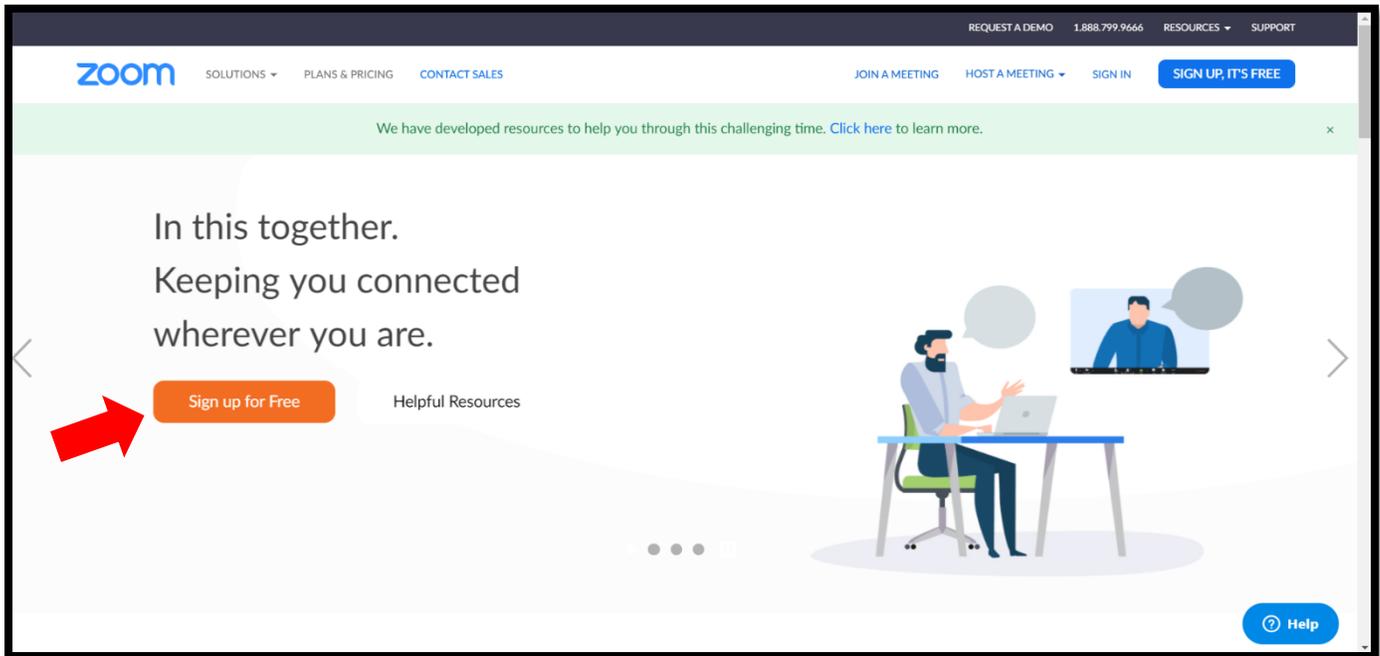


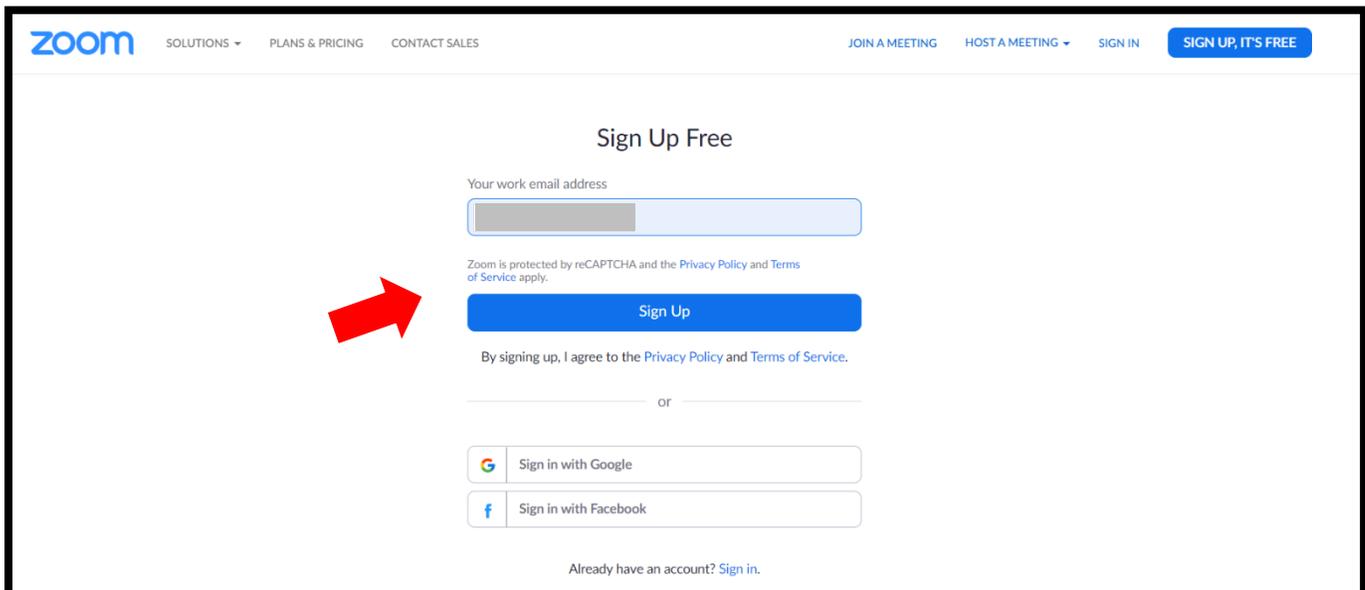
# Zoom Training Set Up and Scheduling Meetings

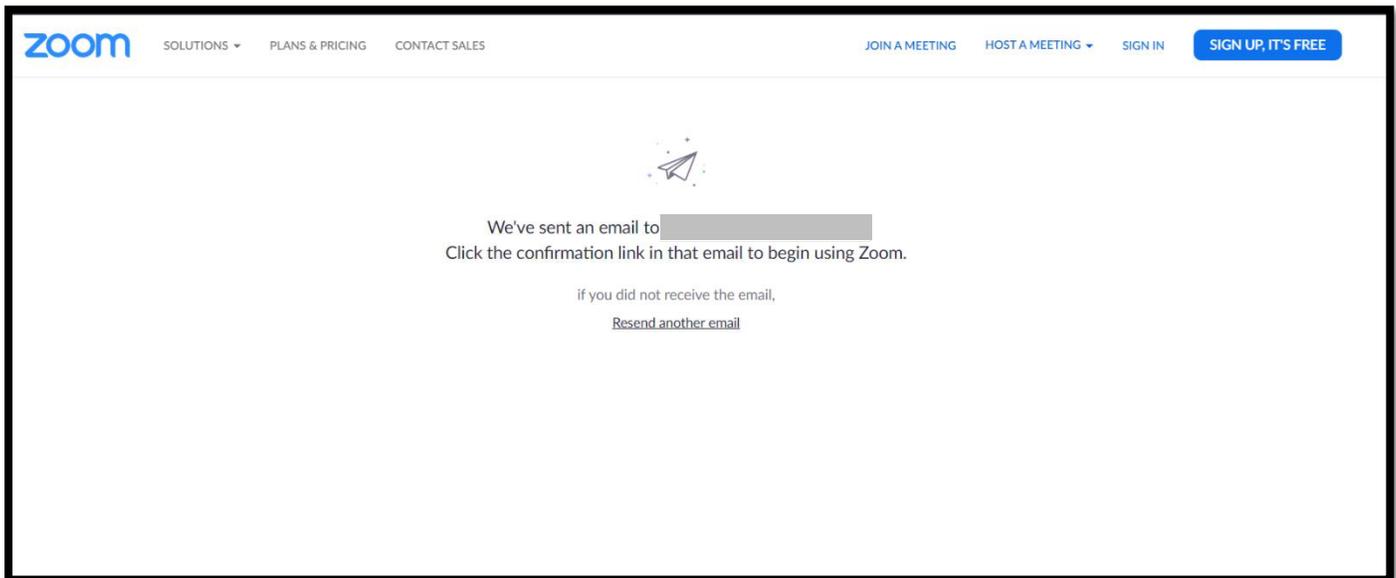
Go to <https://zoom.us/>

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

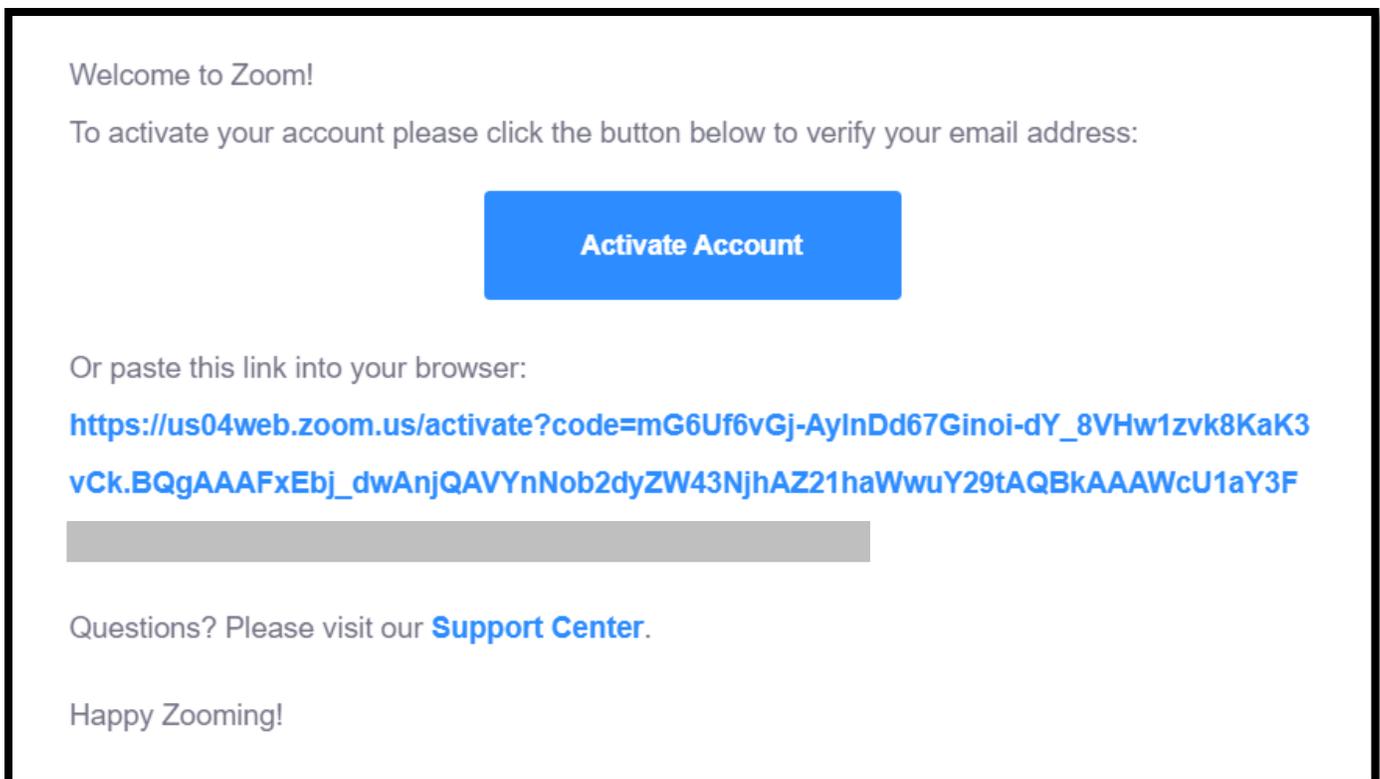


Sign up using your Outlook email. Click **on Sign Up**

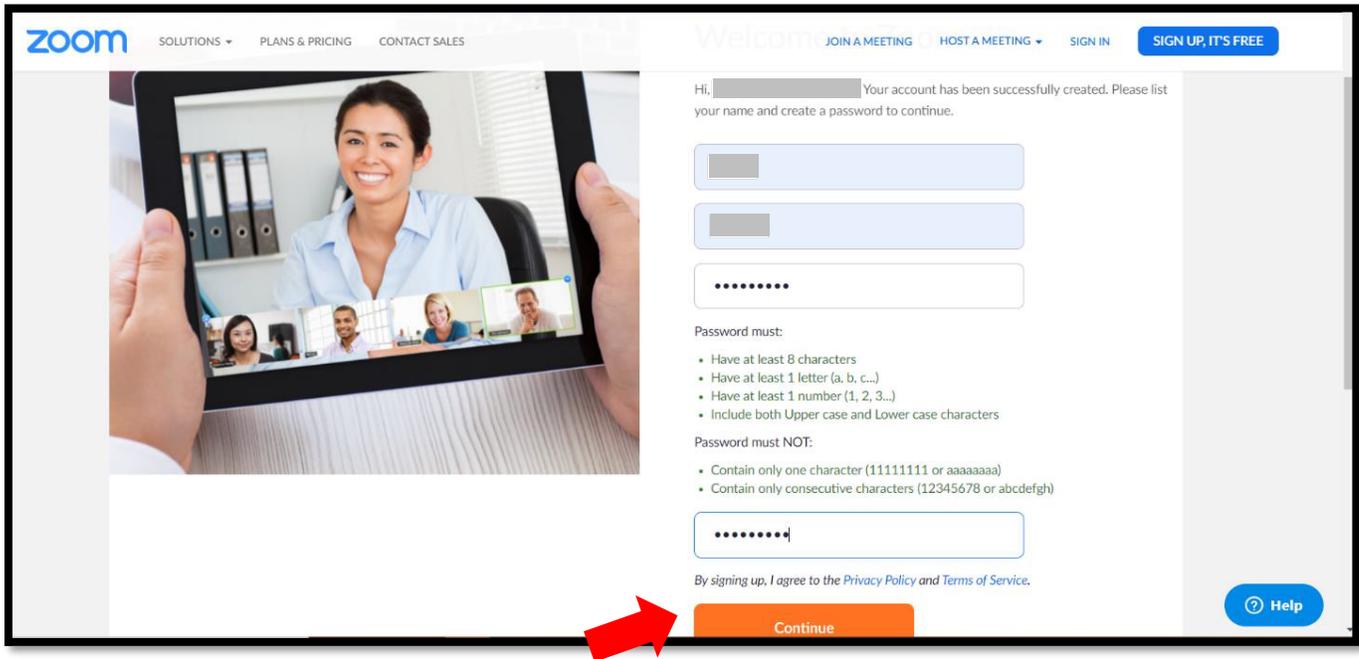




Go to your work email and click on **Activate Account**

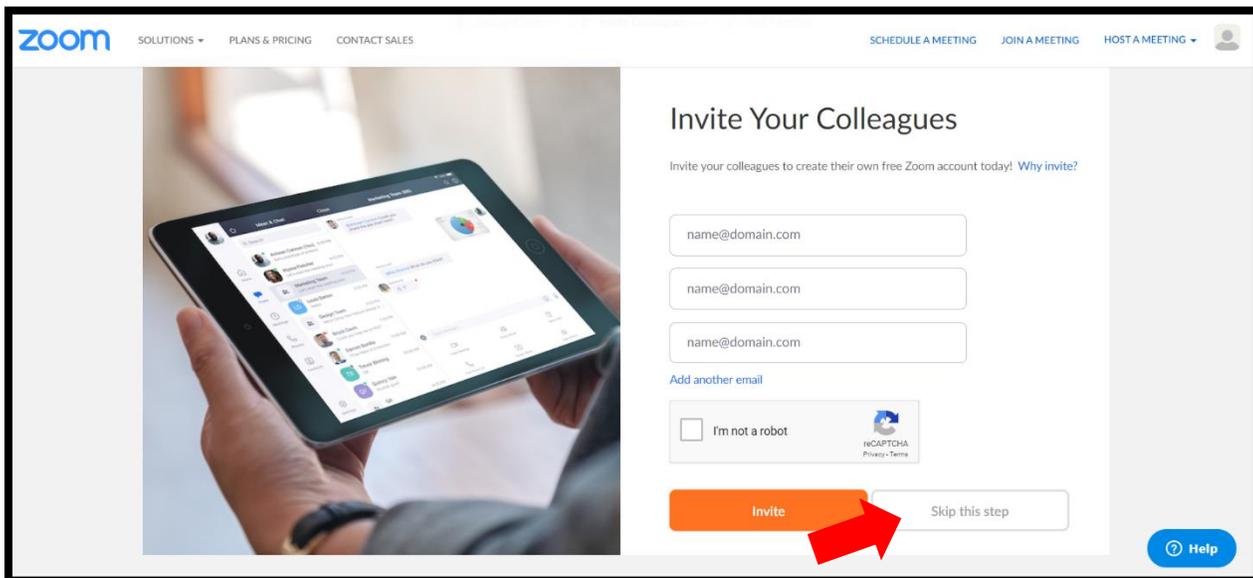


Set up your account. Use a unique password for your use only. **Click on Continue**



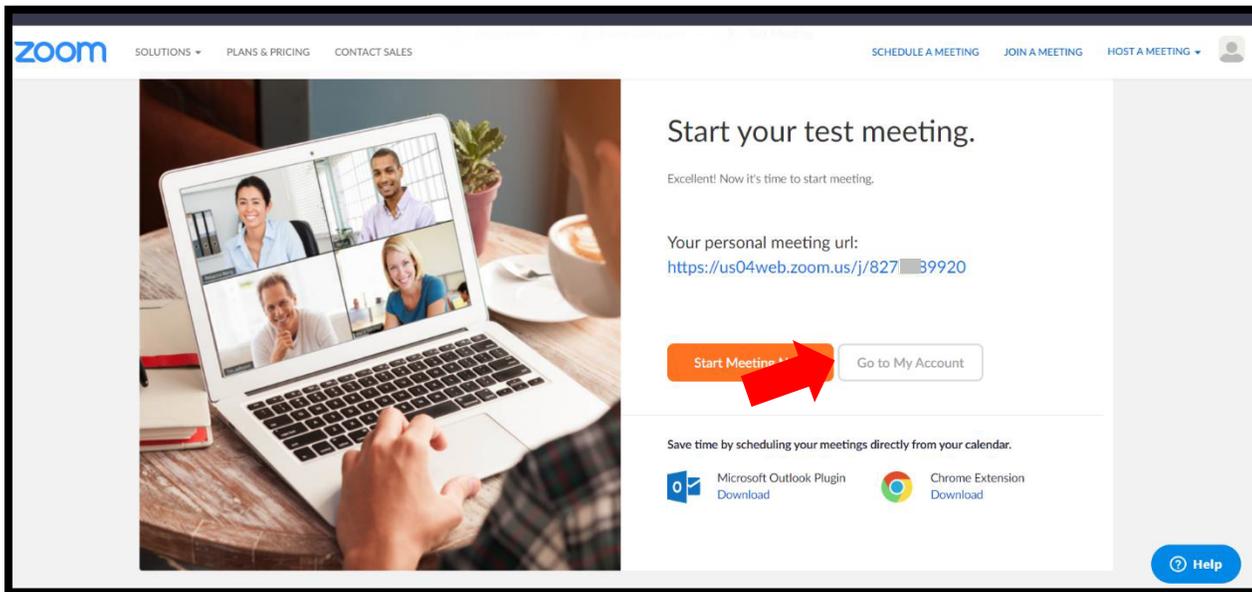
The image shows the Zoom account creation page. On the left, there is a large image of a tablet displaying a Zoom meeting with a woman in the foreground and several other participants in a grid below. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a blue button that says 'SIGN UP, IT'S FREE'. The main content area has a heading 'Welcome' and a message: 'Hi, [redacted] Your account has been successfully created. Please list your name and create a password to continue.' Below this are three input fields: a name field, an email field, and a password field. The password field is followed by a list of requirements: 'Password must:' followed by four bullet points: 'Have at least 8 characters', 'Have at least 1 letter (a, b, c...)', 'Have at least 1 number (1, 2, 3...)', and 'Include both Upper case and Lower case characters'. Below that is a 'Password must NOT:' section with two bullet points: 'Contain only one character (11111111 or aaaaaaa)' and 'Contain only consecutive characters (12345678 or abcdefgh)'. There is another password input field with a red arrow pointing to it. At the bottom, there is a checkbox for 'By signing up, I agree to the Privacy Policy and Terms of Service.' and an orange 'Continue' button with a red arrow pointing to it. A blue 'Help' button is in the bottom right corner.

You can **Skip This Step**

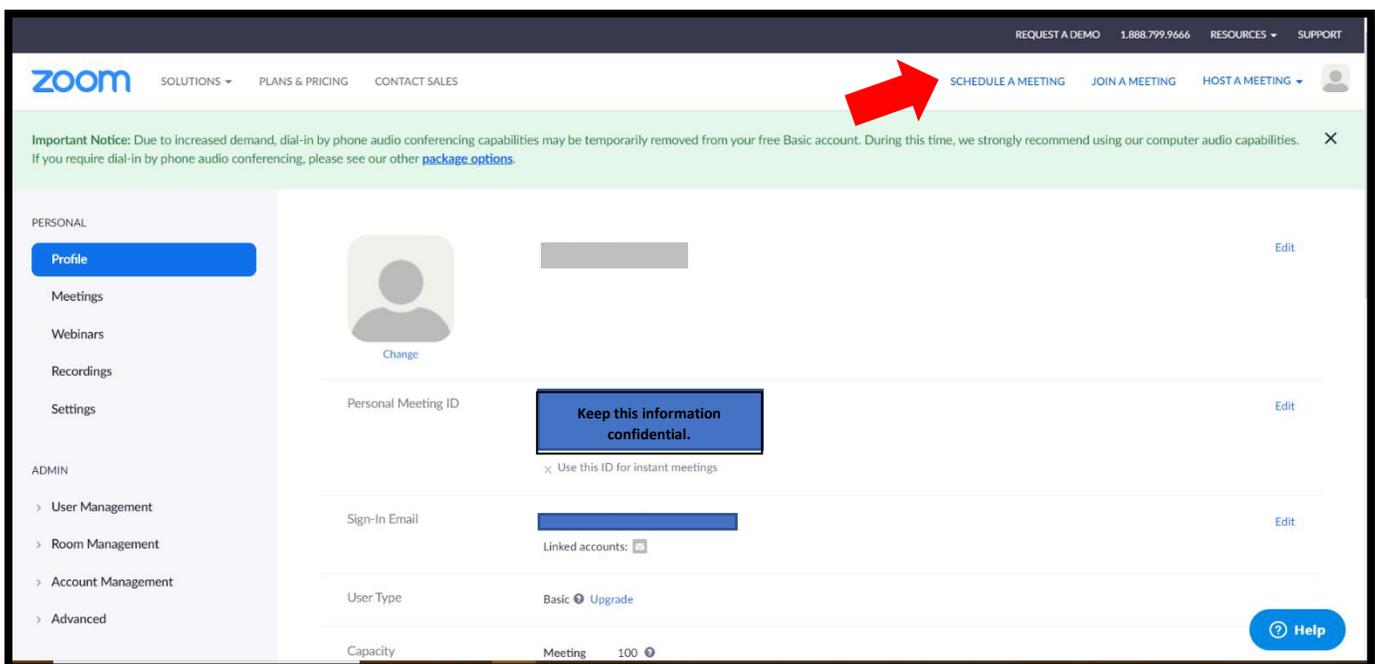


The image shows the Zoom 'Invite Your Colleagues' page. On the left, there is a large image of a hand holding a tablet displaying a Zoom meeting interface. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area has a heading 'Invite Your Colleagues' and a sub-heading 'Invite your colleagues to create their own free Zoom account today! Why invite?'. Below this are three input fields for email addresses, each containing 'name@domain.com'. There is a link 'Add another email' below the third field. Below the email fields is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo. At the bottom, there are two buttons: an orange 'Invite' button with a red arrow pointing to it, and a white 'Skip this step' button. A blue 'Help' button is in the bottom right corner.

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.



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.

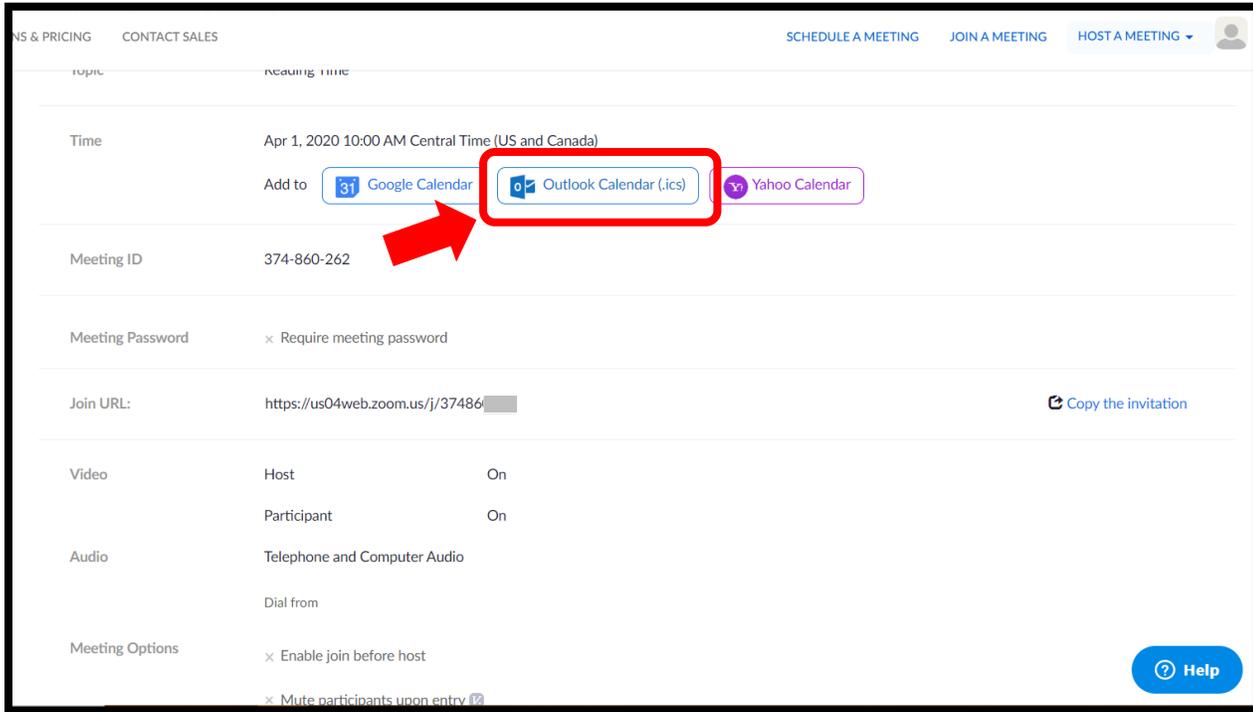
Make sure you SAVE it.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, ADMIN (User Management, Room Management, Account Management, Advanced), Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Schedule a Meeting' and includes the following sections:

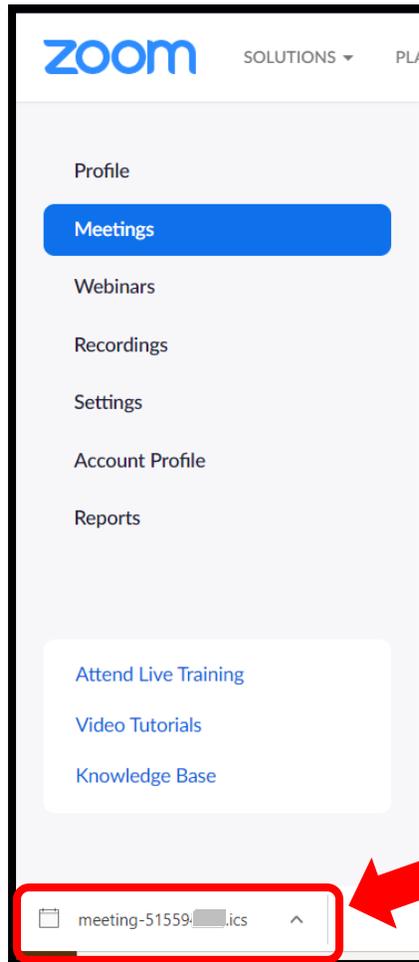
- Topic:** A text input field containing 'Reading Time', marked with a yellow '1'.
- Description (Optional):** A text area for entering a meeting description.
- When:** A date and time selector showing '04/01/2020' at '10:00 AM', marked with a yellow '2'.
- Duration:** A selector showing '0 hr 30 min'.
- Time Zone:** A dropdown menu set to '(GMT-5:00) Central Time (US and Canada)', marked with a yellow '3'.
- Recurring meeting:** A checkbox that is unchecked.
- Meeting ID:** Radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 827-858-9920'.
- Meeting Password:** A checkbox for 'Require meeting password', marked with a yellow '4'.
- Video:** Radio buttons for 'Host' and 'Participant', both set to 'on', marked with a yellow '5'.
- Audio:** Radio buttons for 'Telephone', 'Computer Audio', and 'Both' (selected). Below are 'Dial from' and 'Edit' links.
- Meeting Options:** A list of checkboxes: 'Enable join before host', 'Mute participants upon entry' (checked), 'Enable waiting room', and 'Record the meeting automatically on the local computer'. The 'Enable waiting room' checkbox is marked with a yellow '6'.

At the bottom right, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

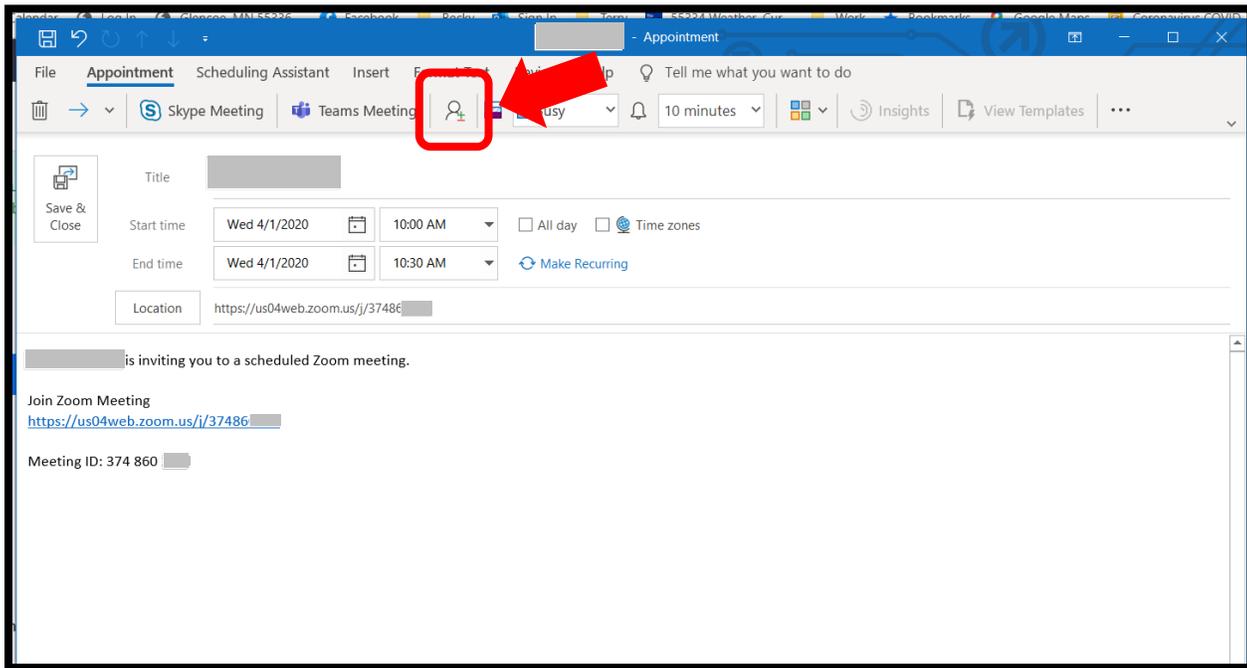
Once your meeting is saved you have the option to add it to your Outlook Calendar and invite others. Click on Outlook Calendar and it will download it to the lower left corner of your computer.



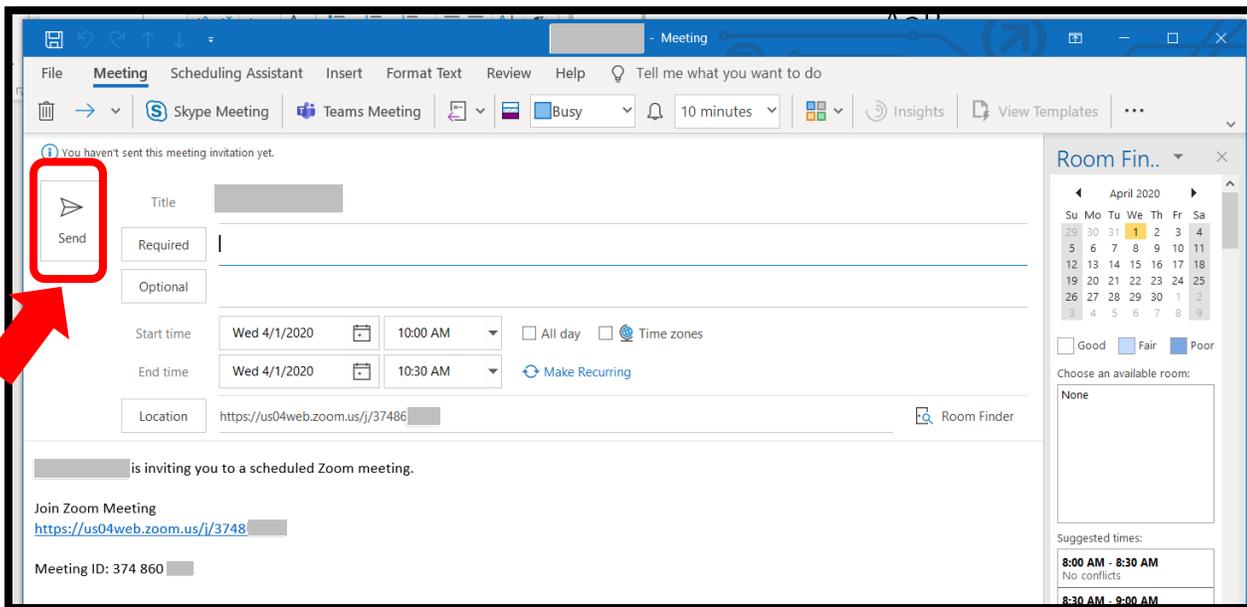
Click on the download and your Outlook calendar will pop up.



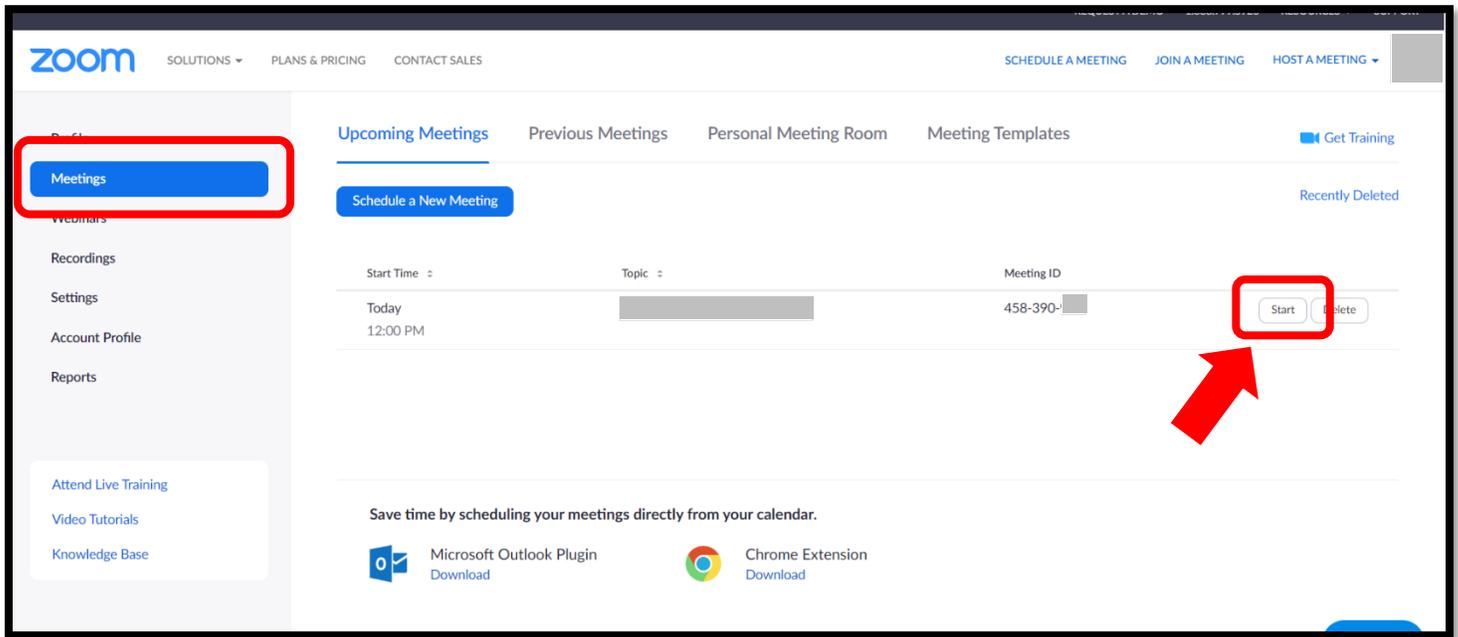
Confirm the date and time are correct and then you can invite others. Click on the **person icon** to invite attendees.



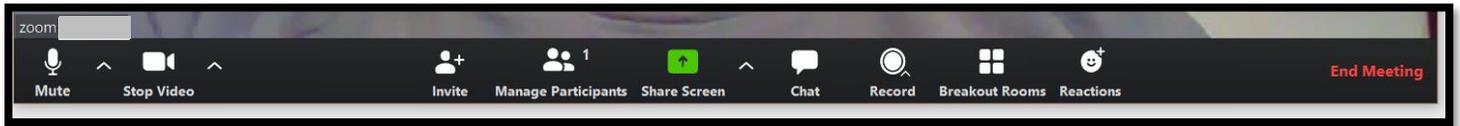
Type in the emails of everyone you want to attend. There is not an option to BCC email addresses. Then click on the Send button.



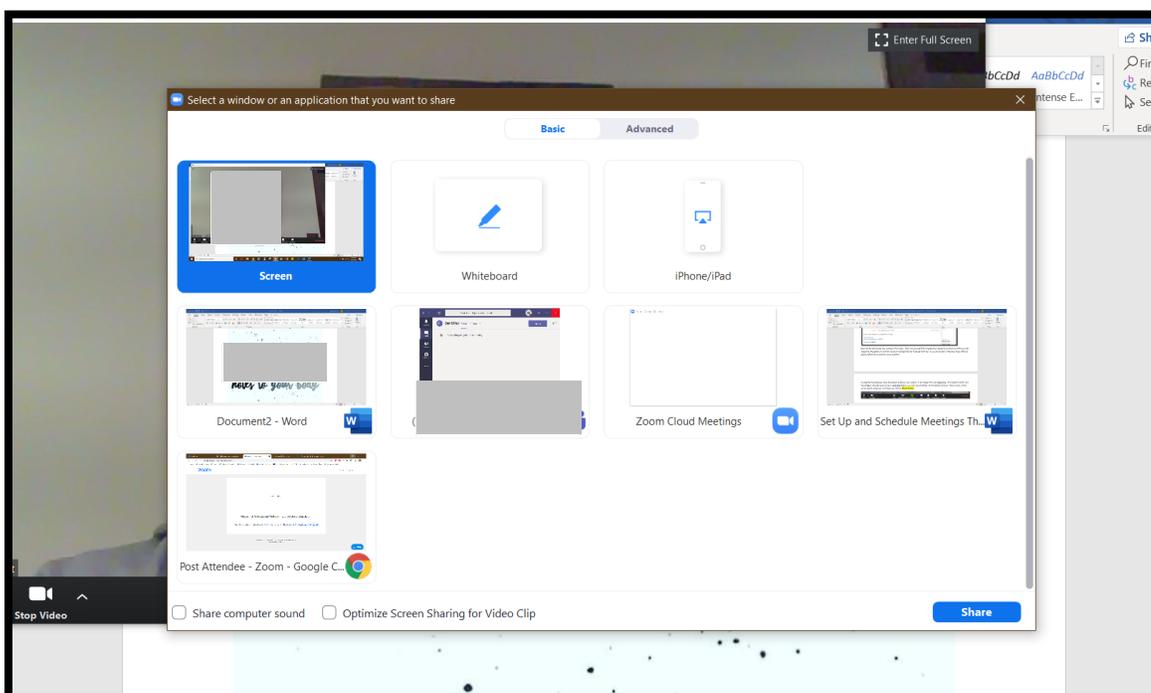
To find your scheduled meetings, click on the Meetings button on the left, and your scheduled meetings will be listed there. When you are ready to start a meeting, click on the button.



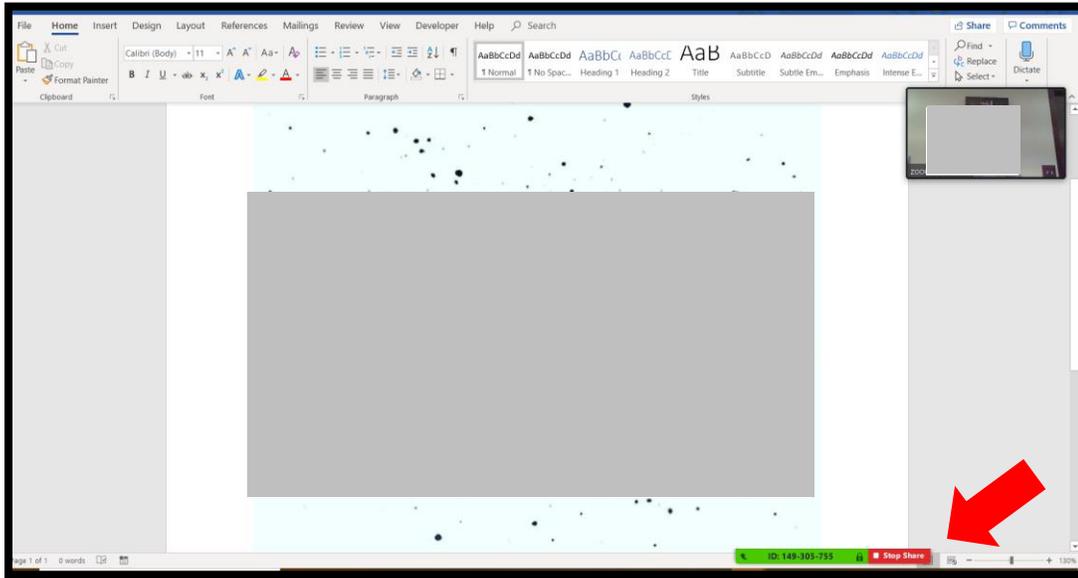
During the meeting you have the option to share your screen, or an image from your desktop. You need to make sure the image is already open on your desktop before you start the meeting. At the bottom of your video screen, if you hover over it a tool bar will show up. Click on **Share Screen**



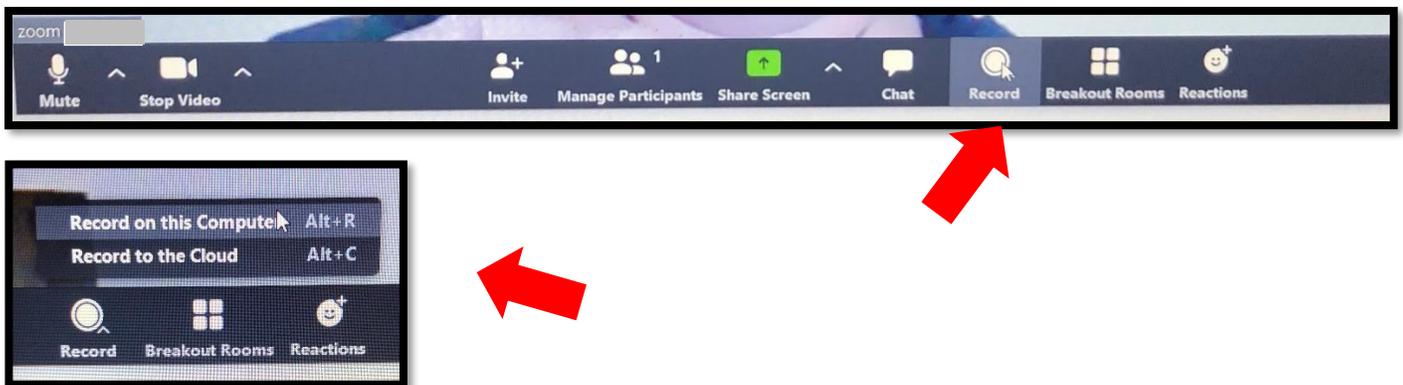
A window will open up with what you have open on your desktop. Click on the icon you want to share and click **Share**.



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.



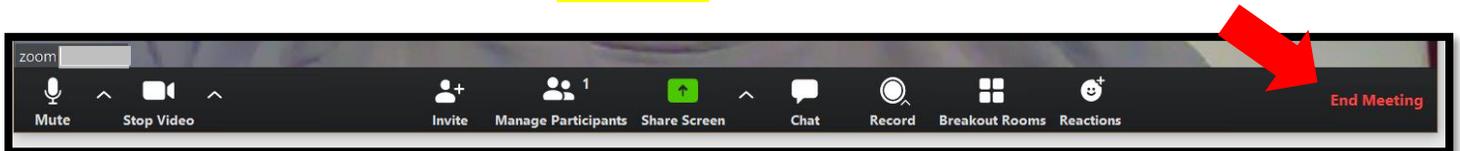
If you want to record the meeting, it is very similar, hover over the bottom of the zoom screen and click on the **Record** icon at the start of the meeting. Click on **Save on the Computer**.



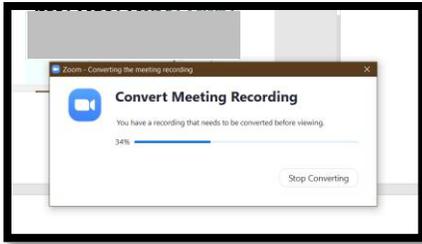
Make sure you let all participants know you will be recording. When you are done recording, hover over the bottom of the screen and click on **Stop Recording**.



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.

