

NOTE: These instructions are the same across most operating systems.

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The Office video conferencing using Zoom and Google Hangouts/Meet. *Our staff remain eager and willing to assist with video conferencing calls using either platform*—while also encouraging end users to become familiar enough with these tools to be able to use them in their service delivery.

Most users can successfully use Free/Basic Zoom accounts; some may require a Pro account for your role in the future. The primary determining factor is the number of participants/locations on the call:

- Free/Basic accounts offer one-on-one video conference meetings of any duration.
- Pro Zoom accounts are required if the meeting involves two or more participants in more than two locations.

Zoom Instructions for Participants

You do not need to have a Zoom account to participate in a meeting someone else is hosting, but you will be asked to download the Zoom software. To host a meeting, you must have an account.

MEETINGS

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call from your committee analyst. The notification will include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

MEETINGS

To Join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
3. Both hosts and non-host participants can Also join a Zoom meeting by clicking the URL in a Meeting Invitation
4. After clicking the invite link, you will be prompted to Open Zoom and/or “download and run Zoom”

Meeting Invitation

Dann Hurlbert is inviting you to a scheduled Zoom meeting.

Topic: Dann & Matt B. ASAP Meeting

Time: Oct 23, 2019 02:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/181064609>

Open zoom.us?

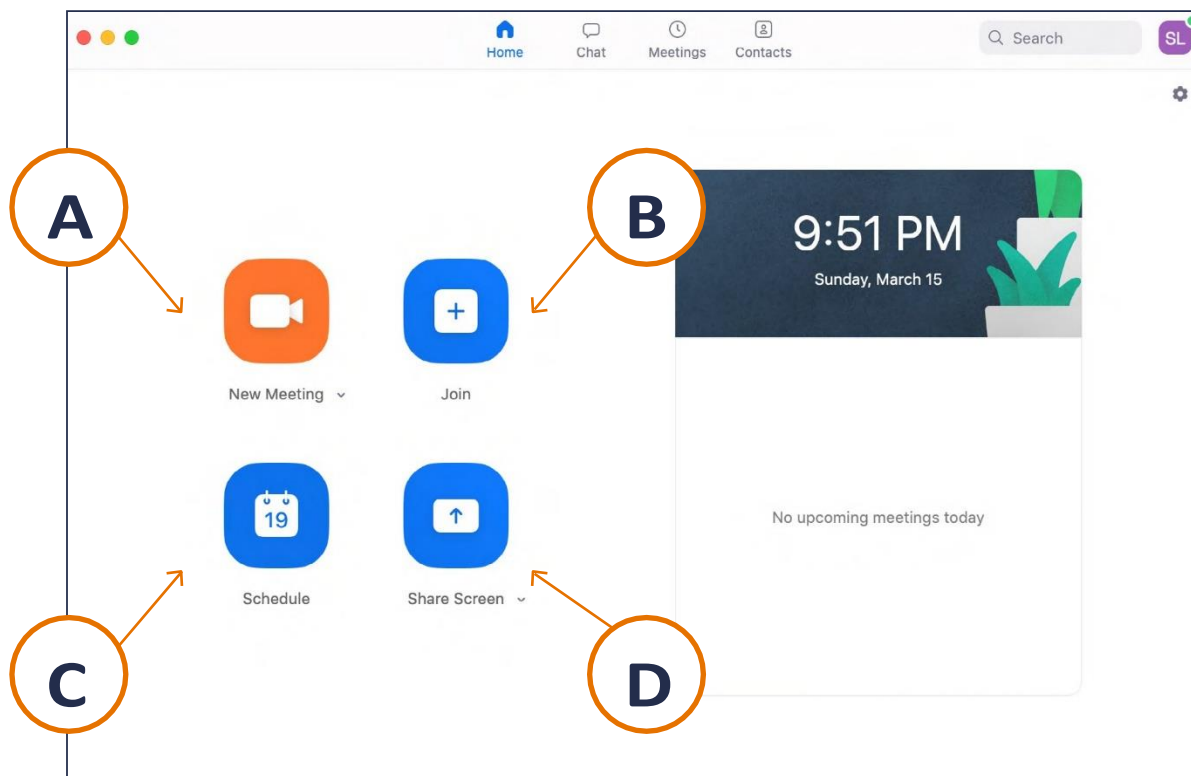
Cancel

Open zoom.us

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HOME SCREEN How to Navigate

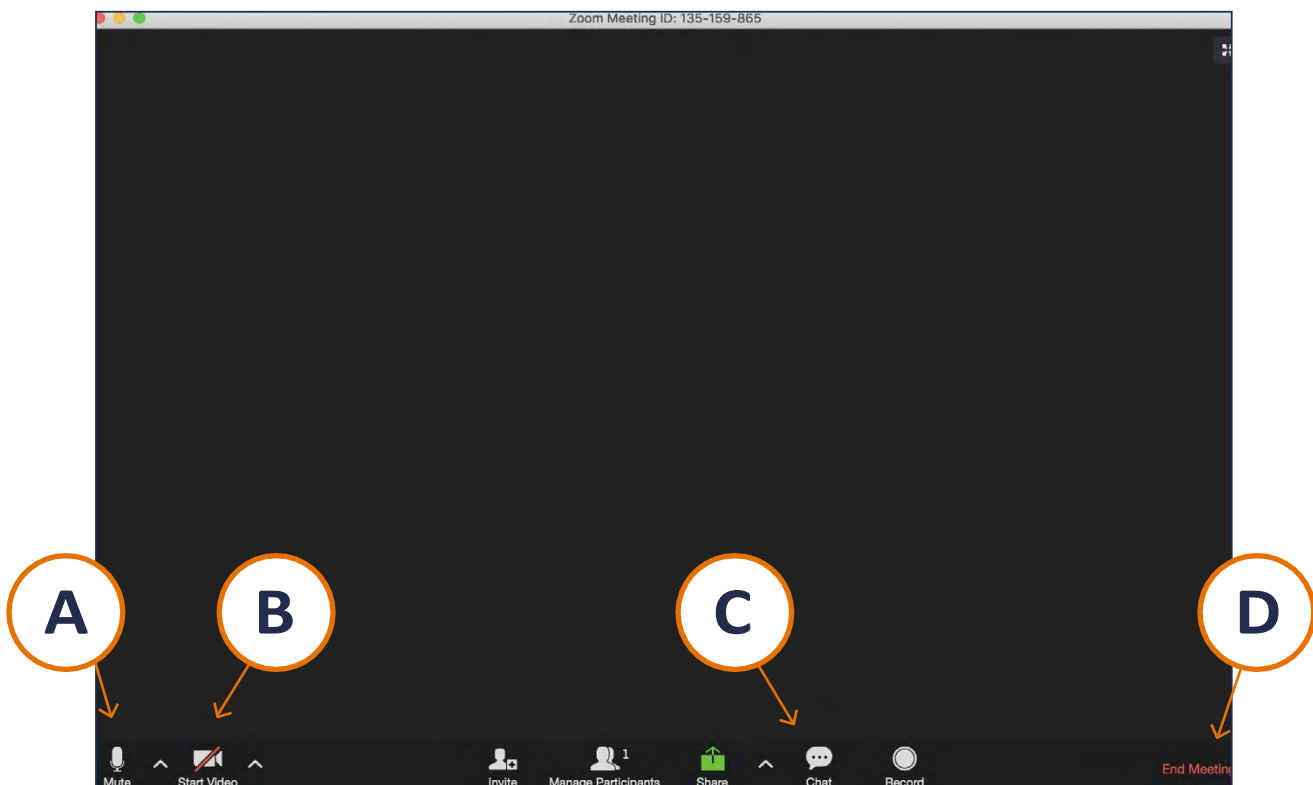
- A NEW MEETING** This function will immediately access your camera and open up a teleconferencing meeting. You can invite participants from within the teleconferencing screen.
- B JOIN** This function allows you to join a meeting that someone else set up. You will need a meeting ID or personal link name to join a meeting.
- C SCHEDULE** This function will open up a meeting invitation so you can schedule a Zoom meeting for a future date. You can invite participants from within your selected calendar application (e.g., Outlook).
- D SHARE SCREEN** This function will allow you to share your screen with an ongoing meeting. You cannot use this feature unless you have a meeting ID for an active meeting. **Note:** You can also share your screen from within the meeting window so it may be easier to complete this function that way.



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MEETINGS Key Features

- A JOIN AUDIO/MUTE** Click here if you did not set up your audio on the last prompt. Once your audio is set up, this will convert to a "mute" button if you ever need to mute your microphone in a meeting.
- B START/STOP VIDEO** Click here if you would like to turn off your computer camera and stop meeting participants from seeing you. **Note:** This does not turn off your audio. If you want to turn off your audio, you will need to mute your microphone.
- C CHAT** Click here to open a chat window on the right side of the screen. This will allow you to type messages and/or share files with other meeting participants.
- D END MEETING** Click here if you would like to leave the meeting. If you created the meeting, you will have the option to leave the meeting (just you) or end the meeting for all participants.



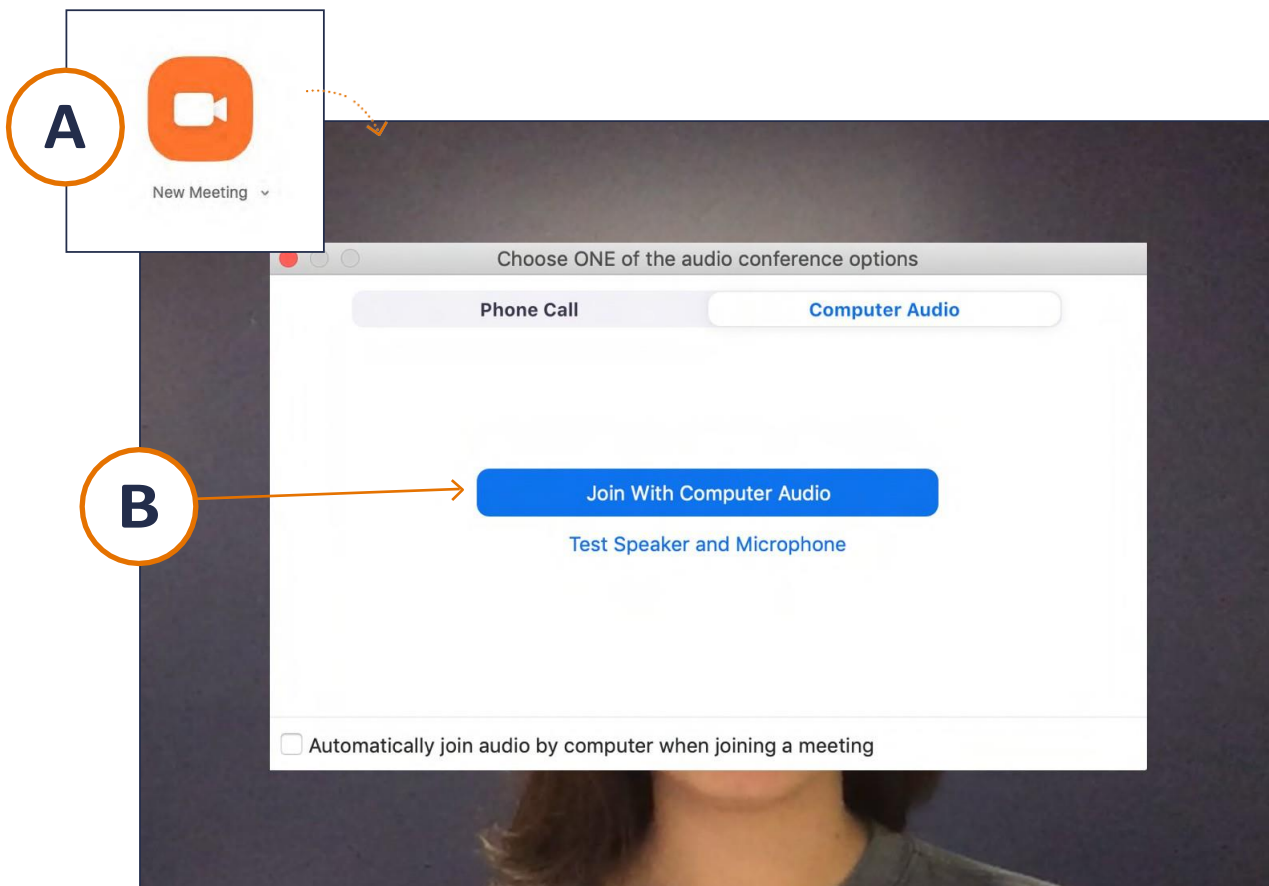
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MEETINGS How to **START** a Meeting

- A** When you click “New Meeting,” Zoom will automatically access your computer’s camera and open a video conference window. You will be prompted to choose your audio preference for the meeting.
- B** When you start a new meeting, you will have the option to use your computer’s audio (speakers and microphone) or your phone. Using your computer’s audio is the default.

If you have not previously tested your computer’s speakers and microphone, please do this before you join the meeting with your computer’s audio. To do this, please click the link which says “Test Speaker and Microphone.” For details on how to test your computer’s audio or to use your phone for audio, please refer to page 9 of this user guide.

If you have already tested your speaker and microphone, you can go ahead and click the “Join with computer audio” button.



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MEETINGS How to SCHEDULE a Meeting

- A** If you want to schedule a Zoom meeting for some time in the future, click the "Schedule" button from the main screen. This will launch a window with scheduling details.
- B** Use this Scheduling window to input all relevant details related to your future Zoom meeting. Once you have made all your selections and click "schedule" at the bottom, Zoom will automatically open a new appointment in the calendar application you selected on this form. From your calendar application (e.g., Outlook), you can invite others to the meeting.

A Schedule

B Schedule Meeting

Topic

Date
 to
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 729-619-6636

Password
 Require meeting password

Video
 Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
 Dial in from United States [Edit](#)

Calendar
 iCal Google Calendar Outlook Other Calendars

Advanced Options ^
 Enable Waiting Room
 Enable join before host
 Mute participants on entry
 Only authenticated users can join: Sign in to Zoom
 Automatically record meeting

Alternative Hosts:

- In the video field, select "on" for host and participants. This will ensure that video automatically starts for everyone in the meeting.

- Choose the calendar application where you want to manage the Zoom meeting invitation.

- Make sure to select "telephone and computer audio" so participants who have trouble with their computer audio have the option of calling in.

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MEETINGS How to JOIN a Meeting

- A** If you want to join a meeting that someone else set up, click "Join" from the main screen. A new window will open asking for a meeting ID.
- B** If you were invited by email, the meeting ID information will be in the email invite. **Note:** The meeting organizer must give you the meeting ID in order to join. Once you have entered the meeting ID, click "Join" and you will be directed to the meeting.

Note: Meeting participants can also join using just a phone. **Having access to a computer is not required to join a meeting.**

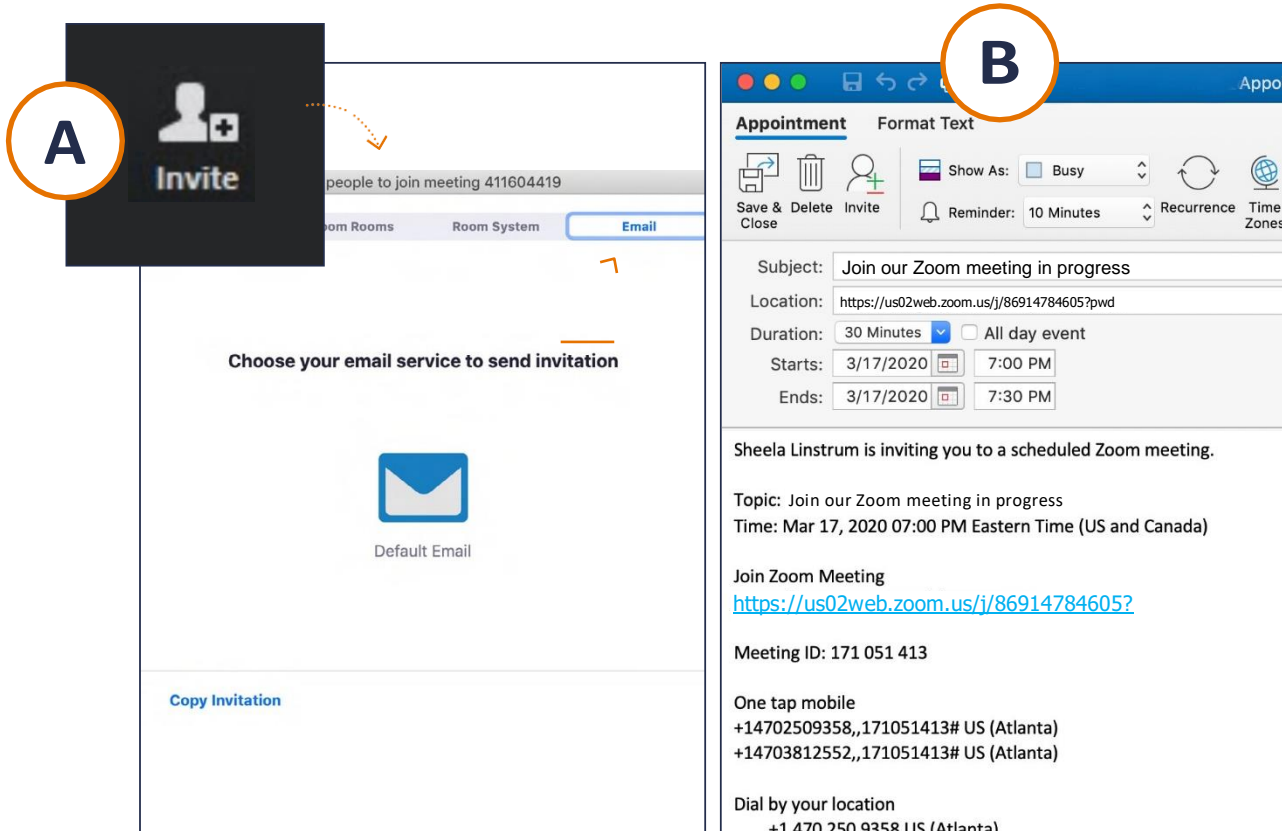
The image shows two parts of the Zoom interface. On the left, a 'Join' button with a plus sign icon is circled with a red 'A'. Below it is an email invitation from Sheela Linstrum for a 'Future Zoom Meeting' on March 17, 2020, at 7:00 PM. The email includes the meeting ID '171 051 413' and a link 'http://zoom.us/j/171051413', which is circled with a red 'B'. On the right, the 'Join Meeting' dialog box is shown, with the meeting ID '171-051-413' entered in the 'Meeting ID or Personal Link Name' field. The 'Join' button is highlighted in blue.

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INVITING PARTICIPANTS Through Email

- A** When you click "invite," click "email" on the top right of the window and then click the "default email" icon. This will open a new email window in your default email browser.
- B** The new email window will include all information participants need to access the meeting, including phone numbers in case they need to dial in for audio. Enter participants' email addresses and send, just as you would a normal email.

Note: You can only invite meeting participants this way to a meeting already in progress. To invite people to a future meeting, please refer to page 5 of this user guide.

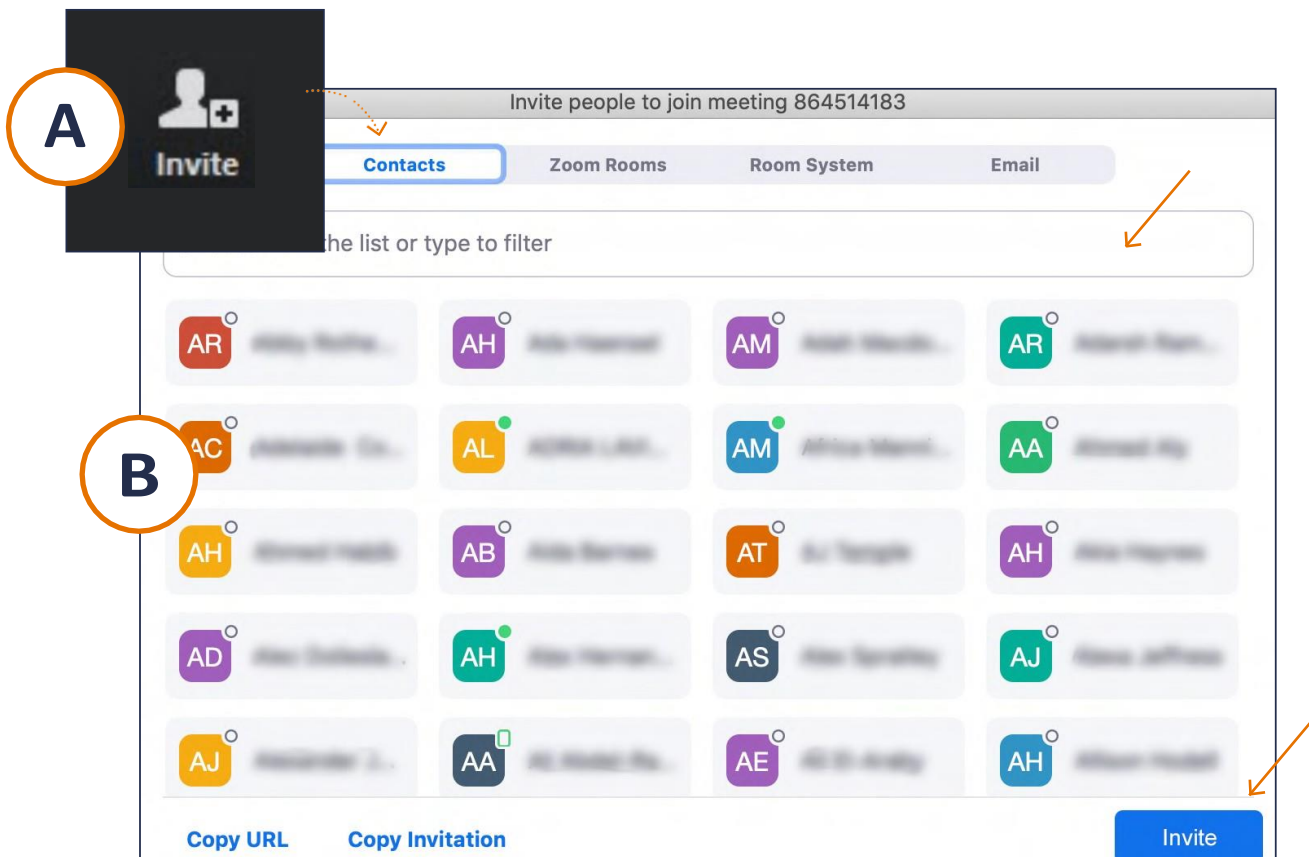


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INVITING PARTICIPANTS Through Contacts

- A** When you click **invite**, a window will open up with a directory from where you can invite people to join your meeting. Inviting participants from your Zoom contacts will open up as the default. From here, you can search for meeting participants by name or MHCC user ID.
- B** When you have found the person you want to invite, click their name. You will see that person's name appear in the search bar. Continue using the search bar to identify and select everyone you would like to invite to your meeting. Once you have identified and selected everyone, click the blue "invite" button at the bottom of the window. **Note:** Inviting participants from contacts sends an alert to invitees in Zoom saying that you are requesting their participation in a meeting that is currently happening. This invitation only works if the invitees have Zoom open on their computers. **If Zoom is closed, invitees will not receive your meeting invitation.**

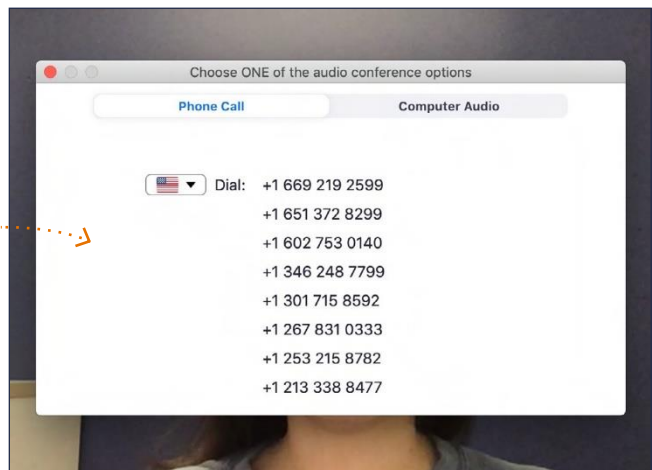
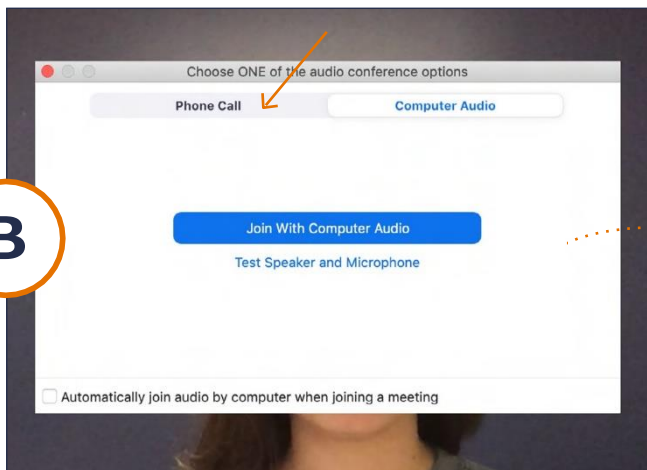
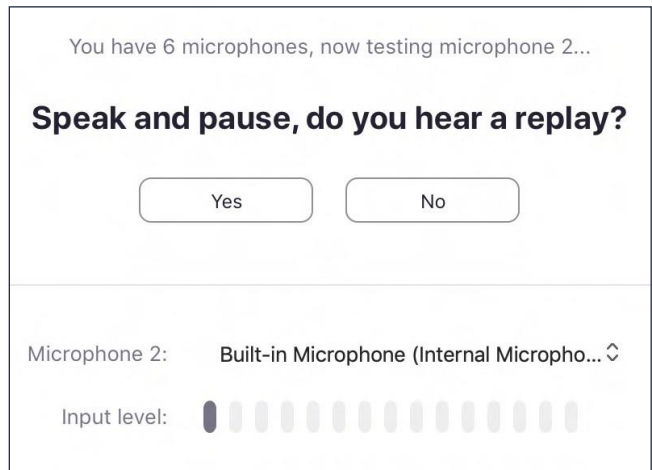
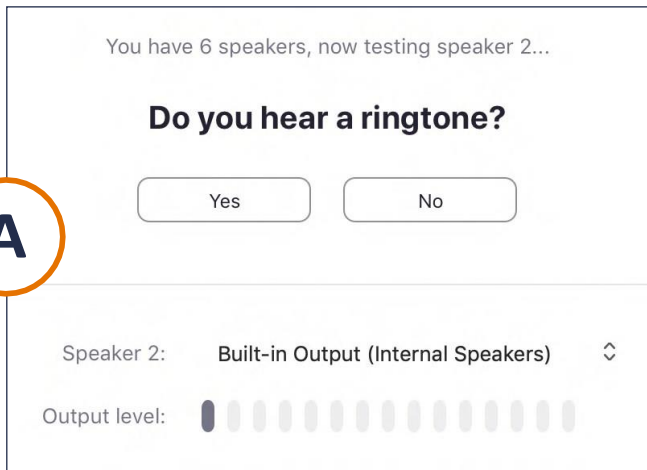
Note: You can only invite meeting participants this way to a meeting already in progress. To invite people to a future meeting, please refer to page 5 of this user guide.



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AUDIO Testing and Connecting

- A** When you start or join a new meeting, we recommend testing your computer's speaker and audio before entering the meeting. When you click "Test Speaker and Microphone," you will be directed to two prompts to check your computer's audio. If you answer yes to both prompts, you can click "Join with computer audio" on the next screen.
- B** If you answered no to either of the test prompts when testing your computer audio, you will need to use a phone to call in to the video conference. If this applies to you, click where it says "Phone Call" at the top of the window.

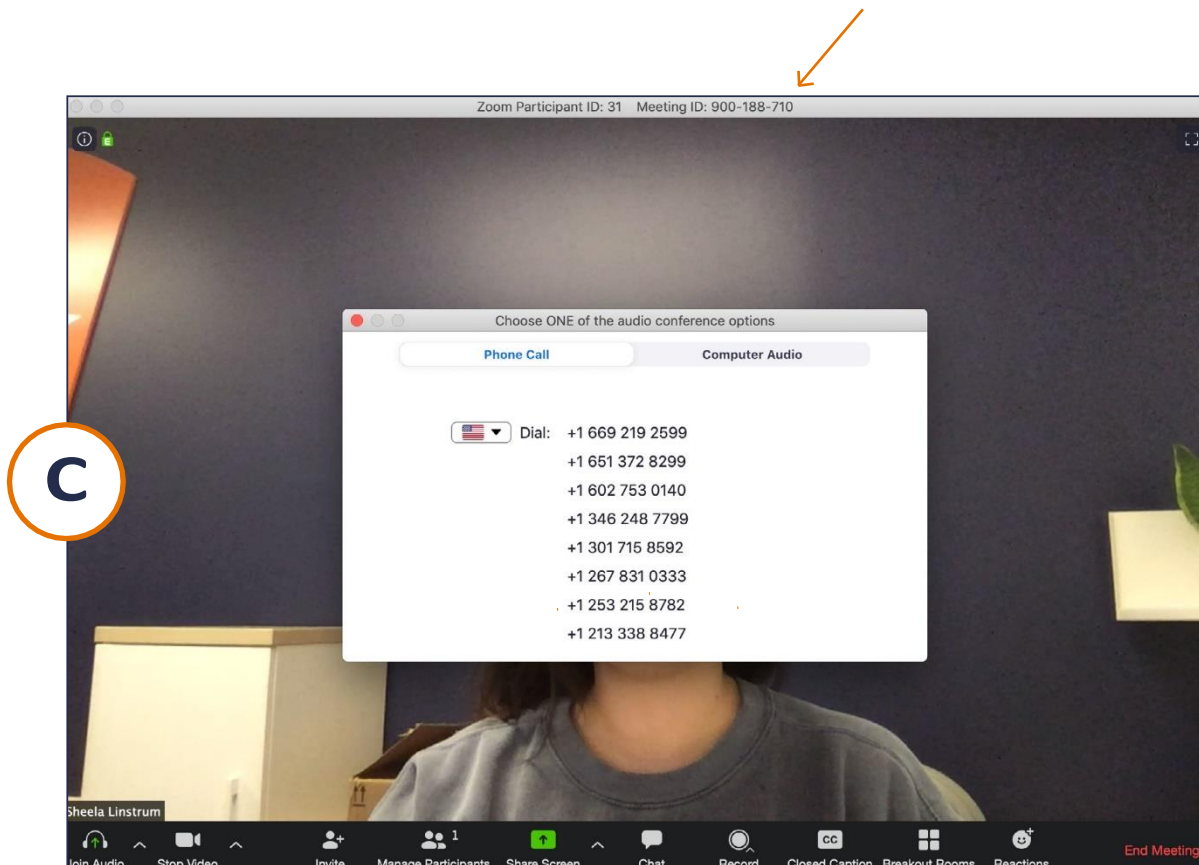


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AUDIO (CONTINUED)

- C** Use your phone to call any of the phone numbers listed to call in to the meeting. After, you will be prompted for two pieces of information: the meeting ID and your Zoom participant ID. This information is located on your computer at the top of the Zoom window. **Note:** As long as your computer's camera works, you will still be able to see meeting participants. Using your phone does not limit your visual capabilities, it just uses a different audio source so meeting participants can still hear you (and you can hear them).

Note: Meeting participants can also join using just a phone. **Having access to a computer is not required to join a meeting.**



[Joining a Meeting – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Desktop – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Starting the Zoom Desktop Client – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Quick start guide for new users – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Getting Started on Windows and Mac – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Getting Started – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Zoom Rooms Customized Background – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Live Training Webinars – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Sharing Your Screen - YouTubewww.youtube.com](https://www.youtube.com)

[Joining & Configuring Audio & Video - YouTubewww.youtube.com](https://www.youtube.com)

[Closed Caption - YouTubewww.youtube.com](https://www.youtube.com)

[Meeting Controls - YouTubewww.youtube.com](https://www.youtube.com)

[Join a Meeting - YouTubewww.youtube.com](https://www.youtube.com)

[Zoom Video Tutorials – Zoom Help Centersupport.zoom.us](https://support.zoom.us)

[Sign In - Zoomzoom.us](https://zoom.us)

Break Out Rooms

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

<https://support.zoom.us/hc/en-us/articles/206476093>