# Zoom Training Set Up and Scheduling Meetings

Go to https://zoom.us/

You will be creating a free account. Click on Sign up for Free.



## Sign up using your Outlook email. Click on Sign Up

ZOOM SOLUTIONS - PLANS & PRICING CONTACT SA		JOIN A MEETING	HOST A MEETING 🗸	SIGN IN	SIGN UP, IT'S FREE
	Sign Up Free				
	rk email address				
	vrotected by reCAPTCHA and the Privacy Policy and Terms apply. Sign Up				
	ning up, I agree to the Privacy Policy and Terms of Ser	vice.			
	Sign in with Google				
	Sign in with Facebook				
	Already have an account? Sign in.				



# Go to your work email and click on Activate Account

Welcome to Zoom!	
To activate your acco	unt please click the button below to verify your email address:
	Activate Account
Or paste this link into	your browser:
https://us04web.zoo	om.us/activate?code=mG6Uf6vGj-AyInDd67Ginoi-dY_8VHw1zvk8KaK3
vCk.BQgAAAFxEbj	_dwAnjQAVYnNob2dyZW43NjhAZ21haWwuY29tAQBkAAAWcU1aY3F
Questions? Please vi	sit our <b>Support Center</b> .
Happy Zooming!	

### Set up your account. Use a unique password for your use only. Click on Continue



# You can Skip This Step

zoom	SOLUTIONS - PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
		Invite Your Colleagues Invite your colleagues to create their own free Zoom account today! Why invite?
		name@domain.com
		name@domain.com
		name@domain.com
		I'm not a robot
	and a	Invite Skip this step

### Your account is set up. Click on Go to My Account



Keep the information in your profile confidential. Click on SCHEDULE A MEETING. This is available on all screens so you do not have to be in your profile to schedule a meeting.

		REQUEST A DEMO 1.8887.799.9666 RESOURC	es 🗸 Sup	PPORT
ZOOM SOLUTIONS - PLANS & PRICE	NG CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A M	EETING 🗸	
Important Notice: Due to increased demand, dial-in by If you require dial-in by phone audio conferencing, plea	phone audio conferencing capabilit se see our other <u>package options</u> .	ties may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio cap	abilities.	×
PERSONAL Profile Meetings Webinars Recordings	Change		Edit	
Settings	Personal Meeting ID	Keep this information confidential.	Edit	
Soom Management     Room Management	Sign-In Email	Linked accounts:	Edit	
Account Management     Advanced	User Type	Basic 🛛 Upgrade	⑦ Hel	Ip I
	Capacity	Meeting 100 O		

#### To schedule a meeting, you will need to fill in the information on this page.

1 – Make the Topic unique to what the meeting is about. This is what will show up on your Outlook calendar.

2 – Pick your date and time. The default time is one hour, you will not be meeting that long, but there is no need to change it.

3 – If this a recurring meeting you can set it up here, follow the directions.

4 – Make sure this is not checked, unless you really like security, might not be a bad idea.

5 – Make sure these are checked for both the host and participant.

6 - Enable Waiting Room. This is more secure rather than letting anyone join before you, and you will be notified in the Zoom Meeting Toolbar that you

have to admit each of the participants.

#### Make sure you SAVE it.

ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	
Profile	My Meetings > Schedule a Meeting	
Meetings	Schedule a Meeting	
Webinars	Торіс	Reading Time
Recordings	Description (Optional)	Enter your meeting description
Settings		
ADARN	Million	
> User Management	VVDen	2 04/01/2020 C 10:00 · AM ·
Room Management	Duration	0 v min
Account Management		Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
> Advanced		Upgrade now to enjoy unlimited group meetings.Upgrade Now Do not show this message again
	Time Zone	(GMT-5:00) Central Time (US and Canada)
Attend Live Training		3 Recurring meeting
Knowledge Base		
- And the design of the second	Meeting ID	Generate Automatically     O Personal Meeting ID 827-858-9920
	Meeting Password	4 🗉 Require meeting password
	Video	Host ⊛ on ⊕ off
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		Dal from Edit
	Meeting Options	Enable join before host
	6	Mute participants upon entry
		Enable waiting room
		The control of the second se
		econo one meeting automoticany on the local computer
		Save Cancel

Once your meeting is saved you have the option to add it to your Outlook Calendar and invite others. Click on Outlook Calendar and it will download it to the lower left corner of your computer.

NS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING HOST A MEETING -
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Time	Apr 1, 2020 10:00 AM Central Time (US and Canada) Add to Google Calendar	a) Yahoo Calendar	
Meeting ID	374-860-262		
Meeting Password	$\times$ Require meeting password		
Join URL:	https://us04web.zoom.us/j/37486		Copy the invitation
Video	Host On		
	Participant On		
Audio	Telephone and Computer Audio		
	Dial from		
Meeting Options	imes Enable join before host		(?) Help
	× Mute participants upon entry 🕼		

Click on the download and your Outlook calendar will pop up.



Confirm the date and time are correct and then you can invite others. Click on the person icon to invite attendees.

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E Save & Close	Start time	Wed 4/1/2020	10:00 AM 👻	🗌 All day 🗌 🌘	Dime zones					
	End time	Wed 4/1/2020	10:30 AM 👻	🕀 Make Recurrin	g					
	Location	https://us04web.zoom.us/j/3	7486							
	is inviting yo	u to a scheduled Zoom me	eting.							<b></b>
Join Zoom M	leeting	107.005								
https://us04	web.zoom.us/j	/3/486								
weeting iD:	374 800									

Type in the emails of everyone you want to attend. There is not an option to BCC email addresses. Then click on the Send button.

File Meeting Scheduling Assistant Insert Format Text Review Help Q Tell me what you want to do	
i i → v S Skype Meeting i Teams Meeting v i I minutes v A 10 minutes v A I minutes v	Templates
() You haven't sent this meeting invitation yet.	Room Fin 👻 🛛 🗡
Title	▲ April 2020 ► ^
	Su Mo Tu We Th Fr Sa
Send Required	29 30 31 1 2 3 4 5 6 7 8 9 10 11
	12 13 14 15 16 17 18
Optional	26 27 28 29 30 1 2
Start time Wed 4(1/2020 🛱 10:00 AM 👻 🗆 All day. 🗆 @ Time zones	3 4 5 6 7 8 9
	Good Fair Poor
End time Wed 4/1/2020 📅 10:30 AM 👻 🕂 Make Recurring	Choose an available room:
Location https://us04web.zoom.us/j/37486	None
is inviting you to a scheduled Zoom meeting.	
Join Zoom Meeting	
https://us04web.zoom.us/i/3748	Suggested times:
	8:00 AM - 8:30 AM
Meeting ID: 3/4 860	No conflicts
	8:30 AM - 9:00 AM

To find your scheduled meetings, click on the Meetings button on the left, and your scheduled meetings will be listed there. When you are ready to start a meeting, click on the button.

ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES			SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING -
	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Meeting Templates		Get Training
Meetings	Schedule a New Meeting					Recently Deleted
Recordings	Start Time 💠	Topic 🗢		Meeting ID		
Account Profile	Today 12:00 PM			458-390-		Start I elete
Reports						
Attend Live Training						
Video Tutorials	Save time by scheduli	ng your meetings directly fro	om your calendar.			
Knowledge Base	Microsoft Ou Download	tlook Plugin	Chrome Extension Download			

During the meeting you have the option to share your screen, or an image from your desktop. You need to make sure the image is already open on your desktop before you start the meeting. At the bottom of your video screen, if you hover over it a tool bar will show up. Click on Share Screen

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y ∧ Dt ∧ Mute Stop Video Inv	/ite Manage Participants	↑ ∧ 💭 Share Screen Chat	Record Breakout Rooms	eactions	End Meeting

A window will open up with what you have open on your desktop. Click on the icon you want to share and click Share.

	Select a window or an application that yo	u want to share		E ] Enter Full Screen bbccDd ×	AaBbCcDd ntense E =	Sha Fin Rej Sel
		Basic	Advanced		15 E	Editi
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_	Provide a state of the state of					
Stop Video	Share computer sound Optimiz	e Screen Sharing for Video Clip		Share		
		•		•	J	

Your image will now be shown on all screens, and your image along with other participants will be shown on the side. When you are ready to stop sharing, just click on Stop Share it the regular zoom meeting screen will be back.



If you want to record the meeting, it is very similar, hover over the bottom of the zoom screen and click on the Record icon at the start of the meeting. Click on Save on the Computer.



Make sure you let all participants know you will be recording. When you are done recording, hover over the bottom of the screen and click on Stop Recording.



When you are done with your meeting click on End Meeting.



When you end the meeting your recording will automatically start converting to save it.



When saving, make sure you know where the recording is saving to. Then click on the OK to save it.

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	Browse For Folder	×		
	wwd. Updated Q Drive Vacancies Willimar Info 2020-03-26 09:36:53 Text Downloads	2 7 8 9 9 9 9 9 9 9 9 9		
If nothin	Make New Folder	Cancel	n Zoom.	