Quick Guide to Zoom Video Conferencing

Hosting a Meeting

1. Before scheduling a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). When the app opens, you will see the Zoom Control Panel.

2. **To quick start a meeting** from the Zoom Control Panel's Home page, click the **Start** button. This will open a meeting room. From there, you can invite others to join the conference by clicking on the **Invite** tab in the meeting controls at the bottom of the window.

3. Once you click invite, a new window will open. Select the **Email** option at top**.**

4. From the new window that opens, select one of the three email options (Default, Gmail, or Yahoo).

5. Default Email will open up your default email application (ex. Outlook, iCal, etc.)

6. Gmail or Yahoo Mail will open a web browser and will prompt you to log you in with your Yahoo or Gmail account. If you are already logged in, a new email will be composed automatically with the meeting information included in the body of the email.

7. **To schedule a meeting in advance** click the "Schedule" button from the Home page. With advance scheduling, Zoom generates an appointment in your selected calendar. You can then edit your appointment reminder to invite attendees.

8. **To send meeting invitations in advance of a meeting** through alternative methods like text or a self-generated email, click the **Meetings** icon on the top toolbar of the Zoom Control Panel, click "**Copy Invitation**." You can then paste the invitation into your chosen platform.

9. **To view upcoming scheduled meetings**, click the **Meetings** icon from the top toolbar. Your upcoming meetings will be listed on the left side of the page. Click the desired meeting. Then click the "Start" button. The virtual meeting will begin.

10. "Mute" and "Stop Video" controls are located along the bottom left of the meeting window. Clicking on the feature once will disable it; clicking it again will turn it back on.

11. **To end your meeting**, press the red X in the upper left corner of the meeting window or select "End meeting" on the bottom right. Both options will prompt you to "Leave Meeting" or "End meeting for all."

12. The "Leave Meeting" option allows other participants to stay on after you have left; "End meeting for all" does not.

13. Additional resources and support: **https://tinyurl.com/u4mjpm4**

    Source: "Zoom Meetings for Education," Zoom Webinar, zoom.us (See Link)

Quick Guide to Zoom Video Conferencing

Attending a Meeting

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

2. Join using the provided URL. • Open the email, newsletter, calendar invite, or other communication that contains a link to the prescheduled meeting and click the URL to join the Zoom Meeting.

3. Once you're in the meeting, choose to connect audio by using your computer audio (recommended).

4. Once in a meeting, you can turn your video on by clicking the "Start Video" icon on the bottom left of your screen. To turn it off, click the "Stop Video" icon.

5. Virtual background • Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon.

6. Muting • To ensure minimal background noise during your Zoom meeting, it is recommended that you mute yourself on the call when you are not talking

7. Chat in a meeting • Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the "Chat" icon on the bottom right of your screen. • Once the chat panel will open up on the right, you can view and respond to all public chats. • Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately. • *Note: Private chats will not be visible to the host.

8. Sharing Screen • Click the "Share Screen" icon at the bottom of your screen to share your desktop. • If you'd like to share specific windows or applications, you can choose to do so from the dialog box.

9. Additional resources and support: **https://tinyurl.com/u4mjpm4**

Source: "Zoom Meetings for Education," Zoom Webinar, zoom.us (See Link)