



Zoom Video Conferencing

The simple how-to guide



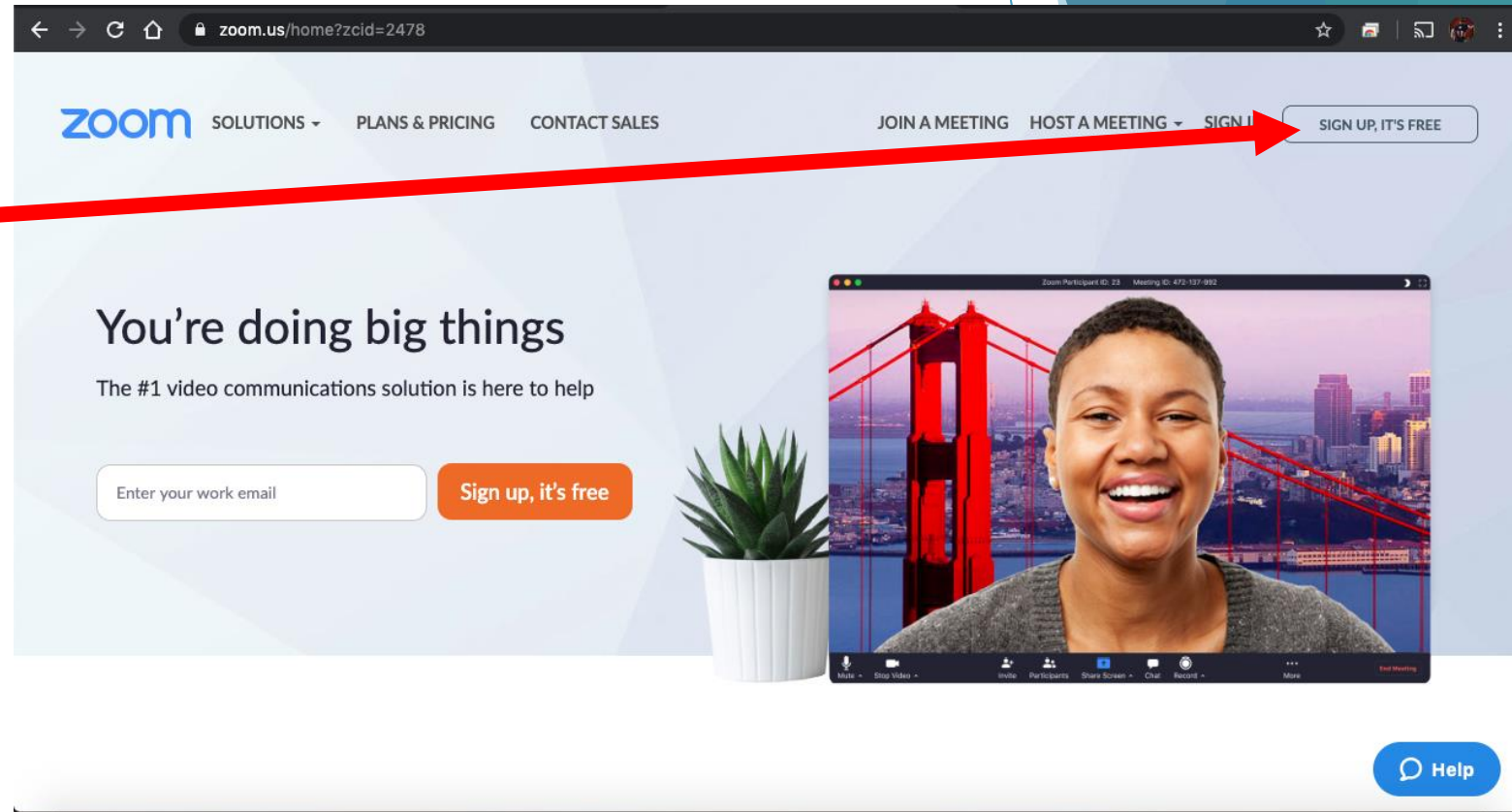
What is Zoom and What are its Strengths?

- ▶ Zoom is video conferencing app.
- ▶ It utilizes the camera on your:
 - ▶ Desktop computer
 - ▶ Laptop computer
 - ▶ Smartphone & Tablet
 - ▶ If your smart device has the Apple App Store or Google Play Store, you can download Zoom.
- ▶ Best part about Zoom...the basic package is free!
- ▶ Zoom is great for having meetings and scheduled group chats.
- ▶ On the same session, you can have people dial in from a phone and on video.
- ▶ Meetings can also be recorded and shared via a link, just in case someone misses the meeting.



Getting Started...It's So Easy...

- ▶ Go to <https://zoom.us/>
- ▶ Click on “SIGN UP, IT’S FREE”



Creating an Account & Logging-In

► There are 3 easy ways to login:

1. Creating an account using an email that is NOT a Gmail account. Then click “Sign Up”
2. Signing in with your Gmail account.
 - a. A screen will appear to prompt you to login, and it will bring you back to Zoom.
3. Signing in using your Facebook account.
 - a. A screen will appear to prompt you to login, and it will bring you back to Zoom.

***If your post or department has its own email address for the commander, please use that email address. Share the login information with a future incoming commander.

The screenshot shows the Zoom sign-up page at zoom.us/signup. The page has a dark header with navigation links: REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. Below the header is a navigation bar with the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled SIGN UP, IT'S FREE.

The main content area is titled "Sign Up Free". It contains a form with the following elements:

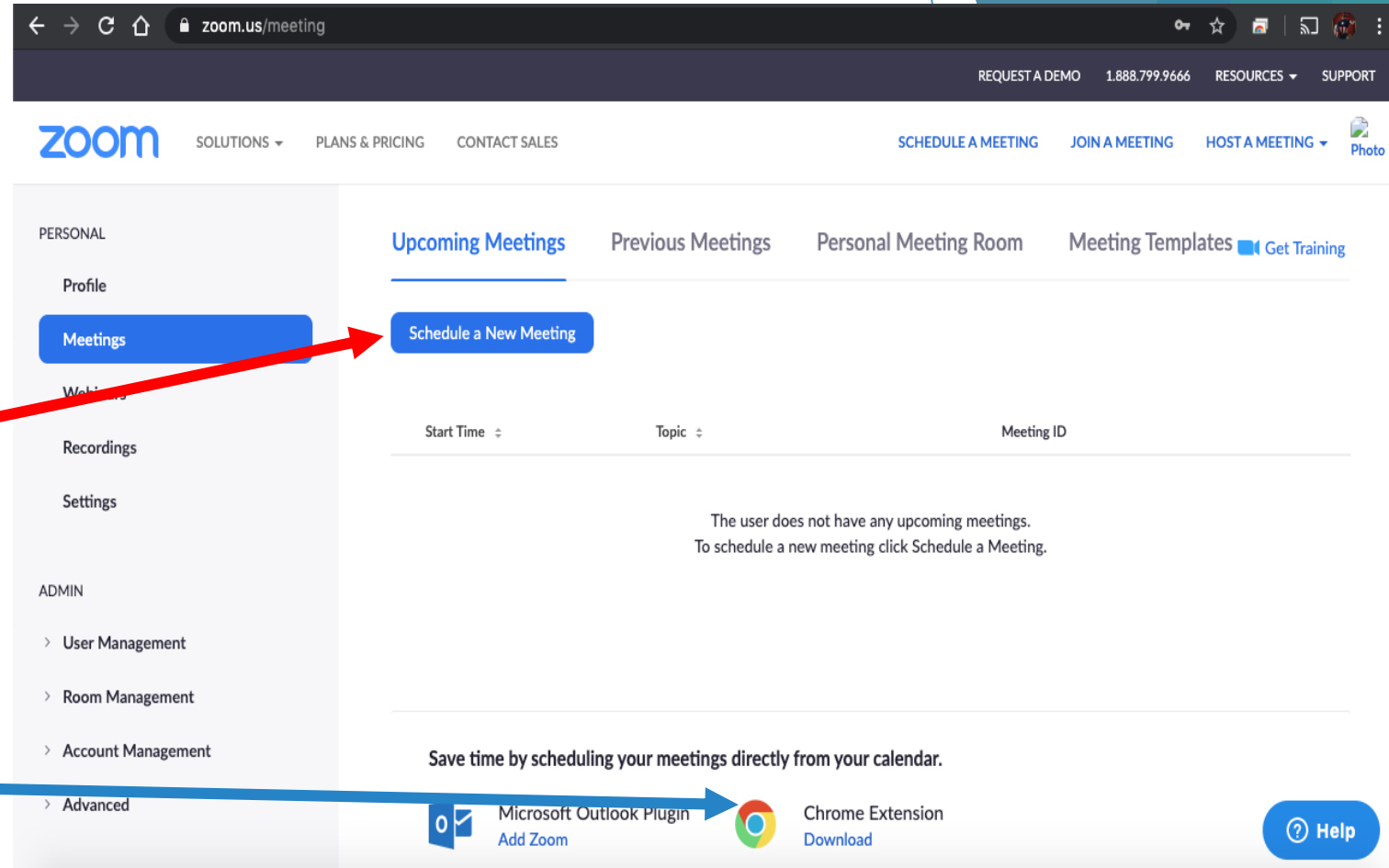
- A label "Your work email address" above a text input field.
- A line of text: "Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply."
- A blue button labeled "Sign Up".
- A line of text: "By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)."
- A separator line with the word "or" in the center.
- Two social login options:
 - A button with the Google logo and the text "Sign in with Google".
 - A button with the Facebook logo and the text "Sign in with Facebook".
- A link at the bottom: "Already have an account? [Sign in.](#)"
- A "Help" button in the bottom right corner.

Three arrows are overlaid on the image to indicate login methods:

- A purple arrow points from step 1 of the list to the email input field.
- A red arrow points from step 2 of the list to the "Sign in with Google" button.
- A blue arrow points from step 3 of the list to the "Sign in with Facebook" button.

Zoom Home Screen

- ▶ After setting up your account, you come to the home screen.
- ▶ To schedule a new meeting, click “Schedule a New Meeting”
- ▶ If you use Google Chrome as a primary internet browser, you can install the Extension.



Get the Word Out

- ▶ When you go to set-up your meeting, you will need to select a day and a time.
 - ▶ With the Basic plan, you are limited to 100 people/meeting and meetings cannot last longer than 40 minutes.
- ▶ You can also have a meeting password, arrange for attendees to enter before the host, and record the meeting automatically.
 - ▶ The password is will be attached with the meeting invitation.
- ▶ To bring up the invitation, click “Copy the Invitation”
- ▶ The screen below will appear. Click “Copy Meeting Invitation”
 - ▶ You can then paste the invitation to an email and send out to you members.

The screenshot shows the Zoom web interface for managing a meeting. The meeting details are as follows:

Field	Value
Topic	This Meeting Is No Joke
Description	Planning of weekly family pranks
Time	Apr 1, 2020 06:00 PM Eastern Time (US and Canada)
Meeting ID	946-010-538
Meeting Password	Require meeting password 021177
Join URL	https://us04web.zoom.us/j/946010538?pwd=bIVaQnR3U1pzOE8rbXpDaEczcGVvdz09

A red arrow points from the "Copy the invitation" button to a "Copy Meeting Invitation" dialog box. The dialog box contains the following text:

Meeting Invitation

OtterDC Captain is inviting you to a scheduled Zoom meeting.

Topic: This Meeting Is No Joke
Time: Apr 1, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us04web.zoom.us/j/946010538?pwd=bIVaQnR3U1pzOE8rbXpDaEczcGVvdz09

Meeting ID: 946 010 538
Password: 021177

At the bottom of the dialog box, there is a "Copy Meeting Invitation" button and a "Cancel" button. A blue arrow points from the "Copy the Invitation" text in the list to the "Copy Meeting Invitation" button.

Meeting Schedule & Getting it Started

- ▶ When it is time to start the meeting, the host will login and the screen on the right will appear.
- ▶ To get the meeting started, click “Start”.
- ▶ If you need further assistance, click “Get Training”

The screenshot shows the Zoom web interface at zoom.us/meeting. The left sidebar contains a menu with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is highlighted. The main content area shows 'Upcoming Meetings' with a table of scheduled meetings. A red box highlights the 'Meetings' menu item and the 'Start' button for the upcoming meeting. A red arrow points from the 'Start' button to the 'Get Training' link.

Start Time	Topic	Meeting ID	Start	Delete
Wed, Apr 1 06:00 PM	This Meeting Is No Joke	946-010-538	Start	Delete

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin [Add Zoom](#) | Chrome Extension [Download](#)

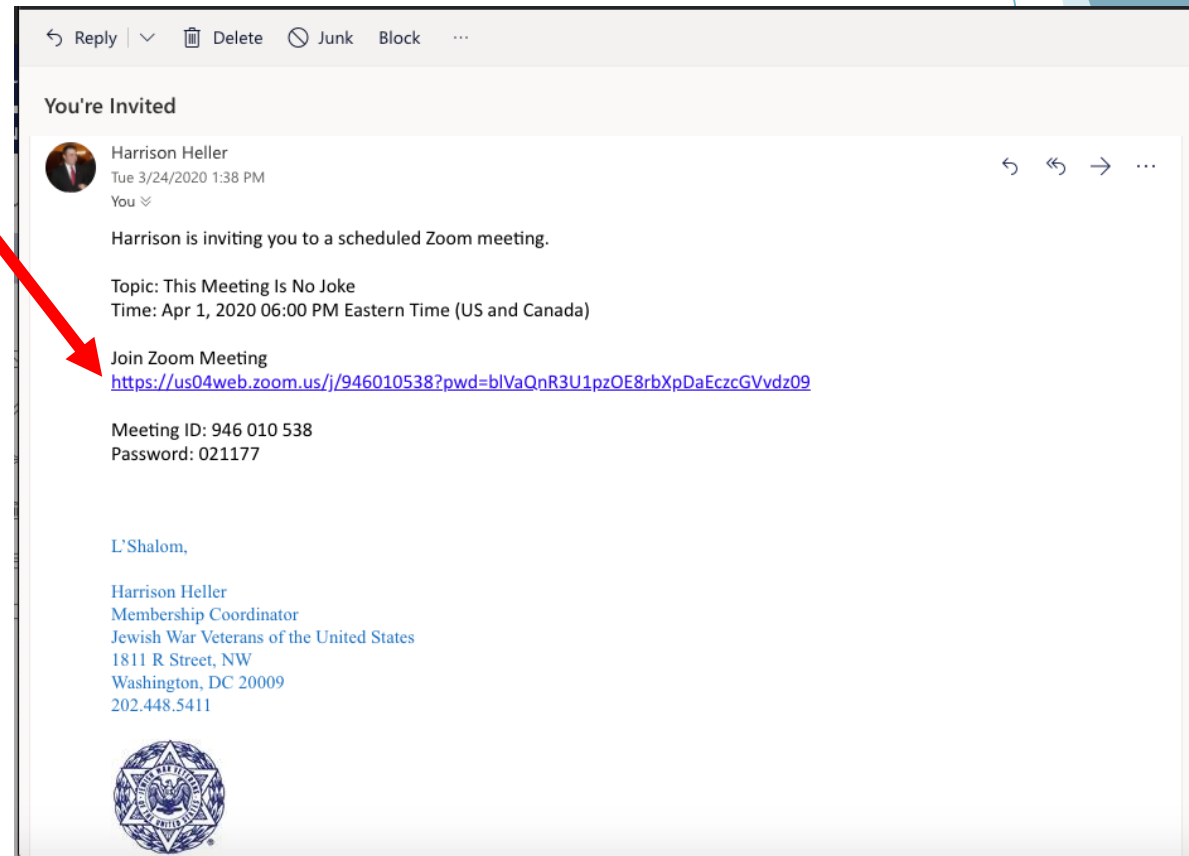
[Help](#)

*You're
Invited*

I Received an
Invitation...What
Do I Do?

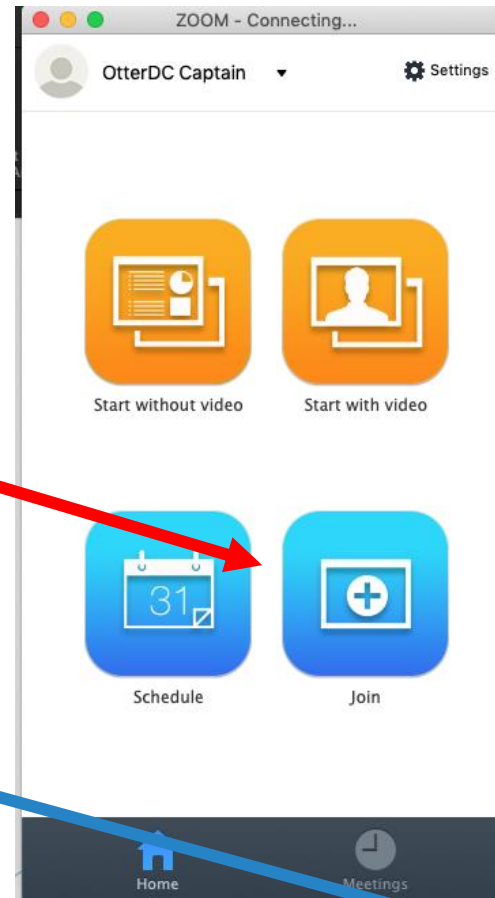
I Got a Meeting Invite...Now What?

- ▶ On the day of the scheduled meeting, click the meeting link
- ▶ You may be prompted to download software to enable zoom to work on your on computer or laptop.
 - ▶ If you are using Zoom on your smartphone or tablet, make sure you download the Zoom app and allow the app to access your camera and speakers.
 - ▶ Also allow Zoom to access your camera and audio on your computer or laptop.

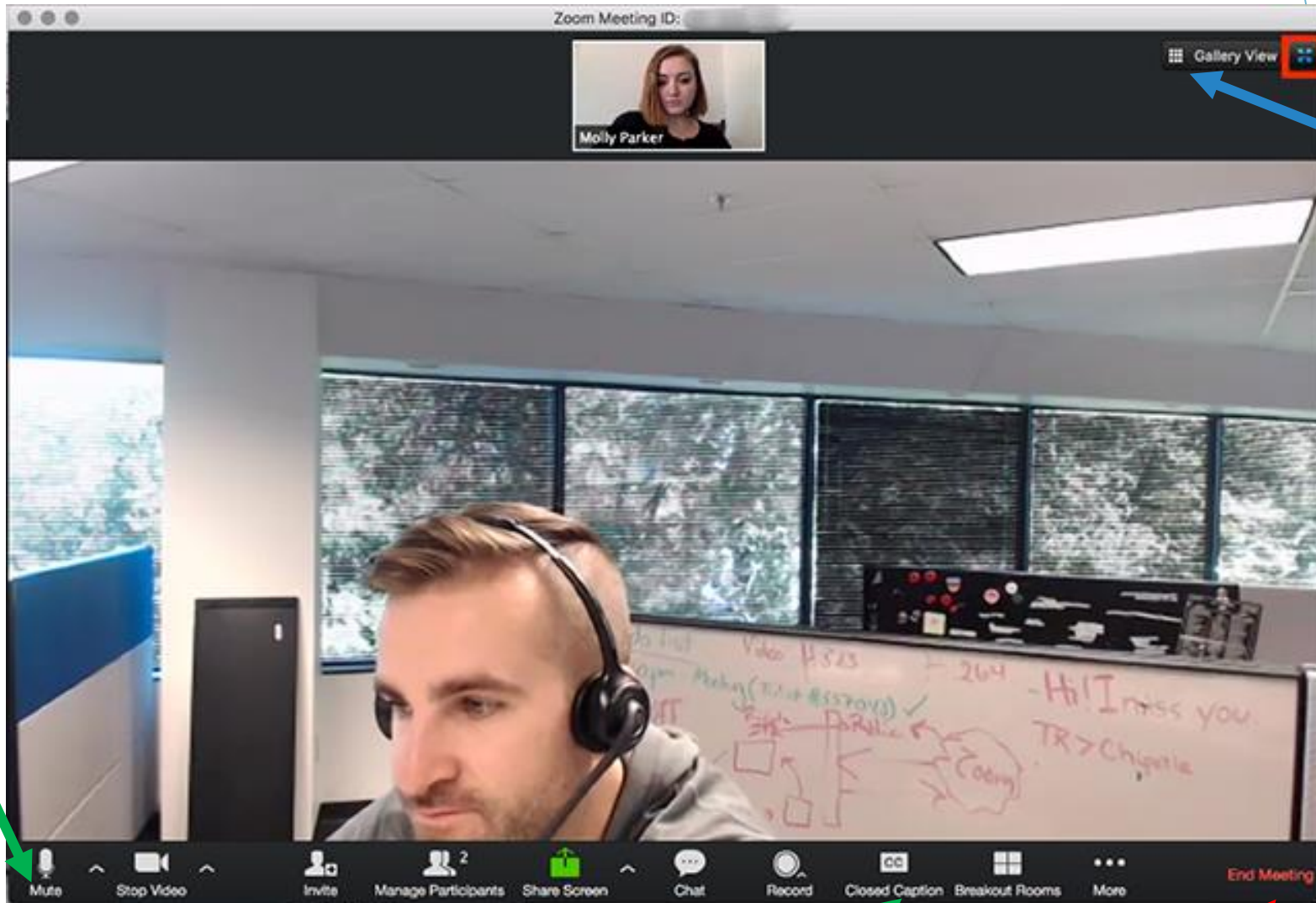


Entering the Meeting

- ▶ Click “Join”
- ▶ Enter in “Meeting ID” and click “Join”
- ▶ You’re in!

The image shows the "Join Meeting" dialog box. It has a title bar "Join Meeting" and a subtitle "Please enter your meeting ID and your name". There are two input fields: "Meeting ID:" with the value "021-17" and "Your Name:" with the value "OtterDC Captain". At the bottom right is a "Join" button. A blue arrow points from the "Join" button in the Zoom interface to this "Join" button.

My Zoom Screen



To change the view of meeting attendees

Mute your mic

Shutting off your camera

Send a private message

Closed Caption

When the meeting is over