Zoom Instructions

How to Join a Meeting:

1. Click the join link from your email invitation.
2. Download/Install the zoomusLauncher.zip file.
3. Open 'zoomusLauncher'.
4. Once the host has started the meeting, click 'Join Audio Conference by Computer'.
5. To share your webcam, select the video icon on the bottom left hand corner of the Zoom meeting window.
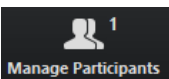

How to Configure Audio and Video:

1. From within the meeting, click the 'Join Audio' icon.
2. Select 'Join Audio Conference by Computer'.
3. If you still can't hear the room, click the '^' symbol next to the mic icon.
4. Click 'Audio Options'.
5. Click 'Test Computer Mic & Speakers'.
6. Choose the correct speaker and microphone source from the drop down menus.
7. If your webcam isn't working, click the '^' symbol next to the video icon.
8. Click 'Video Settings'.
9. Select the correct camera source from the drop down menu.
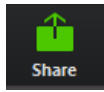
Meeting Controls:

1. Select ![Mute] to mute and unmute yourself.

2. Select ![Stop Video] to turn on/off your camera.

3. Select ![Invite] to invite others to the Zoom meeting through Email.

4. Select ![Manage Participants] to see/manage other participants.

5. Select ![Share] to share content with other participants.

6. Select ![Chat] to chat with other meeting participants.

7. Select ![Record] to start recording the meeting if you are the host.

How to Share Your Screen:
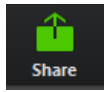
1. Select at the bottom of your meeting window.
2. Choose to show:
   a. Full Desktop
   b. A Specific Application (Chrome, Powerpoint, Excel, etc.)
   c. Whiteboard (Virtual Whiteboard)
3. Click the checkbox next to 'Share Computer Sound' to share audio with others.
4. Select 'Share Screen'.
5. Select 'Stop Share' at the top of the meeting window to stop sharing content.

How to Schedule a Meeting with Zoom Website:

1. Login to zoom.us.
2. Click 'My Meetings'.
3. Click 'Schedule a Meeting'.
4. Create a Topic Name.
5. Select 'Recurring meeting' if you'd like to setup a recurring meeting.
6. Select the Date, Time, and Duration of your meeting.
7. Select the meeting options you'd like to set (auto enable video, audio settings, set password, join before host, mute on entry, etc.).
8. Send invites through Google, Outlook, or Yahoo OR copy and paste to send an invitation manually.

How to Schedule a Meeting with Outlook:

1. Login to the Zoom application on your computer.
2. On the Outlook calendar, click 'New Meeting'.
3. Click the 'Add Zoom Meeting' button.
4. Verify the meeting settings and then click 'Continue'.
5. Zoom meeting details should then populate into the message body.
6. Change the 'Subject' of the email to change the name of the meeting topic.
7. Set the meeting start/end time.
8. Add desired recipients in the 'To:' field.
9. Click Send.
10. Your meeting should now be updated on your Zoom calendar and upcoming meetings list.

How to Assign Scheduling Privilege in Outlook:

1. Login on zoom.us.
2. Click 'My Meeting Settings'.
3. Scroll down to 'Schedule Privilege'.
4. Click 'Add' next to 'Assign scheduling privilege to'.
5. Enter the email address for the person you would like to assign scheduling privilege to.
6. Click 'Assign'.

1. Login at zoom.us.
2. Click 'Meeting Settings'.
3. Make sure 'Breakout room' is checked in the 'In Meeting (Advanced) section.
4. Next time you host a zoom meeting, a new icon will appear on the bottom right corner of the screen.
5. Assign number of rooms you'd like to create from the main meeting.
6. Click 'Automatically' to have zoom assign the individuals randomly, OR click 'Manually' to assign them yourself.
7. Click 'Create Breakout Rooms'.
8. Click 'Assign' next to the breakout room, check the participants are correct, then click 'Assign' again.
9. Repeat step 8 for all of the rooms you've created.
10. When you are ready, click 'Open All Rooms' and the participants will automatically be placed into their corresponding breakout room.
11. Participants can leave the breakout room at any time and will be placed back into the main meeting.
12. As the host, click 'Join' on any of the breakout rooms to join and provide assistance.
13. As the host, you can also chat with 'All Breakout Rooms' or rooms individually for updates/assistance.
14. To return participants to the main meeting, click 'Close All Rooms' and participants will have 60 seconds before automatically connecting back to the main meeting.
15. Open the breakout rooms menu again to recreate the same breakout rooms or to create new assignments.