Zoom Quick Start Guide

How do I get it?

In order to get started with Zoom, you will need to first download the application. The following link will take you to the download page. Simply download the application and install it onto your device.

https://zoom.us/download

For now, you will want to download the *"Zoom Client for Meetings"*

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

https://zoom.us/client/latest/ZoomInstaller.exe

Once you have downloaded and installed the application, you are ready for the next step.

How do I sign in?

Desktop Application Sign In

1. Go to the Zoom icon and open the application.

2. Click Sign In.

3. On your initial setup, you will want to sign in via the SSO option. This will establish your Basic account that will be available from both the application as well as in your canvas courses.

4. Enter the Domain: uah-uasystem.zoom.us

5. Once your Basic account has been established, you can put in a ticket with the OIT helpdesk to have your account upgraded to Pro. This will give you unlimited time during your meetings and up to 300 participants. Basic accounts are limited to 40 mins per session with 100 participants.
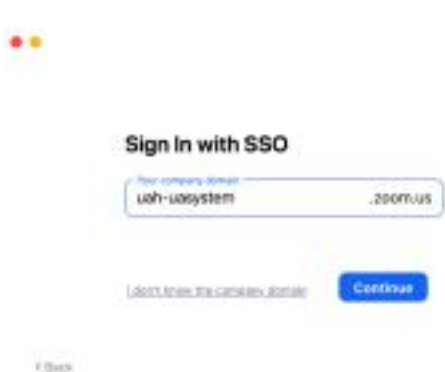
Desktop Application Home Screen

1. Click New Meeting to start a video meeting.

2. Click Join to join a meeting that has already started.

3. Click Schedule to set up a future meeting.

4. Click Share Screen to start a meeting sharing your desktop"or"application".
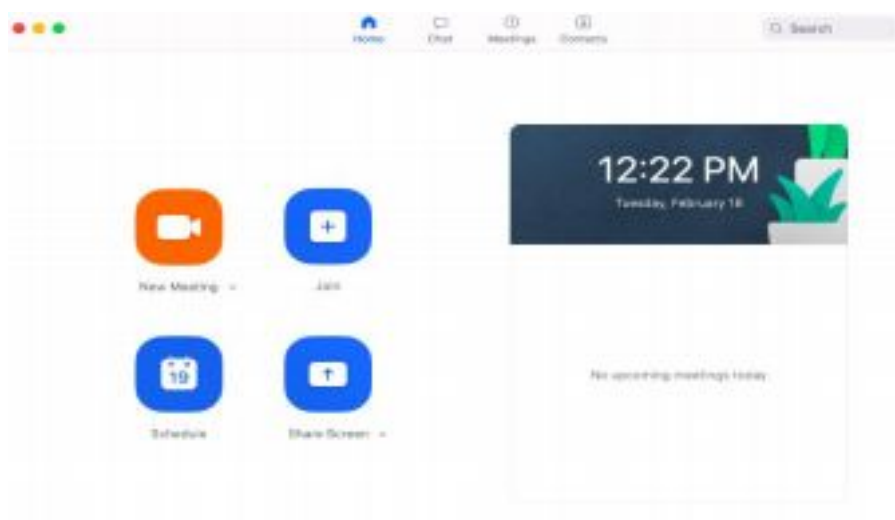
Home Screen: Join

1. Select *Join A Meeting from the home screen*.

Note: You can join a meeting with or without signing in by simply opening the app and clicking on Join a Meeting.

2. Enter the Meeting ID number and input your name. Also select if you would like to connect audio and/or video and select *Join*.

- Each meeting has a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting

Join Meeting

Meeting ID or Personal Link Name

Your Name

☐ Don't connect to audio

☐ Turn off my video

Cancel   Join

Home Screen: Schedule

Open your zoom application and log in to Zoom, then click-on the "Schedule" icon Scheduling

Once you have opened the Zoom Scheduler, You can then start to set-up your future zoom meeting. See below for details.

Note: All scheduled meetings can be started by the host at any time. Regardless of the date and time settings.

- **Topic:** Choose a topic/name for your meeting.
- **Date & Time:** Select a date, and time of your meeting.
- **Recurring meeting:** Choose if you would like a recurring meeting (*i.e. the meeting ID will be persistent for the recurring meetings*).
- **Time Zone:** By default, zoom will use your computer's time zone setting. To change the time zone, click on the highlighted link.
- **Meeting ID:** You can choose to generate the meeting ID randomly or use your personal ID
- **Security:** Enable a passcode and/or waiting room if you need enhanced security for your meeting
- **Video (when joining meeting):** default video to on or off for host and/or participants
- **Audio Options:** choose whether to allow users to call in via Telephone, VOIP, or both.
- **Calendar:** Add to any selected calendar and send out invites to participants.
- **Advanced Options:** Choose from the advanced options available.
- **Save:** Click here to finish and open up whichever calendar you have selected.

Schedule Meeting

Topic
[   ]

Date & Time
[12/18/2020 ▾] [12:30 PM ▾] to [1:00 PM ▾] [12/18/2020 ▾]
☐ Recurring meeting   Time Zone: Central Time (US and Canada) ▾

Meeting ID
◉ Generate Automatically   ○ Personal Meeting ID 256 824 2520

Security
☐ Passcode ⑦
　Only users who have the invite link or passcode can join the meeting
☐ Waiting Room
　Only users admitted by the host can join the meeting

Video
Host ○ On ◉ Off   Participants ○ On ◉ Off

Audio
○ Telephone ○ Computer audio ◉ Telephone and computer audio
Dial in from United States Edit

Calendar
◉ iCal   ○ Google Calendar   ○ Other Calendars

Advanced Options ⌃
☐ Allow participants to join anytime
☐ Mute participants upon entry
☐ Only authenticated users can join
☐ Automatically record meeting in the cloud
Alternative Hosts:
[john@company.com   ]

[Cancel] [**Save**]

Home Screen: Upcoming Meetings

When you click the Meetings icon, you can:
1. View Upcoming or meetings you have Recorded.
2. View your Personal Meeting ID (PMI).

3. Select whether you always want to use your Personal Meeting Identi-fier (PMI) for instant meetings on the current computer.
4. For Recurring Meetings, you can:
    a. Start the meeting
    b. Edit the meeting settings
    c. Schedule the meeting in Outlook or Google Calendar, or, copy the meeting invitation to send via email or message.
5. For Scheduled Meetings, you can:
    a. Start the meeting
    b. Edit the meeting settings
    c. Delete the meeting
    d. Copy the meeting invitation