

GUIDE to ZOOM.US


Video Conference Call Software



Sign up for Zoom.us account | *Free & paid accounts available*

1. Choose to sign up with email address, Google or Facebook account > Sign Up
2. Zoom will send you an activation email > click on Activate Account
3. Create password > Continue
4. Skip Invite step
5. Your personal meeting URL will appear, copy and paste it into a NOTE
6. Option to start a test meeting or go directly to your account

TEST ACCOUNT

1. Click on start meeting and when prompted, click Open Zoom
2. Choose Join with Computer Audio
3. Choose Join Audio-Computer Audio Connected
4. Check box to Automatically join audio by computer when joining a meeting
5. Test Audio > Finish audio test
6. Bottom left,  click on Start Video
7. You are now on a live meeting! When done testing, choose End Meeting, End Meeting for All

FREE ACCOUNT

Zoom basic plan has unlimited 1 to 1 meetings, group meetings are limited to 40 minutes and allows for 3 or more participants.

\$14.99/month plan includes basic plan amenities and increases group meeting time limit to 24 hours along with additional feature controls.



SET UP PROFILE

1. Settings > Toggle on the features you want to personalize your account
2. Suggested features
 - a. Host Video > Start meetings with host video on
 - b. Participants > Start meeting with participant video on
 - c. Audio Type > Telephone & Computer Audio
 - d. Allow participants to join before host
 - e. Use Personal Meeting ID when scheduling & starting new meetings
 - f. Turn off Require a password when scheduling & for instant meetings
 - g. Turn on Embed password in meeting link for one-click join
 - h. Turn Chat & Private Chat on
 - i. Turn on Play sound when participants join or leave
 - j. File transfer- allows you to send files through the in-chat meeting to participants
 - k. Always show meeting control toolbar
 - l. Screen sharing > all participants > Who can start sharing when someone else is sharing > Host only
 - m. Email notification > when attendees join meeting before host-receive an email

SCHEDULE MEETING

1. Open Outlook Calendar Invite
2. Add subject: who/purpose for meeting
3. Location: Video Conference Call/paste Zoom URL
4. Body of email, give clear instructions on what to do once they click on your Zoom URL
5. Sample instructions for the body of your calendar invite:

I am looking for to meeting you “live” over a video conference software called Zoom. When you are ready to connect, join the meeting from your smart phone, tablet or computer by click on my personal Zoom link below.

>If you join from a cell phone or tablet, Zoom will open their Zoom App, download and open.

>If you join from a computer, Zoom will do a quick software download so we can connect.

When download is complete, it will ask to access your camera > say yes so we can see each other on the call, and when the opportunity arises, I can share my screen.

When prompted, choose Internet Audio & we will be seeing eye to eye!

Ready to meet? (Paste your Zoom URL here) click “Allow” Zoom.us to open-see you soon!



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