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Zoom

Join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then click **Join**.



Join

3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.

- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name ▼

Grant MacLaren

Do not connect to audio

Turn off my video

4. Select if you would like to connect audio and/or video and click **Join**.

Zoom at a Glance

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems.

How Does It Work?

Joining a Meeting

NO - A Zoom account isn't required to attend a meeting

1. Download the Zoom app. Go to - <https://zoom.us/>
2. Click the "Join a Meeting" tab. You can find the tab on the top right corner of the homepage
3. When prompted, add your designated Meeting ID (The Meeting ID can be a 9, 10, or 11-Digit number). The Meeting ID should be provided by the host.
4. You're in!

Start a Meeting

1. Go to - <https://zoom.us/>
2. Toggle over the "Host a Meeting" tab on the top right hand corner
3. Choose whether you would like to keep video chat on or off
4. Sign in using your login information or create a new account
5. Launch the Zoom application and open
6. Send out the meeting details, including the Meeting ID and/or link
7. You've created a meeting!

Sharing Your Screen

1. Zoom allows users to share their screen to the entire conference call! To do so, simply click "Share Screen" at the bottom of the window. Note: Only one person can use screen-share at a time, and one person must "Stop Sharing" before someone else can start sharing.

2. To stop sharing the screen, simply click “Stop Sharing.”

Mobile Friendly. Zoom has a feature-rich, mobile app for both iOS and Android, allowing you to virtually connect from anywhere with an Internet connection

A Group that Zooms Together, Stays Together. Zoom makes group collaboration easier! Aside from being compatible with Mac, Windows, Linux, iOS, and Android, the program has group and private chat capabilities with screen sharing from phones, tablets, laptops, or desktop computers. Zoom allows you to annotate and co-annotate shared documents as well as gain control of the keyboard, mouse, and even the whiteboard.

Meetings at your Convenience. You have the option of either starting an instant meeting or creating a scheduled meeting. When you schedule a meeting, a Personal Meeting ID will be assigned for you to share or distribute. As a host you have special privileges to record a meeting or mute participants. Zoom allows you to create MP4 and M4A recordings throughout a meeting, and offers Google Chrome and Outlook plug-ins. Rest assured that whatever you share, whether through a desktop or through the mobile application, is at its highest quality. You can even enable optimization and sound transfer for video sharing. Aside from all this, participants have the option of virtually raising their hand for permission to ask a question or speak to a group. And using the Zoom meeting format’s breakout groups, hosts can designate times for small group collaboration without ending or restarting a meeting.

Safety is a Priority. Aside from being given your own private login username and password, Zoom also implements both Secure Socket Layer (SSL) encryption and AES 256-bits encryption. Zoom features role based access control and admin feature controls.