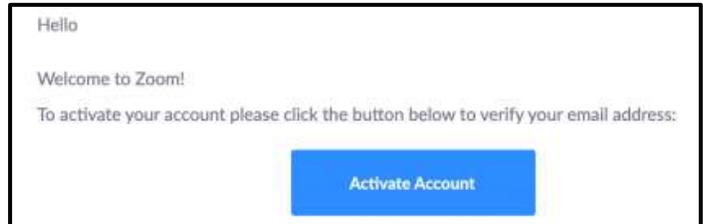


Zoom Meetings for Educators

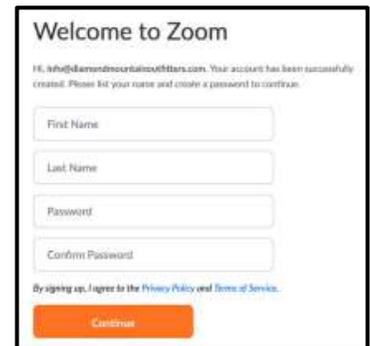
- Go to zoom.us
- To create an account, click **Sign Up, It's Free** in the top right-hand corner.
- Enter your work email and click **Sign Up It's Free**.

- Open your email and click the activation email to go to the account activation page.



- On the Welcome to Zoom page, enter your first and last name and create a password.

- Click **Continue**.

A screenshot of the "Welcome to Zoom" registration page. The page has a white background with the heading "Welcome to Zoom" at the top. Below the heading, there is a message: "Hi, info@damendocentraloutfitters.com. Your account has been successfully created. Please hit your name and create a password to continue." There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". At the bottom, there is a blue link that says "By signing up, I agree to the Privacy Policy and Terms of Service." and an orange "Continue" button.

To download the client (desktop) version of Zoom

- Go to <https://zoom.us/download>.
- Click **Download** under Zoom Client for Meetings.

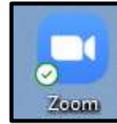


- Browse to your downloads folder to open the install file, then follow the steps to set up Zoom.

To Schedule a Meeting

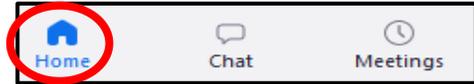
- Using the Desktop Version

- Double click the Zoom icon on your desktop.



- Click Sign In, enter your work email address and password, and click **Sign In**.

- Click the Home button at the top of the screen.



- Click **Schedule**.



- Enter a meeting topic or name.

- Select a date and time for the meeting; *you can start the meeting any time before the actual scheduled time.*

- Enter an estimated duration length for the meeting – this is for scheduling purposes only; the meeting will not end at this time.

- Click **Recurring meeting** if the meeting meets multiple times and you want to use the same meeting ID and settings.

- To create a unique, one-time meeting ID, click the **Generate Automatically** button; otherwise, click the button to use your Personal Meeting ID.

- Choose **Require meeting password** to require participants to input a password before joining the meeting.

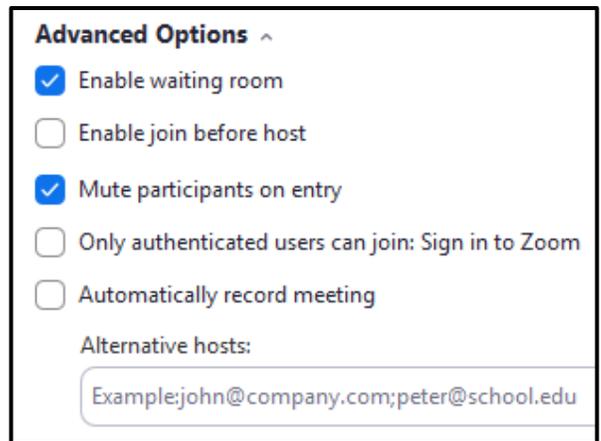
A screenshot of the Zoom "Schedule Meeting" form. The form is titled "Schedule Meeting" and contains several sections: "Topic" with a text input field containing "Zoom Meeting"; "Start" with a date dropdown set to "Fri May 1, 2020" and a time dropdown set to "10:00 AM"; "Duration" with two dropdowns set to "1 hour" and "0 minute"; a checkbox for "Recurring meeting" which is unchecked; "Time Zone" set to "Eastern Time (US and Canada)"; "Meeting ID" with two radio buttons: "Generate Automatically" (selected) and "Personal Meeting ID"; "Password" with a checked checkbox "Require meeting password"; "Video" with "Host" and "Participants" each having "On" and "Off" radio buttons, with "On" selected for both; "Audio" with three radio buttons: "Telephone", "Computer Audio", and "Telephone and Computer Audio" (selected); "Dial in from United States" with an "Edit" link; "Calendar" with three radio buttons: "Outlook" (selected), "Google Calendar", and "Other Calendars"; and an "Advanced Options" dropdown menu.

- Choose if the meeting will start with the host and participant video on or off when joining the meeting.

- Select how the participants can join the audio.

- Select a calendar service to add the meeting to and send out invites to participants.

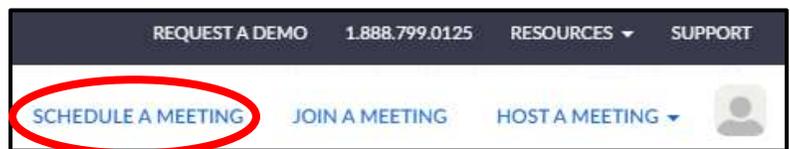
- Select **Advanced Options**
 - Enable waiting room – Allows the host to admit participants one by one or hold all participants in the waiting room and admit them all at once.
 - Enable join before host – Allows attendees to join the meeting without you or before you join.
 - Mute participants upon entry – Mutes participants as they join the meeting; they can unmute themselves after joining.



- Click **Schedule**.

- Using a web browser
 - Go to <https://zoom.us/meeting>.

- Sign in if prompted to.
- Click **Schedule a Meeting** in the top right of the screen.



- Enter a meeting topic or name.
- Select a date and time for the meeting; *you can start the meeting any time before the actual scheduled time.*
- Enter an estimated duration length for the meeting – this is for scheduling purposes only; the meeting will not end at this time.

- Click **Recurring meeting** if the meeting meets multiple times and you want to use the same meeting ID and settings.

- To create a unique, one-time meeting ID, click the **Generate Automatically** button; otherwise, click the button to use your Personal Meeting ID.

- Choose if the meeting will start with the host and participant video on or off when joining the meeting.

- Select how the participants can join the audio.

- Choose **Require meeting password** to require participants to input a password before joining the meeting.

- Choose the meeting options
 - Enable join before host – Allows attendees to join the meeting without you or before you join.
 - Mute participants upon entry – Mutes participants as they join the meeting; they can unmute themselves after joining

- Enable waiting room – Allows the host to admit participants one by one or hold all participants in the waiting room and admit them all at once.
 - Only authenticated users can join – Makes users log into Zoom.
 - Record the meeting automatically – Starts recording the meeting as soon as someone joins.
- Enter an email address of another licensed Zoom user to start the meeting in your absence.



- Click **Save**.

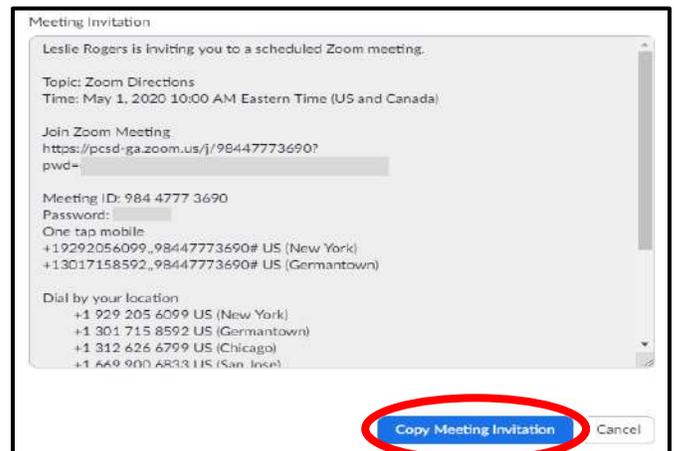
- You can select a calendar option to add the scheduled meeting to your calendar.



- Select **Copy The Invitation** to open a window with the meeting details.



- Click **Copy Meeting Invitation** to copy the information to send to participants.

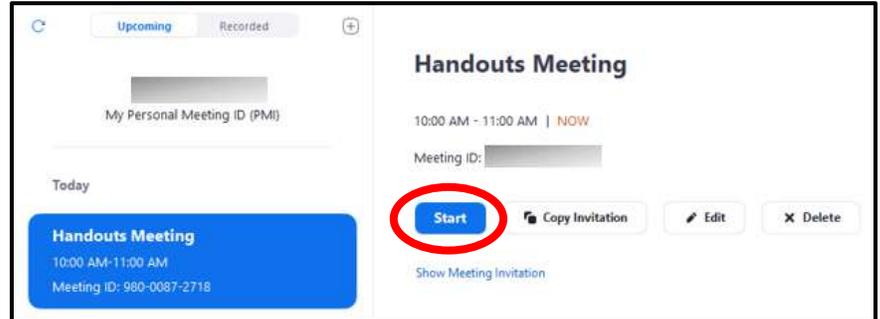


Starting a scheduled meeting

- In the Zoom client, click **Meetings** at the top of the screen.

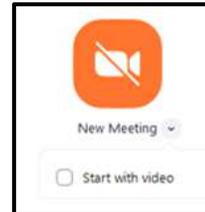


- On the Upcoming tab, select the meeting you want to start.



Starting an instant meeting

- Open the Zoom client.
- Click the drop-down arrow to start the meeting with video.
- Click the New Meeting icon to start the meeting.

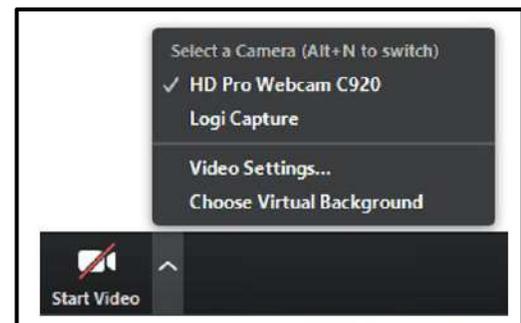


Using Zoom controls

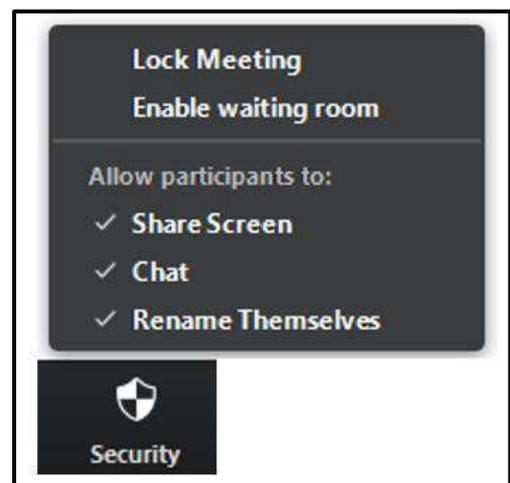
- The host controls appear at the bottom of the screen when you are not currently sharing it.
- Click the Mute/Unmute button to mute or unmute the microphone.
- Click the arrow next to the mute/unmute button to change the microphone and/or speaker you are using, leave the audio, and open all audio options in the Zoom settings.



- Start or stop your video using the video button.
- Click the up arrow to select a different camera, open the video controls in the Zoom settings, and to select a virtual background.



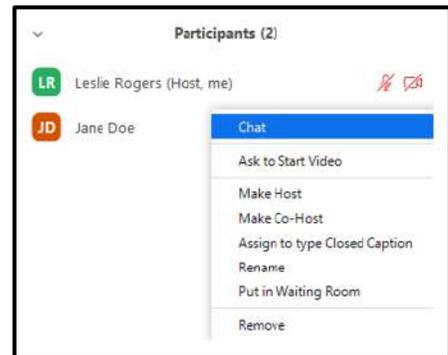
- The security tab allows you to enable/disable options during a meeting to help secure it.
 - **Lock meeting** – locks the meeting so no new participants may join
 - **Enable waiting room** – holds the participants in a virtual room until you admit them one by one or all at once.
 - **Allow participants to:** allows the attendees to start a share screen, use the chat function, and change their display name in the participants panel.



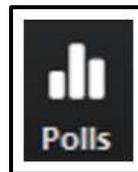
- Click **Manage Participants** opens a window listing all participants.
 - Icons to the right of each name show if the participant is muted or unmuted and if they are using video.



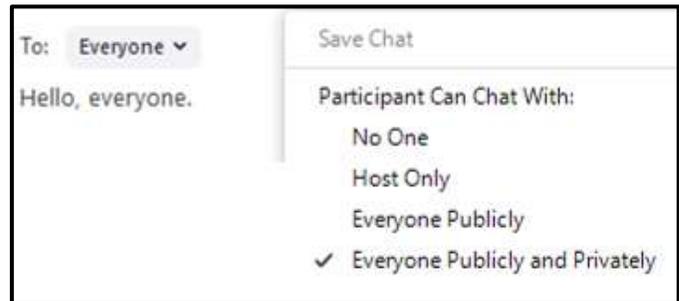
- Click **More** next to a participant's name for a list of available options.



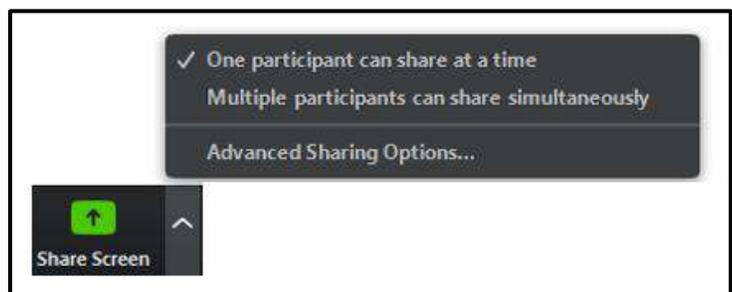
- Click **Poll** to create, edit, or launch a user poll.



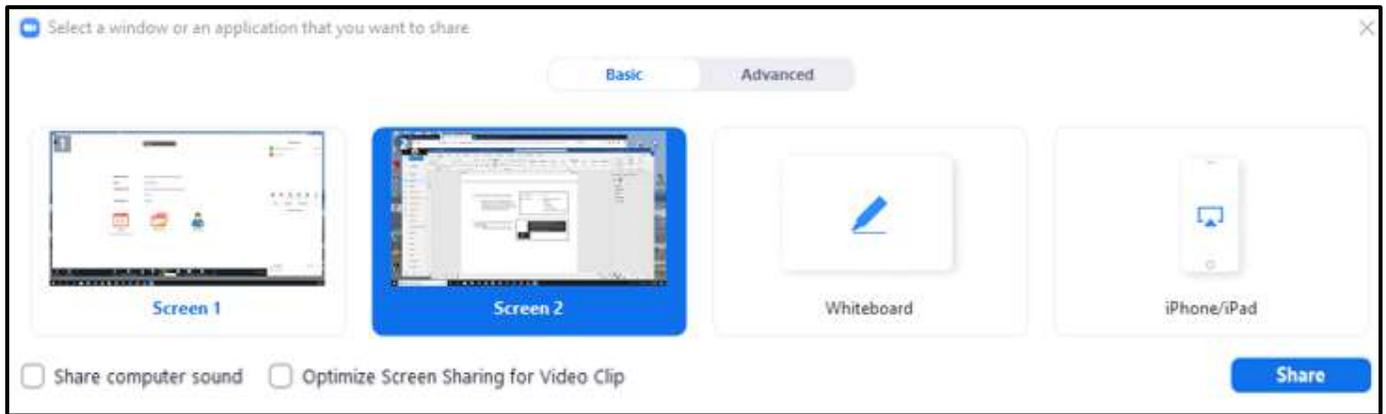
- Click the Chat icon to open the chat window.
 - Here you can send messages to all participants or a private message to an individual user and choose an option for who participants can chat with.



- Click the Share Screen arrow to select sharing options.



- To share your screen with participants, click **Share Screen**.



- Select the screen you want to share.
- Checking **Share computer sound** will allow any sound played by your computer to be shared in the meeting.
- Check **Optimize Screen Sharing for Video Clip** if you will be sharing a video clip in full screen mode.
- Click **Share**.

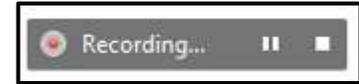


- The meeting controls move to a menu that you can click and drag around your screen.
 - Click **New Share** to start a new screen share.
 - Click **Pause Share** to pause the current shared screen.
 - Clicking **Annotate** will display tools used to draw, add text, etc.
 - Click **More** for additional options.
- Click **Stop Share** to end the screen share.

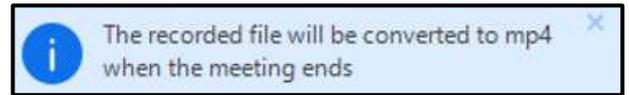
- Click **Record** to select a location for the recording and to start recording the meeting.



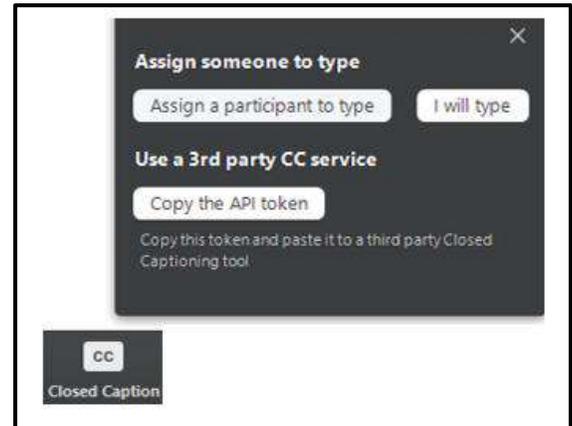
- Click the Pause button to pause, then resume the recording as needed.



- Click Stop to stop the recording; the file will be converted to an mp4 file when the meeting has ended.



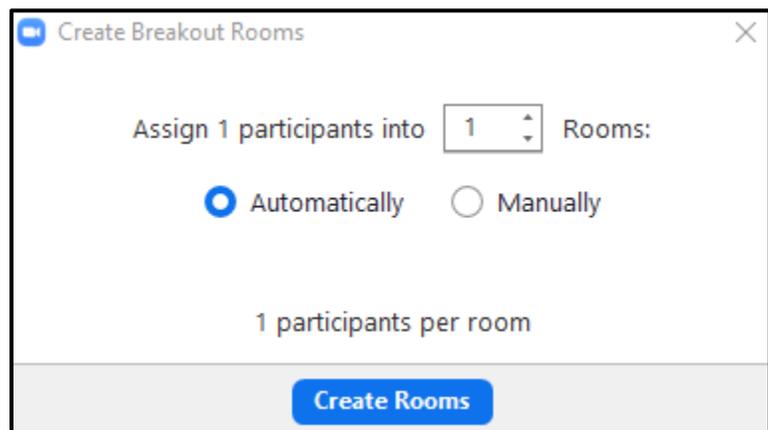
- If Closed Captioning is enabled for your account, click **Closed Captioning** to access those options.



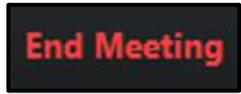
- Clicking **Breakout Rooms** allows you to split the meeting into separate sessions/rooms.



- Choose how many separate sessions to set up.
- Choose to let the program automatically split the participants into groups or if you will do so manually.
- Click **Create Rooms**.



- Click **End Meeting**.



- Select **End Meeting for All** to end the meeting for you and all participants or **Leave Meeting** to leave the meeting and assign a host to continue the meeting.

