zoom

GETTING STARTED & BASIC TIPS

SETUP ZOOM MEETING

- Go to your Outlook Calendar
- Click the "New Meeting" icon
- Enter meeting details (To, Subject, Location, Date, and Time)
- Click the "Add a Zoom Meeting" icon
- Click the "Setting" icon
- Review and Update ALL meeting settings
- Review the Outlook meeting invitation and add any additional information in the body of the invite.
- Click "Send"

SETTINGS RECOMMENDATIONS

1. Waiting Room - Unchecked
2. Video for Host & Participants - Off
3. Audio - Telephone and Computer Audio
4. Check Allow Participants to join 15 minutes prior
5. Check Mute Participants upon entry
6. Add an alternative host

JOIN/START MEETING

- Go to your Outlook calendar
- Open the meeting invitation
- Click the Zoom hyperlink displayed in the invitation
- Click "Launch Meeting" on the Zoomgov web page
- This will open the Zoom application
- Select Join with Computer Audio

FOR ADDITIONAL INFORMATION, VISIT
https://confluence.sacsewer.com/display/ITTC/ZOOM+-+How+to+Setup+a+Meeting+in+Outlook

FIRST STEPS!

- ☑ Install the Zoom Outlook Plug-In. (This requires a license from IT staff.)

- ☑ Install the Zoom application. Must be done on each PC the user signs into. Visit https://zoom.us/support/download

SHARE SCREEN

- On the Zoom Meeting Toolbar, click the "Share Screen" icon
- On the Basic tab, you can share a specific computer screen, application, window, or whiteboard
- On the Advanced tab, you can share a portion of a screen, your computer audio, or a video

END MEETING

1. Click "End" if you are the host
2. If the meeting is over, click "End Meeting for All"
3. If the meeting will continue without you, click "Leave Meeting"
4. Then enter the name of a Licensed User to assign them as the host and select "Assign and Leave"
5. If you are a participant, you can leave the meeting by clicking "Leave"