

NAVIGATING

zoom

MEETINGS



More and more we are using Zoom to connect with others for meetings, webinars and to communicate with individuals or groups. Zoom is a web-based video conferencing program that allows users to connect on-line, with or without video. This toolkit focuses on Zoom meetings and covers setting up a meeting, participating in a meeting, and tips on how to navigate Zoom meetings.

SET UP AN ACCOUNT

To sign up for a free account, visit <https://zoom.us/> and enter your email address. Zoom will send you a no-reply response, here you will click **Activate Account**.

Zoom will ask you to confirm your date of birth. Then you will enter a username and password. From here you will be taken to your **Profile** page where you can add an profile image, and add or edit information such as a password or time zone.

For verification, please confirm your date of birth.

Month ▼ Day ▼ Year ▼ [Continue](#)

This data will not be stored

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or



[Sign in with Google](#)



[Sign in with Facebook](#)

Already have an account? [Sign in](#).

SIGNING IN TO YOUR ZOOM ACCOUNT

You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you are logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Zoom has a free account that allows unlimited 1:1 meetings, 40 minute meeting for 3 or more participants. There are three plans that offer additional features for a cost. **Zoom Meeting Plans** <https://zoom.us/pricing>

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SCHEDULING A MEETING

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

- Sign into your Zoom web portal
- On the upper right of the page, click **SCHEDULE A MEETING**.
 - This will take you to a page where you will choose a name and description of your meeting.
 - Here is where you will determine When, Duration and Time Zone.
- You will also be required to generate a meeting **Password** if you would like a password for participants to join the meeting.
- Options for **Video, Audio and other Meeting Options** are also determined on this page.

This will bring you to **My Meeting**. This page reviews the setup of your meeting where edits can be made and includes **Start This Meeting**.

INVITING OTHERS TO JOIN YOUR MEETING

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy the Invitation**. The meeting invitation will be copied and you can paste that information into an email or anywhere else you would like to send it out.

 **Copy the invitation**

RUN A TEST MEETING

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting.

- Visit zoom.us/test and click **Join**.

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

STARTING YOUR FIRST MEETING AS THE HOST

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click Start by the meeting name. You can also start your meetings from the Zoom web portal.

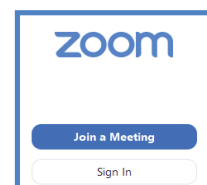
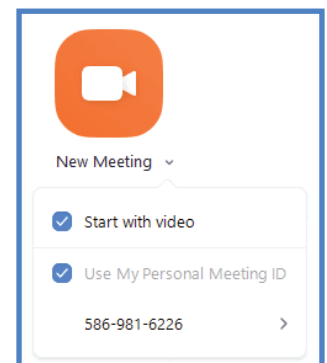
- Login to **My Meetings**.
- Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.

TO RECORD THE MEETING

Click the downward arrow and select **Start** with video, then click **New Meeting** to start an instant meeting. You can do that when the meeting has starting by simply hitting the record icon.

JOINING A ZOOM MEETING YOU WERE INVITED TO

- Go to zoom.us
 - Click **Join a Meeting** if you want to join without signing in
- OR**
- If the meeting has an ID number, enter along with your name
 - Select Audio and Video options
 - Click **Join**



ZOOM HELP CENTER

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

The Zoom Help Center has many tutorials and helpful information including several One Minute Video Instructions.

HELPFUL LINKS:

How to Work from Home and Meet Like a Pro

https://blog.zoom.us/wordpress/2020/03/09/working-from-home-tips-to-meet-like-a-pro/?_ga=2.9188981.1591950786.1586187080-2146607952.1585843874

Best Practices for Creating Culture, Community for Remote Workers

https://blog.zoom.us/wordpress/2020/03/16/creating-culture-community-amid-social-distancing-work-from-home/?_ga=2.218657625.1591950786.1586187080-2146607952.1585843874

How to Hide Your Messy Room for a Zoom Video Conference

<https://www.theverge.com/2020/3/11/21173608/zoom-video-conference-how-to-virtual-background-greenscreen>

How to Keep Uninvited Guests Out of Your Zoom Event

https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/?_ga=2.189898731.1591950786.1586187080-2146607952.1585843874

Secure Your Zoom Meetings with Waiting Rooms

https://blog.zoom.us/wordpress/2020/02/14/secure-your-meetings-zoom-waiting-rooms/?_ga=2.7386994.1591950786.1586187080-2146607952.1585843874

Best Practices for Protecting Your Zoom Meetings

https://blog.zoom.us/wordpress/2019/12/04/hosts-admins-secure-zoom-meeting-experience/?zcid=1231&_ga=2.7386994.1591950786.1586187080-2146607952.1585843874

Tips for How to Use Zoom Like a Pro

<https://www.youtube.com/watch?v=zGNufsyJVwM>

WHAT IS ZOOM BOMBING?

ZOOM Bombing is the unwanted intrusion of someone who is not connected to your meeting and sharing of inappropriate material and images which causes disruption.

Tips to avoid Zoom Bombing

- Require a meeting password
- Do not share the unique meeting ID publicly
- Lock a meeting once it starts
- Allow only hosts to share their screen
- Create a waiting room
- Disable the unwanted participant's camera



To find the toolkits and other prevention resources visit:

<http://www.kansaspreventioncollaborative.org>

<http://www.dccca.org/prevention-resources>