

Guide to Using **Zoom Pro**

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March 6, 2015

Guide to Using Zoom Pro.pptx

System Requirements for ZOOM

System Requirements

- Internet connection (broadband or wireless)
- Speakers and microphone (built-in or USB plug-in)
- Web Camera (built-in or USB plug-in)

Supported Operating Systems

- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows SP with SP3 or later
- Mac OS X with Mac-OS 10.6.8

Supported Tablet & Mobile Devices

- Surface PRO 2 running Win 8.1
- iOS and Android devices (iPhone & Android phones)

Supported Browsers


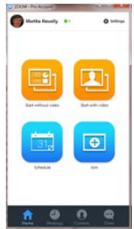
- Windows: Internet Explorer 7+, Firefox, Chrome, Safari5
- Mac: Safari5+, Firefox, Chrome

For more Information ... Click below.

[System Requirements for PC and Mac](#)

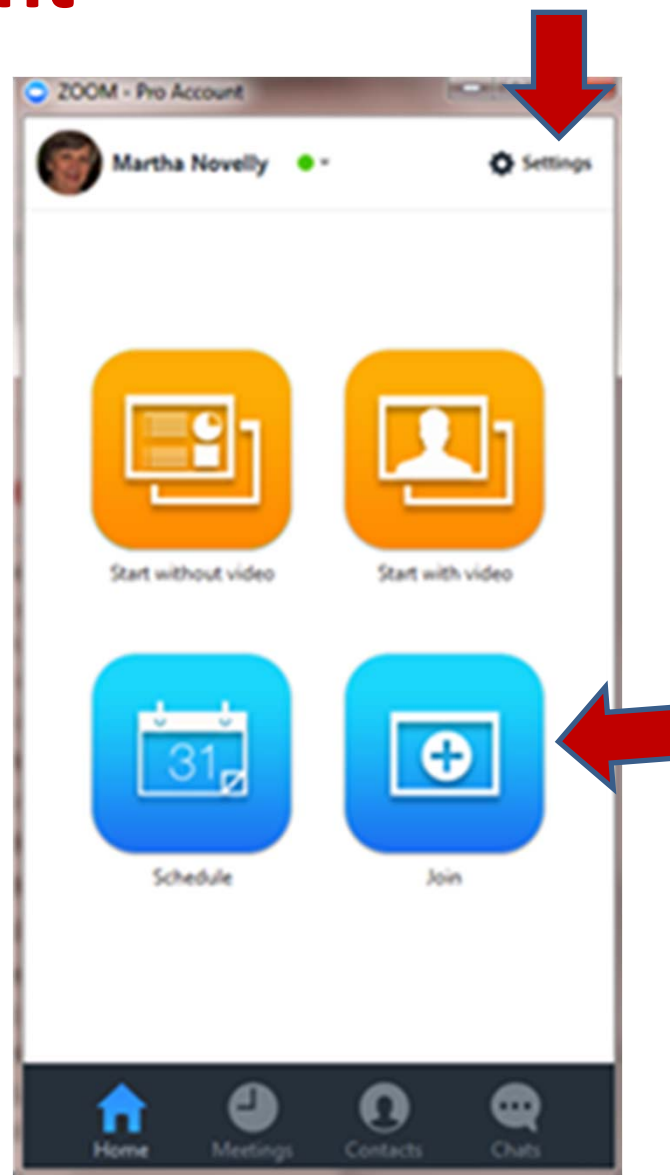
What do you want to do?

~ ~ ~ JOIN a meeting or video-conference call ~ ~ ~

1. If you have received an email inviting you to a meeting, the meeting ID is listed in the email.
2. Shortly before the start of the meeting, open the email and click on the link for the meeting.
3. If no password is required and host has set it up to join the meeting before the host, you will be placed into the meeting.
4. If this is your first time using ZOOM, a screen should prompt you to download the ZOOM client on your computer. Follow screen directions to do so. You only need to do this once.
5. Once you have downloaded the ZOOM client, you should get a round blue icon with a white slash in it on your desktop or start menu. 
6. To join future meetings, you may start ZOOM by clicking on this icon.
7. You will see a menu to select to:
 - a. START without video.
 - b. START with video.
 - c. SCHEDULE a meeting.
 - d. JOIN a meeting.
8. Consult email invitation for the Meeting ID and join the meeting.
9. Use SETTINGS pull-down to test audio etc. and update your profile.

ZOOM Client

- If you are only going to use ZOOM to JOIN meetings rather than HOST them, using the ZOOM client is the simplest.
- It is a good idea to have this already downloaded and installed prior to the first meeting you are invited to join.
- If you successfully downloaded it and are able to see this menu, that's great! GOOD JOB!
- Before your first meeting, click on the arrow next to SETTINGS (top right) and test your audio, microphone etc.
- Then when you are ready to join your first meeting, you can click JOIN here and just enter the Meeting ID number.

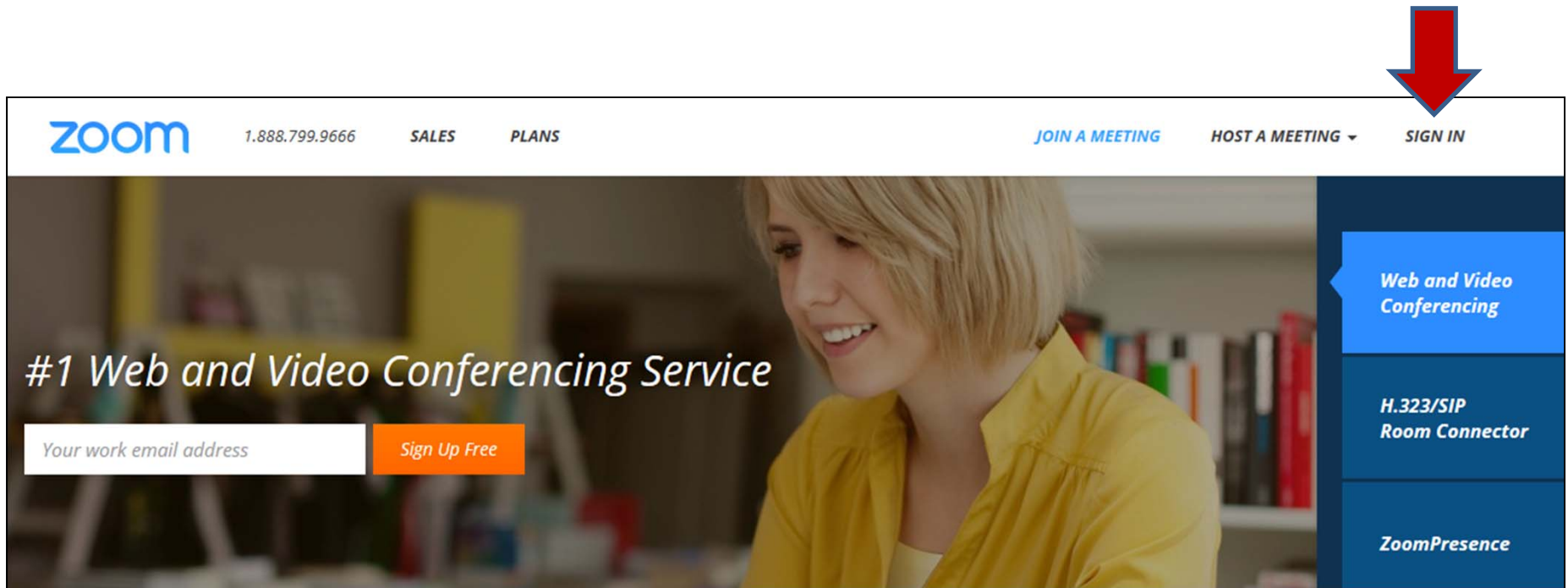


What do you want to do?

~ ~ ~ **HOST a meeting or video-conference call** ~ ~ ~

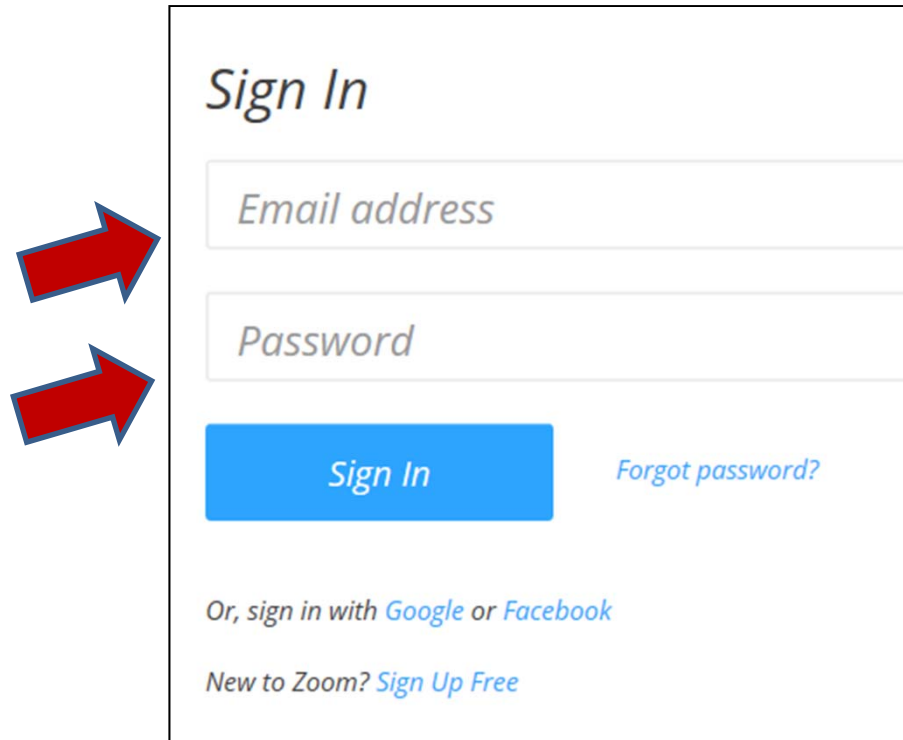
1. Go to <https://zoom.us/>
2. Click on SIGN IN.
3. Enter email ID for Zoom Pro.
4. Enter password for Zoom.
5. Click SIGN IN.
6. “My Meetings” screen opens if you have a Personal Mtg. Room.
7. To start a meeting immediately, click START button next to Personal Meeting Room’s ID.
8. When the Zoom meeting screen opens, click on “Invite Others” at bottom of screen.
9. To schedule a future meeting, click on SCHEDULE a MEETING.
10. Answer questions about meeting date, start time, etc.
11. Select meeting audio and video options and “Use Personal Meeting ID” (if you have one).
12. Click SCHEDULE button.
13. “Manage My Meetings” screen appears.
14. To invite others, click “Copy the Invitation” [to clipboard].
15. Paste the saved text from clipboard into an email and send.

Steps to Host a Meeting



1. Go to <https://zoom.us/> via your web browser.
2. Click on SIGN IN at top right of the main menu.

Steps to Host a Meeting



The image shows a screenshot of the Zoom Sign In page. The page has a white background with a black border. At the top, the text "Sign In" is displayed in a grey font. Below this, there are two input fields: "Email address" and "Password", both in a light grey font. A blue button labeled "Sign In" is positioned below the password field. To the right of the button is a link that says "Forgot password?". Below the button and link, there is a line of text: "Or, sign in with Google or Facebook". At the bottom, there is another line of text: "New to Zoom? Sign Up Free". Two red arrows with blue outlines point from the left towards the "Email address" and "Password" input fields.

3. Use the full email address of your ZOOM Pro account.
4. Enter password for your ZOOM Pro account.
5. Click on SIGN IN..

Steps to Host a Meeting

The screenshot shows the 'My Meetings' interface. At the top left, there is a header 'My Meetings'. Below it, there are two tabs: 'Upcoming Meetings' (active) and 'Previous Meetings'. On the right side, there is a blue button labeled 'Schedule a Meeting' with a red arrow pointing down to it. Below the tabs, there is a table with the following columns: 'Date', 'Time', 'Topic', and 'Meeting ID'. The table contains one row for a 'Personal Meeting Room' with a blue information icon, the name 'Martha Novelly's Personal Meeting Room', and the Meeting ID '390-136-3985'. To the right of the table, there is a yellow button labeled 'OR' and a 'Start' button with a red arrow pointing to it.



Date	Time	Topic	Meeting ID
		Martha Novelly's Personal Meeting Room	390-136-3985

6. Screen will likely open to "My Meetings" if you have a Personal Meeting Room already set up. (See above screen-shot.)
7. If you want to just start a meeting immediately and invite attendees "on the fly," click on the START button next to your Personal Meeting Room's Meeting ID.
8. If you want to schedule a future meeting, click on "Schedule a Meeting" blue button on right and answer questions on next slide.


Steps to Host a Meeting

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

Schedule a Meeting

 Meetings not hosted by a ZOOM Pro account time out after 40 minutes. 

Topic:

When: 

Duration: hr min

Time Zone:

9. Complete all sections of this "Schedule a Meeting" web page. (Screen above is only top half of the web page.)
10. Continue with remaining questions on next slide.

Steps to Host a Meeting

Host Video: On Off

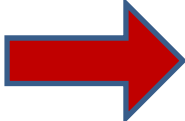
Participants Video: On Off

Audio Options: Telephony Only Voip Only Both

Meeting Options: Require meeting password

Enable join before host

Use Personal Meeting ID 390-136-3985



11. Complete remaining sections of the "Schedule a Meeting" web page. (Screen above is bottom half of the web page.)
12. Click blue SCHEDULE button.

Steps to Host a Meeting

Manage "My Meeting"

Topic: My Meeting

Time: Mar 5, 2015 5:00 PM (GMT-5:00) Eastern Time (US and Canada)
[Add to calendar](#)

Meeting ID: 390-136-3985


Host Video: On Off

Participants Video: On Off

Audio Options: Telephony Only Voip Only Both

Meeting Options: Require meeting password
 Enable join before host

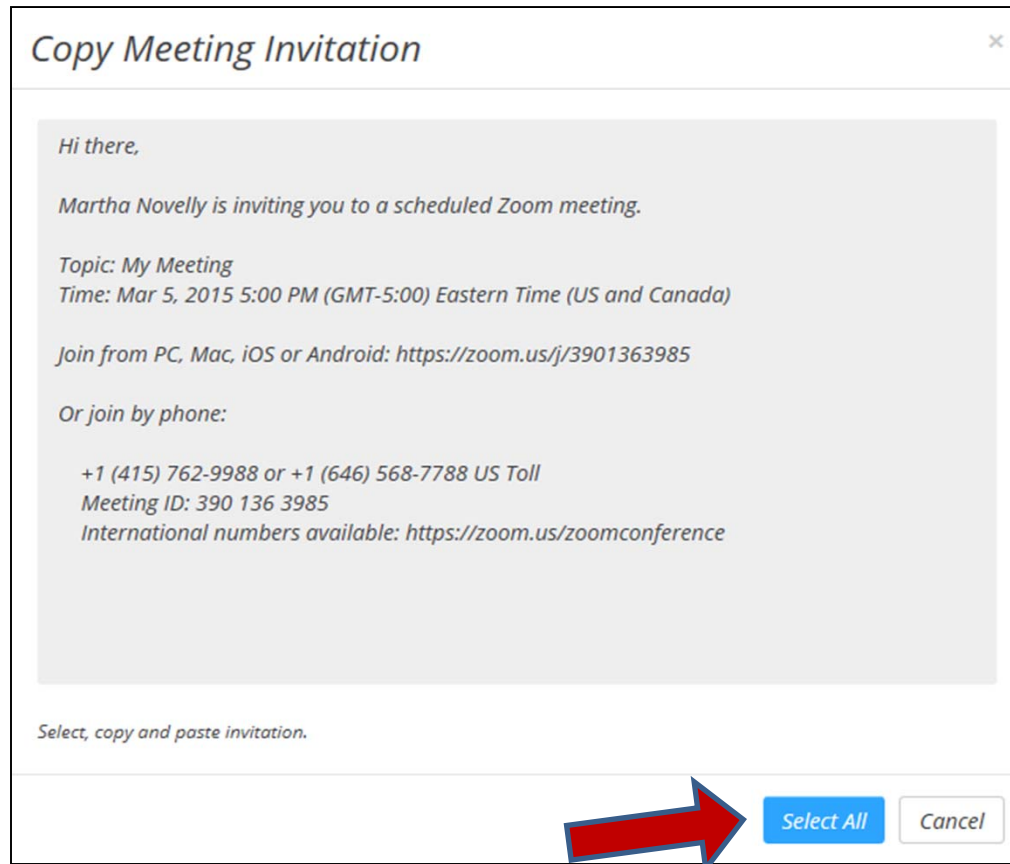
Join url: <https://zoom.us/j/3901363985>
[Copy the invitation](#)

 [Edit](#)

13. Screen will change to "Manage My Meetings."

14. To actually invite others, click on "Copy the Invitation" at the bottom of screen.

Steps to Host a Meeting



15. Screen similar to the above one will appear as a "sample" meeting invitation you may send to your invitees.

16. Click on SELECT ALL if you want to copy it all as is into an email to them.