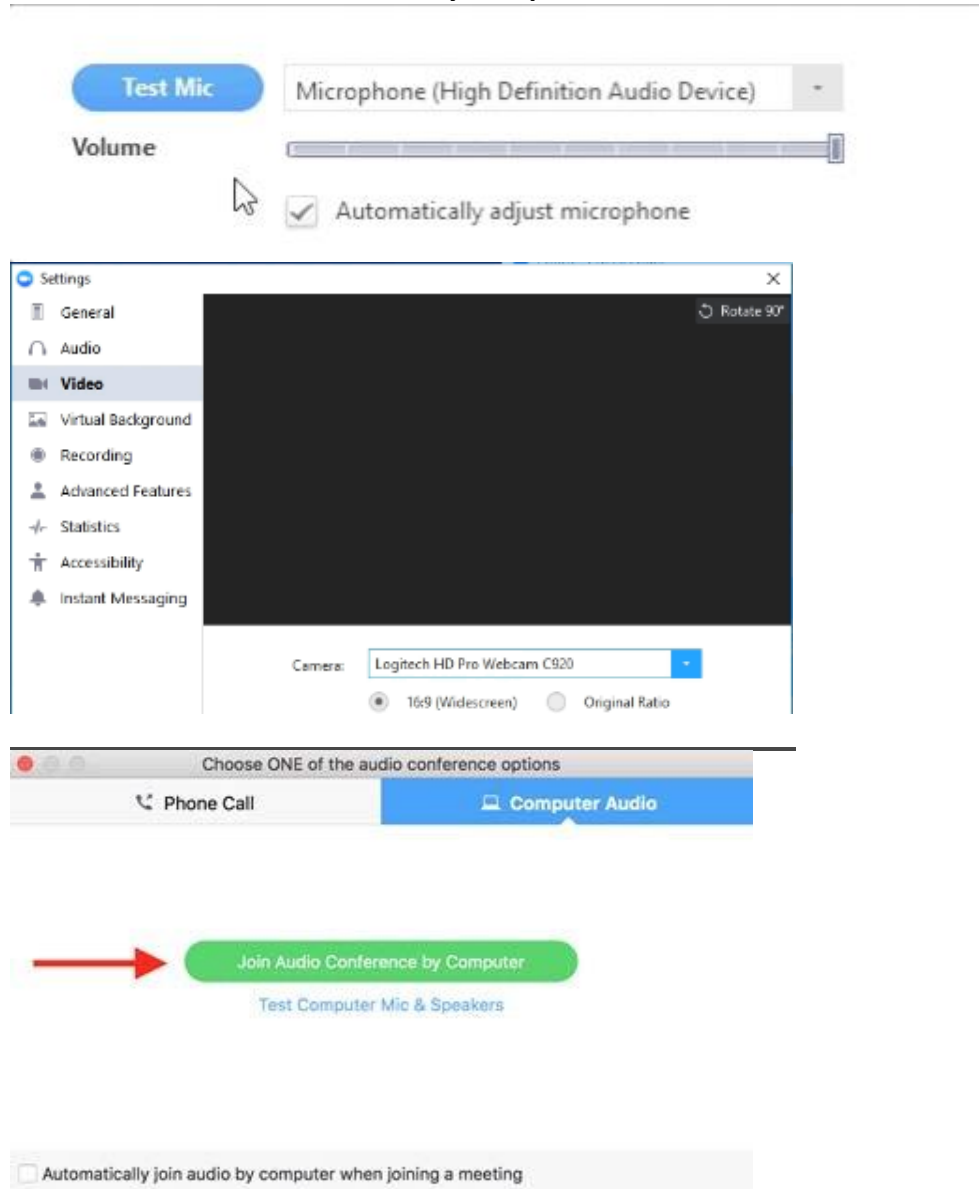
Click “**Test Mic**” to test your microphone. Your audio will start recording. Click “**Recording**” when you are done and it will play back. You can select another microphone from the menu or adjust the input level.



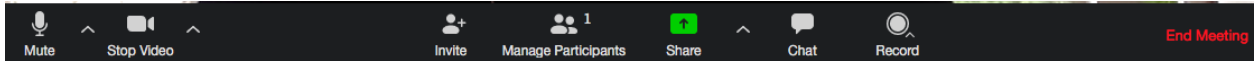
## VIDEO

Click on the **Video** tab to preview your camera and can choose a different camera if needed.

After you're done testing your microphone and video, close the Settings window and choose **"Join Audio Conference by Computer"** to start.

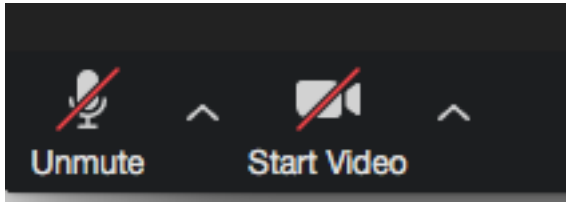


## Meeting Controls



Watch this [YouTube Video](#) for a quick instruction about Zoom Meeting Controls.

**Audio:** After starting the meeting with your audio on, you can “Mute” or “Unmute” by clicking on your Microphone icon on the lower left of your meeting controls.



**Video:** On your meeting controls, click “Start Video” icon to share your webcam video.

## How Users can Log-In to attend Your Meeting

There are several ways for participants to join the meeting (participants do not need to have a zoom account to join):

- From their Email Invite
- From the Web Browser on their laptop
- From their Smart Phone or Tablet
- From a Phone line or Mobile Phone by Dial-In (Audio Only)

### Join by Email Invite

On the email invite, participants can click on the link provided to join the meeting.

Highlands United is inviting you to a scheduled Zoom meeting.

Topic: Staff Virtual Meeting  
Time: Mar 24, 2020 09:30 AM Vancouver

Join Zoom Meeting  
<https://zoom.us/j/999181147?pwd=QUNTWXJCNE1Lc1JqZkZiK01cUxYQT09>

Meeting ID: 999 181 147  
Password: 494802

One tap mobile  
+1 669 900 9128,,999181147# US (San Jose)  
+1 253 215 8782,,999181147# US

Dial by your location  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 346 248 7799 US (Houston)  
+1 646 558 8656 US (New York)

Meeting ID: 999 181 147  
Find your local number: <https://zoom.us/u/aeBCu7ohc1>

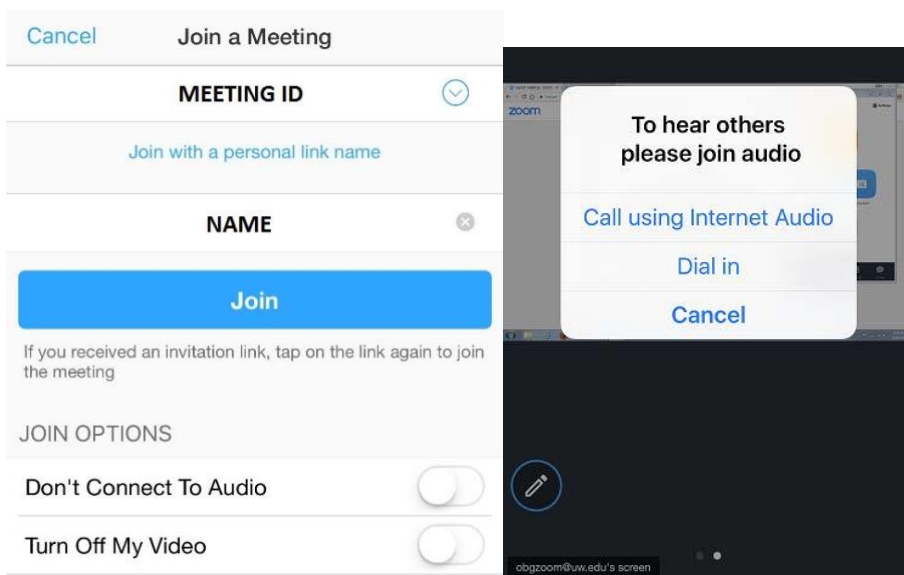
Watch this 1 minute [YouTube Clip](#) for a quick instruction on how to join a meeting by email invite

### Join by Web Browser

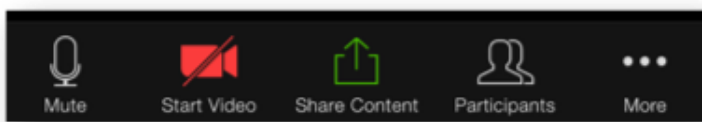
- Open a web browser and go to the website: <https://zoom.us/join>
- Enter the **Meeting ID** provided by the meeting organizer then click “**Join**”
- For first-time user, they will be asked to **Download & Run** Zoom Application onto their computer.

### Join from Smart Phone or Tablet

- Download the **Zoom** App on Smartphone/Tablet
- Open the **Zoom** App and choose “**Join a Meeting**”
- Enter **Meeting ID** (provided by the host) & **Name** then click “**Join**”
- Choose “**Call using Internet Audio**” to participate



- Select “**Start Video**” on the screen to share webcam with others



### Join by Dial-In Phone (Audio Only)

From the **Phone Number** and **Meeting ID** provided by the host/meeting organizer, users will be able to participate with audio presentation *without* seeing others.

To end a Zoom meeting at any time click “End Meeting for all.” This option will close the meeting for all participants. If you are leaving a meeting early as an attendee, the option will read “leave meeting.” When you click this it will ask you to confirm.