Zoom: Starting a Meeting

Go to www.zoom.us and create a FREE account.

>These free accounts limit the meeting time to 40 minutes for 3 or more people.

Once signed in to www.zoom.us the option to "Host a Meeting" will appear in the top right corner. When prompted, allow the Zoom app to launch.

Invite Attendees

Ways to "invite" someone (using the 'Invite' button from the bottom toolbar, see below):

>**Contacts** – Select the contacts you want to invite
>**Email** – Send invites directly to individual's mailboxes
>**Copy URL** – 'Copy' and 'Paste' the URL that allows people to directly join (this will allow anyone that clicks it to join)
>**Copy Invitation** – Copies the entire invitation that would be sent via email (to allow it to be posted/sent elsewhere, such as CCB)
>**Meeting ID and Password** – Directly communicate the meeting ID (blue bar of the window below) and password (bottom right corner) to meeting attendees
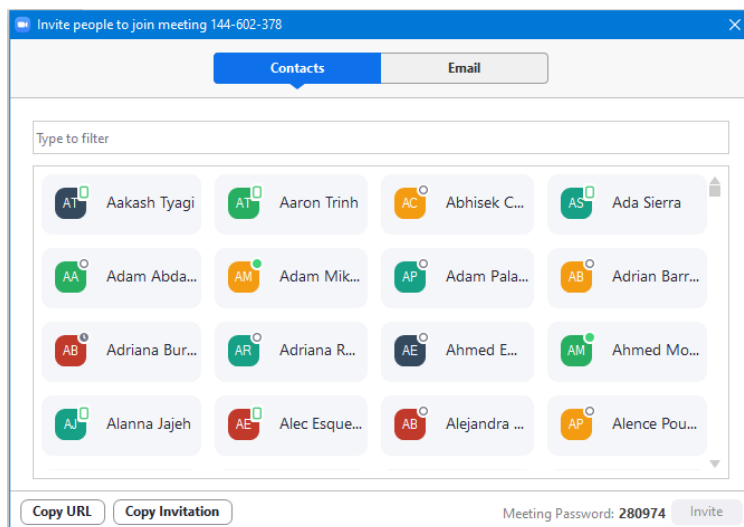
Waiting Room

The waiting room feature is available for paid users (and many business/school accounts) and allows a host to approve each individual before allowing them to join the meeting. This is a great security feature if it is available on your account.

Details on setting up Waiting Rooms can be found here: https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room

Zoom: Navigating the Meeting Window

Learn how to navigate the meeting window in Zoom.

Main content area

Displays the video feed (or chosen icon) of whoever is currently speaking, unless **Share Screen** is enabled (see below). Other user feeds will be displayed at the top of the page.

Bottom tool bar

Mute: Control your own audio output.

Start Video: Control your video output.

Invite: Use this advanced option if you want to invite users other than your site participants to participate in the meeting.

Manage Participants: Opens a pop-up window listing all participants. From this window you can:

- mute participants
- disable video
- prevent other participants from sharing their screens
- lock the meeting so no new participants can enter

Share Screen: Share your full desktop or specific windows. Starting **Screen Share** minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking **Stop Share.**

Chat: Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.

Record: Clicking **Record** starts recording for the session. Recordings are stored locally on your computer in the Zoom app (Meetings -> Recorded). Participants will not be able to record sessions without the host's permission.