Guide to Using Zoom Pro

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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 ~ ~ ~

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>If you have received an email inviting you to a meeting, the meeting ID is listed in the email.</td>
</tr>
<tr>
<td>2.</td>
<td>Shortly before the start of the meeting, open the email and click on the link for the meeting.</td>
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<tr>
<td>3.</td>
<td>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.</td>
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<tr>
<td>4.</td>
<td>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.</td>
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<tr>
<td>5.</td>
<td>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.</td>
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<tr>
<td>6.</td>
<td>To join future meetings, you may start ZOOM by clicking on this icon.</td>
</tr>
</tbody>
</table>
| 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.
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/](https://zoom.us/) via your web browser.
2. Click on SIGN IN at top right of the main menu.
Steps to Host a Meeting

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

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.
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

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

13. Screen will change to "Manage My Meetings."
14. To actually invite others, click on "Copy the Invitation" at the bottom of screen.
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.