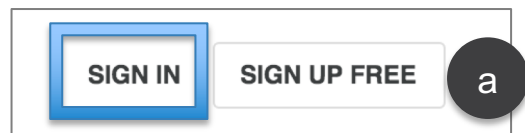# WORK WITH ZOOM (BASIC)

OVERVIEW

This job-aid provides information on how to create, join, record, end, and manage the meeting using Zoom.

1a. SIGN IN OR CREATE ACCOUNT

- Access to https://zoom.us/
- Click on "**Sign in**" icon (a).
- Write your e-mail and password (b).
- Click Sign In button (c).
- From there you can Login using Google, Facebook (d).

Note:

- You may need to give access to Zoom application if you login with your Google or Facebook account.
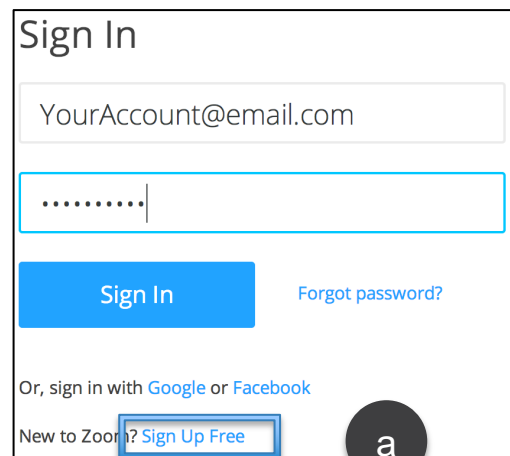
1b. SIGN IN OR CREATE ACCOUNT

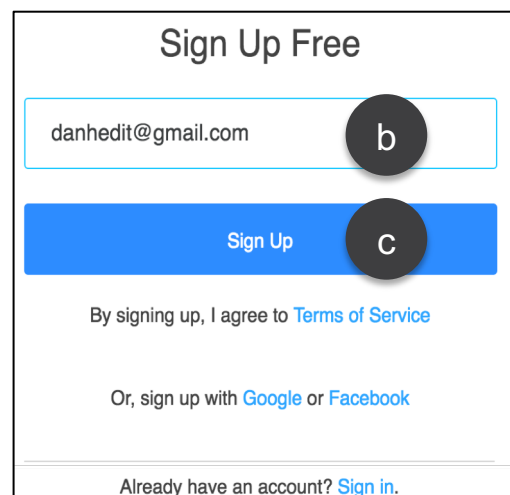- If you don't have an account, select "**Sign up free**" (a).

- Fill in with your e-mail (b).

- Click on "**Sign up**" (c).

Sign In

YourAccount@email.com

··········

Sign In   Forgot password?

Or, sign in with Google or Facebook

New to Zoom? Sign Up Free   (a)

Note:

- You will receive a confirm email to activate the account.

- The software will be automatically downloaded and installed into your computer.

- Alternatively, click on the https://zoom.us/support/download.

Sign Up Free

danhedit@gmail.com   (b)

Sign Up   (c)

By signing up, I agree to Terms of Service

Or, sign up with Google or Facebook

Already have an account? Sign in.

WORK WITH ZOOM (BASIC)

2. OPEN ZOOM APPLICATION

For Macintosh Computers:

- Go to "**Applications**" (a).
- Double click on Zoom (b).
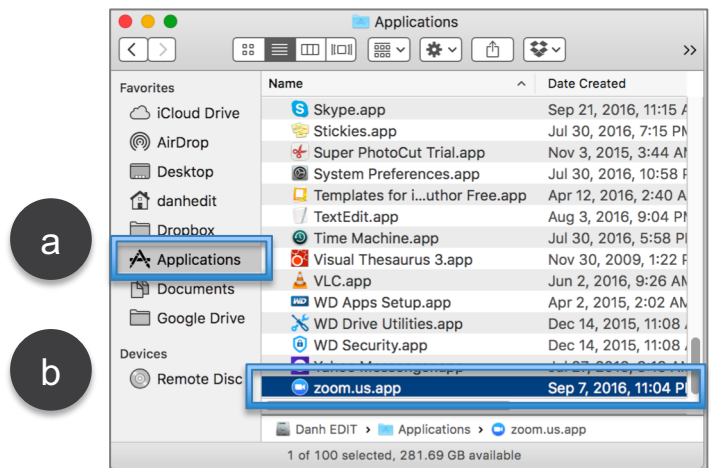
For Windows Computers:

- Click on "Start." (c).
- Select Start Zoom (d).
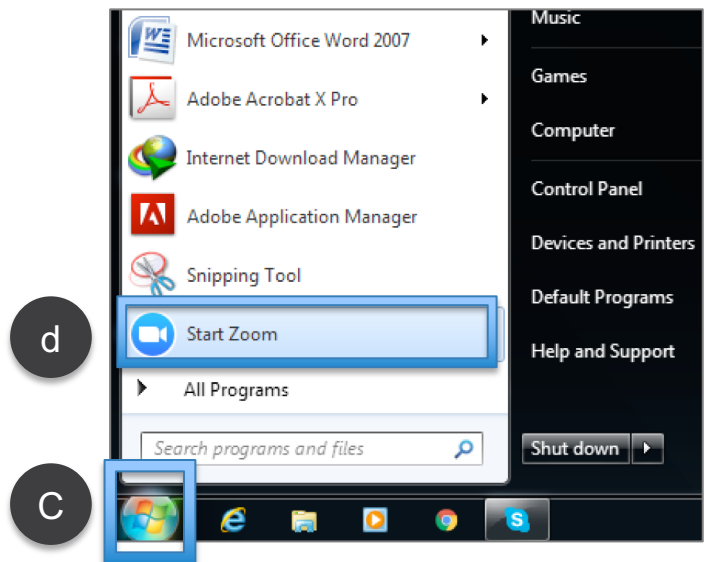
WORK WITH ZOOM (BASIC)

3. ZOOM HOME WINDOW

- Click on Start with video to start a meeting (a).

- Click on Start without video to start a meeting with audio only or sharing screen (b).

- Click on Join to join a meeting that has already started (c).

- Click on Schedule to set up a future meeting (d).

- Click in Share Screen to share your desktop or application screen with other participants (e).

a **Start with video**

b **Start without video**

c **Join**

d **Schedule**

e **Share screen**
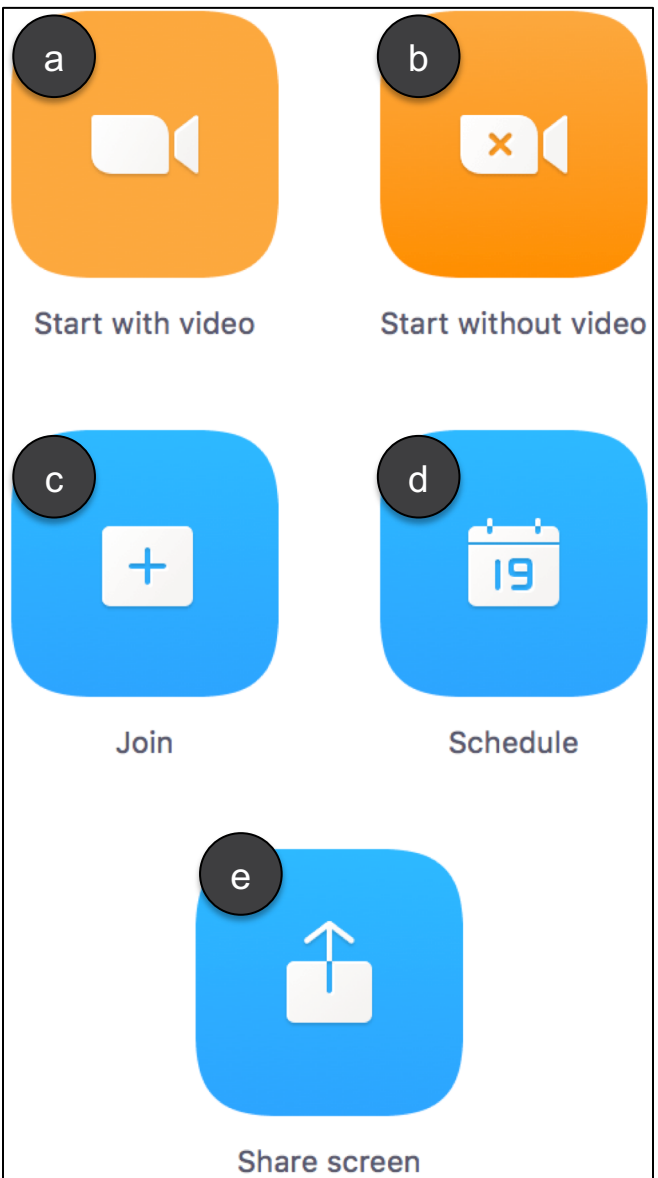
WORK WITH ZOOM (BASIC)

4. MEETING ID

- To get your Meeting ID, click on the Meetings tab at the bottom of the applications (a).
- You can see your Personal Meeting ID (PMI) at the top of the screen (b).

Note:

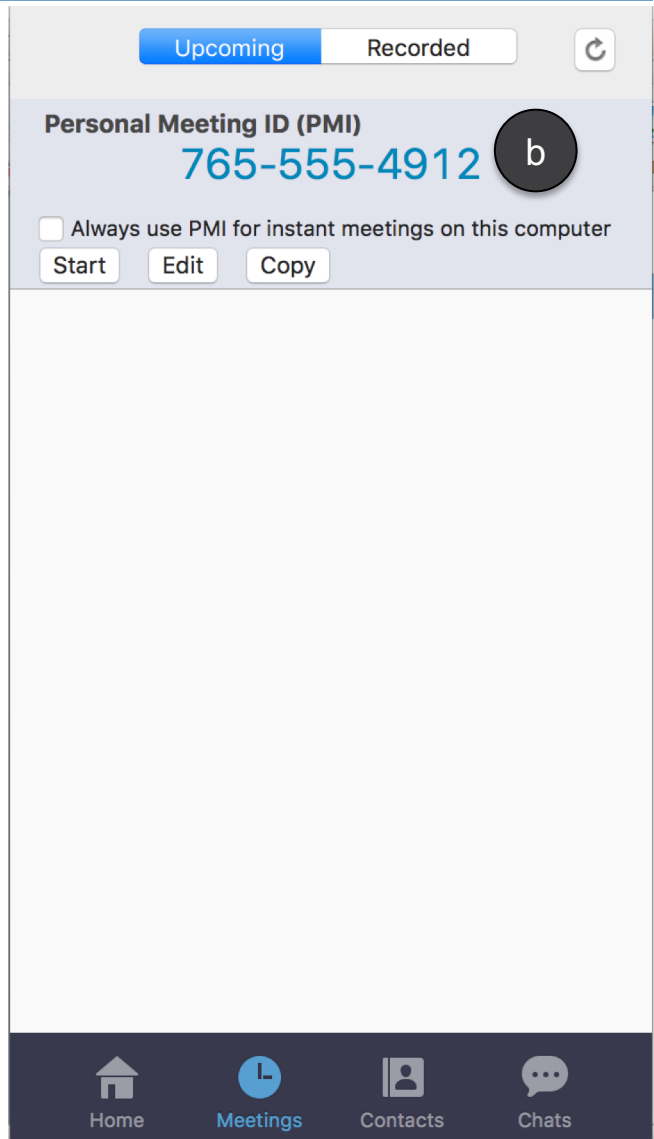- You can only see your Meeting ID in Upcoming menu. Recorded menu will show you the recorded meeting sessions.
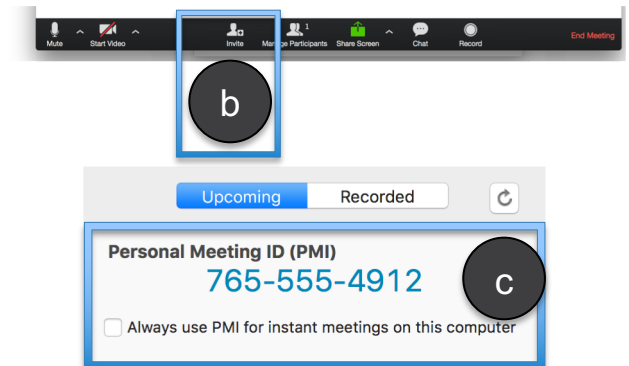
WORK WITH ZOOM (BASIC)

5. START A MEETING WITH VIDEO

- Click on Start with video to create a meeting by sharing your video to other participants (a).
- You can either invite participants to your meeting (b) or send them your Meeting ID (c).

Note:

- You can find detailed information about your Meeting ID in previous slides.
- You can always end your audio or video share even though you started a meeting with video.

Start with video

Upcoming   Recorded

Personal Meeting ID (PMI)
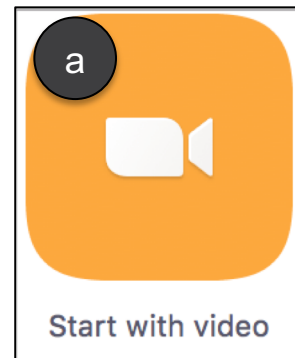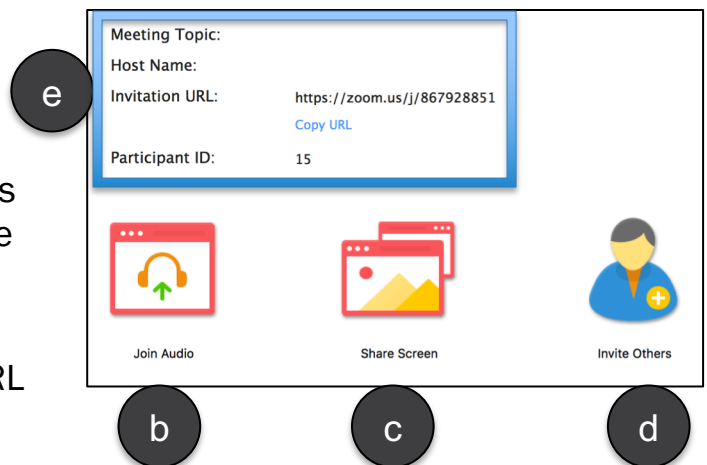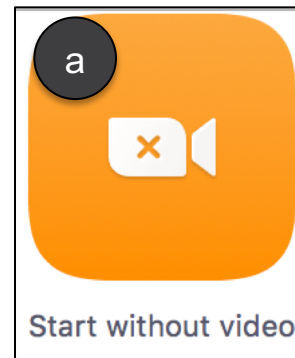765-555-4912
Always use PMI for instant meetings on this computer

WORK WITH ZOOM (BASIC)

6. START A MEETING WITHOUT VIDEO

- Click on Start without video to create a meeting by sharing your audio or screen to other participants (a).

- Click on Join Audio (b) to either participate the session with your audio only or stop your audio share with other participants.

- Click on Share Screen (c) to share your entire screen or a specific folder with other participants.

- You can invite more participants to your session by clicking Invite Others button (d).

- You can reach your Meeting Topic, Host Name, Invitation URL and Participant ID from this screen (e).

a

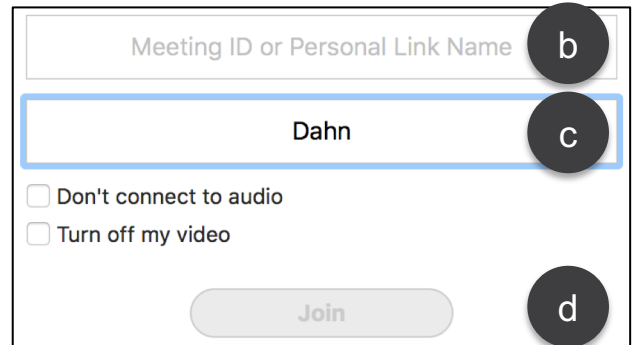Start without video

e

Meeting Topic:
Host Name:
Invitation URL: https://zoom.us/j/867928851
                         Copy URL

Participant ID: 15

Join Audio   Share Screen   Invite Others

b   c   d

WORK WITH ZOOM (BASIC)

- Click on the Join to join to an existing meeting (a).

a
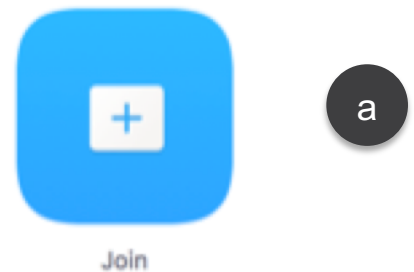
- To join an existing meeting, you must have a Meeting ID or Personal Link Name provided by the creator of connection (b).

- You can set your user ID (c).

- Click on the Join button to establish the meeting connection (d).

Meeting ID or Personal Link Name — b

Dahn — c

☐ Don't connect to audio
☐ Turn off my video

Join — d

CENTER FOR INNOVATION IN E-LEARNING

WORK WITH ZOOM (BASIC)

8. SCHEDULE A MEETING

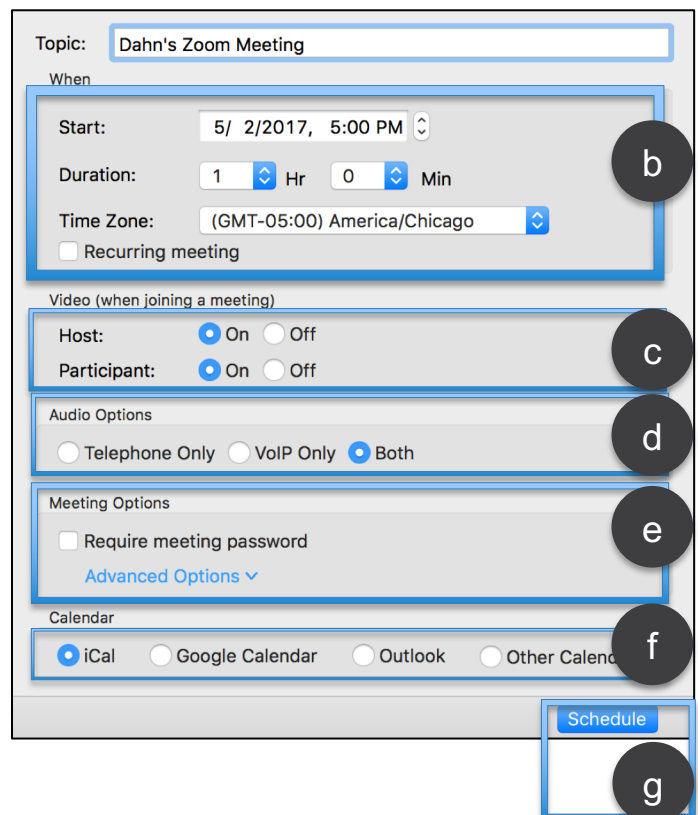- Click on "**Schedule**" to create a future meeting (a).

a

Schedule

- Set up schedule time (b).
- Set up video setting (c).
- Set up audio option (d).
- Set up meeting options (e).
- Set up Calendar (f).
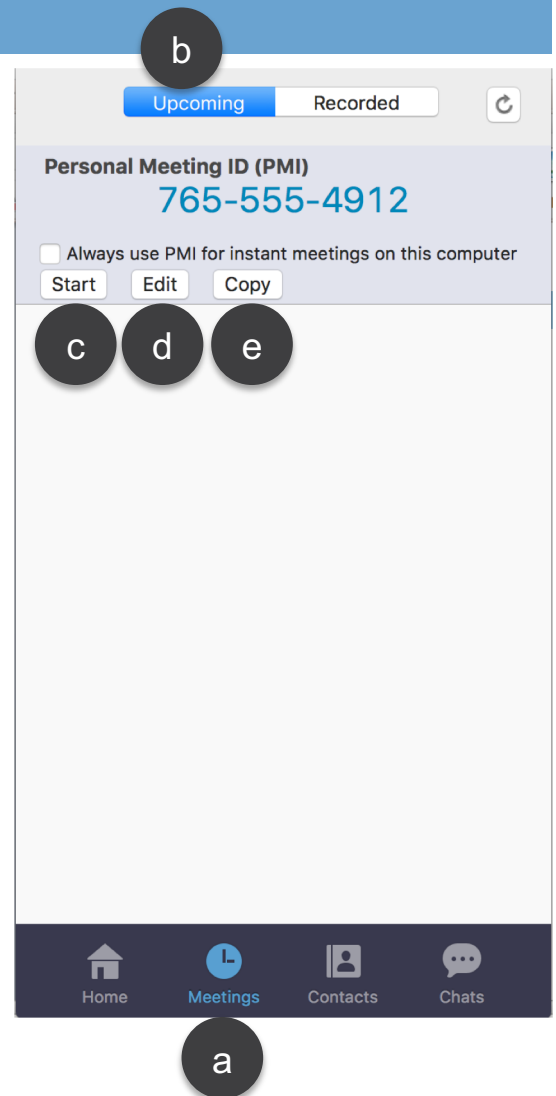- Click "**Schedule**" button to finalize (g).

Note:

- If you do not want to change its setting, just keep as a default.

Topic: Dahn's Zoom Meeting

When

Start: 5/ 2/2017, 5:00 PM

Duration: 1   Hr   0   Min

Time Zone: (GMT-05:00) America/Chicago

☐ Recurring meeting

b

Video (when joining a meeting)

Host: ● On   ○ Off
Participant: ● On   ○ Off

c

Audio Options

○ Telephone Only   ○ VoIP Only   ● Both

d

Meeting Options

☐ Require meeting password

Advanced Options ⌄

e

Calendar

● iCal   ○ Google Calendar   ○ Outlook   ○ Other Calendar

f

Schedule

g

9. START A SCHEDULED MEETING

- Once you scheduled a meeting for future, you can see the meeting from Client Menu.
- Click on Meetings tab (a) and select Upcoming tab (b).
- Move your cursor on the scheduled meeting and click Start button to start the meeting (c).
- Click Edit to change the details of the meeting (d).
- Click copy to duplicate the meeting (e).

WORK WITH ZOOM (BASIC)

10. SHARE SCREEN

- Click on the Share Screen to share your entire screen in a meeting (a).

Share screen

a

- Type the Sharing Key or Meeting ID to access the meeting (b).
- Click Share button to finalize (c).

Sharing Key or Meeting ID   b

Share   c

CENTER FOR INNOVATION IN E-LEARNING

WORK WITH ZOOM (BASIC)

11. MEETING SETTINGS

When you start a meeting, you can change audio, video, participants and meeting settings.

- You can turn on or off the microphone by clicking Mute (a).
- Click share or not your camera by clicking Start/Stop Video (b).
- You can invite participants to the meeting (c).
- You can manage current participants in the meeting (d).
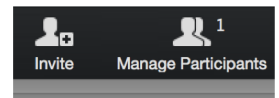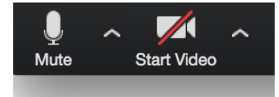
Note:

- If you are looking for more options about audio, video and participants settings, please see the Advanced Zoom Job-Aids.

CENTER FOR INNOVATION IN E-LEARNING
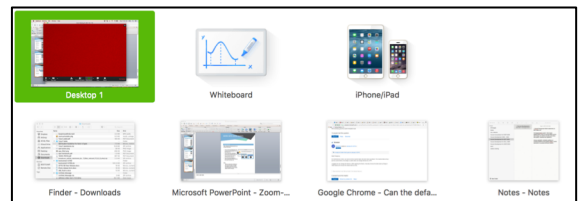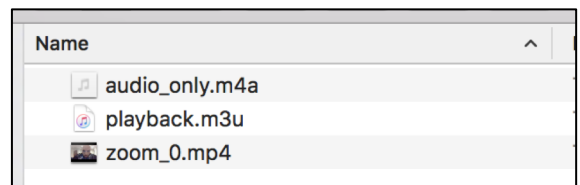
WORK WITH ZOOM (BASIC)

11. MEETING SETTINGS

- You can start or stop sharing you computer screen (e)
- You can open and close chat screen (f).

- You can record the meeting session (g).
- You can end the meeting by clicking End Meeting button at the right bottom corner of the screen (h).
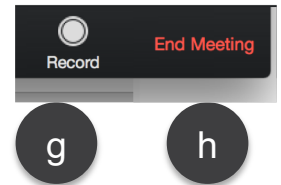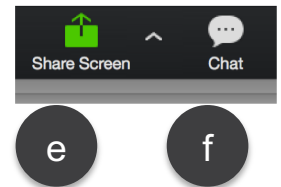

Note:

- After you start recording the meeting, you will be able to see the recorded file after ending the meeting session.

- You can either share your entire desktop or a specific folder or application. These options will be provided when you click on Share Screen button.

12. RECORD A MEETING

- Once you click on Record button, the session will be recorded automatically (a).

- You can also click on Participant to assign someone to record (b).

- All participants in meeting will see a recording indicator in the upper-left corner of their screen (c).

- If you're the host you will see a button appearing in the upper left corner (d).

- To access your saved recorded meetings. Open your client menu. Then, select "Meetings" (e) and from here select "Recorded" (f).
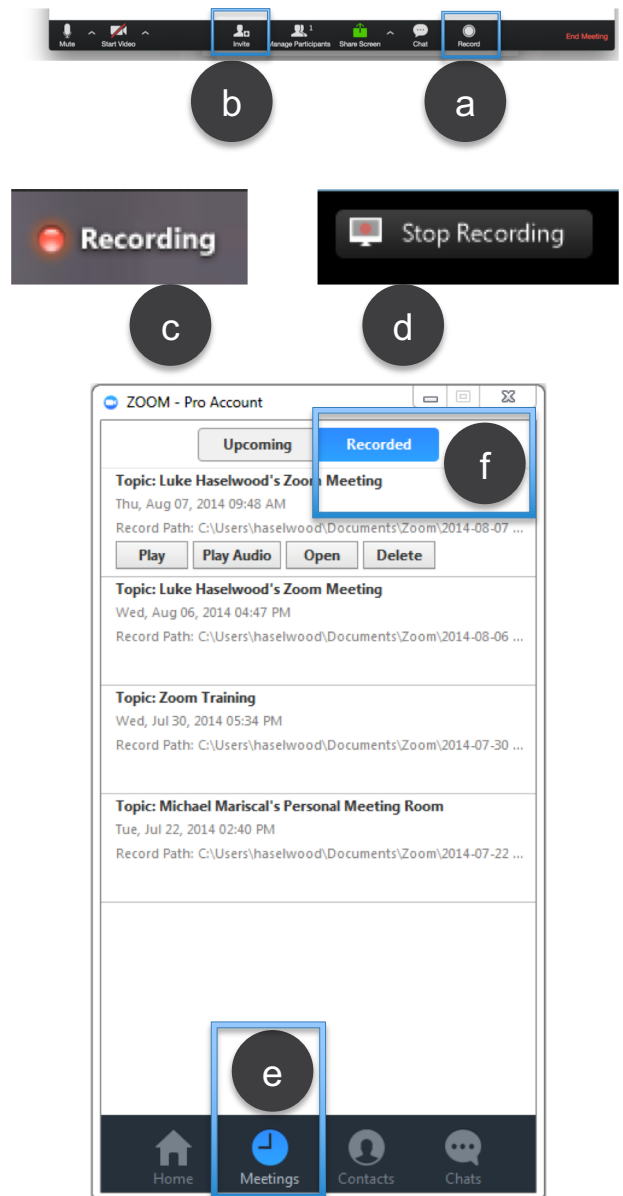
WORK WITH ZOOM (BASIC)

13. END MEETING

After clicking End Meeting button you will see this screen.

- You can click End Meeting for All to end the meeting session for all participants (a).
- You can leave the meeting by clicking Leave Meeting button (b).
- You can cancel this menu by clicking Cancel button (c).
- You can provide feedback to Zoom if you click to the box before you close this screen (d).
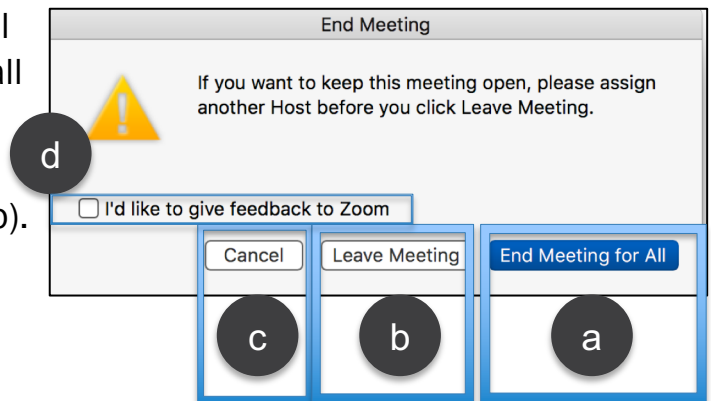
Note:

- When you leave the conference, you will not be able to manage the session anymore if you are the administrator of the meeting session before ending it.