COMMUNITY SUPPORT PROGRAM

Training on Zoom

Improving Economic Opportunities

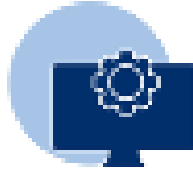Reducing Tensions in Vulnerable Communities
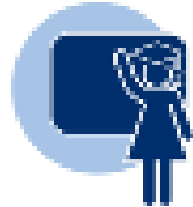
Enhancing the Delivery of Essential Services

Components

How to Get Started with Zoom

How to Set Up a Zoom Meeting

How to Join a Zoom Meeting

How to Schedule Meetings

How to Get Started with Zoom

1. For Desktop

Step 1: To get started with Zoom, head to their website, and click on the "SIGN UP" button that's at the top-right corner of the screen.

Step 2: You have two options when it comes to creating a Zoom account.

You can either:

Create a new account using your work email address.
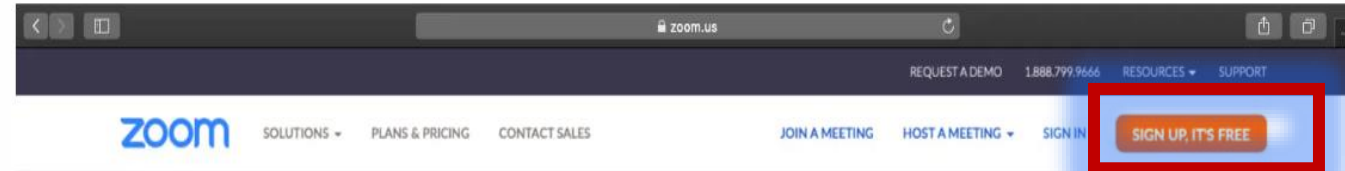Sign in using SSO (Single Sign-On) or your Google or Facebook account.
If you're using Zoom for a company meeting or other work purposes, it's best to sign up using your work email address.

Step 3: Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.

Step 4: Download the desktop app/Zoom client from the Zoom website for easy access.

https://zoom.en.softonic.com/download

Download Zoom Meetings for PC

✓ Free ✓ In English ✓ 5.13.3 (11494)

4.3 ★★★★★ (31783 👤) 🛡 Security Status

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Step 1: Log in to your Zoom account.

B. How to Set Up a Zoom Meeting

Step 2: Hover your cursor over the "HOST A MEETING" link at the top-right corner of the screen, and select one of the following options:

With Video On
With Video Off
Screen Share Only

Step 3: The website will redirect you to the Zoom app and start a meeting. Here, you can edit meeting settings or copy the "Invitation URL" that you send to the attendees.

Meeting Topic:

Host:

Password:

Numeric Password:
(Telephone/Room systems)

Invitation URL:

Participant ID:

Join Audio
omputer Audio Connected

Share Screen

Invite Others

Note: You can also start a meeting quickly through the desktop app by following the instructions we list for mobile devices later on.
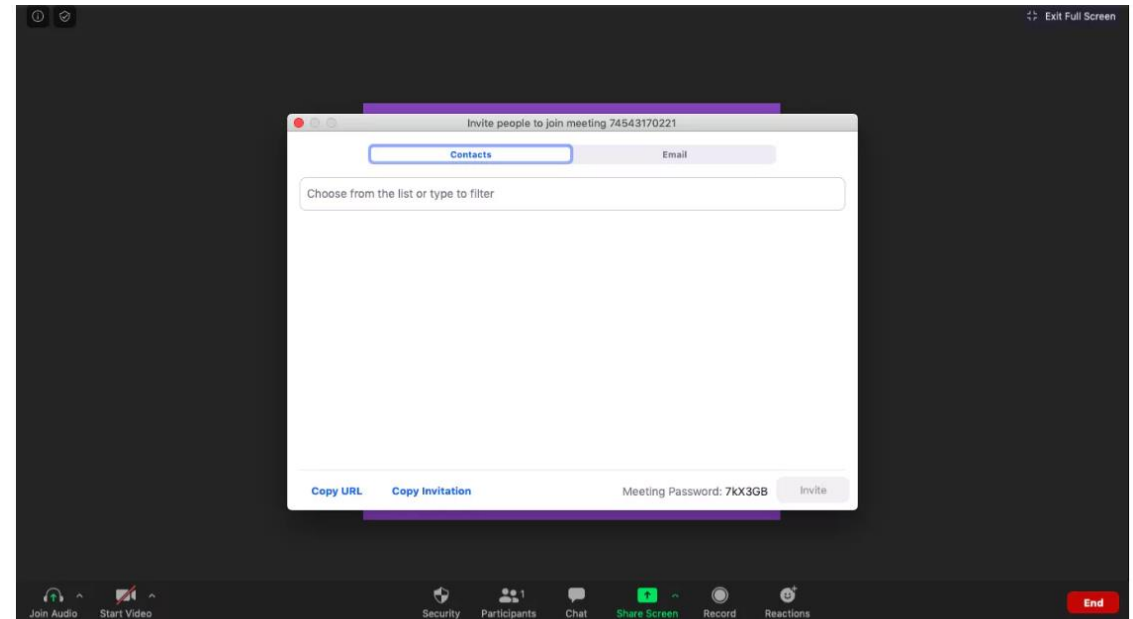
Step 1: Start a new meeting on the Zoom desktop app.

Step 2: In the new meeting screen, click on the "Invite" button in the toolbar at the bottom.

B. Adding Participants

Step 3: *Here, Zoom will give you the options to either "Copy URL" or "Copy Invitation". You can send these to participants via text, email or instant messaging.*

B. Adding Participants
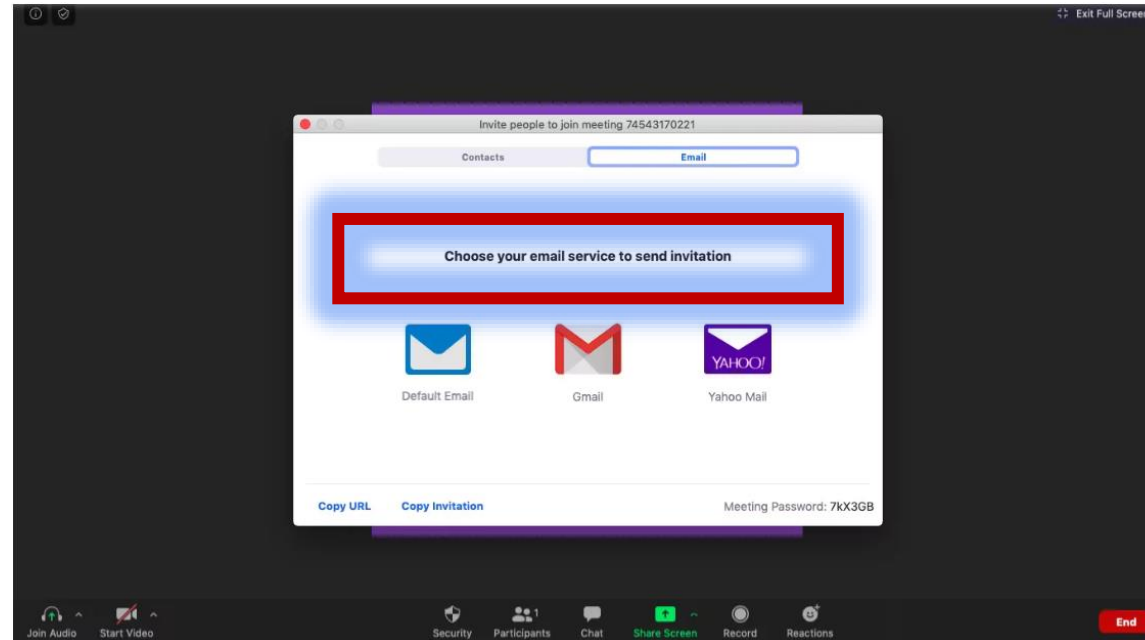
Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.

Components

How to Record Zoom Meetings

Additional Features of Zoom
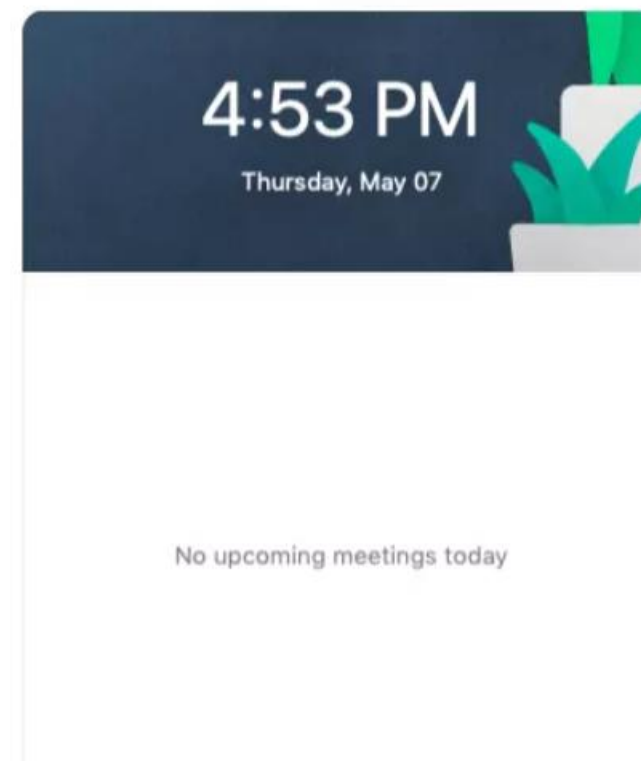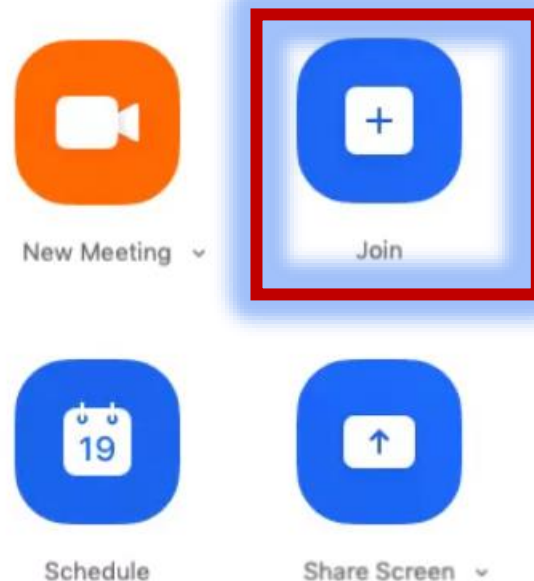
Tips

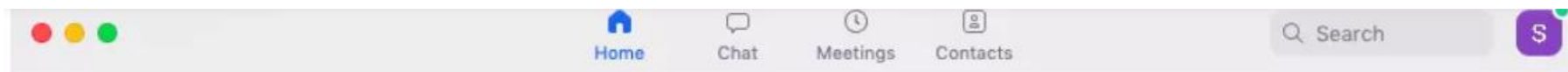**A. Join Using a Meeting Link**
If you have a join link for a meeting, just click on it or paste it into your web browser to join the meeting.

B. Join Using a Meeting ID
Step 1: Open the Zoom app and click on the "Join" icon.

Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the "Join" button.

C. How to Join a Zoom Meeting

D. How to Schedule Meetings

Step 1: To schedule a meeting, head to the Zoom app and click on the blue "Schedule" button (looks like a calendar icon).
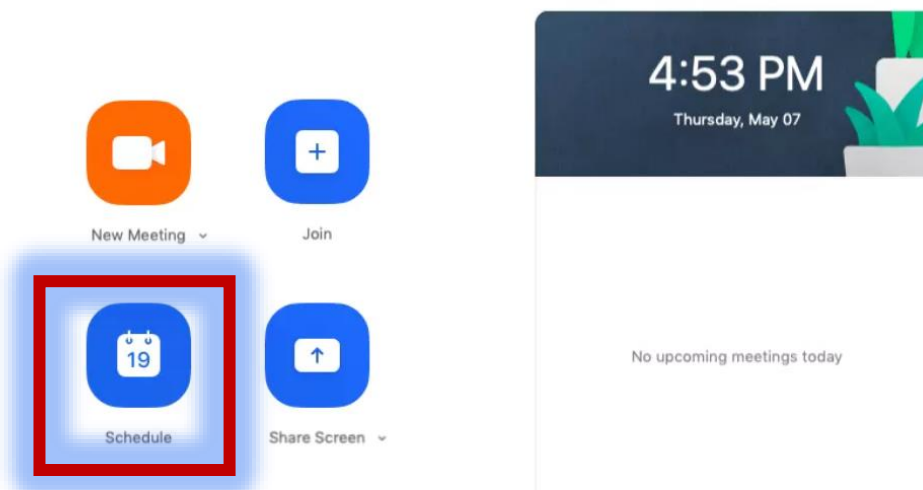
Step 2: Enter meeting details in the Schedule Meeting pop-up window that appears.

You can set its date and time, privacy and access settings. You can also select your preferred calendar (between iCal, Google Calendar or others) to schedule the event in your calendar

E. How to Record Zoom Meetings

Step 1: Start a meeting.

Step 2: In the Zoom toolbar, click on the "Record" icon.
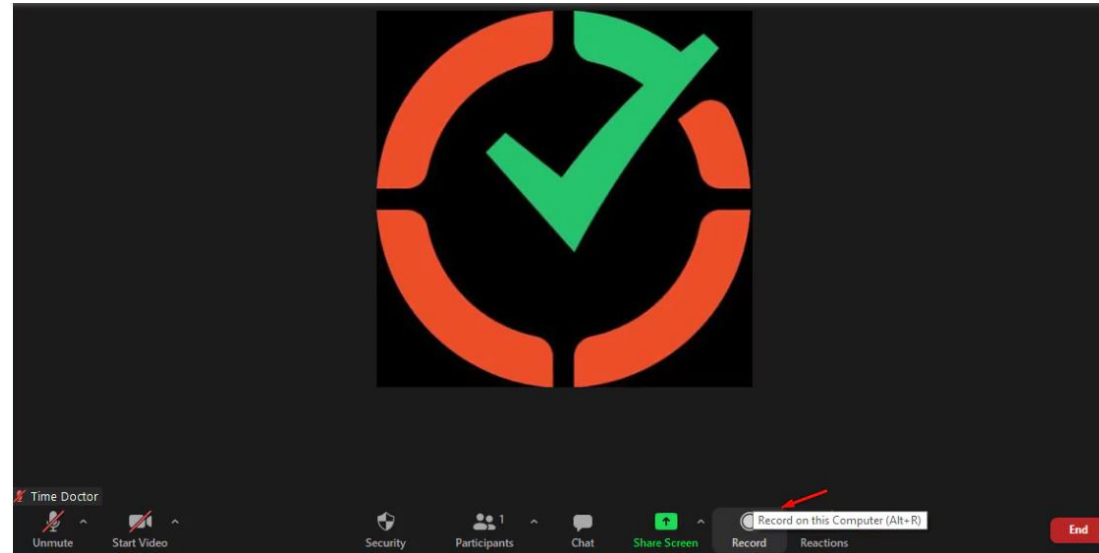
Step 3: Choose between "Record on this Computer" or "Record to the Cloud." This starts the recording, and all meeting members will see the word "Recording" in red at the top of the screen.

Step 4: Click on "Pause/Stop Recording" to stop recording the meeting. Alternatively, you can also end a meeting to stop recording it.

Step 5: After you end the meeting, Zoom converts the recording to MP4 format and stores it in your preferred location. You can now easily access your recorded sessions any time you want!

Additional Features of Zoom

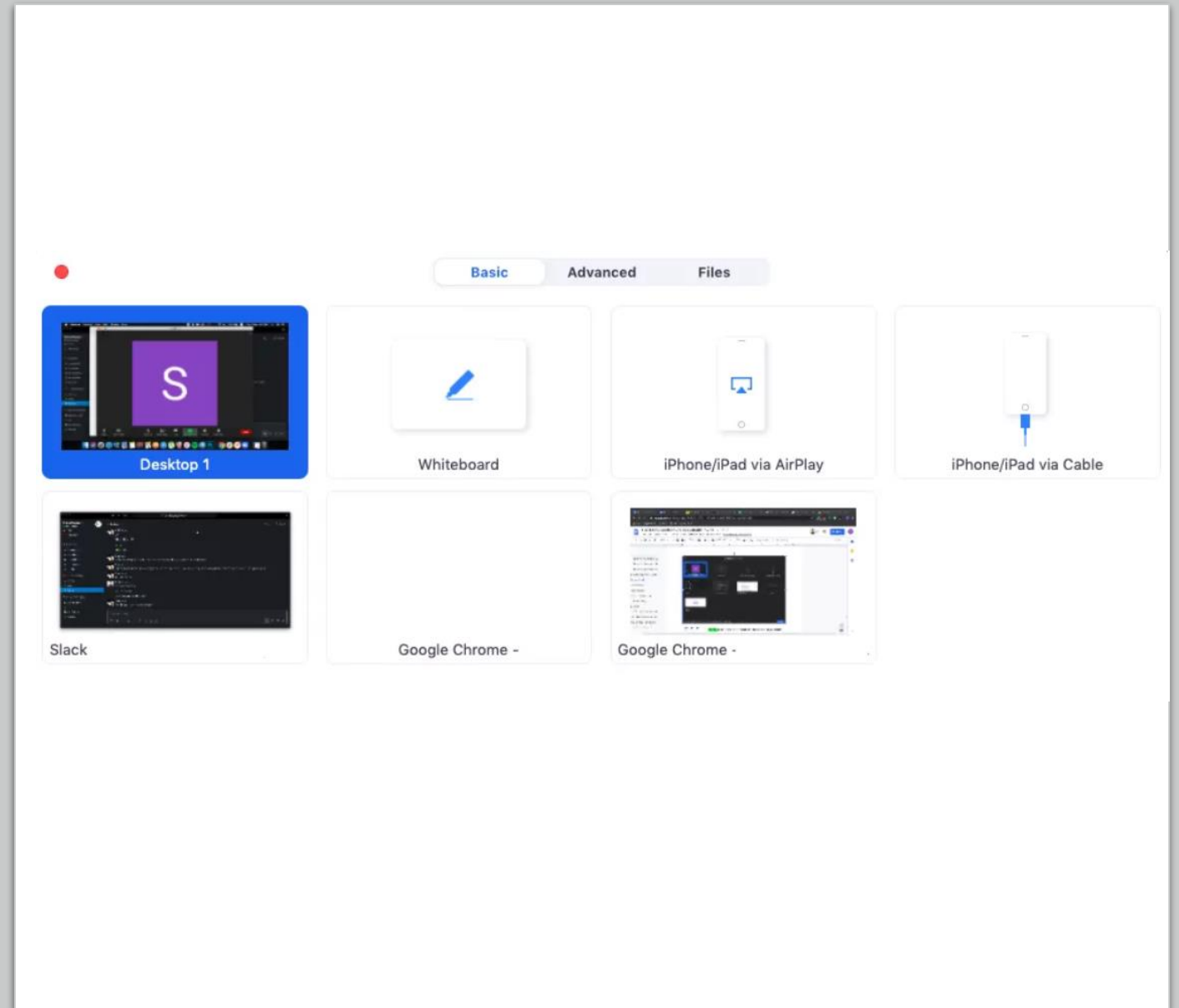Zoom lets you share your screen with other meeting participants easily.

This lets you:

Host virtual presentations and workshops.

Explain processes in detail.

Review work and project documents together with your team.

To share your screen, just click on the "Share Screen" icon in the toolbar at the bottom.

How to Get Started with Zoom

2. For Mobile

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store.

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

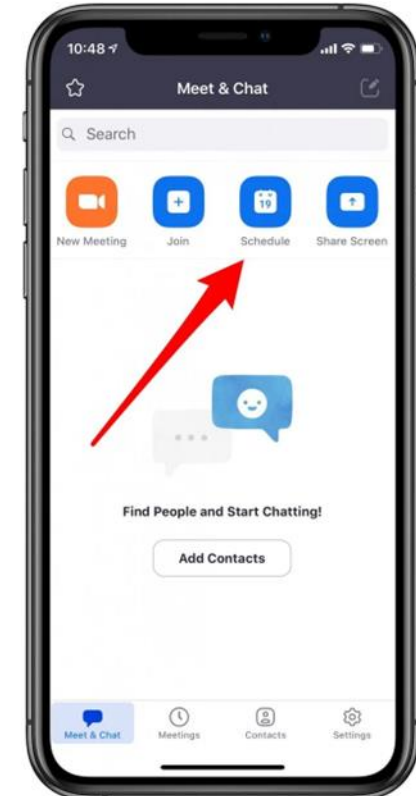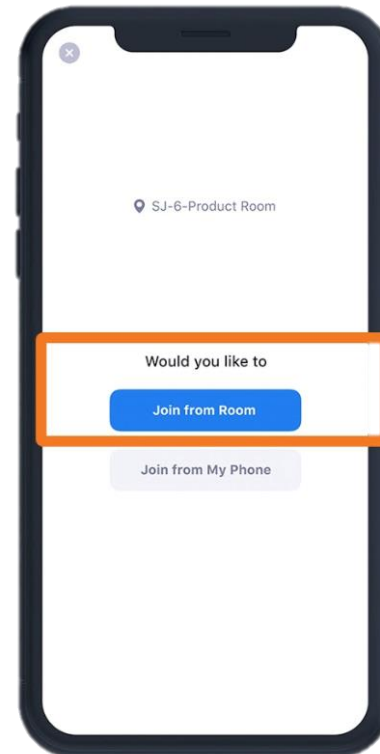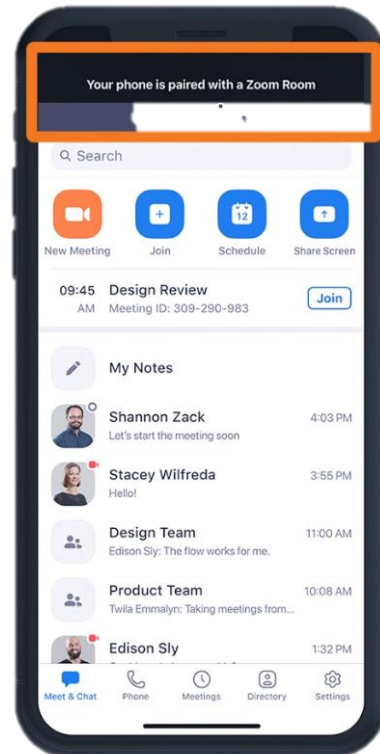**Step 1:** Open the Zoom mobile app and sign into your account.

Step 2: Tap the orange "New Meeting" icon that appears on your screen.

Step 3: Edit meeting settings according to your preferences (such as switching video off for participants, using a Personal Meeting ID, etc.).

Once you're done, tap the blue "Start a Meeting" button.

B.A. Starting a Zoom Meeting

B. Adding Participants

Step 1: Once the meeting starts, tap the "Participant" icon in the toolbar at the bottom of your screen to add and manage participants.

Step 2: In the Participants window that opens up, tap on the "Invite" option at the bottom left.

Zoom will now give you the option to share your meeting details via a variety of communication platforms. These include various text, email and messaging apps on your smartphone.

TIPS

Tip #1: Always Mute Your Microphone Unless Speaking

Tip #2: Inform Participants Before Recording the Meeting

Tip #3: Ensure that Everything Is Working Correctly Before Starting a Meeting

THANK YOU
STAY CONNECTED!

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