

Basic Zoom Instructions

Zoom website: <https://zoom.us/>

Sign in to your account
Use your own email and password

To schedule a meeting

On left hand menu bar: click on **Meetings**

There is a blue button that says **Schedule A New Meeting** click on the button

You are directed to a new page:

- Enter a title for your meeting (example: County Food Council Meeting)
- Enter a description for your meeting. This is optional.
- Enter the date and time for your meeting. (Make sure to choose AM or PM)
- Enter the duration or length of your meeting. (It is Ok if it runs over or you start before the time. I think of this as the actual time that you share with your meeting participants.)
- Check to make sure your timezone is correct.
- There is an option to make your meeting recurring.
- There is an option to make registration a requirement.
- There is an option for meeting ID. I usually leave it on the option for automatically generate.
- There is an option for meeting password. Turn this function off unless you want more control over who is attending the meetings.
- Video options can be turned on or off for participants and the host.
- Audio options: choose both so that participants have the option to join by phone or computer audio
- Meeting options: the following list of options are available. Choose what works best for your meeting
 - Enable join before host
 - Mute participants upon entry
 - Enable waiting room
 - Only authenticated users can join
 - Record the meeting automatically
- There is an option for an alternative host if you are sharing responsibilities.
- Hit Save

A new screen appears with the information for your meeting.

About halfway down there is a section called Invite Attendees

- Copy URL OR copy the invitation- the invitation has the phone numbers.
- At the bottom of the page you can preload poll questions

Basic Meeting Functions

The menu bar is at the bottom of your screen

Mute or Unmute button to control sound; if you click the arrow up button, there are additional options. It is on this screen that you can change from computer audio to phone audio if needed.

Start/Stop Video; the arrow up button provides additional options like creating a virtual background

Invite additional participants - this button allows you to invite others to the meeting or copy to the invitation.

Manage Participants- opens up a right side control bar with the list of participants.

- Allows you to mute or unmute participants at the bottom of the control bar.
- Each person's name will be on the bar. You can manage specific participants if needed.
- More button provides additional options listed below
 - Mute on entry
 - Allows to have chime on entry
 - Allow participant to rename themselves
 - Lock
 - Lower hands
- Individual participant options
 - Send chat
 - Spotlight video
 - Make host
 - Allow record
 - Rename
 - Put on hold
 - Remove

Polling (on main control bar): if you set up a poll within the zoom page before your meeting this allows you to execute poll. Once people have voted, you have the option to share the results with everyone's screen as well. You can add a poll during the meeting as well.

Share Screen (on main control bar)

Opens into a new screen- select window or application that you would like to share with the participants- then click share screen on the bottom of the screen

When sharing your screen:

Control bar moves to the top of the screen, toggle over the top for it to reappear

New share – switch to a different window

Pause share: (participants don't see all the screen options)

Annotate: new bar that allows several different options- draw, spotlight erase

Chat (on main control bar): Opens chat on screen on the right hand side. You can chat with the whole group or individual members

Record: Record your meeting. (If you record to the cloud, you can get a full transcript of the meeting as well)

Breakout Rooms:

- Only the meeting host has option to put people in breakout rooms (not the cohost)
- Option to randomly or manually put people in breakout rooms.
- Enter how long breakouts will be, and to share a one-minute warning.
- Attendees may have to click on the option to join breakout rooms.
- If random selection, the host can also move individuals from one room to another.
- The host can hop from room to room while breakouts are in action