

Zoom Meeting

Setup and Basic Operation

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Forward

Responding to the potential need for a distance-learning option in the event of school closures due to COVID-19, we have prepared a basic set of instructions for utilizing the Zoom Meetings web-based software. This will allow you to maintain contact with your classes in the event of an extended closure.

We highly recommend reading over these instructions to familiarize yourself with the program, and to spend some time familiarizing yourself with it's inner workings in the event that it is needed to be used. Contained in this document are the basic steps for registering an account to host meetings, how to host both instant and scheduled meetings, how to record meetings for later viewing, as well as how students will be using the software to join your meetings.

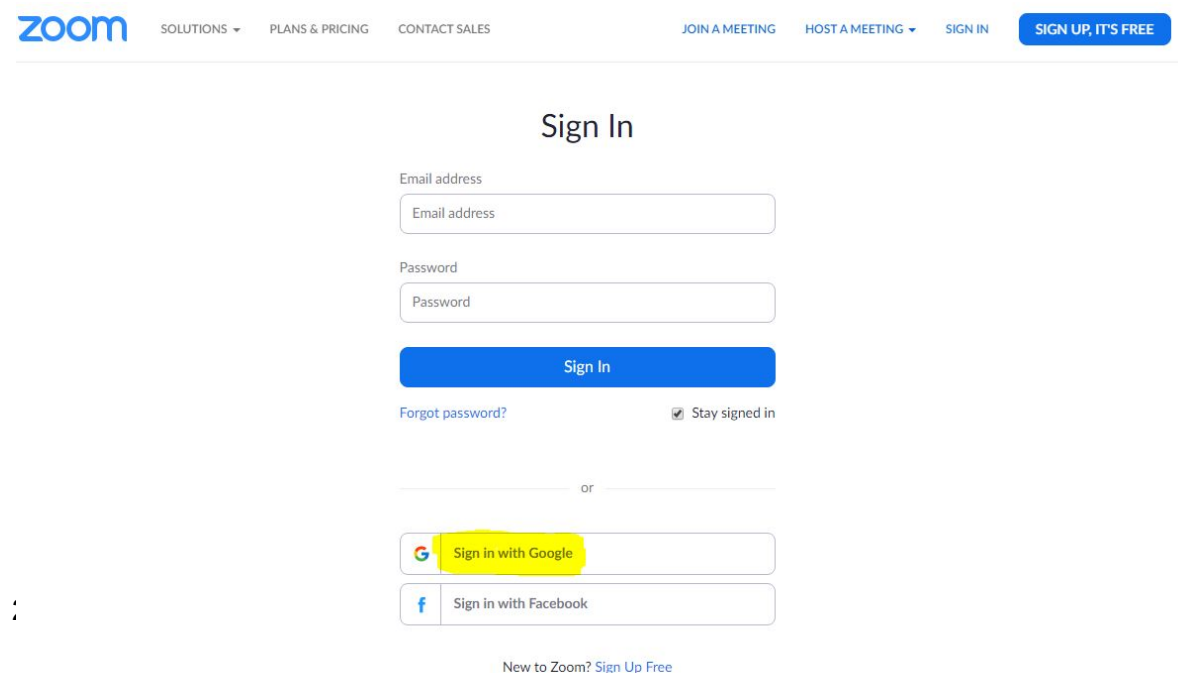
Staff Setup and Configuration

Account Registration

In order to host meetings using Zoom, you will need to register an account. Only the host has to complete these steps, students will join via meeting codes. Navigate to

<https://zoom.us/signin>

You should be presented with a screen similar to the one shown below. For our purposes, I have used the "Sign In with Google " option, using the district-provided e-mail account.




The screenshot shows the Zoom Sign In page. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN are in the center. A blue button labeled "SIGN UP, IT'S FREE" is on the right. Below the navigation bar, the heading "Sign In" is centered. Under "Sign In", there are two input fields: "Email address" and "Password". Below these fields is a blue "Sign In" button. To the left of the button is a link "Forgot password?" and to the right is a checkbox labeled "Stay signed in". Below the "Sign In" button, there is a horizontal line with the word "or" in the center. Under this line, there are two buttons: "Sign in with Google" (highlighted in yellow) and "Sign in with Facebook". At the bottom of the page, there is a link "New to Zoom? Sign Up Free".

If you are already signed in to your browser, you will be provided with a list of Google accounts to choose from for which to create the account - If not, you will be prompted to enter it manually.

Welcome to Zoom

Create your Zoom account with your Google account




Brandon Steele
bsteele@knobnoster.k12.mo.us

Create Account

By submitting this form, you agree to the [Terms of Service](#)

Sign in with Google



Sign in

to continue to **Zoom**

Email or phone

Forgot email?

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](#).

Create account

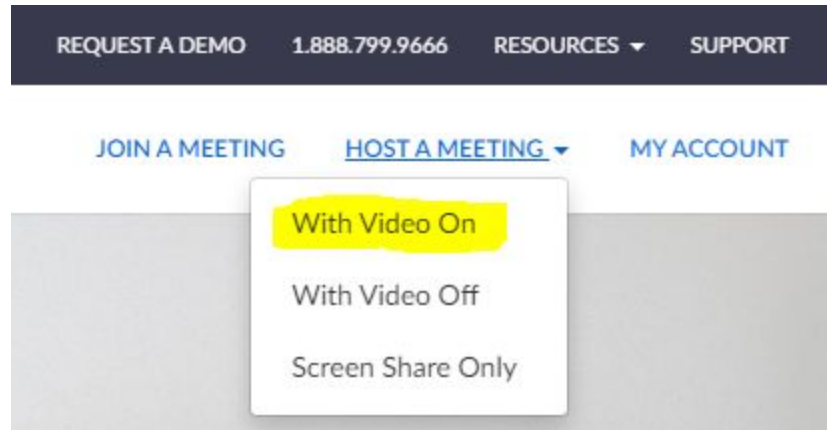
Next

Hosting Meetings

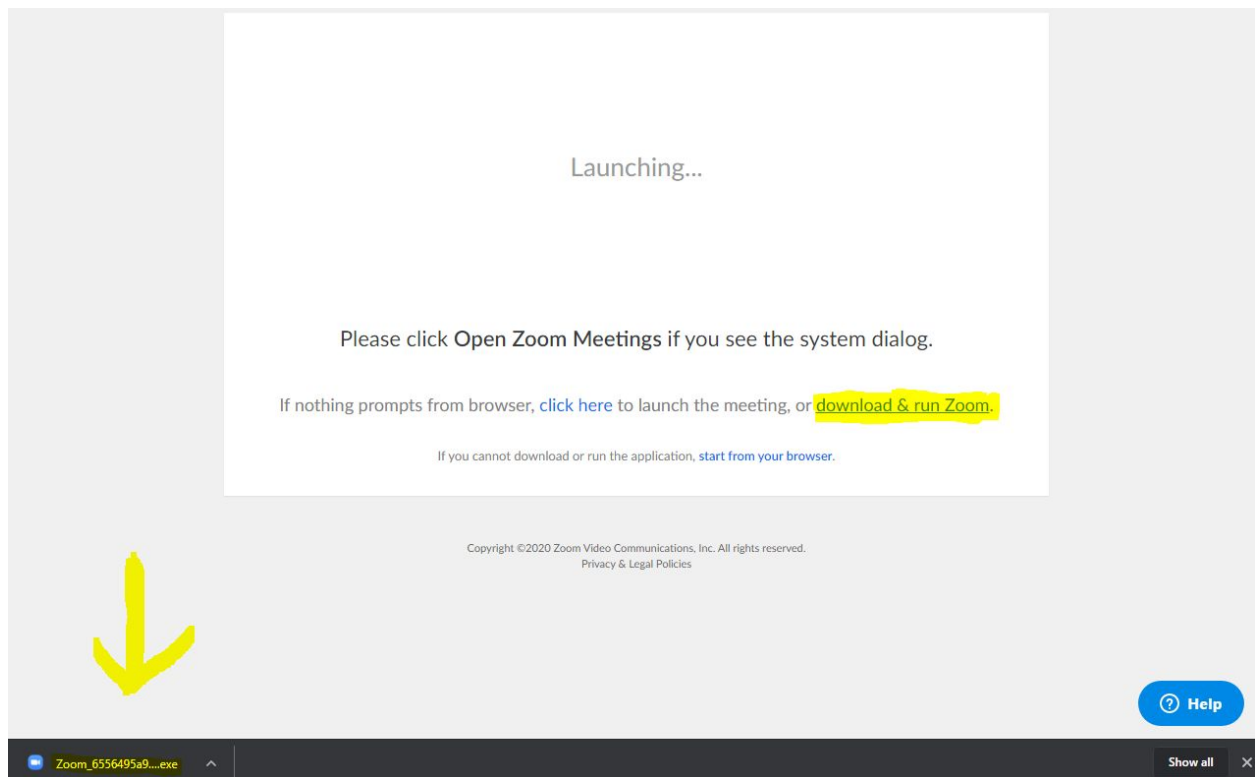
Once you have created your free Zoom account, you will have the option to host meetings. There are two methods of accomplishing this - hosting a meeting immediately, or scheduling it in advance. We will walk you through the basic process for both.

Host a Meeting now

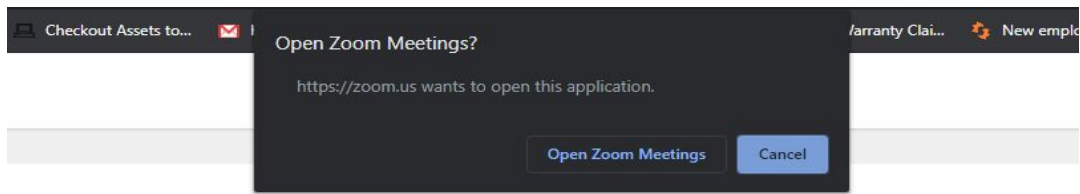
To host a meeting that will immediately begin, simply click the “Host a meeting link” on the Zoom homepage after signing in (<https://zoom.us>). Choose the option that is appropriate for your use case.



The first time you perform a Zoom meeting, your browser will ask you to download and run the Zoom application. Click the link provided if the application does not automatically download. Once the executable is downloaded, run it to install Zoom Meeting. Zoom should install and auto-start itself.



If you have already installed Zoom on your device before, your browser will instead attempt to open Zoom for you. Please allow it to do so by clicking the “Open Zoom Meetings” button in the dialog box provided.

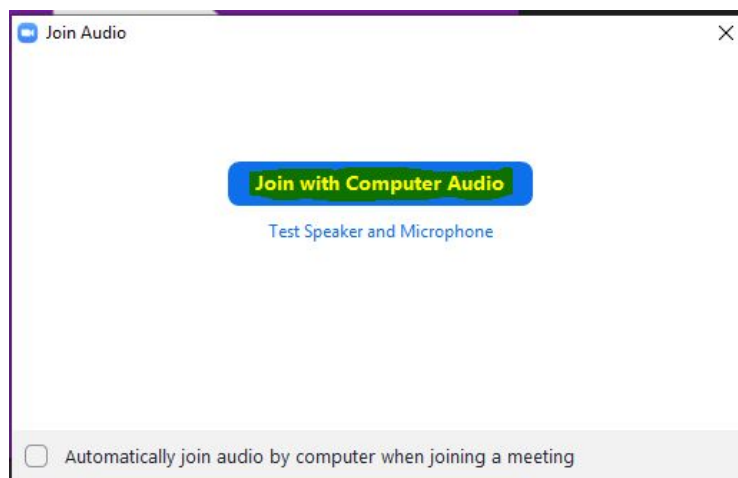


Launching...

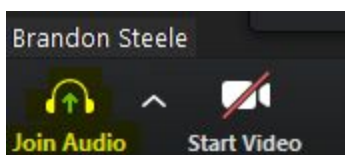
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

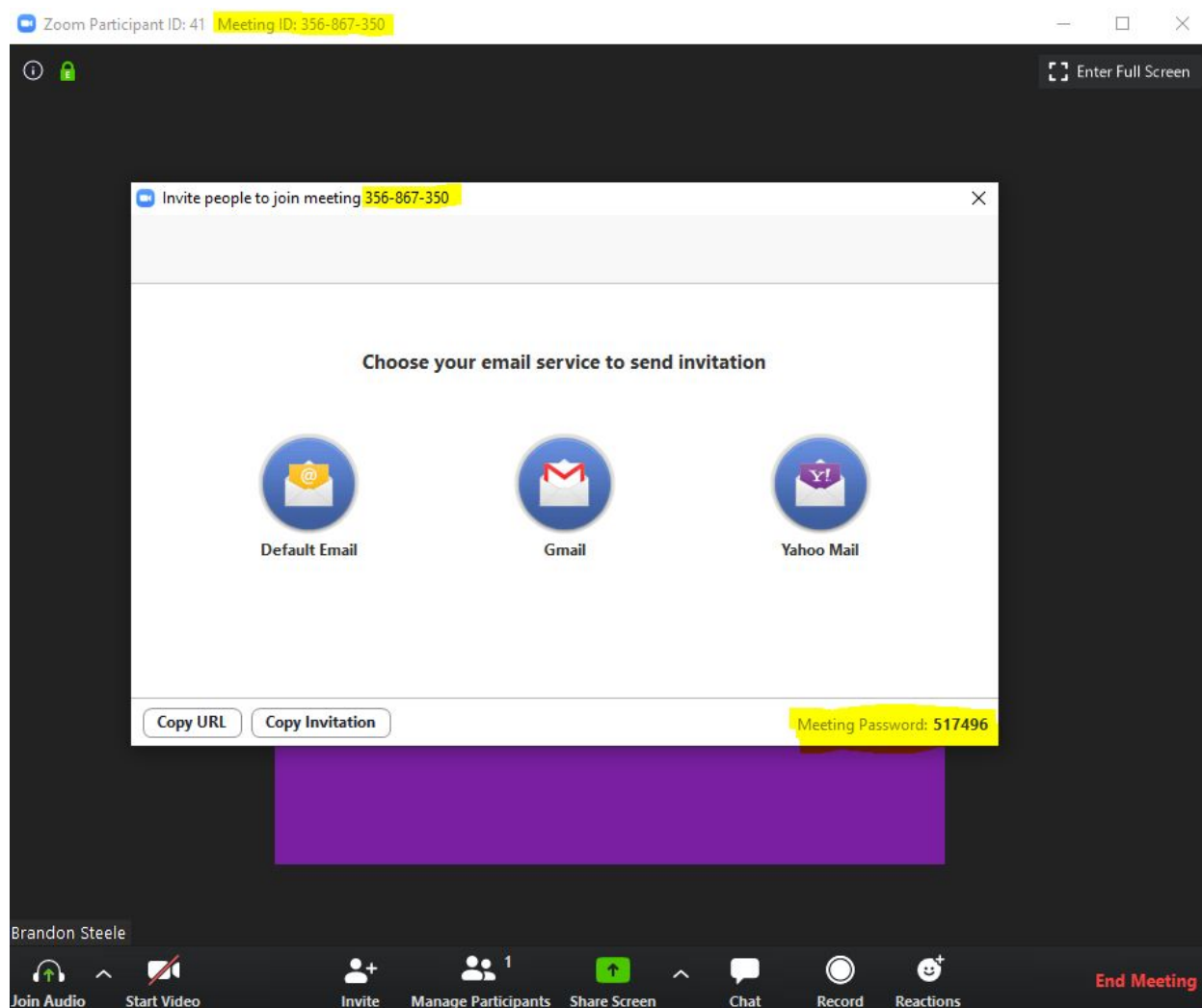
Once the Zoom Meetings application has launched on your PC, you should be presented with a screen prompting you to choose your audio source. We will be choosing “Join with Computer Audio”. Your district issued laptop should have both a microphone and webcam built in at the top of it’s display. If you have covered your webcam / microphone with privacy tape or any other medium, please remove it before trying to utilize Zoom for best results.



If during the meeting you are having issue with receiving audio, make sure that you are joined to the audio channel for the meeting. If you accidentally skipped the “Join with Computer Audio” button, you can later join the audio channel in the bottom left of the Zoom Application using the button shown below.

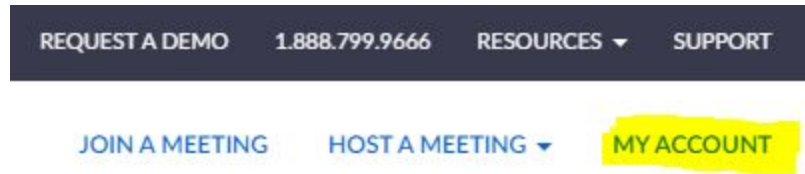


Once you are inside the meeting, you will need to provide the ID and meeting Password for your students to join. We recommend using Google Classroom or Gmail to communicate this information to your class. You can find your meeting ID and Password information by clicking the “Invite” button at the bottom of Zoom Meeting.

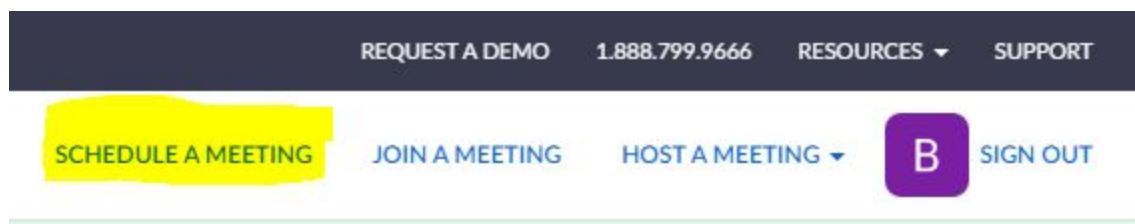


Host a Scheduled Meeting

In order to schedule a meeting in advance, sign in to the Zoom website, and click on the “My Account” button in the top right of the screen.



Once there, click the “Schedule a Meeting” button at the top of the screen.



Fill in the appropriate information for your event. We recommend the following settings:

- **Duration:** Default 1hr (Please note, Free accounts are limited to 40 minute sessions for meetings over 3 participants. You can then start a new meeting if needed.)
- **Time Zone:** GMT-6:00
- **Meeting ID:** Personal Meeting ID
- **Meeting Password:** Enabled, if appropriate for your student age-group
- **Video:** Your Preference
- **Audio:** Computer Audio
- **Meeting Options:** Your Preference

Once you have reviewed your meeting settings and confirmed they are as desired, press the blue ‘Save’ button at the bottom of the screen (Shown on next page).

☐ Enable join before host

☐ Mute participants upon entry

☐ Enable waiting room

☐ Record the meeting automatically on the local computer

Save

Cancel

Your meeting should now be created and scheduled. You can access your scheduled meetings from your profile page (<https://zoom.us/meetings>). From here, you can start your meetings or delete ones you no longer need.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Schedule a New Meeting

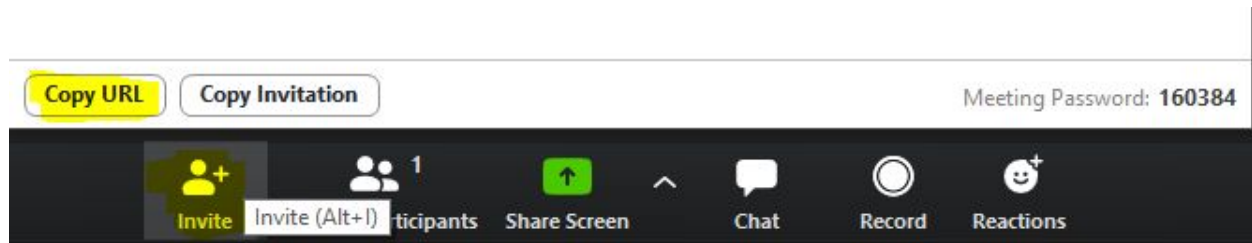
Start Time	Topic	Meeting ID
Today 01:00 PM	My Meeting	783-904-479

Once you are ready to start your meeting, press the “Start” button next to the meeting you wish to host. The launching process should be the same as in the “Hosting a Meeting now” section, page 4

Inviting attendees to a Meeting

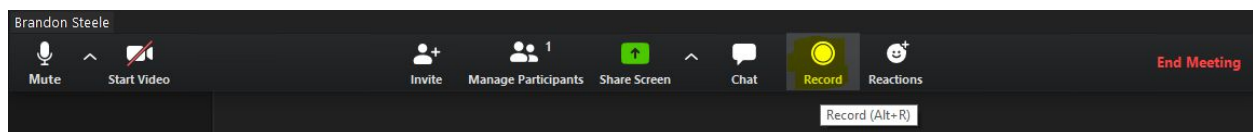
There are a few methods of getting attendees to join your meeting.

- Share your Meeting ID (And Password, if applicable). These are available inside the Zoom Meeting app. Press the “Invite” button shown below. The meeting ID is located at the top of the popout window, the meeting password is located in the bottom right
- Sharing your personal Meeting Link (Available in the Profile section of the Zoom Website)
- Inviting attendees directly to your meeting from inside the Zoom application (Copy URL)



Recording a Meeting

You have the option to record your meetings locally to your computer. This will enable you to upload the file to Google Classroom for later viewing. After you have launched your Zoom meeting and you are inside the Zoom Meetings desktop application, locate the “Record” option on the bottom of the application and press it.



The default save location is located at **C:\Users*USERNAME*\Documents\Zoom**. You can see a list of your saved recordings at the Zoom website, inside the recording tab.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

- > User Management

Cloud Recordings Local Recordings

The Local recordings listed below are accessible only from the computer on which they were recorded.

From To

<input type="checkbox"/>	Topic	ID	Start Time	Computer Name	Location	
<input checked="" type="checkbox"/>	Brandon Steele's Zoom Meeting	715-795-363	Mar 12, 2020 02:44 PM	TD-BSTEELE	C:\Users\steele.brian\Documents\Zoom\2020-03-12 14.44.42 Brandon Steele's Zoom Meeting 715795363	<input type="button" value="Delete"/>

The recording will provide 3 separate files inside it's folder.

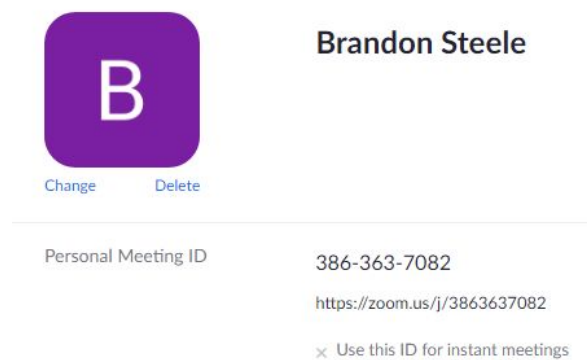
- **Audio_Only:** Only provides the voice-over recording of the meeting
- **Zoom_#:** Audio and Video capture of the Meeting
- **Do NOT use this option: Playback:** Not natively supported by all district devices.

If you desire, you can upload these files to your Google Classroom for students to download and watch at home on their own time (or watch directly from their web-browser if their connection is fast enough) We recommend they use the built-in "Photos" app of Windows 10 to view videos. Windows Media Player and VLC are also suitable alternatives.

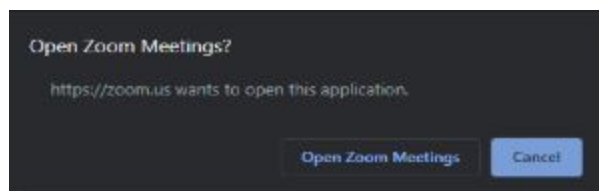
Student Device Setup

Join a Meeting

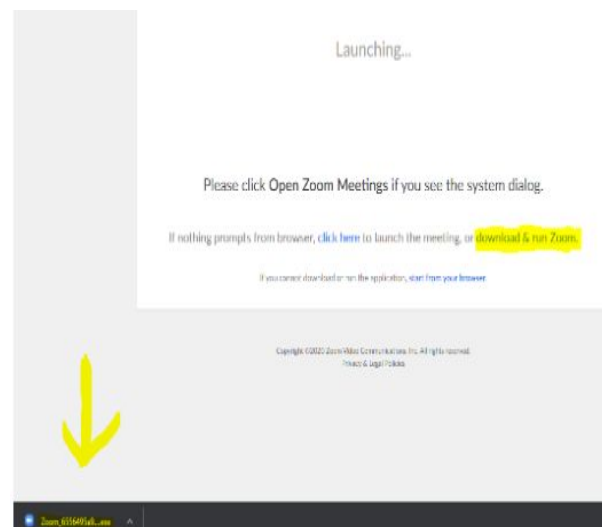
Students do NOT need to create a Zoom account to participate in meetings, they will join rooms created by Teachers using meeting IDs or personal link addresses (obtainable from Teacher's Zoom account in profile information, example below). Which method to use depends on how the Teacher has configured their meeting.



To join a meeting, navigate a web browser to <https://zoom.us> and click the “Join Meeting” link at the top of the screen. It will prompt you to enter in a meeting ID, or a teacher’s personal link. Which one you use is dependent on how your teacher has configured their meeting. The first time that you attempt to join a meeting, your browser will prompt you to download the Zoom Meeting application to your PC.

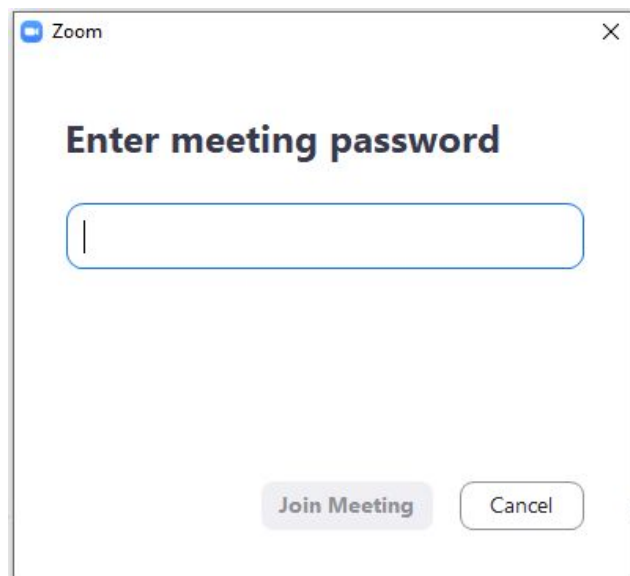


Launching...

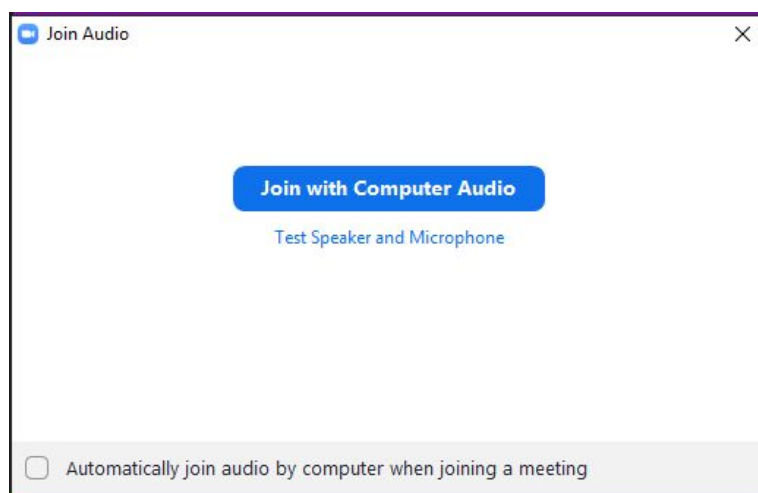


Once the Zoom Meetings application has been downloaded, run the executable in the bottom left of your browser screen. Once the application setup is complete, it should automatically join the requested meeting. If you have launched Zoom in the past, your browser will ask you to confirm opening the Zoom Meetings app (shown above).

Once the Zoom Meetings application has launched, if the meeting you are joining has a password configured, it will ask you for it here.



After entering the password (if applicable), Zoom will ask you which audio source you wish to use for the meeting. Choose "Join with Computer Audio"



School issued laptops should all have Webcams with Microphones built in for voice communications. If you have covered your device's webcam with privacy film or another medium, please remove it for optimal audio / video performance.

Zoom may also ask you if you want to join with or without Video enabled. You should choose whichever option your teacher has indicated.

