



# How to Zoom – Participant Manual

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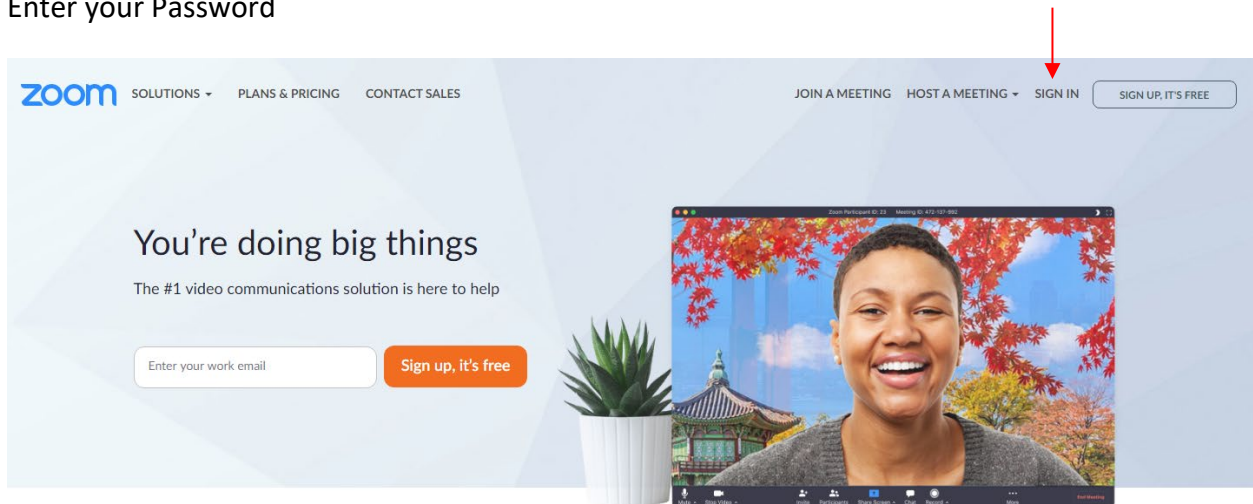
## How to Login to Zoom:

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

Click “Sign In”

Enter your Username

Enter your Password



## Sign In

Email address

Password

Sign In

[Forgot password?](#)

☒ Stay signed in

Click “Sign In”

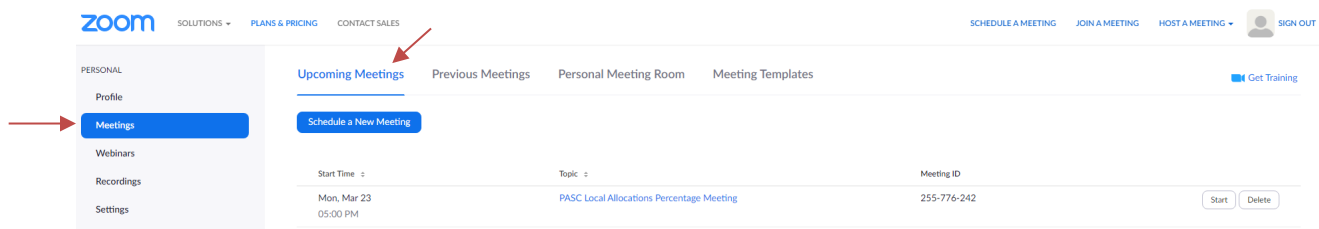
## To Schedule a Zoom Meeting:

Login into Zoom

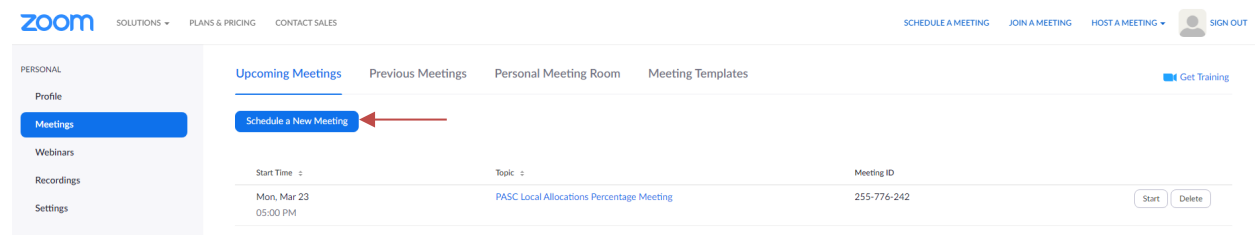
Click “Meetings”

Select the tab “Upcoming Meetings”

Review previously scheduled meeting to make sure there isn’t a conflict with the meeting you plan to schedule.



If there is no conflict, then proceed and Click “Schedule A New Meeting”



Add topic, description, start date and time and estimated run time

Registration: not required

Meeting ID: Generate Automatically


Meeting Password: Do not check

Video: Host and participant set to “on”

#### Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>

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When	<input type="text" value="02/27/2020"/>  <input type="text" value="3:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-5:00) Eastern Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting

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Registration	<input type="checkbox"/> Required
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Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 789-365-6031
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Meeting Password	<input type="checkbox"/> Require meeting password
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Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Audio: “Telephone and Computer Audio”

Meeting Options: leave default settings (as pictured below)

Alternative Hosts: don’t use this feature. You can always turn over hosting duties later

Click SAVE

---

Audio

☐ Telephone   ☐ Computer Audio   ☒ Telephone and Computer Audio   ☐ 3rd Party Audio

Dial from United States of America [Edit](#)

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Meeting Options

☒ Enable join before host

☐ Mute participants upon entry [?](#)

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

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Alternative Hosts

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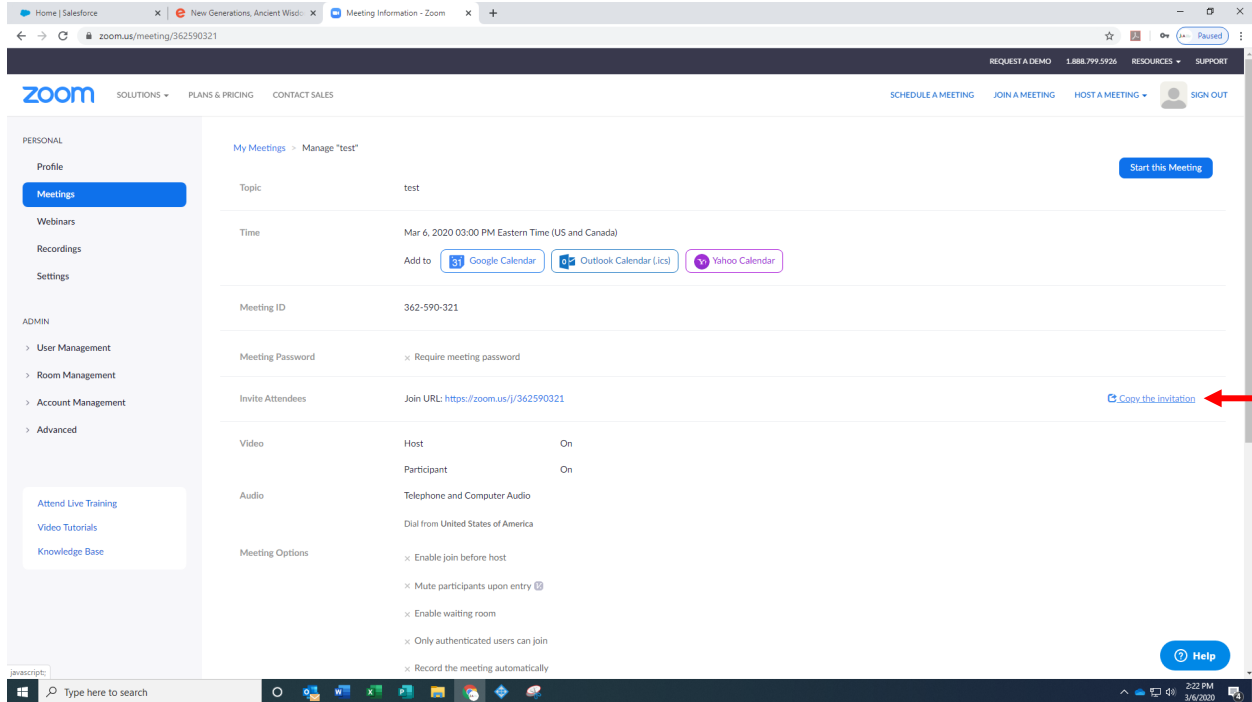
Save

Cancel

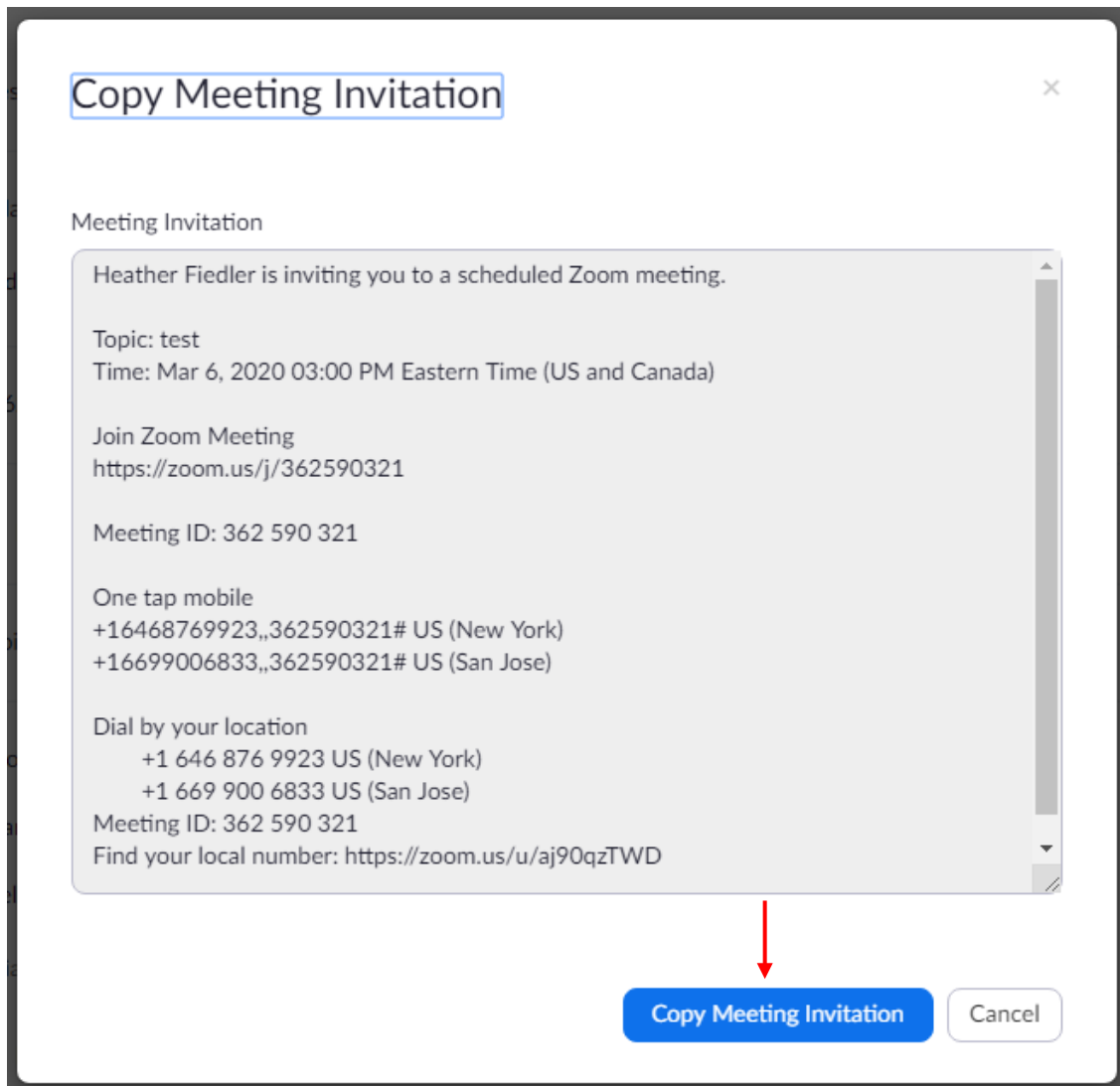
## Sending a Zoom Meeting Invitation:

After you schedule a zoom meeting you will see this confirmation screen.

Click on “Copy the Invitation”

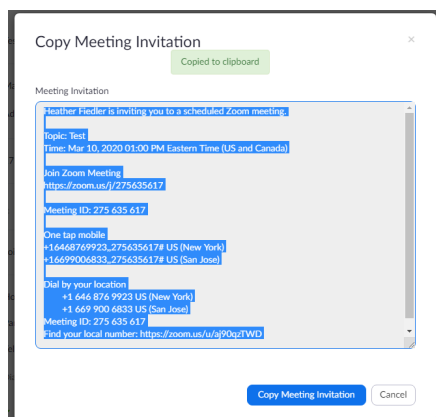


The screenshot shows the Zoom web interface. The browser address bar displays 'zoom.us/join/362590321'. The Zoom logo is in the top left, with navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right, there are links for REQUEST A DEMO, 1.888.799.5926, RESOURCES, and SUPPORT. Below these are SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a SIGN OUT button. A left sidebar contains a menu with PERSONAL (Profile, Meetings, Webinars, Recordings, Settings), ADMIN (User Management, Room Management, Account Management, Advanced), and links to Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Manage "test"'. It displays meeting details: Topic 'test', Time 'Mar 6, 2020 03:00 PM Eastern Time (US and Canada)', Meeting ID '362-590-321', and Meeting Password 'Require meeting password'. Under 'Invite Attendees', the Join URL is 'https://zoom.us/j/362590321'. A red arrow points to a 'Copy the invitation' link next to the URL. The bottom section shows Video and Audio settings, all turned 'On'. Meeting Options include 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', and 'Only authenticated users can join'. A 'Help' button is in the bottom right corner. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:22 PM on 3/6/2020.



Click "Copy Meeting Invitation" and the invitation will be automatically copied to your clipboard.

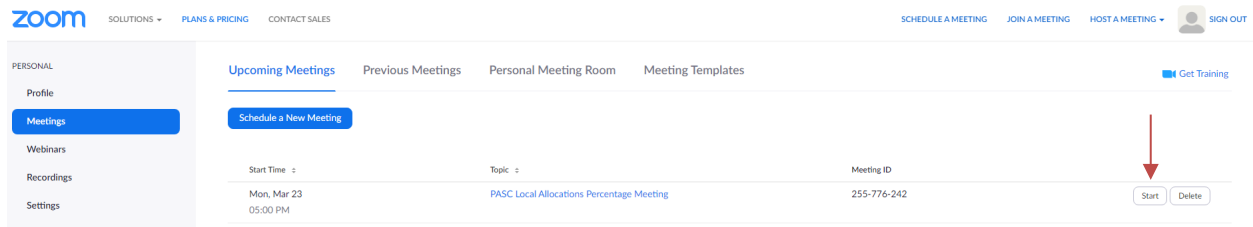
Paste into email or outlook meeting appointment.



## To Start a SCHEDULED Meeting:

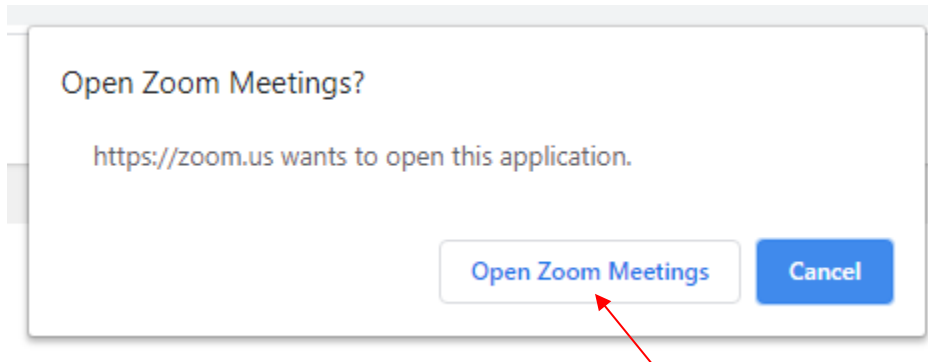
Log in

Go to Meetings



Find the meeting you scheduled and click “Start”

An option will pop up asking “Open Zoom Meetings?”



Click “Open Zoom Meetings”

If a popup asks - Join using computer audio

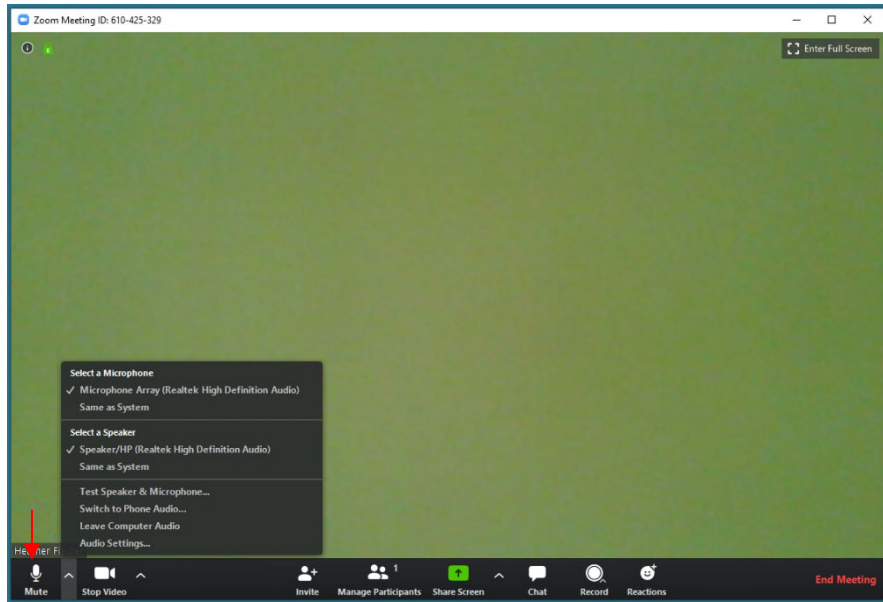
Your meeting will start



## Familiarizing yourself with Controls:

Hover on the bottom of your screen to access control bar

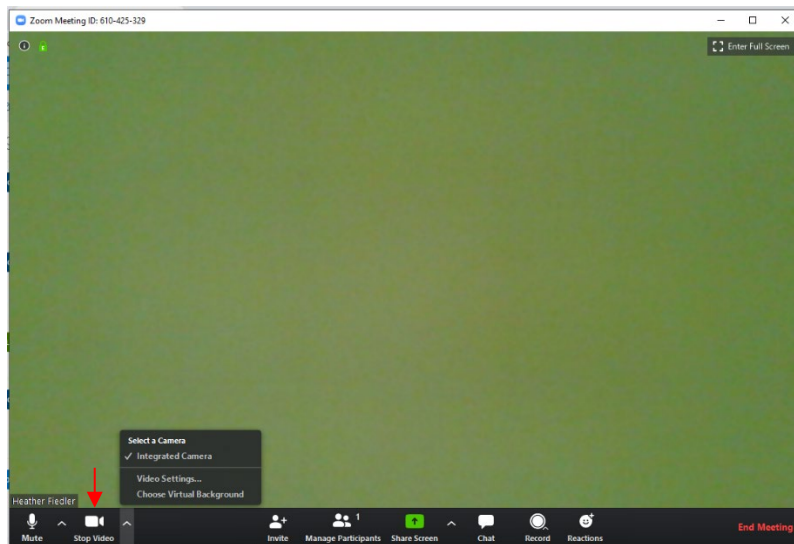
### Audio settings:



Click on the microphone/mute button to mute yourself.

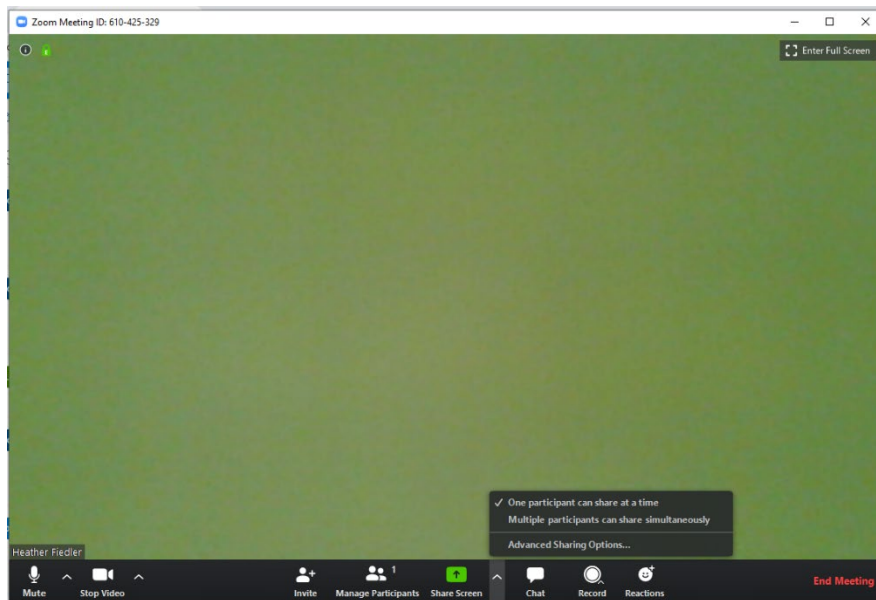
If you need to troubleshoot audio first “Test Speaker & Microphone”

### Video Controls:



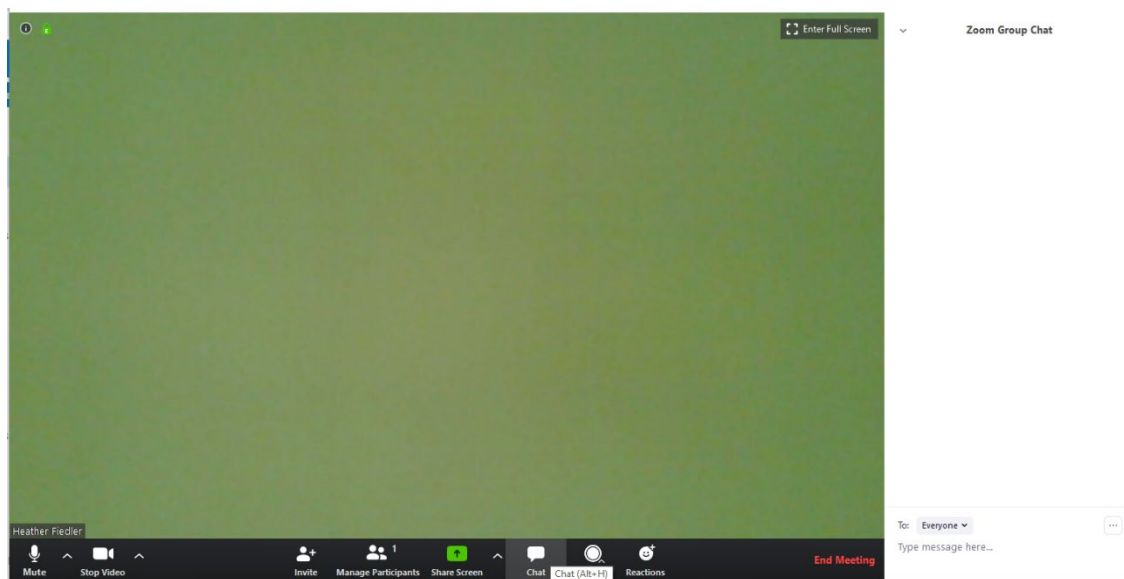
Click “Stop Video” button If you don’t want to be seen by other people on the zoom conference.

## Screen Sharing:



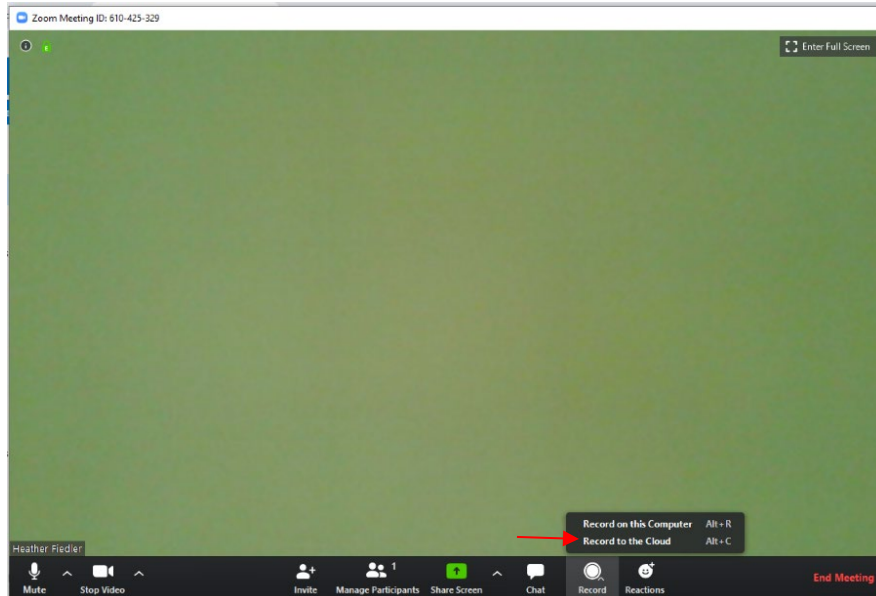
To start screen sharing click green “Share Screen” button.

## Chat Feature:



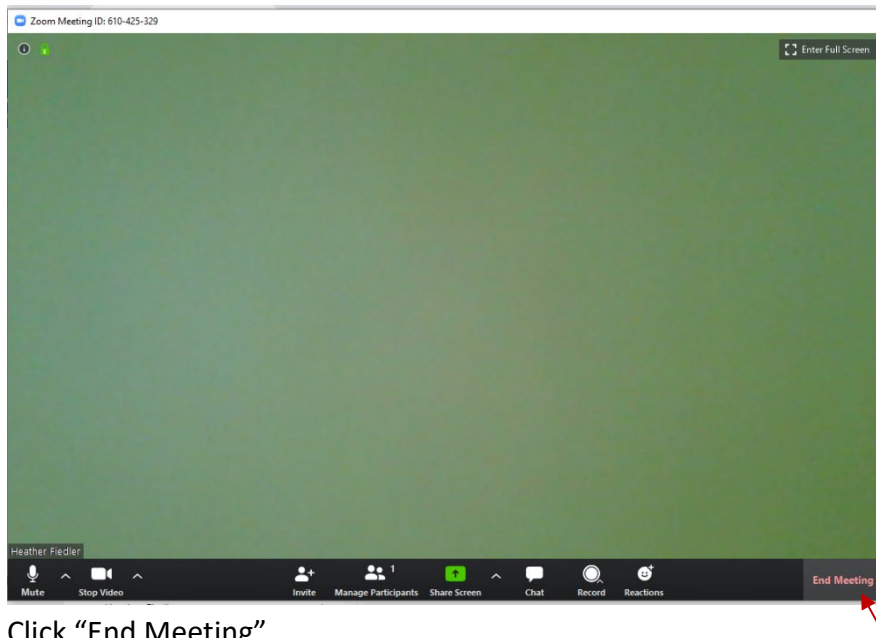
When you click on “Chat” it opens the Chat Feature which allows for sidebar discussions. This is a great place for people to ask questions that are then addressed by the speaker without everyone asking their questions over audio.

## Recording Zoom:



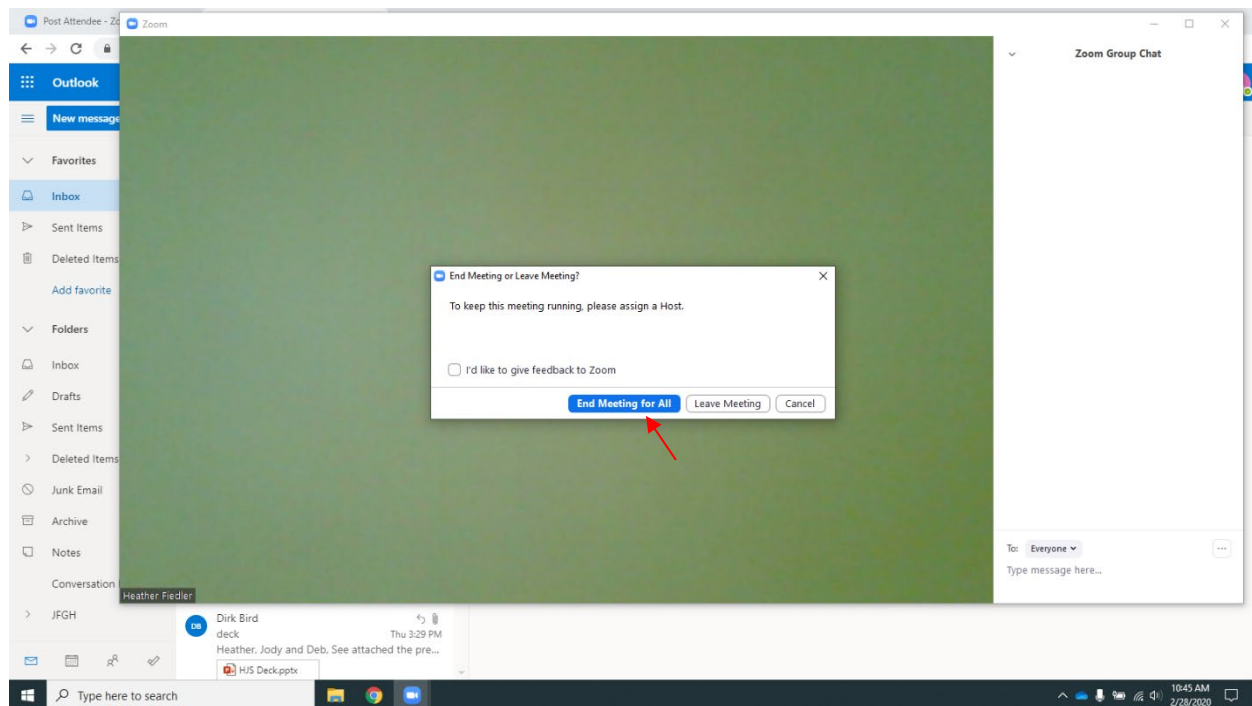
If you would like/need to record a zoom meeting please be aware that the cloud space is very limited and you will need to download it to free up space for the next person. Please let Bob or I know if you plan to record a session.

## Ending A meeting:



Click "End Meeting"

A pop up will appear asking “End Meeting or Leave Meeting?”



Click “End Meeting for All”

## To Start a New Meeting without Scheduling:

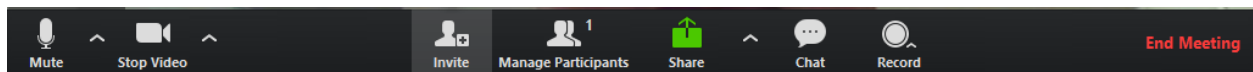
Log In

From home screen click “Host A Meeting”

Select with or without video or share screen

Click “Open Zoom Meetings”

Meeting Controls:



For more information review: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

## To Join a Zoom Meeting:


You will have received a zoom invitation via email that looks like this

JFGH Hartford is inviting you to a scheduled Zoom meeting.

Topic: Israel & Overseas Committee Meeting - Tuesday, February 18, 2020


Time: Feb 18, 2020 05:10 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/914599893> 

Meeting ID: 914 599 893

One tap mobile

+19292056099,,914599893# US (New York) 

+16699006833,,914599893# US (San Jose)

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 914 599 893

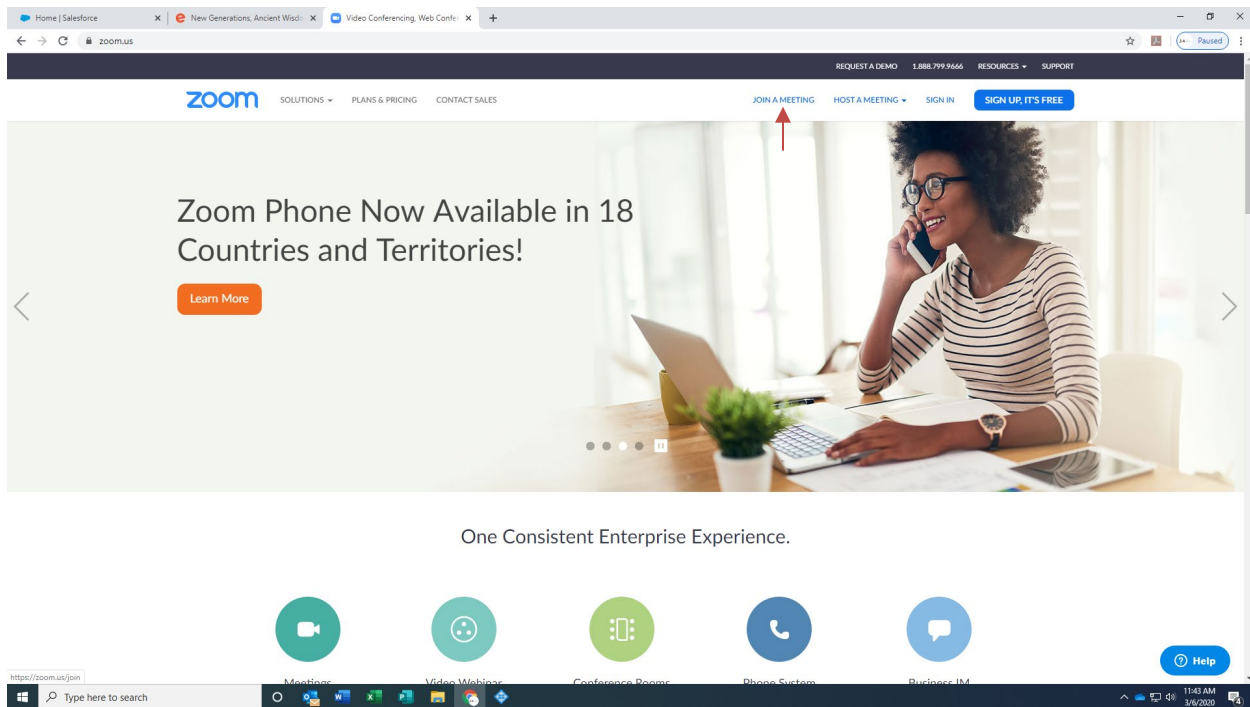
Find your local number: <https://zoom.us/j/914599893>

You have 2 options:

1. Open the email invitation on your computer or phone and click the link
2. Call in to the Zoom Meeting (audio only)

## Join a Zoom Meeting Option 1:

Open web browser and go to [www.zoom.us](https://www.zoom.us)



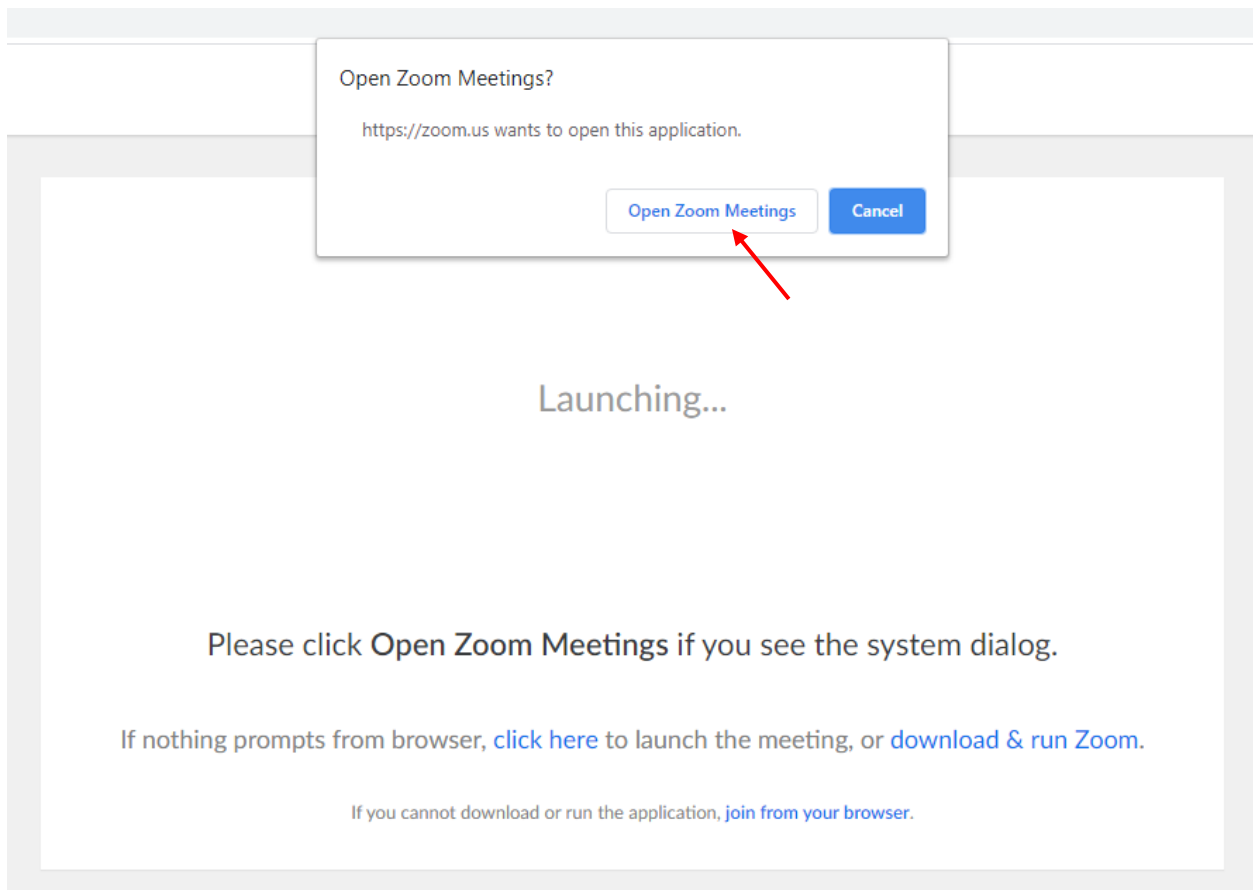
Click “Join a Meeting”

# Join a Meeting

Join

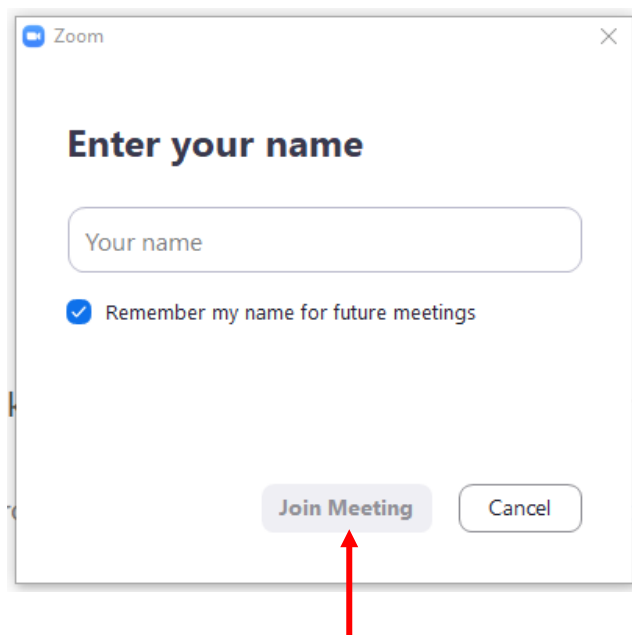
Type in your 9 digit Meeting ID and click “Join”

An option will pop up asking “Open Zoom Meetings?”



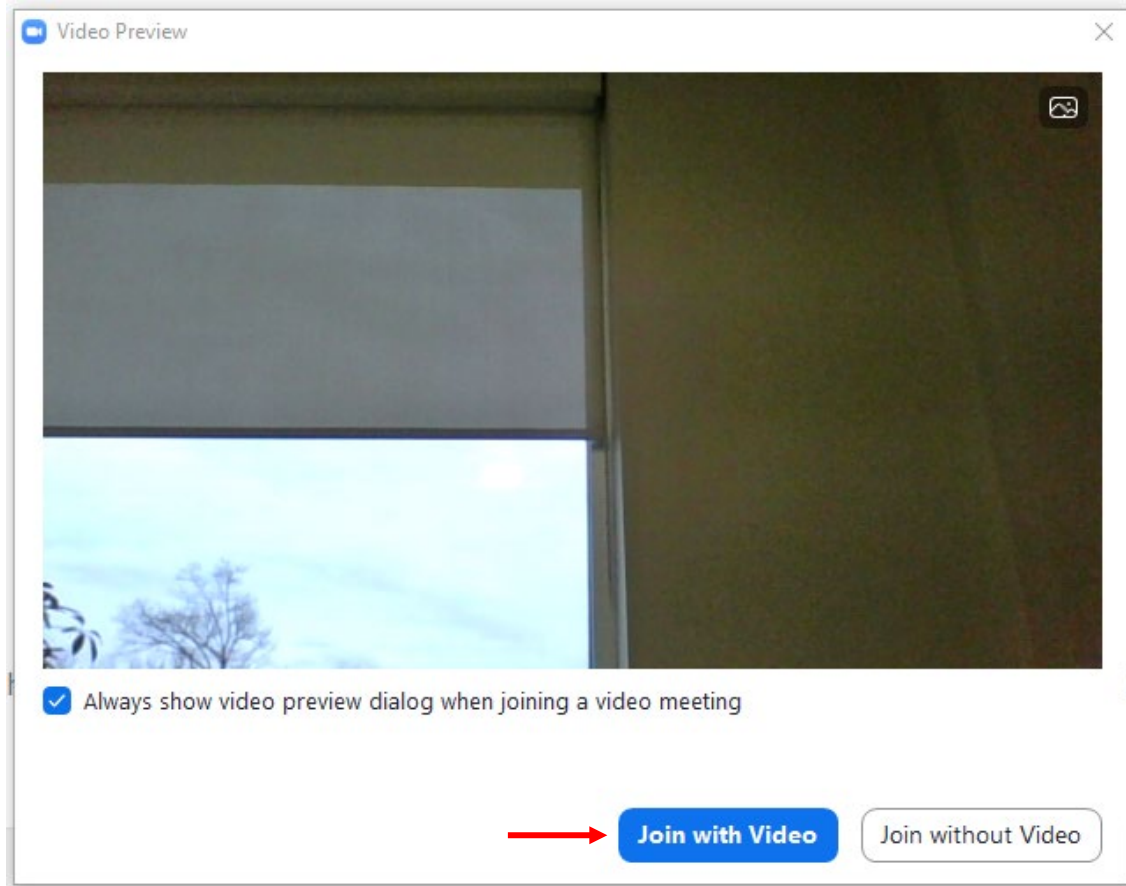
Click “Open Zoom Meetings”

A screen may pop up to “Enter Your Name”. Enter and click “Join Meeting”



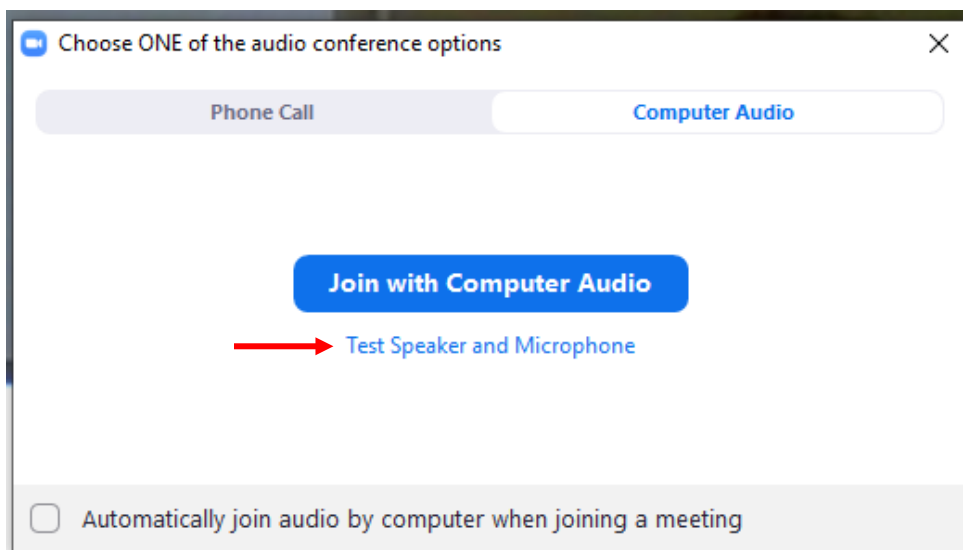


A “Video Preview” box will pop up. Click “Join with Video”.



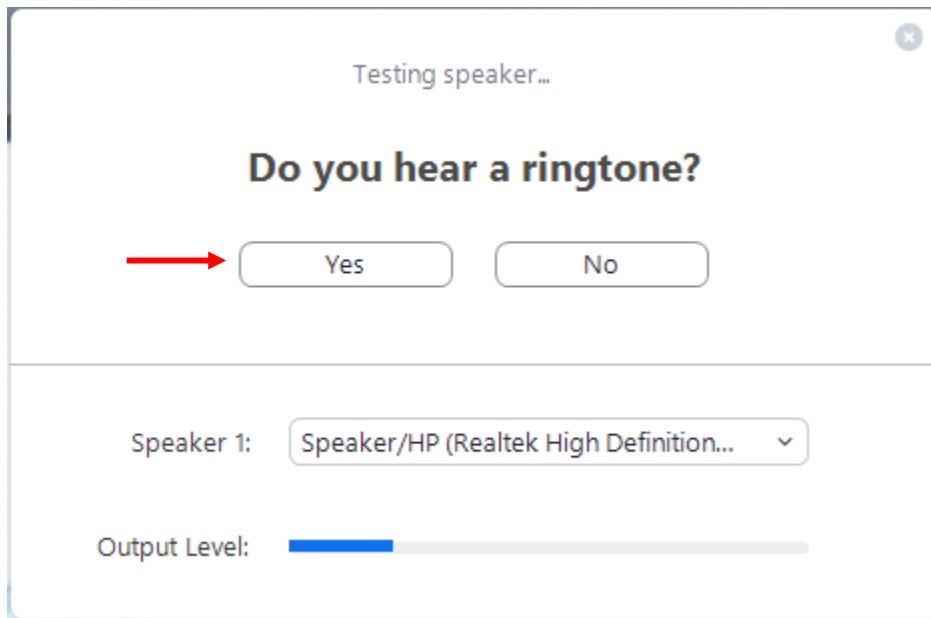
Another box will pop up. This one will ask you to “Join with Computer Audio”.

Before joining, Click “Test Speaker and Microphone”.



Testing Speaker:

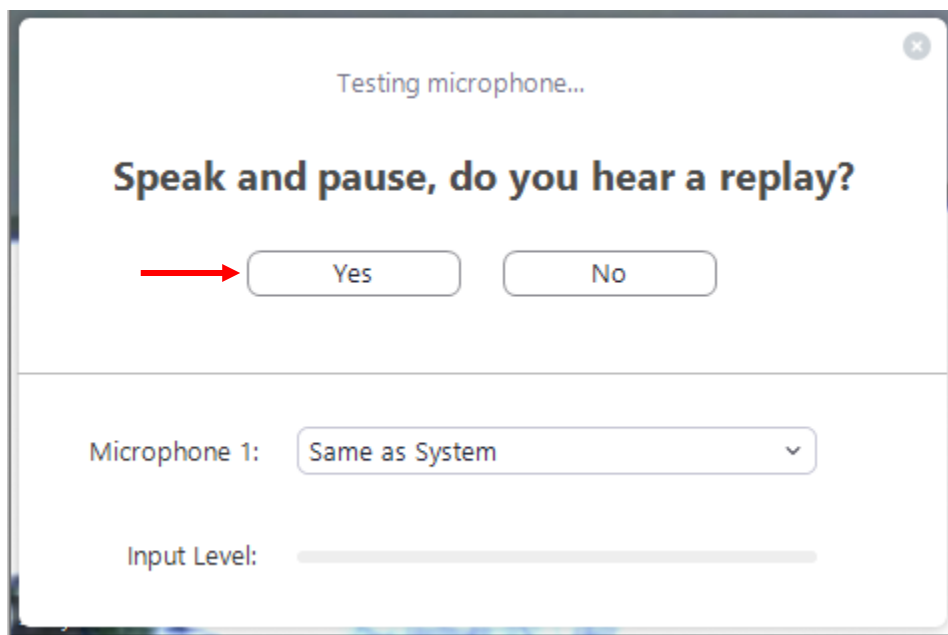
If you hear a ringtone click “Yes”.



A dialog box titled "Testing speaker..." with a close button in the top right corner. The main question is "Do you hear a ringtone?". Below the question are two buttons: "Yes" and "No". A red arrow points to the "Yes" button. Below the buttons is a section for "Speaker 1:" with a dropdown menu showing "Speaker/HP (Realtek High Definition..." and a downward arrow. At the bottom is a section for "Output Level:" with a blue progress bar.

Testing Microphone:

If you can hear yourself click “Yes”



A dialog box titled "Testing microphone..." with a close button in the top right corner. The main question is "Speak and pause, do you hear a replay?". Below the question are two buttons: "Yes" and "No". A red arrow points to the "Yes" button. Below the buttons is a section for "Microphone 1:" with a dropdown menu showing "Same as System" and a downward arrow. At the bottom is a section for "Input Level:" with a grey progress bar.

You will now be entered into the Zoom Meeting.


## Join a Zoom Meeting Option 2:

JFGH Hartford is inviting you to a scheduled Zoom meeting.

Topic: Israel & Overseas Committee Meeting - Tuesday, February 18, 2020


Time: Feb 18, 2020 05:10 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/914599893> 

Meeting ID: 914 599 893

One tap mobile

+19292056099,,914599893# US (New York) 

+16699006833,,914599893# US (San Jose)

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 914 599 893

Find your local number: <https://zoom.us/j/914599893>

If you are attending a Zoom Meeting on a computer that has access to the original zoom invitation you received via email, click the “Join Zoom Meeting” link (red arrow above)

If you are attending from your mobile phone click the “One tap mobile” link (green arrow above)