

How to: Zoom

Signing In

1. Go to <http://zoom.us> and click on **Sign In**.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

Note: If you do not have a current Zoom account, please click on [Sign Up Free](#) to create a new one.

Hosting a Meeting

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click **Sign In**.

The Zoom logo is displayed in a light blue, lowercase, sans-serif font.A solid blue rounded rectangular button with the text "Join a Meeting" in white, bold, sans-serif font.A white rounded rectangular button with a thin grey border and the text "Sign In" in a grey, sans-serif font.

2. Log in using the **E-mail** and **password** that you have created, or with Google(Gmail), Facebook, or Login with SSO.

3. Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.



New Meeting ▾

Start with video

Use My Personal Meeting ID

586-981-6226



Scheduling up a meeting within you browser

1. Sign in to the Zoom web portal.
2. Click [Meetings](#), and click Schedule A New Meeting.



3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
 - **Topic:** Enter a topic or name for your meeting.
 - **Description:** Enter in an option meeting description.
 - **When:** Select a date and time for your meeting. You can manually enter any time and press enter to select it.
 - **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
 - **Time Zone:** By default, Zoom will use the time zone set in [your profile](#). Click the drop-down menu to select a different time zone.
 - **Recurring meeting:** Check if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session). This will open up additional recurrence options.
 - **Recurrence:** Select how often you need the meeting to recur: **Daily**, **Weekly**, **Monthly**, or **No Fixed Time**. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
 - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
 - **List this Meeting in Public Event List:** If your account has [the Public Event List](#) enabled, check this option to include this meeting in the list.
 - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link. If registration is required and the meeting is reoccurring, choose one of these options:
 - **Attendees register once and can attend any of the occurrences:** Registrants can attend all of the occurrences. All dates and times of the meeting will be listed and the registrant will be registered for all occurrences.
 - **Attendees need to register for each occurrence to attend:** Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
 - **Attendees register once and can choose one or more occurrences to attend:** Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
 - **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
 - **Audio Options:** Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio** (both), or **3rd Party Audio** (if enabled for your account).

- **Dial in From:** If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation. By default, this includes your **Global Dial-In Countries** listed in [My Meeting Settings](#).
- **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.


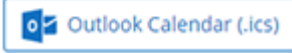


Note: The meeting password must meet these requirements.

 - 10 characters maximum
 - Passwords are case sensitive
 - We recommend using alphanumeric characters and these special characters: @ * _ -
 - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
 - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
- **Enable [join before host](#):** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Mute participants on entry:** If [join before host](#) is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Note: To mute all participants currently in a meeting, see the options to [manage participants](#).
- **Use [Personal Meeting ID](#):** Check this if you want to use your [Personal Meeting ID](#). If not selected, a random unique meeting ID will be generated.
- **Enable [waiting room](#):** Allows the host to control when participants join the meeting by placing them in a waiting room.
- **[Only signed-in users can join this meeting](#):** Restrict access to the meeting so that only signed-in users can join.
- **Default to HD Video:** If you enable this option, the participant view will always default to HD video automatically (if the feature is available in the Account Settings).
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded [locally](#) (to your computer) or [to the cloud](#) (zoom.us/recording).
- **Schedule For:** If you have [scheduling privilege](#) for another user, you will be able to choose who you want to schedule for from the drop down.
- **Alternative Hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

4. Click **Save** to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy The Invitation** to send out the invitation to your Zoom meeting.

Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)		
	Add to	 Google Calendar	 Outlook Calendar (.ics)
		 Yahoo Calendar	
<hr/>			
Meeting ID	586-981-6226		
<hr/>			
Join URL:	https://aidancrosbie.zoom.us/j/5869816226		 Copy the invitation

Copy the Invitation will open up a window where you can copy the full invitation to send out via email.

Scheduling a meeting through the computer app (Mac/Windows)

1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

Schedule a Meeting

Topic:

Start:

Duration: Hr Min

Time Zone:

Recurring meeting

Video
Host: On Off Participants: On Off

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

Options
 List on Public Calendar ⓘ
 Require meeting password
[Advanced Options](#) ▾

Calendar
 Outlook Google Calendar Other Calendars

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session).
- Video
 - **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).
- **Advanced Options:** Click on the arrow to view additional meeting options.
 - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting password must meet these requirements.

 - 10 characters maximum
 - Passwords are case sensitive
 - We recommend using alphanumeric characters and these special characters: @ * _ -
 - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
 - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
 - **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
 - **Mute participants on entry:** If [join before host](#) is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Note: To mute all participants currently in a meeting, see the options to [manage participants](#).
 - **Use Personal Meeting ID:** Check this if you want to use your [Personal Meeting ID](#). If not selected, a random unique meeting ID will be generated.
 - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded [locally](#) (to your computer) or [to the cloud](#) (zoom.us/recording).
 - **List on Public Event List:** Post the meeting on the [public meeting/webinar list](#) so that anyone can view it. We recommend you add a meeting password to secure your meeting.
 - **Schedule For:** If you have [scheduling privilege](#) for another user, you will be able to choose who you want to schedule for from the drop-down menu.
 - **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. [Read more about Alternative Host](#).
- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
 - **Outlook-** This will generate an .ics file that will open in Outlook, Windows Mail, or iCal.
 - **Google Calendar-** Will launch the user's default browser and open the invite in Google Calendar.
 - **Other Calendars-** Will open a new window, where the meeting text can be copied pasted into the user's preferred communication method.

4. Click **Schedule** to finish, and open the selected calendar service to add the meeting.

Note:

- If you are [scheduling a recurring meeting](#), you will need to set the recurrence in your calendar service.
- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.