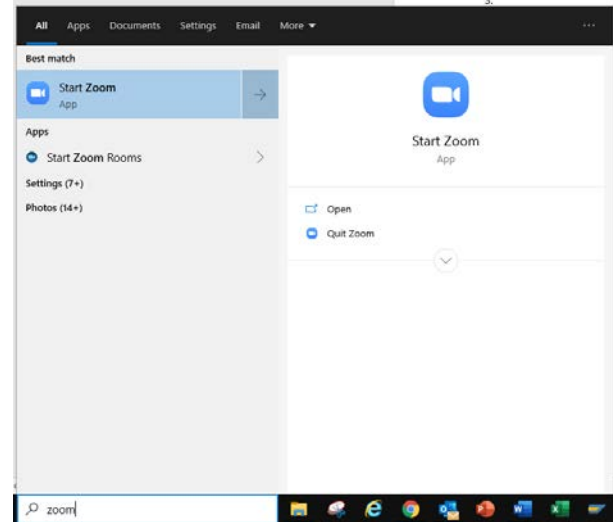


Using Zoom for Video Conferencing

Zoom is a free app that offers chat and video conferencing capabilities. Download at <https://zoom.us/>

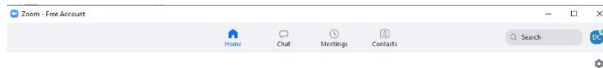
Hosting a video conference



1. Open Zoom

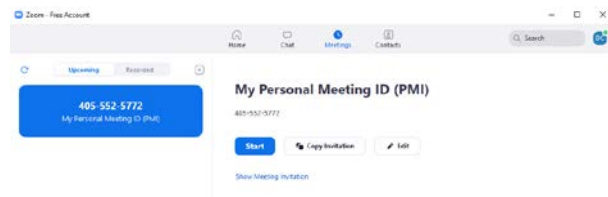
If you don't have Zoom in your task bar, type **Zoom** into the search bar. Select **Start Zoom**

2. Click **Start Zoom**, then click **Open**



3. From the Home Page, click **Meetings** (in the top tool bar)

4. This is your personal meeting room page – click **Start**.



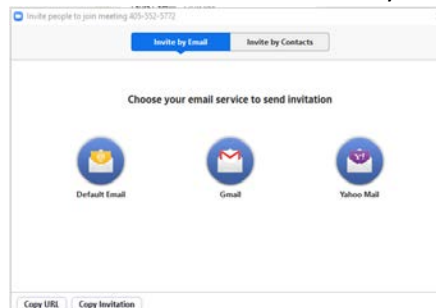
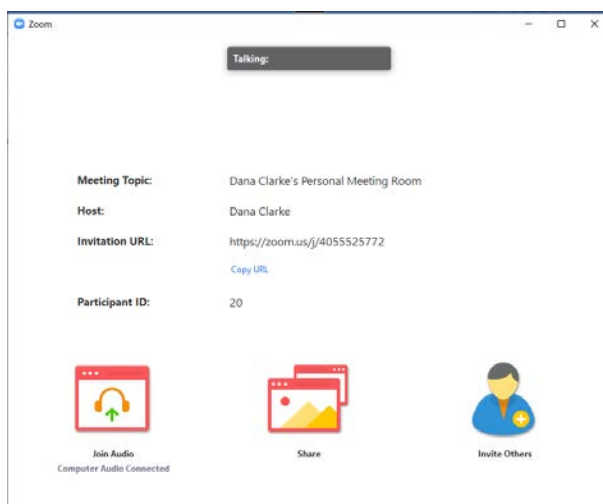
5. Clicking Start will launch your Personal Meeting Room.

You can use Outlook to send the URL by clicking **Copy URL** (blue text under the **Invitation URL**) and then pasting it into email. Or add the invite for the zoom video conference to any outlook invitation.

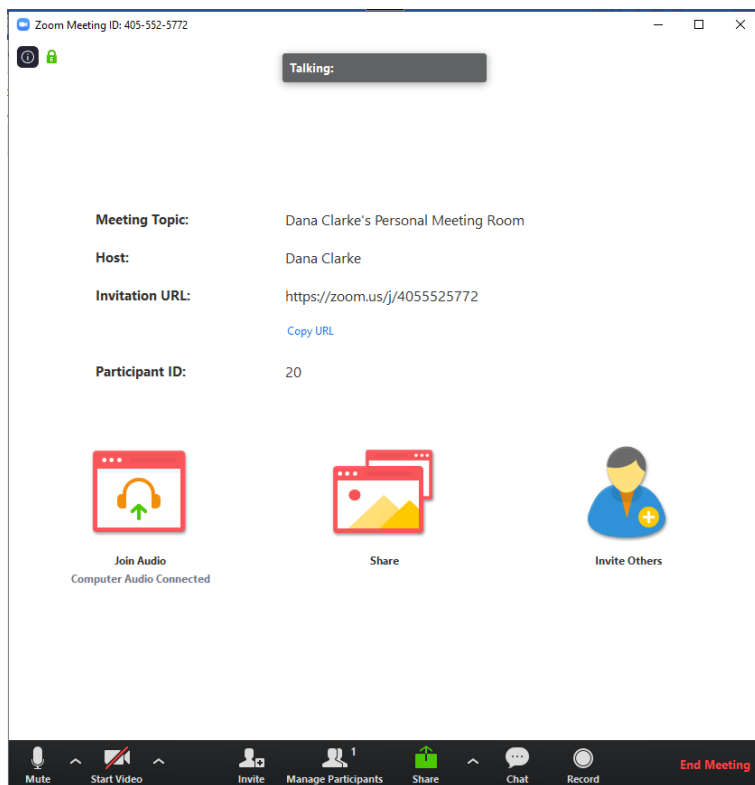
Click **Invite Others**

From the pop-up, click **Copy Invitation**

Paste the invite content into any Outlook meeting invite



Hosting a Video Conference with Zoom



1. From your Meeting window, you can access all the hosting tools in the bottom tool bar. If you cannot see the toolbar, click anywhere in the window to make it appear.
2. Click **Start Video** to start the video conferencing
3. When your meeting is over, select **End Meeting**.



Tips

TIP – ask people who are not talking to mute their mics until it is their turn.

TIP – you can share a document, website or anything else on your computer, by clicking **Share**. To allow multiple people to share at a time, click the ^ next to the **Share** icon, and select Multiple participants can share simultaneously

TIP – **Record** your meetings for staff who cannot attend