

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

Zoom basic plan is free and 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.

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

SETTINGS-PERSONALIZE YOUR ZOOM ACCOUNT

Suggested features-please choose what is best for you and your clients

Schedule Meeting Settings

- Host Video > Start meetings with host video on
- Participants > Start meeting with participant video on
- Audio Type > Telephone & Computer Audio
- Use Personal Meeting ID when scheduling & starting new meetings
- *Only authenticated users can join meetings & from Web client
- *Require a password for meetings, recommended for security
- *Require a password for Personal Meeting ID (PMI)
- Embed password in meeting link for one-click join
- Upcoming meeting reminder

In Meeting (Basic)

- *Require Encryption for 3rd Party Endpoints
- *Chat on, Private Chat off > Prevent participants from saving chat
- Turn on Play sound when participants join or leave for host only
- File transfer- allows you to send files through the in-chat meeting
- Always show meeting control toolbar
- Show Zoom windows during screen share
- Screen sharing > all participants > Who can start sharing when someone else is sharing > Host only
- Annotate
- Whiteboard
- Nonverbal feedback
- Allow participants to rename themselves
- Show participant's profile picture

In Meeting (Advanced)

- *Give hosts option to report participants to Zoom
- Virtual Background
- Identify guest participants in the meeting/webinar > list visible to you
- Allow users to select original sound in their client settings
- Show a "Join from your browser" link

Email Notification

- When attendees join meeting before host
- When a meeting is cancelled

Other

- Blur snapshot on IOS task switcher

*** RECOMMENDED FOR SECURITY**

SCHEDULE MEETING | From account, Zoom App or your calendar

1. Start on Zoom.us account
2. My Account
3. On left-hand menu, choose Meetings
4. Choose Schedule a New Meeting
5. Fill in details
6. Copy the invitation
7. Invite attendees

Personalized 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.

Ready to meet? **(Paste you're Zoom Link here)** click “Allow” Zoom.us to open. When prompted, choose Internet Audio & we will be seeing eye to eye! See you soon!

>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.

Stay up to date with Zoom: <https://zoom.us/download>

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