


HOW TO USE ZOOM FOR VIRTUAL MEETINGS & WEBINARS


Tammy Bjelland
Learning in Bloom

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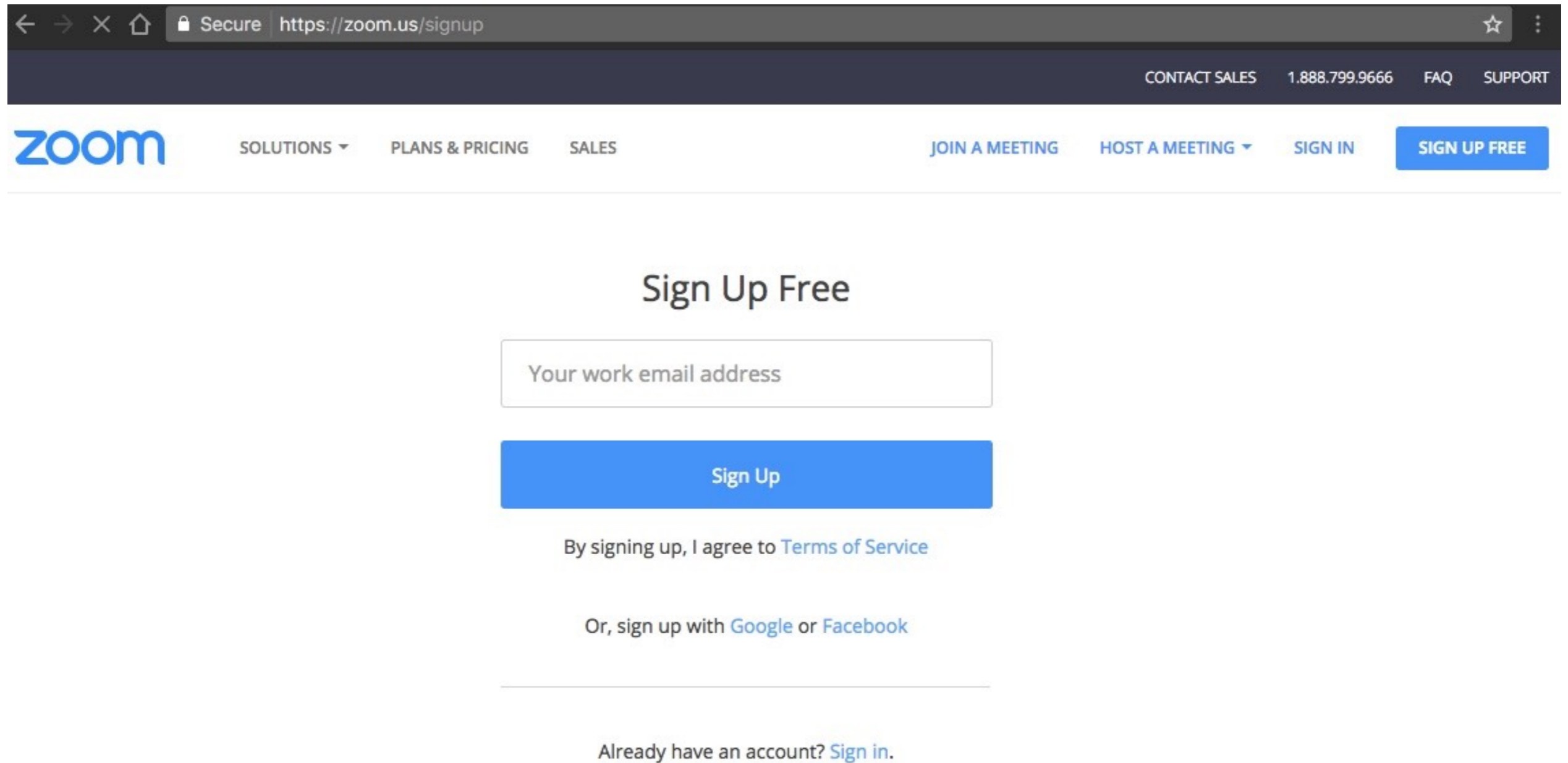


1. Getting Started



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1.1. If you don't have an account, sign up



The screenshot shows the Zoom sign-up page in a web browser. The address bar displays "Secure https://zoom.us/signup". The top navigation bar includes links for "CONTACT SALES", "1.888.799.9666", "FAQ", and "SUPPORT". The Zoom logo is on the left, followed by "SOLUTIONS", "PLANS & PRICING", and "SALES". On the right, there are links for "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a prominent blue "SIGN UP FREE" button.

Sign Up Free

Your work email address


[Sign Up](#)

By signing up, I agree to [Terms of Service](#)

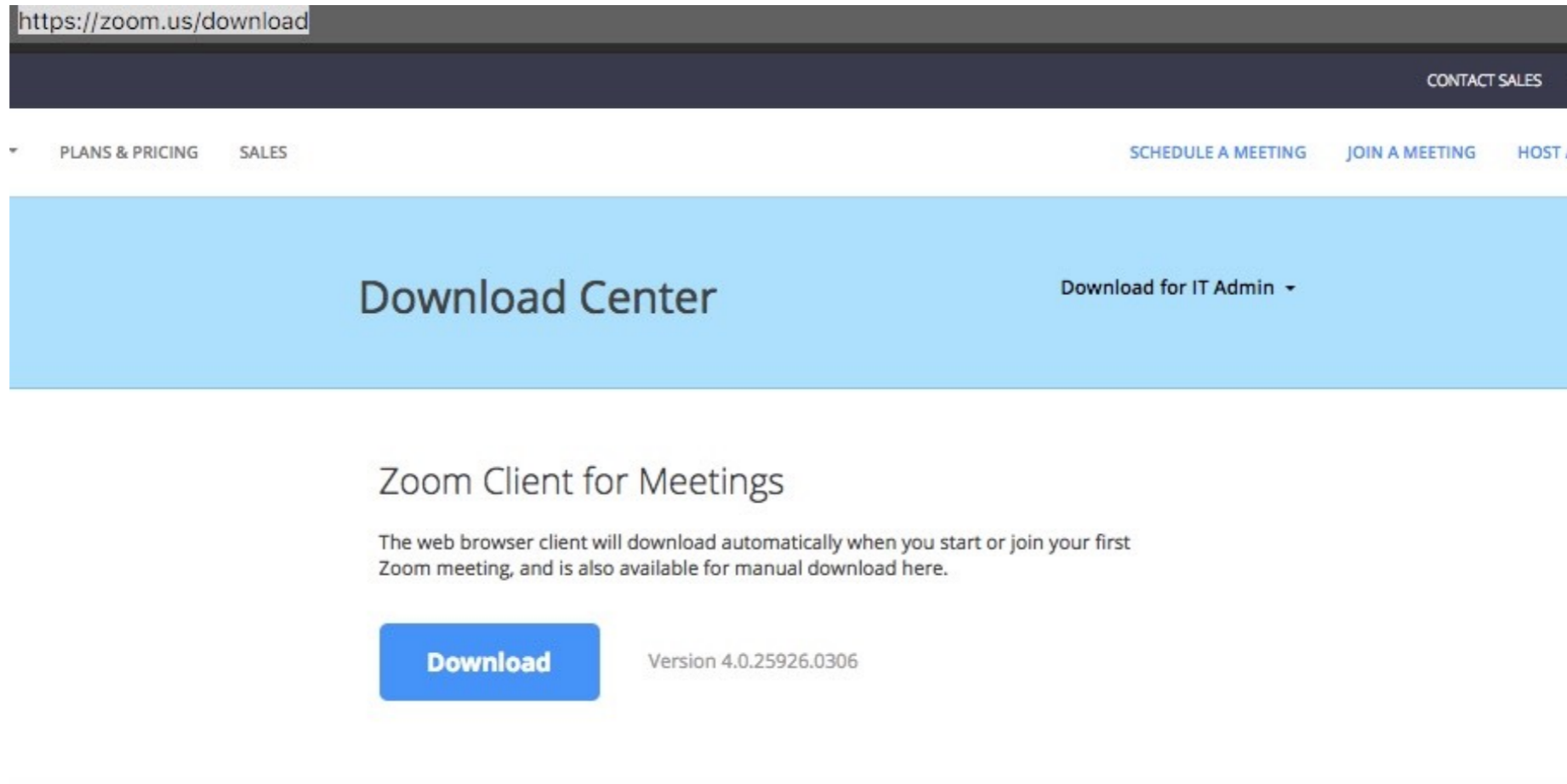
Or, sign up with [Google](#) or [Facebook](#)

Already have an account? [Sign in.](#)




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1.2. Download Zoom to your computer and/or phone and complete installation

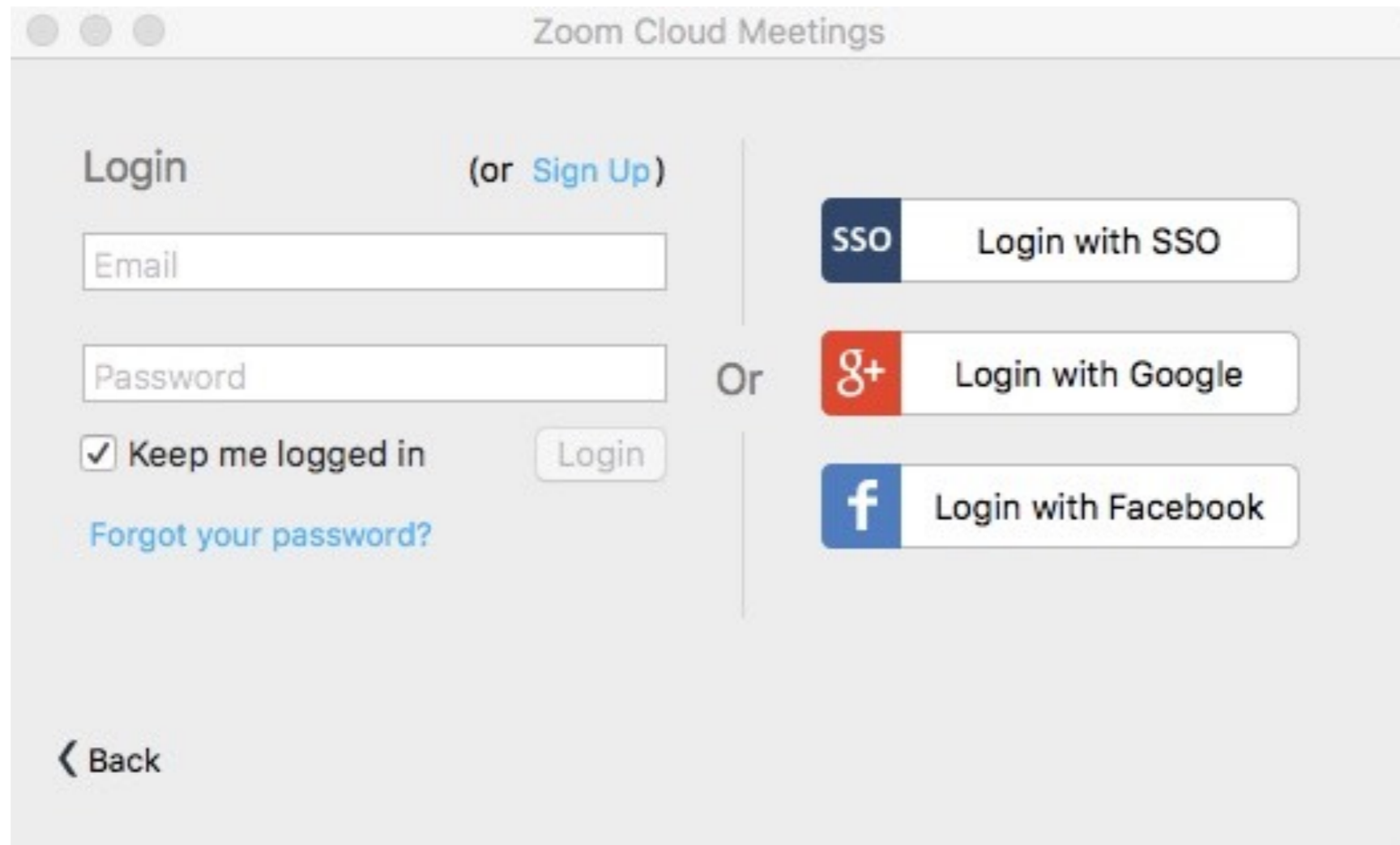


The screenshot shows the Zoom website's download page. At the top, the URL <https://zoom.us/download> is visible in the browser's address bar. The page features a dark blue header with a 'CONTACT SALES' link on the right. Below the header, there are navigation links for 'PLANS & PRICING', 'SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A'. A large light blue banner contains the text 'Download Center' and a link for 'Download for IT Admin'. The main content area is divided into two sections. The first section is titled 'Zoom Client for Meetings' and includes a description: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' Below this is a blue 'Download' button and the version number 'Version 4.0.25926.0306'. The second section is titled 'Zoom Plug-in for Microsoft Outlook' and includes a description: 'The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.' Below this is another blue 'Download' button and the version number 'Version 4.0.28529.0330'.



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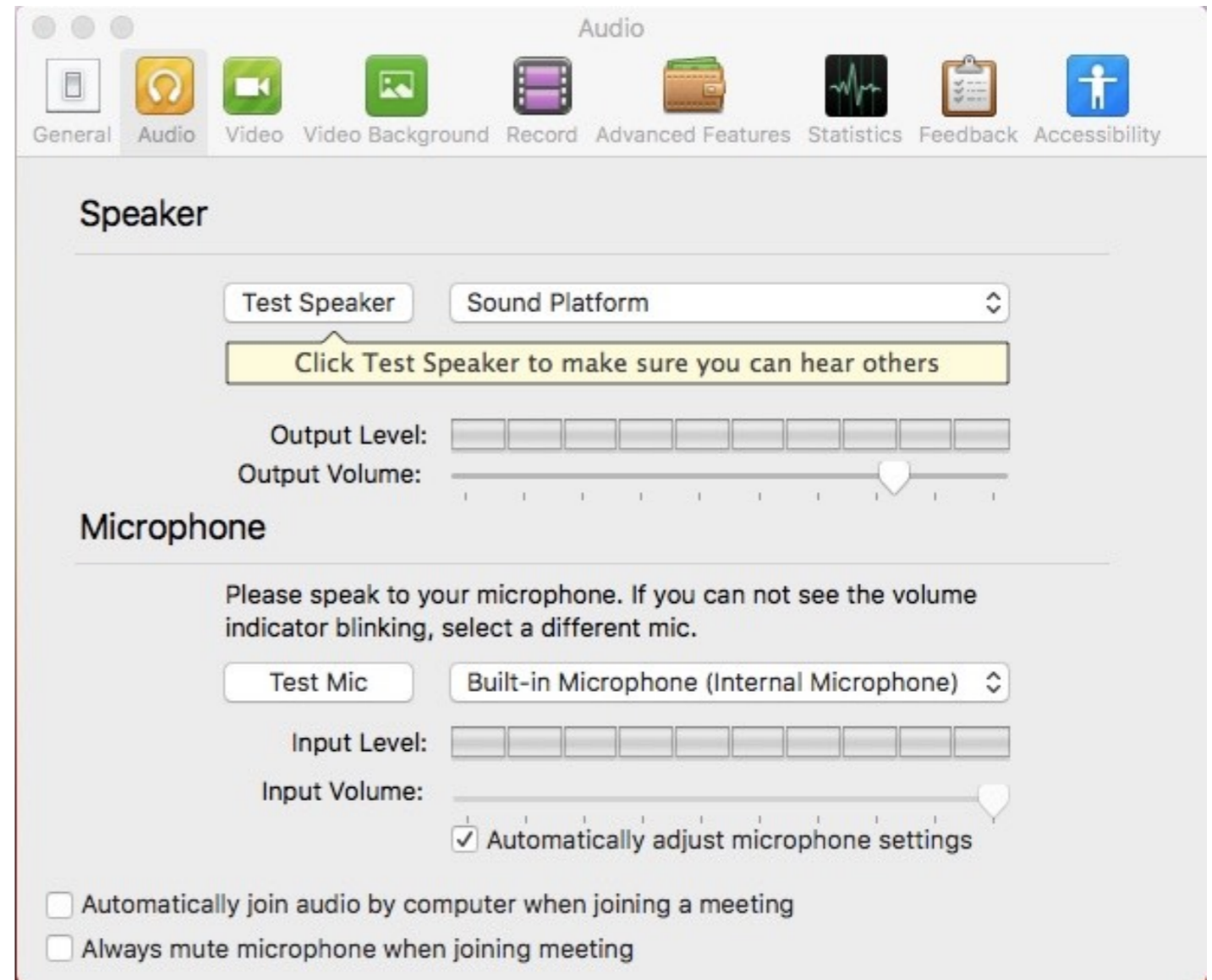
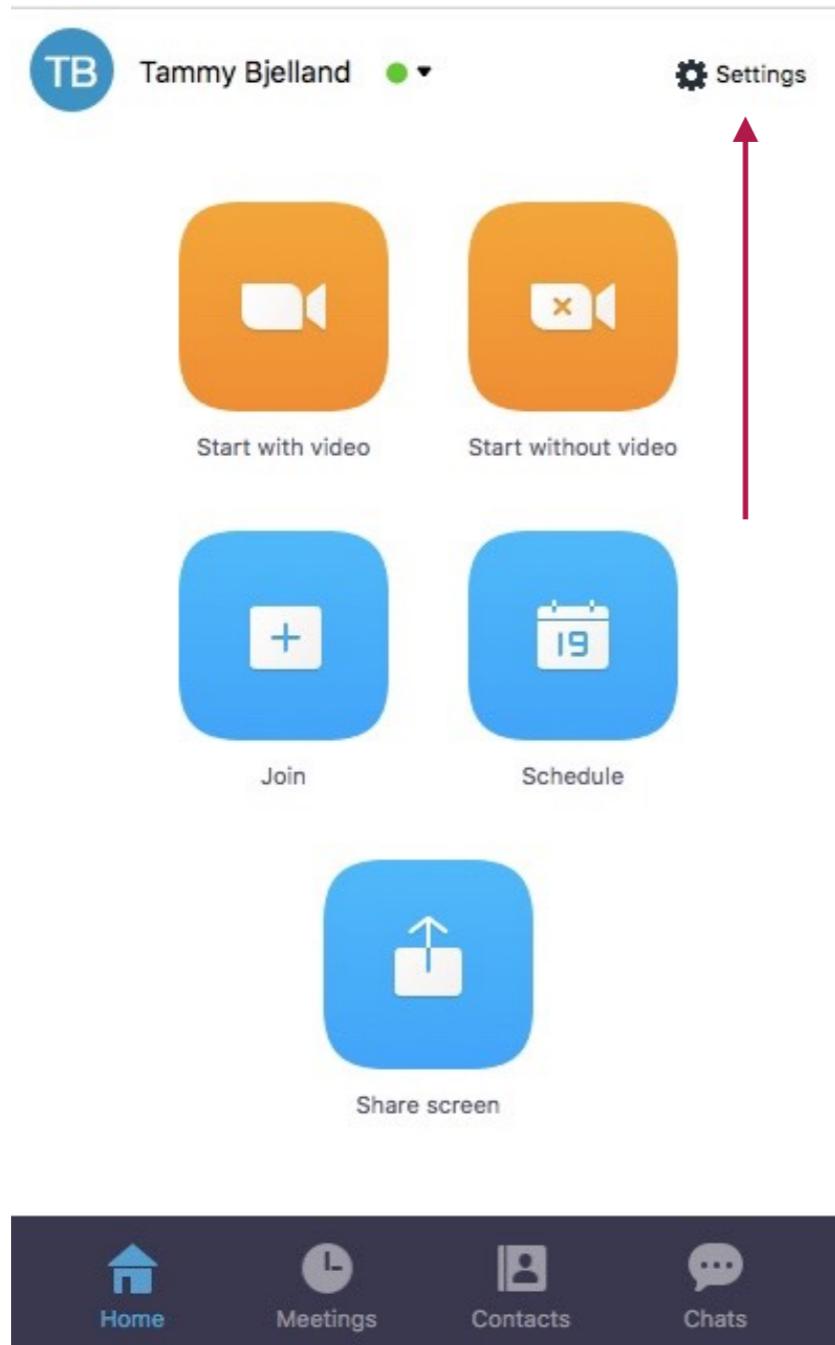
1.3. Open Zoom and select “Sign in”



The screenshot shows the Zoom Cloud Meetings login interface. The window title is "Zoom Cloud Meetings". The main heading is "Login (or [Sign Up](#))". On the left side, there are two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Keep me logged in" which is checked, and a "Login" button. A link for "Forgot your password?" is located below the checkbox. On the right side, there are three social login options: "Login with SSO" (with an SSO icon), "Login with Google" (with a Google+ icon), and "Login with Facebook" (with a Facebook icon). A vertical line with the word "Or" in the center separates the two sides. At the bottom left, there is a "< Back" link.

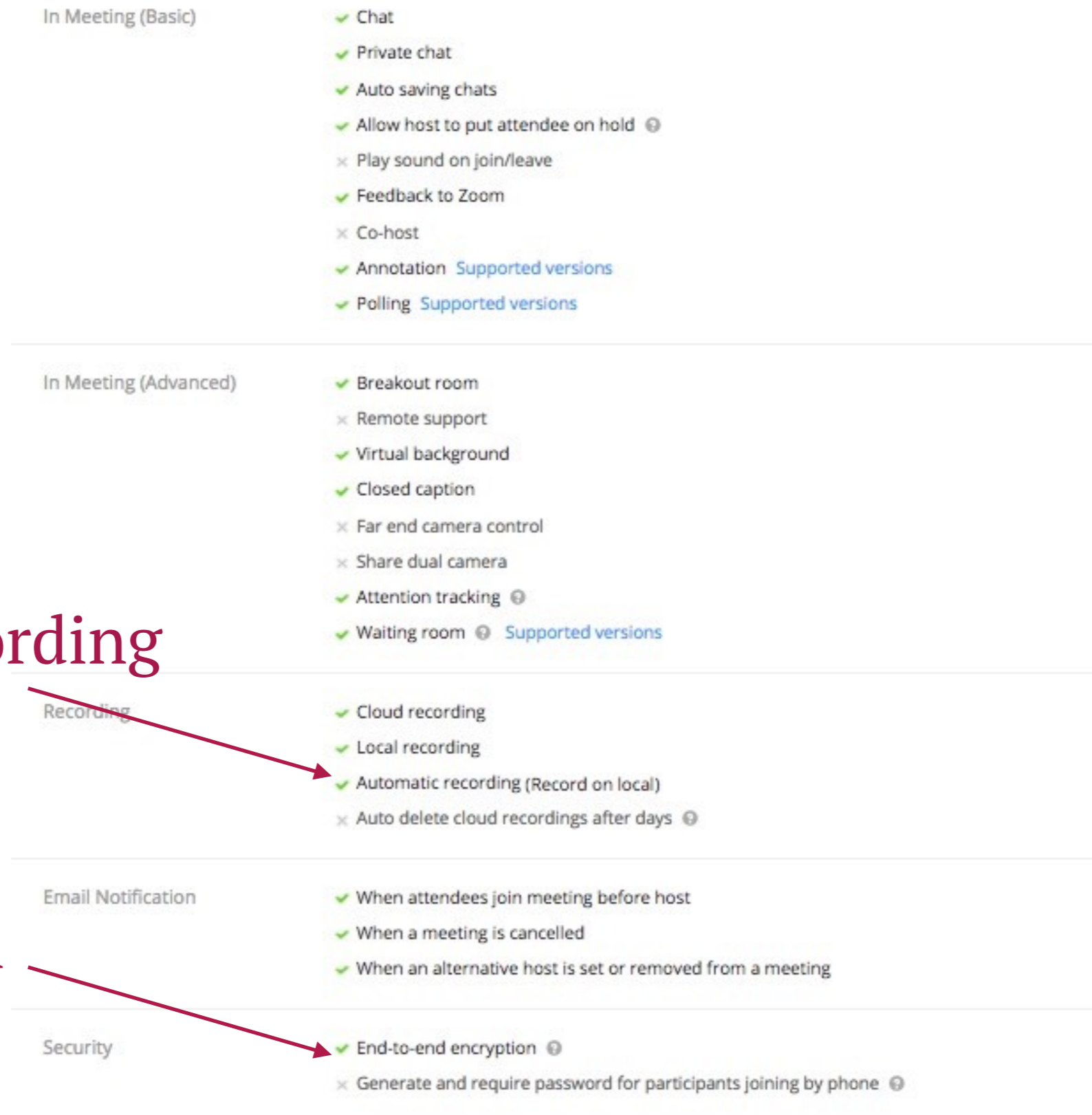


1.4. Set your audio and video settings



1.5. Review and edit profile settings

<https://zoom.us/profile/setting>



The screenshot displays the Zoom profile settings page, organized into several sections. Each section has a title on the left and a list of settings on the right, each with a green checkmark for enabled features and a grey 'x' for disabled ones. Some settings include a help icon (a circle with a question mark).

- In Meeting (Basic)**
 - ✓ Chat
 - ✓ Private chat
 - ✓ Auto saving chats
 - ✓ Allow host to put attendee on hold ⓘ
 - × Play sound on join/leave
 - ✓ Feedback to Zoom
 - × Co-host
 - ✓ Annotation [Supported versions](#)
 - ✓ Polling [Supported versions](#)
- In Meeting (Advanced)**
 - ✓ Breakout room
 - × Remote support
 - ✓ Virtual background
 - ✓ Closed caption
 - × Far end camera control
 - × Share dual camera
 - ✓ Attention tracking ⓘ
 - ✓ Waiting room ⓘ [Supported versions](#)
- Recording**
 - ✓ Cloud recording
 - ✓ Local recording
 - ✓ Automatic recording (Record on local)
 - × Auto delete cloud recordings after days ⓘ
- Email Notification**
 - ✓ When attendees join meeting before host
 - ✓ When a meeting is cancelled
 - ✓ When an alternative host is set or removed from a meeting
- Security**
 - ✓ End-to-end encryption ⓘ
 - × Generate and require password for participants joining by phone ⓘ

Automatic recording




Encryption

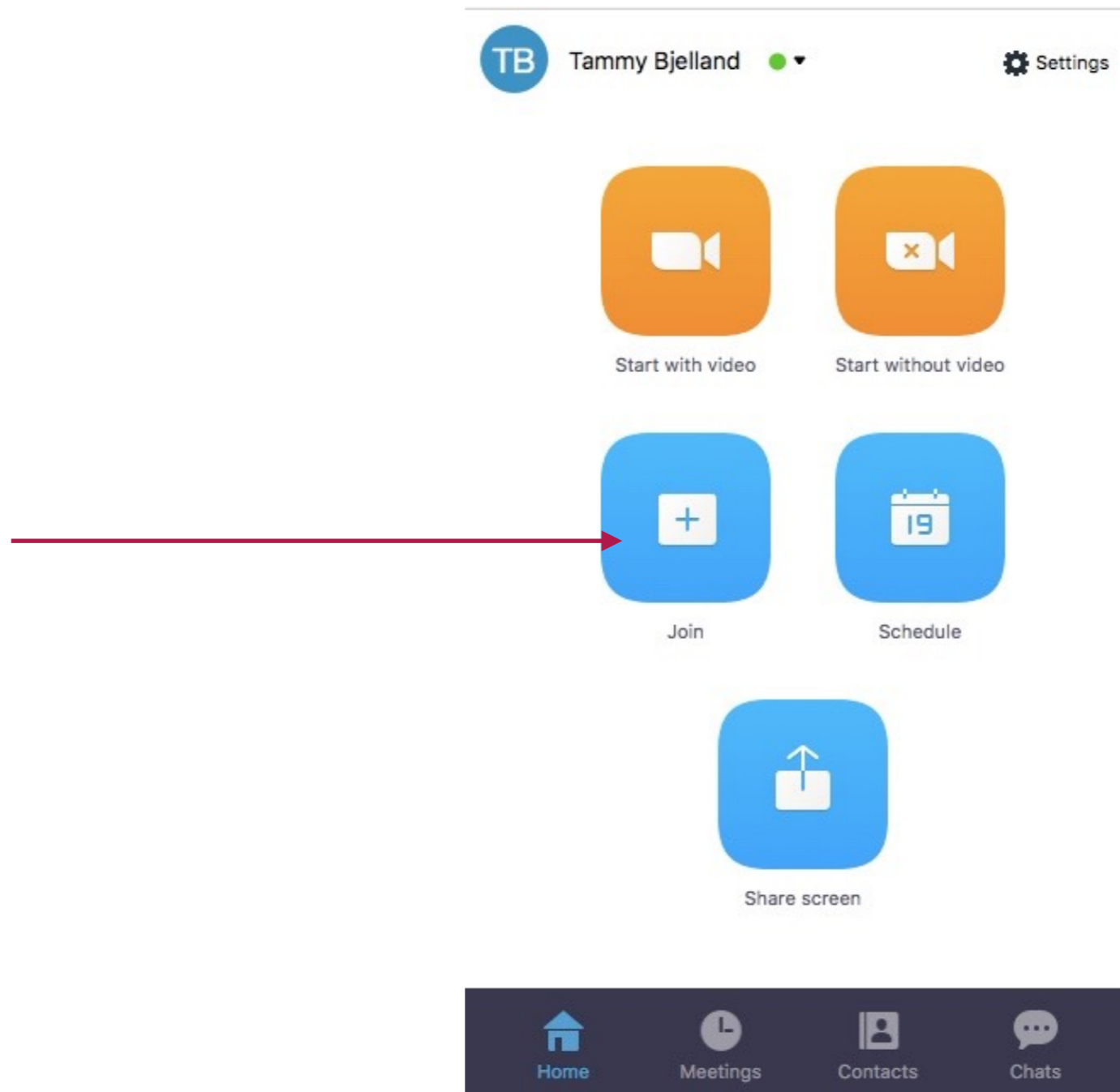


2. Join a meeting

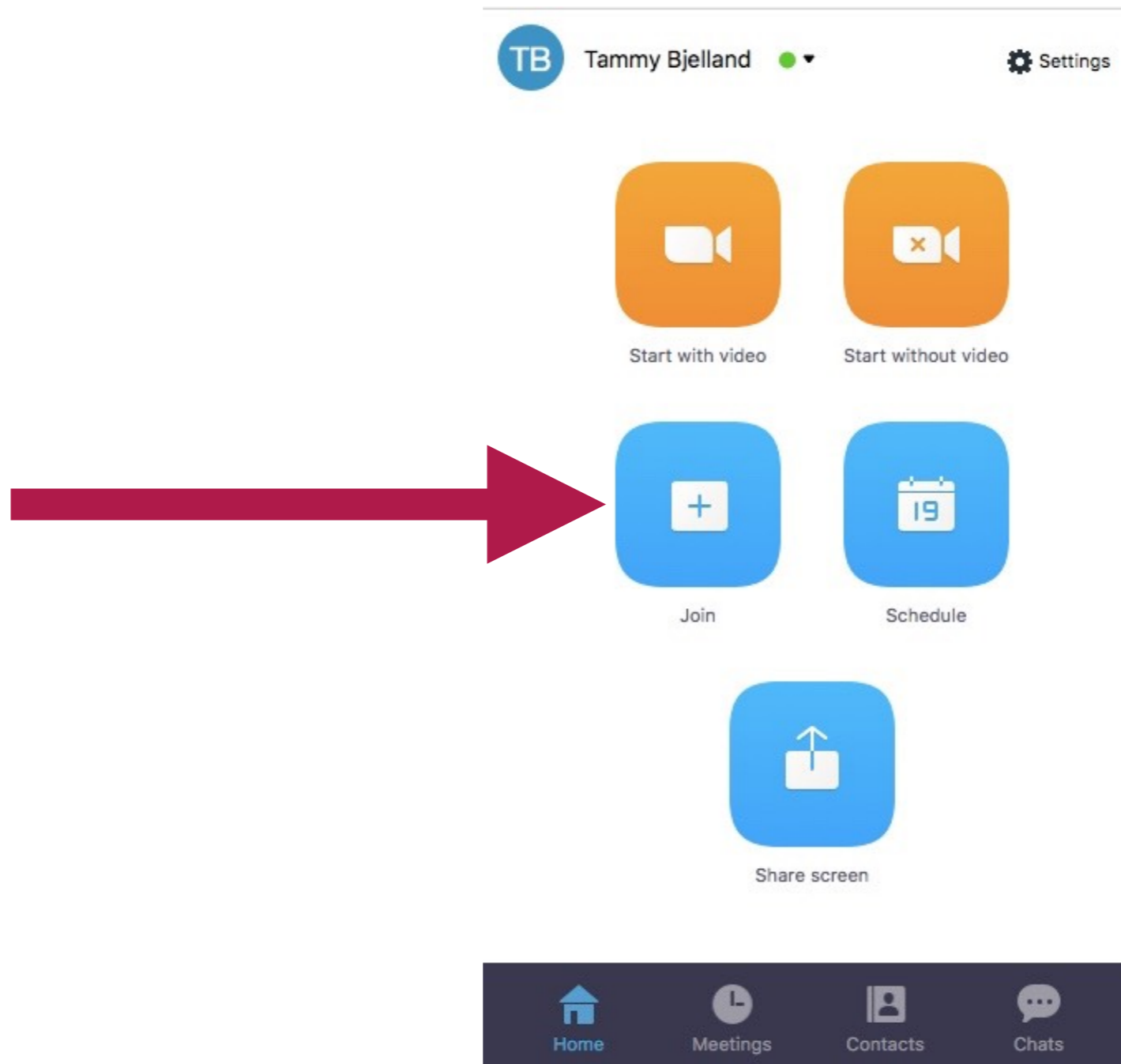


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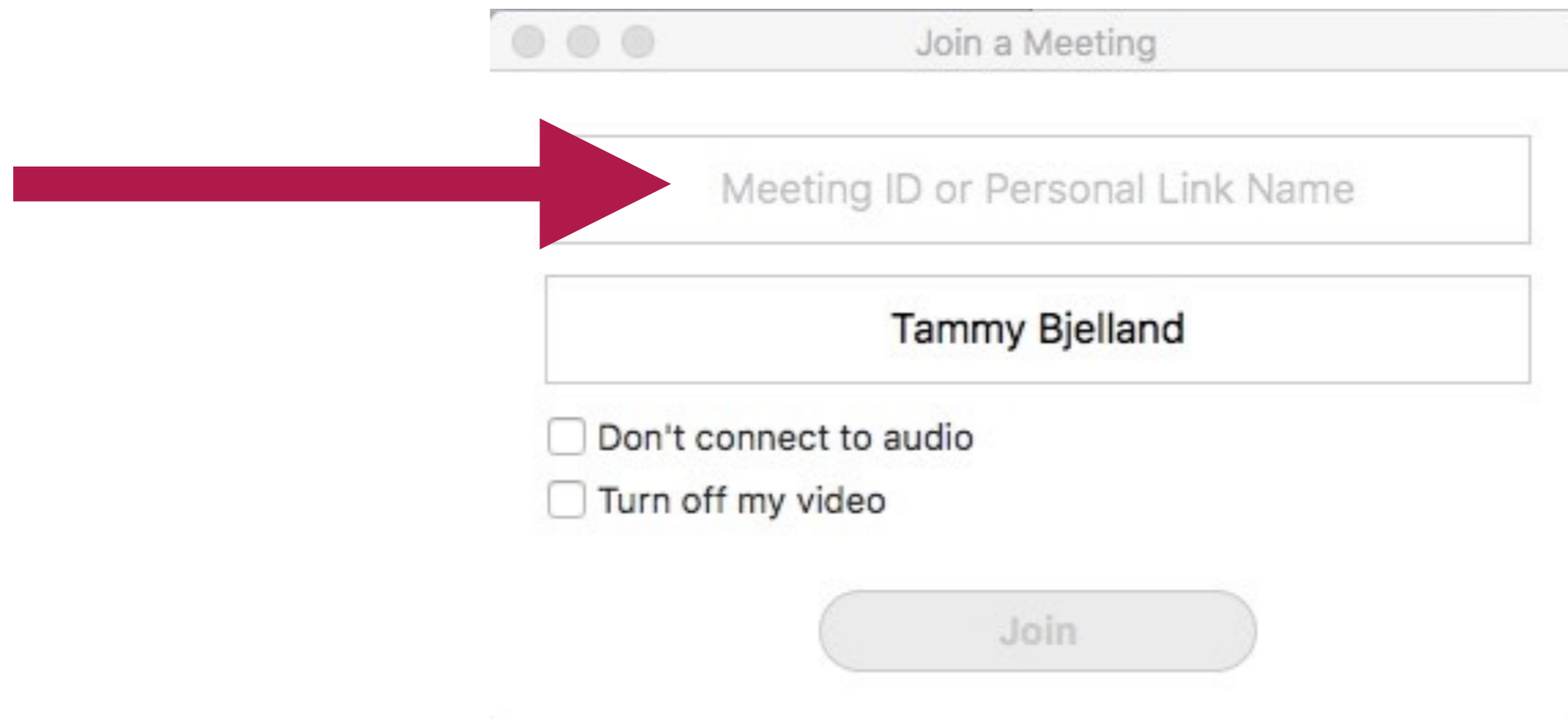
2.1. Open Zoom



2.2. Select “Join”



2.3. Enter Meeting ID



The image shows a screenshot of a web browser window titled "Join a Meeting". The window contains a form with the following elements:

- A text input field labeled "Meeting ID or Personal Link Name" with a red arrow pointing to it from the left.
- A text input field containing the name "Tammy Bjelland".
- Two checkboxes:
 - Don't connect to audio
 - Turn off my video
- A "Join" button at the bottom.



2.4. Double check audio and video

Meeting Topic: Tammy Bjelland's Zoom Meeting
Host Name: Tammy Bjelland
Invitation URL: <https://zoom.us/j/730721132>
[Copy URL](#)
Participant ID: 19

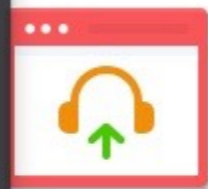
Select a Microphone

- Same as System
- ✓ ATR USB microphone
- HD Pro Webcam C920
- Jam Plus
- Built-in Input (Line In)
- BoomDevice
- Soundflower (2ch)
- Soundflower (64ch)

Select a Speaker

- Same as System
- ✓ Jam Plus
- Built-in Output (Internal Speakers)
- ATR USB microphone
- BoomDevice
- Soundflower (2ch)
- Soundflower (64ch)

Leave Computer Audio
Audio Options...



Join Audio
Computer Audio Connected



Share Screen




Invite Others

Mute Start Video Invite Manage Participants 1 Share Screen Chat Record End Meeting


To: Everyone
Type message



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3. Hosting a meeting/webinar



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3.1. Schedule a meeting

<https://zoom.us/meeting>



SOLUTIONS ▾ PLANS & PRICING SALES

- My Profile
- My Meeting Settings
- My Meetings**
- My Recordings
- My Webinars
- Zoom Rooms
- Account Management
 - Account Profile
 - Account Settings
- Billing
- User Management
- Recording Management
- Group Management
- IM Management
- Reports
- Advanced
 - Zoom for Developers
 - H.323/SIP Room Connector
 - Meeting Connector
 - Branding
 - Single Sign-On
 - Integration

Upcoming Meetings

Previous Meetings

Personal Meeting Room

[Schedule a New Meeting](#)

Start Time	Topic	Meeting ID
Today 1:30 PM		183-554-717

Save time by scheduling your meetings directly from your calendar.



Microsoft Outlook Plugin
[Download](#)



Chrome Extension
[Download](#)



Firefox Add-on
[Download](#)

3.2. Add meeting details

<https://zoom.us/meeting/schedule>

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required ← Registration option

Video Host on off

Participant on off

Audio Telephony Only Voip Only Both

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry [Supported versions](#)
- Use Personal Meeting ID 206-636-4955

Additional options



3.3. Invite participants

[My Meetings](#) > Manage "My Meeting"

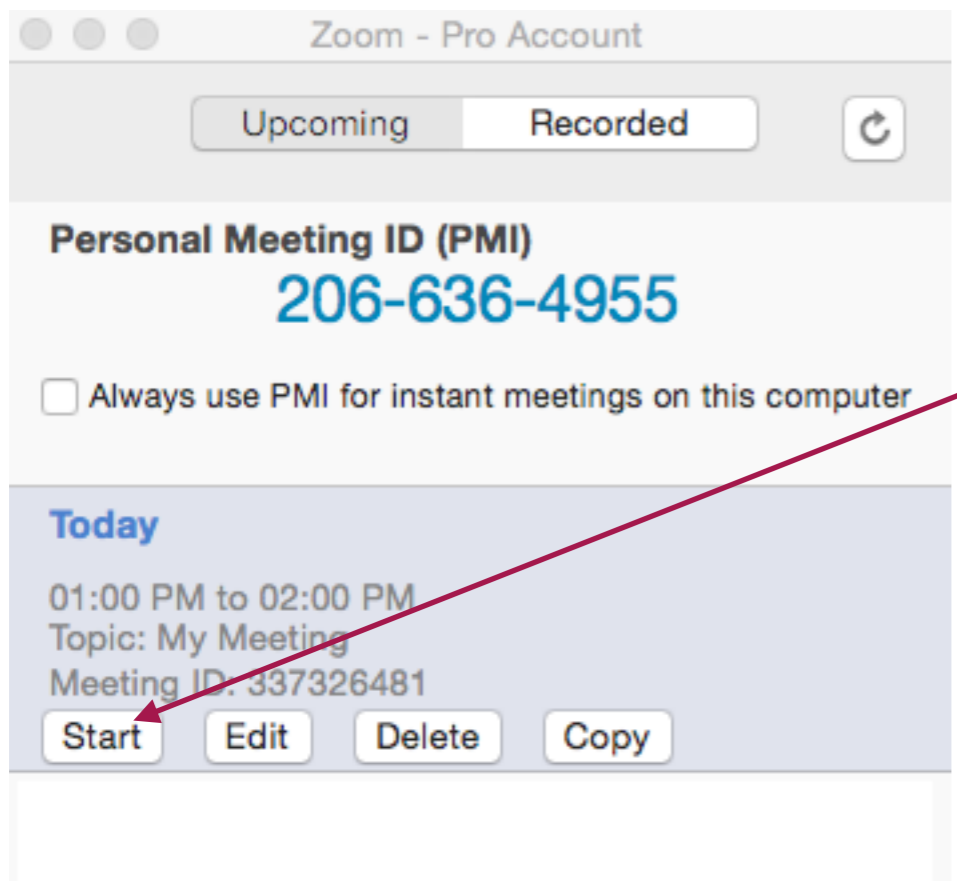
Topic	My Meeting	
Time	Feb 23, 2017 1:00 PM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	337-326-481	
Invite Attendees	Join URL: https://zoom.us/j/337326481	
Video	Host	Off
	Participant	Off
Audio	Both	
Meeting Options	<ul style="list-style-type: none">× <input type="checkbox"/> Require meeting password× <input type="checkbox"/> Enable join before host× <input type="checkbox"/> Mute participants upon entry Supported versions× <input type="checkbox"/> Use Personal Meeting ID 206-636-4955	
Delete this Meeting		



3.4. Set up your desktop with documents/ websites/apps you want to share

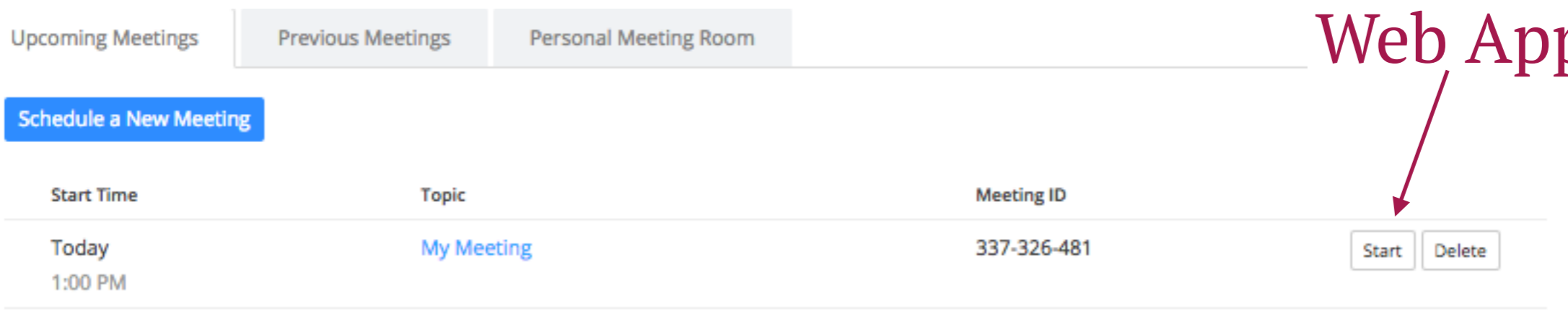


3.5. Start meeting (from web, desktop, or mobile app)



Desktop app

Web App



3.6. Double check audio and video settings

Meeting Topic: Tammy Bjelland's Zoom Meeting
Host Name: Tammy Bjelland
Invitation URL: <https://zoom.us/j/730721132>
[Copy URL](#)
Participant ID: 19

Select a Microphone
Same as System
✓ ATR USB microphone
HD Pro Webcam C920
Jam Plus
Built-in Input (Line In)
BoomDevice
Soundflower (2ch)
Soundflower (64ch)

Select a Speaker
Same as System
✓ Jam Plus
Built-in Output (Internal Speakers)
ATR USB microphone
BoomDevice
Soundflower (2ch)
Soundflower (64ch)

Leave Computer Audio
Audio Options...

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Mute Start Video Invite Manage Participants Share Screen Chat Record End Meeting



3.7 Record (if you do not have automatic recordings set)

The screenshot shows a Zoom meeting window with the following details:

- Zoom Meeting ID: 730-721-132
- Meeting Topic: Tammy Bjelland's Zoom Meeting
- Host Name: Tammy Bjelland
- Invitation URL: <https://zoom.us/j/730721132> (with a "Copy URL" link)
- Participant ID: 19

Below the meeting details are three main action buttons:

- Join Audio (with a green status indicator "Computer Audio Connected")
- Share Screen
- Invite Others

A red arrow points from the "Invite Others" button to a context menu that has appeared over the "Record" button in the bottom toolbar. The context menu contains two options:

- Record on this Computer (⌘⇧R)
- Record to the Cloud (⌘⇧C)

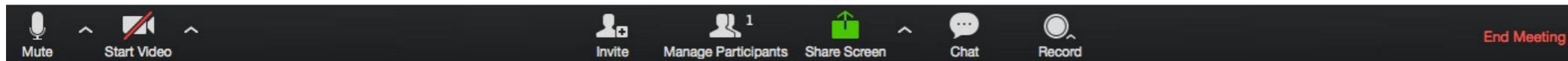
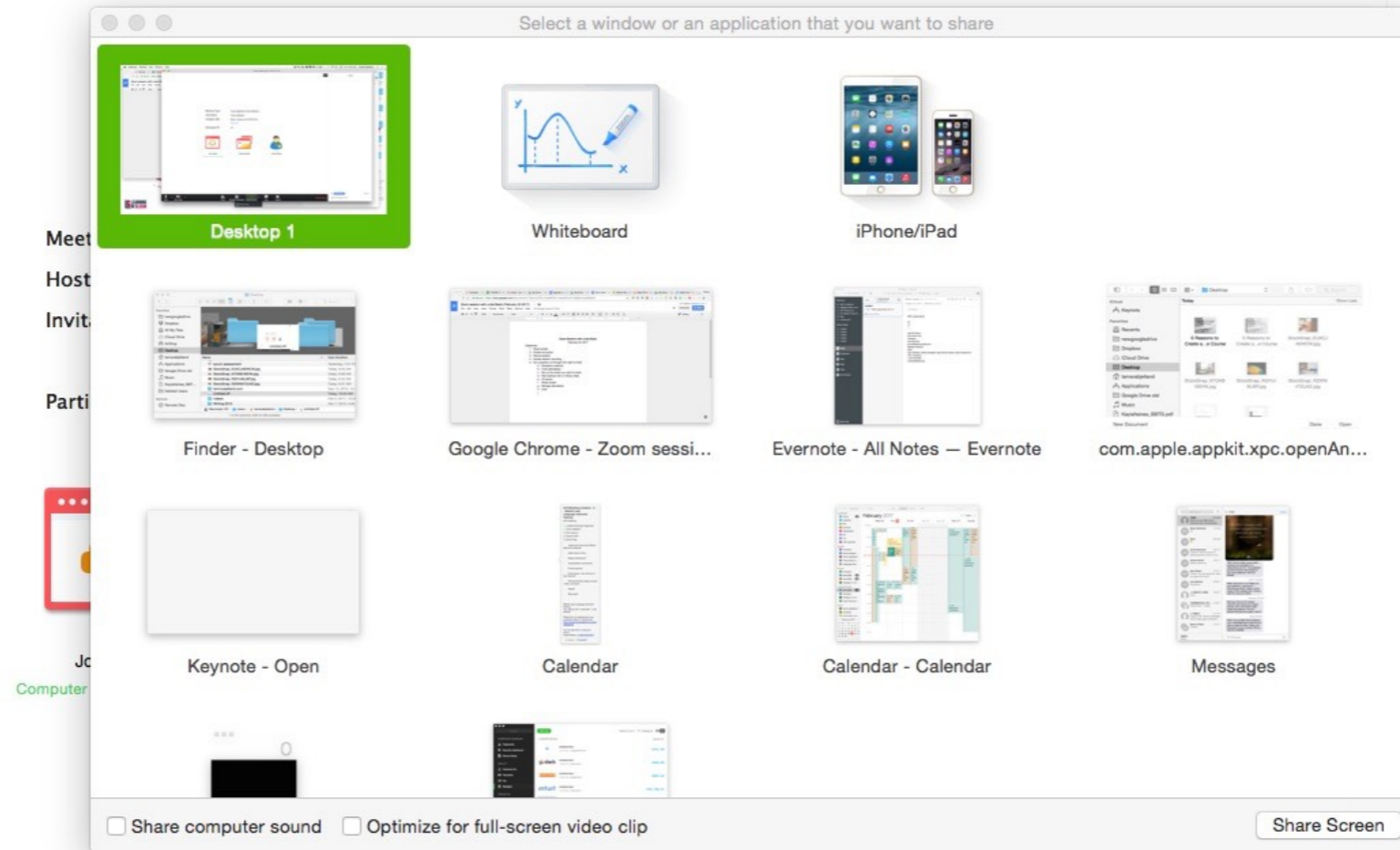
The bottom toolbar includes icons for Mute, Start Video, Invite, Manage Participants (1), Share Screen, Chat, Record, and End Meeting. On the right side, there is a chat window with "To: Everyone" and a text input field "Type message here..."



3.8 Share your screen

Zoom Meeting ID: 730-721-132

Chat




To: Everyone

More

Type message here...



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3.9 Manage participants

Zoom Meeting ID: 730-721-132

Meeting Topic: Tammy Bjelland's Zoom Meeting
Host Name: Tammy Bjelland
Invitation URL: <https://zoom.us/j/730721132>
[Copy URL](#)
Participant ID: 19

Join Audio Computer Audio Connected

Share Screen

Invite Others

Mute Start Video Invite Manage Participants 1 Share Screen Chat Record End Meeting

To: Everyone Type message here...





3.10 Chat


Zoom Meeting ID: 730-721-132

Chat

Meeting Topic: Tammy Bjelland's Zoom Meeting
Host Name: Tammy Bjelland
Invitation URL: <https://zoom.us/j/730721132>
[Copy URL](#)
Participant ID: 19

 Join Audio
Computer Audio Connected

 Share Screen

 Invite Others

Mute Start Video Invite Manage Participants 1 Share Screen Chat Record End Meeting

To: Everyone
Type message here...



3.11 End meeting

Zoom Meeting ID: 730-721-132
Zoom Meeting ID: 730-721-132



Chat

Meeting Topic: Tammy Bjelland's Zoom Meeting
Host Name: Tammy Bjelland
Invitation URL: <https://zoom.us/j/730721132>
[Copy URL](#)
Participant ID: 19



Join Audio

Computer Audio Connected



Share Screen



Invite Others



End Meeting

To: Everyone

More

Type message here...

Mute Start Video

Invite


Manage Participants 1

Share Screen

Chat

Record



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3.12 Access recording

