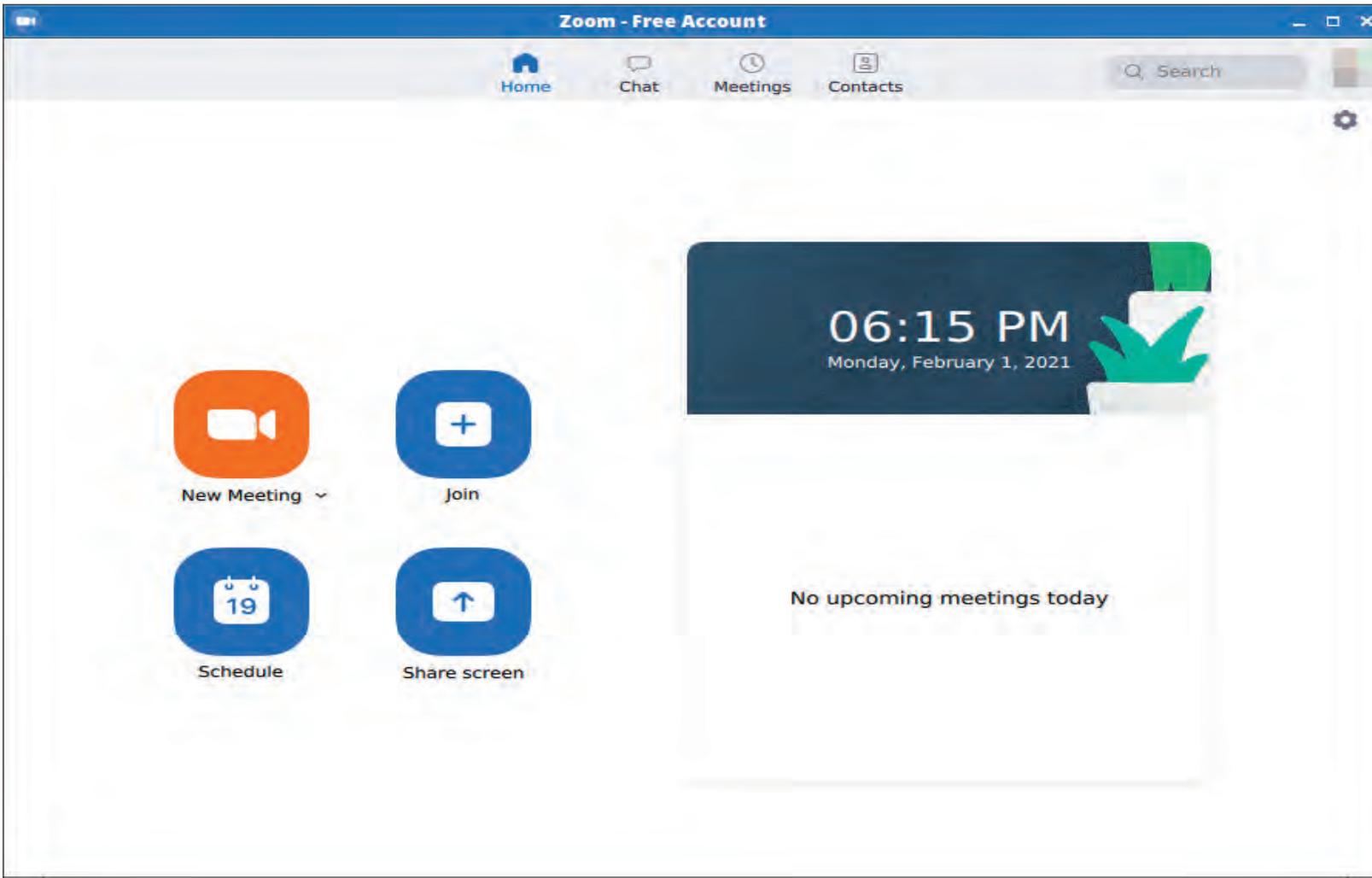


What is it?



Meetings

Booking a meeting

Setting meeting options

Recording a meeting

What is it?

- Zoom is a video-conferencing system that allows you to communicate with one or many other people by voice or in a video
- Hold meetings with someone else. Using either the paid-for or free version of Zoom, hold any number of meetings with one other person, on any date, lasting any length.
- Hold meetings with many people. With the free version of Zoom, video conferences can have anywhere from 3 to 100 people and can last up to 40 minutes. There are no limits with the paid version.
- Screen sharing: Computer screens can easily be shared during a meeting.
- Recording: any meeting can be recorded.

Download the App

- Go to <https://www.zoom.us>. Click the "Sign up, its free" button and sign up to Zoom

SIGN UP, IT'S FREE

- Desktop App available for Windows and Mac: Download the Zoom desktop app.
- Mobile App available for iOS, iPad OS and Android.

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- **Join using the meeting invitation**

Click the link in the invitation, open the Zoom application, approve any request for permission to use your computer's audio and camera

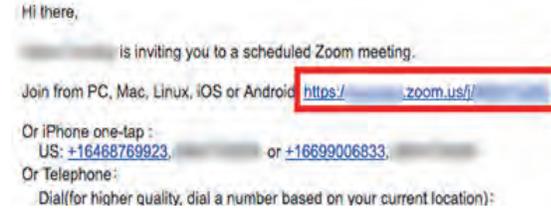
- **Join using a web browser**

Click on the meeting invitation. Look for the small text that says *"If you cannot download or run the application, join from your browser"*. Click the highlighted text in 'join from your browser', then sign in with your name to join the meeting

- **Join using your mobile phone**

Do any of these three options:

- 1) Wait for the host of the meeting to call you using the information you entered when you set up Zoom on your phone). Accept the call.
- 2) Open the mobile app, tap on "Join a meeting", enter the meeting ID and your name
- 3) Tap on the meeting invite link, which will open the Zoom



Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

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

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- Sign into your Zoom account
- Click the 'schedule a new meeting' button
- Fill in the details and click the Save button



- **If you want to send an email with the meeting invitation:**



1. Click the Copy Invitation button beside the 'Invite' link
2. Write an email as you normally would.
3. Paste the copied details into your email using Paste or pressing the 'ctrl' key on your keyboard and the letter 'v'.

- **If you want to add the meeting to you calendar and send invitations from your calendar:**

1. In Zoom, choose one of the Add to Google Calendar (Gmail), Outlook Calendar or Yahoo Calendar buttons to add this meeting into your calendar



2. Follow the instructions to add guests
3. When you are ready to start the meeting, click the Start This Meeting button

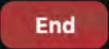


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Setting meeting options

- To share your screen, click the Share Screen button 
- To leave a Zoom meeting, select the end button  in the bottom right corner of your computer screen or top right of your mobile phone's screen

Recording a meeting

- To record a meeting, press the Record option on the bottom of your screen 
- If you are recording a meeting, you must inform the attendees at the start of the meeting. If anyone does not consent, do not record the meeting.

For more information and how to guides, go to www.zoom.us

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