

Zoom Meeting Jumpstart Guide

Overview

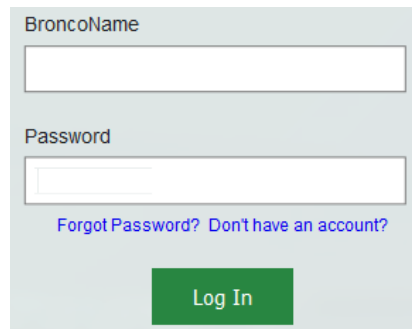
This job-aid provides information on how to get started with Zoom video conferencing software to create, join, record, end, and manage meetings.

Sign in to Zoom

- Navigate to <https://cpp.zoom.us/>
- Click on Sign In

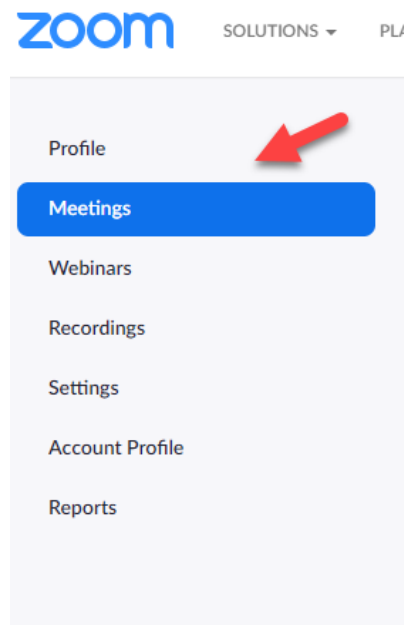


- Use your Bronco name and password to sign in

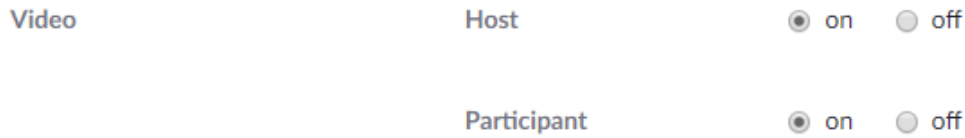
A login form with two input fields: 'BroncoName' and 'Password'. Below the fields are links for 'Forgot Password?' and 'Don't have an account?'. A green 'Log In' button is at the bottom.

Create a Zoom Meeting

- Instantly create a meeting by clicking on **Meetings**



- And then click on **Schedule a New Meeting**
- Enter the meetings information including name, date & time, duration, time zone
- In the **video settings** area, be sure to select the radio on button's for both the **Host** and **Participant** to enable the use of video/webcam options.

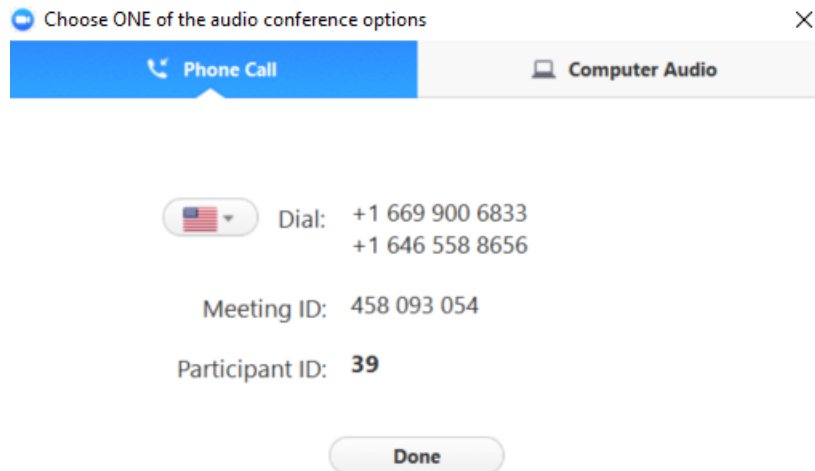


- Click **Save**

Start a Zoom Meeting

- From the Meetings area, locate the meeting you are ready to start
- Click **Start**

You have a few options for audio when joining the meeting and can choose to join the meeting with by using a phone or a computer.

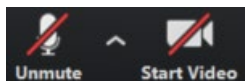


Audio and Video Settings

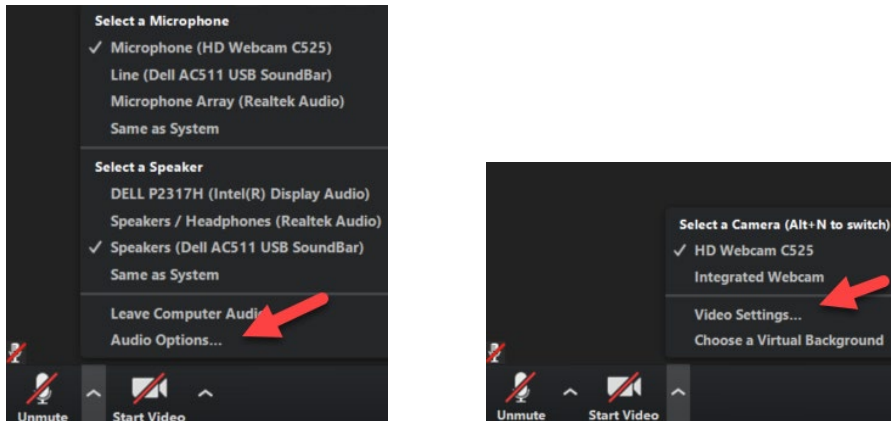
After you have selected and connected you preferred audio option, you can easily mute your audio or turn off your webcam by clicking on the microphone or camera option from the menu on the bottom of the screen.



When you have muted or turned off your video or audio, you will notice a red line on these icons

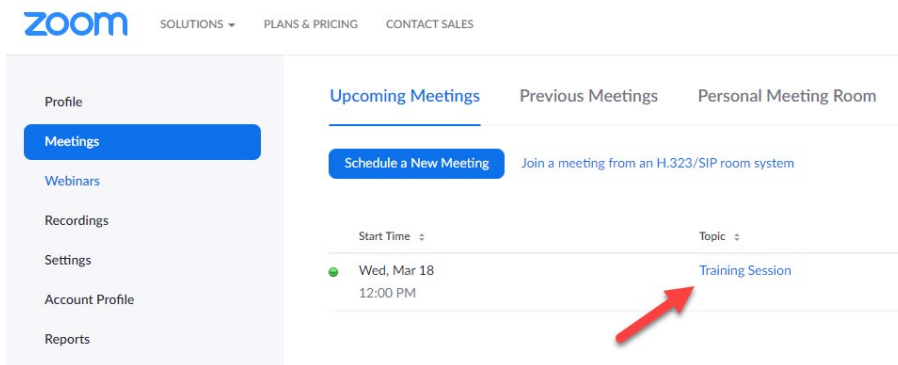


You can find and adjust additional audio options from the pop-out menus

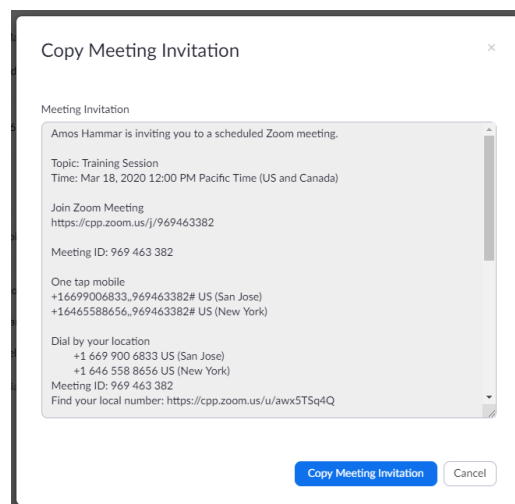


Meeting Invitations

Locate a meeting's invitation details from the **Meetings** area by clicking on the **Topic** hyperlink for the meeting you want to see the details of.

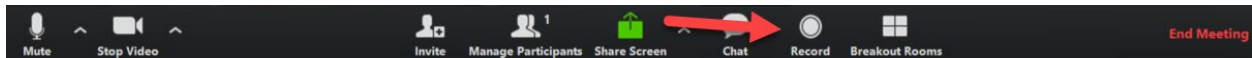


- Next, click on the **Copy the invitation** hyperlink
- From the pop-up, click the **Copy Meeting Invitation** button
- Paste the meeting details into your communication to invite others.



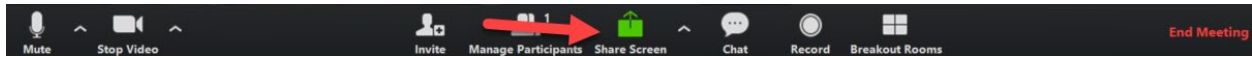
Recording Meeting

Press the record button from the bottom menu when you are ready to record your meeting

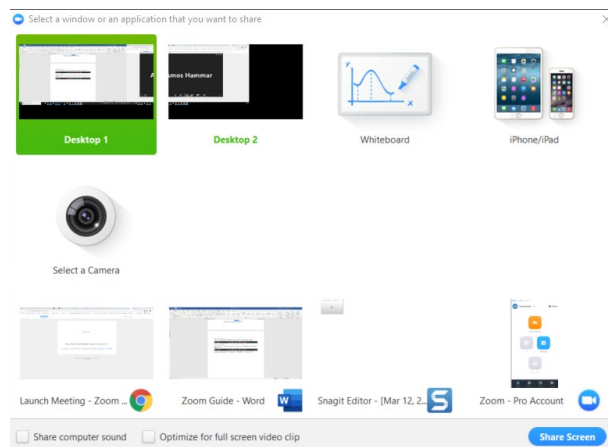


Sharing Your Screen

When you are ready to share your screen with your attendees, click the **Share Screen** button from the bottom menu

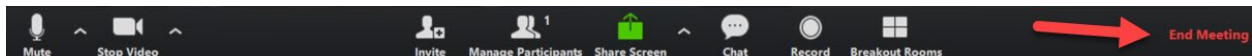


Next, you will see the option to select which screen or window to share with your attendees, select the option which best meets the needs of your meeting.



Ending the Meeting

Press the End Meeting button from the bottom menu when you are ready to end the meeting.



After you end the meeting, Zoom will automatically prepare and save the video recording in you documents area in a folder called Zoom.

