


Getting Started with Zoom Video Conferencing

Website: <https://zoom.us> (You can use your laptop, desktop, MacBook or phone)

In the right hand corner of the page click the  icon. Use your school gmail account to easily create an account. Selecting “Sign In” will allow you to host, schedule and join a meeting. - Selecting “Join a Meeting” will prompt you to enter a Meeting ID number for the meeting you are trying to join.

***You might need to refresh your page after creating your account ***

You should now have the following options at the top of the page:




From this point you can choose to schedule your meeting. Click “Schedule A Meeting”

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

☐ Do not show this message again

Time Zone	(GMT-5:00) Central Time (US and Canada) ▾	
	<input type="checkbox"/> Recurring meeting	
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 621-093-2855	
Meeting Password	<input type="checkbox"/> Require meeting password	
Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both	
	Dial from Edit	
Meeting Options	<input type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Record the meeting automatically on the local computer	
<div>Save</div> <div>Cancel</div>		

After you hit **SAVE** you will be redirected to the following screen. From here you can add the meeting to your google calendar where you can also invite guests. **Click the COPY THE INVITATION link since you will be using this to connect with students.** From here you can paste the Zoom invitation in

Topic	Test 2	
Description	meet	
Time	Mar 18, 2020 12:00 PM Central Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	651-904-541	
Meeting Password	× Require meeting password	
Join URL:	https://zoom.us/j/651904541 Copy the invitation	
Video	Host	Off
	Participant	Off



ClassDojo, Google Classroom, or whatever method you are using to reach out to your students.

Tips

Enable join before host

Allow participants to join the meeting without you or before you join.

Mute participants upon entry

This will mute all participants as they join the meeting. Participants will have the option to un-mute their microphone in the meeting. •

Enable waiting room

Allows the host to control when participants join the meeting by placing them in a waiting room. By default, the waiting room will take precedence and will not allow join before host functionality, even if “join before host” is checked.

Only authenticated users can join

Restrict access to the meeting so that only signed-in users can join.

Record the meeting automatically

Check this if you want the meeting to be automatically recorded. Select if you want to record locally or record to the cloud.

Control video and audio settings:

“Mute” and “Stop Video” controls are located along the bottom left of the meeting window. - Clicking on the feature once will disable it; clicking it again will turn it back on.

PRO TIP: If there is a lot of background noise in your environment, turning on the mute button until you want to speak can decrease distracting noises for other participants. As the host of a Zoom meeting, you can control these functions for all participants (just inform them you are muting them beforehand and don't forget to return to them).

PRO TIP: If the internet is bad, disabling video can help maintain a better overall internet connection using just audio.

Chat

The “Chat” function is found on the bottom right of the meeting window. - Clicking the Chat icon will open a side window where participants can type messages to the whole group or facilitator.

PRO TIP: This can be a useful tool when technology acts up, as participants can communicate about sound and video quality.

Screen share

The “Share screen” function is located on the bottom center of the meeting window. - When done sharing, click the red button to “Stop sharing.”

PRO TIP: Sharing your screen with participants is an easy way for others to watch you go through a process or view a presentation on your screen.

Record

The “Record” function is located on the bottom right of the meeting window. - Controls to pause and stop a recording in progress, gives the option to selectively record during a meeting. - Recording files will be saved to your computer at the end of a meeting.

Ending a meeting

Ending a meeting for host & participants - A meeting can be ended by closing the meeting window or selecting “End meeting” on the bottom right of the meeting window. - You can either “Leave Meeting” or “End meeting for all.” - “Leave Meeting” allows other participants to stay on after you have left; “End meeting for all” does not. **Teachers if you are using this to connect to students PLEASE STAY IN THE MEETING UNTIL ALL STUDENTS HAVE EXITED THE MEETING or hit the END MEETING for all.**

Do participants need a Zoom account to join a meeting? No. Anyone can join a meeting using the Zoom mobile apps or desktop applications for Windows and Mac. This means you can hold meetings with students, co-workers, or even people who aren't affiliated with MPSD without them having to create an account.