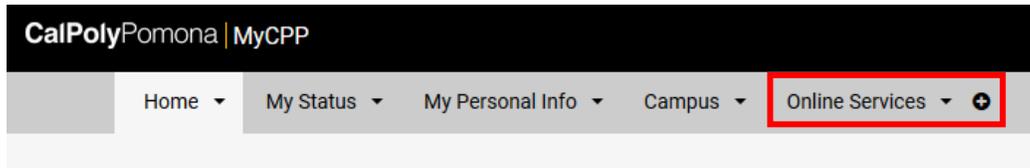


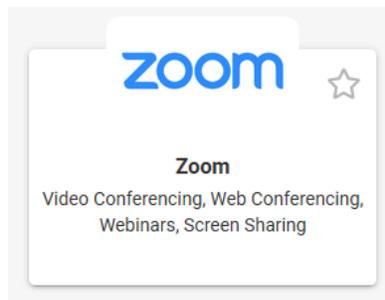
How to Host Your Own Zoom Meeting

Installing Zoom

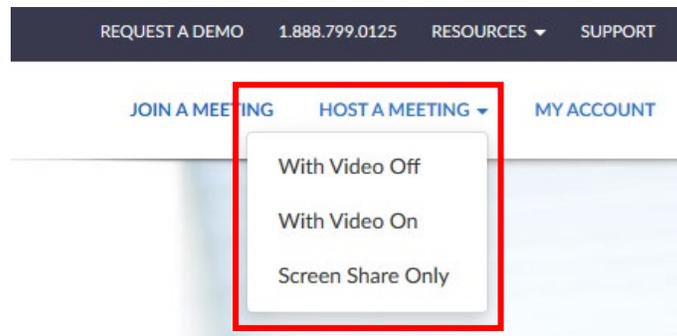
1. Sign into your CPP account at my.cpp.edu.
2. Click on Online Services from the menu on the top left-hand part of the page.



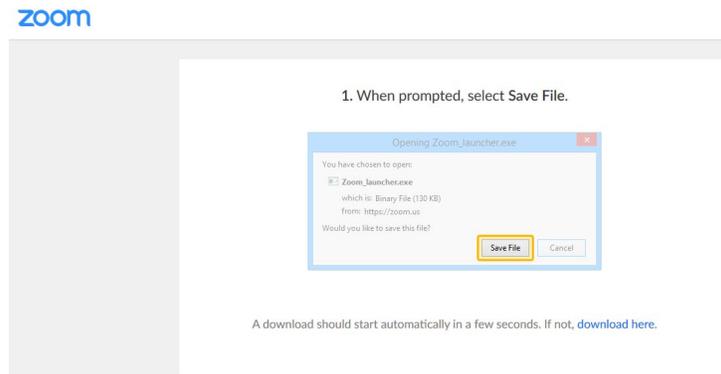
3. Choose Zoom from the bottom of the page. This will launch the Zoom website.



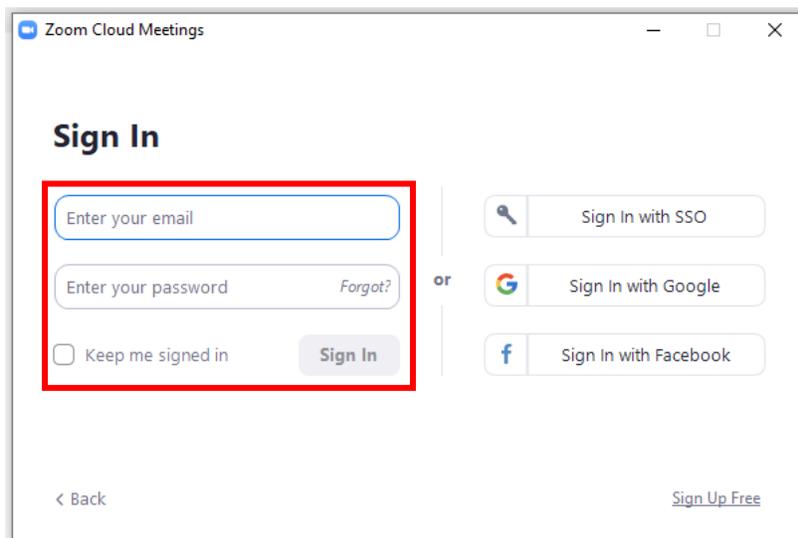
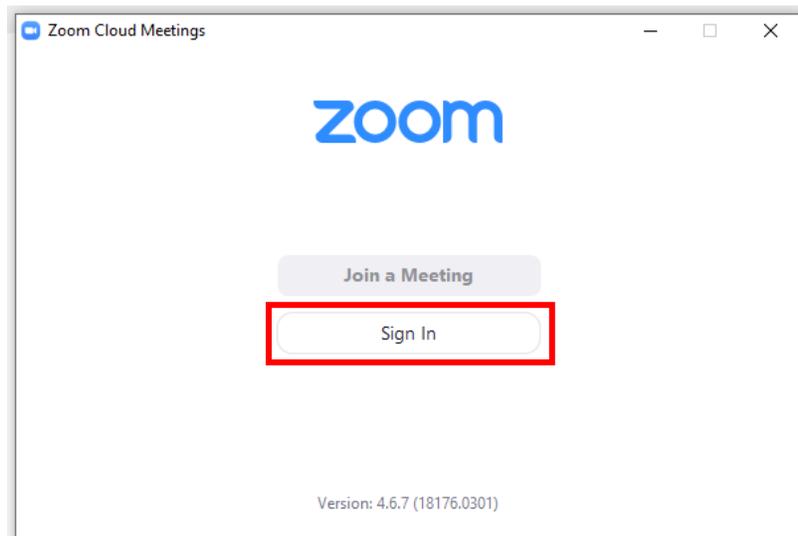
4. Select a meeting type from the dropdown menu on the top right-hand side of the page.



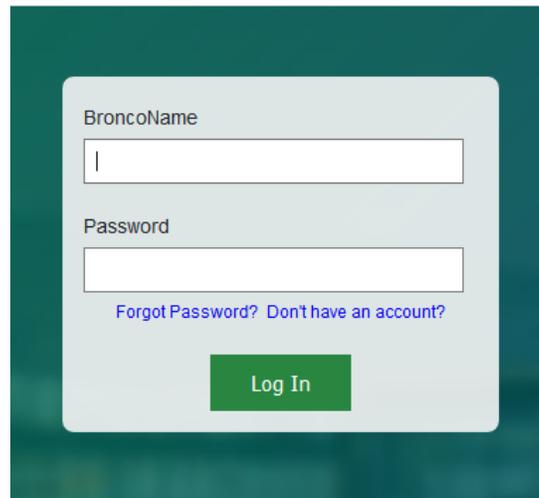
5. A page will open in your internet browser with instructions on installing the Zoom application. Follow the instructions on the page to download the application.



6. You will need to sign in to continue. Sign in using your CPP email and BroncoPassword just like you used to sign into MyCPP.

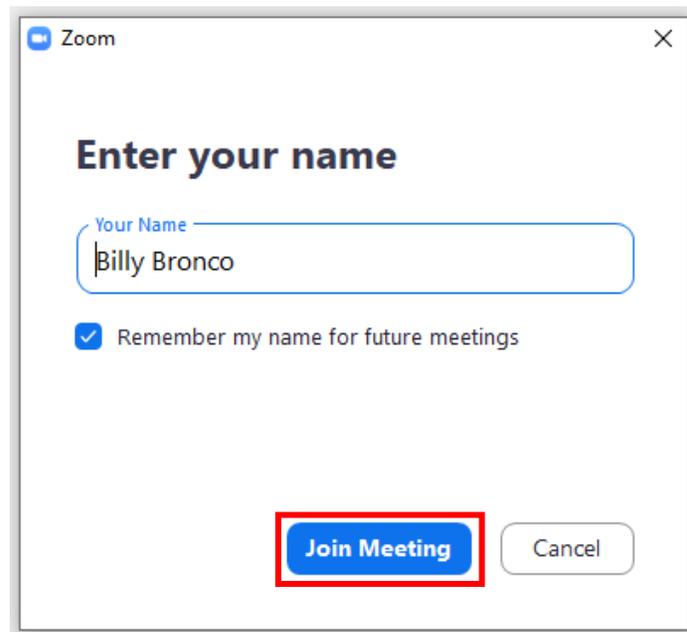


This will open a window in your browser and prompt you to sign in again using your CPP credentials.



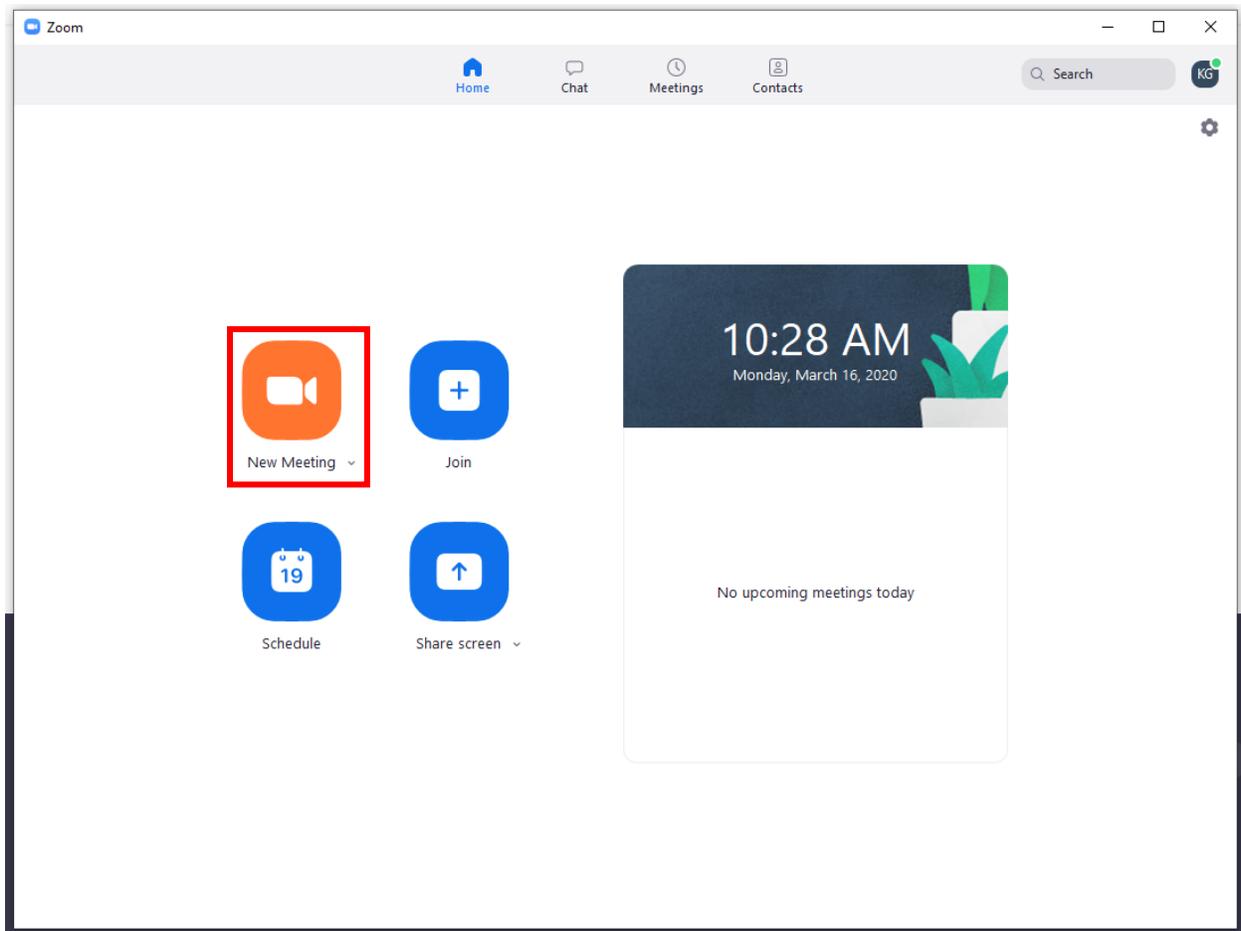
A login form with a dark green background. It contains two input fields: "BroncoName" and "Password". Below the password field are two links: "Forgot Password?" and "Don't have an account?". A green "Log In" button is centered at the bottom.

7. Next you will be prompted to enter your name. Put your first and last name.



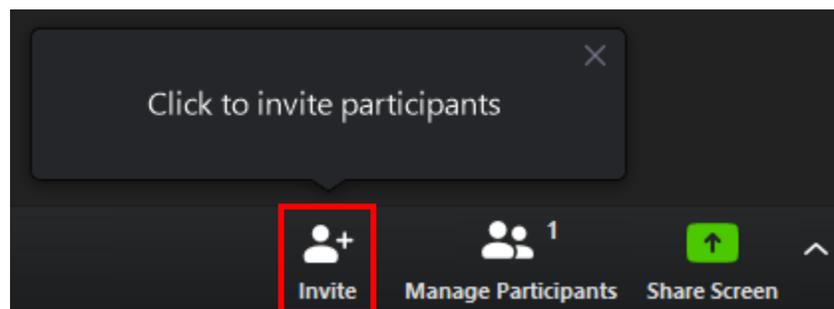
A Zoom dialog box titled "Enter your name". It features a text input field with "Your Name" as a placeholder and "Billy Bronco" as the entered text. Below the input field is a checked checkbox labeled "Remember my name for future meetings". At the bottom, there are two buttons: "Join Meeting" (highlighted with a red box) and "Cancel".

8. Click Start New Meeting.

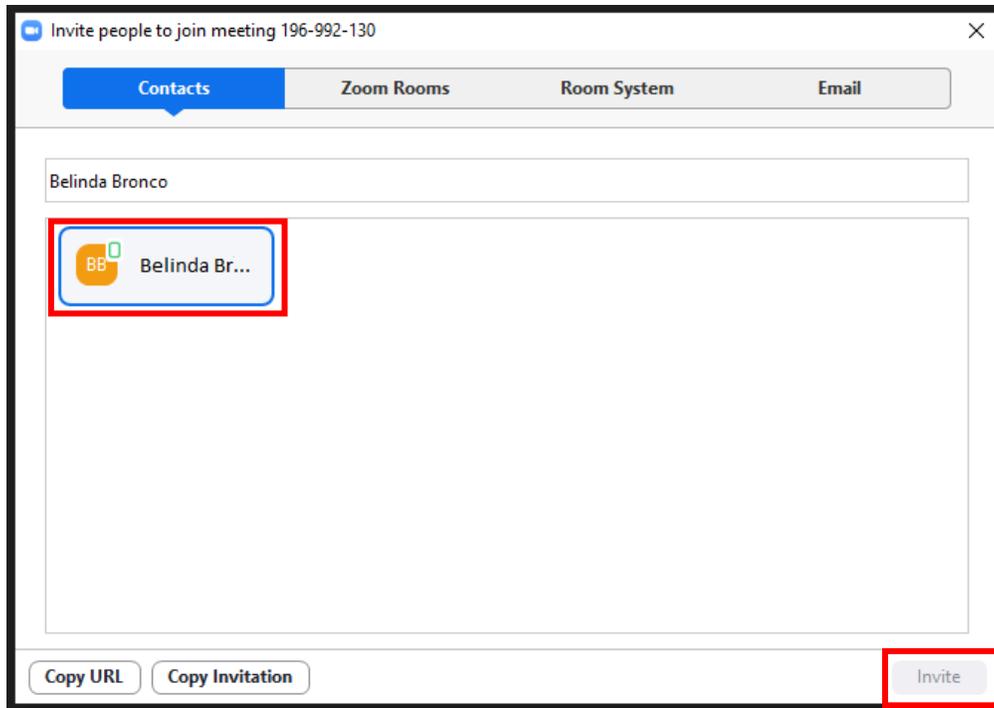


Inviting People to Your Meeting

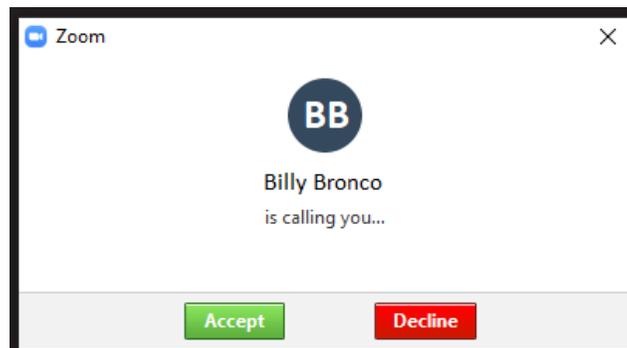
1. If you want to invite a specific person, click Invite from the bottom of the window.



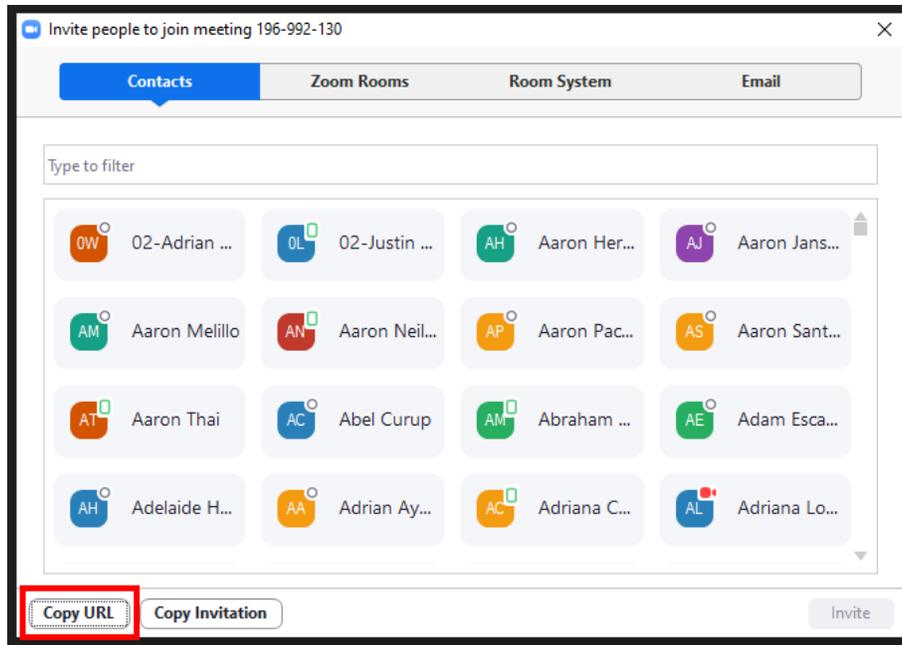
2. Type in their name, choose their icon, and click Invite.



If the person you are trying to access has Zoom installed and is logged in, they will receive a call like this.

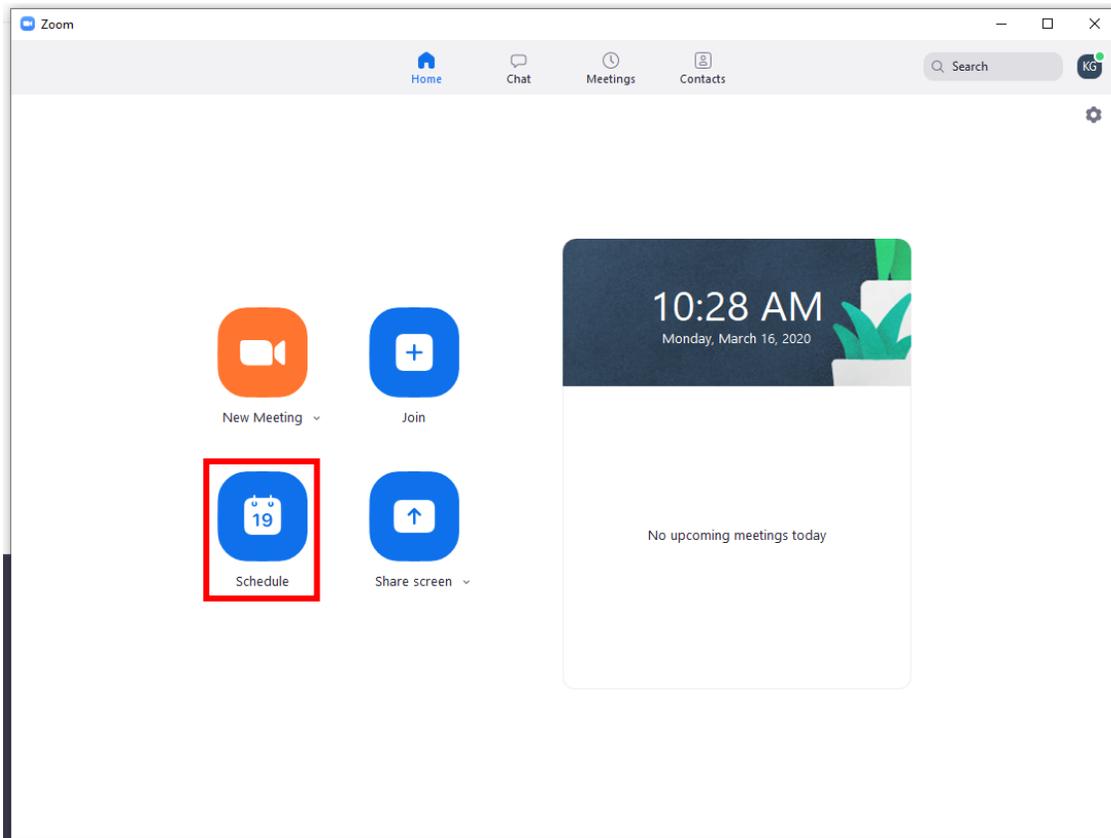


3. Another option is to send a link to the meeting. You can copy the link by clicking Copy URL. You can send the link through email or through text if the participant has the Zoom app installed on their phone.



Schedule a Meeting

1. To schedule a meeting, choose Schedule from the Zoom homepage.



- Adjust your meeting settings as needed and then click Schedule. This will automatically generate a meeting invite email in Outlook that includes the Zoom meeting link that you can send to others.

Schedule Meeting

Topic
Billy Bronco's Zoom Meeting

Start: Mon March 16, 2020 11:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Pacific Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 412-730-8415

Password
 Require meeting password

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Other Calendars

Advanced Options

Schedule Cancel

- You can view your scheduled meetings in by navigating to the Meetings. There you can start, edit, or delete your meeting or copy the invitation link.

Home Chat **Meetings** Contacts Search

Upcoming Recorded

412-730-8415
My Personal Meeting ID (PMI)

Today

Billy Bronco's Zoom Meeting
11:00 AM-12:00 PM
Meeting ID: 138-711-939

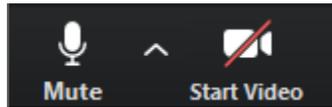
Billy Bronco's Zoom Meeting
11:00 AM - 12:00 PM | Starts in 1 minute
Meeting ID: 138-711-939

Start Copy Invitation Edit Delete Join from a Room

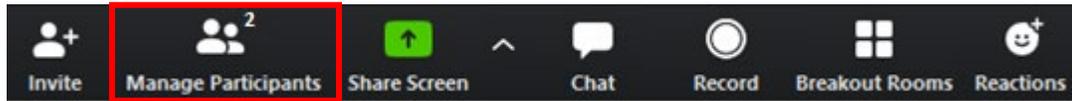
Show Meeting Invitation

Running a Meeting

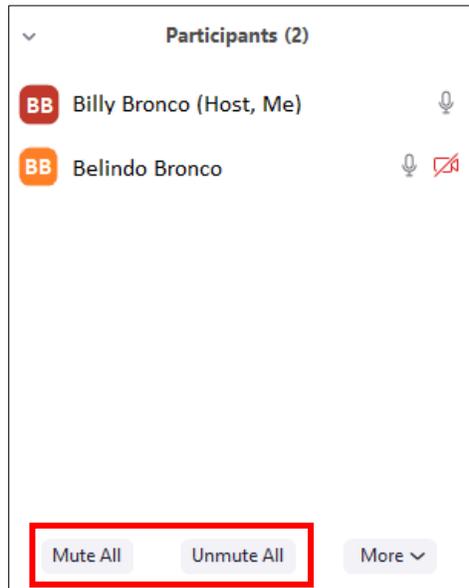
1. Once you've started your meeting, you can mute/unmute your audio or turn on/off your webcam by clicking the buttons on the bottom left corner.



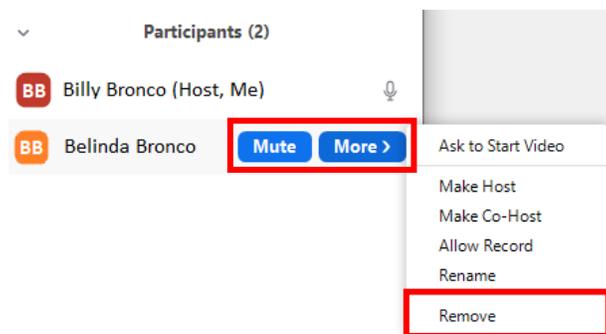
2. Choose Manage Participants from the menu for more options.



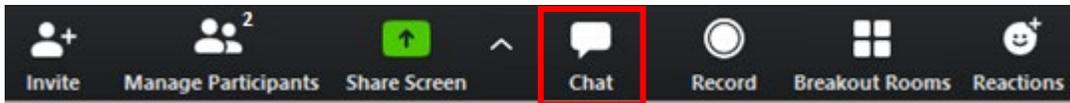
This opens a new menu on the right side of the window. Here you can mute or unmute everyone in the meeting at once. The icons to the right of each participants name shows if they have their microphone muted.



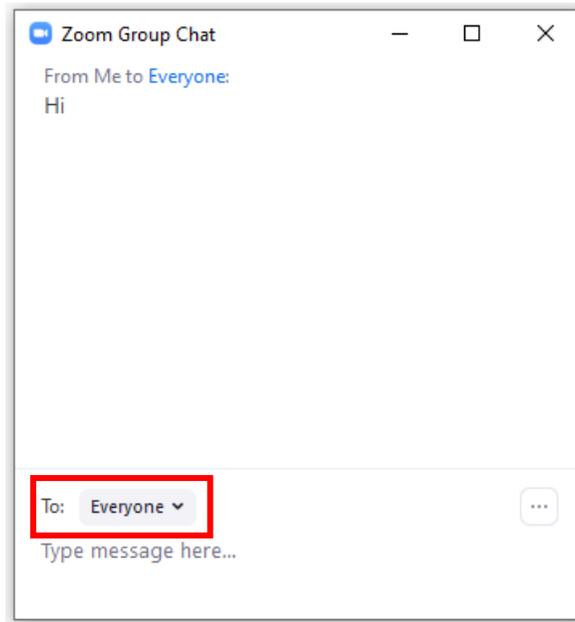
If you hover over a participant, you can either mute that specific person or remove them from the meeting.



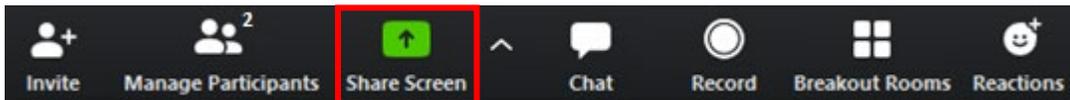
3. You can also communicate via Group Chat by choosing Chat from the menu.



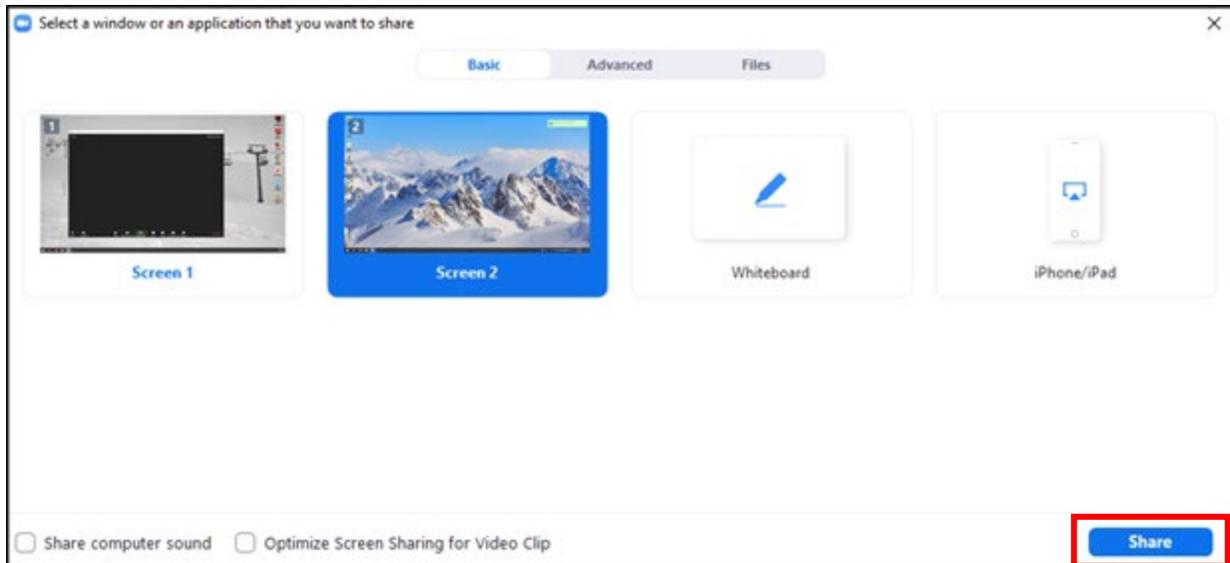
You can send messages to everyone in the meeting or select an individual person from the dropdown menu to send a message privately.



4. You can also share your screen to the meeting participants by choosing Screen Share from the menu.



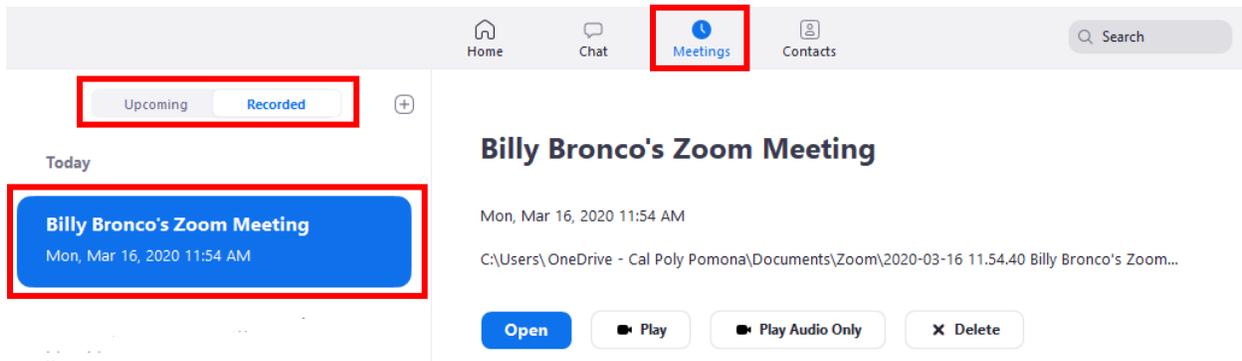
Then select which window or screen you'd like to show them and then click Share. You can also choose the Whiteboard option which allows you to write and draw. See the Using the Zoom Whiteboard how-to guide for more information.



5. You can also record meeting audio and video. If you are not the host of the meeting you will need to request recording access from the host.



Once the meeting has ended, you can find your recordings in the Meetings section of Zoom. Choose Recorded and the meeting you wish to view recordings from.



The audio and video recordings are saved directly to your computer in a folder made specifically for that meeting. Click Open to view the folder or click Play or Play Audio Only to access the recording directly.

