

Zoom - Fundamentals



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Scheduling a Zoom meeting

To view *How to Schedule a Meeting* [Video Tutorial](#)

To sign in and schedule from the Zoom website:

1. Go to www.Zoom.us through your preferred internet browser.
2. Click **Sign In**
3. Enter your login and password
4. Uncheck the **Stay signed in** box
5. Click **Sign In**
6. Click **Meetings** on the left-hand side of the page
7. Click **Schedule a New Meeting**

Sign In

Email Address

Password [Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in New to Zoom? [Sign Up Free](#)

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

Start Time	Topic	Meeting ID	
Today 10:00 AM	My Meeting	999 999 999	<input type="button" value="Start"/> <input type="button" value="Delete"/>

8. Enter your meeting title in the **Topic** box
9. Choose the date and time for your meeting
10. If recurring, set up date parameters
11. Select any other additional (optional) settings you would like to use
12. Click **Save**.

NOTE: Zoom requires all meetings to either utilize a waiting room or a passcode.

Inviting Participants

Once you have scheduled your meeting you will need to invite your participants.

1. In the meeting details, in the Invite Link, Click on **Copy Invitation**

Invite Link <https://mhc-net.zoom.us/j/94982018993?pwd=bnJ5M3lLaHV3QmJxTVpzK0Q0eGltQT09>

Copy Invitation

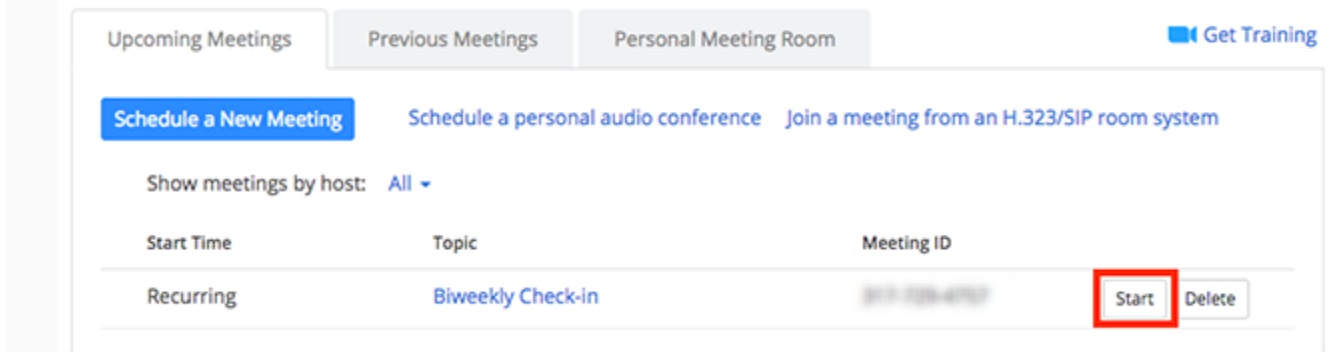
2. In the **Copy Meeting Invitation** pop up box, scroll down and select
3. Right click on highlighted text, select copy
4. Open your Outlook browser and select to schedule a New Meeting
5. Paste the Zoom invitation in to the body of the email
6. Delete any unnecessary information, add any extra information or instructions as needed
7. Add participants emails
8. Click **Send**
9. Return to your Zoom page and logout if finished scheduling meetings

Starting your first meeting as the host

Your upcoming meetings will be listed in the Meetings tab after you log in to your Zoom license. To view a Video Tutorial on *How to Start your Meeting*, [click here](#).

To start the meeting from the Zoom website:

1. From www.zoom.us login to your license
2. Find your meeting under the **My Meetings** or **Upcoming Meetings** tab, click **Start** next to the meeting you wish to start.

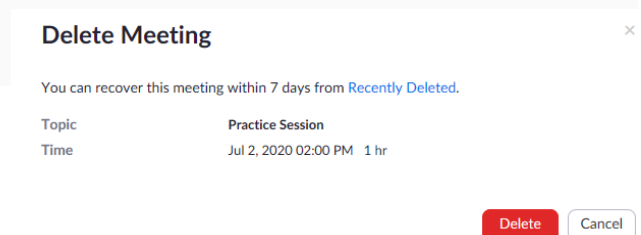


The Zoom client should launch automatically to start your meeting. If you have enabled a waiting room, admit attendees as they appear.

Additional Information:

If you need to make changes to your meeting:

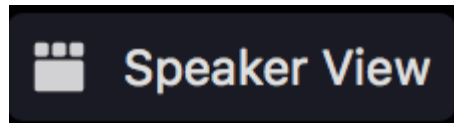
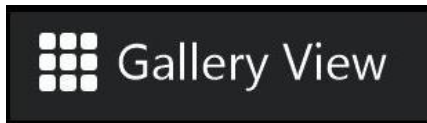
- Click on the meeting name to open it
- Scroll to the bottom of the page and click **Edit this Meeting**
- Make any necessary changes and click **Save**
- To delete a meeting, find the meeting you wish to delete in your list of meetings, click **Delete**
- Verify you really want to delete this meeting
- Click **Delete**



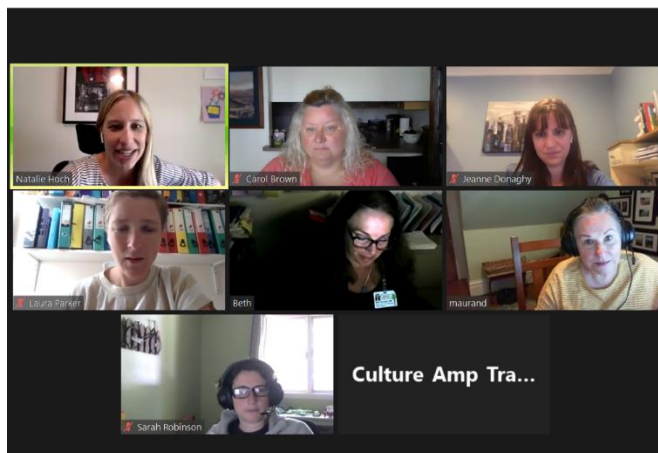
To learn more about meeting controls once you have launched your meeting, [click here](#), watch this Zoom video tutorial.

Views

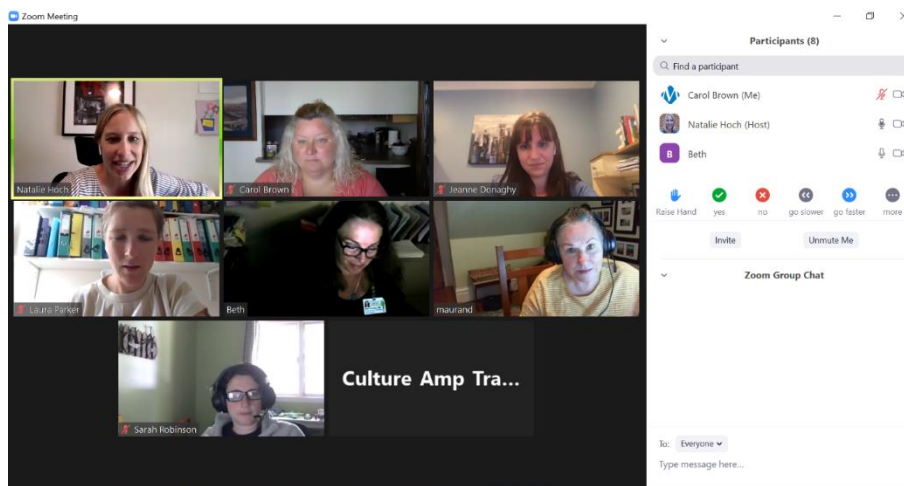
Views may vary depending on the size of the user's device, however the views below are the most popular for using all the Zoom features. In the upper right-hand corner of your screen, select the way you would like your participants to appear. You may toggle between the two views.



1. Gallery View – allows you to see a thumbnail display of all participants, in a grid pattern that expands and contracts as participants join and leave the meeting. This is sometimes referred to as “Hollywood Squares” or “The Brady Bunch” view.



2. Speaker or “Active” Speaker View – allows you to see the active speaker in a large window on your display. Other participants may appear along the top or side of the screen.
3. Hide Self-View – Once you are satisfied with the image you are sending to others, you may “hide” your image so you do not see yourself on the screen. To do this, hover over the 3 dots in the upper right-hand corner of your name to open up a drop down list. Select **Hide Self View**.
4. Participants and Chat Windows – if you choose to open the Participants and Chat windows at same

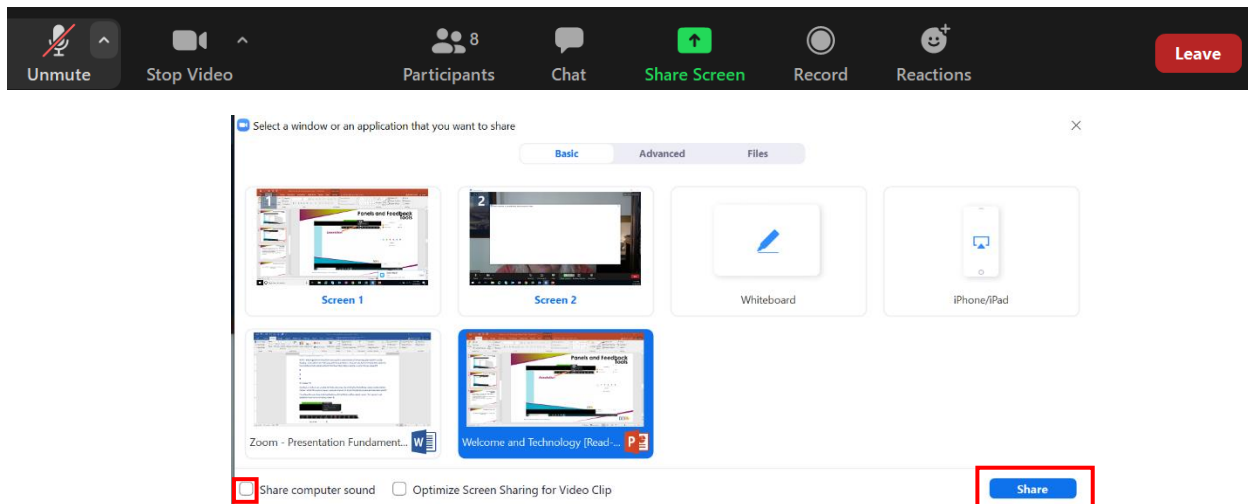


time you are in Gallery or Speaker view, the window will appear alongside your view. This allows you access to your participants list without having to open it up each time.

Share Screen

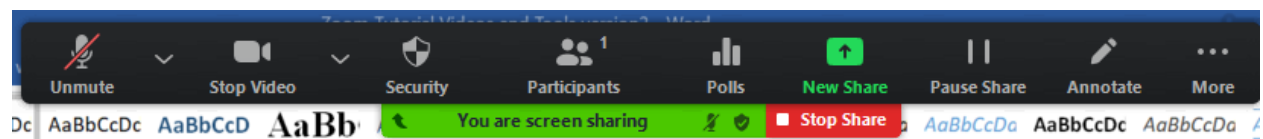
As a Host or Co-Host, to share your screen, click the Share Screen option in the bottom toolbar. You will be presented options to share your entire screen (including desktop and taskbar) or to just share an application such as PowerPoint, Word, Excel, etc. You may opt to allow your participants to share their screens as well.

NOTE: Selecting just an application prevents users from seeing other windows or the desktop. It also allows the host to pause the presentation. Users just see the last shared slide, while the host is free to make adjustments to the PowerPoint, Zoom meeting, or other files as needed.



If you plan to show a video clip or share something that has sound, you will need to click the **Share computer sound** box on this screen in order for your participants to hear the audio from your computer.

To stop sharing, click the “Stop Share” option at the top of the shared window.



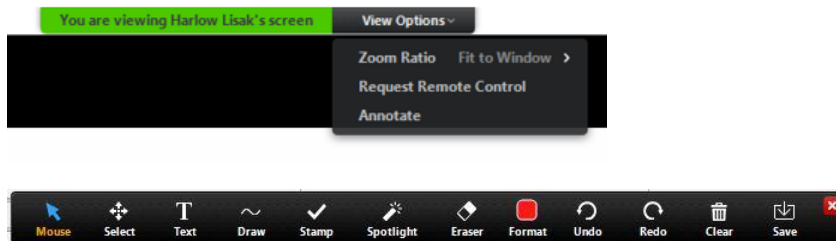
To share a different screen, select **New Share** from this tool bar. It will take you back to the Screen Share screen, select a new screen to share, re-select share.

To move to a different screen or page, select **Pause Share**. This will freeze your screen while you move about your computer. When you are ready to resume sharing your screen, click **Resume Share**, or **Stop Share** to return to the live video screen.

Annotations

As a host or co-host you are able to Share your screen by clicking the Share Screen option in the bottom toolbar. Once the screen is shared, users can click at the top of their Zoom window and select Annotate

This allows the user to provide feedback on a PowerPoint or other shared screen. This option is not available if a screen is not being shared. As the host you have the option to allow or disallow this when you set up your meeting.

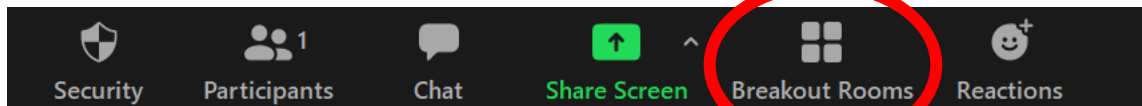


Breakout Rooms

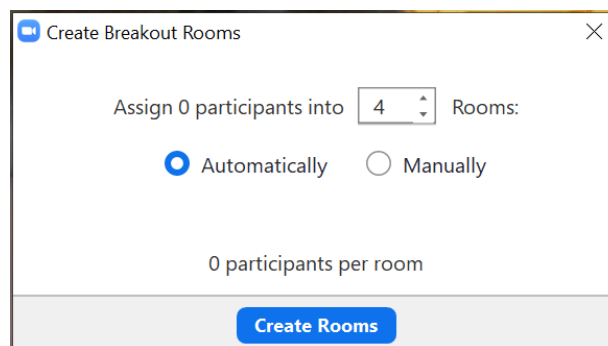
If you need to use break out rooms for your sessions, you need to let REMEC know (if they are scheduling for you) or you need to make sure that Breakout Rooms are enabled in your Zoom Advanced Settings.

To create Break Out Rooms:

The host or co-host can click the **Breakout Rooms** option on the bottom toolbar.



Zoom will determine the amount of participants and allow you to select how many rooms you need. It will distribute users automatically in an even amount into the various rooms, or you are able to manually assign users to rooms.



For more information on these advanced options, please contact REMEC.

For more detail on Breakout Rooms:

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Video-Breakout-Rooms>

Joining another user's meeting

There are many ways to [join a meeting](#), but the easiest way is to click the Zoom link that the meeting host provided.

Helpful Video Links

Zoom Help Center: <https://support.zoom.us/hc/en-us>

Zoom Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

ZOOM FAQ's: <https://support.zoom.us/hc/en-us/articles/206175806>

Top 20 ZOOM Resources: <https://support.zoom.us/hc/en-us/articles/360042982391>

Zoom Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Video-Breakout-Rooms>

Additional Notes:

- Concurrent meetings cannot be held under one account. If you find you need to schedule an overlapping meeting, here is a link to schedule a meeting using one of the REMEC pool of licenses.

[REMEC Scheduled Zoom Meeting](#)

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