

Overview: Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS, Android and Blackberry devices. This rest of this guide help will get you started using Zoom.

How do I begin?

To begin, simply go to <http://zoom.us> and click on Sign up. From there you can enter your first and last name, and your e-mail address to sign up.

Download & Install Zoom

Click the appropriate link to download Zoom on your device.

- Windows & Mac : <http://zoom.us/download> (download the Zoom Client for Meetings)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Host a meeting

After you launch the app, you have a few options. You can Join a meeting, Host a meeting or schedule a meeting.

To start a meeting for your group, you will log in and click on New Meeting. Or you can schedule a new meeting for an agreed upon time.

When the meeting window opens, click on “Invite.” From there you can click “Copy Invitation” and send the copied text to your group. They can then join the meeting right away or when its scheduled.

See this link for info on how to enable, assign and type Closed Captioning when appropriate and helpful:

https://www.youtube.com/embed/a06O8JmpPZA?rel=0&autoplay=1&cc_load_policy=1

Join a Meeting

Join Using a Link (this is the easiest and recommended method for having your group join a meeting)

If you were sent a link to join a Zoom meeting, or if you found it posted online, just click the link and follow the on-screen instructions to join the meeting.

Quick Tips for Using Zoom

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.

- Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
- Zoom sessions without a Zoom Pro user signed in will be limited to 40 minutes. If the meeting goes longer, begin a new meeting and send invites to the group again.

Best Practices for Safe Zoom Meetings

As with any software that is used in a variety of industries and especially with many users, opportunities for misuse are bound to happen. Zoom is a wonderful tool, but meetings can be interrupted by outsiders if not properly secured. Please see below some best practices to safer Zoom meetings:

- Create meetings from the Zoom website (not mobile device). This allows you to set more secure settings.
- Always make sure there is a Host. Never have a meeting without a host.
- Use the meeting password feature to give people a password they need to enter the meeting.
- Use the waiting room feature to not allow people into the meeting without the host's permission.
- Disable screen share for all users (or only allow for Host if you need that feature).
- Once everyone is attending the meeting it might be helpful for the Host to lock the meeting and not allow anyone to join.
- Do not advertise Zoom meetings on social media or website. Send invites to attendees through email or text message.

Here is a quick video that summarizes many of these suggested practices:
<https://www.loom.com/share/7acf21694c6e41e284638fba516bb18d>