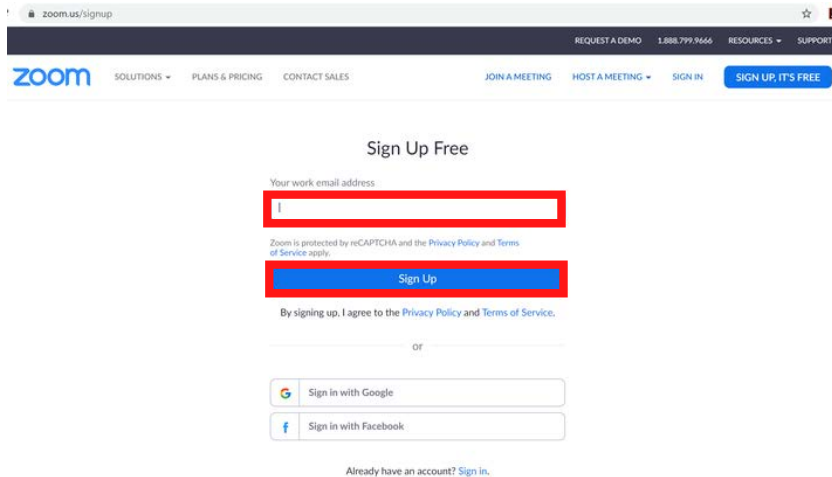


zoom

QUICK GUIDE



zoom.us/signup

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

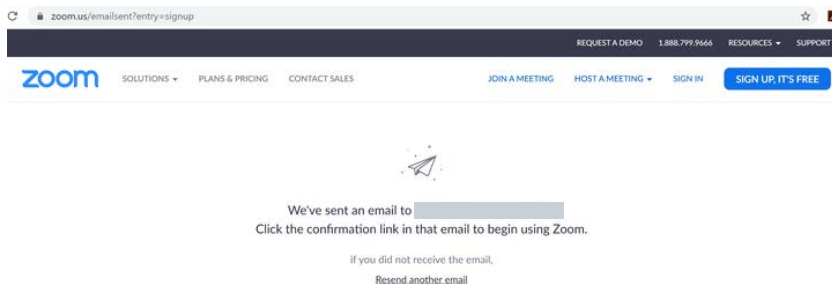
By signing up, I agree to the Privacy Policy and Terms of Service.

or

Sign in with Google

Sign in with Facebook

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



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REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

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We've sent an email to [redacted].
Click the confirmation link in that email to begin using Zoom.

If you did not receive the email,
[Resend another email](#)

WHAT IS ZOOM?

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform.

HOW DO I CREATE A ZOOM ACCOUNT?

If you have not yet downloaded and signed in to Zoom, open zoom.us/signup in your browser.

Enter your preferred work email address.

Zoom will send an email to the email address you provided.

Follow the account setup instructions provided in the email.

Schedule meeting ✕

Duration:

☐ Recurring meeting Time Zone: Central Time (US and Canada) ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 541-838-1193

Password

☐ Require meeting password

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options ▾

☐ Enable waiting room

☒ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative hosts:

Participants (2)


Molly Parker (Host, me)



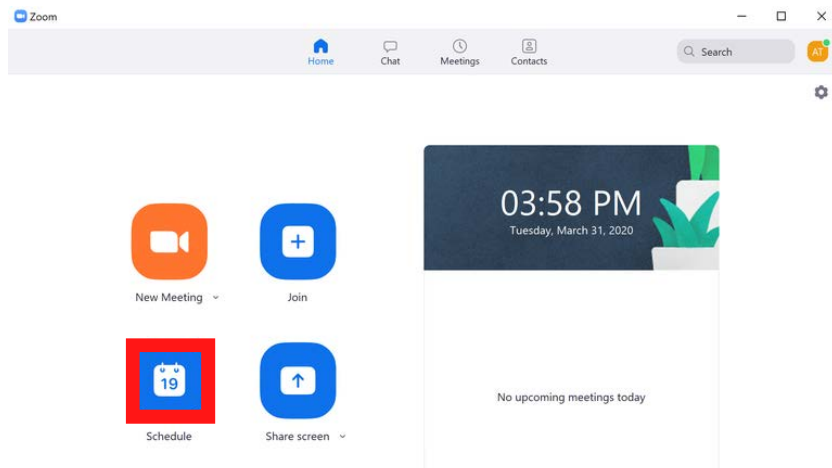

Tim Reichmuth

WHAT HOST ROLES ARE AVAILABLE IN ZOOM?

Host: The host schedules the meeting and has full permissions to manage the meeting.

Alternative hosts: An alternative host is similar to a co-host in the ability to manage administrative controls during the meeting. Unlike a co-host, they can be assigned prior to the meeting and can start the meeting.

Co-hosts: A co-host can manage many of the administrative controls similar to the host. However, the co-host cannot be assigned prior to the meeting and must be assigned during the meeting. A co-host cannot start a meeting.



Schedule meeting

Schedule Meeting

Topic

Zoom Meeting

Start: Tue March 31, 2020 09:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Password

☐ Require meeting password

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options

Meeting Purpose:

Schedule

Cancel

HOW DO I SCHEDULE A MEETING?

Open the Zoom application and sign in.

Click *Schedule*.

Type the topic or name for your meeting.

Select the date, time, and duration of your meeting.

If the meeting is recurring, select *Recurring Meeting* and set the schedule.

Zoom will automatically generate a Meeting ID. You can change to your Personal Meeting ID, if you prefer.

You may set a password for added security.

It is recommended to start with Host and Participant Video *Off* and allow the host and participants to turn on their video in the meeting when ready.

It is recommended to select *Telephone and Computer Audio*.

Select the type of calendar meeting.

Schedule meeting
×

Duration:
1 hour
0 minute

☐ Recurring meeting
Time Zone: Central Time (US and Canada)

Meeting ID
☒ Generate Automatically
☐ Personal Meeting ID 541-838-1193

Password
☐ Require meeting password

Video
Host: ☐ On ☒ Off
Participants: ☐ On ☒ Off

Audio
☐ Telephone
☐ Computer Audio
☒ Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
☒ Outlook
☐ Google Calendar
☐ Other Calendars

Advanced Options
☐ Enable waiting room
☒ Enable join before host
☐ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting
Alternative hosts:
Example:john@company.com;peter@school.edu
Meeting Purpose:

Schedule Cancel

Under Advanced Options, you will find more settings for your meeting.

If you prefer participants to wait in a waiting room until the meeting begins, you may select *Enable Waiting Room*.

You may select to allow participants to enter the meeting before the host.

You may select to *Mute Participants on Entry*.

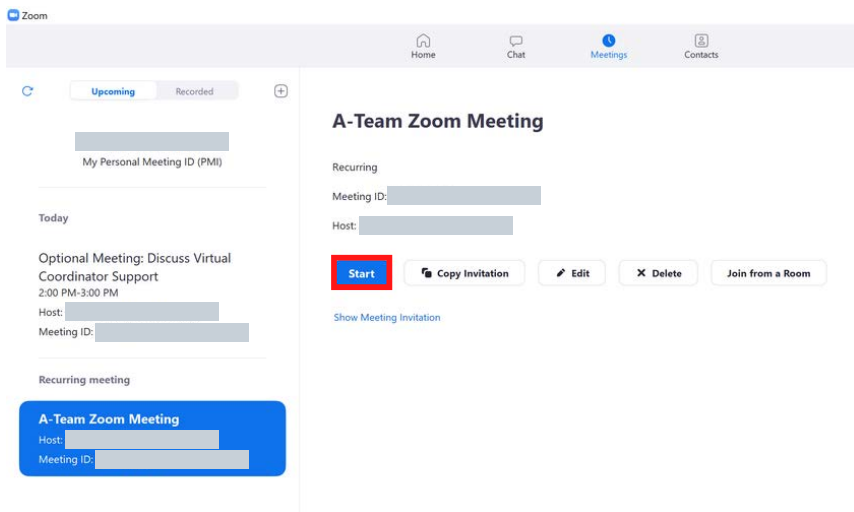
You also have the option to limit the meeting to only authenticated Zoom users.

If you need to record the meeting, you can set Zoom to record the meeting automatically.

You may add an alternative host to start or host the meeting.

Select or type the Meeting Purpose.

When all preferences have been selected, click *Schedule*.



HOW DO I JOIN THE SCHEDULED MEETING?

You may join a scheduled meeting prior to the start of the meeting to test your settings.

Open your Zoom application and sign in.

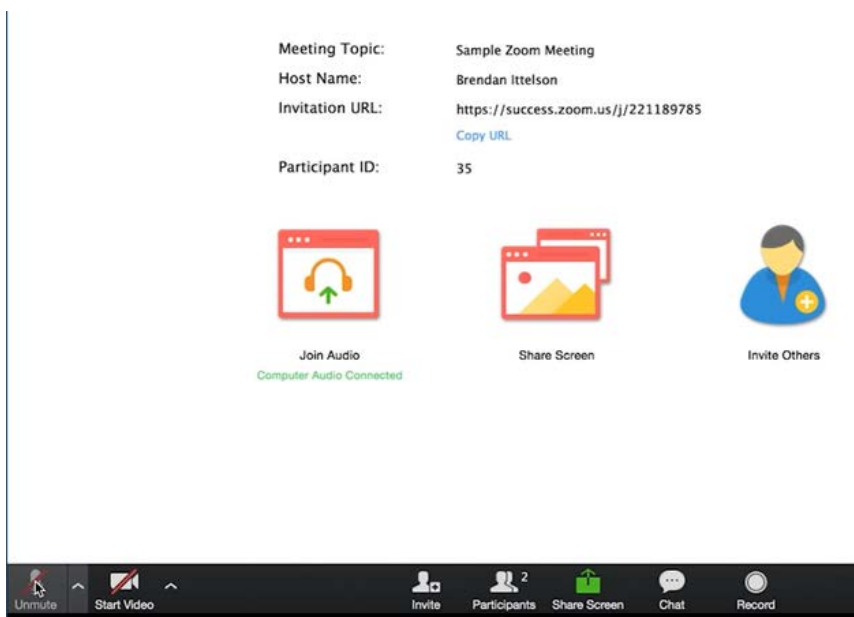
All of your scheduled upcoming meetings should appear on the Meetings page.

Click on the meeting you wish to join.

Click *Start*.

The meeting will open in a new window.

At the bottom of the window, will be a toolbar where you can control various settings.



Join with Computer Audio

Test speaker and microphone

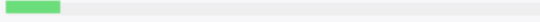
Testing speaker...

Do you hear a ringtone?

Yes

No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f

Output Level: 

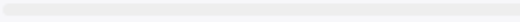
Testing microphone...

Speak and pause, do you hear a replay?

Yes

No

Microphone 1: Headset Microphone (Sennheiser SC70 US

Input Level: 

Speaker and microphone looks good

Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fr

Join with Computer Audio

HOW DO I TEST MY AUDIO AND VIDEO?

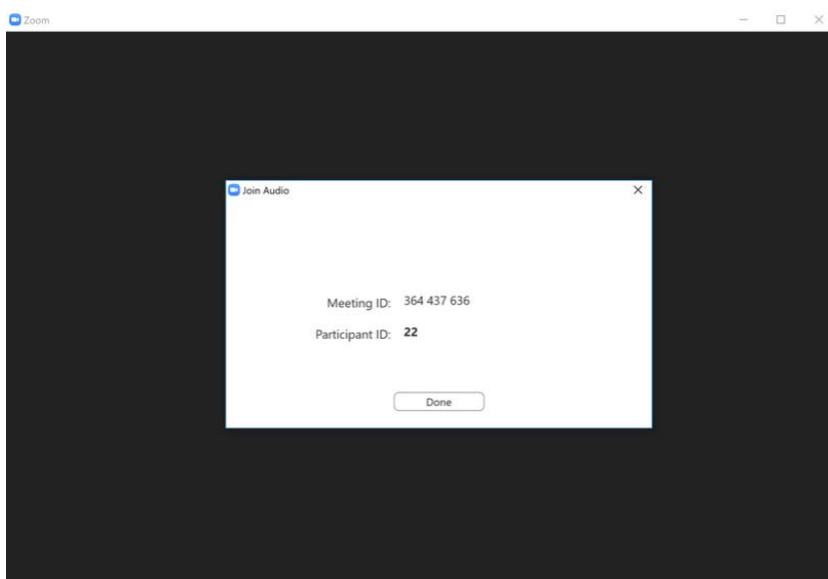
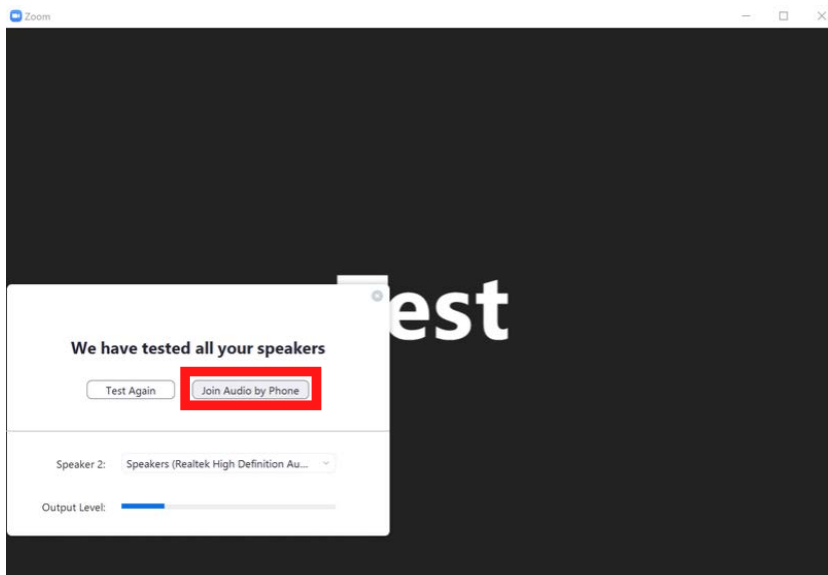
When joining a meeting, be sure to test your audio and video first. Click *Test Speaker and Microphone*.

Zoom will prompt you to listen for a tone. Zoom will test all connected speakers until you select *Yes*.

If you are unable to hear a tone and select *No*, Zoom will prompt you to *Test Again* or *Join Audio by Phone*. If your computer speaker/headphone is not working, you may *Join by Phone*.

Next, Zoom will prompt you to speak. Speak and then pause to hear the recording played back. Zoom will test all connected microphones until you select *Yes*. If you are unable to hear your recording and select *No*, Zoom will prompt you to *Test Again* or *Join Audio by Phone*. If your microphone is not working, you may *Join by Phone*.

If the speaker and microphone are working successfully, join the meeting with *Computer Audio*.



Zoom Help Center > Getting Started > Mobile

Getting Started
Audio, Video, Sharing
Meetings & Webinars
Zoom Phone
Account & Admin
Zoom Rooms
H.323/SIP
Messaging
Integration
On-Premise
Training

Mobile

- Using Android Fingerprint Authentication
- Using Siri with Zoom
- System Requirements for iOS, iPadOS, and Android
- Getting Started with iOS
- Getting Started with Android
- Getting Started with BlackBerry

IF MY SPEAKER/ MICROPHONE IS NOT WORKING, HOW DO I JOIN AUDIO BY PHONE?

If you need to join the meeting by phone, click *Join Audio by Phone*.

Zoom will prompt you with the appropriate phone number(s) and information to enter when calling into the meeting.

The Zoom invitation email will also include information and instructions on how to join the meeting audio by phone.

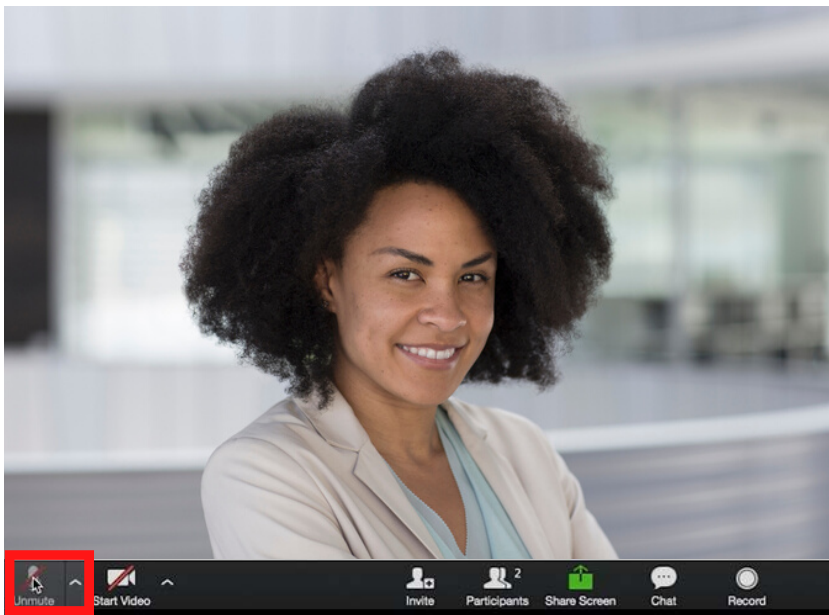
CAN I USE A ZOOM APP ON MY SMART PHONE?

A computer is recommended. However, if you are encountering technical issues or a computer is not available, visit support.zoom.us to learn how to use Zoom on your specific mobile device.

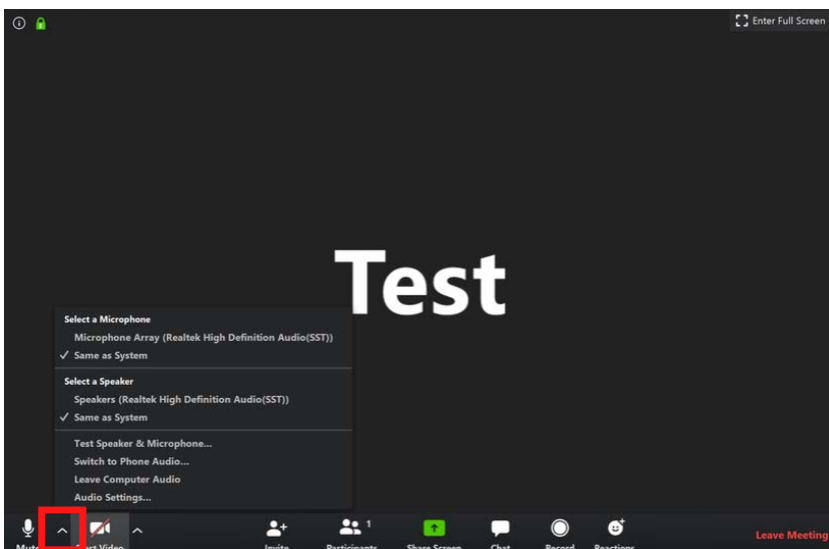


HOW DO I MUTE/UNMUTE MY MICROPHONE?

In the bottom left corner of your screen, click *Mute* to silence your microphone.



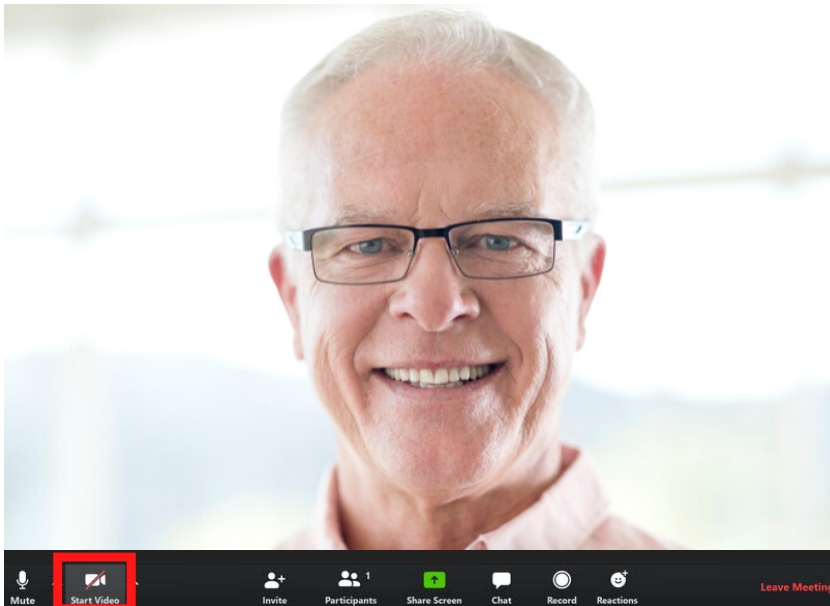
In the bottom left corner of your screen, click *Unmute* to turn on your microphone.



HOW DO I CHANGE MY AUDIO SETTINGS?

Next to *Microphone*, click on the up arrow to access more audio settings.

You have the option in this menu to switch to phone audio if needed.

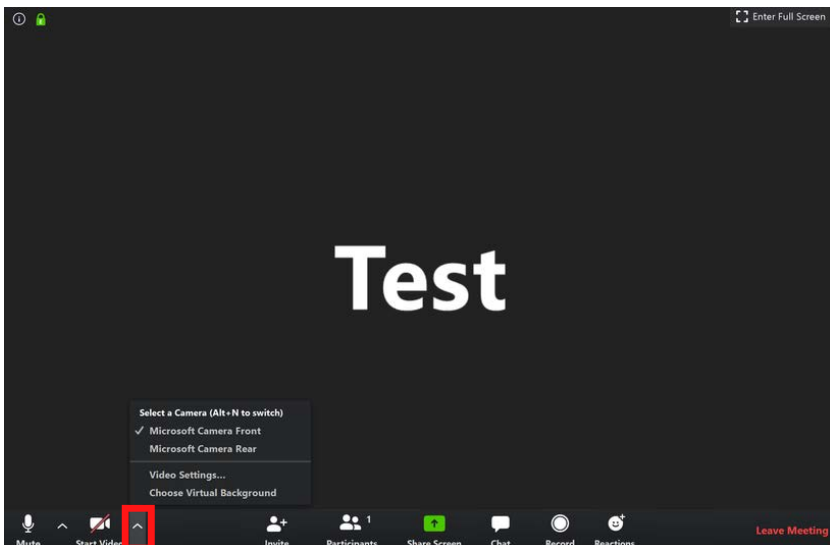


HOW DO I START/STOP MY VIDEO?

In the bottom left corner of your screen, click *Start Video* to turn on your video in the meeting.



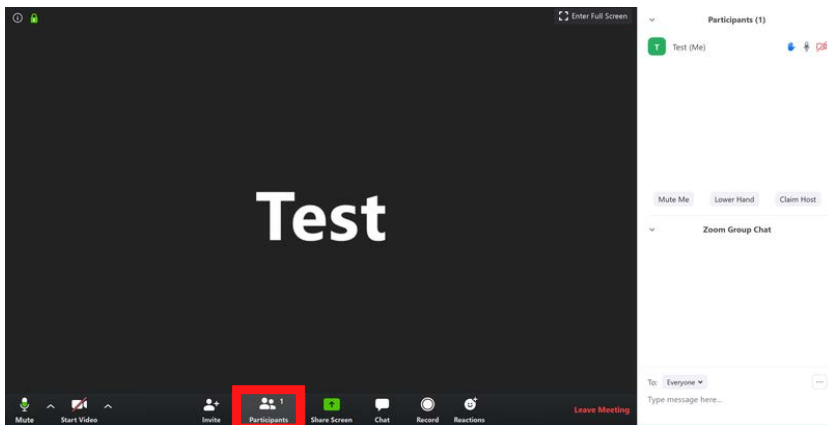
In the bottom left corner of your screen, click *Stop Video* to turn off your video in the meeting.



HOW DO I CHANGE MY VIDEO SETTINGS?

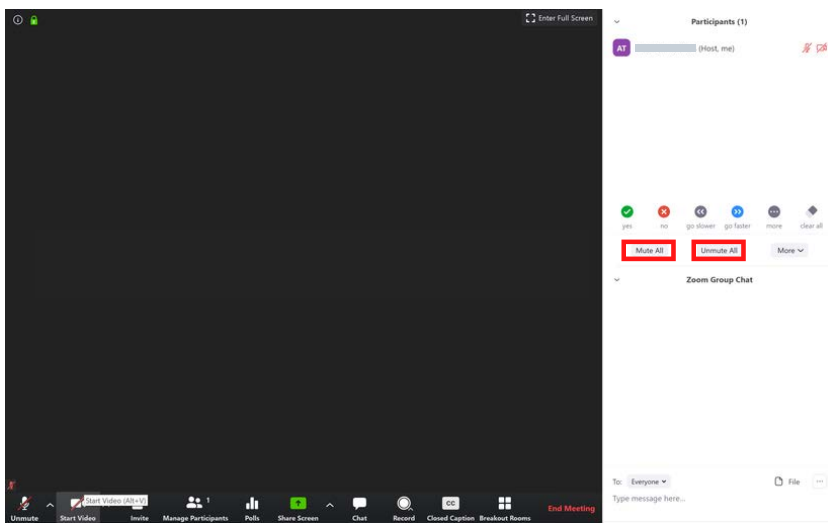
Next to *Start Video*, click on the up arrow to access more video settings.

You have the option to switch to a virtual background with this menu. If your device does not meet the requirements for a virtual background, you may need a green screen.



HOW DO I MANAGE PARTICIPANTS?

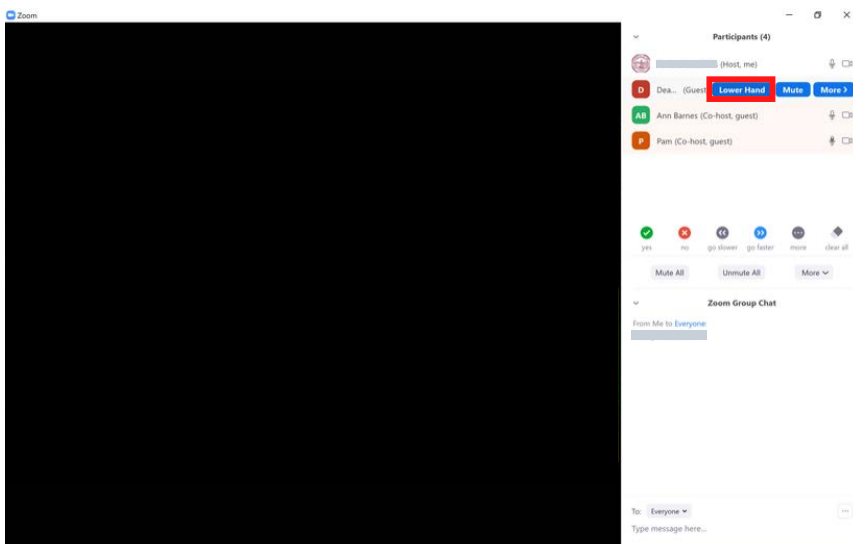
Click *Participants* at the bottom of the screen and a list of participants will open on the right of the screen.



HOW DO I MUTE/UNMUTE ALL PARTICIPANTS?

In the *Participants* window, click *Mute All* or *Unmute All*.

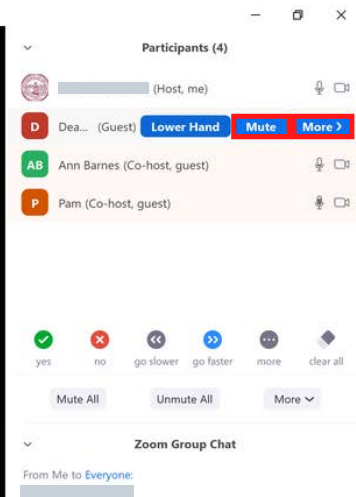
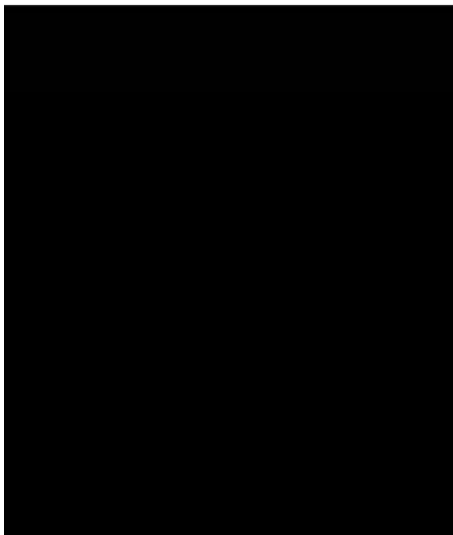
If you selected *Mute Participants Upon Entry* when scheduling your meeting, you will need to *Unmute All* to allow participants to speak.



HOW DO I ADDRESS A PARTICIPANT WITH A RAISED HAND?

Under *Participants*, hover over a participant with their hand raised to see possible options.

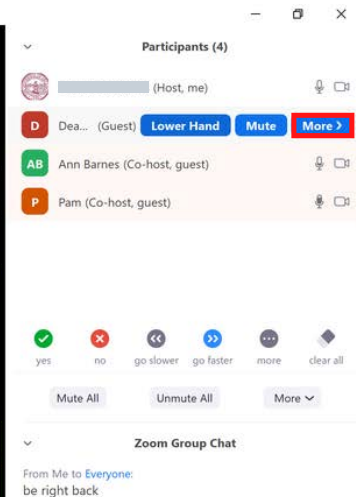
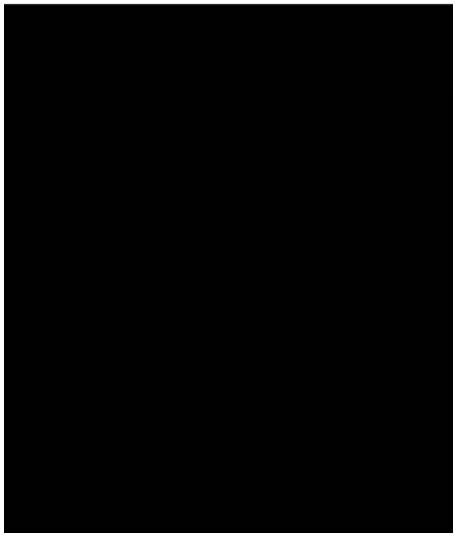
Click *Lower Hand* to lower the participant's hand.



HOW DO I MUTE OR STOP VIDEO FOR A PARTICIPANT?

Under *Participants*, hover over a participant's name. Click *Mute*.

To stop a participant's video, click *More*. A menu will appear giving you options to stop video, remove the participant, and more.



HOW DO I MAKE A PARTICIPANT A HOST OR CO-HOST?

Under *Participants*, hover above a participant's name, click *More*. An options menu will appear.

You may select *Make Co-host* so the participant will have similar administrative controls as the *Host*.

If you need to give up your *Host* role and assign it to someone else, you may select *Make Host*. You can only regain *Host* controls, if the current *Host* makes you the *Host* again.

HOW DO I USE THE CHAT FEATURE?

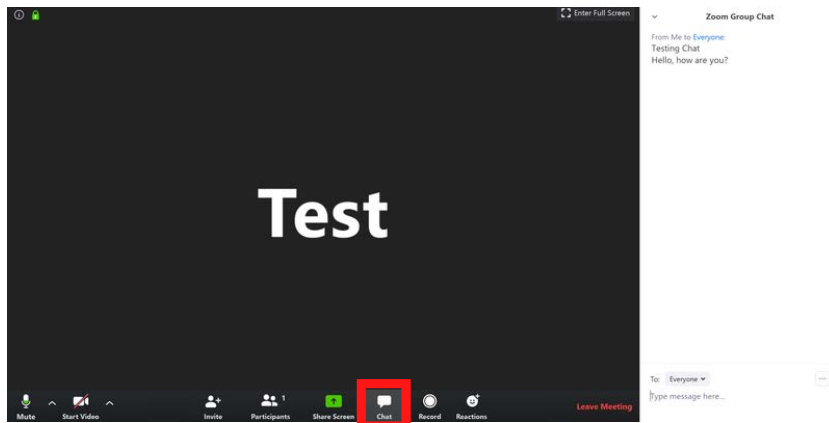
Click *Chat* on the bottom of the screen to open the *Zoom Group Chat*. The chat box will open on the right of the screen.

You may select to send a private message or a message to everyone in the group.

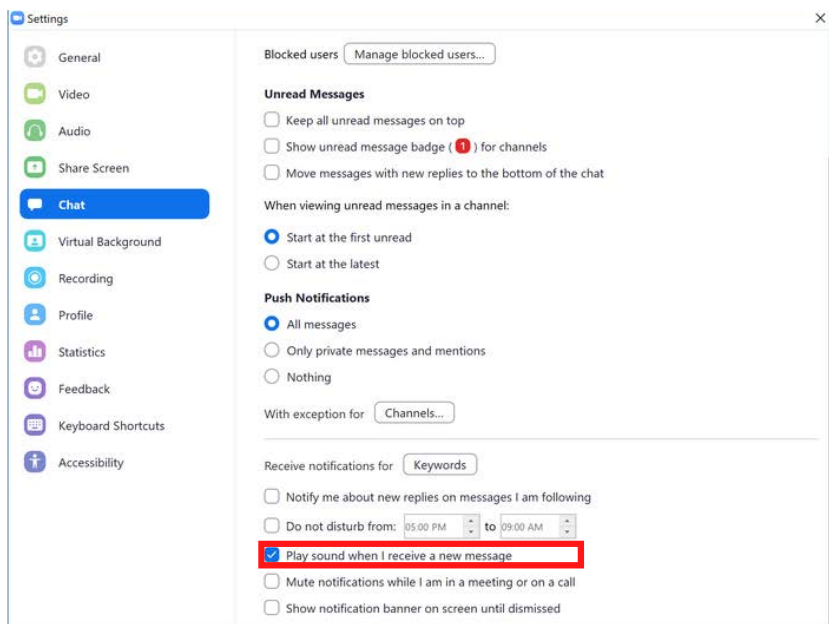
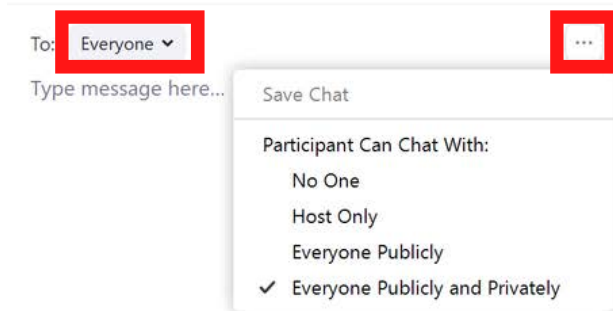
You may also change the participant chat settings by clicking the menu on the right.

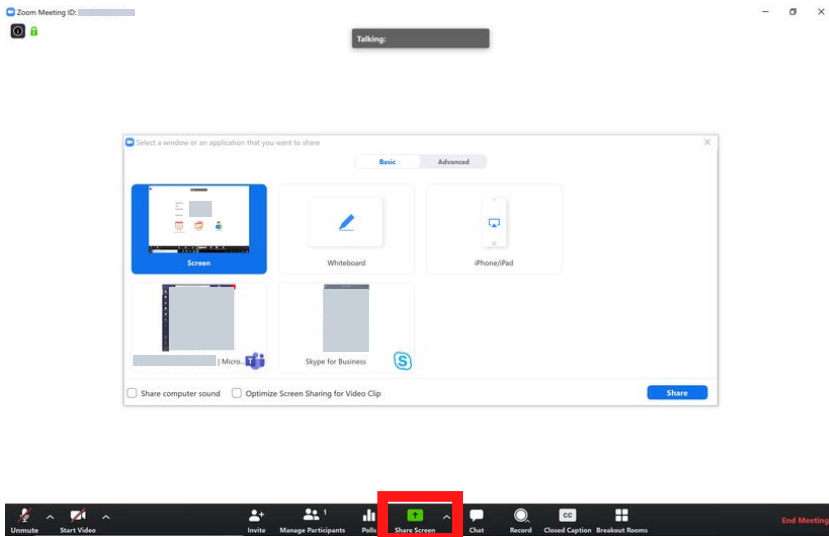
If you prefer participants only be able to send messages to the host, select *Host Only*.

In your Zoom account settings, under *Chat*, you have various options for controlling your chat settings. You may select *Play Sound When I Receive a New Message* to hear when there is a new message in the chat.



Zoom Group Chat





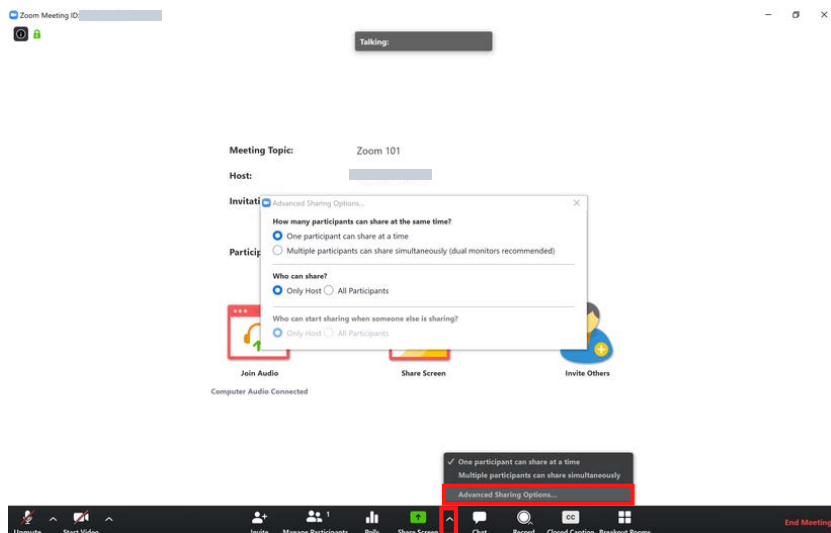
HOW DO I SHARE MY DEVICE SCREEN?

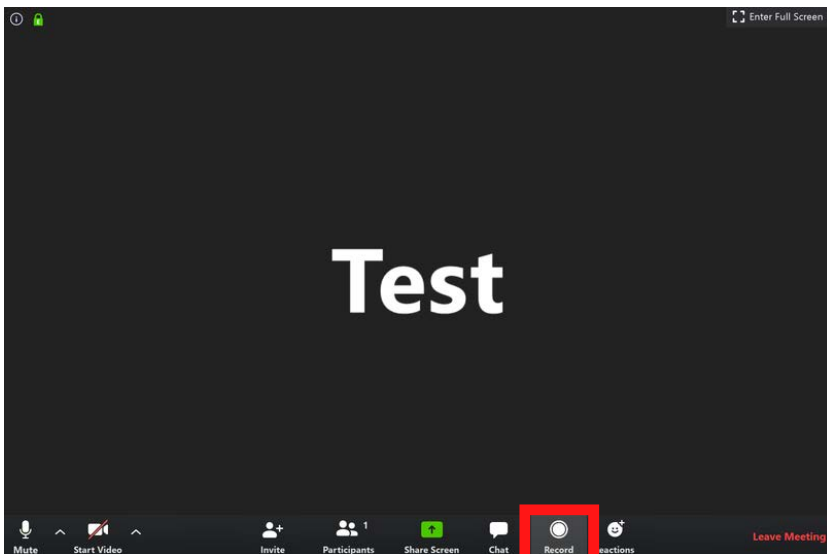
Click *Share Screen* to share your device's screen or specific programs in the meeting.

Zoom will prompt you to select which screen/program you prefer to share.

You may change screen sharing permissions by clicking the up arrow next to *Share Screen*.

If participants need to also share their screens, you will need to change the screen share settings to *All Participants*.

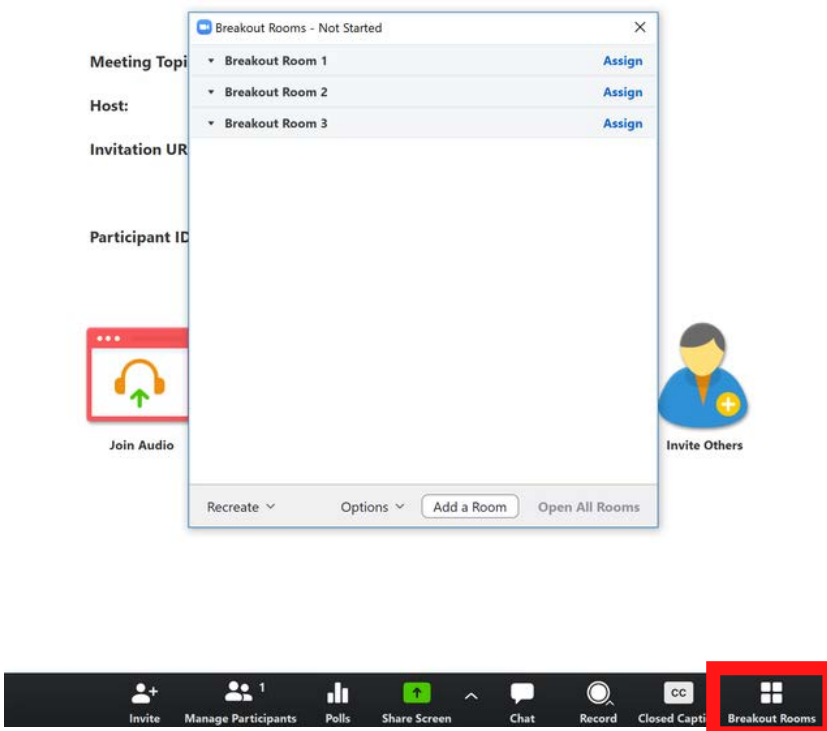




CAN I RECORD A MEETING?

Yes, with permission of the meeting host, you may record a meeting by clicking *Record* at the bottom of the screen.

You may access a cloud recording in your Zoom account.

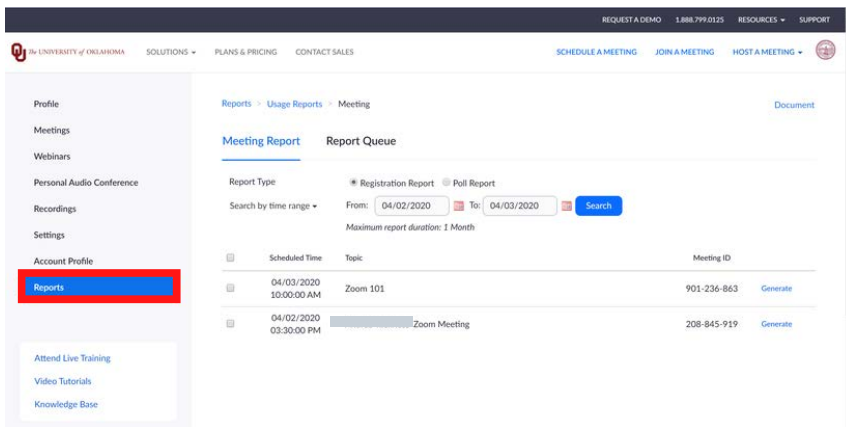


WHAT ARE BREAKOUT ROOMS?

Breakout Rooms allow participants in meetings to be divided into smaller groups.

Participants can be pre-assigned to *Breakout Rooms* prior to the meeting or during the meeting.

A timer can be set to return participants to the main meeting room.



HOW CAN I VIEW ATTENDANCE REPORTS?

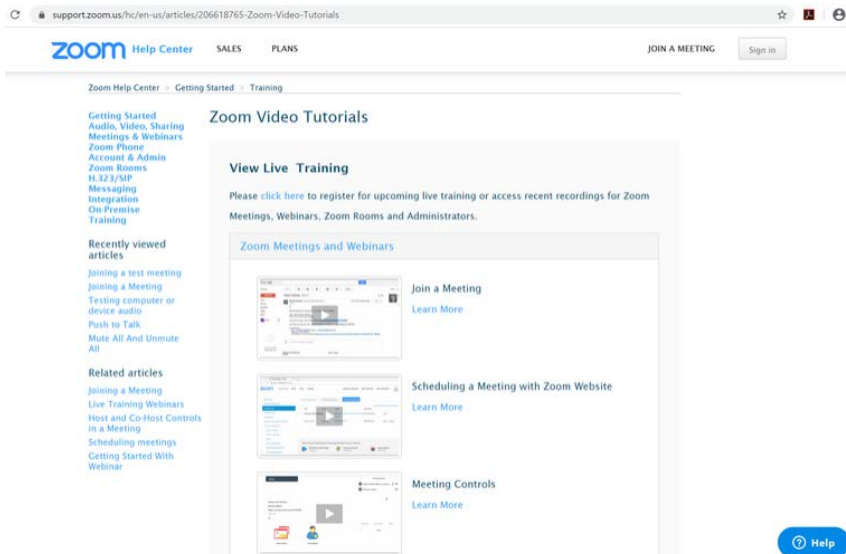
Access your Zoom account online.

Select *Reports* on the left of your screen.

Click *Meeting Report*.

Select the meeting you wish to view.

Click *Generate*.



NEED MORE HELP OR TRAINING?

Visit support.zoom.us for more information.