

Zoom – WIAA Online Web Conferencing Solution

Getting Started Guide - Hosts

Last Revised: January 5, 2016

Step 1

Create login account – email from Zoom administrator

Step 2

Download Clients

<https://zoom.us/download>

1. Download Zoom Client for Meetings (login and keep in taskbar)
 - Used for Scheduling Meeting Rooms
2. Download Outlook Plug-in
 - Outlook option to create personal meetings

App Store

Launch the App Store on your iPad and/or iPhone

3. Search by and Download 'Zoom Meetings' (iPad & iPhone)
 - Can then create, host and join Zoom meetings from your mobile device

Step 3

Review the help documents for creating and administrating a meeting:

<http://www.wiaawi.org/myWIAA/WIAAStaff/WebConferencing.aspx>

Additional help can be found on the Zoom knowledge base site:

<https://support.zoom.us/hc/en-us>

YouTube videos are available from Zoom here:

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe

Note: We also have a personal web portal at: <https://wiaawi.zoom.us> which contains these links and help info.

Step 4

Login and begin using Zoom!