



Starting a Zoom meeting from the web:

1. Open a browser and navigate to <https://zoom.us/signin>. Enter the email address and password associate with your Zoom account (this is not your NetID and NetID password), then click "Sign In."

Sign In

Email address

 ←

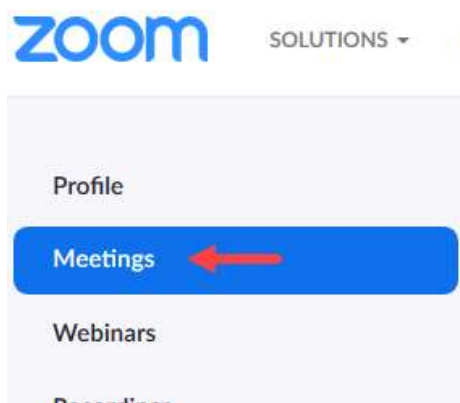
Password

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←

[Forgot password?](#) Stay signed in

2. Click on "Meetings" on the left.

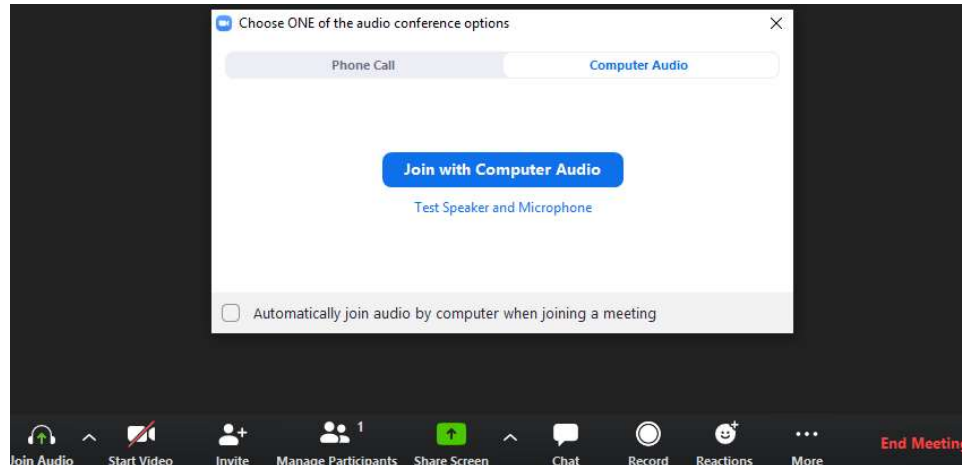


3. Looking for the meeting in question and click the "Start" button to the right of it.

Start Time ↕	Topic ↕	Meeting ID	
Tomorrow 12:00 PM	Test Zoom Meeting	123 456 789	<input type="button" value="Start"/> <input type="button" value="Delete"/>

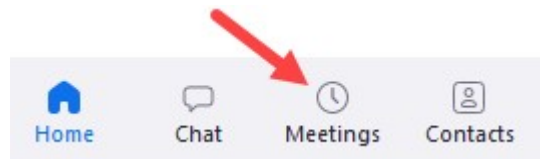


4. The Zoom desktop application should start and give you option for audio.



Starting a Zoom meeting from the desktop application:

1. Open the desktop application and click on "Meetings" at the top.

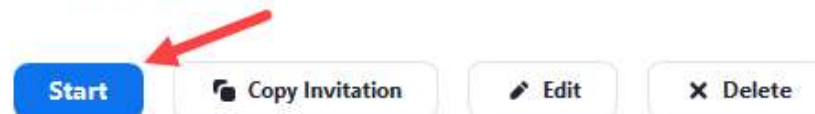


2. Find the meeting in question and click the "Start" button.

Test Zoom Meeting

12:00 PM - 12:30 PM

Meeting ID: 123-456-789

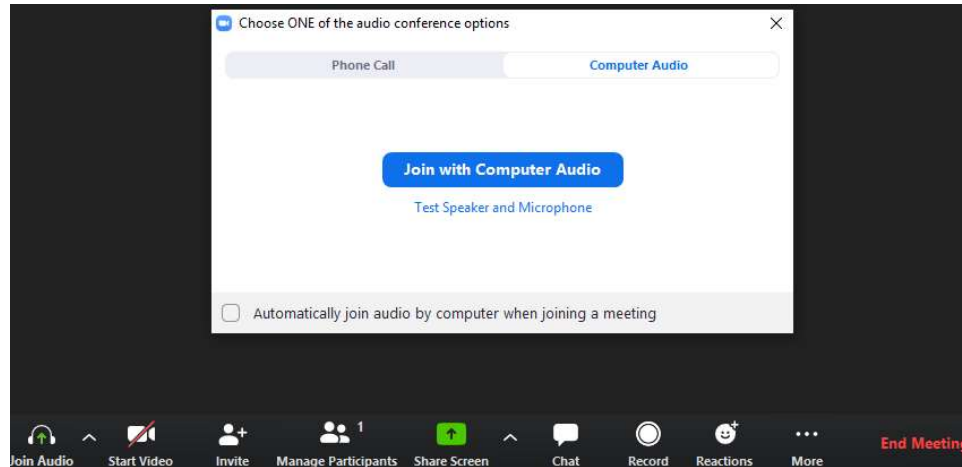


[Show Meeting Invitation](#)

NOTE: If you want to invite someone to this meeting, click the "Copy Invitation" button and paste the text into an email.

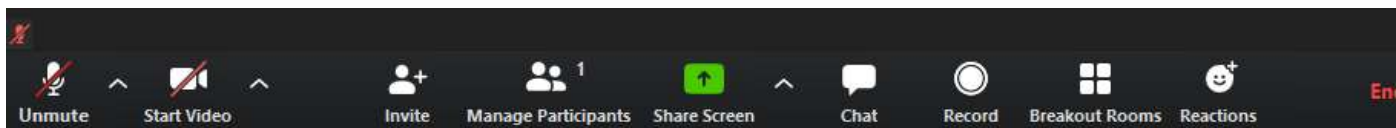


3. The Zoom desktop application should start and give you option for audio.



Running a Zoom Meeting:

The controls for the meeting are at the bottom of Zoom.



Checking Microphone/Camera:

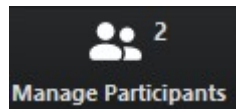
1. If there is a red line through the microphone and camera options, click them to start your audio and video. If the red line is present other attendees won't be able to see or hear you.





Locking the Meeting:

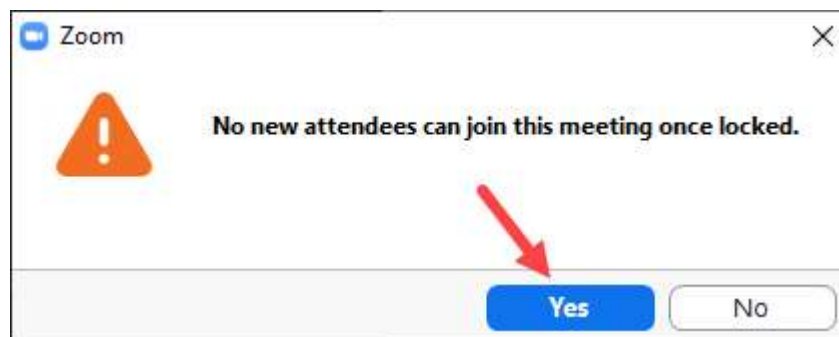
1. If everyone has joined the meeting and you want to prevent other people from joining accidentally, click on "Manage Participants."



2. The Participants list will open on the right. Click on "More" at the bottom and select "Lock Meeting."



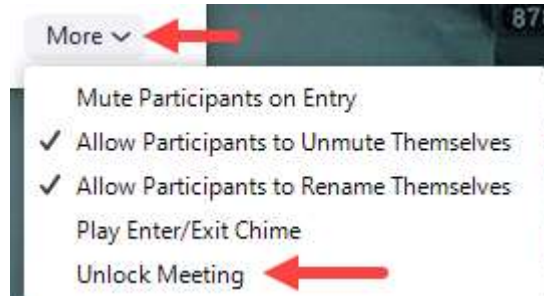
3. Click "Yes."





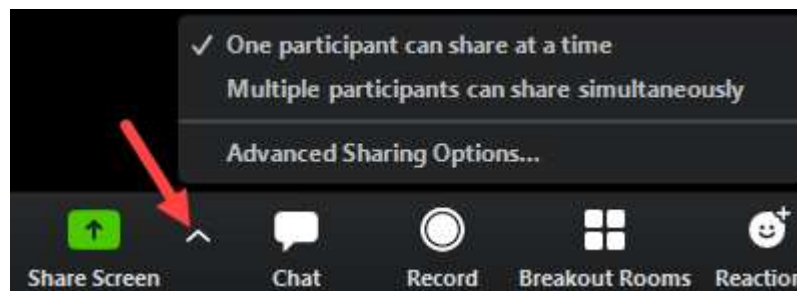
Starting and Running a Zoom Meeting

4. To unlock, go to the same menu and click "Unlock Meeting."

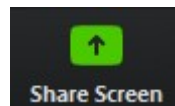


Sharing your screen/application:

1. There are several options for screen sharing that you can see by clicking the up arrow next to the icon.



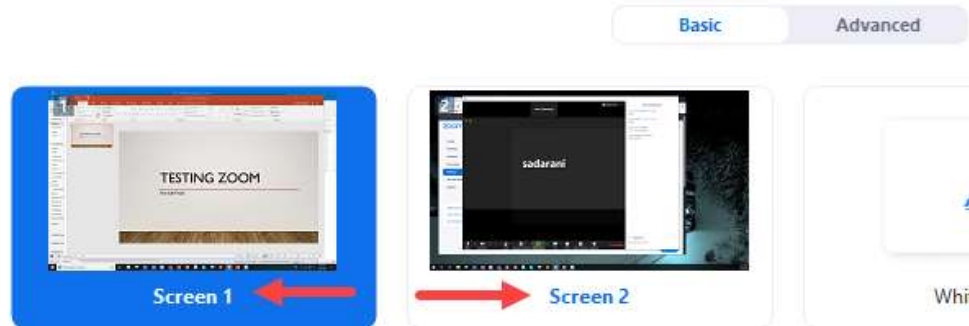
2. To avoid confusion, it may be best to have the default option of only one participant sharing at a time.
3. To starting sharing your screen, click on the "Share Screen" icon.





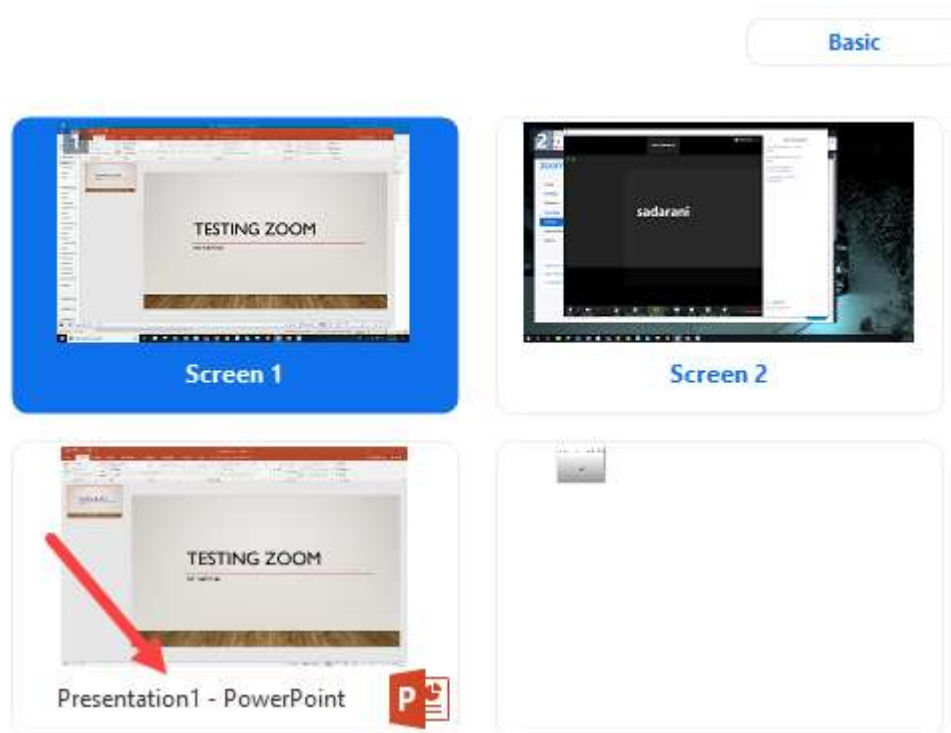
Starting and Running a Zoom Meeting

4. You can share your entire screen, and if you are using two monitors both will show up and preview what is on them. This is useful if you want to show multiple things, like a PowerPoint as well as a video.



IMPORTANT NOTE: The participants will see everything on the monitor you select, so be mindful of what you have open.

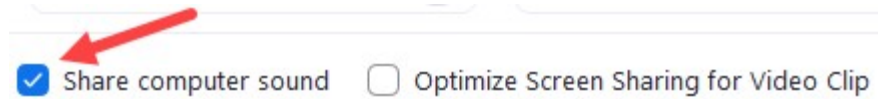
5. To only share a specific application, select it from the list.





Starting and Running a Zoom Meeting

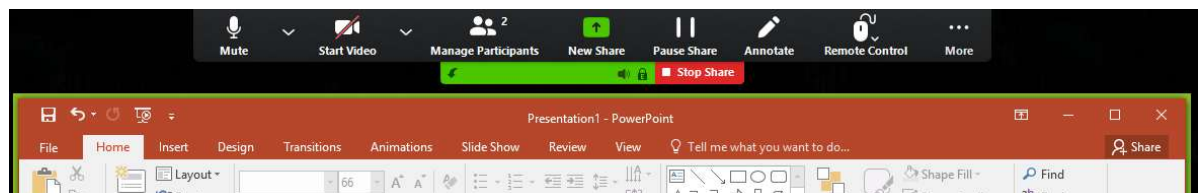
6. If what you are sharing has audio (like a sound clip in a PowerPoint slide) check "Share computer sound" at the bottom.



7. When you are ready, click "Share."



8. Whatever you are sharing will have a green outline around it, and you will see a toolbar at the top of the monitor.



9. When you are done presenting, click "Stop Share."



10. If you want another participant to share their screen, find them in the participants window (click the "Manage Participants") if it isn't showing.



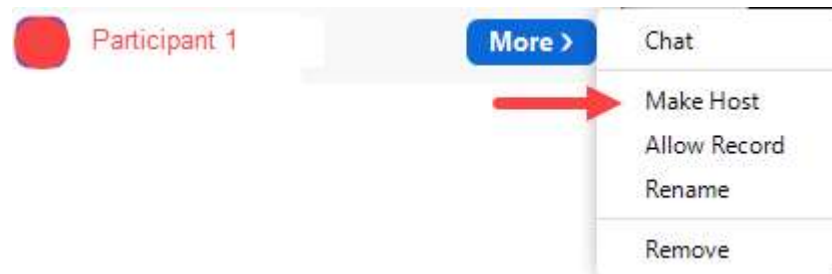


Starting and Running a Zoom Meeting

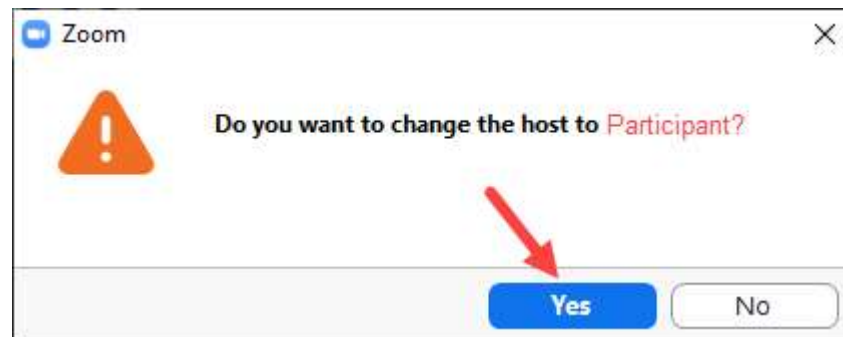
11. Hover your mouse over the name of the presenter and click on "More."



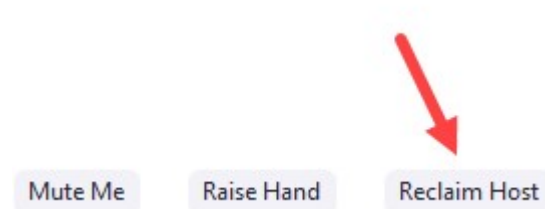
12. Select "Make Host."



13. Click "Yes."



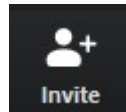
14. The participant will now see the Share Screen icon at the bottom. When they are done presenting, click on "Reclaim Host" at the bottom the participants list.



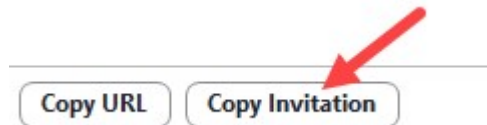


Inviting a new participant in active meeting:

1. If you need to invite someone from within the meeting, click "Invite."



2. Click "Copy Invitation."



3. Paste that information in an email and send it to the desired participant.
4. You can also click "Email" to automatically open an email in the desired client.



Choose your email service to send invitation



Default Email



Gmail

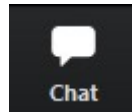


Yahoo Mail



Chatting with Participants:

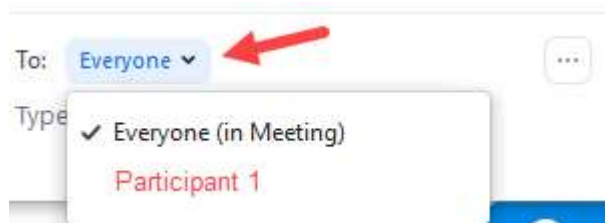
1. Click on the "Chat" icon.



2. The chat window will show on the right.



3. If you want to send a message to all participants, leave it set to Everyone. Otherwise, you can click the dropdown to only send to a specific participant.



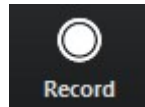
4. Messages will appear above. Private messages will be marked.





Recording:

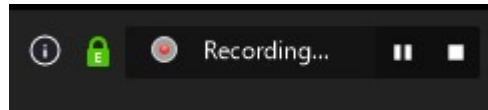
1. To record, click on the "Record" icon.



2. After clicking, the icon will change to a pause and stop button.



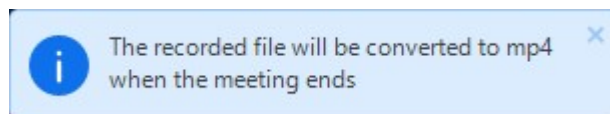
3. You will also see a notification in the upper left.



4. When you are done, click "Stop."



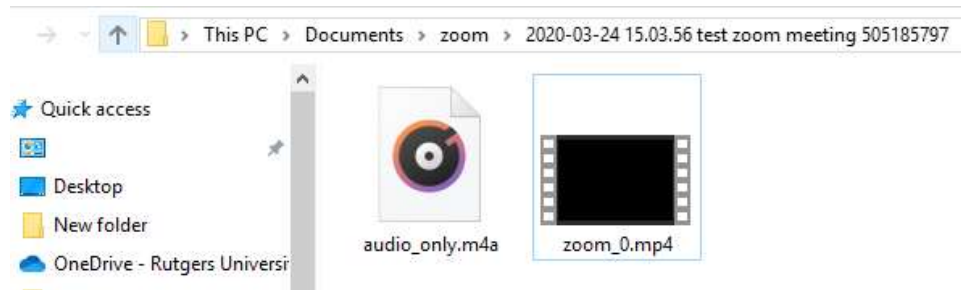
5. A notification will show on your screen.



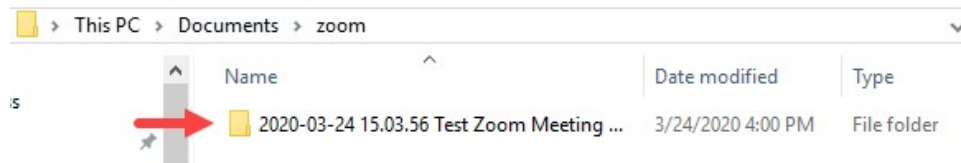


Starting and Running a Zoom Meeting

6. Once you end the meeting, a Window will open with the recordings. There will be an audio only version and one that includes video.

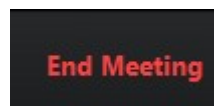


7. Meeting audio will be stored locally in your documents folder (C:\Users\[your login]\Documents\zoom). The recording folders are labeled by date and meeting name.

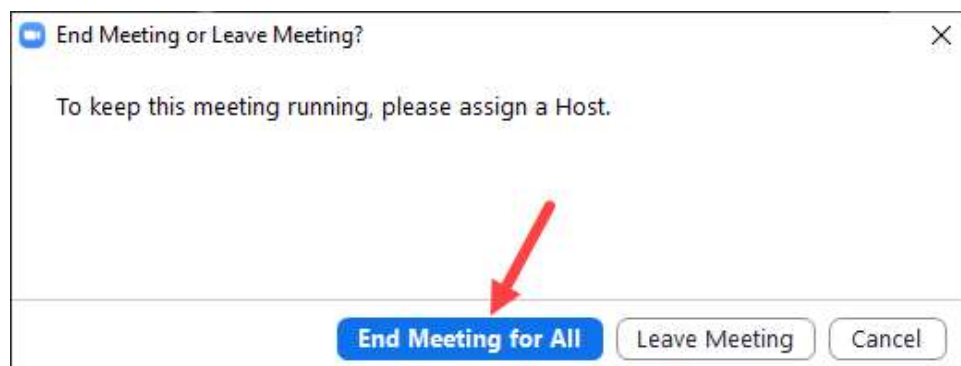


Ending the Meeting:

1. Click on "End Meeting" in the lower right.



2. If you want everyone to be disconnected from Zoom, click "End Meeting for All."





Starting and Running a Zoom Meeting

3. If you want participants to be able to communicate in Zoom after you leave, click "Leave Meeting" in the next window.

