

Get Started Using Zoom

1. Download Zoom.

[Download](#) Zoom onto your computer to start using it. Users can sign up using their work email if they're signing up for an individual free account, or if your system administrator is signing up for a Pro, Business, or Enterprise account, you'll be invited to sign up for Zoom as one of your company's hosts.

If you're [setting up a Zoom Room](#), you'll also need to [download](#) "Zoom Rooms for Conference Room" on the in-room computer and "Zoom Room Controller" for the tablet in the meeting room.

2. Sync Zoom to your calendar.


Next, you'll want to [sync Zoom to your calendar](#) so you can schedule Zoom meetings that appear on your calendar, or so you can easily add a Zoom Meeting link to events on your calendar so remote participants can join. To do this, when you're signed into Zoom, navigate to "Settings," then "Meetings," then "Synced Calendars." Then, toggle on "Sync Zoom Meetings from Calendars," and tap to select the calendars you want to sync with Zoom. By doing this, you can sync calendars with Zoom in both directions, so your calendar client will offer an option to add a Zoom link, and your calendar will show Zoom Meetings you schedule in the Zoom app.


× Team Meeting

Apr 30, 2019 12:30pm to 1:30pm Apr 30, 2019 Time zone


All day Does not repeat ▾

[Event Details](#) Find a Time

 Add location

 [Make it a Zoom Meeting](#)

Add conferencing ▾



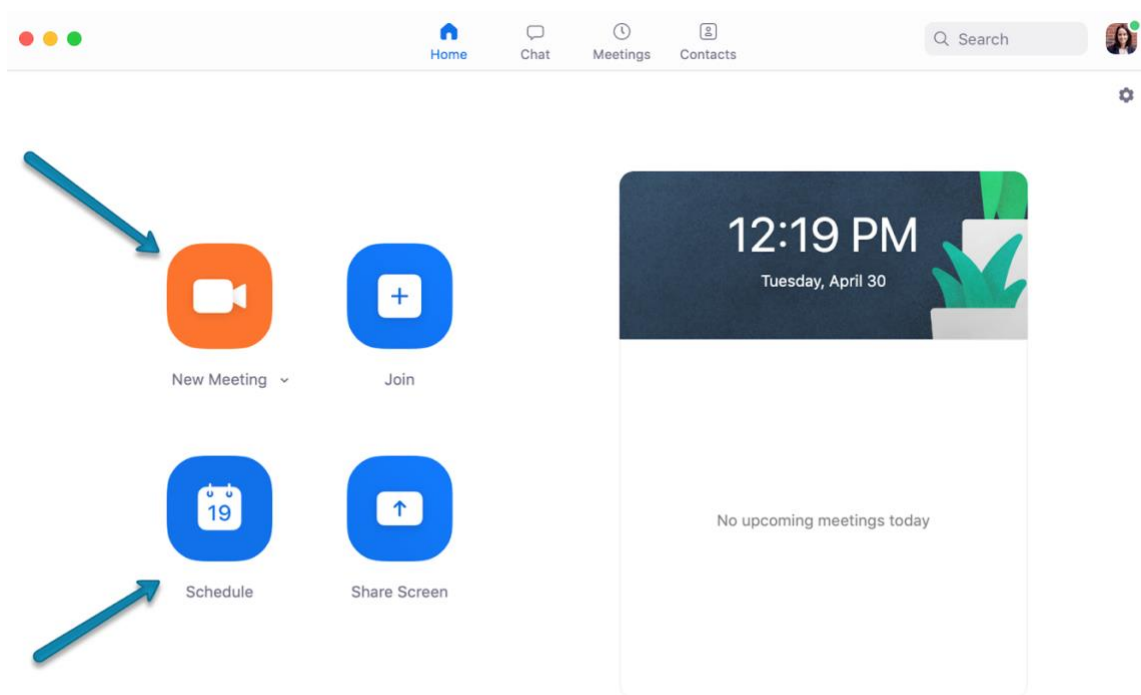
If your business sets up Zoom Rooms, you can [sync those rooms to your company's shared calendar](#) so employees can see which meeting rooms are available when they go to book. Zoom Rooms can also be set up to display upcoming meetings so employees are cognizant of when they need to start wrapping up, or when they can sit down in a drop-in meeting.



Source: [Zoom](#)

3. Schedule a meeting using Zoom.

Now you're set up to get started using Zoom. You can schedule a meeting using Zoom using your calendar client (as explained and shown above), or you can schedule a meeting via the Zoom app. To do this, you can start a new meeting in the moment by clicking "New Meeting," or clicking "Schedule Meeting" to book a Zoom meeting for the future:



Then, you can edit the details of your meeting -- for example, you can schedule a recurring meeting, set a meeting password, and choose which calendar you want to sync.

Schedule a Meeting

Topic

Sophia Bernazzani's Zoom Meeting

Date

4/30/2019 ▾

12:30 PM ▾

to

4/30/2019 ▾

1:00 PM ▾

Time Zone

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

Recurring meeting

Video

Host On Off

Participants On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

Require meeting password

[Advanced Options](#) ▾

Calendar

iCal

Google Calendar

Other Calendars

Cancel

Schedule

Once you're in a Zoom meeting, you can use features like turning your video and microphone settings on and off, inviting other meeting participants, chatting with other meeting participants, recording the meeting, and sharing your screen.



Sophia Bernazzani

Join Audio Start Video

Invite

Manage Participants 1

Share

Chat

Record

End Meeting

How to Join a Zoom Meeting

For you to join a meeting in Zoom, the host will first have to create a meeting (find above). Once the host starts the session, the participants can then join. Alternatively, the host can enable an option that allows users to join before the host arrives, but the meeting will still have to be set up in advance.

Use the Zoom Application

If you already have Zoom installed on your device, you can join a meeting directly from the app using a meeting ID or personal link name sent to you by the host.

Open Zoom, and you'll be prompted to sign in. You can (1) enter your email and password and then select "Sign In," or (2) sign in with [SSO](#), Google, or Facebook. Selecting Google or Facebook will bring you to its respective sign-in page. If you decide to sign in using SSO, you'll need to know the company URL, which is usually <companyname>.zoom.us.

Zoom Cloud Meetings

Sign In

1

marshallgunnell@gmail.com

Password ***** [Forgot?](#)

Keep me signed in **Sign In**

2

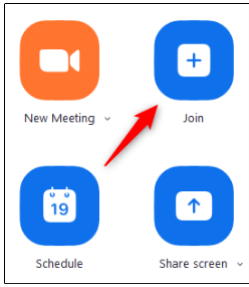
Sign In with SSO

Sign In with Google

Sign In with Facebook

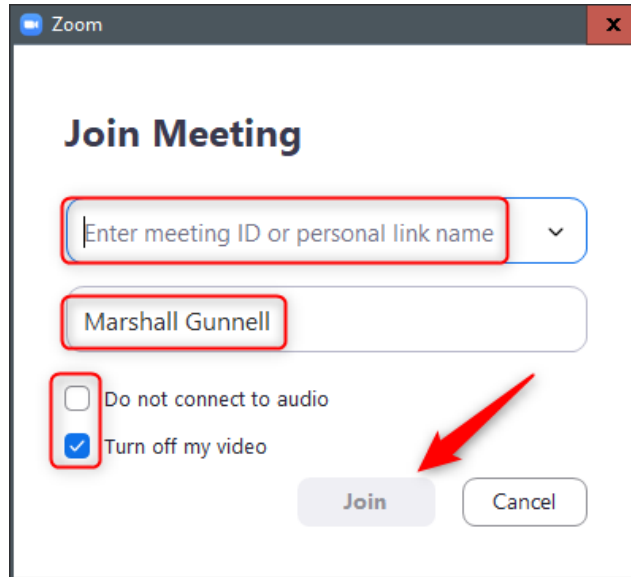
[< Back](#) [Sign Up Free](#)

Regardless of the sign-in method you choose, once that process is complete, you'll be on the home page of the Zoom app. Here, select "Join."



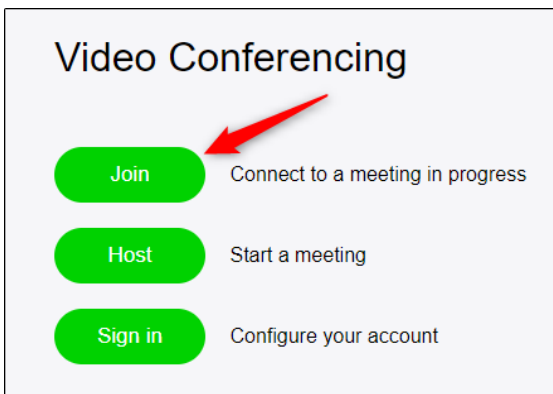
A new window will appear. In the first box, enter the meeting ID that was sent to you when you received the invitation via email. Alternatively, you can enter the personal link name if you happen to know it.

Below that, enter your display name, select if you would like to join the meeting with audio and [video enabled](#), and then select the “Join” button.



You'll now be in the meeting.

Use the Zoom Website



If you're joining a meeting with another company, they will need to have registered a company URL with Zoom. This is generally <companyname>.zoom.us, but check with the host to make sure.

Once you have the company URL, go to it in your browser. The landing page will look different between companies, but the options available will mostly be the same.

Select the “Join” button.

Join a Meeting

Meeting ID or Personal Link Name

Join

You'll now need to enter the meeting ID or personal link name you should have received from the host of the meeting. Do that, and then select "Join."

You will now have joined the meeting.

Use the Email Link

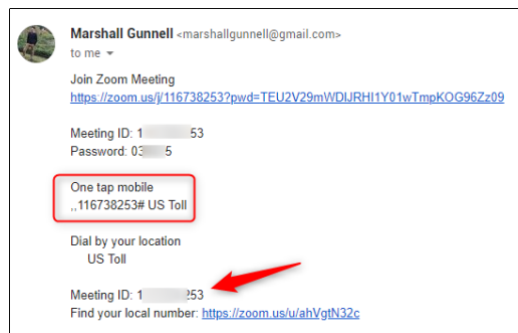
When a host sends you an invitation, you'll receive that invitation via email. The first link in the message is the "Join Zoom Meeting" link. Click that link.



Once selected, you'll be brought to the Zoom meeting.

Call the Meeting

If you'd rather just use your phone to call the meeting, that's an option, too. In the email invitation you received, you'll see the teleconferencing number.



Call that number. When prompted, enter the meeting ID number (also available in the email invitation) using your dial pad. That's all there is to it!

Breakout Rooms

Breakout Rooms allow you to seamlessly split your Zoom meeting into separate sessions for small group discussion, and then bring those sessions back together to resume the large group meeting. As the meeting host, you can split the participants into these separate sessions automatically or manually and can switch between sessions at any time. You can enable or disable breakout rooms for meetings you host in your [Meeting Settings](#).

The basics

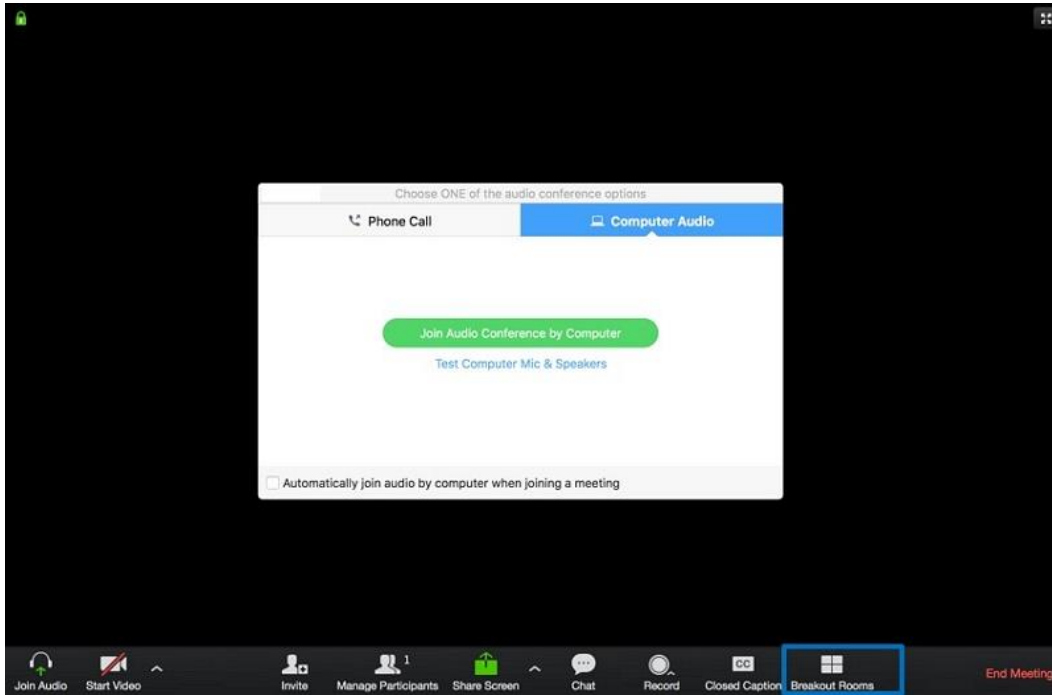
- Breakout rooms are available in meetings only (not webinars)
- Up to 50 breakout rooms per meeting
- Up to 200 participants per breakout room
- Breakout room participants have full audio, video, and screen share capabilities
- Hosts can move from breakout room to breakout room
- Participants can request help from a host while in a breakout room with the **Ask for Help** button.

Note: Participants who joined through a web browser, Zoom Rooms, or in-room video conferencing codecs are not able to join breakout rooms. As a workaround, those participants can use the main meeting room as their breakout session space.

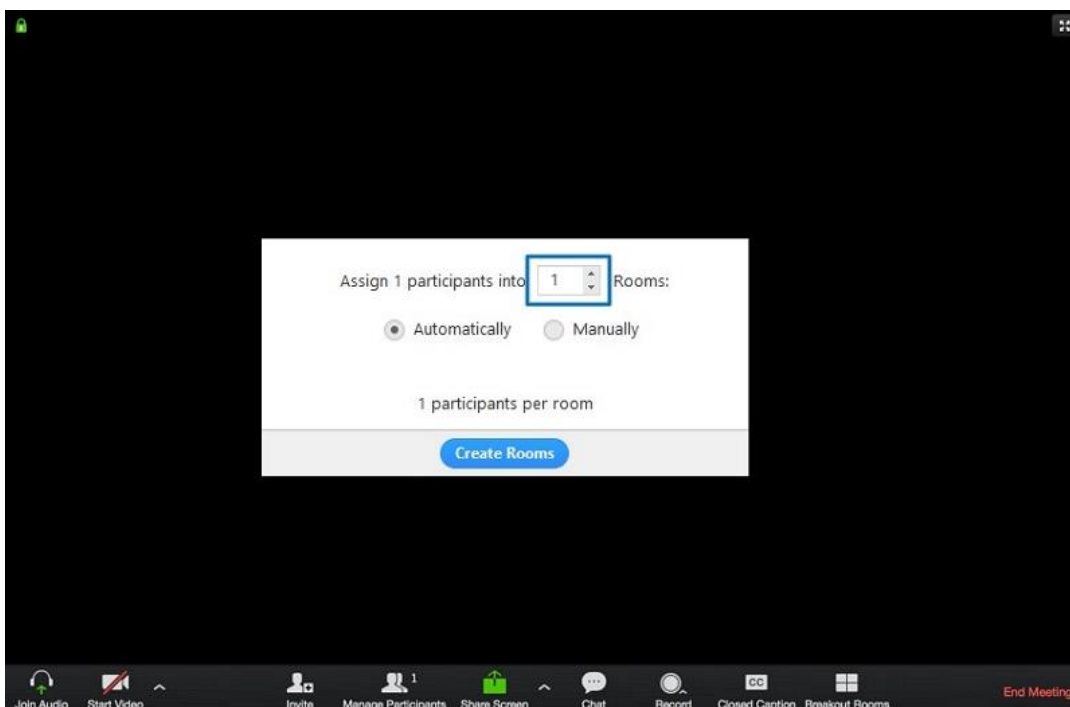
Creating Breakout Rooms

For easy management of the sessions, you can share with the contributors' necessary information for efficient coordination. Follow this guide to create and manage Zoom meeting breakout rooms.

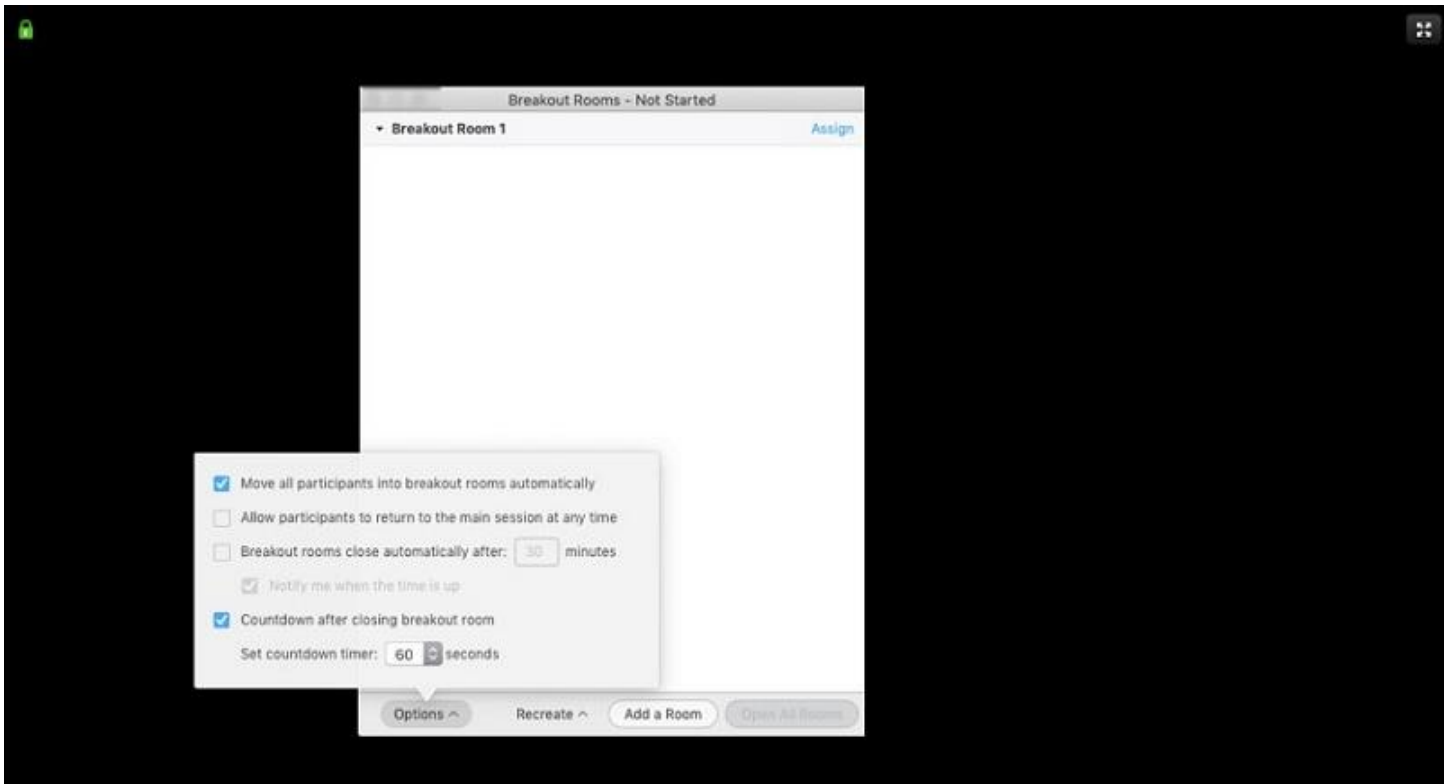
Step 1. Select the "Breakout Rooms" option to create sessions.



Step 2. Proceed to choose the number of rooms to create and assign participants to the rooms. This can be automatically done by Zoom or manually.



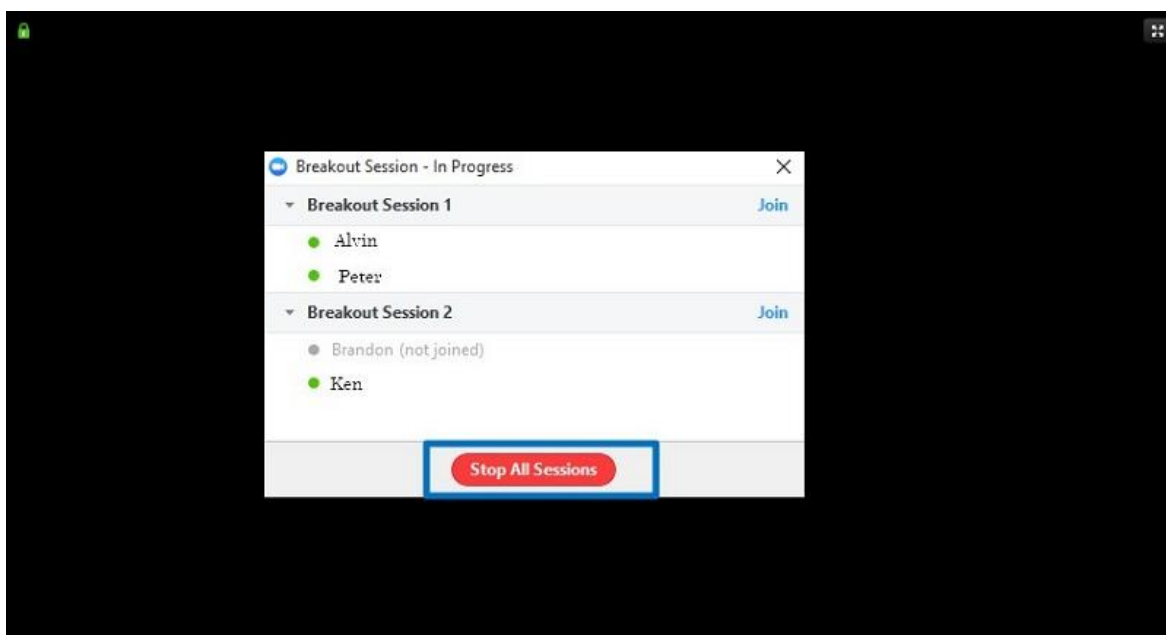
Step 3. On creating the rooms, you will have to customize them further. Click the "Options" icon at the bottom for more Zoom Breakout Rooms options and check the options to use.



Step 4: In case you opt for the manual assignment, click "Assign" button on each Breakout Room to assign. Once it's done either manually or automatically, the number of contributors will show on the corresponding room.

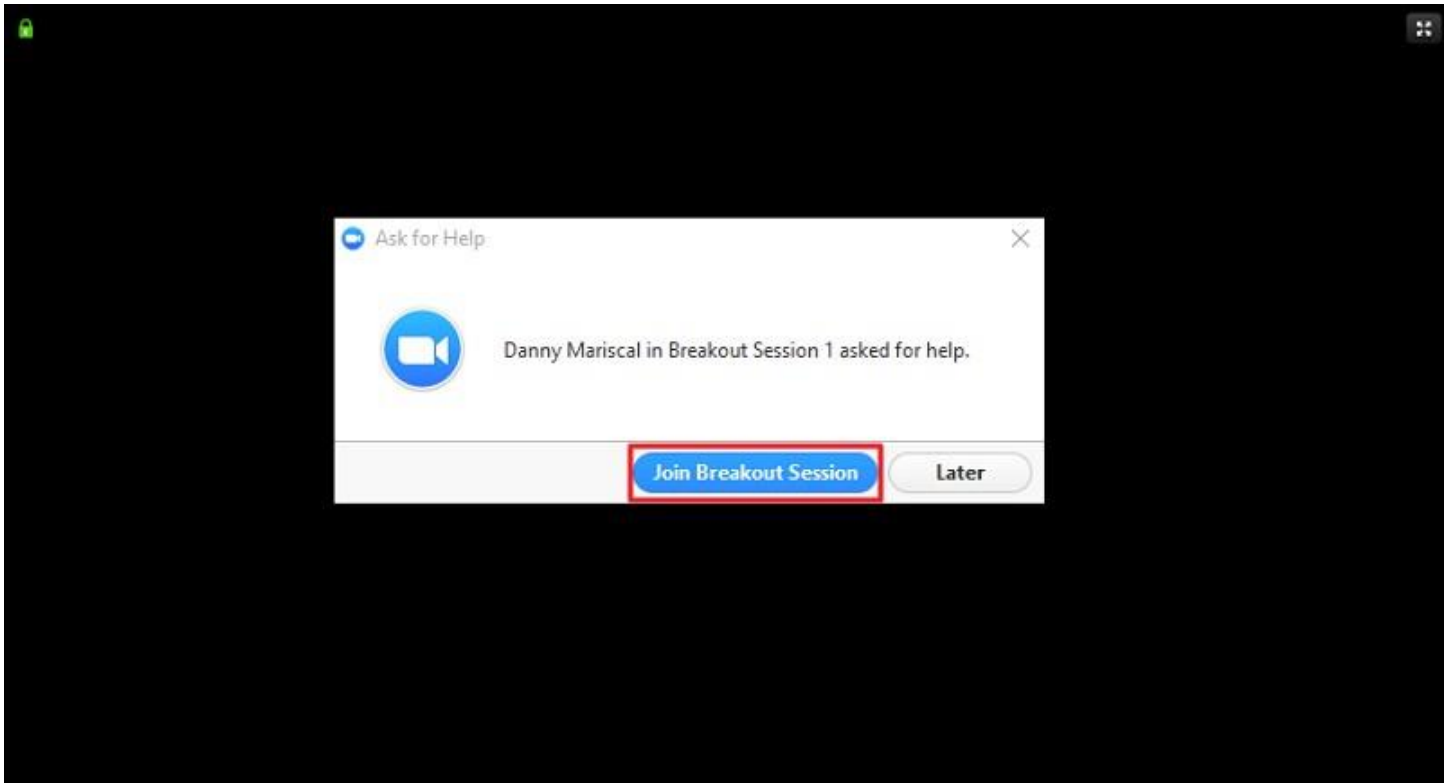
Managing Zoom Breakout rooms

After starting the meeting, the contributors will receive notifications to join the meeting while the host remains in the main meeting. In case a participant doesn't join, they will be marked by "not joined".



There is the "Leave" feature that users can use to exit to the main meeting and the "Close All Rooms" to terminate all sessions to return to the main meeting.

In case participants need the host to join their meeting, they can click the "Ask for Help" option. The host will click "Join Breakout Room" option prompt to join the session.



Broadcasting a message to all sessions in case you want to share information with the contributors, click the "Breakout Rooms" option under the control bar.

Select the "Broadcast a message to all" option and input your message. Finally, click "Broadcast" to share to all.

Managing Cloud Recordings

Recording management allows account owners and admins to manage their users' cloud recordings, including view, delete, and share the video, audio, transcript, and chat files.



If you're a user, recording management allows you to view, delete, and share your own cloud recordings.

Accessing recording management

Admin

1. Sign in to your Zoom web portal.
2. In the navigation menu, click **Account Management** then [Recording Management](#).
You will see a list of cloud recordings on your account.
3. Adjust the date range and status, then search by host, meeting ID, topic, or keyword.

Note: There is no limit on the date you can specify.



From  To  ▼

▼

User

1. Sign in to your Zoom web portal.
2. In the navigation menu, click [Recordings](#).
You will see a list of cloud recordings that you started.
3. Adjust the date range and status, then search by host, meeting ID, topic, or keyword.

Note: There is no limit on the date you can specify.

From  To  ▼

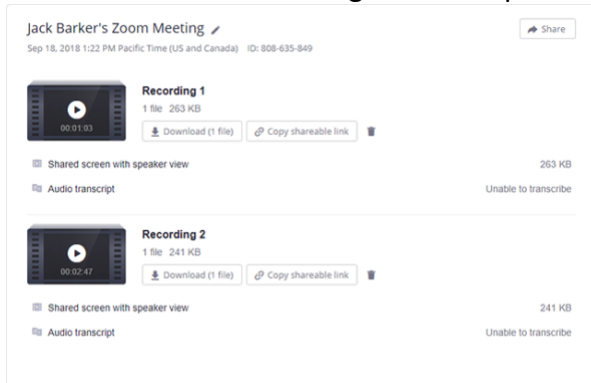
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Viewing cloud recording settings


1. [Access recording management.](#)
2. Find the recording you want to view and click the topic.

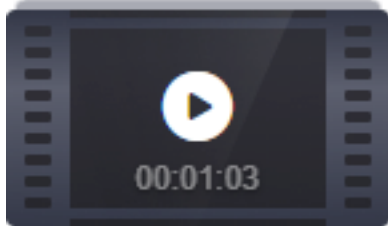
Note: If your meeting has not finished converting, the recording will show in the list with a **Processing Recording** label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.

You will see a the recording files and options:



Settings for recording

- Pencil icon  : Allows you to rename the meeting topic.
- **This recording will be deleted in __ days:** If you enabled auto-deletion, this displays the number of days before the recording is deleted. You will receive an email notification 7 days before the recording is deleted.
- **Recording Analytics:** View metrics for the recording.
- Recording thumbnail: [Play the video or audio file](#) in your browser.



- **Download:** Downloads the [recording file](#) to your local computer.

Settings for sharing

Share this cloud recording

Share Settings

Share this recording

Publicly

Internally (account members only)

Viewers can download

On-demand(Registration Required)

Enable this option to require invitees to register before watching the recording online.

Password protect

Recording Link Information


Topic: Jack Barker's Zoom Meeting
Date: Sep 18, 2018 1:22 PM Pacific Time (US and Canada)

Meeting Recording:
<https://success.zoom.us/recording/share/cDvL8ONoHmswTefyvm53RVsyN4eTbkIDU7-kQwnUw2awIumekTziMw>

Access Password: bk201

Copied!

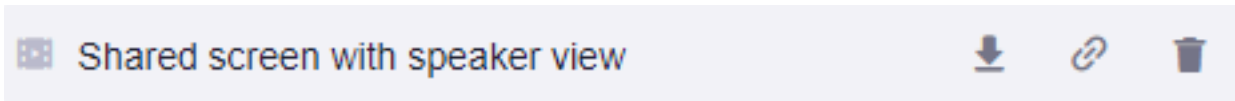
Click **Share** to display the recording link information and sharing settings, such as disabling downloads from viewers and requiring a password to view

- **Share this recording:** Allows the recording to be shared publicly or internally. Switch the toggle off if you want the recording to be private. If you share the recording, Zoom will create a web page where visitors can view the cloud recording.
- **Viewers can download:** Allows viewers to download the video in addition to viewing it online.
- **On-demand(Registration Required):** Requires users to enter their name and email address before viewing or downloading the recording. The host will be able to [download a report](#) with this information.
- **Password protect:** Requires users to enter a password before viewing or downloading the recording. After toggling this to on, enter a custom password and click **Save**.
- **Copy shareable link:** Copies the link to your cloud recording. Share this link to allow others to view the cloud recording.
- **Trash icon**  : Moves the file to your trash.

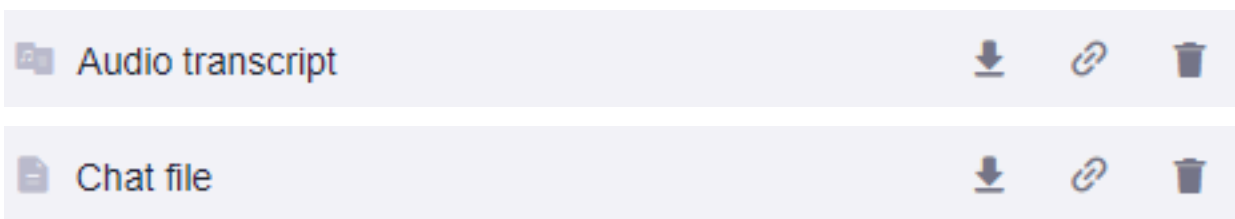
Recordings with screen share, chat, or audio transcript

If you recorded a meeting that contained [screen sharing](#), you'll see an additional recording file called **Shared screen with speaker view**, which contains the screen share portion of your recorded meeting.

Click the link to play it. You can also hover over it to display for icons to download the file, copy the shareable link, or delete the file:



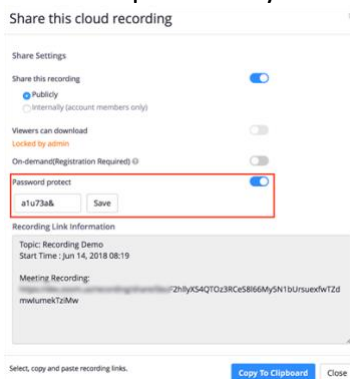
If your cloud recording has [audio transcript](#) or [chat](#) enabled, you'll also see the same icons for the transcript and chat files:



Protecting cloud recordings with a password

You can password protect the recording to limit who can download or view your cloud recording

1. [Access recording management](#).
2. Click **Share** next to the recording you want to password protect.
3. Enable **Password protect** by clicking the toggle.
4. Enter the password you want to use and click **Save**.



Recovering cloud recordings from the trash

Check one or more meetings and then click **Recover** at the top. Click **Recover** to the right of individual meetings to recover that meeting only.

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Search by user email Search by meeting number Search Export

2 Items selected Recover Delete

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size	Delete Time	
<input checked="" type="checkbox"/>	john@bigcorp.com	Team Update - Personal Meeting Room	888-811-2122	Dec 14, 2017 15:30	1,006 KB (2 Files)	Dec 20, 2017 17:01	Recover Delete
<input checked="" type="checkbox"/>	john@bigcorp.com	Team Update - Personal Meeting Room	888-811-2122	Dec 13, 2017 16:12	35 MB (2 Files)	Dec 14, 2017 11:40	Recover Delete
<input type="checkbox"/>	john@bigcorp.com	Weekly Product Update Meeting	212-456-7890	Nov 19, 2017 20:44	22 KB	Dec 03, 2017 11:40	Recover Delete

Permanently deleting cloud recordings

1. Click **Empty Trash** located in the top-right corner.

Recording Management > Trash (3)

Empty Trash

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Search by user email

Search by meeting number

Search

Export

2. Click **Empty** to confirm that you want to permanently delete all files.

Empty Trash

Are you sure you want to empty the trash?
Any recordings deleted from the trash will not be able to be recovered.

Empty Cancel

Permanently deleting cloud recordings for specific meetings

Check one or more meetings and then click **Delete** at the top. Click **Delete** to the right of individual meetings to delete that meeting only.

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Search by user email Search by meeting number Search Export

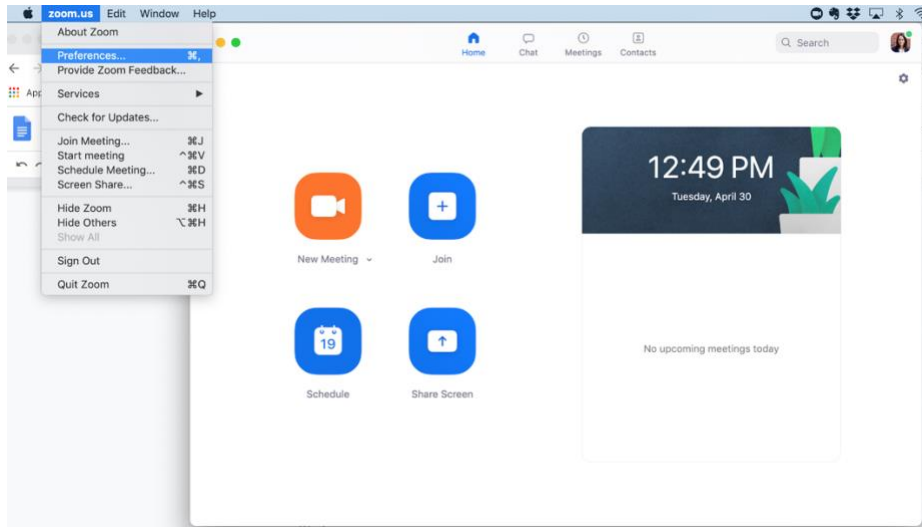
2 Items selected Recover Delete

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size	Delete Time	
<input checked="" type="checkbox"/>	john@bigcorp.com	Team Update - Personal Meeting Room	888-811-2122	Dec 14, 2017 15:30	1,006 KB (2 Files)	Dec 20, 2017 17:01	Recover Delete
<input checked="" type="checkbox"/>	john@bigcorp.com	Team Update - Personal Meeting Room	888-811-2122	Dec 13, 2017 16:12	35 MB (2 Files)	Dec 14, 2017 11:40	Recover Delete
<input type="checkbox"/>	john@bigcorp.com	Weekly Product Update Meeting	212-456-7890	Nov 19, 2017 20:44	22 KB	Dec 03, 2017 11:40	Recover Delete

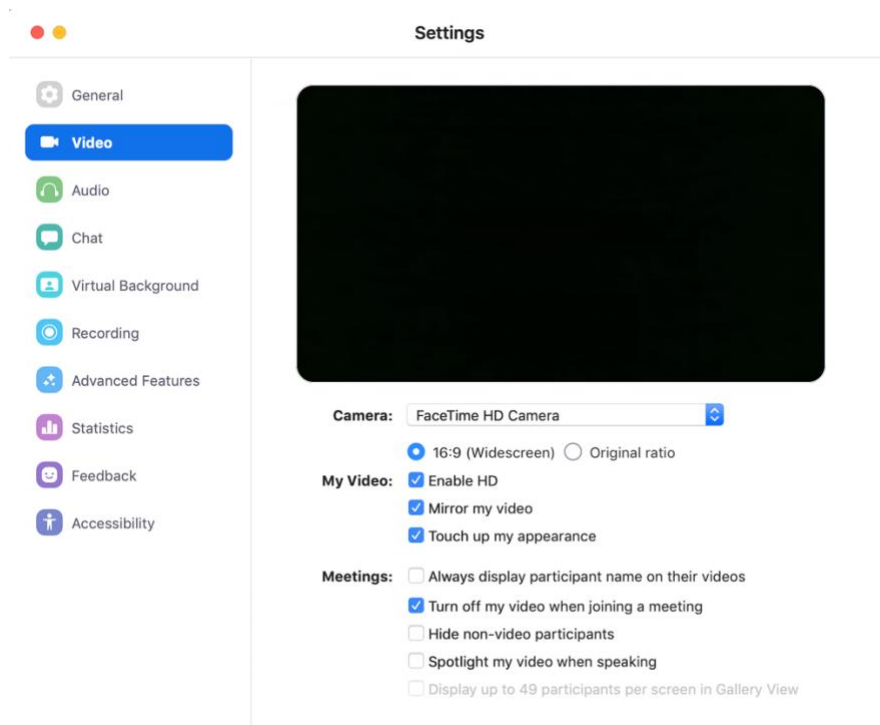
Five Pro Tips for Using Zoom

1. Customize your preferences.

In your Zoom app, you can set your preferences that will apply to every Zoom Meeting you attend.

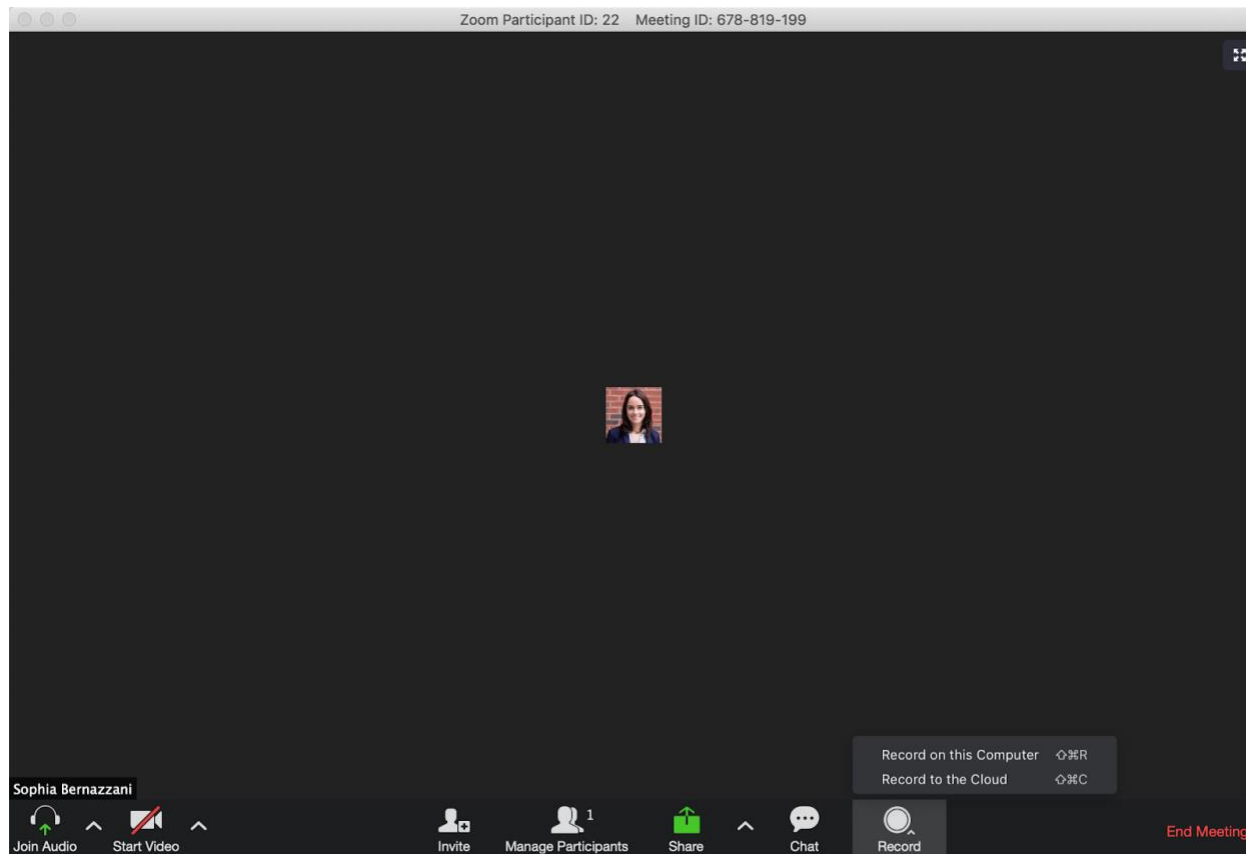


*Adjustments for video preferences: Check "Touch up my appearance" to add a filter to your webcam so you don't need to put on makeup (or shower) before joining a Zoom Meeting from home, and check "Turn off my video when joining a meeting" so your face doesn't inadvertently appear on a huge projector screen if you're joining an all-hands meeting.



2. Record important Zoom meetings.

If you're holding a Zoom meeting that involves multiple cross-functional team members, it's a good practice to record those meetings for future reference. You can record meetings to your device or to the Zoom cloud for later reviewing to make sure everyone is on the same page.



3. Sync Zoom with Slack.

If your team uses Slack to communicate in real time, your system administrator can [integrate Zoom and Slack](#) for easy video conferencing on the fly. If you or a team member are working remotely and are trying to discuss a complicated concept via text alone, it might be a challenge. Instead of going through booking a Zoom meeting on your calendar, you can type `/zoom` into Slack, and a meeting link will appear directly in your Slack conversation for you and your teammate to join.

rebecca

☆ | ○ away | Rebecca Corliss



Thursday, April 25th



Zoom APP 5:08 PM

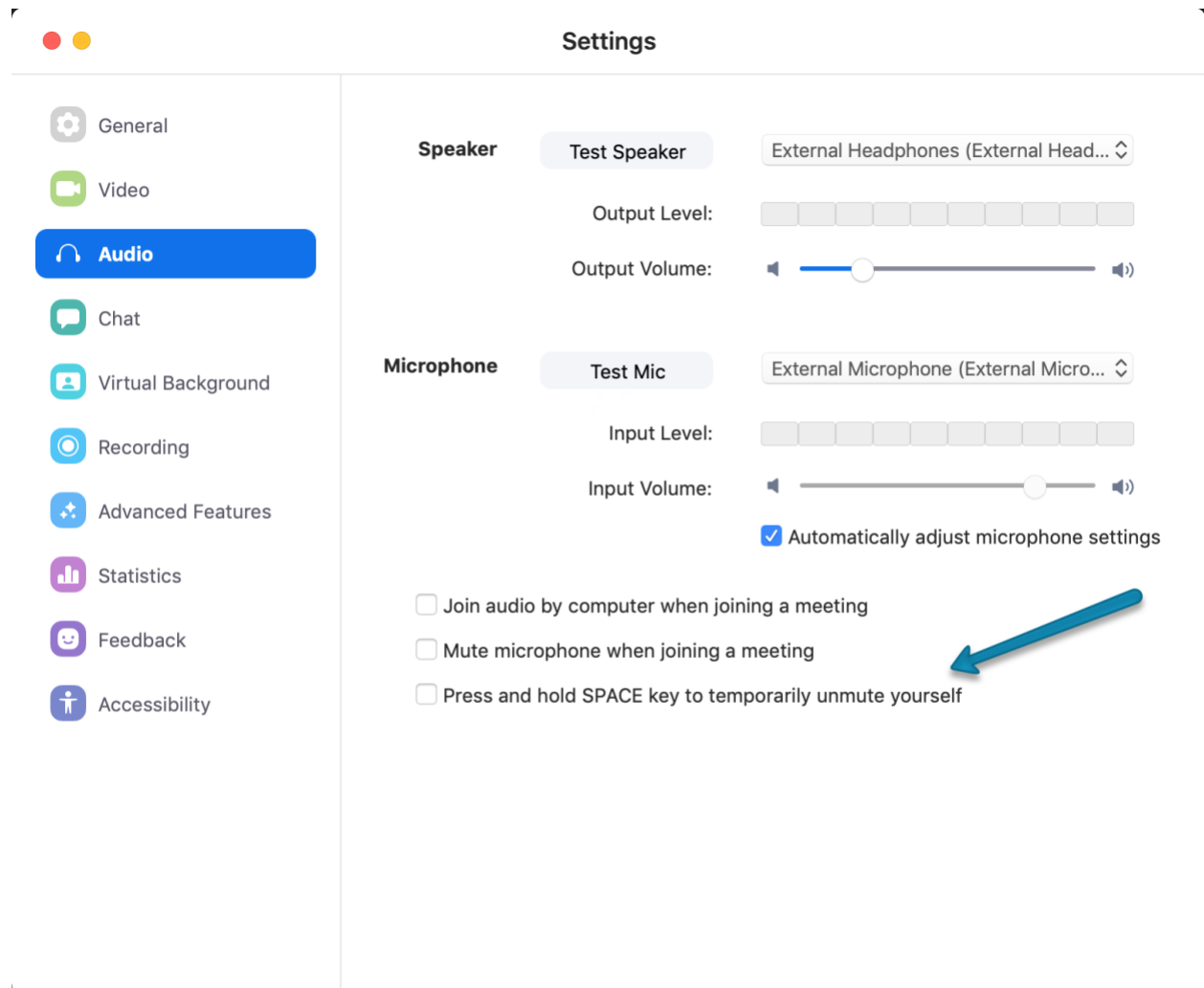
 sophia has started a meeting

Meeting ID: 596-881-604

 [Click here to join](#)

4. Mute yourself when you're not speaking.

This is a basic rule of [video conferencing etiquette](#), but it bears repeating, no matter which software you use. Mute yourself when you're not talking to cut down on distracting background noise. In your preferences, you can set yourself to be automatically muted when you join a meeting. When you're ready to un-mute yourself, you can save yourself a click by pressing and holding the space key if you need to chime in for a brief second.



5. Pair Zoom with the right video conferencing camera.

Zoom is probably such a popular video conferencing software option because it's so easy to use: Once you're set up, you only need a few clicks to start talking to your colleagues. To get a great experience for co-located and remote Zoom meeting participants, choose a video conferencing camera for your Zoom Room that will make sure meeting attendees feel included and a part of a conversation. Our [video conferencing comparison](#) guide can help you figure out which camera might be the best option for your team.

To learn more, read about how to eliminate [voice echoing](#) on your next video call.