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:

 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.

Zoom - Free Account		- 0 ×
	Schedule meeting X	Q Search
	Schedule Meeting	0
	Торіс	
	Philip Zike's Zoom Meeting	
	Start: Tue March 17, 2020 V 05:00 PM	
	Duration: 0 hour	
	Recurring meeting Time Zone: Central Time (US and Canada) ~	
	Meeting ID Generate Automatically Personal Meeting ID 493-110-2318	
	Ver Password Require meeting password	
	Video Host: On Off Participants: On Off	
	After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. Revert Settings	
	Audio	
	Telephone Computer Audio Telephone and Computer Audio	
	Dial in from Edit	
	Calendar	
	O Dutlook Google Calendar Other Calendars	
	Advanced Options ~	
	Schedule Cancel	
म 🔎 🗎 🔁 🥹 🎯 🚍 🔝		۶ ^R م 🖬 🦟 ط× 421 PM 3/17/2020

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.

	5 ¢	· • • •	Philip Zike's Zoom Meeting - Meeting	⊞ – ∂ ×
File	Meeting	Insert Format Text Re	teview ♀ ♀ Tell me what you want to do	
Delete G	Calendar	Appointment Scheduling Assistant M Show Slay	Stype Meeting Cancel Address Check Reportse Meeting Notes Cancel Address Check Reportse Recurrence Time Recurrence Time High Minportance Meeting Notes Intration Book Reminder: 15 minutes Recurrence Time Low Importance Meeting Notes Notes Notes Notes Time Time Time Notes Low Importance	~
1 You h	aven't sent th	is meeting invitation yet.		Room Finder **
	From -	pzike@lakelandcollege.edu		March 2020
1 — •	то	1		Su Mo Tu We Th Fr Sa
Send	Subject	Philip Zike's Zoom Meeting		1 2 3 4 5 6 7 8 9 10 11 12 13 14
	Location	https://zoom.us/j/4931102318	• Rooms	15 16 17 18 19 20 21 22 23 24 25 26 27 28
	Start time	Tue 3/17/2020	E Stop PM	29 30 31 1 2 3 4
	End time	Tue 3/17/2020	530 PM •	Good Fair Poor
Philip Join Z <u>https:</u> Meeti One t: "4931 Dial b U U Meeti Find y	Zike is invit com Meeti //zoom.us/ ng ID: 493 ap mobile 102318# U y your local IS Toll ng ID: 493 our local n	ting you to a scheduled Zo ng (//4931102318 110 2318 IST Toll tion 110 2318 umber: https://zoom.us/u	oom meeting. /u/adw£Gi0228	None Suggested times: E30 PM - 500 PM No conflicts
shared	0 H			425 PM
				3/17/2020 🕄

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

Zoom - Free Account						٥	×
	Home	Chat	() Meetings	Contacts	Q Search		PZ
	New Meeting	(+) bin	04: Tuesda	15 PM			0
	19 Schedule	Share screen v	No upcor	ning meetings today			

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.



■ クロ 語 📄 🤮 🎯 📑 🧭 🗱 🗱 😫 🖉 📲 👘 🕄 👔 👘 🕄 👔 👘 👘 🕄 🕺 📲 (A the State of the St

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.

	Please join Zoom meeting in progress - Message (HTML)			
File Message Insert Options Format Text Review Q Tell me what	you want to do			
Ab Cut B Copy Pate ✓ Format Painter Cipberd Cipberd B I U W2 A · = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = = =	 b in the second s			^
To Send Subject Please join Zoom meeting in progress				
Join Zoom Meeting https://zoom.us/j/4931102318				
Meeting ID: 493 110 2318				
One tap mobile ,,4931102318# US Toll				
Dial by your location US Toll				
Meeting ID: 493 110 2318 Find your local number: <u>https://zoom.us/u/adwEGi0Z28</u>				
ब 🔎 म 🛅 🤮 🥥 🧕 🗾 🎻	^ %	■ //; ⊄× 4:32 3/17/3	PM 8020	3

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

	Basic Adva	nced Files	
	2	R	
Screen	Whiteboard	oiPhone/iPad	
	A Constant of the second secon		
Zoom Documentation	Please join Zoom meeting in pro	VMware Horizon Client	ji. jii, jie di T Video Conferencing, Web Confer
A second			

📹 🔎 🖬 🚞 🤮 🧶 🚔 🛤 🔍 🖿

😑 Zoom

- 0 ×

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.

	Mute Start Video Manage Home & ID: 49	Participants New Share (Alt+Shift+S) notate 3-110-2318	More	Q Search
ØØ □ ♥ ♥ = Untitled - Paint				
Paste	Image: Point of the second	Size Color 2 Colors	Edit Edit with Product colors Paint 3D alert	
Ceptora mage	unita unitaria	Convis		^
			,	
				~
+ 🗆	1152 × 648px		100% 😑 🦳	+
Cou can even recor	💿 🔯 🚿	g the Record button or	the toolbar.	ي ^R ∧ मा ति ⊄× 435 PM 3/17/2020
Image: Constraint of the state of	e 💿 🧖	g the Record button or Talking: Philip Zike	n the toolbar.	g ^R ∧ ■ <i>(l</i> _i ⊄× ⁴³⁵ PM 3/11/2020
Cou can even recor	e 💿 🧖	g the Record button or Talking: Philip Zike	n the toolbar.	χ ^R ∧ ⊨ <i>(i</i> , ⊄× 435 PM _M 1772020
Cou can even recor	e 💿 🧭	g the Record button or Talking: Philip Zike	n the toolbar.	χ ^Q ∧ ∞ //
COU CAN EVEN RECOR	e a meeting by clicking Meeting Topic:	g the Record button or Talking: Philip Zike	n the toolbar.	² ^{43 mm}
Cou can even recor	e a meeting by clicking Meeting Topic: Host:	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike	n the toolbar.	2 ⁴ ∧ ∞ //, ⊄× 425 fM ₃ /17/2020
Cou can even recor	e a meeting by clicking Meeting Topic: Host: Invitation URL:	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318	n the toolbar.	⁴ ⁴³⁵ m /
COU CAN EVEN RECOR	e Cartesiant D	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318 Copy URL	n the toolbar.	² ⁴ ³ ∧ ∞ <i>(i</i> ₁ 4 ⁴³ FM _M 11/2020
Cour Can even recor	e Carting by clicking Meeting Topic: Host: Invitation URL: Participant ID:	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318 Copy URL 46	n the toolbar.	² ⁴ ³ ∧ ∞ <i>(i</i> ₀ 4 ³ 4 ³ 5 ^m / _M /1/2020
Cour Can even recor	e Caractering by clicking Meeting Topic: Host: Invitation URL: Participant ID:	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318 Copy URL 46	n the toolbar.	² ⁴ ³ ² ⁴³⁵ ⁵ ⁴⁰ ⁴³⁵ ¹⁰ ¹⁰ ¹⁰ ¹⁰ ¹⁰ ¹⁰ ¹⁰ ¹⁰
Com Meeting (D: 493-110-2316 Com Me	e Caractering by clicking Meeting Topic: Host: Invitation URL: Participant ID:	g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318 Copy URL 46	n the toolbar.	⁴ 25 FM _M /17/2020
Cour Can even recor		g the Record button or Telking: Philip Zike Philip Zike's Personal Meeting Room. Philip Zike https://zoom.us/j/4931102318 Copy URL 46 Share Screen	n the toolbar.	⁴ 25 FM ₃ /17/2020
Cour Can even record Zoom Meeting ID: 493-110-2318 Com Meeting ID: 493-110-2318 Com Meeting ID: 493-110-2318	e Computer Audio Connected	g the Record button or Taking: Philip Zike Philip Zike's Personal Meeting Room. Philip Zike https://zoom.us/j/4931102318 Copy URL 46	n the toolbar.	² ⁴ ² ∧ ∞ <i>(</i> ² / ₀ 4 ² 5 M) ₃ /17/2020
Com Meeting (D: 493-110-2318 Com Me		g the Record button or Telking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike's Personal Meeting Philip Zike Philip Zike's Personal Meeting Philip Zike's Personal Meeting Philip Zike's Personal Meeting Philip Zike's Philip	n the toolbar.	2 ⁴ ∧ ∞ <i>(i</i> , 43 FM) ₃ /17/2020
Cour Can even record Zoom Meeting (D: 493-110-2316 Cour Meeti		g the Record button or Talking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike's Personal Meeting Philip Zike's Personal Meeting Philip Zike's Personal Meeting Philip Zike's Personal Meeting Philip Zike's Philip Zik	n the toolbar.	⁴ ² ∧ ∞ <i>(i</i> , 4 ²) ⁴³⁵ ¹⁴⁴ ³ ³ /17/2020
Cour Can even record Zoom Meeting ID: 493-110-2318 Cour Meeting ID: 493-110-2318 Cour Meeting ID: 493-110-2318		g the Record button or Taking: Philip Zike Philip Zike's Personal Meeting Room Philip Zike https://zoom.us/j/4931102318 Copy URL 46 The Screen	the toolbar.	2 ⁴ ∧ ■ <i>(i</i> , ¶ 425 FM ₃ /17/2020

×

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.)

Zoom - Free Account							- 0	\times
		Home	Chat	() Meetings	Contacts		Q Search	PZ
								٥
	Image:	16.36.19 philip zike's personal meeti View	ng room 4931102318			- 0	× ~ 0	
	A Carlek access Desktop * Ouriek access Desktop * Downloads * Documents * Music Vrdeos Zoom Documentati ConeDrive Network	PC > Documents > zoom > 202 Name	0-03-17 16.36.19 philip zike's Title	personal meeting room 49	831102318	▼ 0 Search 2020-03-17 16.36.19 p	R	
	3 items 3 items selected 8	815 KB						

🛋 🔎 🖽 🔚 🤮 🥥 🧔 🚍 💷 🚿

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

ج^و ∧ 🖬 🦟 ⊄× ^{4:37 PM} 3/17/2020 🗟

I I I I I I I	Play Zoom					- 0	×
← → → ↑ 📕 > This PC >	Documents > zoom				~ O	Search zoom	Q
Mar Desktop * Downloads * Downloads * Downloads * Downloads * Downloads * Downloads * Downloads * Downloads * Mar Downloads * Downloads * Downloads * Mar Downloads * Downloads * Downl	ne 2020-03-17 16.36.19 Philip Zike's Per 2020-03-17 16.40.26 Philip Zike's Per	sonal Meeting Room 4931102318 sonal Meeting Room 4931102318	Date modified 3/17/2020 4:37 PM 3/17/2020 4:40 PM	Type. File folder File folder	Size		
2 items 2 items selected							

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