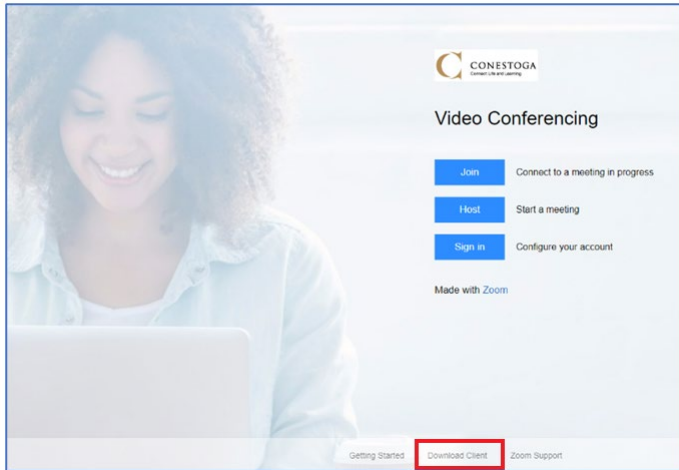


Zoom Quick Start Guide

Download and Install Zoom

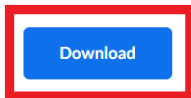
- Navigate to the [Conestoga Zoom Portal](#) to quickly Join/Host meetings, download the Zoom Meetings client software (all devices supported), or to sign in/configure your account.



Download Center Download for IT Admin ▾

Zoom Client for Meetings

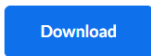
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 4.6.7 (18176.0301)

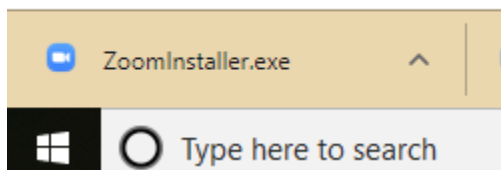
Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.



Version 4.8.17303.0117

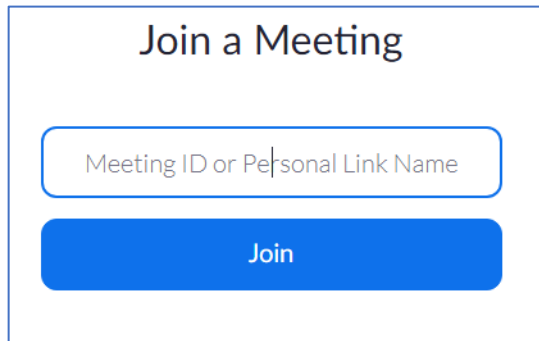
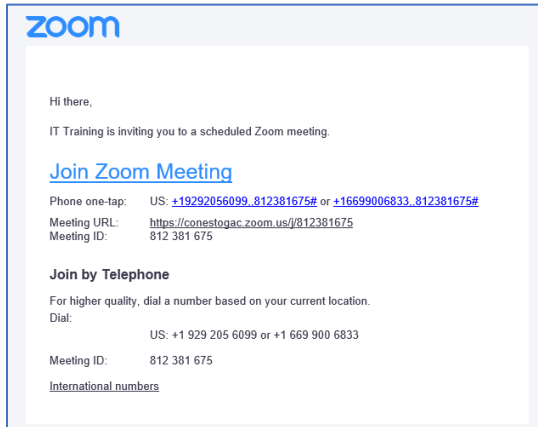
Click the Download button for “Zoom Client for Meetings”. A ZoomInstaller.exe file will download, click the downloaded file to begin the installation of the Zoom desktop client:



Zoom Quick Start Guide

Joining a Meeting

- If you have a meeting invitation link, click the link and follow the instructions.
- OR, With a Meeting ID, open either the [Conestoga Zoom Portal](#) or Zoom application
 - Click 'Join', enter Meeting ID, and click 'Join' again.



Zoom Quick Start Guide

Schedule A Meeting

1. Open Zoom & Sign in with SSO
2. Click Schedule on Home Screen (Schedule a Meeting screen will appear)
3. Enter the Meeting Topic, Start time, and Duration details. **Note that duration is for scheduling purposes only and does not limit the actual Zoom meeting time.**
4. Additional meeting options may be chosen. See under Advanced Options.
5. With "Outlook" selected in Calendar section, click Schedule.
6. Zoom will open a new Outlook message with the Meeting information filled in.
7. Add the email addresses of your meeting participants.
8. Check the Start and End times, then click Send.

Schedule a new meeting

Schedule a Meeting

Topic

Planning Committee Meeting

Start: Wed March 11, 2020 06:00 PM

Duration: 1 hour 0 minute

Time Zone: (GMT-04:00) Eastern Time (US and Canada)

Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID 395-552-3218

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

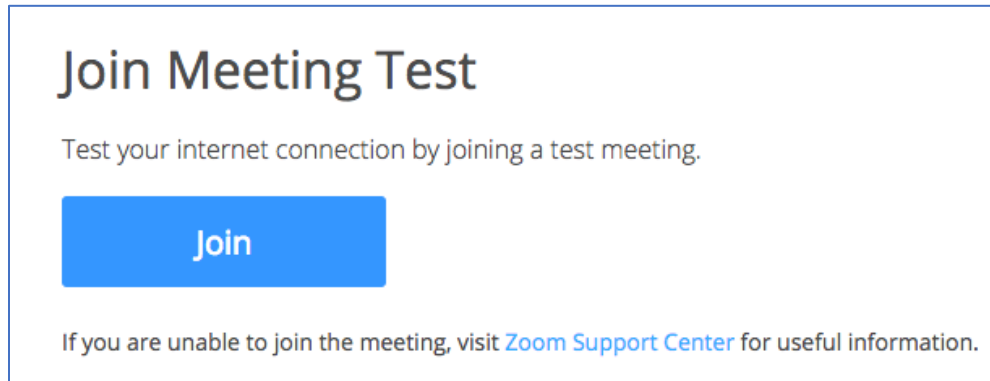
Advanced Options ▾

[Schedule](#) [Cancel](#)

Zoom Quick Start Guide

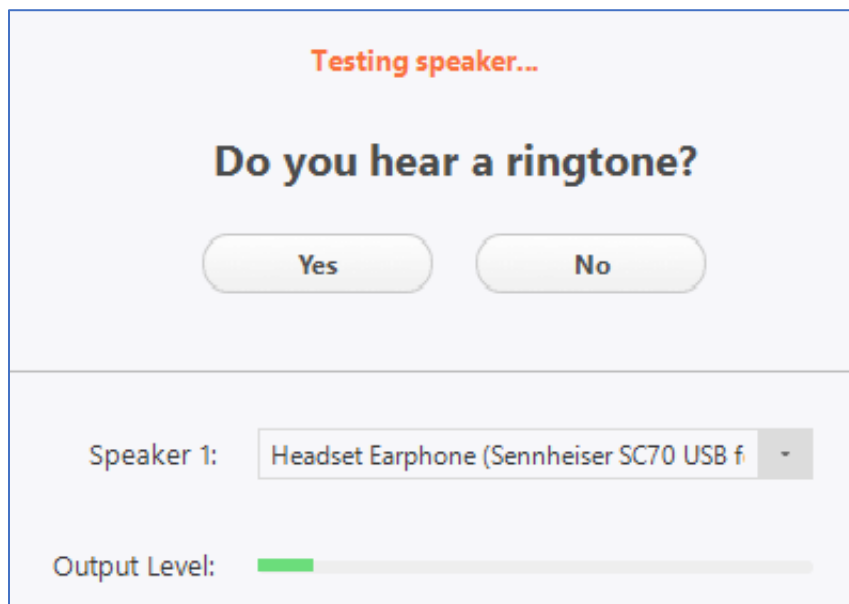
Joining a Test Meeting

You can join a test meeting to set up your speakers/microphone, and camera. To do this, visit <http://zoom.us/test> and click the **Join** button.



Your browser will prompt you to open **Zoom Meetings**. If you don't have it, follow the prompts to download and install.

When the Test Meeting is joined, a speaker test will begin. This will help you to identify the correct speaker setting.



Zoom Quick Start Guide

After the Speaker test, you can continue to the microphone test. Follow the prompts to select the microphone.

Testing microphone...

Speak and pause, do you hear a replay?

Microphone 1:

Input Level:

After your speakers and microphone are set up, you will join the test meeting as an attendee.

Learn more about [Attendee Controls in a Meeting](#).

Speaker and microphone looks good

Speaker: Speakers (Logitech USB Headset)

Microphone: Microphone (Logitech USB Headset)

Zoom Quick Start Guide

Starting / Hosting a Meeting

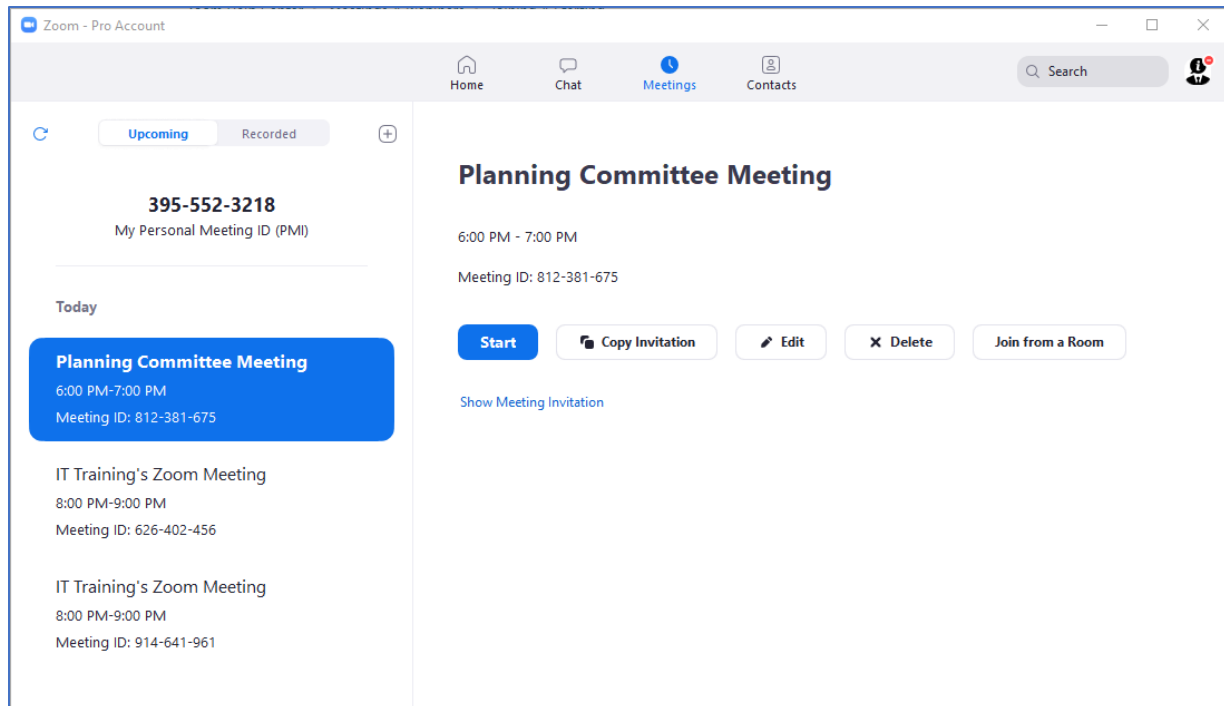
To start a scheduled meeting as a Host, start the Zoom Application.

From the **Home** tab:

1. In the **Home** tab, you will see upcoming meetings.
2. You can click the **Start** button next to your meeting.

From the **Meetings** tab:

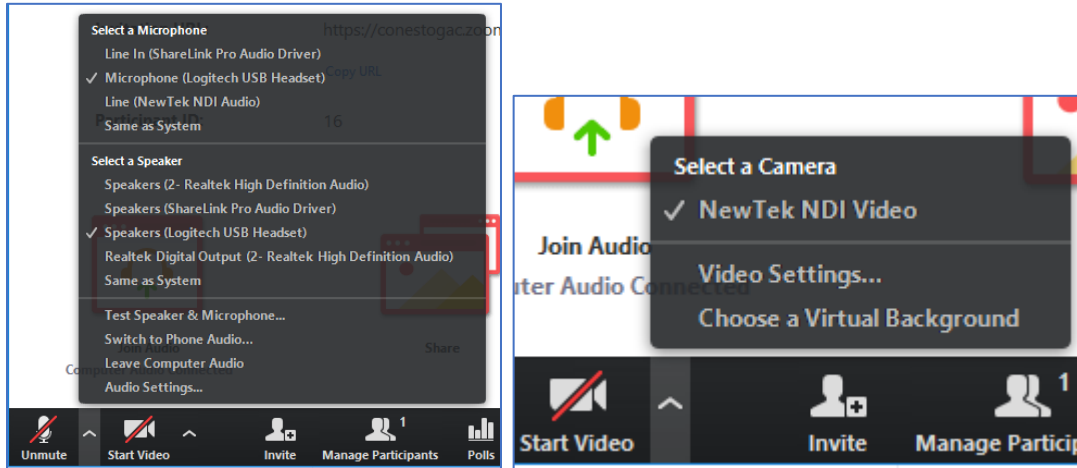
1. In the **Meetings** tab, your upcoming scheduled meetings appear on the left
2. Select the meeting, and additional options will appear.
3. From here, you can edit meeting details, or Start the meeting.



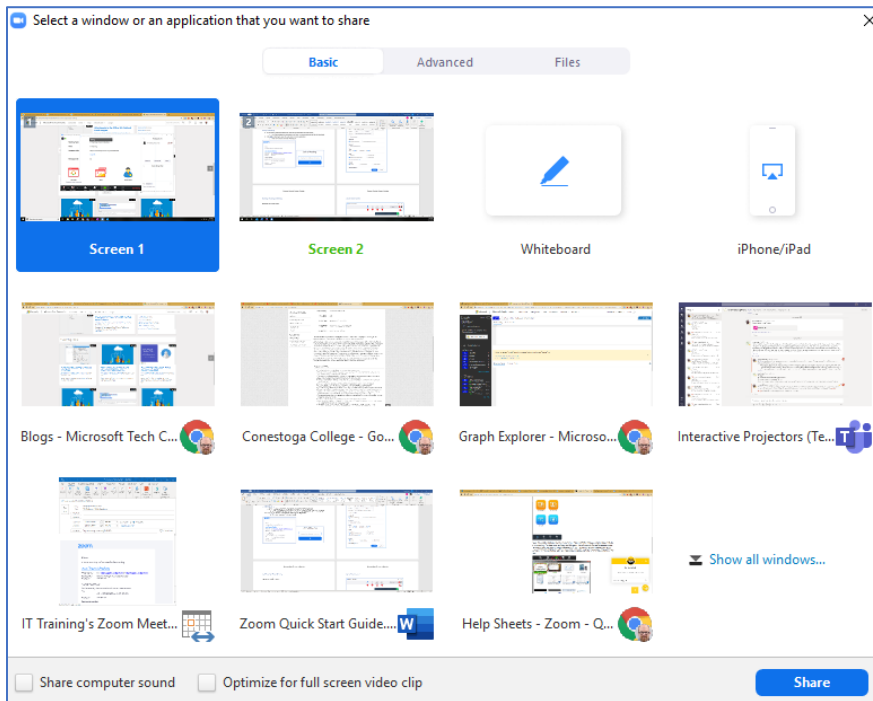
Zoom Quick Start Guide

Meeting Host Controls

While in a meeting, the Host and participants can enable and disable audio and video. The controls are located on the meeting toolbar. You can also access further audio & video settings.

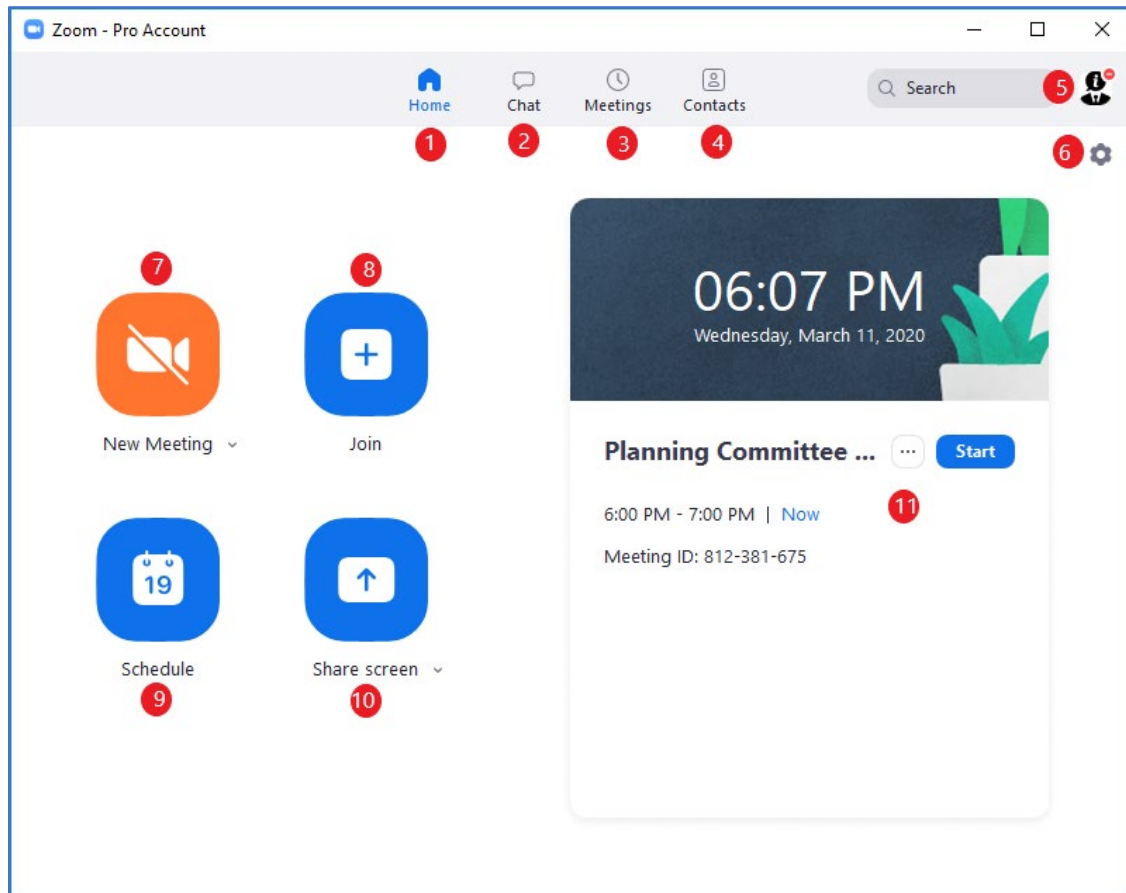


To Share screen resources, click the green **Share Screen** button. Next you can select from any desktop screens, running application windows, or whiteboard. You may also share from a second video source (document camera), a portion of the screen, or open a cloud-based file directly.



Zoom Quick Start Guide

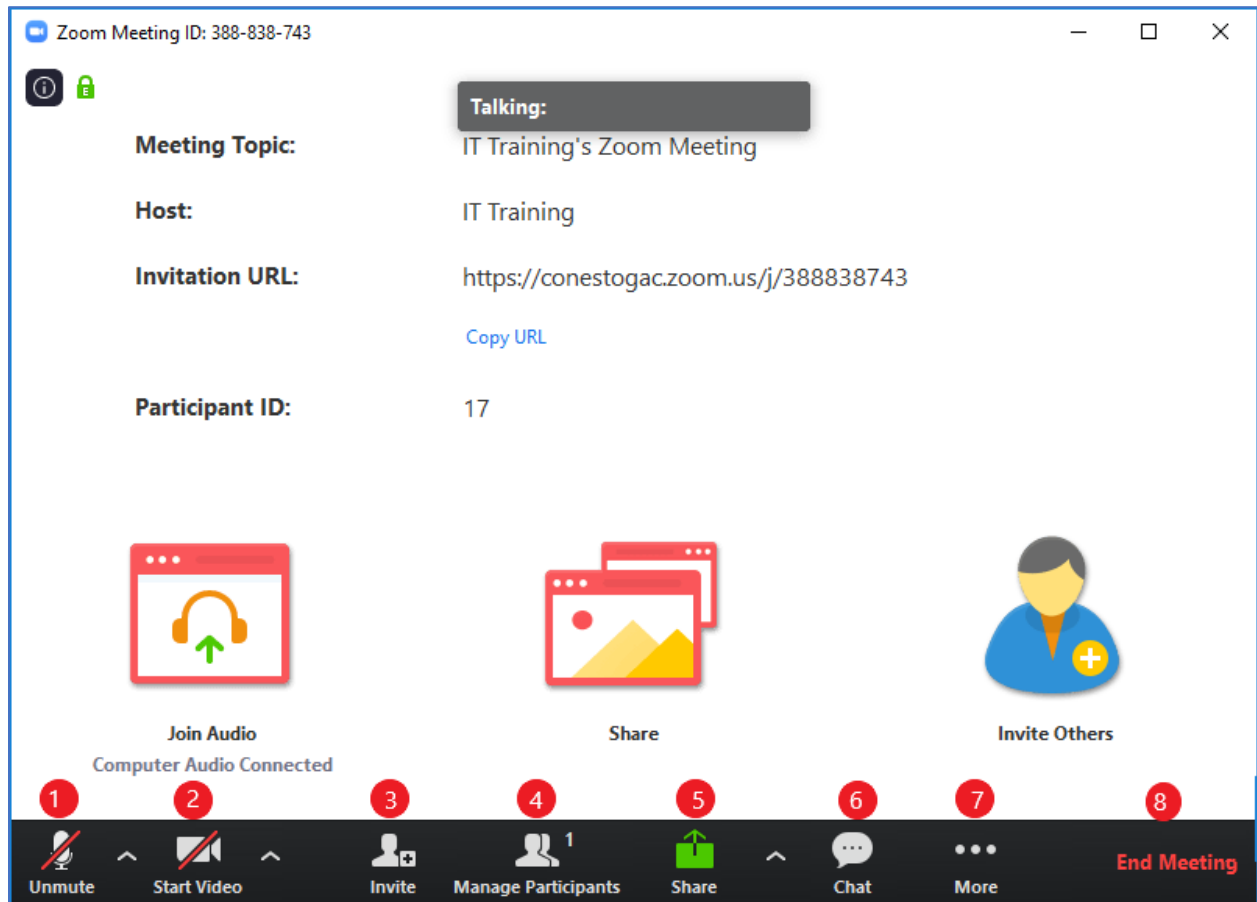
Zoom Home Screen



1. Home Screen
2. Chat & Messaging
3. Meetings Screen
4. Contacts Directory
5. Account/Profile
6. Settings
7. Start New Instant Meeting
8. Join Meeting
9. Schedule a Meeting
10. Screenshare to Meeting
11. Upcoming Meeting tools

Zoom Quick Start Guide

Zoom Meeting Host View



1. Audio Options
2. Video Options
3. Invite to Meeting
4. Manage Participants Pane (mute/unmute, lock meeting)
5. Share Screen/Application and Sharing Options
6. Chat Pane (Group & Individual)
7. More Options (Record Meeting)
8. Leave Meeting, or End Meeting for All