

Zoom Meetings

Zoom offers a free service that allows users to schedule meetings for people that cannot be in a room together.

To host Zoom meetings you will need to set up an account and get acquainted with the systems features. This should not take too long. I would schedule a half hour to get things up and running.

Signing up for Zoom:

- 1) Go to: Zoom.us
- 2) Select: **Sign Up, It's Free** option in the top right corner
- 3) Follow the instructions to sign up

Accept an Invitation to and Attending a Meeting:

- 1) You will receive an email from the Meeting Coordinator inviting you to attend a meeting at a specific day and time.
- 2) In the email there will be a link to join the meeting. On the scheduled day and time of the meeting, click the link to attend.
- 3) A Zoom page will open in your browser.
- 4) Then a Zoon pop up will appear inviting you to join the meeting. Click on the "Join the Meeting" button.
- 5) Once you have joined the meeting it is important to note the icons at the bottom of the screen:
 - a. **Microphone** - click on it to Mute & Unmute your own microphone so others can hear you.
 - b. **Camera** - Click on it to make sure everyone can see you.
 - c. **Chat** - Allows you to write a message to the group or an individual in the meeting.
 - d. **Record** - Allows you to record the video & audio from the computer.
- 6) Once the meeting has ended simply close the page and it will turn off.

Setting up Meetings:

- 1) Sign in to zoom (if you haven't already)
- 2) Select the **Schedule A Meeting** option in the bar near the top right corner
- 3) Follow the prompts to enter a meeting description, select the meeting time. Free Zoom users typically are held to short meetings of up to 40 minutes. As a result of COVID-19, they are removing the 40 minute limit so you can have longer meetings. The system may still say that longer meetings require an upgrade.

My personal suggestions:

Meeting ID – generate automatically

Meeting Password – don't check the box

Video – Turn on Host and Participant video if you want people to see each other

Audio – Computer Audio will work best as Zoom has temporarily disabled their phone in feature for free accounts.

Meeting Options – What do these options mean?

- Enable join before host: if someone arrives before you, they can connect without waiting for you to arrive
- Mute participants: It is best for meetings with multiple participants to have those not speaking mute their microphones. This option mutes it for them. I don't typically select this feature
- Enable waiting room: select this feature if you want to be the first in the meeting and you want to approve each person attending the meeting.

- Record the meeting automatically on the local computer: if you might need to refer to the meeting later, you can try this option. I have never used this feature.

When you have filled in the prompts, select **Save**

Once you have saved the meeting, you can choose the Add to option under **Time** to connect the meeting to your calendar and invite others or you can use the Copy the invitation button on the far right of the URL section to drop into a calendar invite through Microsoft Outlook and invite others. Participants will then receive the meeting instructions including the link to login.

Starting Meetings:

- 1) Login (if you aren't in already)
- 2) Select the **My Account** option in the top right corner
- 3) Select **Meetings** on the left banner under the PERSONAL section
- 4) You can choose information on Upcoming Meetings, Previous Meetings, Personal Meeting Room, or Meeting Templates by clicking on the words.
- 5) Under Upcoming Meetings you should see any meetings you have scheduled with the date and time.
- 6) You will start the meeting by clicking on the **Start** button to the right of the meeting you want to select.
- 7) Select **Open Zoom Meetings** in the box that pops up on your computer
- 8) Select use **computer audio**
- 9) You are in the meeting, wait for others to arrive.

Other Features:

At the bottom of the screen you will have options to manage the meeting. From Left to Right, you can:

Manage Participants (especially helpful if you need to let people in from a waiting room or mute someone else's microphone)

Share – helpful for screen share or a virtual white board

Λ - offers additional settings such as allowing only one person to share at a time or multiple

End Meeting – Allows you to end the meeting for everyone or leave the meeting yourself while others are still connecting.

Zoom Tips:

Log in early to make sure everything is working and check the camera.

Check the lighting and audio sound ahead of time.

If there is a large group, ask participants to mute their microphones until they are talking

Everyone in the meeting may not have a camera or want to be on video. Those on the call that are not using video will be viewed as a black box.