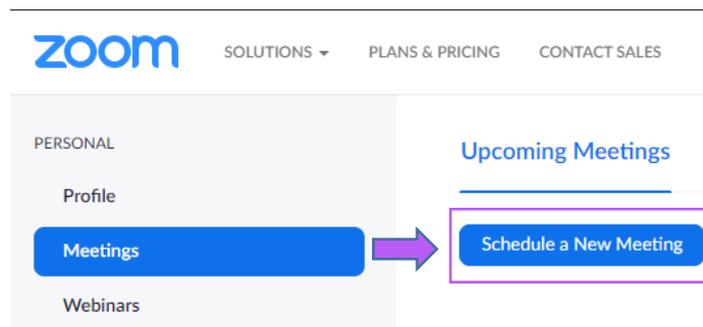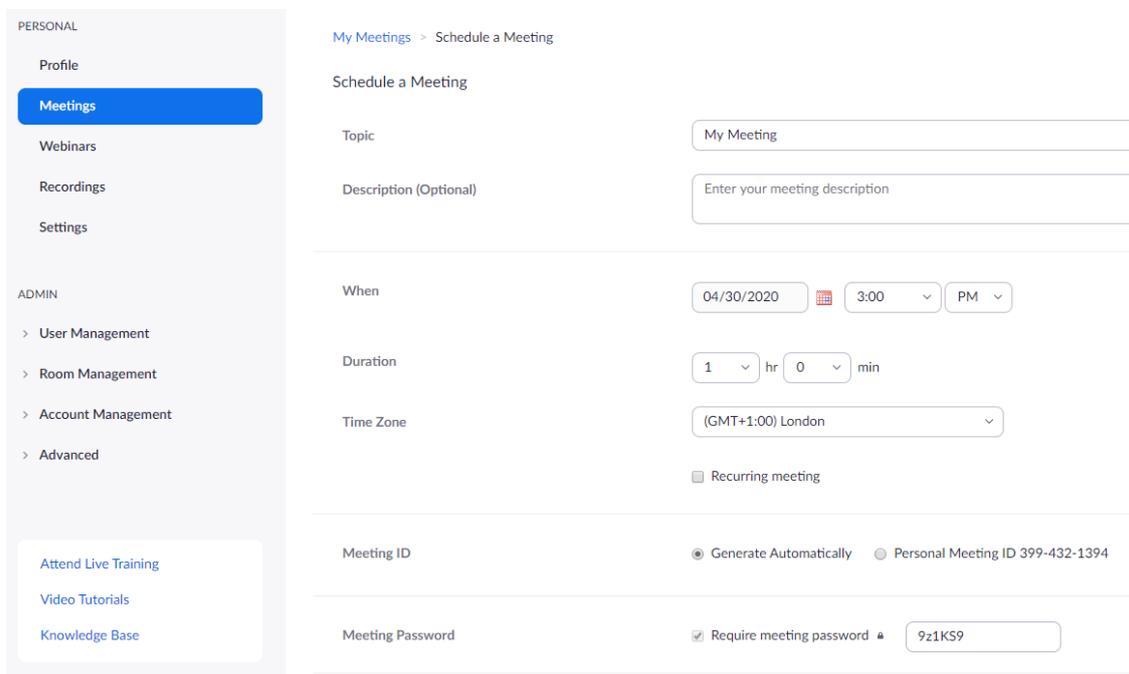# Zoom

Videoconferencing – quick start guide (Windows)

1) Log into Zoom, click „Meetings" and then „Schedule a New Meeting":

2) You will now be able to set up your meeting:

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3) Basic Zoom functionality

Schedule a Meeting

Topic	My Meeting ◄ — **Set meeting name**
Description (Optional)	Enter your meeting description
When	04/30/2020 📅 3:00 ⌄ PM ⌄ ◄ — **Set meeting time & date**
Duration	1 ⌄ hr 0 ⌄ min ◄ — **Set meeting duration**
Time Zone	(GMT+1:00) London ⌄
	☐ Recurring meeting

Set meeting access password

Meeting passwords are enabled by default, as an additional security measure to prevent unauthorised persons from joining the meeting.

Meeting ID	● Generate Automatically ○ Personal Meeting ID 399-432
Meeting Password	☑ Require meeting password 🔒 9z1KS9
Video	Host ○ on ● off
	Participant ○ on ● off

All other settings can be left as default. Click "Save" to create the meeting.

Save   **Cancel**

---

4) Your meeting has now been created. To share its details, click "Copy the invitation" and email the contents to your attendees. When ready, "Start this meeting"

Topic	Example Zoom Meeting
Time	Apr 30, 2020 05:00 PM London
	Add to 📅 Google Calendar 📧 Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	829-1525-9673
Meeting Password	******** Show
Join URL:	https://us02web.zoom.us/j/82915259673?pwd=enBYYlhQYjVVS1hSeIpnV0E0UmNvUT09 🔗 Copy the invitation
Video	Host Off
	Participant Off
Audio	Telephone and Computer Audio
	Dial from
Meeting Options	✗ Enable join before host
	✗ Mute participants upon entry 🔵
	✓ Enable waiting room
	✗ Record the meeting automatically on the local computer

Copy Meeting Invitation

Meeting Invitation
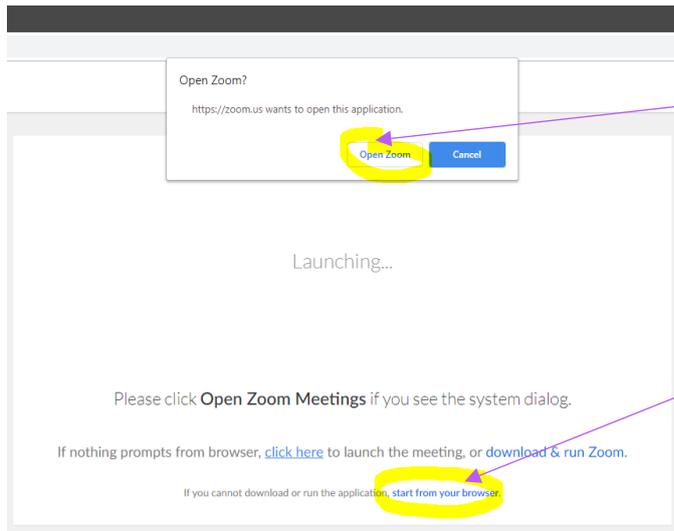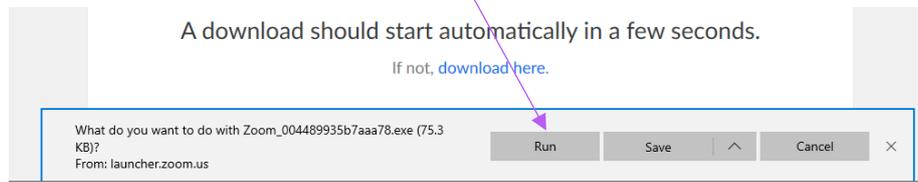
Mariusz Wojtowicz is inviting you to a scheduled Zoom meeting.

Topic: Example Zoom Meeting
Time: Apr 30, 2020 05:00 PM London

Join Zoom Meeting
https://us02web.zoom.us/j/82915259673?pwd=enBYYlhQYjVVS1hSeIpnV0E0UmNvUT09

Meeting ID: 829 1525 9673
Password: 1HYtd7c

Copy Meeting Invitation   Cancel

Delete this Meeting   Save as a Meeting Template   Edit this Meeting   **Start this Meeting**

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5) When you start your first meeting, you may be prompted to download Zoom. Click "Run":

A download should start automatically in a few seconds.

If not, download here.

| What do you want to do with Zoom_004489935b7aaa78.exe (75.3 KB)? From: launcher.zoom.us | Run | Save | ∧ | Cancel | ✕ |

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel

Once done, click "Open Zoom".

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, start from your browser.

Should there be any technical issues, you will be able to access Zoom without installing anything – the functionality will be limited but it may be a good option in the unlikely case the download does not work.
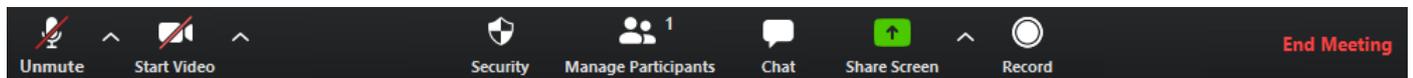
6) Your meeting has now started:

Zoom   — □ ✕

Talking:

Meeting Topic:	Example Zoom Meeting
Host:	Mariusz Wojtowicz
Password:	1HYd7c
Numeric Password: (Telephone/Room Systems)	490452
Invitation URL:	https://us02web.zoom.us/j/82915259673?pwd=enBYYlhQYj...
	Copy URL
Participant ID:	366709

Join Audio   Share Screen   Invite Others

Computer Audio Connected
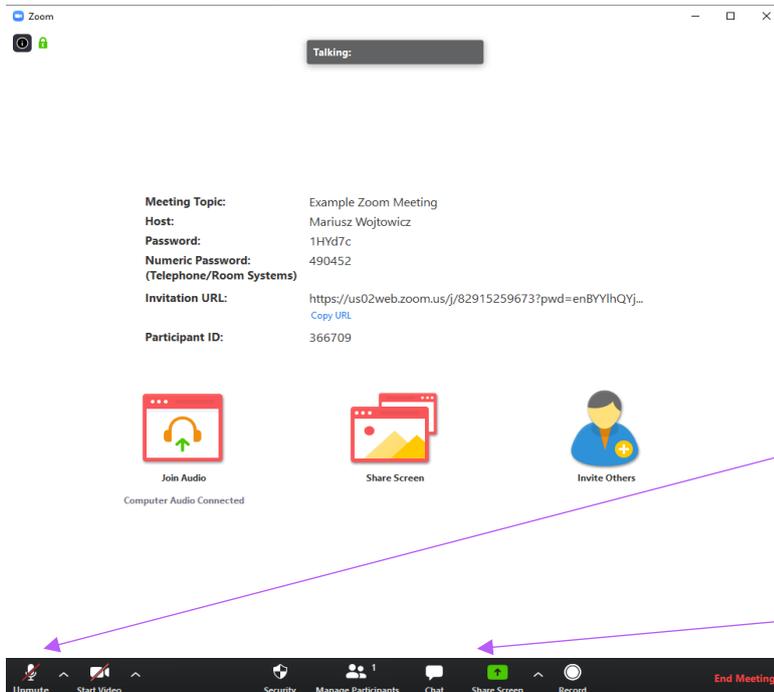
First, unmute your microphone and start video to be heard and seen by others.

Unmute   Start Video   Security   Manage Participants   Chat   Share Screen   Record   End Meeting
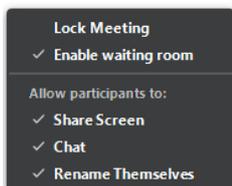
Other options in the black bar will be discussed on the next page.

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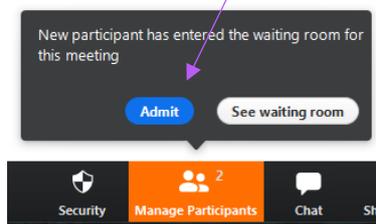
6) Meeting controls:
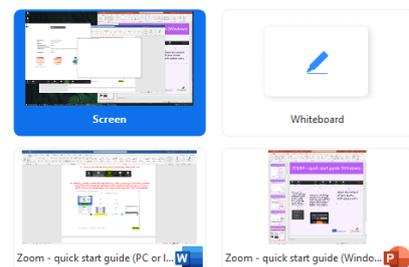

Click here to control what the participants are allowed / not allowed to do. The options can be left at their default values.

Share the content of your screen with others users. You may see a few options, e.g sharing your entire screen, sharing a whiteboard, or a file that is currently open:

Finish the meeting for everyone

Once your participants start to arrive, you will manually have to **admit** them into the room. This is a security measure to prevent unauthorised access to the meeting.

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7) If you click "Share Screen", you will see the following bar:
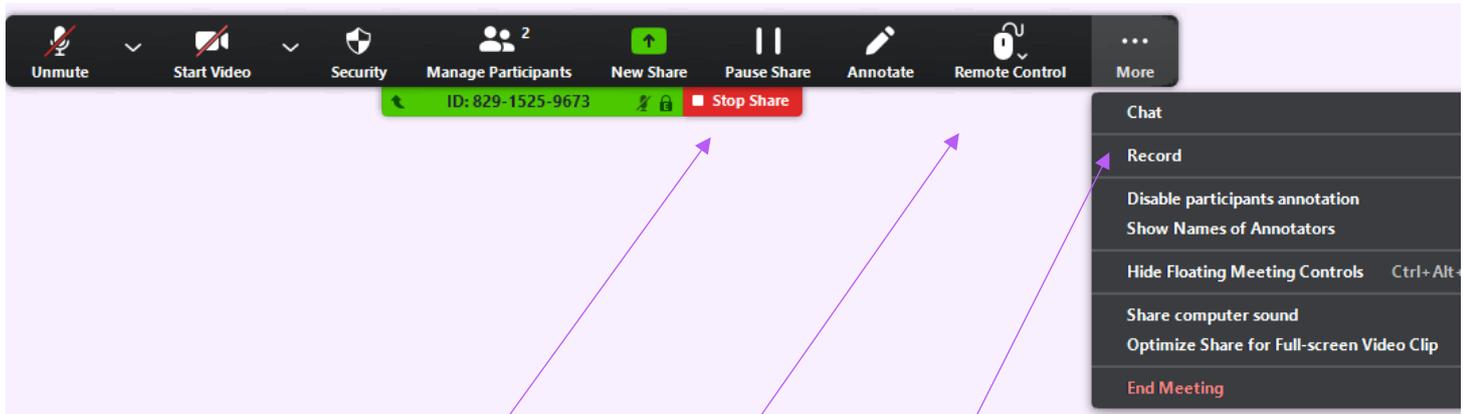
You can stop sharing your screen at any moment by clicking this button.

The meeting can be ended for everyone by clicking "end meeting".

Remote control gives the participants the ability to control your screen. This may be useful if, for example, you are filling in a document together, or if you need their signature.

Meetings can be recorded. Click the button to start recording. Once the meeting ends, you will be asked to save the recording to a location of your choice.

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