INTRO TO ZOOM

Fresh Start Women's Foundation

1130 E. McDowell Road

Phoenix, Arizona 85006

Freshstartwomen.org

WORKSHOP AGENDA

- Signup and Downloading the Zoom Client App
- Joining a Meeting
- Scheduling a Meeting
- Zoom Meeting Controls

WORKSHOP OUTCOMES

At the end of this workshop we hope you will be able to...

1. Join a Zoom meeting Using a Link or a Meeting ID

2. Start a Meeting and Invite Participants

3. Schedule a Future Meeting

4. Use various Zoom controls

SIGNING UP & DOWNLOADING THE ZOOM CLIENT APP

Zoom is an online meeting software that allows you to join virtual meetings with or without video. Businesses use Zoom as a means of communicating with remote staff members, clients, and vendors. Many are also conducting online interviews with job candidates through Zoom. On a personal level, Zoom can be a great way to stay in touch with loved ones by allowing for face-to-face conversations.

1. To sign up for your free Zoom account, visit **zoom.us/sign up**.

2. Enter your **email address** and choose a secure **password**. Click on **Sign up**. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

3. To log into your Zoom account from the web, visit **zoom.us/sign in** and type in your email address and password.

Note: You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, **sign in to the Zoom web portal** and click **Profile**.

Downloading the Zoom Client App

While Zoom can be used from the Zoom website, you may find it easier to join and schedule meetings using the desktop client app.

1. To download and install the Zoom Application: Go to https://zoom.us/download and from the Download Center, click on the **Download** button under "**Zoom Client For Meetings**". This application will automatically download when you start your first Zoom Meeting.

Note: You can pin the Zoom Client App to your taskbar by right clicking on the Zoom icon in the taskbar and choosing **Pin to Taskbar**. This will provide easy access to the app.

NOTES or RELFECTION QUESTION

JOINING A MEETING

You have a couple options when it comes to joining a meeting. When someone invites you to a meeting, you will receive an email with the details of the meeting, including a direct link to the meeting and the Meeting ID and any password that may apply. The Meeting ID will be necessary if you choose to join the meeting without using the direct link.

1. To join a meeting, open the email or calendar invite you received and click on the direct link.

   If the link does not work, open the Zoom Client app and click on . You will

   be prompted to enter the Meeting ID which will be found in the invitation.

   Note: You may also be prompted to enter a password. The password will also be found in the invitation.

Depending on how the meeting host has set up the meeting, you may have to wait until the Host begins the meeting and allows you entry.

You can choose whether or not to use Video once you are inside the meeting. See the **Zoom Meeting Controls** lesson for more information on turning Video on or off.

NOTES or RELFECTION QUESTION

HOSTING A MEETING

You can choose to host a meeting immediately or scheduled a meeting to begin at a future date/time.

Note: If you have the **free** Zoom account, there is no time limit set on meetings between two people. Meetings with 3 or more participants, however, are limited to 40 minutes. Paid subscriptions are available that allow you to have larger meetings without any time constraints.
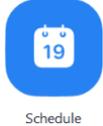
Hosting a Meeting Immediately

1. In the Zoom Client App, click . You might want to maximize the window for easy access to all tools.

2. Once the meeting starts, you will see a pop-up that allows you to **Invite Participants**. If the pop—up does not appear, you can click on the **Invite** button in the toolbar at the bottom of the meeting window.

3. If you are inviting someone you have Zoomed with previously, they may already be in your **Contacts** list. If not, click on the **Email** tab and choose **Default Email**. This will populate an email with the meeting details and link. Simply type in the email address(es) for those you want to invite and hit **Send**.

    Note: You can also click on **Copy Invitation** and then open a blank message in your email program and paste the invitation into the body of the email. Then address the email to your intended participants.

Once the link has been sent, you will need to wait for the participants to join the meeting. It might be a good idea to pre-warn your participants to expect the email so they keep an eye out for it in their inboxes.

Scheduling a Future Meeting

1. To schedule a meeting for a future date/time, click . Then simply fill in the details of the meeting including:

   - The **Topic** of the meeting

   - The **Start Date** and **Time** as well as the **Duration**

   - It is recommended that you leave **Audio** set to **Telephone and Computer Audio** to allow participants to join the meeting using whichever audio source is most appropriate for their situation.

   - You can choose **Outlook** or **Google Calendar** to have the meeting automatically placed on your calendar.

2. Click the **Schedule** button to schedule the meeting

3. An email is generated with the meeting details and link. You simply need to type in the email addresses for those you want to invite and hit **Send**.

To Start a Scheduled Meeting

The Home Screen of the Zoom Client App shows any meetings you have scheduled for the current date.

1. To view upcoming meetings, click on the **Meetings** tab at the top of the Zoom Client window.

2. When the time comes to start your meeting, simply locate the meeting either on the **Home** screen of the Zoom Client App or in the **Meetings** tab and click on the **Start** button.

   Maximize the Window to provide easy access to all meeting controls in the toolbar.

NOTES or RELFECTION QUESTION
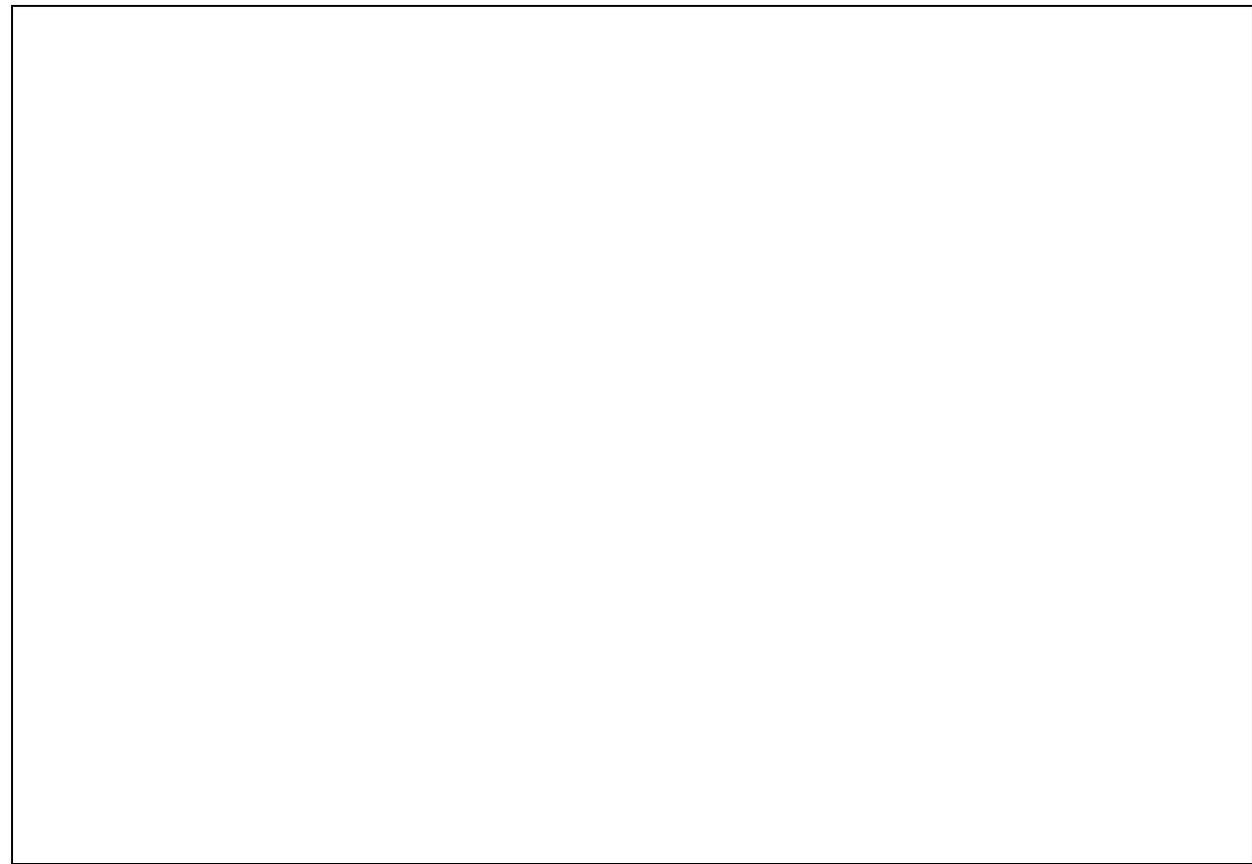
ZOOM MEETING CONTROLS

The Zoom meeting windows includes a Toolbar (typically found at the bottom of the window). This toolbar contains a number of tools you can use to control the meeting experience:

- **Mute**: Turns on/off your sounds. It is good practice to mute yourself when someone else is speaking. It is also good practice to encourage others to do so.

- **Start/Stop Video**: Turns on/off your video. You do not have to be on camera to participate in meetings.

- **Invite**: Allows you to invite others to participate in the meeting.

- **Manage Participants**: Opens a pane on the right side that allows you, as the meeting host, to mute others in the meeting. You can choose to mute specific participants or all participants.

- **Polls**: You can use Polls to ask participants questions during a meeting.

- **Share Screen**: Allows you to share a screen on your desktop. You should have the document, spreadsheet or other window open prior to starting the meeting for quick and easy sharing.

- **Chat**: Opens a pane on the right side of your screen so that you and participants can write comments during the presentation. Comments can be directed to the presenter, a specific participant, or all participants.

- **Record**: You can choose to record your meeting. You need to let all participants know if you are recording the meeting.

- **… More**: Allows you to incorporate Zoom with Facebook or YouTube.

- **End/Leave Meeting**: As the host this allows you to end the meeting for all participants. If you are a participant in a meeting, this button will say Leave Meeting rather than End Meeting.

NEXT STEPS or RELFECTION QUESTION