



Zoom Help Guide

Helpful Links

Zoom has many great resources and guides to help you master working remotely. Check them out here if you find yourself stuck.

Zoom account quick start guide: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

Desktop getting started guide: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Video tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Helpful tips: <https://blog.zoom.us/wordpress/2020/03/09/working-from-home-tips-to-meet-like-a-pro/>

Create a Zoom meeting

- Open the Zoom app on your desktop and click Sign In
- Login with your credentials
- Click the downward arrow and select Start with video, then click New Meeting to start an instant meeting.

Join a Zoom meeting

Note: Each zoom meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting

- Click join a meeting if you want to join without signing or sign into Zoom and click join
- Enter the meeting ID number and your display name
 - If you are signed in, you can change it if you don't want your default name to appear
 - If you are not signed in, enter a display name
- Select if you would like to connect with audio and/or video and click Join

Schedule a Zoom Meeting

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

- In the Zoom Client, click on the schedule icon
- Select your meeting settings
- Select schedule to finish and open the selected calendar service to add the meeting

Change Zoom Audio and Video Settings

- In the Zoom client application, select the Settings button to customize your preferences
- Under Audio Settings, you can modify the following:
- Change the default output. You can test your audio by selecting Test Speaker
- Change the default microphone. You can change this by selecting Test Mic

Under video settings, you can modify the following:

- Choose the camera you want to use from the Camera dropdown list
- Choose to capture HD video from your camera
- Enable mirror effect, this will reflect the camera's frame like you are looking in a mirror
- Choose to Always show name on video window, this will show your name to other participants
- Choose to turn off video when joining meetings, this will turn off video when joining meetings
- Choose to hide non-video participants, this will hide participants who have their video off
- Choose to spotlight video when you speak, this will bring attention to your video when you speak