

Zoom Meeting

Schedule a Zoom Meeting

1. Sign in to: zoom.us/signin

Login and Password: Ask your Director

2. Select "Schedule A Meeting"

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Schedule a New Meeting

3. Enter a name for your meeting in the "Topic" Section.
4. Enter a time and an expected meeting duration in the "When" and "Duration" sections.
5. Optional: Set the "Meeting Options" as needed.
6. Click the "Save" button at the bottom of the screen.
7. On the next screen you will see a section called "Invite Attendees". The link listed here can be used by your participants to connect to your meeting.

Invite Attendees

Join URL: <https://zoom.us/j/147103791>

8. Please also note the Meeting ID which you will need to start/connect to the meeting.

Meeting ID

147-103-791

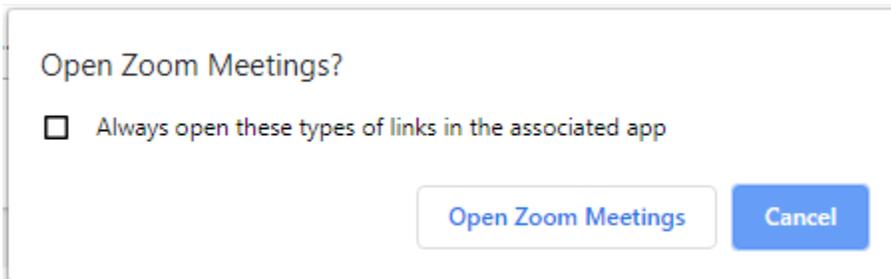
Please note that only one meeting can be hosted at a time per Zoom account!

Start a Zoom Meeting

1. Sign in to: zoom.us/signin
2. Go to the “Meetings” section.
3. Select your meeting.
4. Click “Start this Meeting”.

Start this Meeting

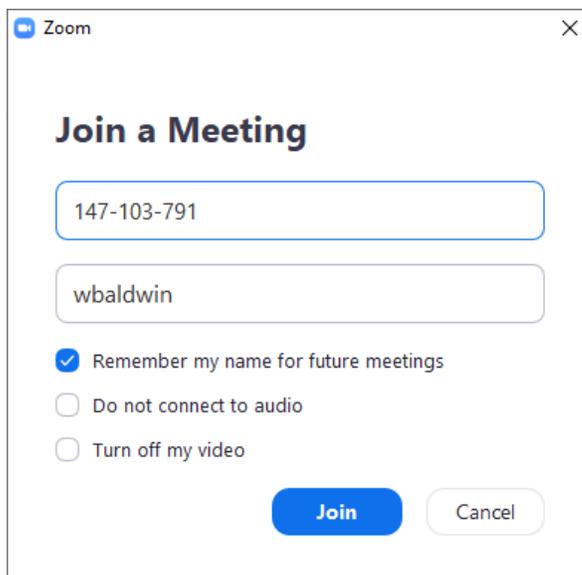
5. If you have run a meeting on this computer before you will likely see a popup asking if you’d like to open Zoom Meetings. Click the “Open Zoom Meetings” button.



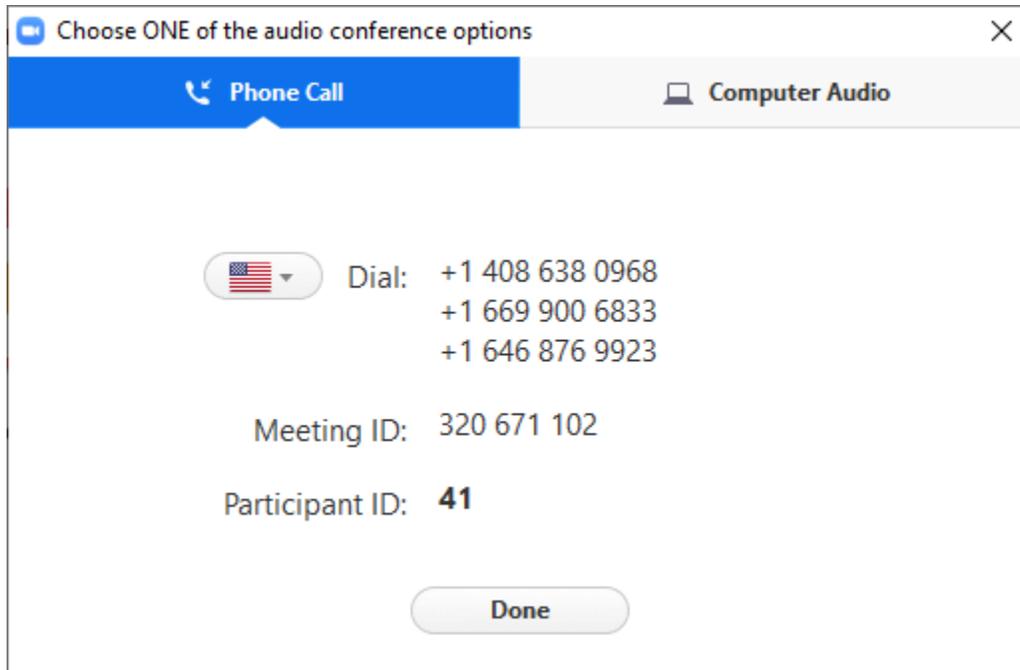
6. Otherwise, download and run the .exe file it gives you. You can also run the meeting through the browser if needed.

 Zoom_71ad349328c889ab.exe

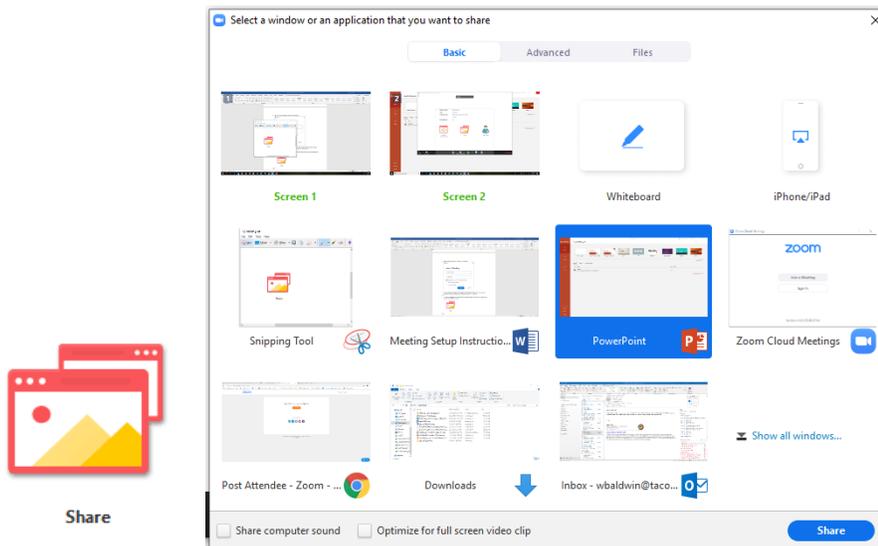
7. Sign in with your Meeting ID and name if requested.



8. In most cases you will use a phone for audio. To do this just dial one of the phone numbers presented from any phone or mobile device. You will be asked to enter your Meeting ID and your Participant ID.

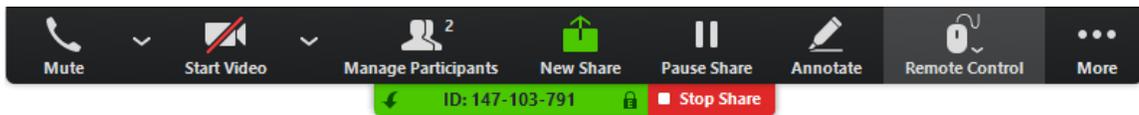


9. To share your screen click the "Share" icon and select either the screen or the program you wish for your participants to see. Then click "Share".



10. To let somebody else share their screen simply click "Stop Share" at the top of the screen and have your participant follow this same procedure to share their screen on their computer.

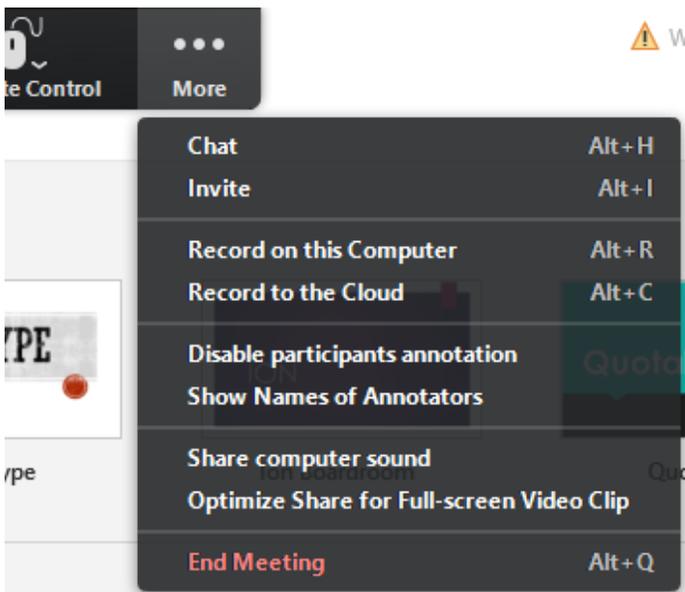
11. You can make a menu appear by moving your mouse to the top of the screen.



12. You can mute specific participants from the “Manage Participants” button. Just select the user and click the “Mute” button.



13. To end the meeting click “More” followed by “End Meeting”.

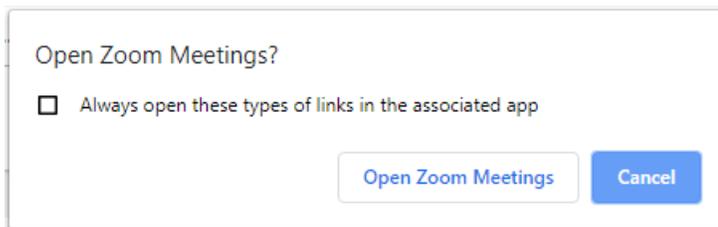


Join a Zoom Meeting

- 1) Get the meeting link from your host. This is often attached to the meeting invites that are sent out.

Join URL: <https://zoom.us/j/147103791>

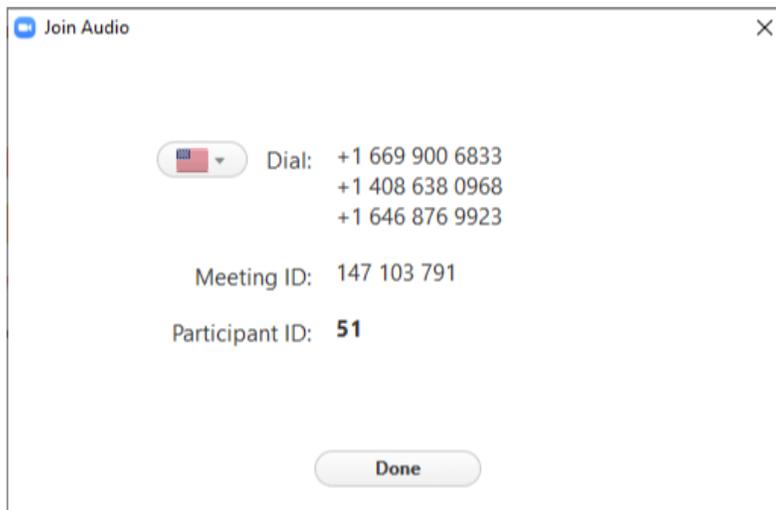
- 2) Click the link. If you've participated in a meeting before you will see this popup. Click "Open Zoom Meetings" to proceed.



- 3) Otherwise, download and run the .exe file it gives you.

 Zoom_71ad349328c889ab.exe

- 4) The Zoom program will install and a window will pop up. Enter a name for yourself and click "Join Meeting".
- 5) You will be presented with a popup window. If you wish to listen to the meeting with a phone (this will be the case most of the time) then dial one of the numbers presented from any telephone or mobile device. You will be asked to enter your Meeting ID and Participant ID.



- 6) Once you have connected the window will disappear and you will be connected to your meeting.