SETTING UP & SCHEDULING MEETINGS WITH ZOOM

Step 1. Downloading Zoom and creating your personal meeting ID:

- Download Zoom onto your desktop.
- Create and verify your account, with a confirmation email sent to your inbox.
- Click on the orange 'new meeting' button, and allow access to your screen's camera and microphone.

Step 2. Sharing and hiding your camera and microphone:

- The camera and microphone icons at the bottom left of your zoom screen are white, indicating people can hear you and see your screen.
- Note: A red slash through your camera or microphone indicates that you can't be seen or heard by others in your meeting. Simply click the icon to be unmuted or seen.

Step 3. Scheduling a meeting:

- On the Zoom home screen, click 'schedule meeting.'
- Enter your meeting title, date, duration, time zone, and manage participants' video or phone settings when scheduling your Zoom meeting to avoid background noise.
- Once you've created your settings, click schedule at the bottom of the screen.
- When scheduling a meeting, you may also select additional meeting options, such as requiring a meeting password to join your meeting, if desired.

Step 4. Inviting others to join your meeting:

- Click the invite icon on the bottom of the screen.
- Select either 'Copy URL' or 'Copy Invitation', which will attach to your clipboard.
- Paste the link or invitation into an email message to send to your participants.

Optional Zoom Features:

Chatting during your Zoom Meeting:

- Select the 'Chat' icon, at the bottom of the screen.
- When chatting during meetings, you can choose sending a message to the entire group, or to specific participants.
- You may also attach and share files in the chat from different cloud platforms such as Google Drive, DropBox, OneDrive, as well files from your own computer.

Selecting a virtual background:

- On the Zoom main menu, go to settings, click virtual background, and select your desired background for your meeting.
- You may also upload images from your files to use as your virtual background.

Incorporating company branding:

- Sign in to the Zoom web portal
- In the navigation menu, click 'Advanced,' then 'Branding.'
- Click the Images tab.
- Browse through your computer and select the image you would like to upload.
- Once uploaded, the files will be displayed in the list. The image URL is displayed in the Path column.

Launching a Zoom Meeting:

Step 1. Download Zoom onto your desktop.

Step 2. Open Zoom and select sign in.

Step 3. Log in with your email and password

Step 4. Once signed in, click the drop down arrow beneath the orange camera icon.

Step 5. On the drop down menu, select start with video, then click new meeting to start an instant meeting.

Step 6. Once your video screen appears, select "Join with computer audio" to allow microphone access.

Step 7. Click on the invite icon at the bottom of your screen.

Step 8. Click the Email tab and click "Copy URL" or "Copy Invitation" and the bottom left of the menu.

Step 9. Choose the email service of your choice to be redirected to copy and send your email to your invitees. You can host up to 100 invitees on a single Zoom meeting.

Step 10. Once all your invitees have joined, run your Zoom meeting.

Note*: Using a free subscription with Zoom only allows for 40 minute group meetings at a time, while 1 on 1 meetings have no time limit. Visit zoom.us for more pricing ifnormation

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