

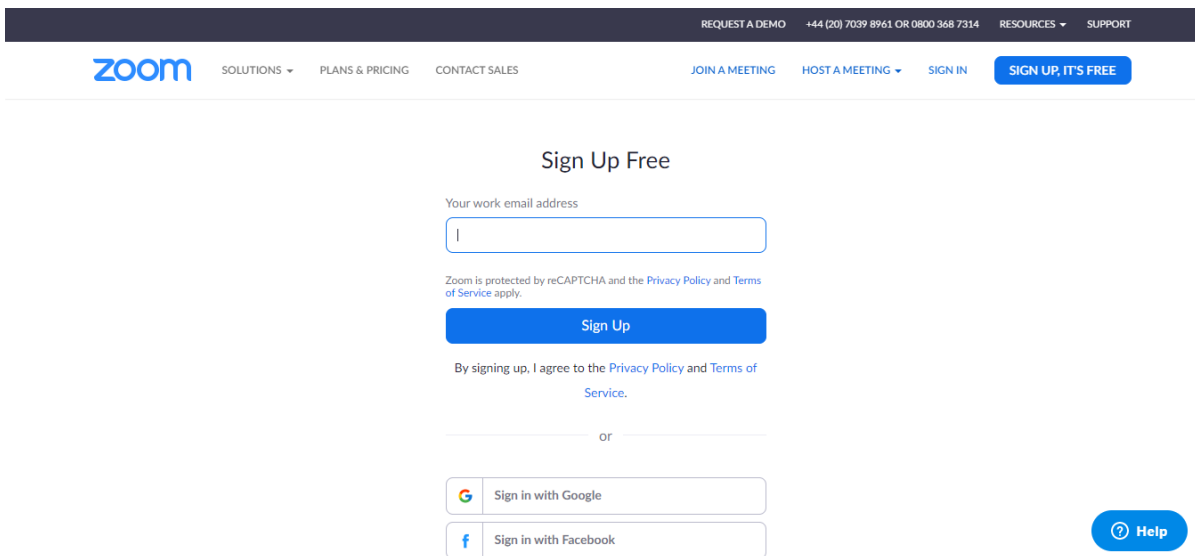
Zoom – Desktop user guide

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

This guide provides basic instructions on creating an account and setting up a meeting using Zoom from your PC or Mac.

Account Registration

1. Go to <https://zoom.us/>

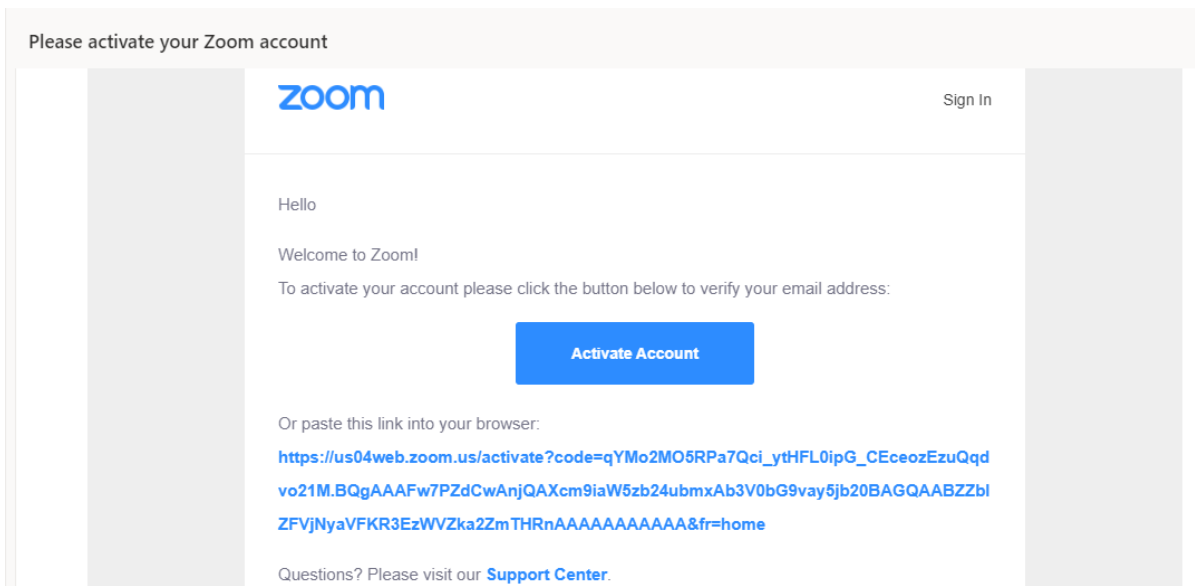


2. Select your preferred Registration Method (outlined below)

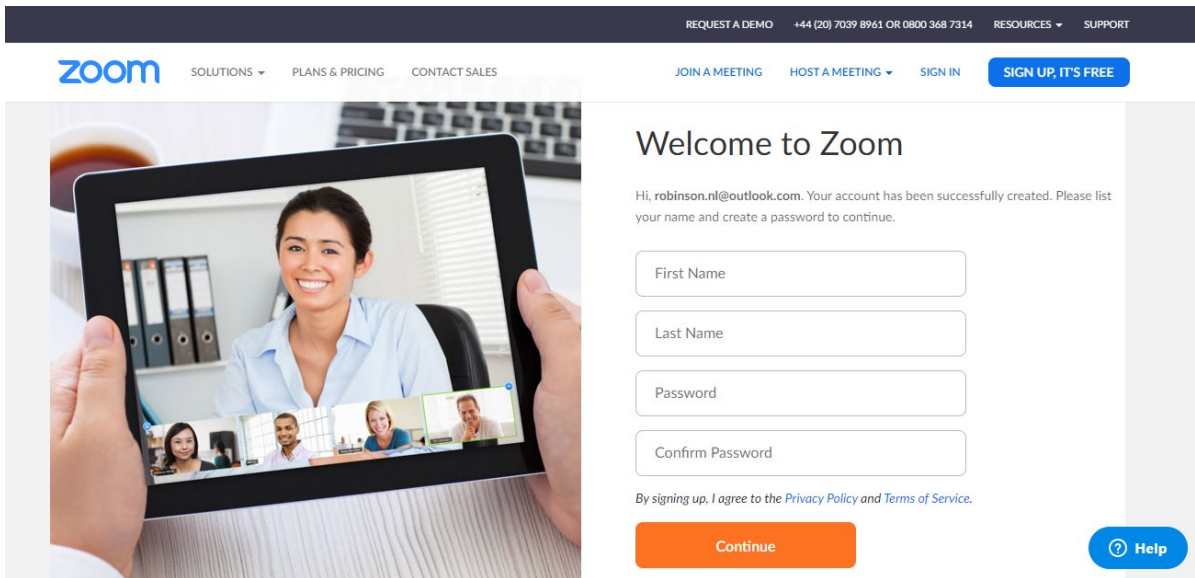
Option 1: Registration by email address

1. Enter your **email address** into the '**your work email address**' field

This will send an email to the address provided.



2. Click the **Activate Account** button



REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Welcome to Zoom

Hi, robinson.ni@outlook.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

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

Continue Help

3. Enter your **First Name**, **Last Name** and choose and confirm a **Password**. Click the **Continue** button to verify your email account.

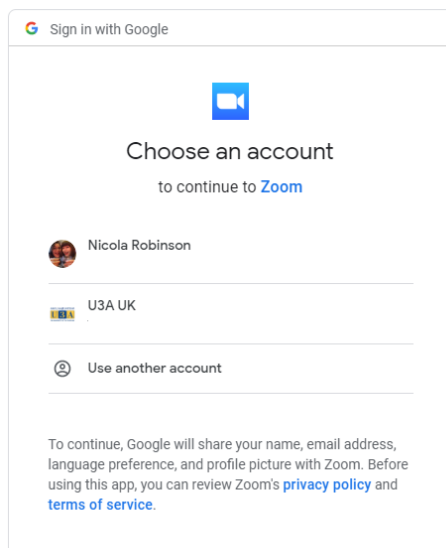
You will then be prompted to invite colleagues to a meeting, though you can skip this step for the moment.

Option 2: Registration through Google

1. Select **Sign in with Google**

This will use your existing login information to create an account.

2. Select an **Google** account from the suggestions provided, or enter the information manually.



Sign in with Google

Choose an account to continue to Zoom

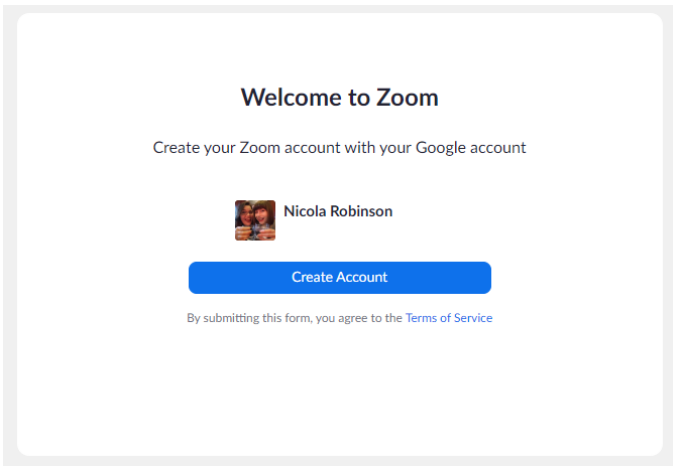
Nicola Robinson

U3A UK

Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

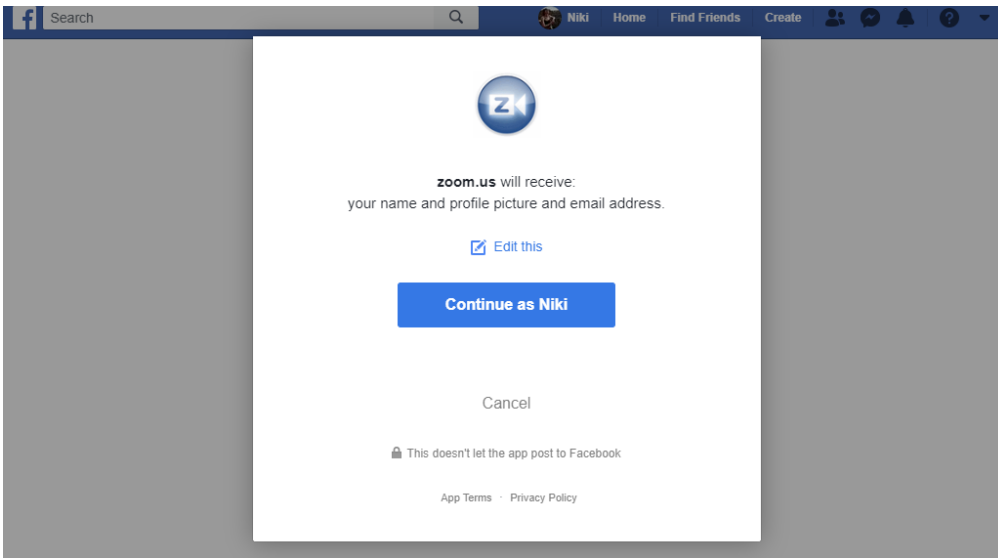
3. Click **Create Account**



Option 3: Registration through Facebook

This will use your existing login information to create an account.

1. Select **Sign in with Facebook**

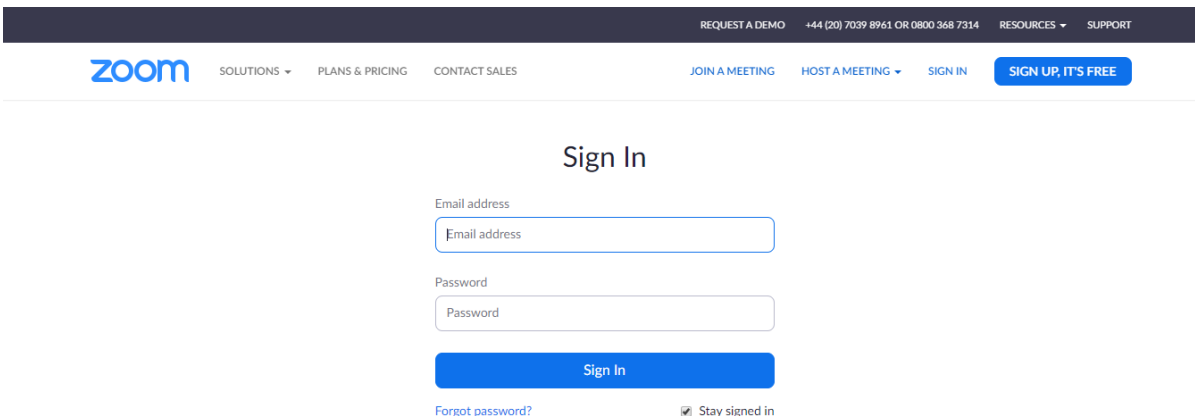


2. Click **Continue as [NAME]** to complete

Login

If you already have an account, use the **Sign In** button in the top right of the screen

1. Enter your **Email address** and **Password**, and click **Sign In**



Scheduling a meeting

1. Select the **Meetings Tab** on the left of the screen and click the **Schedule a New Meeting** button, *or* use the **Schedule Meeting** button in the Navigation Bar at the top of the screen

The screenshot shows the Zoom web interface. At the top, there's a navigation bar with 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. Below that, the Zoom logo and 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES' are visible. The main navigation bar includes 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. A green banner at the top contains an important notice about dial-in capabilities. The left sidebar has 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is selected. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. A 'Schedule a New Meeting' button is prominent. Below it, there are fields for 'Start Time', 'Topic', and 'Meeting ID'. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' A 'Help' button is at the bottom right.

2. Enter a **Topic**, a **Description** (optional), **date and time**, and a meeting **duration**

The screenshot shows the 'Schedule a Meeting' form in the Zoom web interface. The breadcrumb is 'My Meetings > Schedule a Meeting'. The form has the following fields:

- Topic:** Witsend Committee Meeting March 2020
- Description (Optional):** Enter your meeting description
- When:** 03/18/2020, 1:00 PM
- Duration:** 1 hr 0 min

A 'Help' button is located at the bottom right of the form area.

You can set the meeting to recur **daily**, **weekly** or **monthly** and limit the number of recurrences using the **End Date**

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Time Zone: (GMT+0:00) London

Recurring meeting: Every day, until Mar 24, 2020, 7 occurrence(s)

Recurrence: Daily

Repeat every: 1 day

End date: By 03/24/2020 After 7 occurrences

Meeting Password: Require meeting password: 295440

Video: Host on off

Participant on off

[? Help](#)

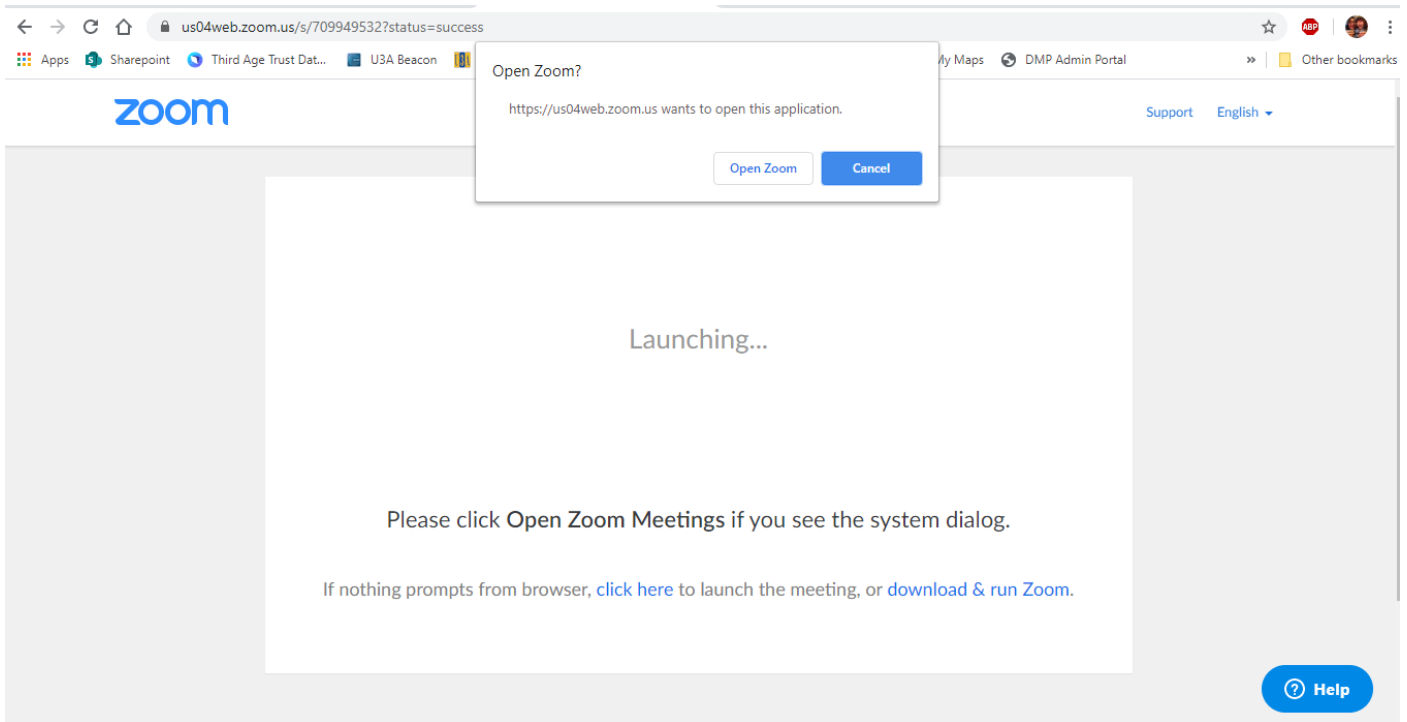
3. Make a note of your **meeting password**, which users will need to gain access to the meeting. For added security, it is **highly recommended** that you do not disable this feature. Further information about meetings security is outlined below.
4. For video conferencing, be sure to select **On** for both **Host** and **Participant**
5. Click **Save** to complete

The screenshot shows the Zoom web interface. The top navigation bar includes 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The left sidebar has 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main content area is titled 'My Meetings > Manage "Witsend Committee Meeting March 2020"'. It displays the following meeting details:

- Topic: Witsend Committee Meeting March 2020
- Time: Mar 18, 2020 01:00 PM London
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID: 709-949-532
- Meeting Password: Require meeting password: 295440
- Join URL: <https://us04web.zoom.us/j/7099949532?pwd=NEF4Q0xYYVd2U0lDcnFXbTM2aGU4QT09> [Copy the invitation](#)
- Video: Host Off, Participant Off

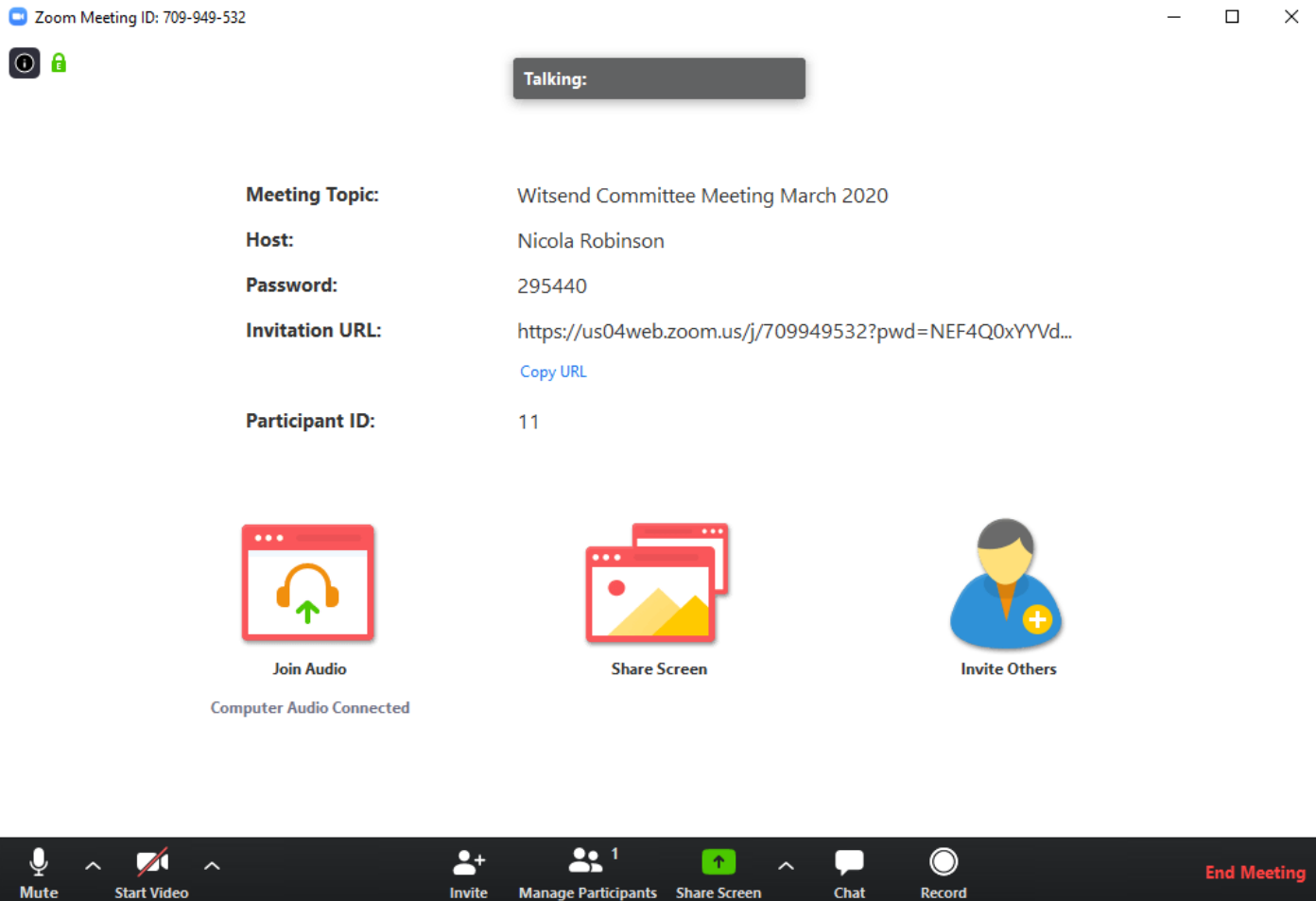
[? Help](#)

6. Copy the **Join URL** and **Meeting Password**
7. Click **Start this Meeting**
8. Click **Open Zoom**



This will Download or Launch the Zoom App and your meeting will begin.

From here you can also invite attendees via an email link (using the large **Invite others** icon or the smaller **Invite** icon at the bottom), **share your screen** with attendees, and **enable a group text chat** which will run simultaneously to your conference call.



Security

Because most groups meetings use a public link that permits anyone using that link to join, they are vulnerable to infiltration by unwanted guests. This is known as 'Zoom bombing'.

To protect your meeting and its attendees from unwanted guests and their motives, you can increase security or restrict sharing by the attendees.

Two Factor Authentication

If **Use Personal Meeting ID (PMI)** is switched off, attendees will need to use a password to enter the meeting which adds an extra layer of protection against unwanted guests.

Disable Screen Sharing

Another option is for the meeting host **disable screen sharing**.

If you schedule a meeting from the web interface, you won't see the option to disable screen sharing. Instead:

- Click on **"Settings"** in the left-hand menu
- Scroll down to **"Screen sharing"** and under **"Who can share?"** click **"Host Only"**
- Click on **"Save"**

Once you save your settings, future meetings that you start will have sharing disabled by default. So you only need to do this once.

Help and Guidance

You can watch instructional Video guides here: <https://us04web.zoom.us/resources>

You can attend live webinars here: <https://support.zoom.us/hc/en-us/articles/360029527911>

You can visit the Zoom help centre here: https://support.zoom.us/hc/en-us?flash_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b

You can log a helpdesk query here: <https://support.zoom.us/hc/en-us/requests/new>

Getting started with Zoom: <https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

Scheduling a meeting: [Scheduling a Meeting - YouTube](#)

Sharing your screen: [Sharing Your Screen - YouTube](#)

Joining a Zoom conference: <https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&showinfo=0>

Setting audio & video options: <https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&showinfo=0>

Controls for the meeting: https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&showinfo=0

Running a meeting and sharing your screen: <https://www.youtube.com/watch?v=l8UwTwjpE6E>