

# Zoom Information

## Computer version



## Introduction

Zoom is a remote video conferencing tool used by many professionals to host online meetings. Zoom can be used via your phone, computer, or tablet. It is HIPAA compliant and trusted by many companies for their communication platform.

Zoom's URL is: <https://zoom.us>

Or

Download the app here: <https://zoom.us/download>

The screenshot shows the Zoom website homepage. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this, there are links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue button that says 'SIGN UP, IT'S FREE'. The main content area features the text 'Zoom for video, conference rooms & phone.' followed by an input field for 'Enter your work email' and another 'Sign Up Free' button. Below the input field is a link to 'Check out our Privacy Policy.' At the bottom of the page, there is a Gartner logo and a caption: 'Zoom: A Leader in the 2019 Gartner Magic Quadrant for Meeting Solutions'. To the right of the main text, there is an inset image of the Gartner Magic Quadrant for Meeting Solutions chart. The chart is a 2x2 matrix with 'ABILITY TO EXECUTE' on the vertical axis and 'COMPLETENESS OF VISION' on the horizontal axis. The quadrants are labeled 'CHALLENGERS', 'LEADERS', 'NICHE PLAYERS', and 'VISIONARIES'. Zoom is positioned in the 'LEADERS' quadrant, along with Microsoft and Cisco. Other companies like Google, LogMeIn, and Amazon are in the 'CHALLENGERS' quadrant, while Jitsi and BlueJeans are in the 'NICHE PLAYERS' quadrant. The chart is dated 'As of August 2019'.

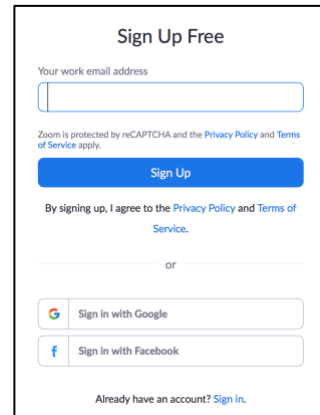
## Signing up

Once entering Zoom's URL into any search engine, you should be directed to its main home page (see image above).

Once here, you will see a blue button in the top right corner that says "sign up, it's free" click on this to get started.

**SIGN UP, IT'S FREE**

A “Sign Up Free” blub will appear on your screen. Enter your email to begin the signing up process.



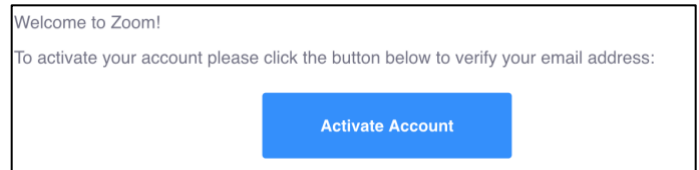
The screenshot shows the Zoom 'Sign Up Free' interface. At the top, it says 'Sign Up Free'. Below that is a text input field for 'Your work email address'. A small note states 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' There is a blue 'Sign Up' button. Below the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There is an 'or' separator, followed by two social login options: 'Sign in with Google' and 'Sign in with Facebook'. At the bottom, it says 'Already have an account? Sign in.'

## Activating Account



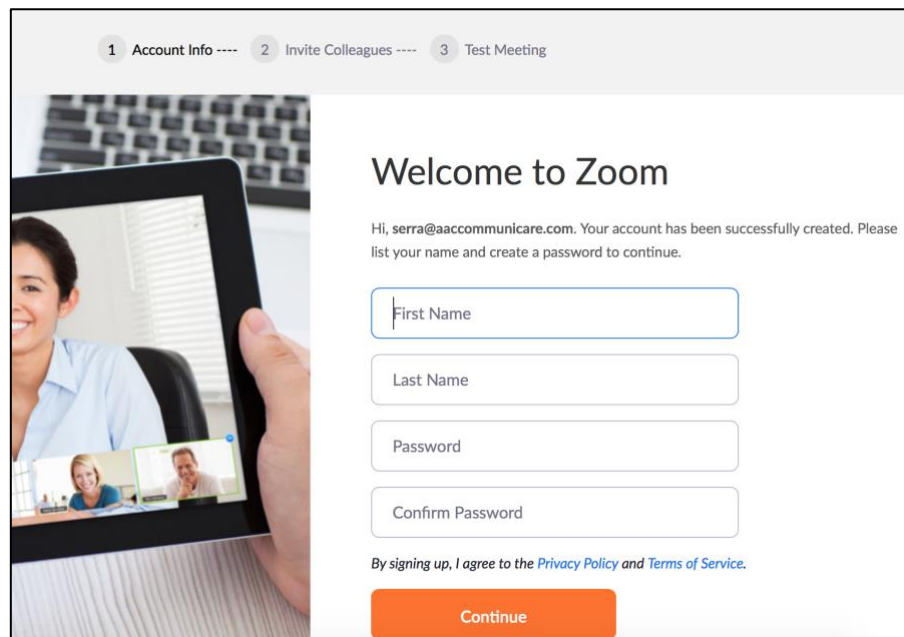
The screen will direct you to go into the email that you just entered. You will receive an email form Zoom with a blue button that says “Activate Account”. Click on this to be redirected back to the Zoom website.

You have to do this in order for your email to be connected to your new Zoom account. You will now be able to receive emails from other Zoom participants to begin a video conference.



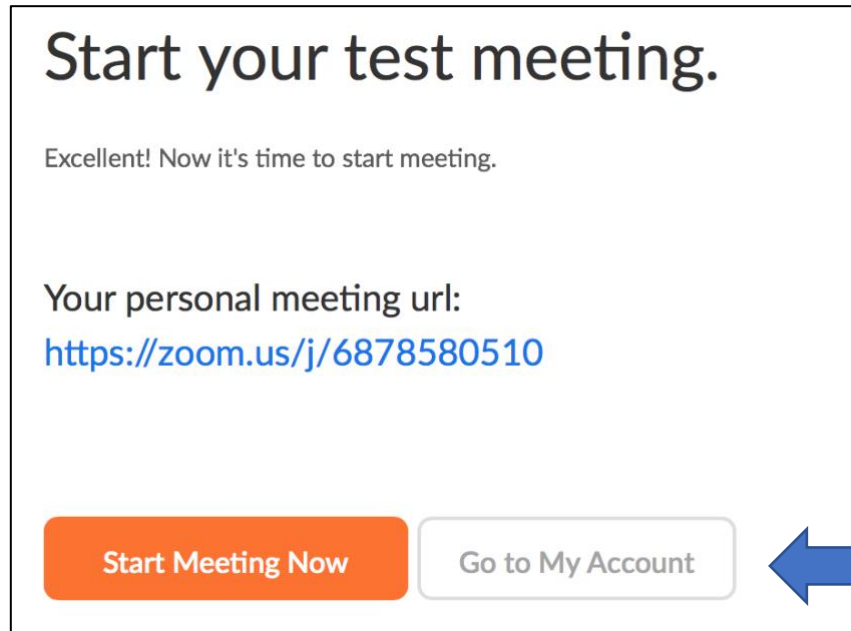
The screenshot shows an email from Zoom. It says 'Welcome to Zoom!' and 'To activate your account please click the button below to verify your email address:'. There is a blue button labeled 'Activate Account'.

Proceed to fill in your information to finish setting up your account.



The screenshot shows the Zoom account setup page. At the top, there are three steps: '1 Account Info ----', '2 Invite Colleagues ----', and '3 Test Meeting'. The main heading is 'Welcome to Zoom'. Below that, it says 'Hi, serra@acommunicare.com. Your account has been successfully created. Please list your name and create a password to continue.' There are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below the fields, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There is an orange 'Continue' button.

Once done setting up your account, a page will pop up asking you to start a test meeting. Ignore this – click the button that says “Go to My Account”



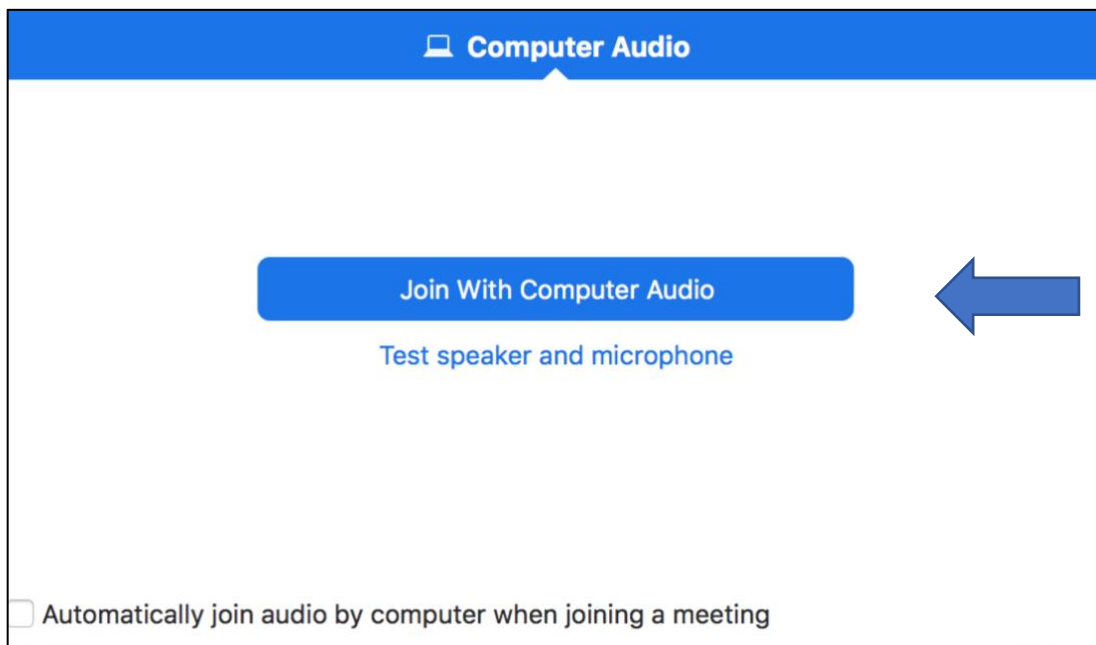
**Start your test meeting.**

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://zoom.us/j/6878580510>

**Start Meeting Now**    **Go to My Account**

Then hit:



**Computer Audio**

**Join With Computer Audio**  
Test speaker and microphone

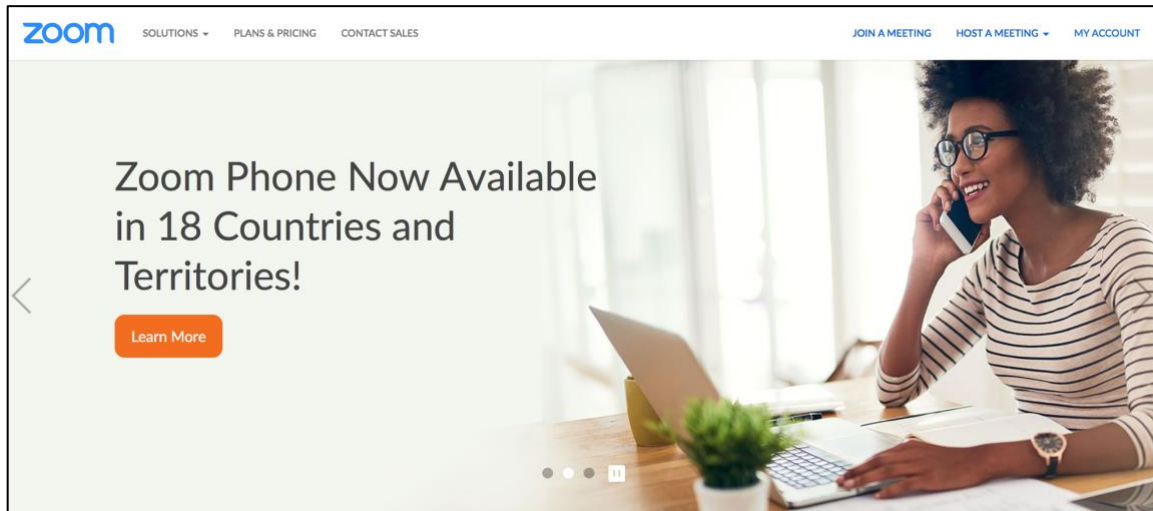
Automatically join audio by computer when joining a meeting

# Recommended Setting Change



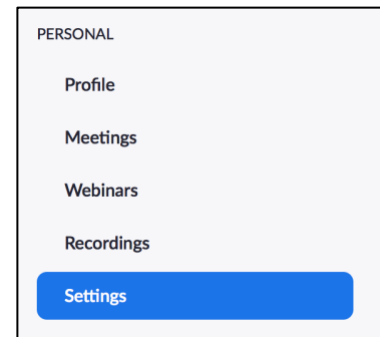
Before you begin your video conferencing experience, we recommended that you change one thing in your Zoom settings.

Go to Zoom’s home page.



In the top right corner, click on “My Account” (if you had to sign out, it will ask you to sign back in using your login).

On the left hand side on the screen you will see “settings”, click this.



In your settings, scroll all the way down to where it says “show a ‘join from your browser’ link”. Make sure this is toggled to blue (as depicted in the picture below). This allows students to be able to access video calls without having an account.

## Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

## Hosting, Joining, or Scheduling a Meeting



On your accounts main page, in the upper right-hand corner, you will see:



### Schedule a meeting

This is where you can schedule meetings for the future with other individuals. They do not need to have a Zoom account in order to receive a meeting notification.

Schedule a Meeting

Topic

Description (Optional)

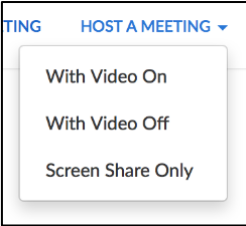
When

Duration  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

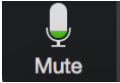

Input all necessary information into this. To finish scheduling your meeting, make sure you click the save button at the bottom of the page.

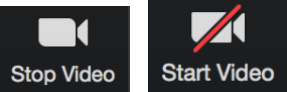
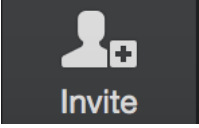

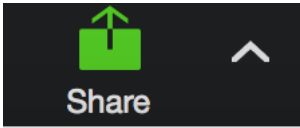
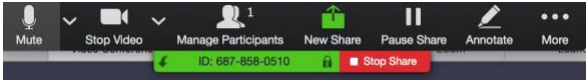
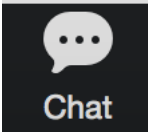
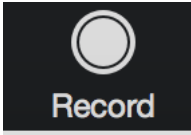

<p><b>Join a meeting</b></p>	<p>If you were invited to a meeting, you would copy and paste the “meeting ID” or “personal link” into here. You would be connected automatically to your meeting.</p> <p style="text-align: center;"><b>Join a Meeting</b></p> <div style="text-align: center;"> <input type="text" value="Meeting ID or Personal Link Name"/>   <input type="button" value="Join"/> </div>
<p><b>Host a meeting</b></p>	<p>To host a meeting and invite participants during your meeting, click this.</p> <div style="text-align: center;">  </div> <p>Click any option you would like. Screen share means that the participants in the meeting will be able to see your computer/phone/tablet screen and see everything you are doing on it. You are able to turn this on and off throughout any meeting.</p>

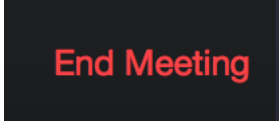
## During a Meeting



During your meeting you will have the access to many tools.

<p>Mute and unmute</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	<p>When there is a red line through the microphone icon, this means you are muted and no one in your meeting can hear you.</p> <p>When there is no line, this means your microphone is on and working and people can hear you.</p>
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<p>Start and stop video</p> 	<p>When there is a red line through the video icon, this means invisible your camera is off and no one in your meeting can see you.</p> <p>When there is no line, this means your camera is on and working and people can see you.</p>
<p>Invite</p> 	<p>Invite participants to meeting.</p>
<p>Manage participants</p> 	<p>See who is on your call</p>
<p>Screen Share</p> 	<p>This is screen share. This allows you to share your computer (or phone or tablet) screen with the participants in the meeting. They will be able to see everything you are doing outside of the zoom app.</p> <p>This is good for teachers showing students how to navigate a webpage.</p> <p>You are able to exit screen share at any time during meeting. Just click the red “stop share” button at the top of your screen.</p> 
<p>Chat</p> 	<p>Chat with participants during meeting.</p>
<p>Record</p> 	<p>This will video record and audio record your meeting. Once meeting ends, the video and audio file will save onto the host’s device.</p>
<p>Enlarge screen</p> 	<p>Make screen bigger or “full screen”. You can exit this at any time.</p>

<p>End meeting</p>  A black rectangular button with the text "End Meeting" in red, bold, sans-serif font.	<p>Click this when you wish to leave your meeting or end a meeting.</p>
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