

Zoom Quick Start Guide for Virtual Groups

Tips For Users

*You do not need to have a Zoom account to attend a Zoom meeting. You *will* be prompted to download the software once you have clicked on the meeting link that you have been provided.

Downloading Zoom (*Do this at least 15 min before your first Zoom meeting.*)

1. Click on the link provided in the email invitation.
2. Download the Zoom Desktop Client. Follow the prompts to download and install/run the correct Zoom desktop client for your computer and operating system. Note that you may also download the free Zoom app for IOS and Android devices.
3. Once you have downloaded Zoom, you can now join the meeting.

Joining a Meeting

1. Open the Zoom application on your computer (or go to [Zoom.us](https://zoom.us) if you cannot find it)
2. Click “Join a Meeting.” You can find this when you open up the Zoom application or on the top right corner of the zoom.us homepage.
3. When prompted, add your designated Meeting ID. (The Meeting ID can be a 9-, 10-, or 11-digit number.) The Meeting ID should be provided by the host.
4. You’re in!

Tips For Leaders

Zoom’s Basic Version is FREE

1. While using the free version, the number of meetings you can have is unlimited.
2. When using Zoom’s free plan, there is a meeting duration cap of 40 minutes.
3. Also with Zoom’s free plan, there is a maximum of 50 participants allowed per session.
4. You have the option to pay and upgrade to gain access to even more features that Zoom offers.

Starting a Meeting

1. Open up the Zoom app on your computer (sign in, if needed).
2. Click on “New Meeting” to start an impromptu meeting and practice being in a meeting.
3. Click on “Schedule” to create a recurring meeting for your group.
4. At the top change the name to fit your group or meeting.
5. Pick the start day, time, and duration of the meeting.
6. Click “recurring meeting” (this means you only have to do this once).
7. Choose “personal meeting ID” (this means it will be the same ID for your group every time).
7. Choose “waiting room” and uncheck “passcode” (a waiting room is more secure).
8. Select the calendar you want to link with (Google or Outlook, whichever you use).
9. Open “Advanced Options” to add in a co-host (this will allow them the same privileges as you).
10. Click Save (this will prompt your calendar to create the recurring meeting for you).
11. In Google, select the drop down menu that says “does not repeat” and change it to fit the frequency of your group.
12. If you choose, copy the meeting information to email out to your group (you can also access this later via your calendar). Click save and you’re all set! (The meeting information will never change).

Sharing Your Screen

1. Zoom allows users to share their screen to the entire conference call! To do so, simply click “Share Screen” at the bottom of the window. Note: Only one person can use screen-share at a time, and one person must “Stop Sharing” before someone else can start sharing.
2. When your share screen options pop up, you will see a “share computer sound” option at the bottom. You’ll need to select this option if you are sharing a video.
3. To stop sharing the screen, simply click “Stop Sharing.”

Disable Recording for all

1. Go to Zoom.us and sign in
2. Click on “Settings” on the left-side menu
3. Once you are in “Settings” click on “Recording” where it says Meetings - Recording - Telephone
4. Toggle off the recording settings so no one in your group will have the option to record - even if you make them a “host.”