

HOW TO USE ZOOM

*Rio Salado
Information
Services*

Zoom Features and Best Practices

Zoom is a cloud-based video and audio-conferencing system offering collaboration, chat, and webinars across mobile devices, desktop, telephones and room system services. The following best practices are recommended when using Zoom:

- Use a computer with a wired internet connection
- Use Google Chrome as the web browser, as the application is synced with our Gmail accounts
- For mobile devices, use the application found in the App Store or Google Play

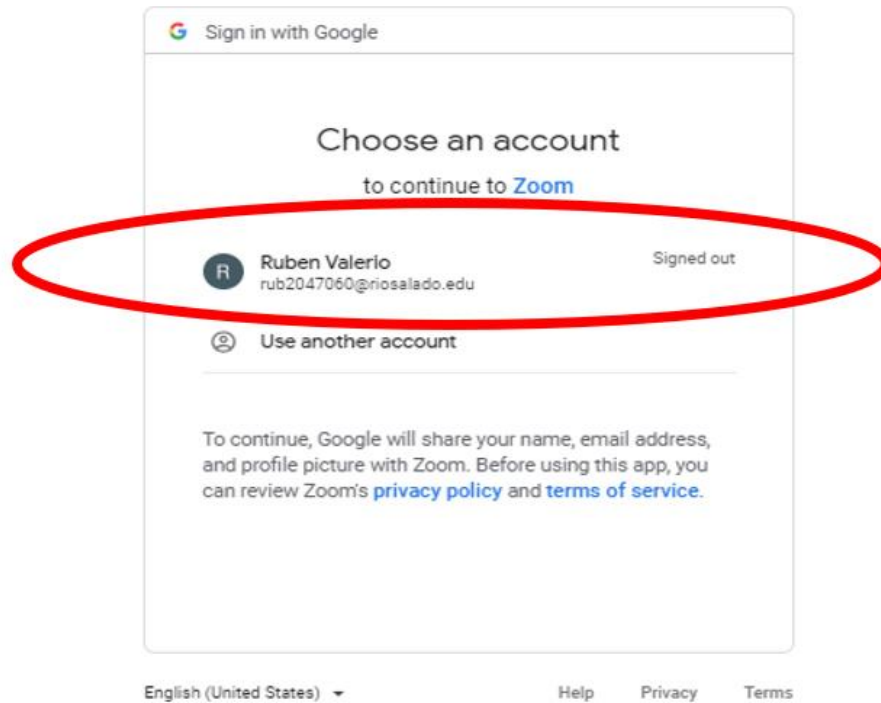
Logging in to Zoom

Follow the steps below to log into Zoom.

1. Using Chrome, go to <https://zoom.us/signin>
 - If your default browser is anything other than Chrome, you will need to copy and paste the web address into Chrome. Zoom works best with Chrome and your user experience will differ from these instructions if you use any other web browser.
2. Click on the **Sign in with Google** button.

The image shows the Zoom Sign In page. At the top, it says "Sign In". Below that are two input fields: "Email address" and "Password". The "Email address" field contains a single vertical bar. Below the "Password" field is a blue "Sign In" button. Underneath the "Sign In" button are two links: "Forgot password?" and "Stay signed in" (with a checked checkbox). Below these links is a horizontal line with the word "or" in the center. Underneath the line are two buttons: "Sign in with Google" and "Sign in with Facebook". The "Sign in with Google" button is circled in red. At the bottom of the page, it says "New to Zoom? Sign Up Free".

3. Select your **Rio Salado Gmail** account. Use your MEID and District password.



NOTE: If you see anything other than the window shown above, it is because you are using a different browser. Close the browser you are using, open Chrome, and copy and paste the web address listed in step 1 into the Chrome browser.

4. You now have access Zoom

How to Schedule a Meeting

Follow the steps below to schedule a meeting.

1. At the top of the screen you see the following:



2. Select **Schedule a Meeting**.
3. Type in the Topic, Description (optional) date and time of meeting and the duration
4. Time Zone has a default of GMT – Arizona
5. Specify if it's a recurring meeting
6. Indicate how often it will be repeated
7. Include Video and Audio features
8. Select Meeting Options
9. Save meeting.

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 834-841-3566

Enable waiting room

Record the meeting automatically on the local computer

Share Meeting Information with Participants

After the meeting is scheduled the following information will appear:

The screenshot shows the Zoom web interface for managing a meeting. On the left is a navigation menu with options like 'My Profile', 'My Meeting Settings', 'My Meetings', 'My Recordings', 'My Webinars', 'Room Management', 'Zoom Rooms', 'Cisco/Polycorn Rooms', 'User Management', 'Users', 'Group Management', 'Role Management', 'Account Management', 'Account Profile', 'Billing', 'Advanced', 'Zoom for Developers', 'H.323/SIP Room Connector', 'Meeting Connector', 'Branding', 'Single Sign-On', and 'Integration'. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Manage "Test Meeting"'. It displays the following information: Topic: Test Meeting; Description: This is testing the ability to create meetings; Time: Jan 28, 2019 7:30 AM Arizona, Every day, until Feb 03, 2019, 7 occurrence(s); Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar; Meeting ID: 476-120-769; Join URL: https://zoom.us/j/476120769?pwd=SnVXLzZMdVFUL1FmZE0rcG5CcmsvZz09; Video: Host On, Participant On; Audio: Telephone and Computer Audio, Dial from United States; Meeting Options: Require meeting password (checked), Enable join before host (unchecked), Mute participants upon entry (unchecked), Enable waiting room (unchecked), Record the meeting automatically on the local computer (checked). At the bottom, there are buttons for 'Delete this Meeting', 'Edit this Meeting', and 'Start this Meeting'.

1. Select Google Calendar to add it to your calendar
2. Make Note of the meeting ID
3. At the far right click on “copy the invitation.”
4. Click on the “Copy Meeting Information” at the bottom. You can copy and paste all the detail of your scheduled meeting.

The screenshot shows a 'Copy Meeting Invitation' dialog box. It contains the following text: 'Meeting Invitation', 'Ruben Valerio is inviting you to a scheduled Zoom meeting.', 'Topic: Test Meeting', 'Time: Jan 31, 2019 7:30 AM Arizona', 'Every day, until Feb 03, 2019, 4 occurrence(s)', 'Jan 31, 2019 7:30 AM', 'Feb 1, 2019 7:30 AM', 'Feb 2, 2019 7:30 AM', 'Feb 3, 2019 7:30 AM', 'Please download and import the following iCalendar (.ics) files to your calendar system.', 'Daily: https://zoom.us/j/476120769/ics?icsToken=06049e8369129332376e3f63669415dd846e2c36280db0476652ac3loadf0bb', 'Join Zoom Meeting', 'https://zoom.us/j/476120769?pwd=SnVXLzZMdVFUL1FmZE0rcG5CcmsvZz09', 'Password: Test'. At the bottom, there are buttons for 'Copy Meeting Invitation' and 'Cancel'.

5. Email the “Join URL” to participants. This can be a copy and paste.
6. The options to: Delete This Meeting, Edit this Meeting and Start this Meeting are available at the bottom of the screen.



Knowledge Base

Additional information is available at the Zoom Knowledge Base at:

https://support.zoom.us/hc/en-us?flash_digest=e9d78c7447c08cb5e742cf82c5c6f8bcf2ca737e

Video Tutorials

Numerous video tutorials can be found on Zoom’s website at:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=d7b9ce7499fb2941e444958d92af98a184affd51