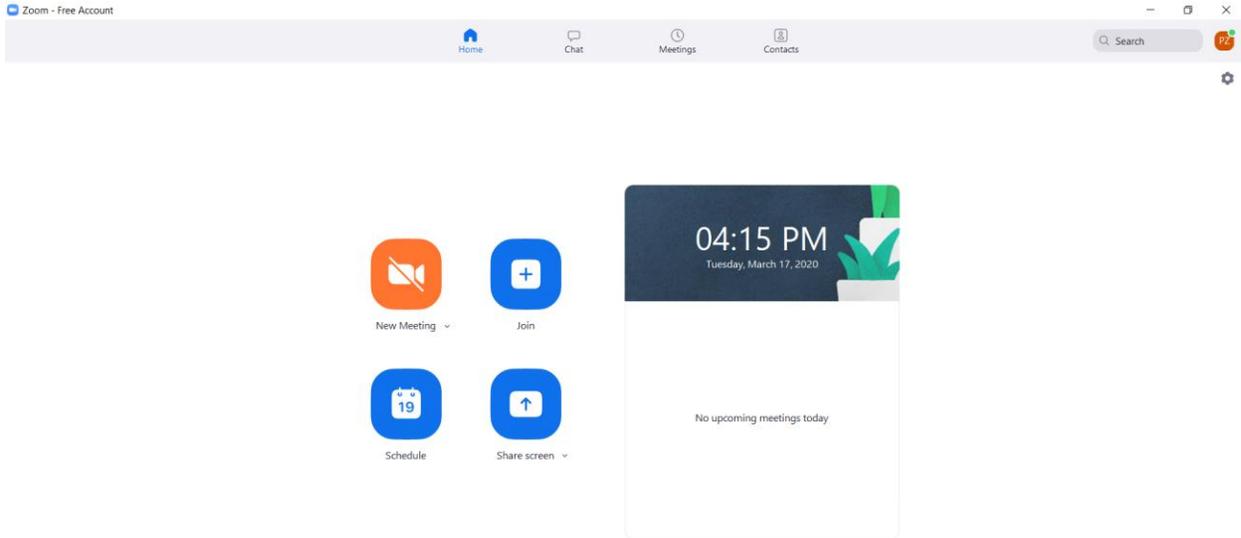
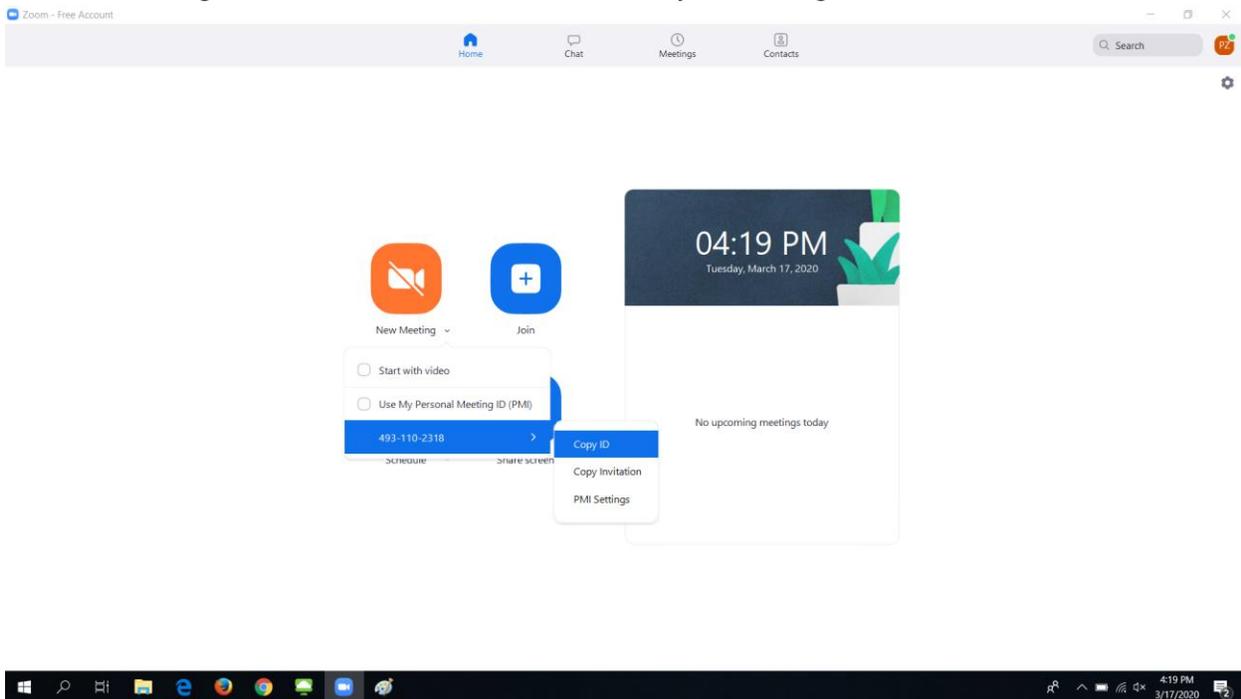


Zoom Guide

We recommend installing Zoom on your personal laptop when working from home. Once it is installed, you will want to do the free sign-up using your staff email. Launch Zoom and sign in – you will see the home page.



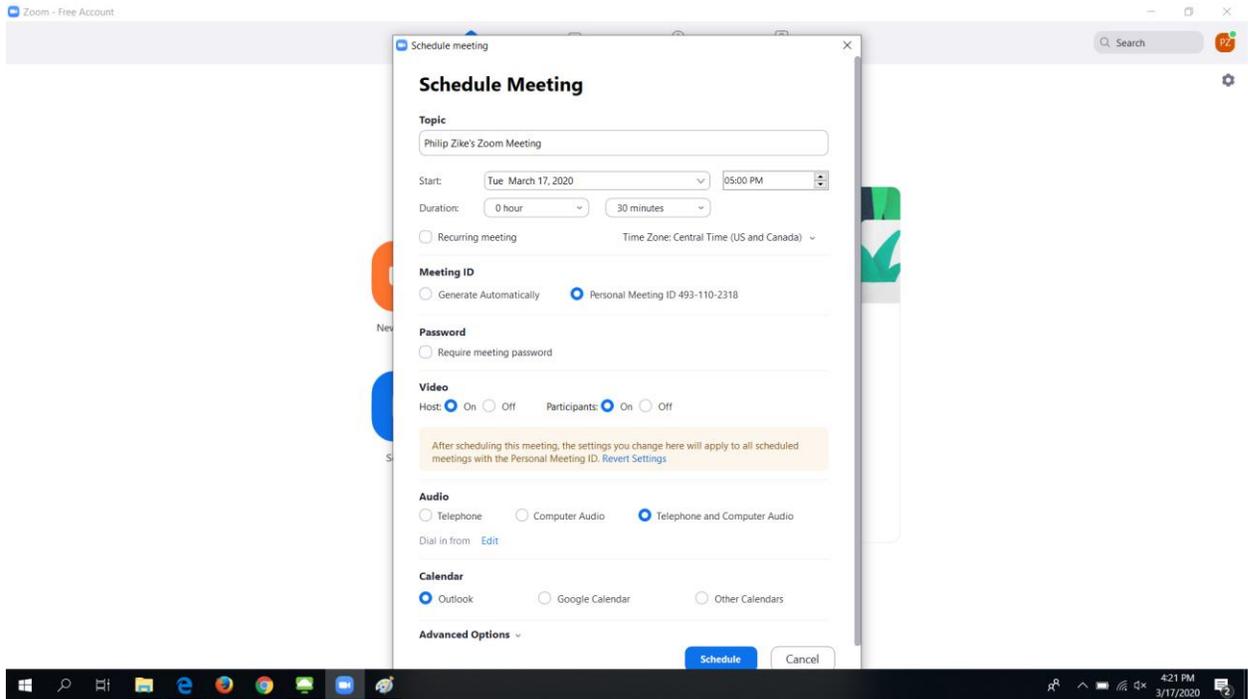
Your Zoom account is assigned a personal meeting ID. You can find this by clicking the down arrow on the New Meeting button. This will be used to create and join meetings.



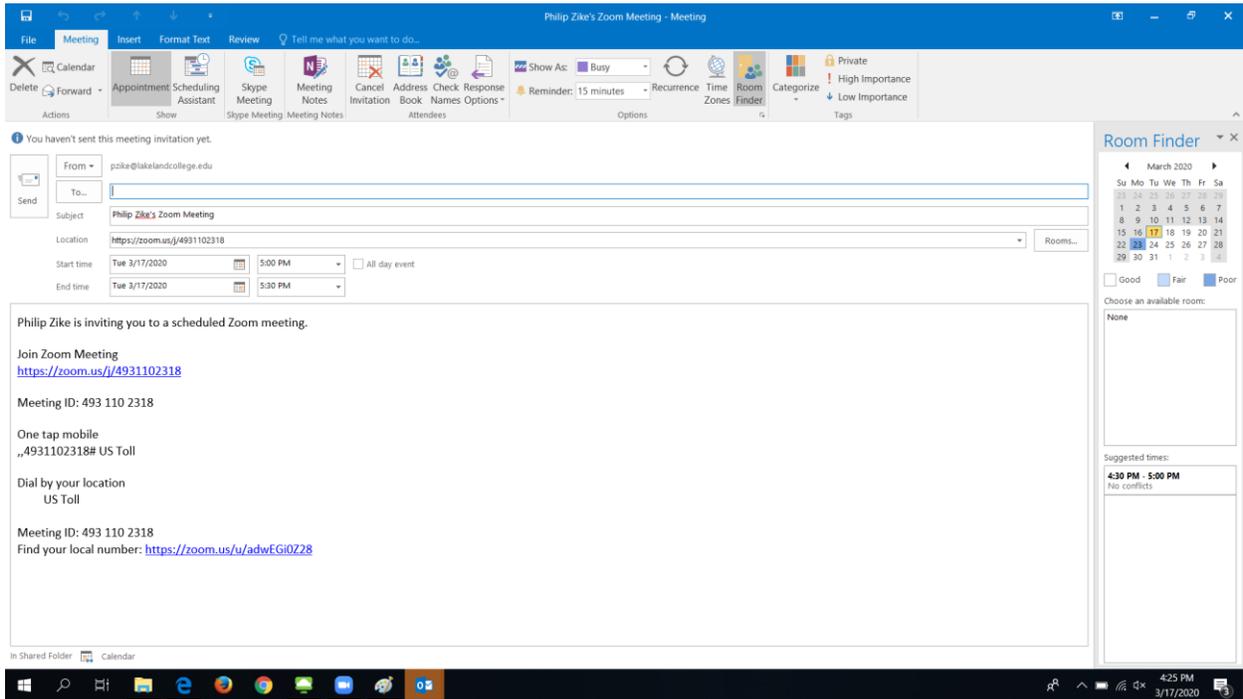
Hosting a meeting

There are several ways to host a meeting:

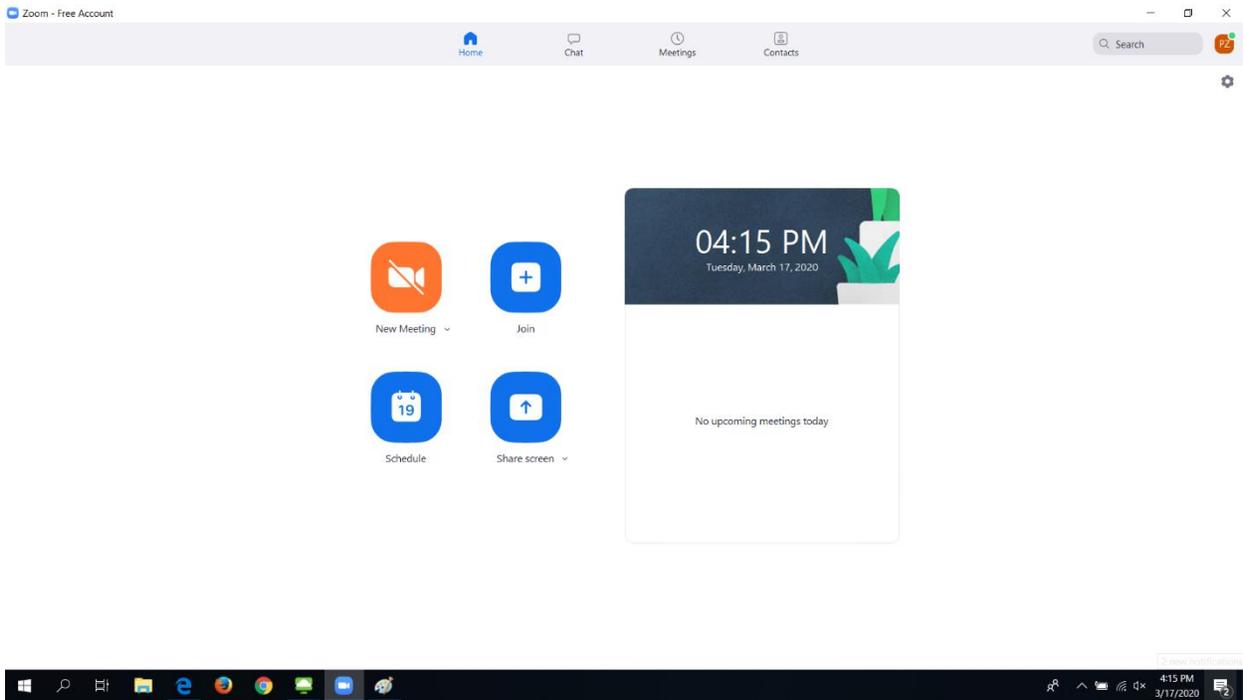
1. You can schedule a future meeting using the Outlook by clicking the Schedule Meeting button. Select the Personal Meeting ID option under the Meeting ID section, and turn on Host and Participants under the Video section. You can create an optional password to join the meeting.



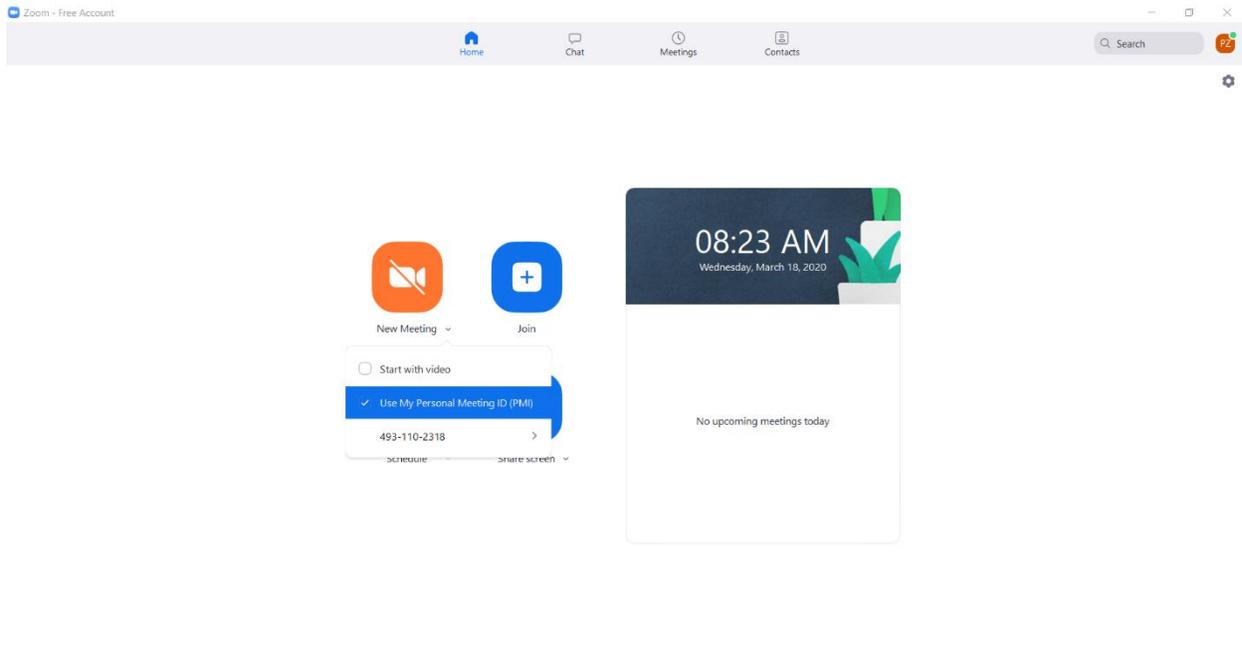
Click the Schedule button, and it will create the event in Outlook. Add the participants, and they will be able to click the link to join your meeting.



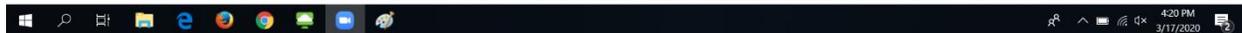
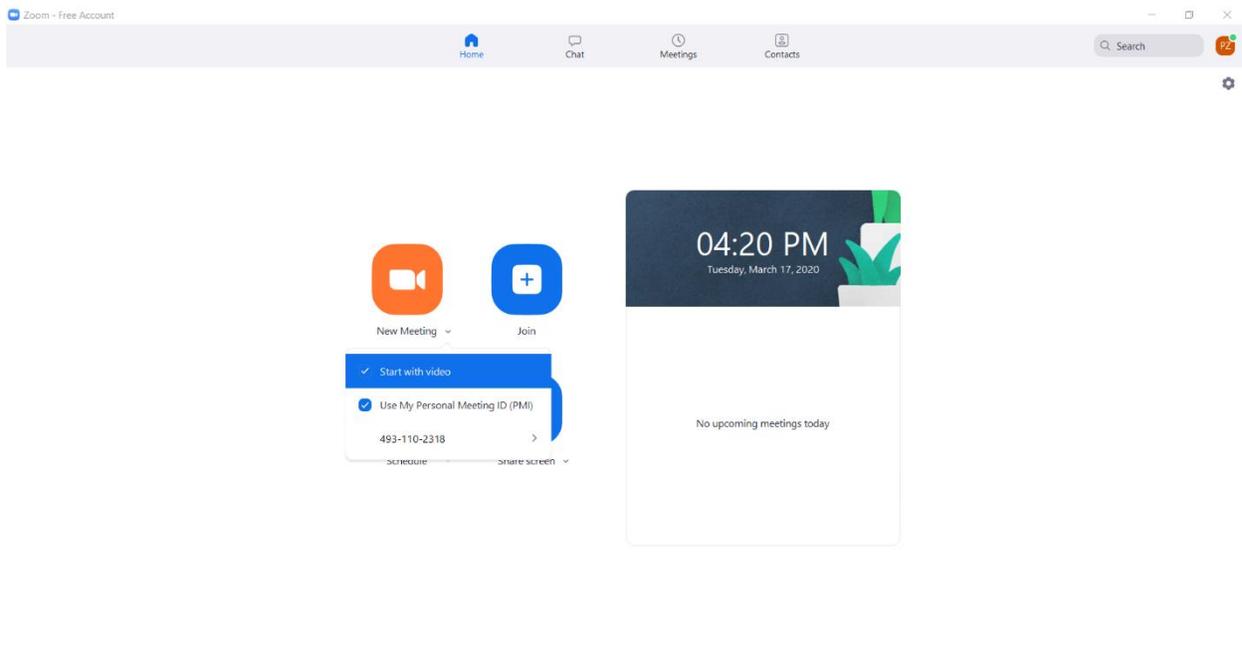
2. The second way you can host a meeting is with the New Meeting button on the Home page.



Using this method, you will want to make sure your meetings are created using your personal meeting ID. Select the Use My Personal Meeting ID (PMI) option in the New Meeting drop-down menu.



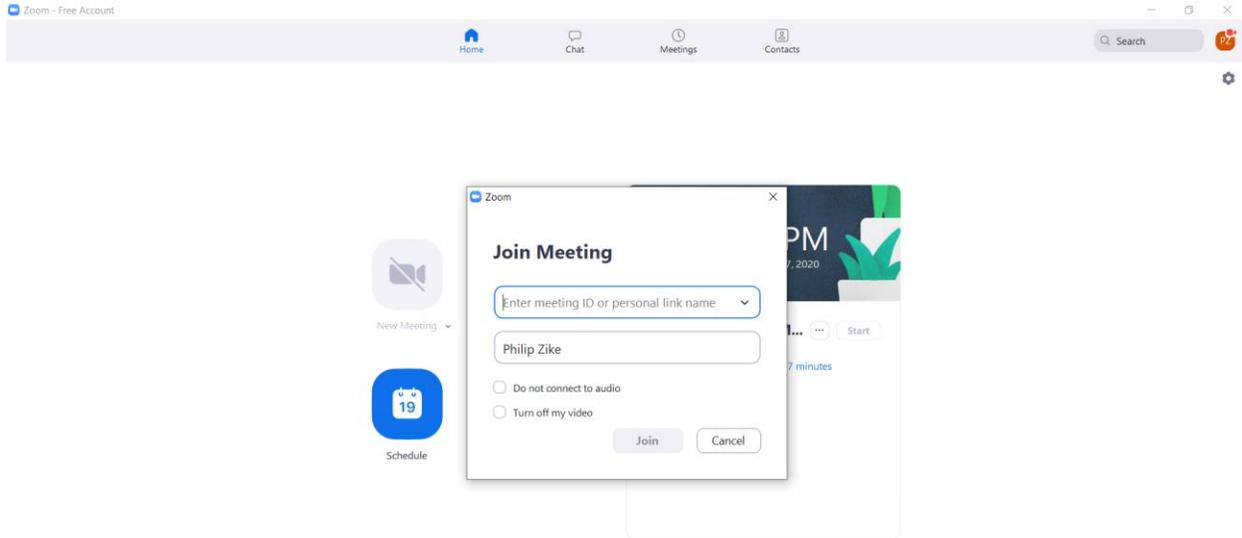
Here, you can also check the Start with video option to always start your meetings with video enabled if you have a webcam, or leave it unchecked to start with audio only.



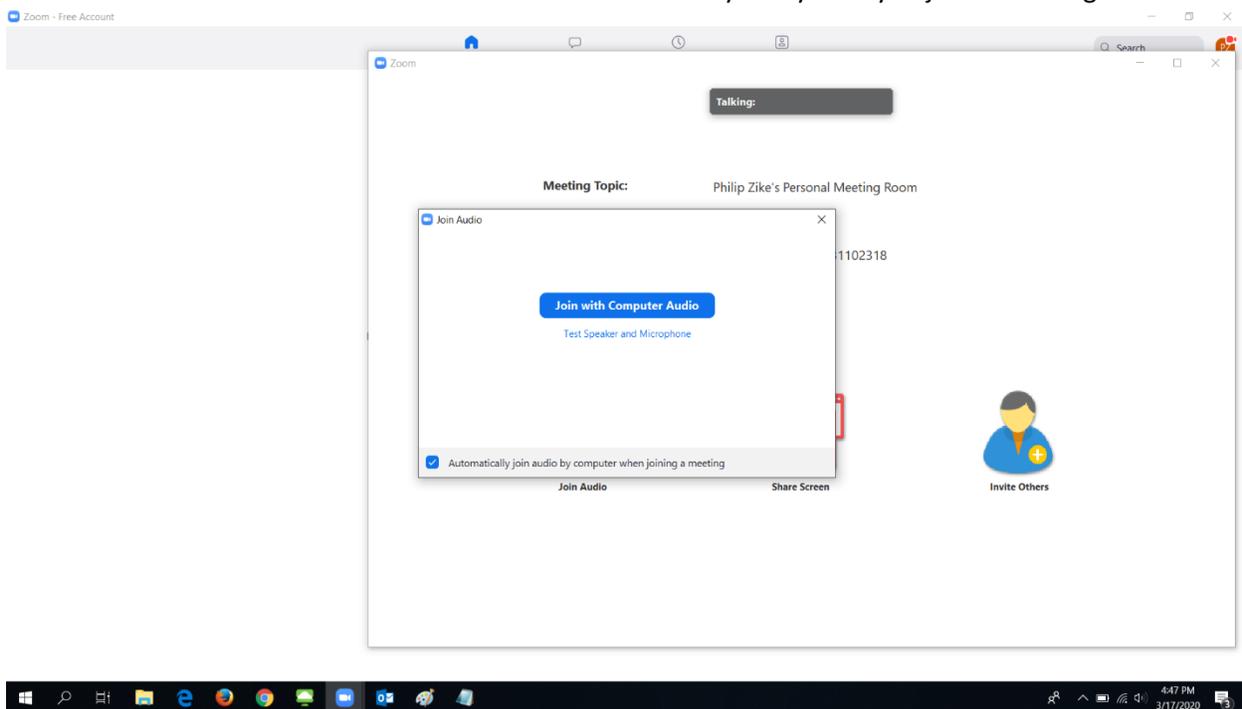
Other participants can then join your meeting by entering your personal meeting ID, or you can invite them once you're in the meeting. These processes will be explained below.

Joining a meeting

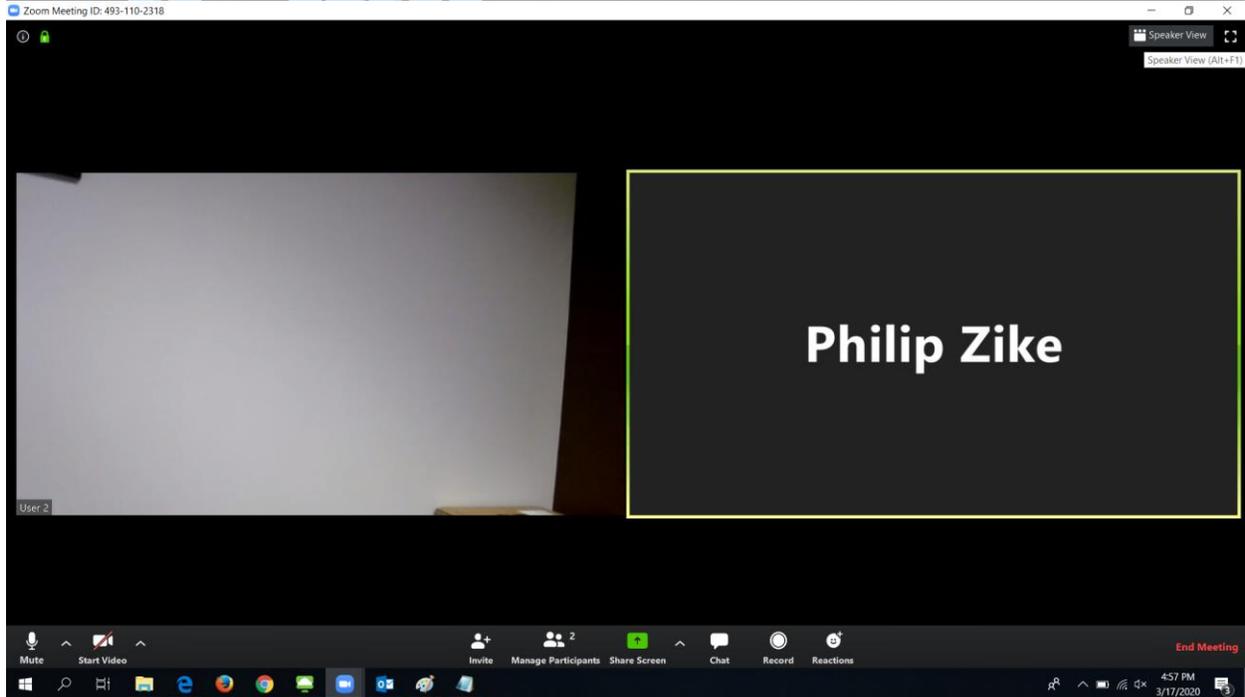
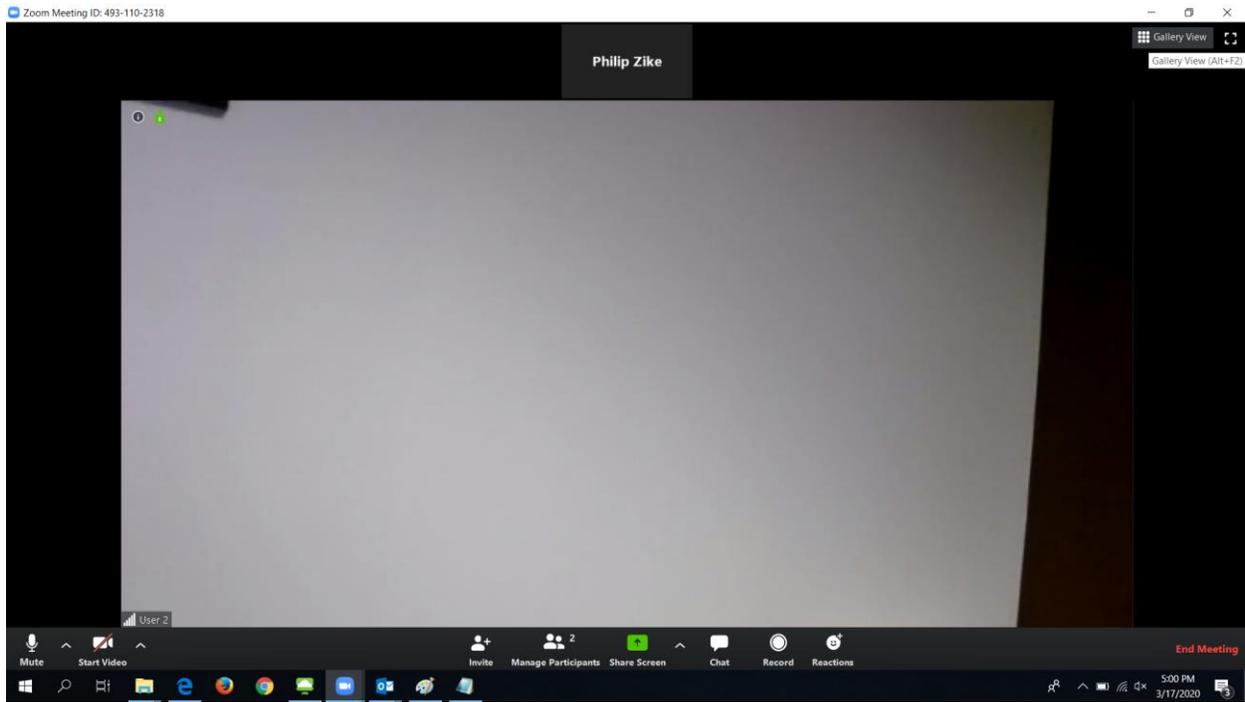
You can join a meeting from the Home page by clicking the Join button, entering the host's personal meeting ID. If the host created a meeting password, you will be prompted to enter it. You can also join a meeting by clicking the link if you received an invitation by email.



When you join, click Join with Computer Audio in the second window that pops up. You can also check the box at the bottom of this window to do this automatically every time you join a meeting.



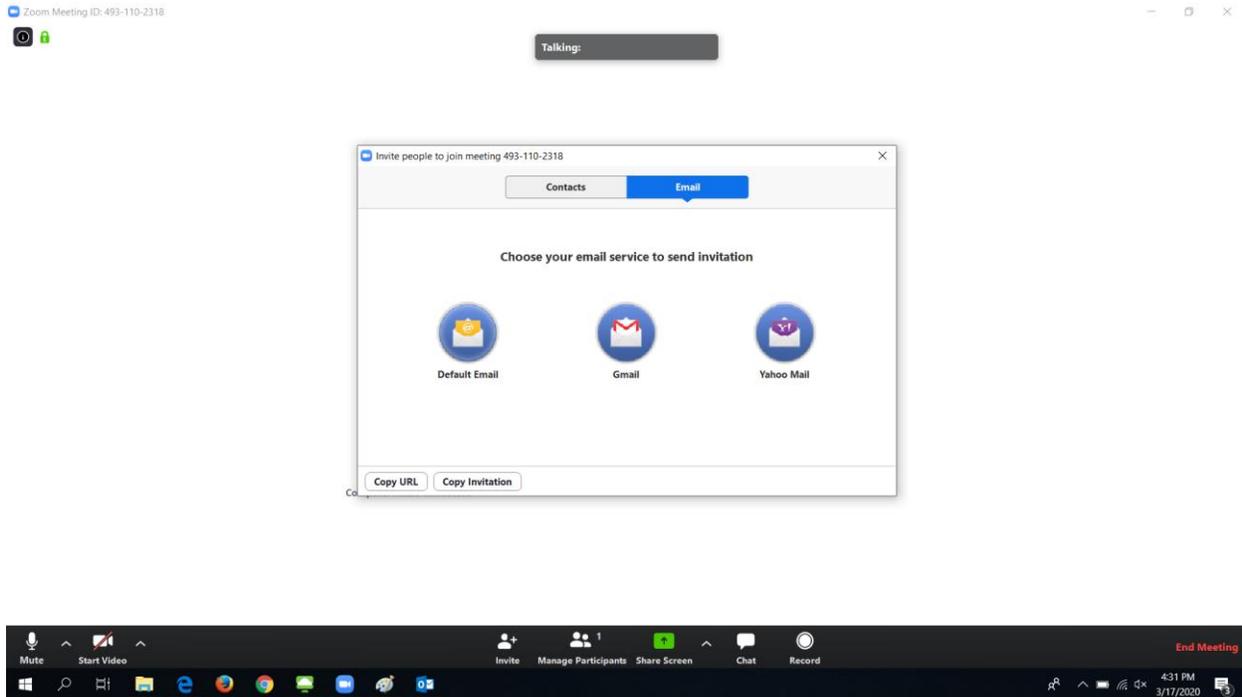
There will be a view for each person in the meeting. You can change how this is displayed by clicking Speaker View/Gallery View in the top right of the window.



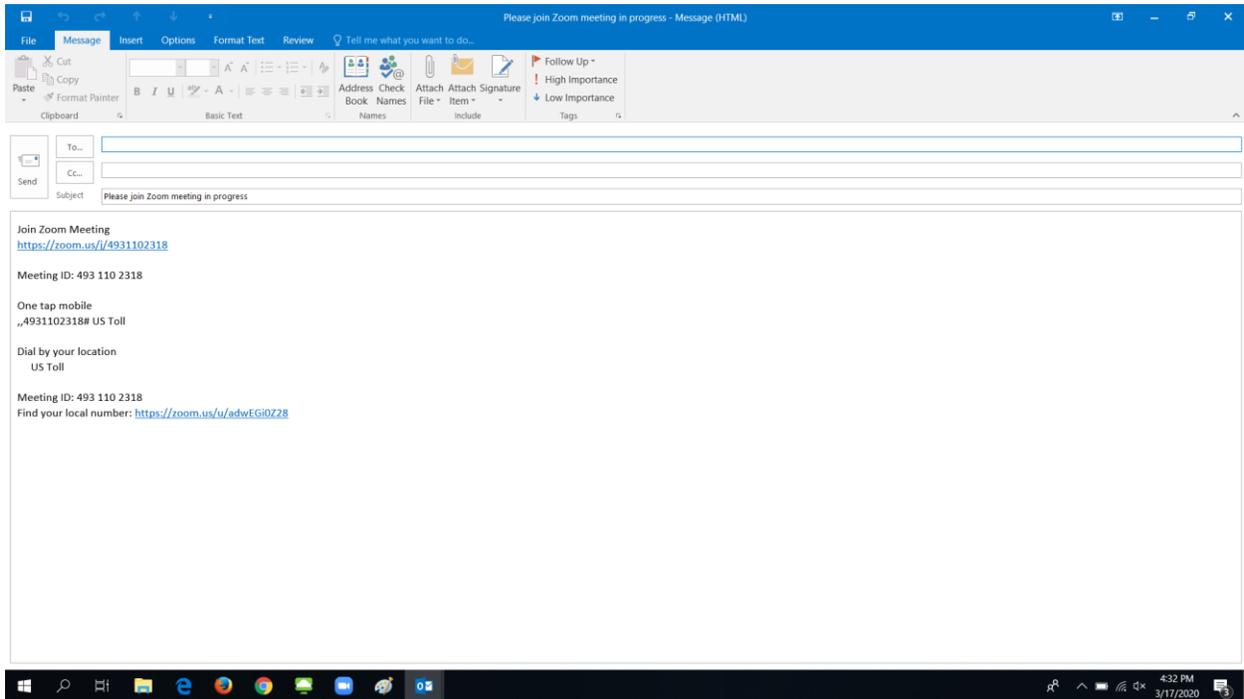
The Tool Bar

When you're in a meeting, there will be a tool bar at the bottom with several utilities:

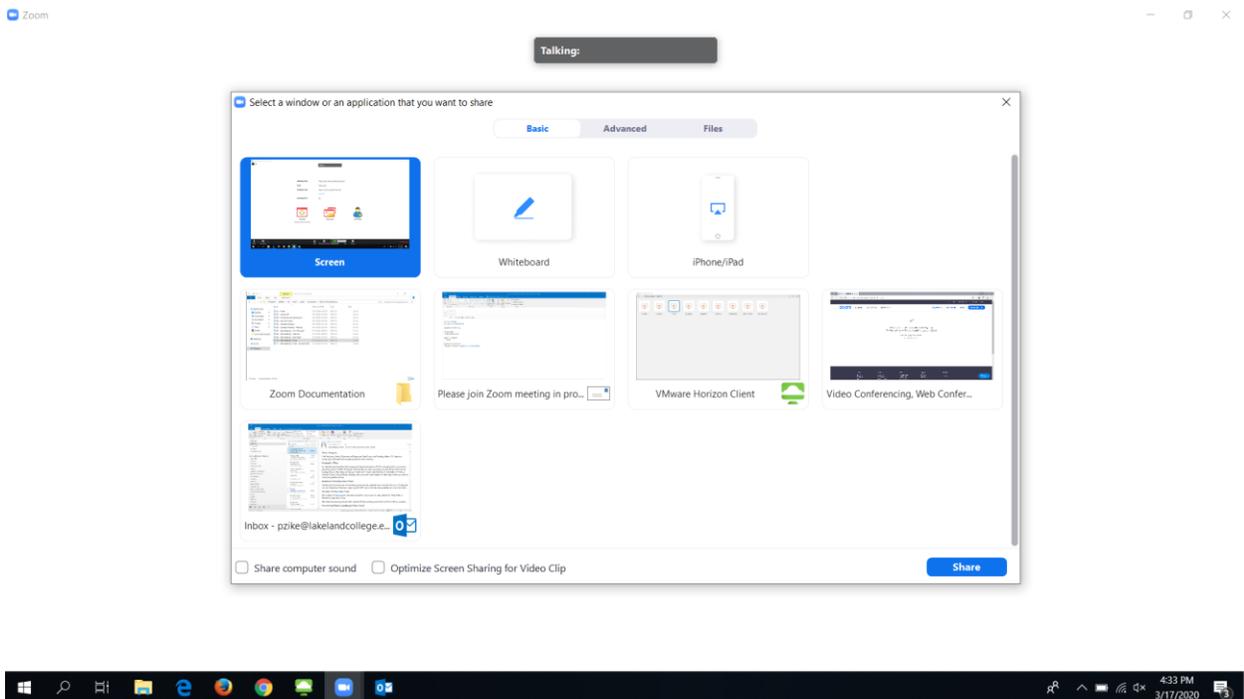
- You can enable or disable your video feed if you have a webcam by clicking Start Video/Stop Video.
- You can Invite people by clicking Invite if you're the host.



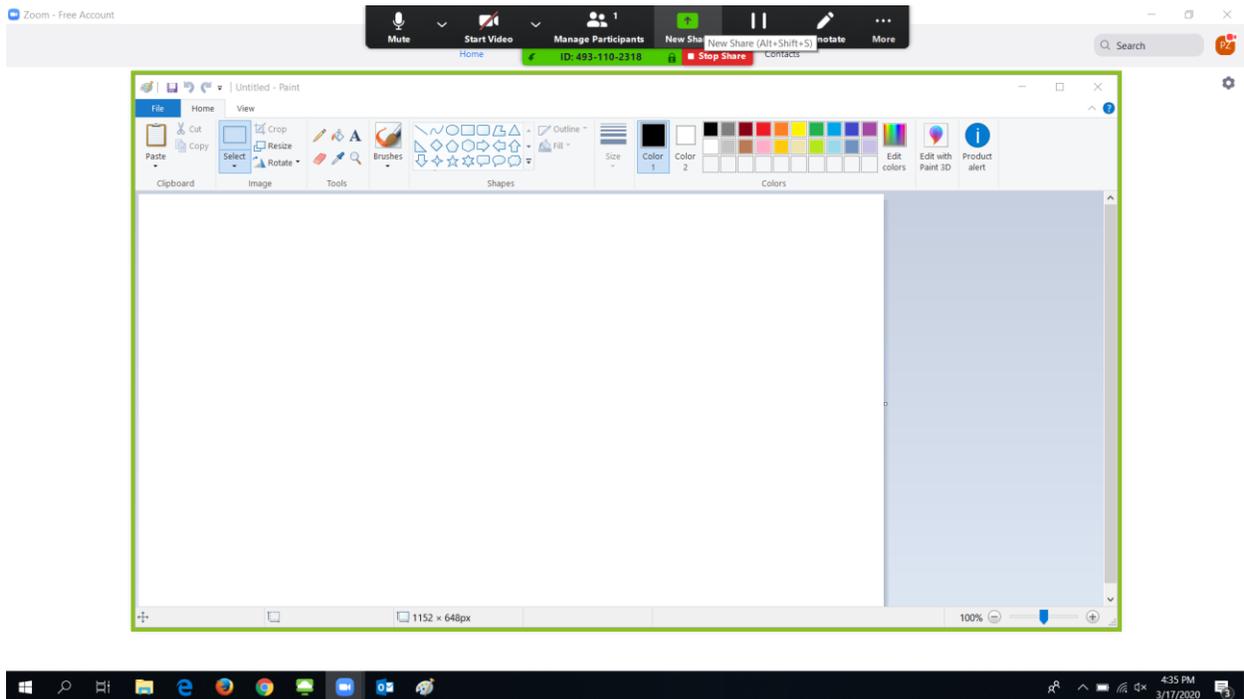
Then select Default Email. You will need to have Outlook set as your default for this to work properly, otherwise it will use the Mail app which we don't have configured. This will open an email in Outlook where you can choose who to send the meeting link to.



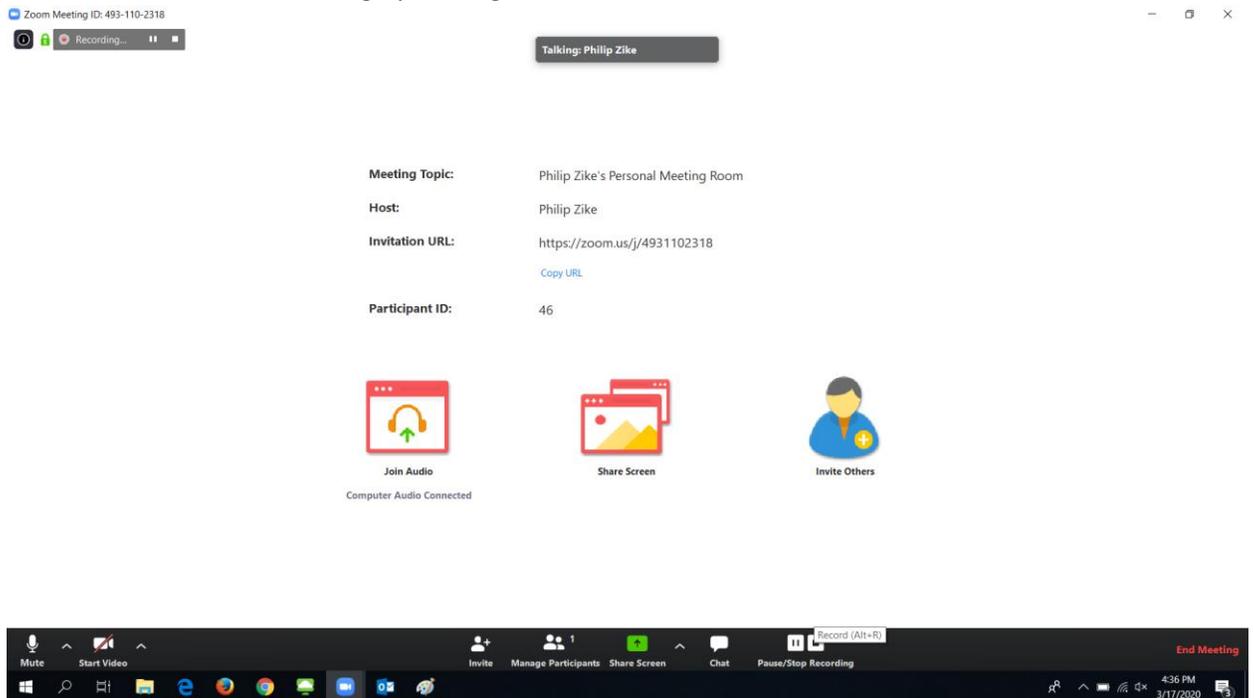
- You can share part of your screen by clicking the Share Screen button on the tool bar.



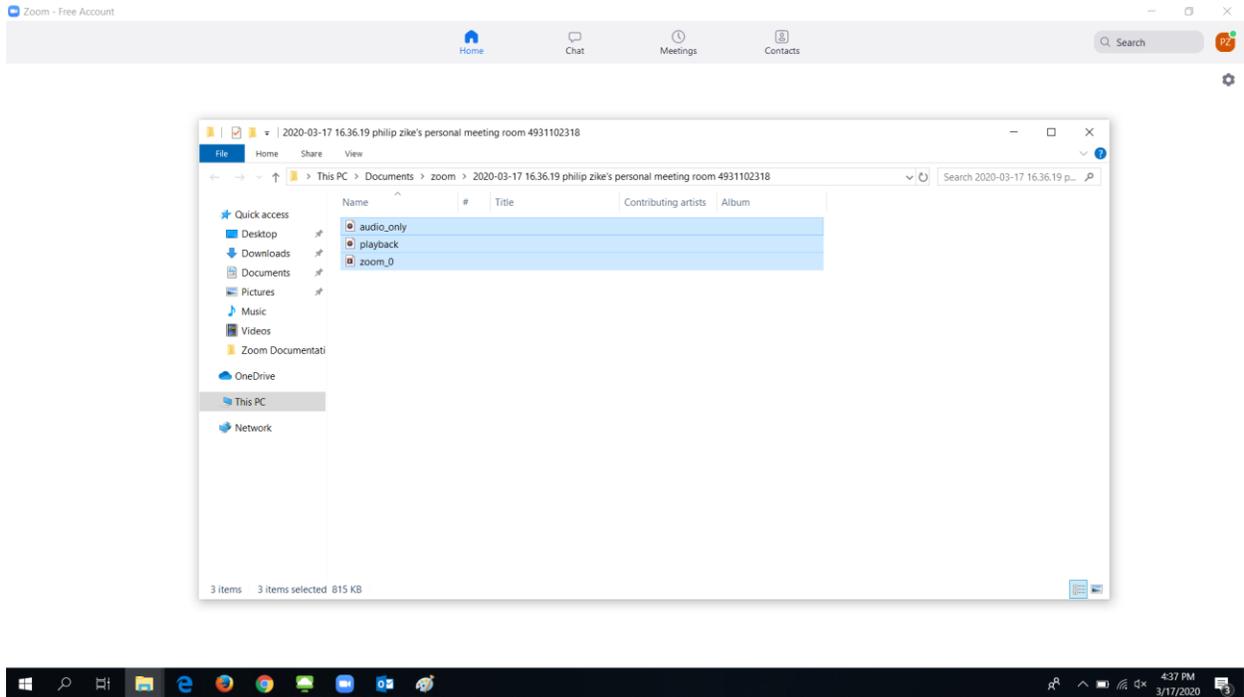
This will show you what applications you can display to everyone in the meeting. The tool bar will move to the top, and beneath that you can click Stop Share stop sharing your screen.



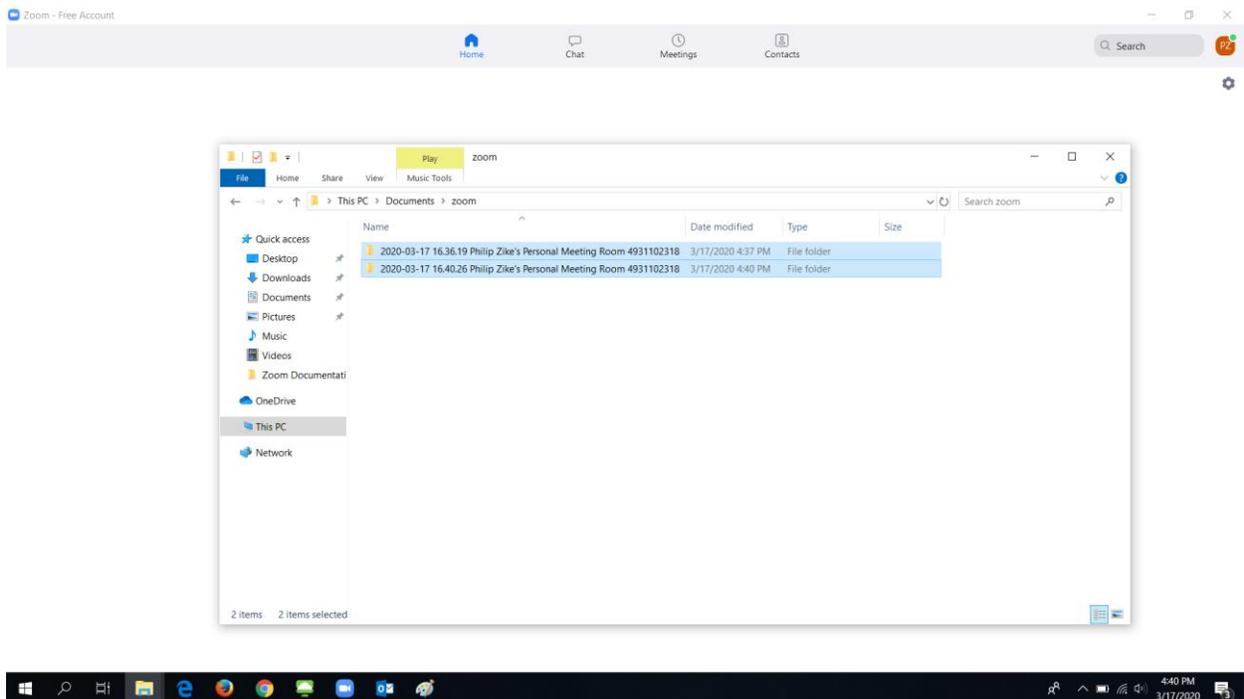
- You can even record a meeting by clicking the Record button on the toolbar.



When you close the meeting (End Meeting on the right side of the toolbar), it will open the folder where it puts the recording. From here, you should move the files to your U: drive where you can find them. (The video recording will be named zoom_0 by default. It also creates an audio-only file.)



If you go up one folder level, you will see the folders it that are created each time you record a meeting.



A mobile Zoom app is also available to hold meetings from your phone!