Overview and How To Get Started
ZOOM   ZOOM.US

- *Use this resource to meet with a group.* Many classes, educational, recreational and other opportunities to connect virtually will be available through this platform.
- Setup and organize your own meetings or classes, and invite others to participate.

You'll need either a laptop or computer with a webcam, an accessory webcam, or a smartphone or tablet with a built-in camera. (Which is pretty much every model nowadays.) Audio without sharing your video is an option as well.

- *If you receive an invite link* to join a class or a meeting on Zoom, *if you don't already have Zoom*, by clicking on the link, you will be prompted to download the program and sign up (see more information below).
- To sign-up without an invite, open your internet browser and navigate over to **zoom.us**. Once there, enter your email in the space provided, and then click the **Sign-Up Free** button and follow the prompts. **The zoom App can also be downloaded to your mobile device.**
- You can also sign up for an account using an existing Google or Facebook account.

If you are participating in a hosted meeting, such as Tallahassee Senior Center & Foundation classes, use is complimentary. If YOU wish to host a meeting, Zoom is free to use for meetings less than 40 minutes with up to 100 participants to host longer or larger meetings, you must purchase a monthly subscription.

Joining a Meeting or Class

Joining a meeting is quick and easy. If you have been sent an invitation by the meeting host simply click on the link provided, (or copy and paste into your browser) and you will be sent directly to the meeting. If you do not have an invite, but would like to join, you will need the meeting's ID number and a password (if required).

It is not necessary to have a Zoom account in order to join a meeting. Once an invitation is received, click on the meeting link provided, then, when prompted, download the Zoom software, and you will be brought directly into the meeting.

- When you get started, conduct an audio mic test. From the home page of your account, click the gear symbol in the top right corner of your home page. Select **Audio** and perform tests.
- One feature of Zoom is the ability to mute your mic when you're not speaking. Mute is the first thing you'll see on the bottom left. Click **Mute** to go silent and unmute when it's your turn to talk. You can stop and start your video connection in the same way.
- Zoom lets you add a unique background, with no green screen required. To do so, select the gear icon in the top right corner of your home page, and click **Virtual Background**. Here you will see pre-loaded background options, as well as an addition symbol that, when clicked, will allow you to upload images and video from your computer.
- Zoom also has a chat window for you to offer text comments during a meeting, or you could respond with graphical images. Zoom offers thumbs up and applause icons. Click the **Chat** icon at the top of the screen and communicate with the group or privately with a selected individual.
- When you are ready to leave the meeting, click **Leave Meeting** in the bottom right corner of the page.

Hosting a Meeting or Class

To schedule a meeting or class, open your Zoom account and select the **Schedule** icon on your home page. Enter the meeting topic, date and time, and select **Meeting ID**, **Password**, **Video** and **Audio** options per your preference. Additionally, if scheduling a recurring meeting, select **Recurring Meeting** and the meeting ID and password (if required) will be the same week after week. **Advanced Options** provides you with further options for muting participants upon entry and automatically recording meetings on your computer.

- To invite participants to join your meeting, begin by clicking the **Meetings** icon at the top of the home page (meetings can also be edited from here as well). Select the meeting you want and click **Copy Invitation**. Now, open your email and paste the invite information into a new email, add recipients and send.
- During a meeting hosts can share everything from word documents, spreadsheets, Photoshop, Adobe Premiere and Apple Final Cut Pro editing programs, to opening cloud-based files from Dropbox and Google Drive. There is also a whiteboard feature. The **Share Screen** button is on the bottom tab, in the middle of the screen. Just click it and choose which program you want to share.
- When your meeting begins, click **Record** to keep the meeting archived, and when the meeting ends, Zoom will download the archived file to your hard drive. From here you can post the video to a variety of online platforms.
- You can stream the meeting to Facebook and You-Tube, but you'll need to be a paying subscriber. There are several steps involved, which Zoom points out on its support page.
- When you are ready to end your meeting, click **End Meeting** in the bottom right corner of your screen.

Safety and Security

Once an account is set up, and you have become familiar with the platform, consider these additional steps or a more secure experience:

- Keep invites private, don't post links to Zoom meetings on social media, email participants the link directly from Zoom.
- Set up unique IDs for your meetings, do not use your personal meeting ID. These can be generated automatically under the scheduling feature.
- Require passwords for your meetings. Zoom can also automatically generate passwords and include them in your invitations.
- While you are in the advanced settings, also turn off screen sharing, this will prevent people from hijacking your meeting.

Online Tutorial Links

Tutorials available from Zoom   Scheduling a meeting

Meeting control settings   Joining a Meeting

ZOOM BASICS – Using Zoom for Classes and Meetings   Using Zoom for the first time

Use Zoom as we all navigate the coronavirus pandemic.