



Introduction to zoom.us

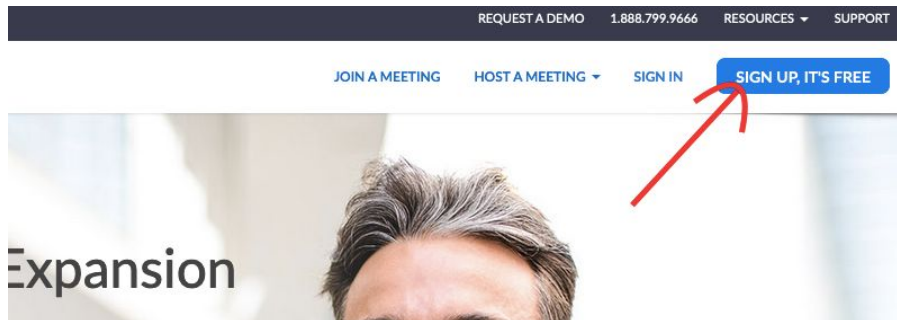
Zoom.us is a group conference software built around scheduling meetings with an audience..

This is obviously super useful in an educational environment, and though google works extremely well for this process, google does require all observers to have a google account.

Zoom.us allows for anyone to join a web conference including non-gmail users, such as parents. Simply join and host an event. You can schedule ahead of time. You can record meetings and freely share your screen.

Joining Zoom.us

Zoom has made it extremely easy for gmail users to join. Simply click “sign up, it’s free”:



Then click “sign in with google”:

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

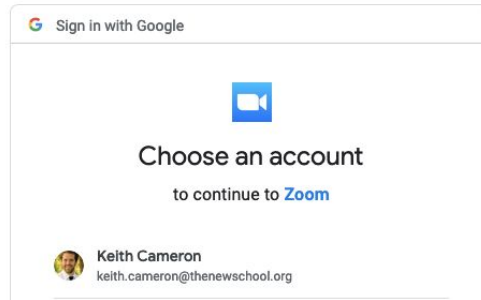
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

[Sign in with Google](#)

[Sign in with Facebook](#)

Already have an account? [Sign in.](#)



->

And just like that, you're in! Please note the banner along the top that zoom has removed the time limit for schools and that your time limit has been lifted.

You're in!

Using Zoom.us

Now that you're in, you simply schedule a new meeting with whatever settings you like. I put together a sample one here:

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting **Every 2 days, until Mar 27, 2020, 6 occurrence(s)**

Recurrence

Repeat every day

End date By After occurrences

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically on the local computer

Hit Save. From here you'll see a screen for adding it to your calendar and inviting others.

My Meetings > Manage "My super cool meeting" Start this Meeting

Topic: My super cool meeting

Description: Meetings for cool people

Time: Mar 17, 2020 10:00 AM Central Time (US and Canada)
Every 2 days, until Mar 27, 2020, 6 occurrence(s) [Show all occurrences](#)

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: 692-864-382

Meeting Password: × Require meeting password

Join URL: <https://zoom.us/j/692864382> Copy the invitation

Simply click "add to... google calendar" and pick your account (you'll have to navigate a bunch of security screens. Just click allow on each):

Sign in with Google

Choose an account to continue to Zoom

Keith Cameron
keith.cameron@thenewschool.org

->

Choose an account

Grant Zoom permission

View and edit events on all your calendars

Deny Allow

Sign in with Google

Confirm your choices

keith.cameron@thenewschool.org

You are allowing Zoom to:

- View and edit events on all your calendars

Make sure you trust Zoom

You may be sharing sensitive info with this site or app. Learn about how Zoom will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel Allow

And you should end with this.. A google calendar invite you can forward to guests, including parents and extended family who do not have a google account. Simply add guests and hit “save”.

The screenshot shows the Google Calendar event creation interface. At the top, there's a title "My super cool meeting" with a close button (X) on the left and "Save" and "More actions" buttons on the right. Below the title, the date and time are set to "Mar 17, 2020 10:00am to 11:00am" in "Central Time - Chicago". There's a "Pull down to show history" button above the title and an "All day" checkbox with a recurrence of "Every 2 days, until Mar 27, 2020".

The main content area is divided into two sections: "Event Details" and "Guests".

Event Details:

- Location: <https://zoom.us/j/692864382>
- Conferencing: "Add conferencing" dropdown
- Notification: "Notification" dropdown, "10" minutes, "minutes" dropdown, and a close button (X)
- Add notification: "Keith Cameron" dropdown, a blue dot, and a dropdown arrow
- Busy: "Busy" dropdown, "Default visibility" dropdown, and a help icon (?)

Guests:

- "Add guests" button
- Guest permissions:
 - Modify event
 - Invite others
 - See guest list

At the bottom, there's a rich text editor with a toolbar (link, bold, italic, underline, list, link, unlink) and a preview of the invitation email:

Keith Cameron is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/692864382>

Meeting ID: 692 864 382

One tap mobile
„692864382# US Toll

Dial by your location
US Toll

More to come...

We want to get this out to people quickly. We intend to follow up with further usage instructions on how to navigate the software once the meeting has begun and will provide more info in this document this week. This is a living document.

Thank you!

-IT