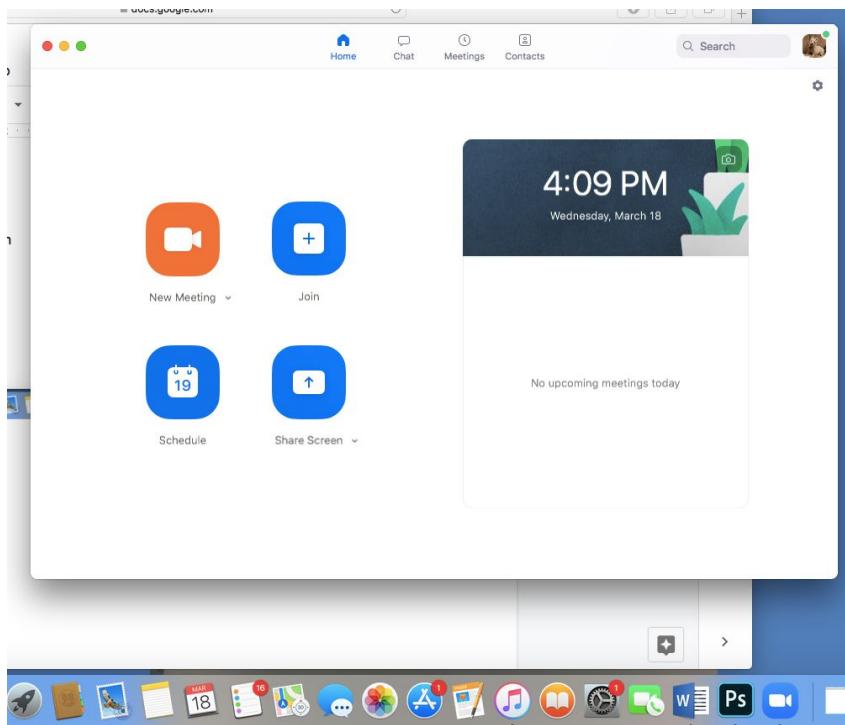


# Instructions on How to Create a New Zoom Meeting on a Computer:

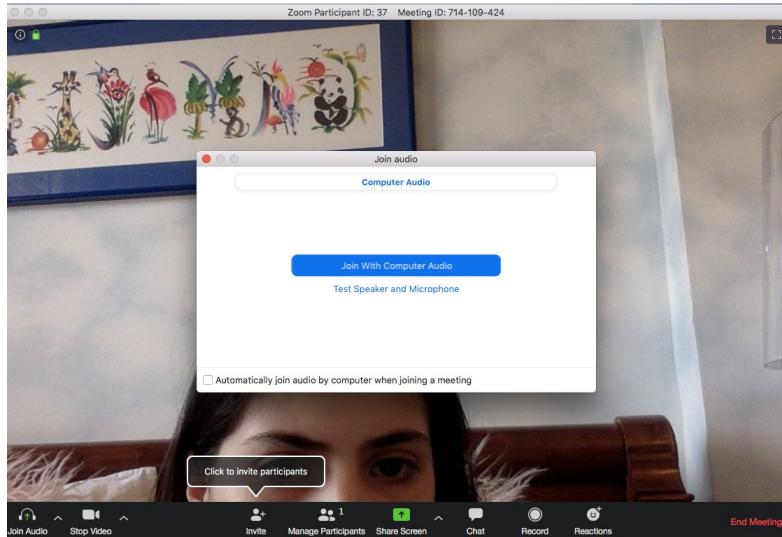
At the bottom of this pdf you will also find detailed descriptions of the different buttons available to use on Zoom. Quick Note: All images on this pdf are screenshots from these websites but not the actual websites.

1. Start by opening Zoom:



2. Click on “New Meeting” and the image below should pop up. The page will at first say “connecting” at the

top of your screen but only for a couple of seconds:



3. Click “Join with Computer Audio.”
4. Next, click “Invite” at the bottom of your screen.



5. Click “Default Email,” and you should get something like this:

To: \_\_\_\_\_  
Cc: \_\_\_\_\_  
Subject: Please join Zoom meeting in progress  
From: Camille White- 22 – 2022camillew@chapin.edu

Join Zoom Meeting  
<https://zoom.us/j/714109424?pwd=OVgwY1JlbHc2cFBtVWZ1SHA4cjI3dz09>

Meeting ID: 714 109 424  
Password: 291009

One tap mobile  
,,714109424# US Toll

Dial by your location  
US Toll

Meeting ID: 714 109 424  
Find your local number: <https://zoom.us/u/aevHdnZ8b>

6. If you would like to change the email in the “From” section, you can type in a different email. This email is essentially from you, and therefore the email in the “From” section must be an email of yours. In the “To” section, you can add the emails of those you would like to invite to this meeting. The information in the email is for those you are inviting. If they click on the link “<https://zoom.us.....>,” this will take them to your meeting as long as you are on. However, they must already have an account with Zoom (but they don’t need to download the app). This is something that you don’t need to worry about though, only those you invite need to keep this in mind.

7. Another way to invite people to your meeting rather than emailing an invitation directly from Zoom is:

- Follow Step 4. that is posted above.
- Next, click “Copy URL” in the lower left corner of

your screen [Copy URL](#)  
c. You will get this:

The invitation URL has been copied to Clipboard.

[Copy URL](#)

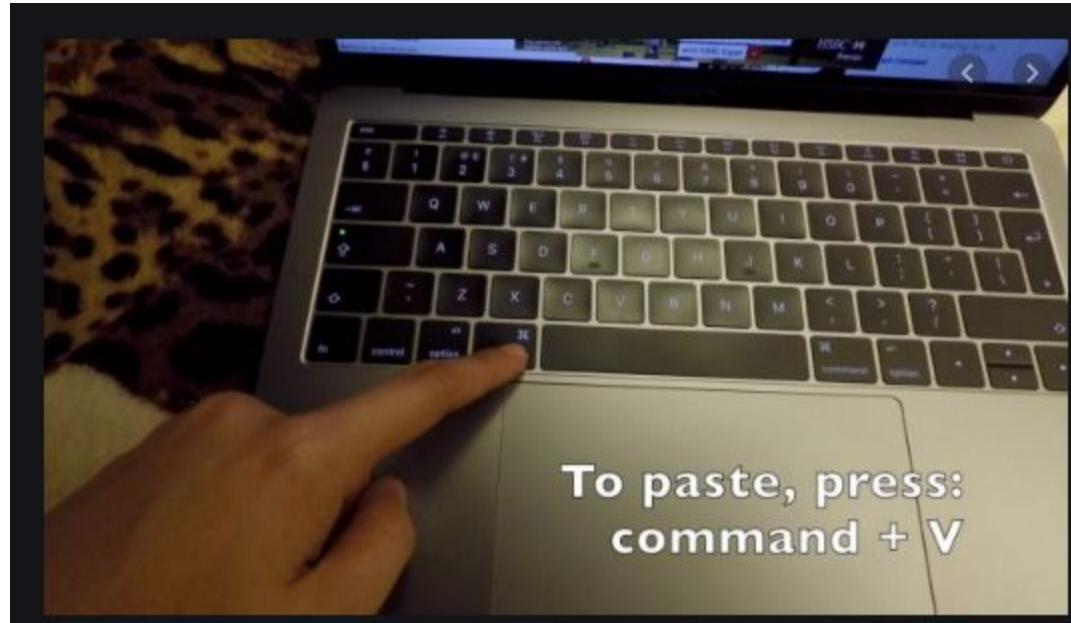
[Copy Invitation](#)

Meeting Password: 291009

Left corner of the screen  
d. You can now copy and paste this anywhere (such as a text message) by clicking “command”

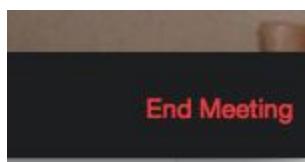
and “v” on your computer keyboard at the same time, and the invitation link will appear. The invitation link will look something like this:

<https://zoom.us/j/714109424?pwd=OVgwY1JlbHc2cFBtVWZ1SHA4cjI3dz09>



- e. This is another way to give people access to your meeting without having to email them the invitation to Zoom as seen in Steps 5 and 6.
8. After people have begun to join the meeting, you are all set!

To end your meeting, click on the button



in the lower left corner of your display.

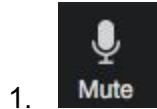
# Some Suggestions that I Have:

1. I recommend making sure that your video is on during your meeting.
  - a. To do this, look to see if you can find the button shown below on your screen, click on it to turn on your video. This way, your guests can see you. If you don't see this button or it doesn't have that red line diagonally crossing it, there's no need to click on it unless you want to turn off your video camera.



2. I would also recommend clicking on the “gallery view” button which will appear once people have joined the meeting, it’s in the upper right corner as well of your display. This will allow you to see all of your guests.

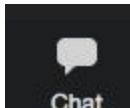
# Roles of Different Buttons...



1. **Mute** This makes it so that no one else can hear you (it is in the lower left corner of the display)



2. **Invite** This allows you to invite other people to your meeting via email (it's in the bottom of your display)

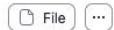


3. **Chat** This allows you to basically text with your guests (this helps if someone does not have their audio working correctly), it's at the bottom of your display. If you click on this, this page will pop up:



Chat

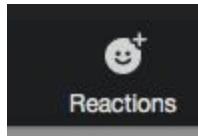
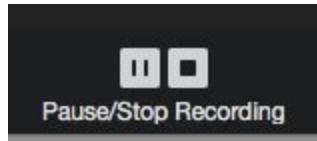
To: Everyone



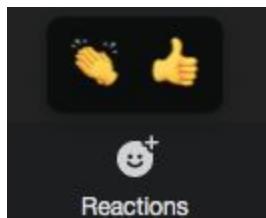
Type message here...

<-----right here, you have the option to write a message. If you write your message and then click “enter” on your keyboard, your message will be available to see for your guests.

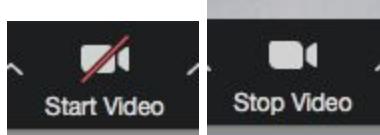
4.  This button is also located in the bottom of your display. If you click on this, it will begin recording your meeting (only you have the ability to do this for your meeting). If you want to end the recording, click on the box as shown below but on your own Zoom application. If you want to pause the recording, click on the two lines as shown below:



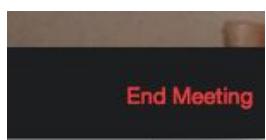
5. This button allows you to use emojis that will then appear next to your picture for all of your guests to look at. They last for about 10 seconds. The two main options for emojis are:



6. These buttons (also located at the bottom of your display) will start and stop your video, not the meeting. If you have to go to the bathroom for example, you can click on "Stop Video." If you click "Start Video," your guests will be able to see you once again.



7. **this button located in the lower left corner of your display will end your meeting!**



I hope this helped  
you gain a better  
understanding of  
Zoom! If you have  
any questions, you  
can email me at

[camillewhitechapin@gmail.com](mailto:camillewhitechapin@gmail.com)