

Zoom: How to Start a Meeting

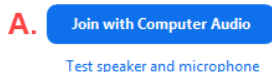
Overview

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. It offers video, audio, and wireless screen-sharing experience across multiple platforms.

Learn how to create a Zoom meeting and familiarize yourself with the meeting interface below.

Instruction

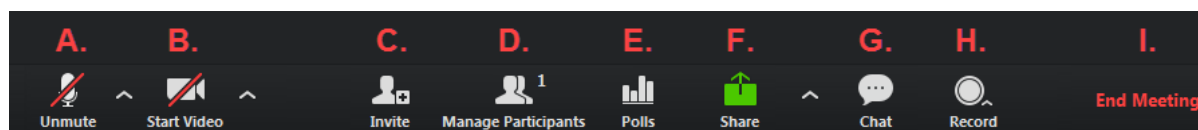
1. Sign in to your Zoom account: <https://zoom.us/signin> or for SSO: <https://mssm.zoom.us/>
2. Once logged in, make sure you are inside the **Meetings** tab.
 - If you have a meeting coming up, it should already be listed on the page underneath the **Upcoming Meetings** tab.
 - If you had a meeting that passed its start date & time, your meeting might be in the **Previous Meetings** tab.
 - If you have not yet made a meeting, click on the blue **Schedule a New Meeting** button.
3. Click on the **title** of your meeting listed inside the **Meetings** tab.
4. Click the **Join URL** link.
 - Note: This is the same link your participants will be accessing.
5. If this is your first time using Zoom, you will be prompted to install a Zoom application.
6. Your web browser will display a pop-up to open and launch your Zoom meeting. Select the button from the pop-up to start your Zoom session.
7. Select the audio option for your meeting:
 - A. If you are joining with a microphone / webcam, select **Join with Computer Audio**
 - B. If you are joining with a phone, select the **Phone Call** tab and dial in. This tab will also tell you the phone number you need to dial in as well as the Meeting ID number.



8. You are now in a live meeting.

Host Controls Interface

The host and co-host controls appears at the bottom of your Zoom screen which allow you to control various aspects of the Zoom Meeting.



- A. Mute/Unmute:** This allows you to mute or unmute your microphone. A red line across the button indicates you are muted.
- B. Start/Stop Video:** This allows you to start or stop your webcam video.
- C. Invite:** If you have not invited anyone to your meeting yet, you can invite others to join your meeting.
- D. Manage Participants:** This opens a list of participants that has joined meeting. It is recommend you select this to see who has joined the meeting so far.
- E. Polls:** This allows you to launch a poll to your participants with multiple choice questions. It is recommended you set these questions up before your meeting.
- F. Share:** This allows you to share your computer screen or a specific application you want to share, such as Powerpoint.
- G. Chat:** Access the chat window to chat with your participants. It is recommend you select this to track any questions coming in from participants.
- H. Record:** Allows you to record your meeting. Select **Record on this Computer** to have the video saved on your computer or **Record to the Cloud** which will be sent to your account on the Zoom.us website.
- I. End Meeting:** You can either select **End Meeting for All** which will end the meeting for all your participants or **Leave Meeting** which will allow your participants to stay inside the meeting and won't officially end the meeting.