

A Guide to Using Zoom For Video Meetings

SIGN UP

To begin, simply go to <http://zoom.us> and click on Sign up. From there you can enter your first and last name, and your e-mail address to sign up.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

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

or

Once you have signed up or logged in, you can click on Host or Join a Meeting, the desktop app will auto-download. Alternatively, you can click on the download footer link at <http://zoom.us>

For iOS, visit the Apple App Store or by searching "zoom." For Android, visit Google Play or by searching "zoom HD meetings."

MEETING OPTIONS

After you launch the app, you have two options. You can Join a meeting, or Host a meeting. If you do not wish to log in, and just want to join a meeting in progress click on Join a meeting. If you would like to log in and start you own meeting, click on Host a meeting.



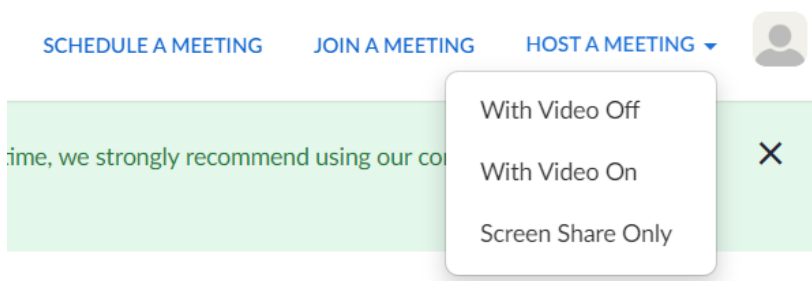
To log in, you can use the email and password that you have created, or use your Google (Gmail or Google App) or Facebook account. Tip: If you have not created a user email and password, please click on "Sign Up" to create a zoom account. Note: if you have a zoom account, but cannot remember your password. Please select "Forgot your password"

STARTING A MEETING

Once you have logged in, you will see the main dialog box as shown below. The default tab is "Home".

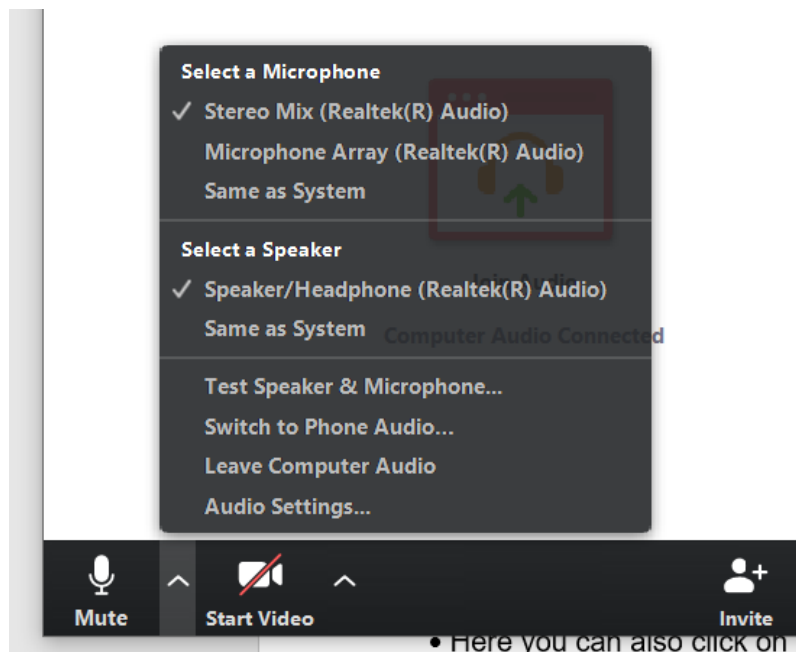
You can:

- Click on Video Meeting to start an instant zoom meeting
- Click on Screen Share Meeting to start a meeting while sharing your "desktop" or "application"
- Click on Schedule to set up a future meeting
- Click on Join to join a meeting that has already been started. You can also click on the "Recorded" tab to view previously recorded meetings.
- Copy URL: Here you can copy your scheduled meeting(s) URL and manually paste into an email, IM, SMS etc. Note: if you do not see your scheduled meeting, click the refresh tab in the upper right-hand corner to update/refresh the meeting list. Additionally, make sure to schedule enough time for your meeting, meetings will end as scheduled.

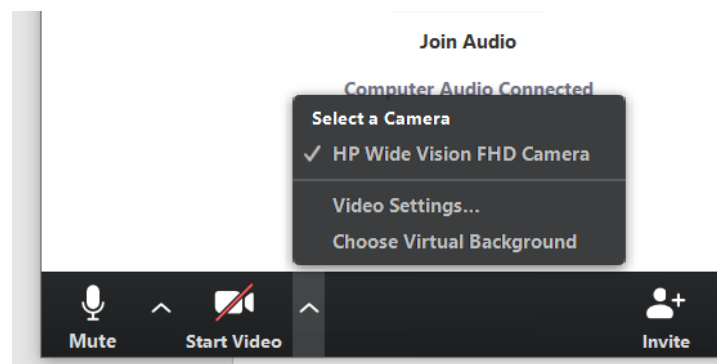


AUDIO: TO TEST YOUR AUDIO

- Click on "Settings" on your PC or Mac client, or during a video meeting, click on "Settings" in the menu bar (toggle to activate). Then click on the "Audio" tab to test your audio setting.
 - Select the microphone drop down and try a different audio source if the other side can't hear you
 - Select the speaker drop down and try a difference speaker source if you can't hear the other side.
- Video: To Test Your Video Camera



- Before or during a video meeting, click on "Settings" in the client menu, then Click on the "Video" tab to test your video selection.



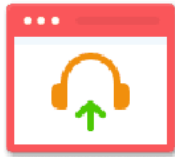
- Here you can also click on the drop down arrow to switch between Cameras that you have connected to your computer.

BEFORE YOUR MEETING

- Control video and audio quality.
- Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system.
- Try to hold meetings in quiet, indoor locations to control ambient noise.
- Adjust your lighting. Don't sit directly in front or beside a bright light source.
- Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.
- Think about your background. Try to provide a nice, plain background.
- Practice speaking to the camera and not the screen.

SHARING

Generally DO NOT select “Share Your Desktop”. Instead, open up any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds’ quality, so don’t share longer than necessary.



Join Audio



Share Screen

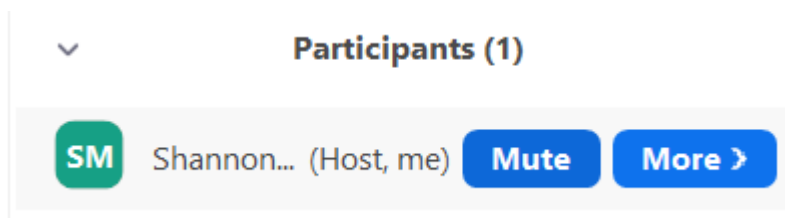


Invite Others

Computer Audio Connected

OTHER TIPS

Learn how to mute and unmute audience members and re-assign the host role. During your meeting: Mute your microphone when necessary. Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.



Use Zoom’s chat function. You can send a question or statement to everyone or privately to a participant

