Getting started with Zoom
Host: Create a Zoom account

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What is Zoom?

Zoom is an online video-conferencing platform that is used to host meetings from anywhere and on any device with up to 100 participants when using the Basic Personal Meeting account.

This simplified video conferencing has unparalleled usability, powerful meeting security, allows sharing documents during the meeting, free VoIP and phone dial-in audio options, sending chat messages, and recording the meeting if needed.

Software update

Zoom Client for Meetings:

By installing the latest Zoom updates when they are released, you will be protected from known vulnerabilities. It only takes a few seconds to download. If you are unsure if you have the latest version, you may manually download it by clicking this link: https://zoom.us/download. Then click the download button for **Zoom Client for Meetings** to download the web browser client version. Other options are available if you use other devices to host or join Zoom meetings.
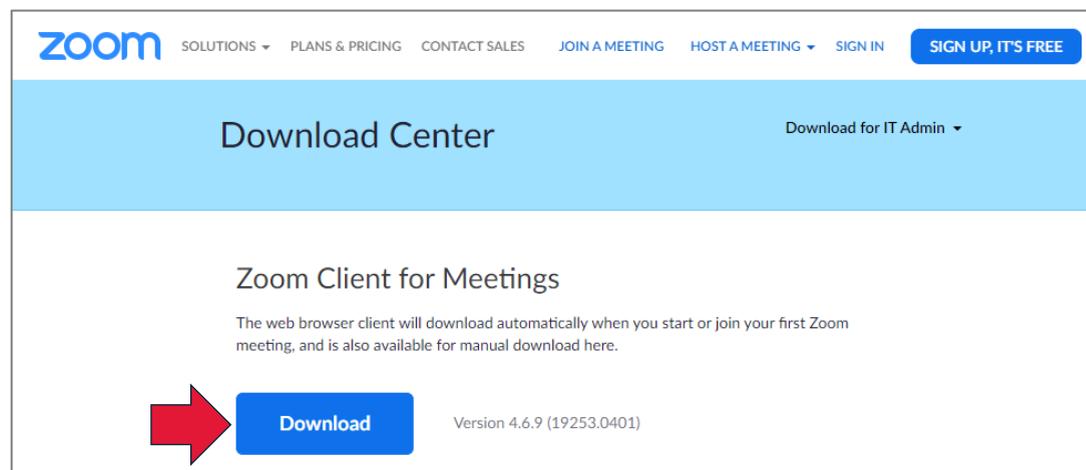
Your electronic device:

Regardless of the device you use (PC, Mac, Surface Pro, Laptop, Tablet, iPad) to connect to a Zoom meeting, be sure to check that all operating systems are fully up to date (Windows, iOS, Mac) otherwise it may prevent you from joining the meeting.

Create your Zoom account (free)

Zoom offers a full-featured Basic Personal Meeting account for free with unlimited meetings for as long as you like. This account has a 40 minutes time limit on meetings with three or more participants including the host. Click here to learn more about this account.

To sign up for your own free Zoom account, visit zoom.us/signup and enter your email address. You will receive a one-time confirmation email from Zoom (no-reply@zoom.us). If you don't see an email from Zoom, check your junk email folder. In this email, click **Activate Account** to setup a password and complete the process. Refer to Quick start guide for new users on Zoom to learn more about your free account.
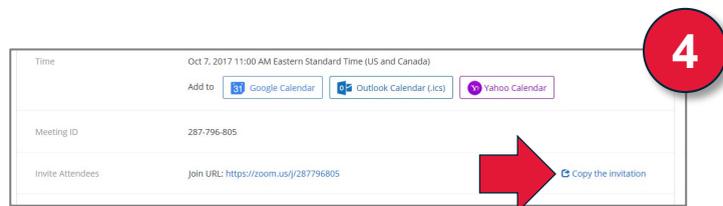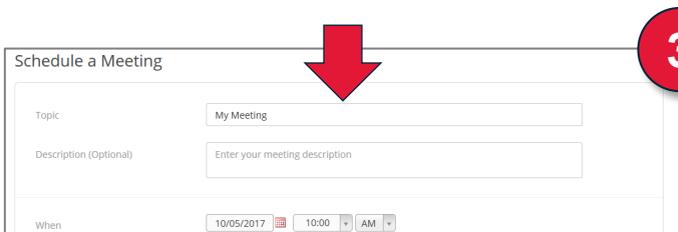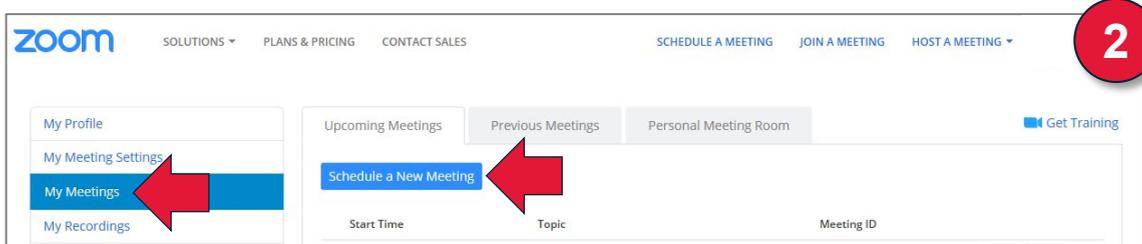
Option 1:

Schedule a meeting from the web portal

1. Go to zoom.us and click **Sign In** (top right corner).

2. From the **My Meetings** page, click **Schedule a New Meeting**.

3. On the **Schedule a Meeting** page, complete the following fields:

   - **Topic**: Enter the meeting name.

   - **When:** Select the date and time of the meeting.

   - **Duration:** Select the duration of the meeting.

   - **Time Zone:** Adjust if needed.

   - **Meeting ID:** A random unique meeting ID will be generated by default. The **Personal Meeting ID (PMI)** is assigned to you automatically as a permanent personal meeting room and is basically one continuous meeting. The PMI may be quite useful when you require more than 40 minutes for the meeting. Attendees will be able to use the same link to rejoin the meeting later.

   - **Video:** Select **On** for the host and the participant.

   - **Audio:** Select **Telephone and Computer Audio**. Zoom provides local dial-in numbers only therefore long-distance charges may apply.

   - **Meeting Options:** Select **Enable join before host** to provide a better experience to the participants. Keep the **Enable waiting room** selected for increased security.

4. Click **Save** and send the Zoom details to the attendees by clicking the **Copy the invitation** link to open a popup window and copy the details.

Option 2:

Schedule a meeting from the Desktop App

To install the Desktop Application, click this link and follow the instructions: https://zoom.us/support/download.

1. Access the Desktop Application by clicking the **Zoom icon** either on the desktop or the task menu.
2. From the Desktop Application:
   a) Click **Schedule** to open the **Schedule a new meeting** window.
   b) Complete these fields and click **Schedule** to save the meeting:
      • **Topic:** Enter the meeting name
      • **When:** Select the date, time and duration of the meeting
      • **Meeting ID:** A random unique meeting ID will be generated by default. The **Personal Meeting ID (PMI)** is assigned to you automatically as a permanent personal meeting room and is basically one continuous meeting. The PMI may be quite useful when you require more than 40 minutes for the meeting. Attendees will be able to use the same link to rejoin the meeting later.
      • **Video:** Select **On** for the host and the participants
      • **Audio Options:** Select **Telephone and Computer Audio**. Zoom provides local dial-in numbers only therefore long-distance charges may apply.
      • **Calendar:** Select the preferred electronic calendar **if** you use one.
      • **Advanced Options:** Click the chevron to select additional options such as **Enable join before host**, **Enable Waiting Room**, etc.
3. A calendar meeting invite will appear, and you may choose to send the meeting invite to the attendees **or** copy and paste the Zoom meeting instructions in an email to all attendees.
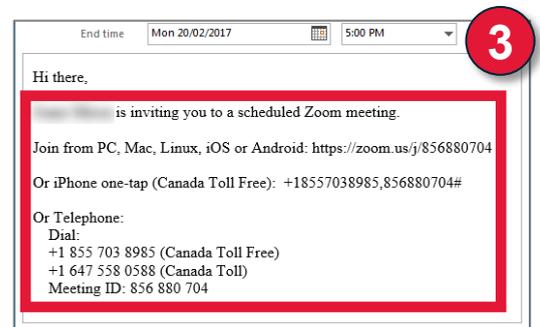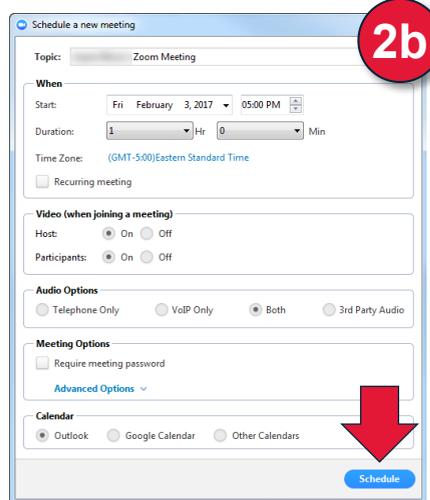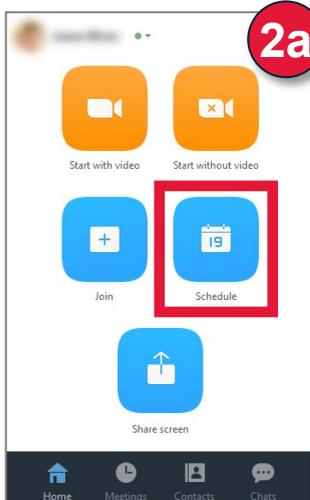
Best practices

Before the start of the meeting, we recommend you follow these best practices.

- Turn on your electronic device and prepare your audio (headset or microphone and speakers) and webcam tools

- Open documents relevant to the meeting

- Start the Zoom meeting 5 to 10 minutes before your meeting. Please note that participants may still be able to join before the host if the option is selected.

Option 1:

Start a meeting from the web

1. Go to www.zoom.us and sign in

2. From the **My Meetings** page, locate the meeting you wish to start and simply click the **Start** button at the far end to activate the meeting

3. Once in the Zoom meeting, you will be prompted to join the audio portion of the meeting. Select the option:

   - **Computer Audio:** Click the **Join Audio Conference by Computer** button. This is the preferred method however a microphone and speakers or a headset are needed for this option. Refer to **Testing computer audio** to learn more about this option.
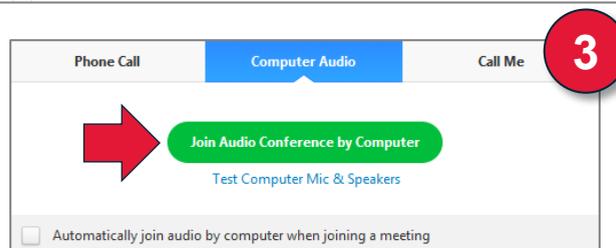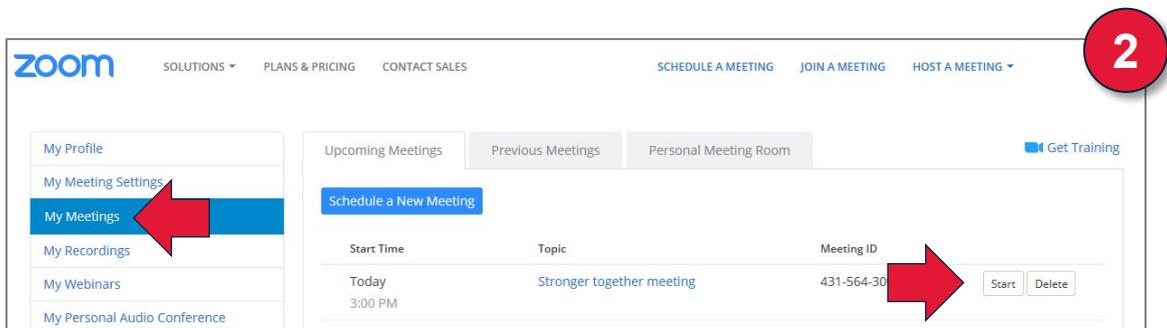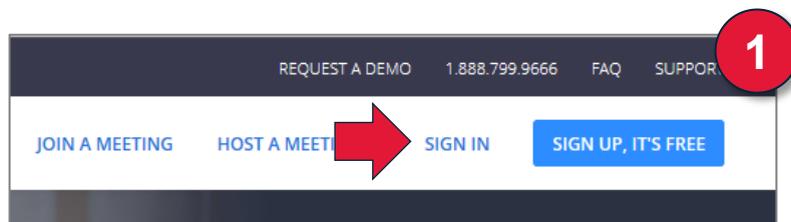
Option 2:

Start a meeting from the Desktop App

1. Access the Desktop Application by clicking the Zoom icon either on your desktop or your task menu.

2. From the Desktop Application, click **Start** to activate the meeting.

3. Once in the Zoom meeting, you will be prompted to join the audio portion of the meeting. Select the option:

   - **Computer Audio:** Click the **Join Audio Conference by Computer** button. This is the preferred method because the external microphone is being used for recording purposes and for the transcribers to hear the conversation. Refer to **Testing computer audio** to learn more about this option.
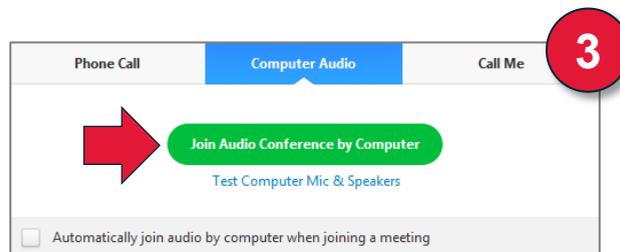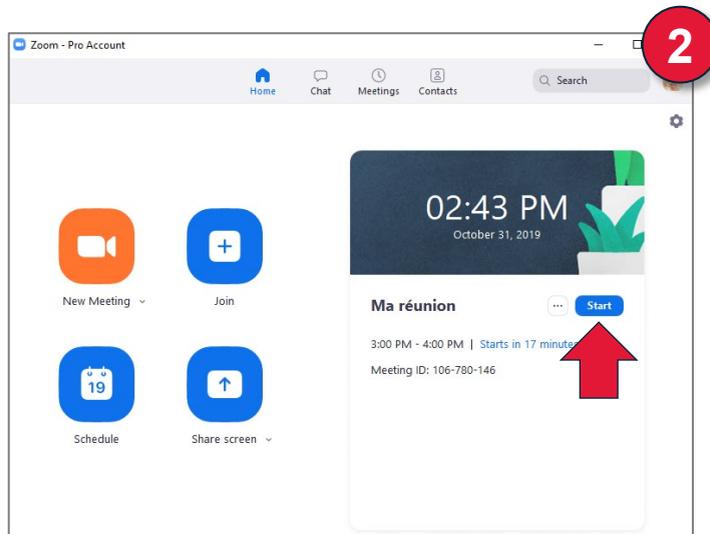
Testing computer audio and video

It is recommended to test your computer audio and video if you are a first-time Zoom user, using a new device, or simply want to be sure your audio and/or video are working properly. If the audio test is unsuccessful, you will have to connect to the audio with your telephone. If the video test is unsuccessful, you will be able to join the meeting however no one will be able to see you.

Basic steps to take before testing your audio or video on Zoom:

- Check if your computer or device is equipped with speakers, a microphone and webcam (internal or external) and that they are functional

- Turn your speakers on before the meeting

- Adjust the speaker's volume to a comfortable level

- Check that your headset with microphone is plugged in, or if they are cordless that the batteries don't need changing or recharging

After running the basic steps, you are now ready to test your audio and video in preparation for your Zoom meeting. You may test your audio and video either:

Before a Zoom meeting:

- Join a Zoom test meeting (http://zoom.us/test) to test your audio and video and familiarize yourself with meeting controls.

As you join a Zoom meeting:

- From the Computer Audio popup window when joining a meeting, click the **Test Computer Mic. & Speakers** link below the **Join Audio Conference by Computer** button and follow the steps on screen.

During a Zoom meeting:

- Access the audio settings by clicking the chevron next to Mute/Unmute icon and select **Test Speaker & Microphone** and then follow the steps.

- Access the video settings by clicking the chevron next to the Start/Stop Video icon and select **Video Settings**. Switch the camera setting or click the **trouble shooting** link at the bottom.

To learn more about these settings in Zoom, click the topics below to be redirected to a Zoom webpage.

- Joining a test meeting page (for audio and video)

- Testing computer or device audio

- Audio Echo In A Meeting

- How Do I Test My Video

- My Video/Camera Isn't Working

Meeting controls for the host

Hosts can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

1. **Change video display** layout to:

   - **Speaker View:** Display the video of the active speaker.
   - **Gallery View:** Display all attendees in a grid layout.

2. **Mute** and **Unmute** your audio or select Audio options if you are not connected to the conference call. If you chose the **Phone Call** option to connect to the audio, press ***6** on the keypad of your phone to mute and unmute your line if a mute button is unavailable on your phone.

3. **Stop** and **Start** the video portion of the meeting (your webcam).

4. **Security** icon allows you to enable or disable security settings such as **Lock Meeting, Enable Waiting Room, Allow participants to Share Screen, Chat, Rename Themselves, and Unmute Themselves**.

5. **Participants** icon opens a panel to view the list of attendees during the meeting. You may **Mute** or **Unmute** individual or all attendees, invite attendees to join the meeting, **Admit/Remove** participants if the Waiting Room is activated.

6. **Chat** lets you start a private chat with one person or a group chat with everyone in the meeting.

7. **Share Screen** lets you share your desktop or a specific application.

8. **End Meeting** lets you end the meeting for all attendees or leave the meeting after assigning a new host.

Features included with Zoom

Zoom offers different meeting plans including the free basic personal meeting option. You will find below a list of all the features included with it.

To learn more about the other meeting plans and their costs, refer to https://zoom.us/pricing for more options.

Zoom meeting features
Unlimited 1 to 1 meetings
Group meetings (3 or more participants but meeting limited to 40 minutes)
Unlimited number of meetings
Host up to 100 participants
Personal room
Security options (meeting password, waiting room, encrypted meetings, etc.)
Host controls (Participant's audio, video and screen sharing options)
Chat (private and group)
Raise hand feature
Record meeting (recorded files stored on local computer only)
Audio and video options
Join by phone (global *toll numbers only, may incur long distance charges)
Join by computer (VoiP - free)
Video (webcam)
Additional features
Desktop application
Chrome & Outlook plug-ins

Support

If you have questions, please visit **Zoom Help Center** to access their FAQs. quick start guides, video tutorials and support topics.

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