

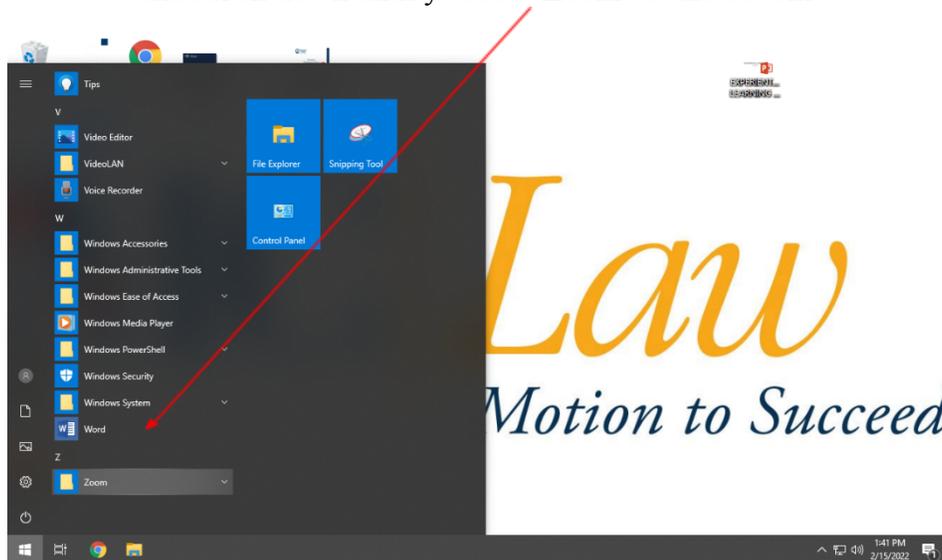
Zoom Instructions

Opening Zoom

Open Zoom by double-clicking on this logo on the computer.

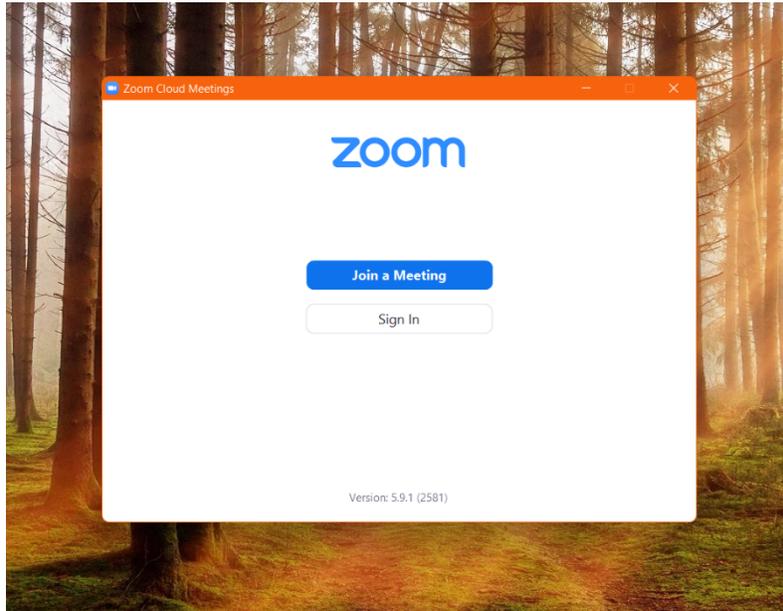


If you do not see this logo, click on the Windows key in the bottom left of the computer screen and **scroll down** until you see “**Zoom**” at the bottom.

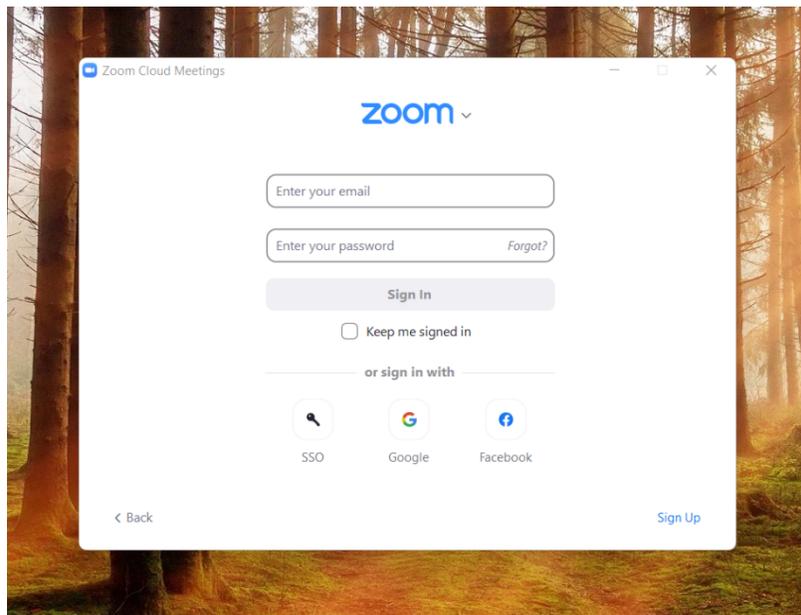


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After doing so, you will see this screen. If you are using a classroom computer, you may not be signed in. Select “**Sign-In**”



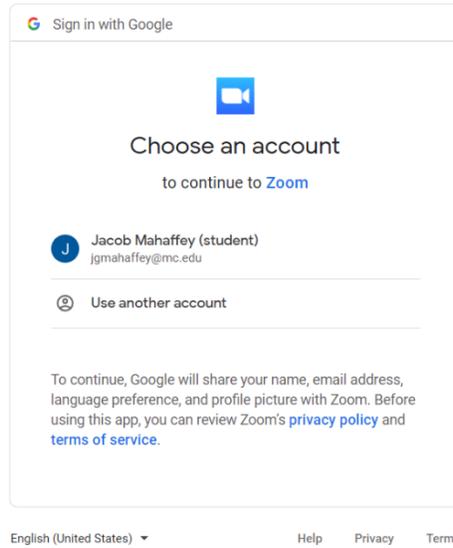
Next you will be brought to this screen. You have **two** options:



Option 1:

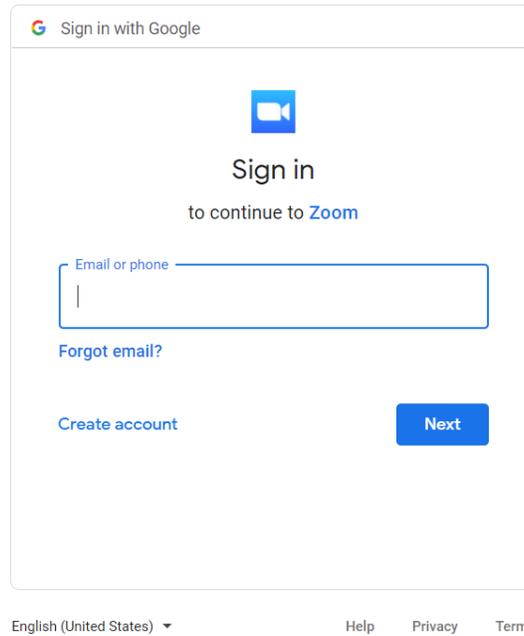
Click on the **Google logo** at the **bottom center**.

You will next see this screen.

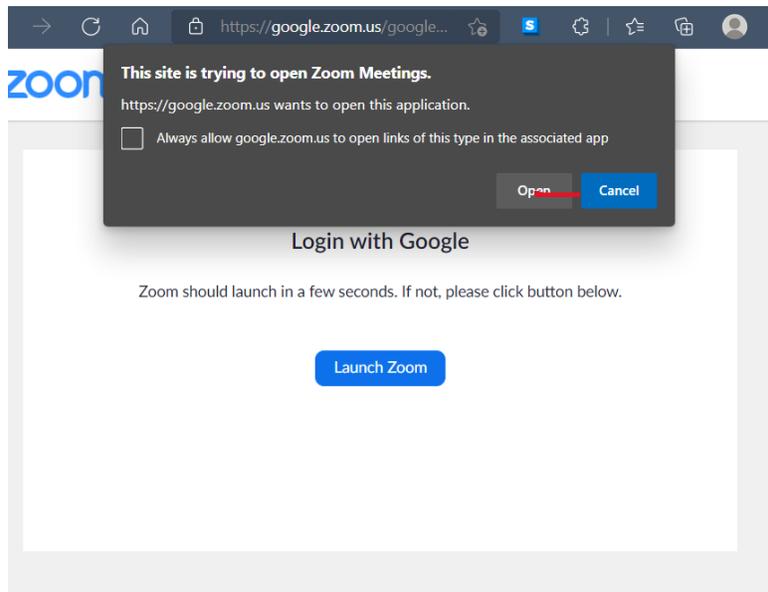


Either select your name or select to “**Use another account.**”

If you select “**Use another account**” you will be brought to this screen and you will need to login with your MC Email and MC Email password.



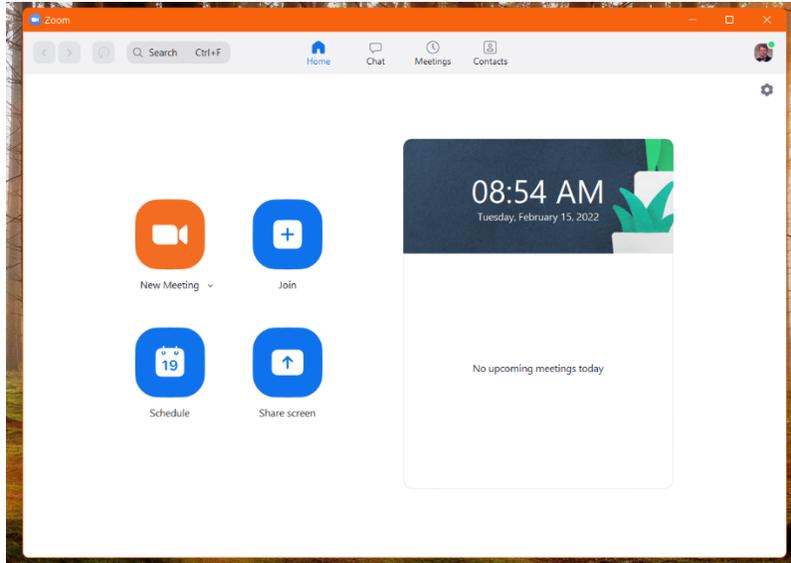
After doing so your screen should look like the one below.



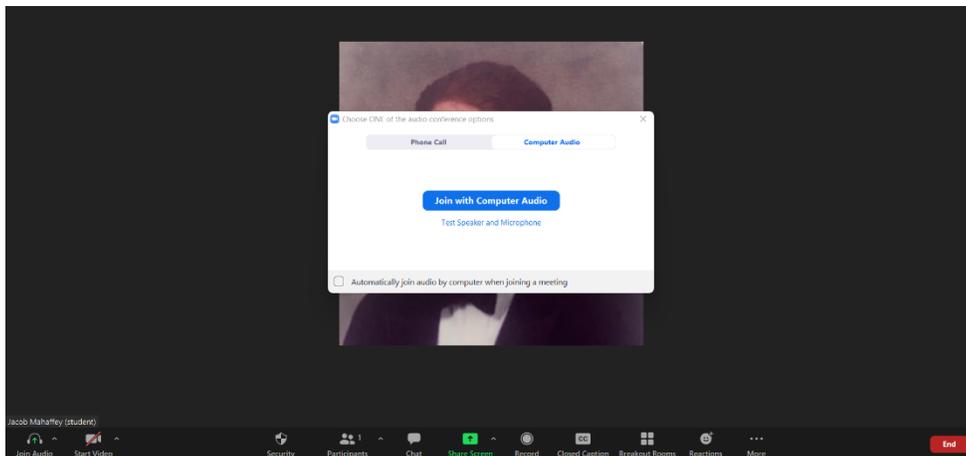
Select **“Open.”**

Starting a New Meeting:

You will next see this screen. To start your own meeting, select the orange square that says; “**New Meeting.**” If you would like to join a meeting skip to that part of this document.



You will be prompted to join to the meeting audio, select “**Join with Computer Audio.**”

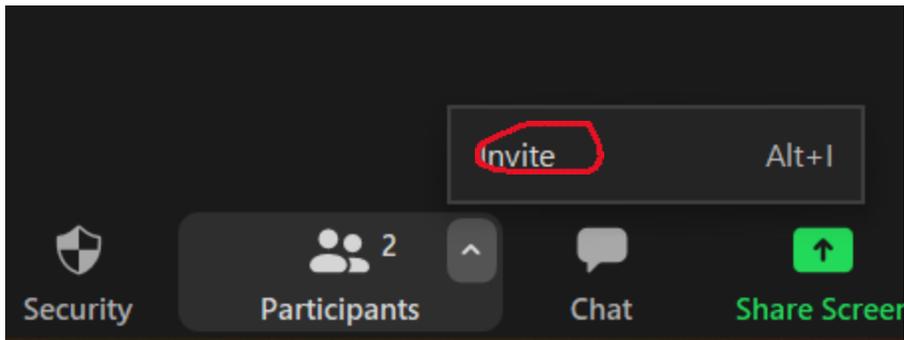


You are now in the Zoom meeting. Following are instructions on how to do certain things within the meeting.

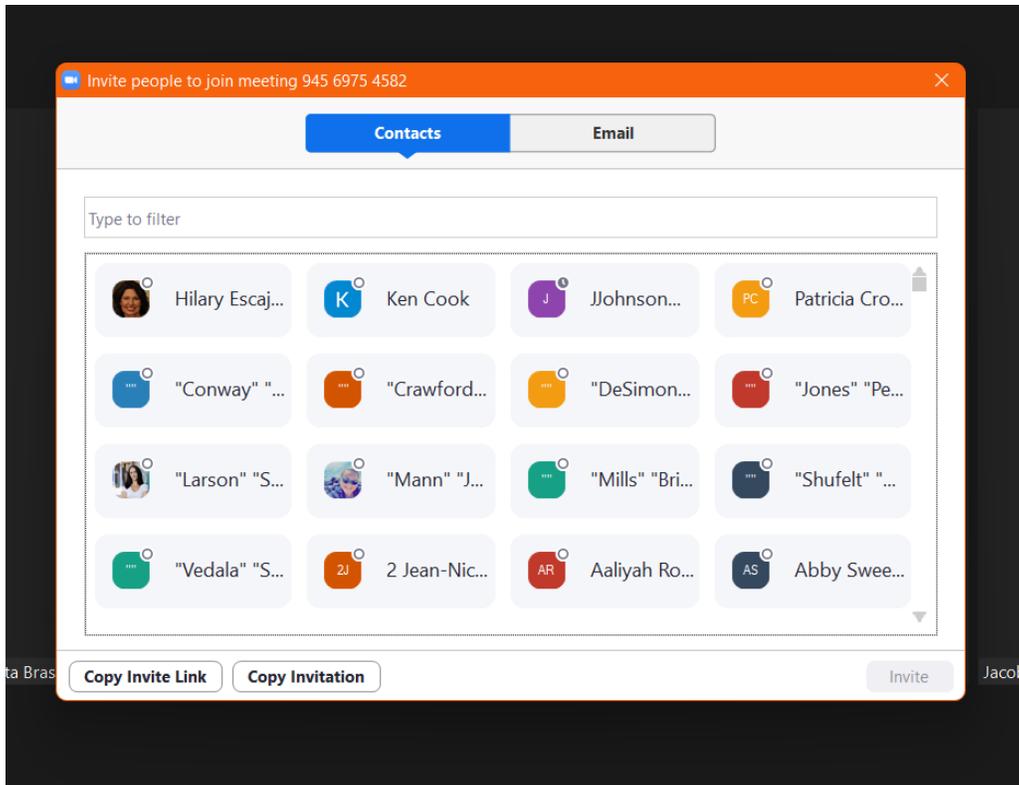
Inviting Participants:

Once you are in the Zoom meeting you can invite participants by clicking the tiny arrow beside “**Participants**” at the bottom of your Zoom screen. Doing so will bring up the “**Invite**” option.

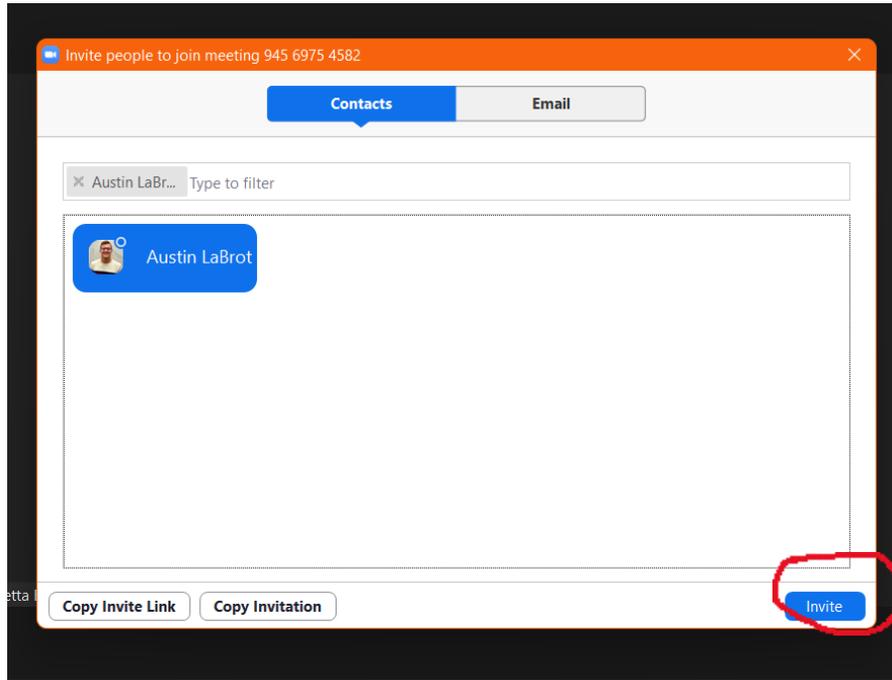
Select “**Invite.**”



You will next see the screen below. Type in the name of someone in the MC organization that you would like to add to the meeting.

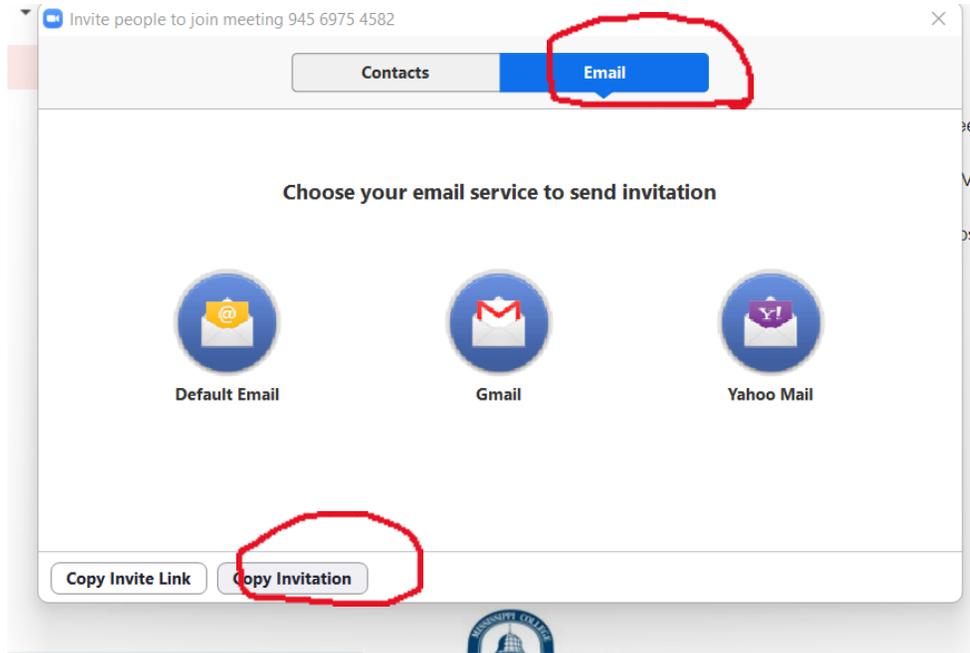


Select “**Invite**” in the bottom right to send the person an invite to your meeting.



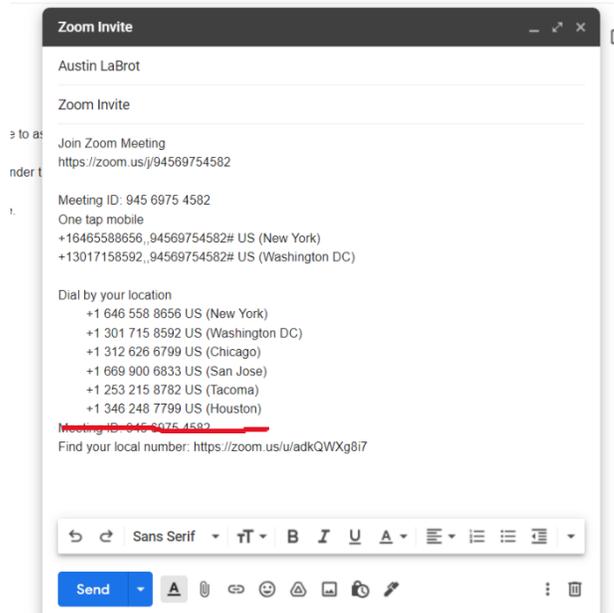
Inviting a Large Number of Participants:

If you would like to invite a large number of participants, you will need to select “**Email**” instead at the top of the window.



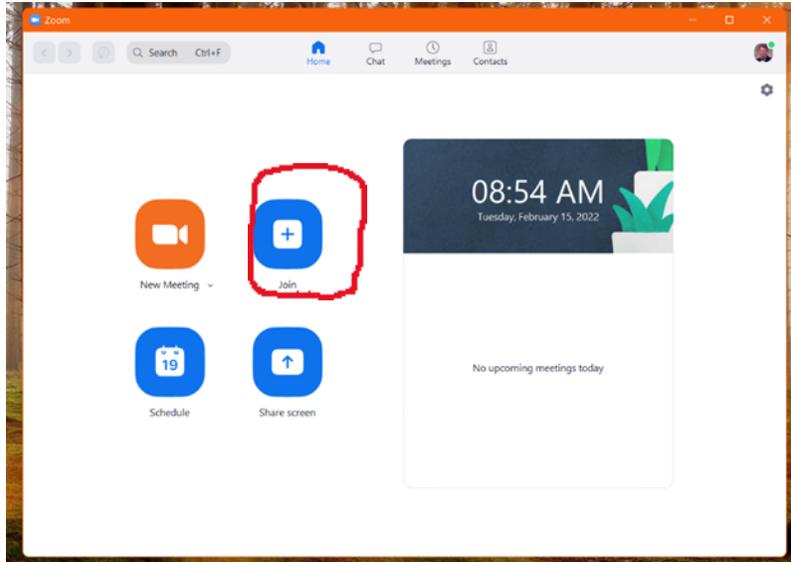
Once at this screen select “**Copy Invitation**” at the bottom left.

Doing this will copy an invitation, and you can then paste this into an email to send to meeting members. Once you paste this invitation into your email it should look like this.



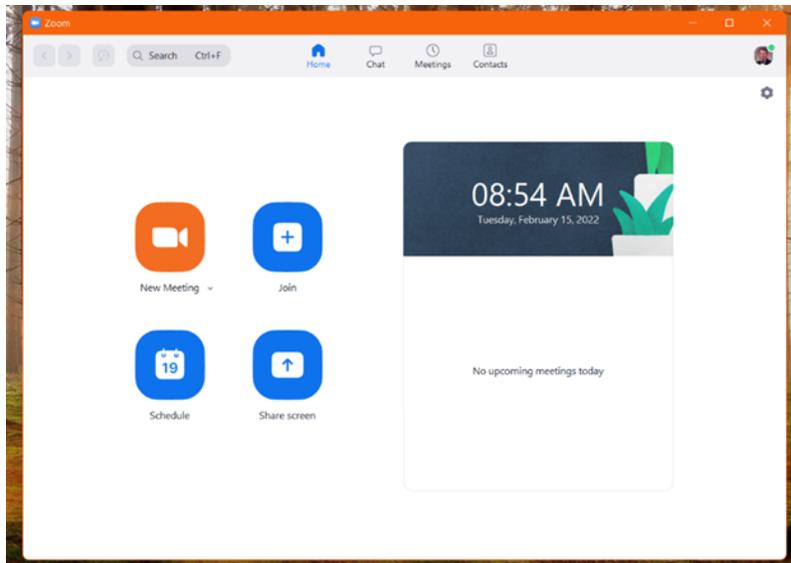
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The recipient of the email, or you, if you are being invited to a meeting, will then be able to join the meeting by using the link at the top of the email, or by entering the Zoom app and selecting “**Join Meeting**” and entering a meeting ID.



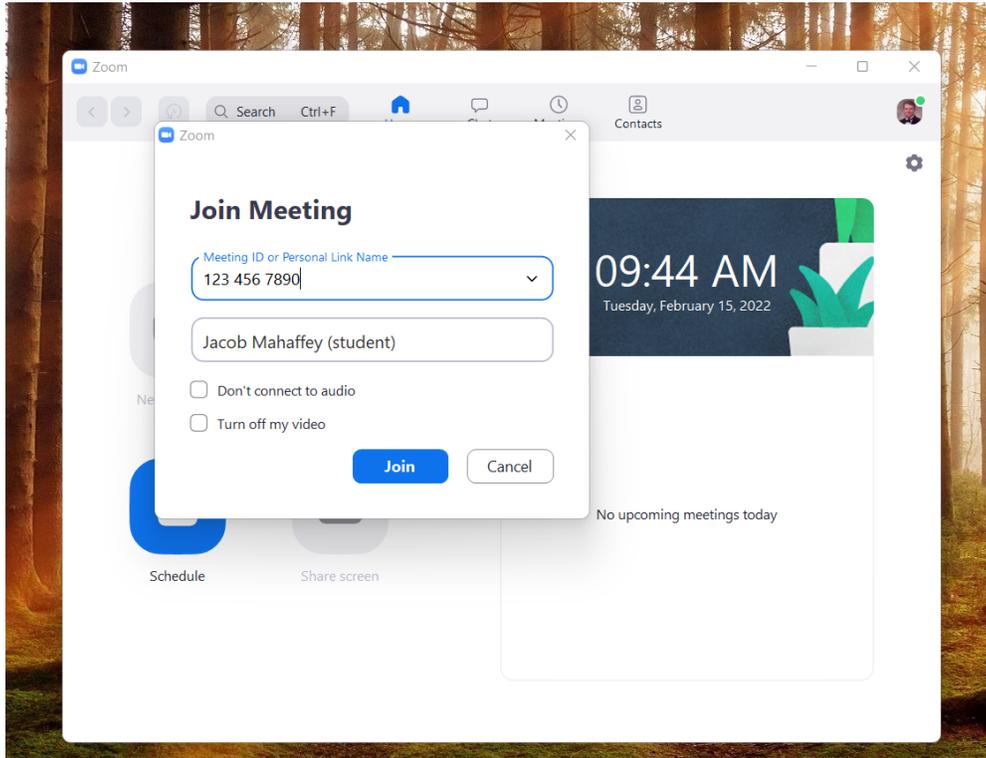
Joining a Meeting:

Open Zoom and select “**Join**” from this screen.



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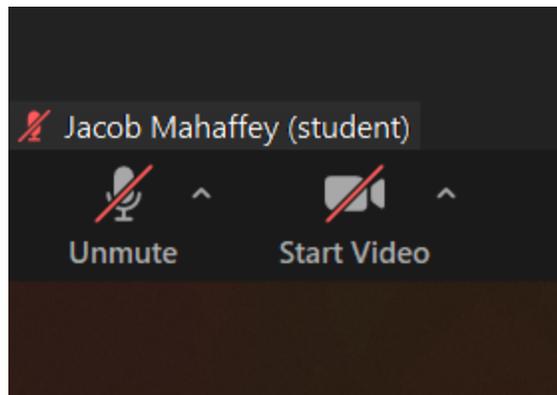
After selecting “**Join Meeting**” you will be prompted to enter a *meeting code. Type in the meeting code and you will then be able to join the meeting once the host is ready.



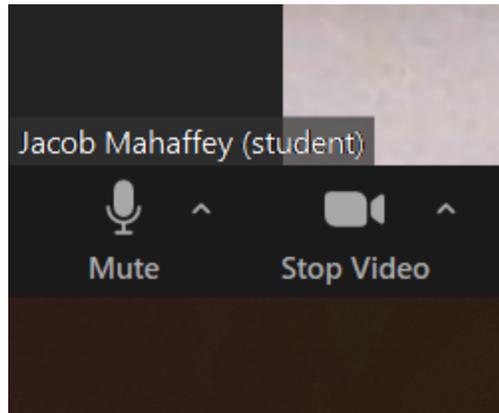
*The meeting code should have been sent to you by the meeting host at some time prior to the meeting.

Once you enter the code you should be in the Zoom meeting. From there, select to join audio as shown above and turn on your camera if needed.

Start video by clicking on “**Start Video**” in the bottom left of your Zoom screen. In this photo the user’s audio and video are both muted.

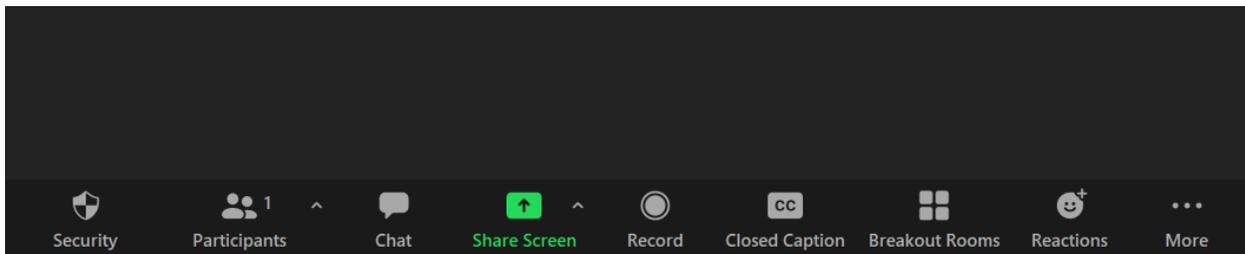


In the photo below the audio and video are unmuted meaning that people will be able to hear you and see you.



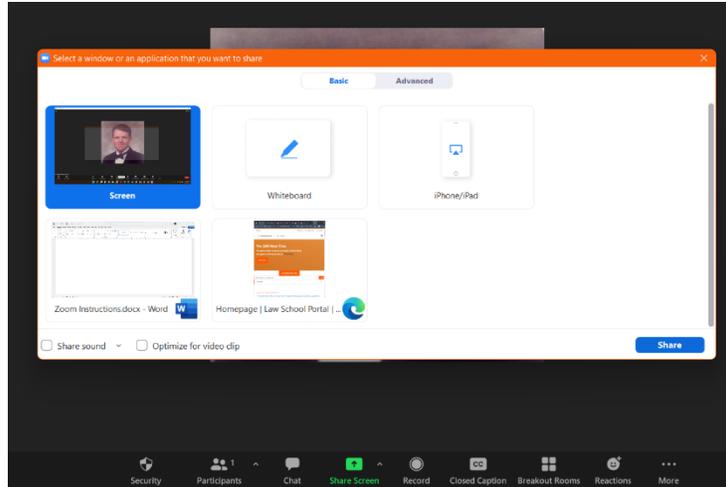
Screen Sharing:

To share your screen, you must either be the host or have been given permission from the host to share your screen. To share your screen, click on the green button at the bottom of your Zoom screen that says; “**Share Screen.**”

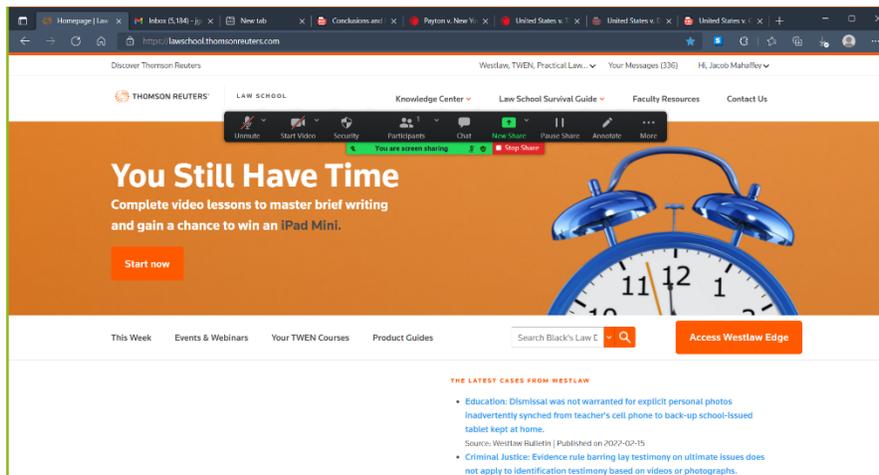


Once you select to share your screen you will be prompted to pick a screen to share. Select a screen to share by clicking on it. This will highlight the selected screen in blue, and then you must click “**Share**” in the bottom right.

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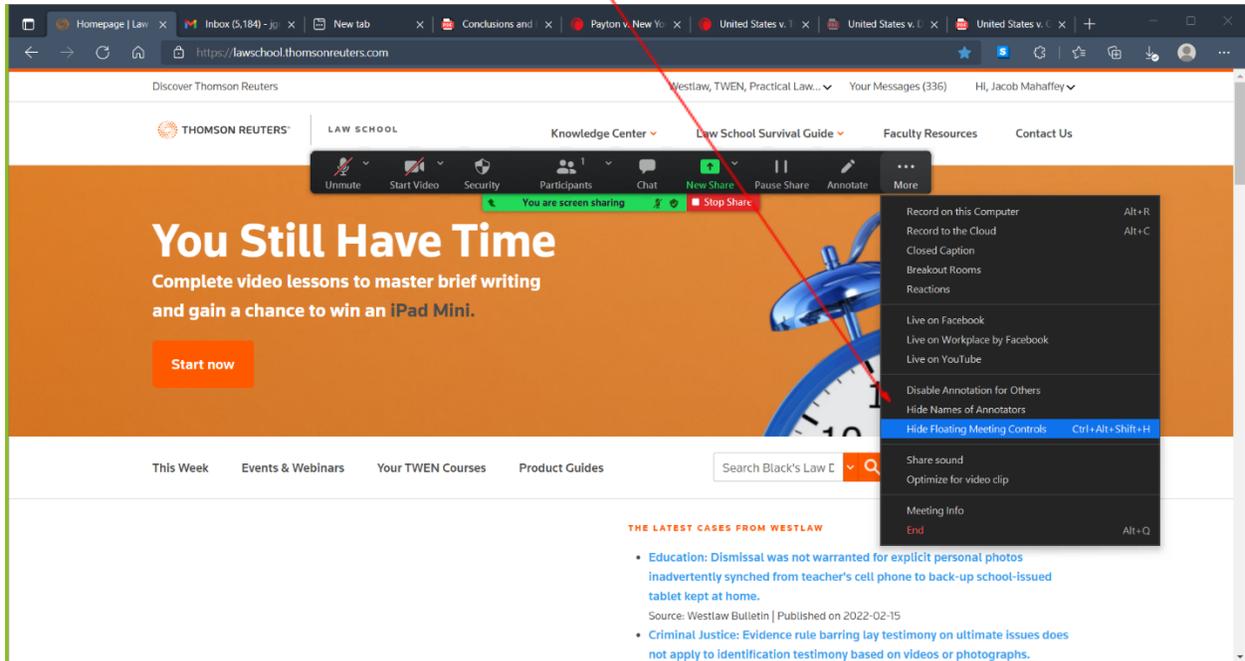


This is how it should look when you are screensharing.



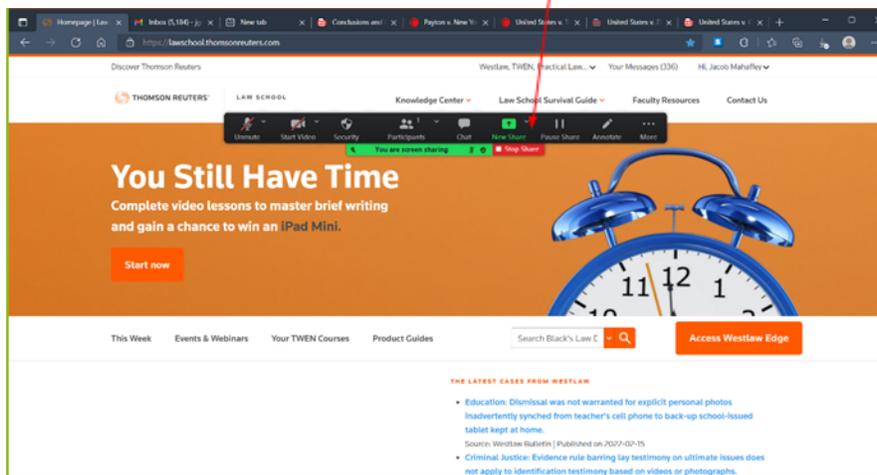
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The black bar at the top may get on your way. If so, you can hide it by selecting “**More**” on the right side of the bar. A drop-down menu will appear. Selecting “**Hide Floating Meeting Controls**” (highlighted in blue) to hide the bar.



To bring the black bar back you must hit escape (Esc) on your keyboard.

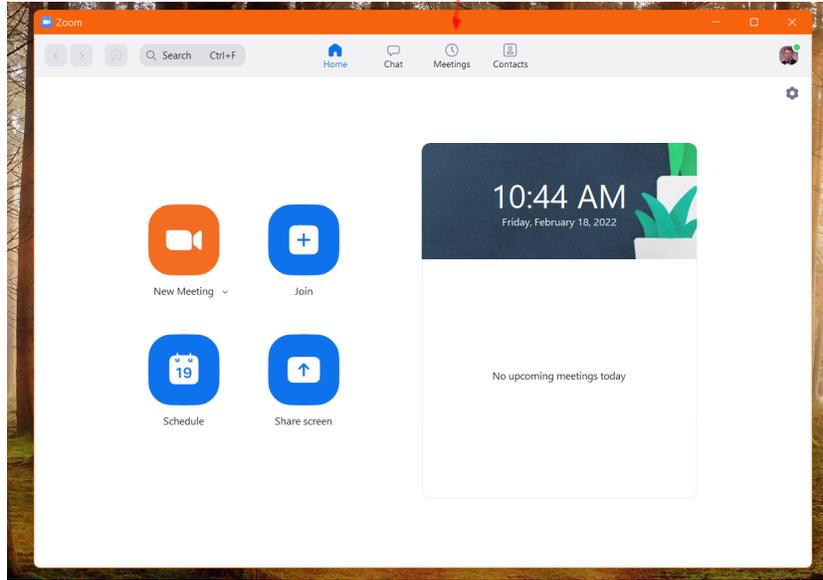
To stop screensharing hit the “**Stop Share**” button in red.



What is my meeting ID number?

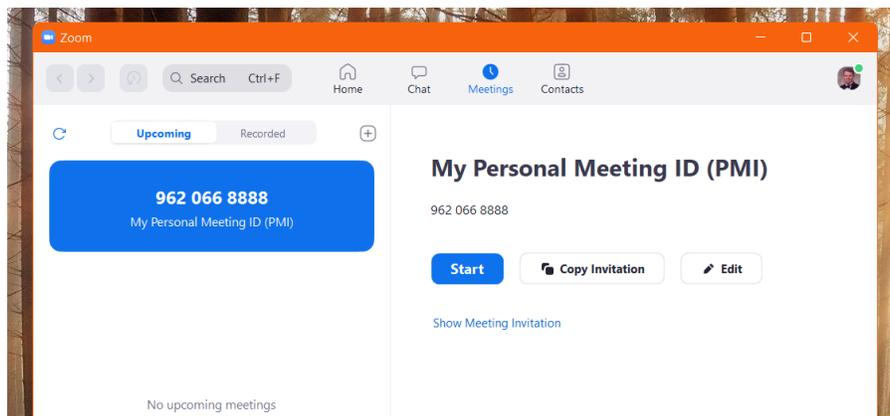
To find your meeting ID number, open and sign-in to Zoom.

Click “**Meetings**” at the top of the Zoom menu.



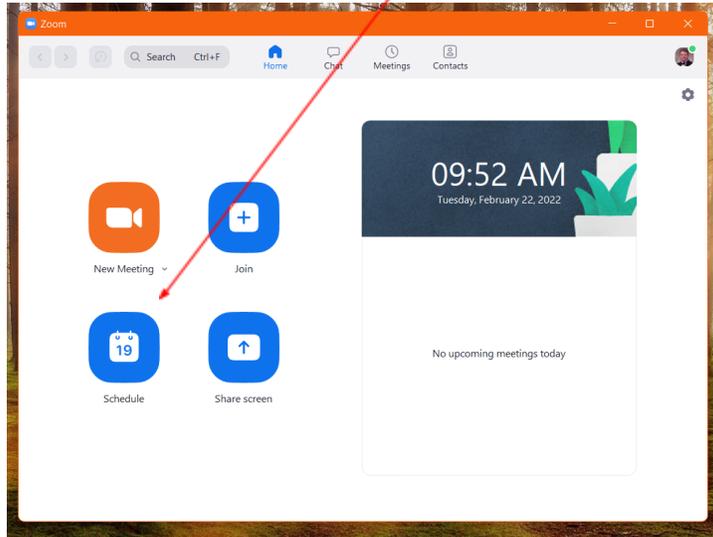
You will be presented with the screen below.

The 10-digit number is your personal meeting ID. You can exchange this number with people and then they will be able to join your personal meeting room.

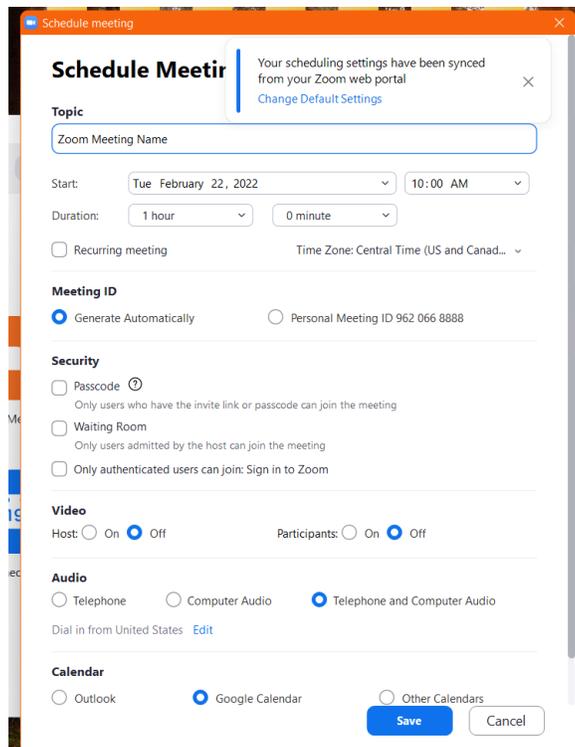


Scheduling a Meeting:

To schedule a meeting click on the “**Schedule**” meeting on the home screen.



You will see a screen like the one below. You will be able to set the date, time, and access settings. Click the blue “**Save**” button in bottom right of the menu.



You can also set a passcode on this screen. This setting is located under the “**Security**” section.

Security

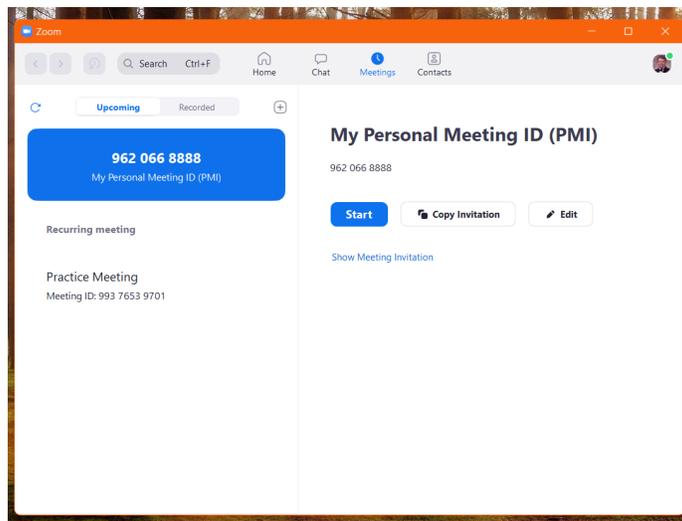
Passcode ⓘ
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

Accessing a Recurring Scheduled Meeting:

Open Zoom, and on the home screen select “**Meetings**” at the top. (Reference Pg. 14 of this document for this step). Your recurring meeting will be on the left hand side of this menu under “**Recurring meeting.**” (Here it is labeled Practice Meeting).



Click on the recurring meeting you would like to start and the select “**Start**” to begin the meeting.