HOW TO USE ZOOM
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.
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 Use Zoom
Rio Salado Information Services
Technology Helpdesk
480-517-8600

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.
Share Meeting Information with Participants

After the meeting is scheduled the following information will appear:

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.
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