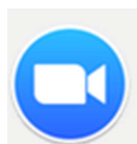


Start an Instant Zoom Meeting

Last Revised: January 5, 2016

Prerequisites: Zoom Outlook Plugin, Zoom Client (Mac or PC) – install Zoom software using the links in the getting started guide or by following the Zoom Install links on the WIAA Web Conference website: <http://wiaawi.zoom.us>

1. Launch the **Zoom Client**



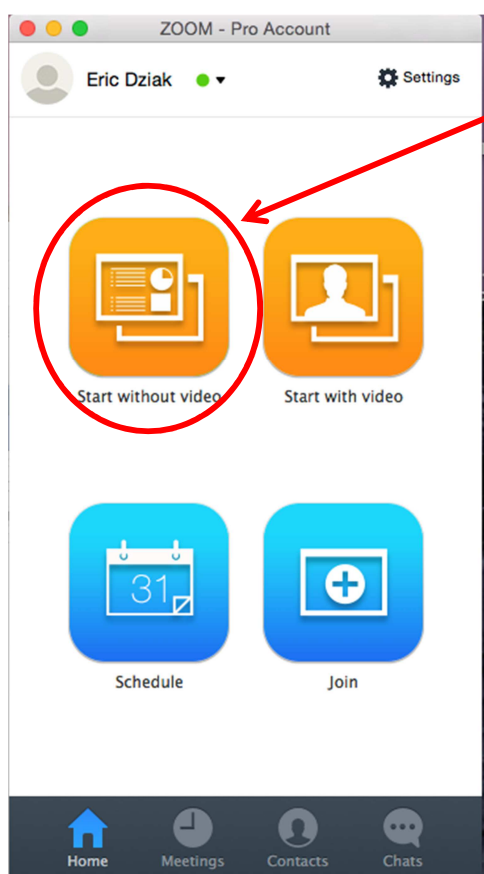
2. Ensure you are logged into the Zoom client.

This is the username and password you created when first being added by the Zoom administrator. If you cannot remember this information and are not automatically logged in please contact Eric Dziak or use the 'Forgot your password' feature which will email you a link to reset your account password.

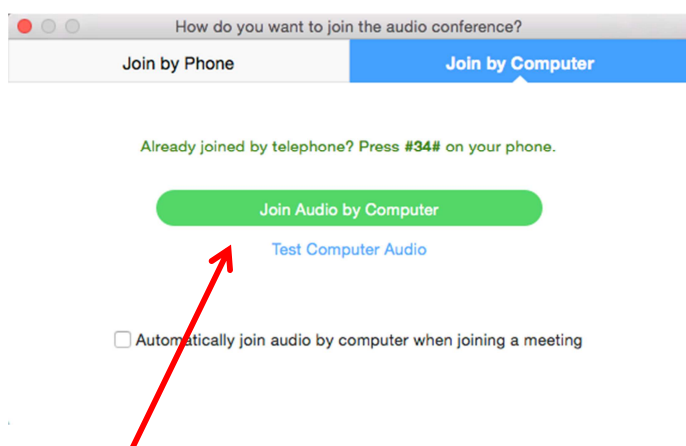
If you have not yet logged into the Zoom Client you will see the following login box. Login by typing in your email, password, and then clicking the '**Login**' button.

The image shows the Zoom Cloud Meetings login window. It has a title bar with standard Mac OS window controls. The main content area is divided into two sections. The left section is for email/password login, with fields for 'Login' (containing 'edziak@wiaawi.org') and 'Password' (masked with dots). Below these is a 'Remember me' checkbox and a 'Login' button, which is circled in red. A red arrow points from the top right towards the 'Login' button. Below the 'Login' button is a link for 'Forgot your password?'. The right section is for social login, with buttons for 'Login with SSO', 'Login with Google', and 'Login with Facebook'. A 'Back' button is at the bottom left.

3. For a meeting with video (using your webcam) click the '**Start with Video**' icon.



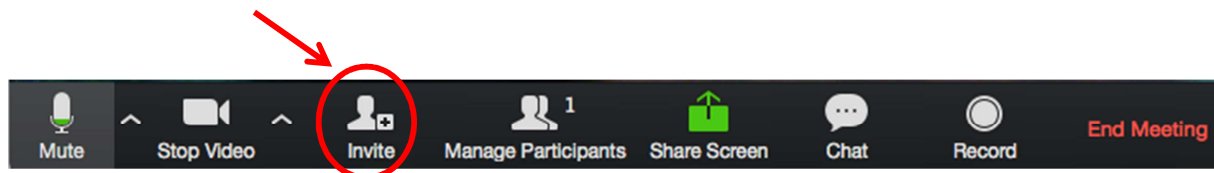
A Zoom Meeting session will start and should display the webcam. Additionally, a pop-up box will appear (unless you have modified setting with your Zoom client to hide it).



4. Select either the Join by Phone tab and subsequent dial by phone number, which will require dialing into the meeting using your phone, or '**Join Audio by Computer**' to use the microphone built into your PC / Mac.

Along the bottom of the Zoom Meeting window is a toolbar containing several important features. These are described in more detail in the help document “**Hosting a Zoom Meeting**”

5. Click the ‘**Invite**’ icon located on this toolbar



Mute – Mutes your line (nobody can hear you if using your computer microphone)

Stop Video – Stops sharing your webcam

Invite – Allows you to Invite a person(s) to join your meeting

Manage Participants – control list of participants (mute, send a chat message)

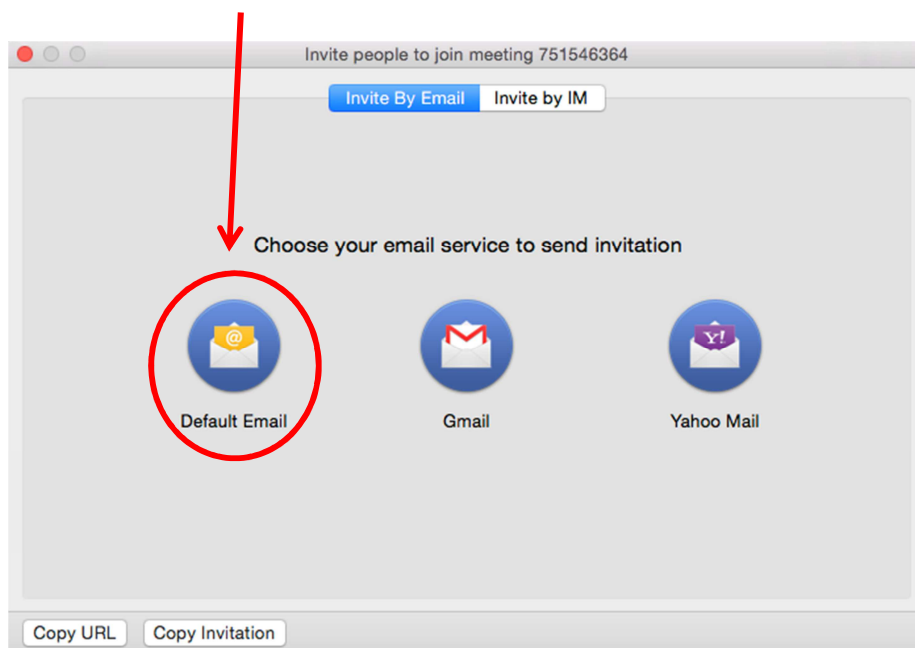
Share Screen – share your computer screen with meeting participants

Chat – send a private chat to one or more meeting participants

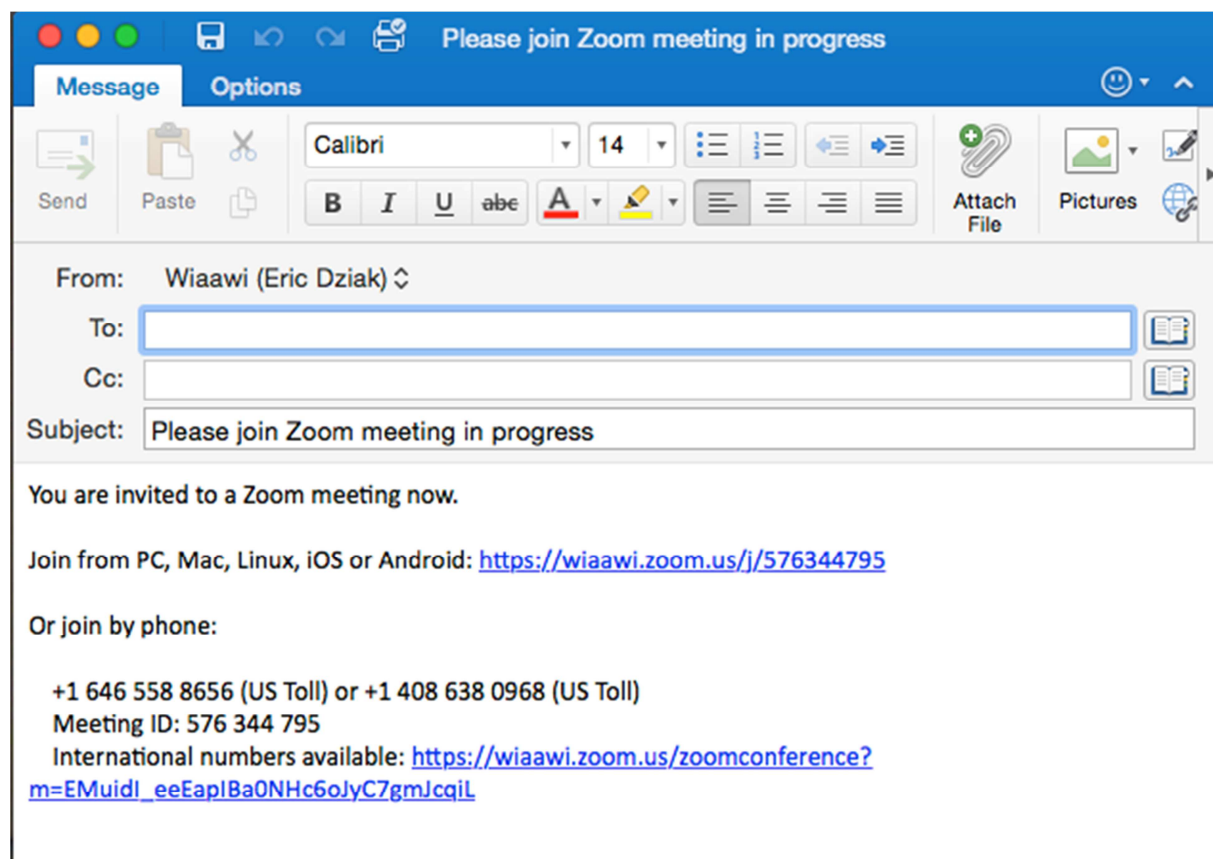
Record – locally record your Zoom meeting (audio and video)

End Meeting – Ends the Zoom meeting for all participants

6. Select the ‘**Default Email**’ icon

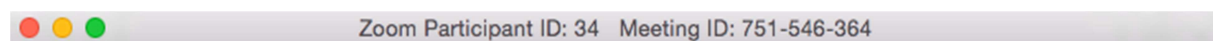


7. This will open your email program (MS Outlook) and create an email for the meeting. Enter in the email addresses of the individuals you wish to invite and click ‘**Send**’.



Additionally, you can provide a Meeting ID to a participant without sending an email. The person being invited can enter this ID into our meeting website.

The meeting ID is located at the top of the Zoom Meeting window



- Instruct the person to navigate to <http://wiaawi.zoom.us>
- Towards the top right hand side of the webpage, the participant should click the '**Join A Meeting**' button.



- Provide the Meeting ID and have them enter it into the '**Meeting ID entry box**' and then click then '**Join**' button.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

They should then appear in your list of participants within the Zoom client.