

## GETTING STARTED WITH ZOOM

Zoom is a Video Conferencing platform that enables persons to communicate using video, audio, phone, and chat with an Internet connection and supported device. The free account allows:

- up to 100 participants per meeting.
- unlimited number of meetings of up to 40 minutes
- Use of computer or mobile devices (app available)
- Screen sharing

Video Tutorials are available <https://learn-zoom.us/show-me>

### Set up an Account

Go to <https://zoom.us/signup#/signup>. You will receive an email to activate your account. You can add information to your profile.

Sign In <https://zoom.us/> From here you can attend or schedule a meeting.

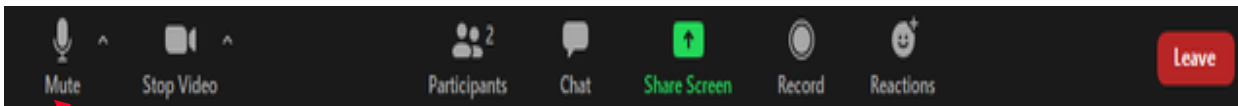
### Join a meeting

3 options for joining a meeting:

- Invitation Link (Most used) Join Meeting:  
<https://us02web.zoom.us/j/82342393669?pwd=ZjZuZnZzdXRqUmpiQWZ5T25wbnZoQT09>
- Desktop or Mobile app
- Input Meeting ID#

To join:

- click on the Zoom link provided by the meeting invitation (If you haven't used zoom before, it will prompt you to download and run zoom first.)
- You will see these controls at the bottom of the page:



- Audio (Mute or Unmute. This is for you to speak or not. Most audio is muted unless you are speaking)
- Video (Start or Stop. You must have a built in camera or a web camera)
- Participants (see who is joining the meeting, manage their audio settings, )
- Chat (Rather than speaking, the presenter may want the participants to use the chat for questions/comments)
- Share Screen
- Record
- Reactions(emoji reactions disappear after 10 seconds, raise hand, Slow Down, Speed up, yes, no are persistent and stay until removed by host)
- Leave

**Schedule a Meeting**—You can schedule through Zoom web portal, through the Zoom client, or with one of Zoom [extensions or plugins](#).

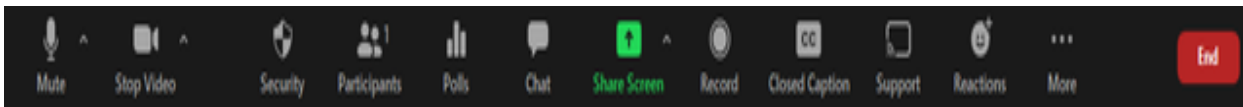
- Sign in to your Zoom web portal.
- Click **Meetings**.
- Click **Schedule a Meeting**.
- Choose the date and time for your meeting.
- (Optional) Select any [other settings](#) you would like to use.
- Click **Save**

### Invite Participants to Join

- Click on the invite button to invite other participants to the meeting.
- Copy the invitation from your scheduled meeting and email to the person.

### Host Controls

Host Controls has all of the Participant Controls with added features:



- Video Settings include selecting a virtual background
- Security—Most security features you will set when you create the meeting--enable/disable meeting rooms, password—
- Participants—Manage participants, invite others to meeting
- Share Screen—Share you screen or allow others to share screens
- Record—Can set when create meeting but also during the meeting—cloud or local (computer)
- Closed Caption
- Reactions—Raise Hand, Slow Down, Speed Up, Yes, No will remain until manually removed by host; emoji reactions disappear after 10 seconds
- End—Only available to the host

2-2023