



HOW TO ZOOM — A USER'S GUIDE

How to schedule a Zoom meeting from a desktop computer

Zoom provides a way to meet with people via video on your desk computer, laptop computer, smartphone or computer tablet.

To use Zoom, you need to set up a Zoom account. Please see our “How to Create a Zoom Account” document to learn how.

Here's how to put that Zoom account to work and schedule a Zoom meeting. For this example, we will be using a desktop computer with the Windows operating system and Internet browser Mozilla Firefox.

(For more helpful How-To's on using Zoom, feel free to visit the Getting Started page on Zoom's website at <https://support.zoom.us/hc/en-us/categories/200101697>)

NOTE: To increase the size of type on this or other documents, hold down the Control key (Command key if on an Apple computer) and click the + sign on your keyboard. To decrease the type size, hold down the Control (or Command) key and click the – sign.

STEP 1

Open your web browser and go to Zoom's web page at <https://us04web.zoom.us/> and click Sign In at the top right of the screen.

HOST A MEETING ▾

SIGN IN

STEP 2

2) Enter your email address and password & click **Sign In**.

Sign In

Email address

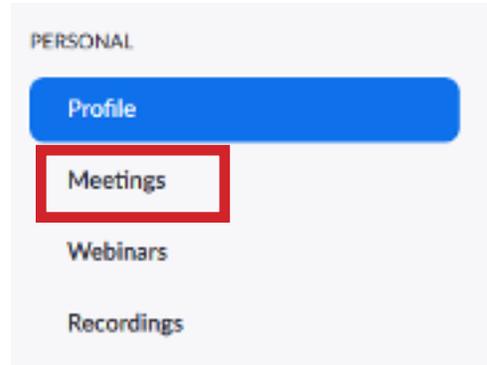
ckindone1991@gmail.com

Password

Sign In

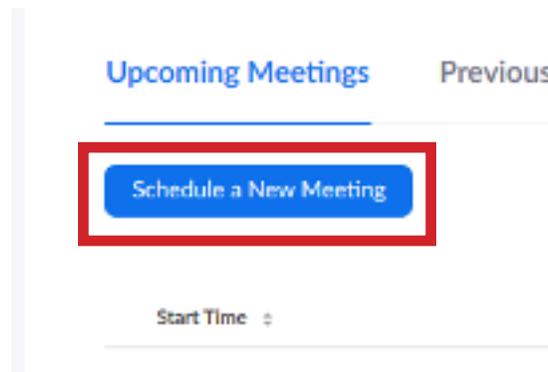
STEP 3

Click on **Meetings** on the left side of the screen.



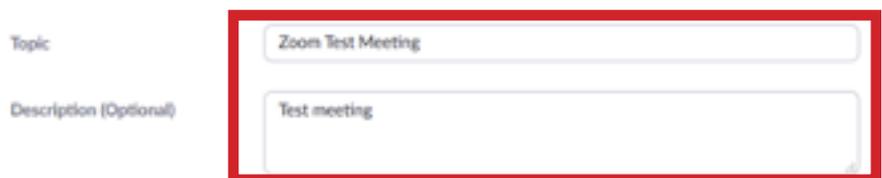
STEP 4

Click on **Schedule a New Meeting**.



STEP 5

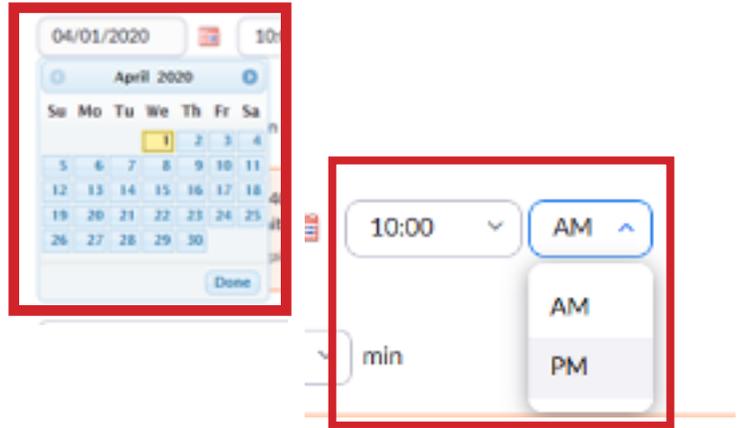
Enter in the meeting topic and give a description if applicable.



STEP 6

Enter the date and time for your meeting.

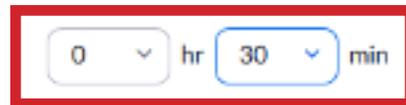
If you click on the Calendar Icon, you can select your date. A drop-down box will allow you to adjust the time of your meeting.



STEP 7

Choose the duration of your meeting. The Zoom Basic Plan has a length of 40 minutes with 3 or more participants.

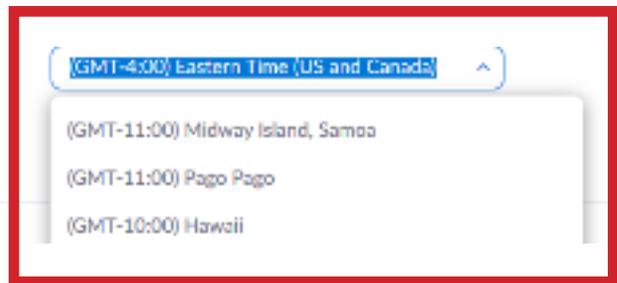
Duration



STEP 8

Choose the appropriate Time Zone for your meeting

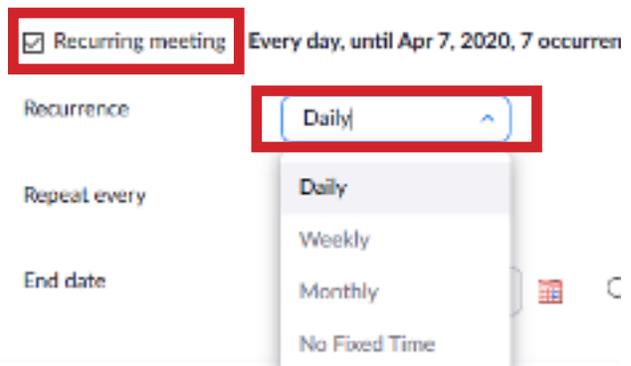
Time Zone



STEP 9

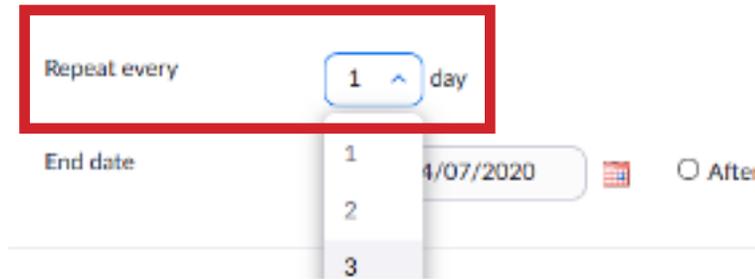
If your meeting will be a recurring event, you can check the Recurring Meeting tab.

The drop-down arrow by the Recurrence tab allows you to select how often you want the meeting to repeat.



STEP 10

You can choose how often you want your meeting to repeat, up to 15 times.



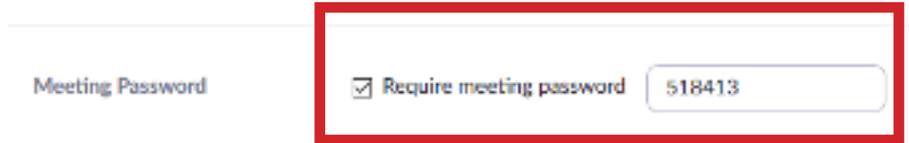
STEP 11

Choose the end date, if applicable, to show when you want to end your series of meetings.



STEP 12

To secure your meeting from intruders, you can require your attendees to have a meeting password.



Make sure this box is checked if you want a password, which Zoom will generate for you automatically.

You can un-check the box if you don't want a password, though a password is strongly recommended.

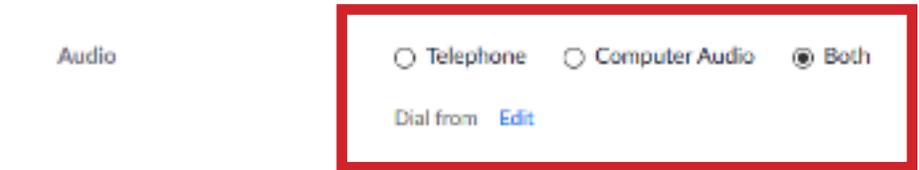
STEP 13

You can control who can show their video during the meeting. If you don't want video, you can select off.



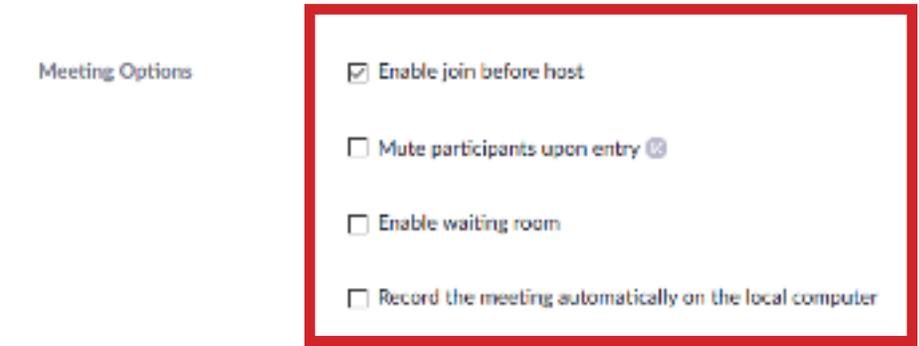
STEP 14

You can control the audio in your meeting. It's recommended you leave it at Both, in case people are calling into your meetings from their smartphones or other devices.



STEP 15

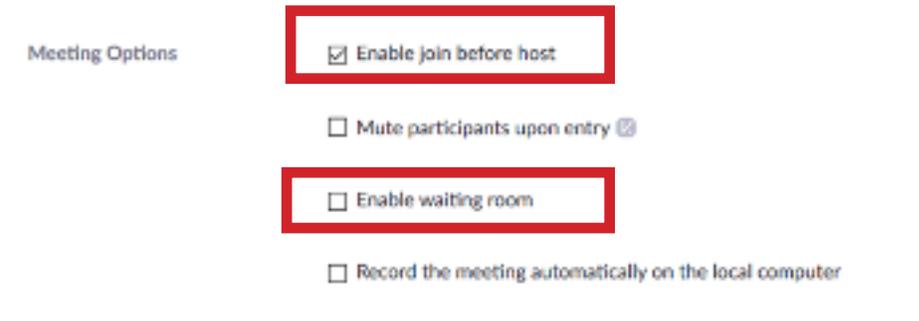
You can control your meeting options.



STEP 16

Enable Join Before Host allows others to join the meeting before the host.

The **Enable Waiting Room** feature allows the host to control when a person joins the main meeting from the Waiting Room.

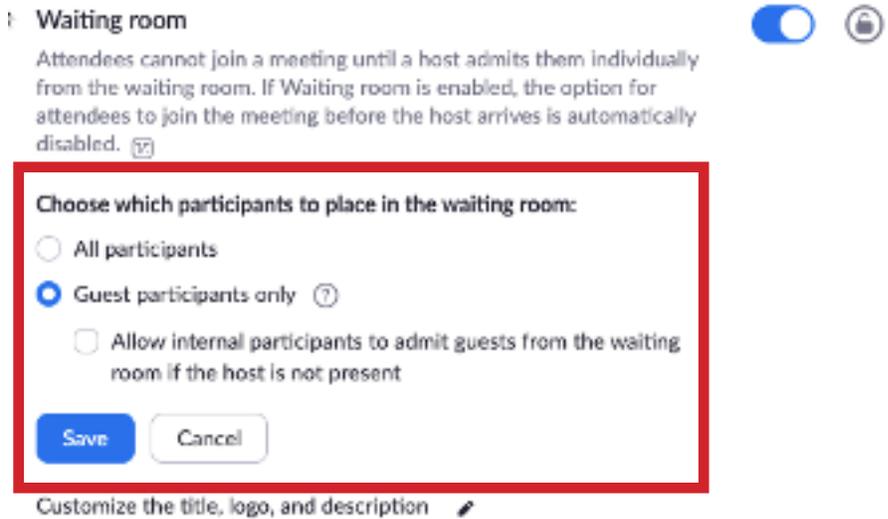


STEP 17

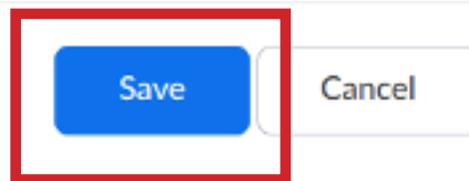
Choose your settings for the Waiting Room.

All participants: All participants joining your meeting will be admitted to the Waiting Room.

Guest participants only: Only participants who are not on your Zoom account or are not logged in will be admitted to the waiting room. If not logged in, they will have an option to log in.

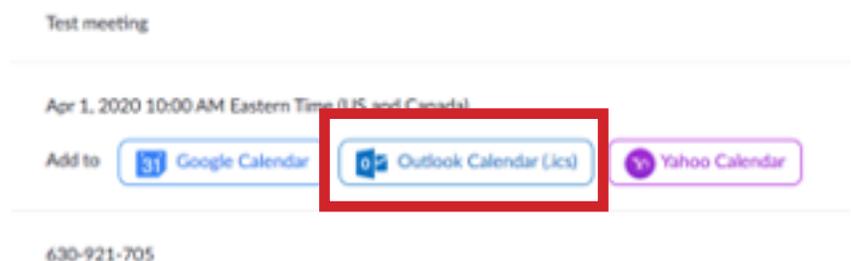
**STEP 18**

Once you have your settings exactly the way you want them, click **Save** at the bottom of the screen.

**STEP 19**

Once you've clicked **Save**, you now have the option to add it to a calendar.

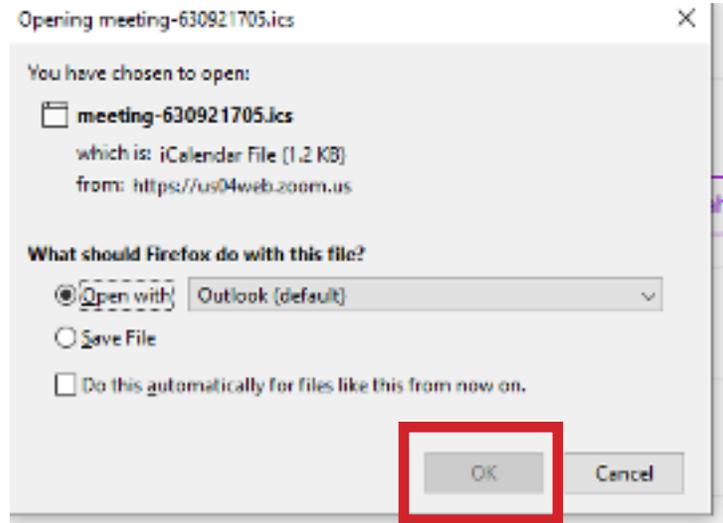
For this example, we're using Outlook. Click on the Outlook Calendar Icon.



STEP 20

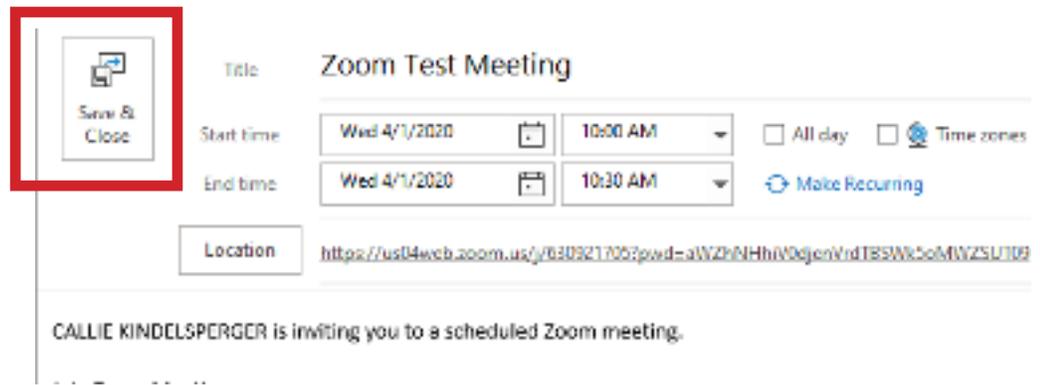
A pop-up window will occur asking what your Internet browser should do with the file.

You want to tell it to open with Outlook and click OK.



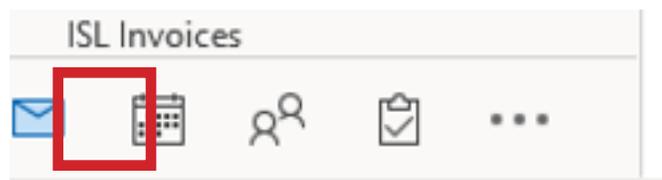
STEP 21

Outlook will open the event in a separate window. You want to click **Save and Close**, so it adds the meeting to your Outlook Calendar.



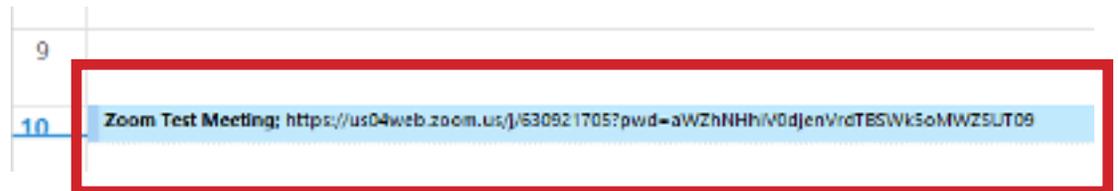
STEP 22

Open your Outlook and click on the calendar tab at the bottom left of your screen in Outlook.



STEP 23

Click through your calendar in Outlook until you find the date for your scheduled meeting.

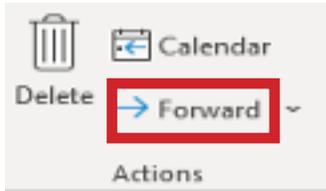


Double click on it to open it.



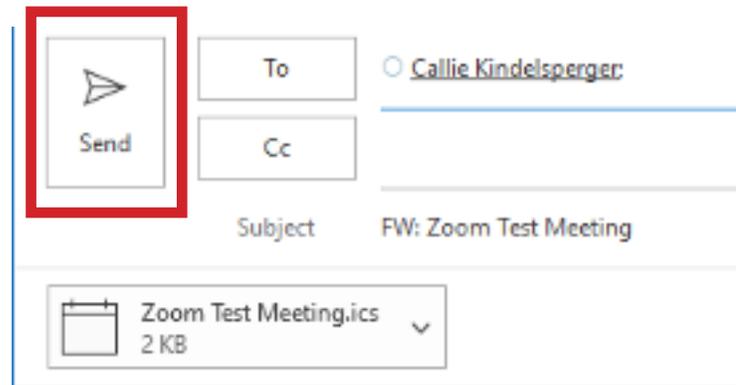
STEP 24

To forward the meeting to others, click on **Forward** at the top left screen.

**STEP 25**

Click on the little drop-down arrow next to forward and send it as an I-Cal File.

It will open a new email. Simply type in the names or email address of the people you want to send it to in the “To” subject line.

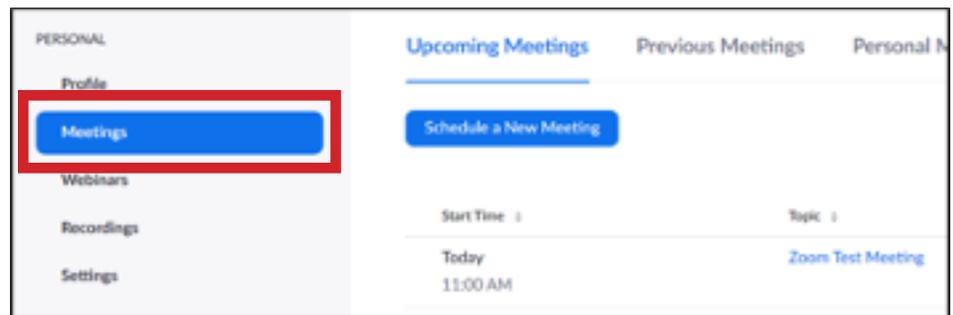


Once you’ve inputted all the names of your attendees, click **Send**.

STEP 26

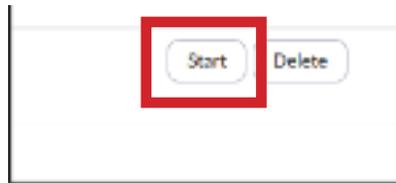
To start your meeting, simply log in to your Zoom account and click on **Meetings**.

Your meeting should be listed under **Upcoming Meetings**.

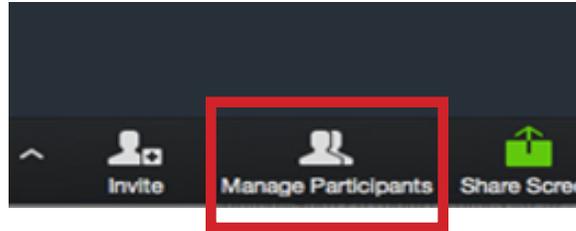


STEP 27

Click on **Start**.

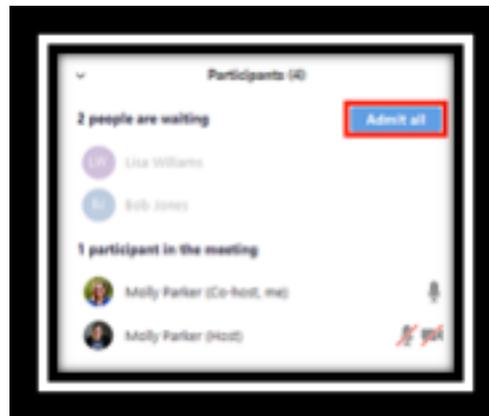
**STEP 28**

To add people from the Waiting Room to the meeting, click **Manage Participants**.

**STEP 29**

To add a person to the meeting, click on **Admit**.

*Only if you can determine that all the participants are legitimate, click **Admit All**.*

**STEP 30**

Once your meeting in Zoom has concluded, click on **End Meeting**.

