

How do I download the Zoom app?

You can install the Zoom app here: <https://zoom.us/download>. Click the “Zoom Client for Meetings” download link. Don’t worry about if you use Windows or MacOS, the Zoom website will automatically download the correct installer for you.

Open the installer, and wait for Zoom to install. Once finished, it will open the app. From here, you can click the “Sign in” button, and either sign in with a Google account, a Zoom account, or a Facebook account. You are now ready to use the Zoom app and attend meetings.

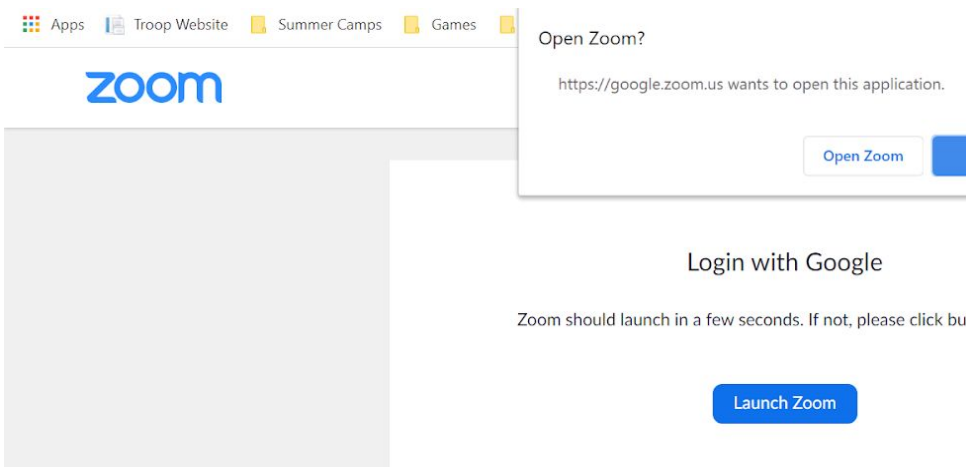
How do I make my own Zoom meeting?

When you install Zoom, you can either join a meeting or sign in.

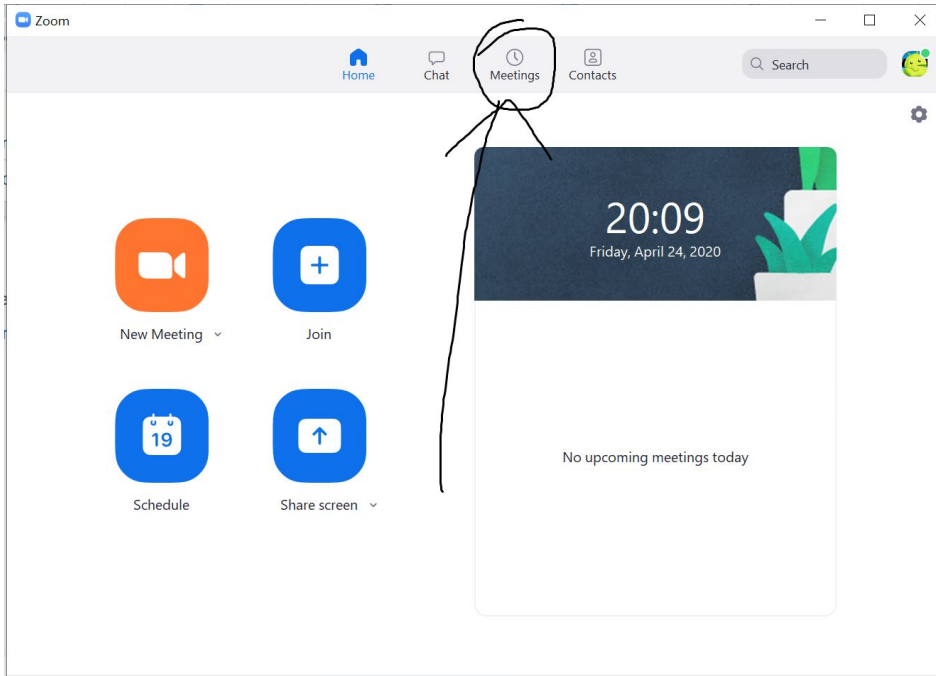


Personally, I sign in using my personal Google account, so I can see a Gallery view of all the participants at the same time, have my personal meeting ID, and even the fancy virtual background.

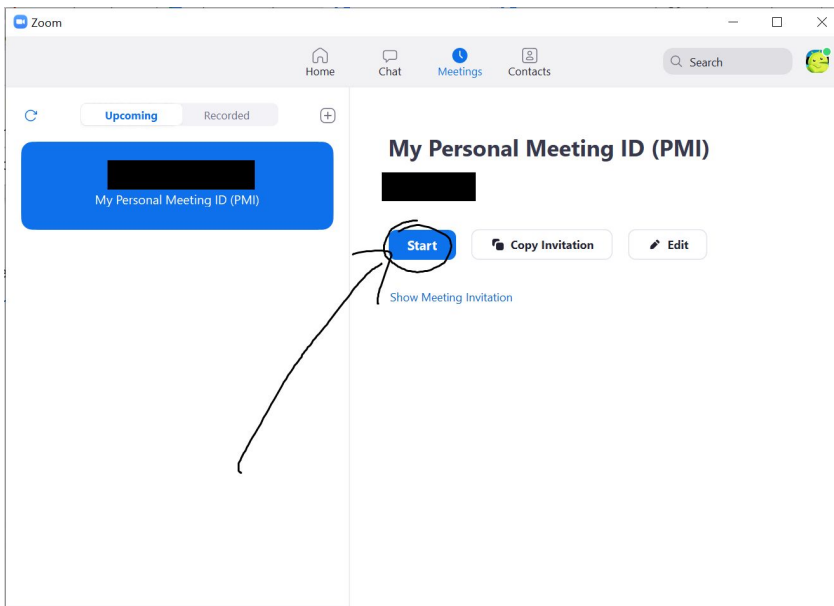
Step 1: With Zoom open, click the “Sign In” button and click the “Sign in with Google” button. This will redirect you to a google sign in page, where after you sign in to Google, will attempt to redirect you back to the Zoom app. Click the “Open Zoom” to finish the sign in.



Step 2: After signing in, simply navigate to the “Meetings” tab on the home screen.

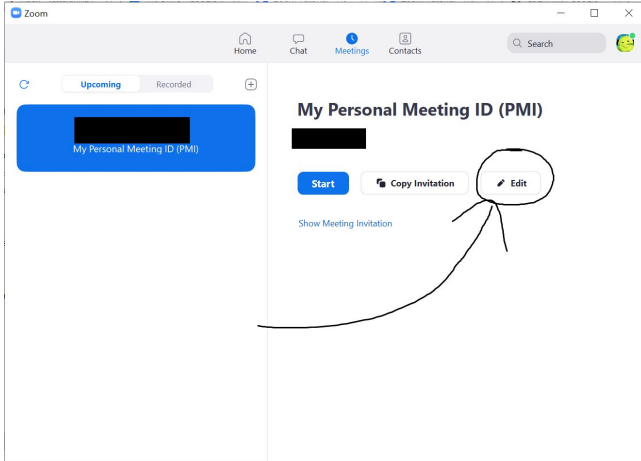


Step 3: From here, it's simple: Click the “Start” button to start your very own personal meeting room!

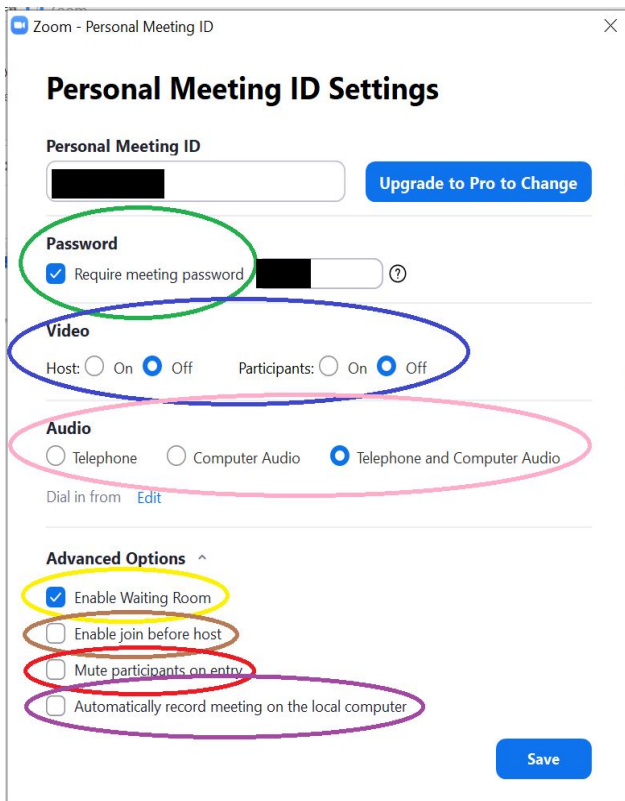


Customization: How to personalize your meeting room

If you want to personalize your meeting, click the “edit” button while in the “Meetings” tab of the Zoom app.



From here, you can click the “View advanced options” arrow at the bottom to show all the options. I have circled all the options in a different color, and will explain them here.



Green: This is to set a password for your meeting, or to turn it on or off. I have crossed out my password for **obvious security reasons**.

Blue: These are the default options for whether video is turned on or off. There are separate options for both the host and participants. During the meeting, everyone can manually turn their video on or off.

Brown: This changes which audio sources can join. Telephone means only telephone users can join the meeting, and computer audio means only computer users can join the meeting.

Yellow: This enables the waiting room. This is a separate room where the host can manually admit people into the call. Participants may not hear or see anything while in the waiting room.

Pink: This toggles the option for people to be able to join before the host joins the meeting.

Red: This determines whether or not people are automatically muted when they enter the

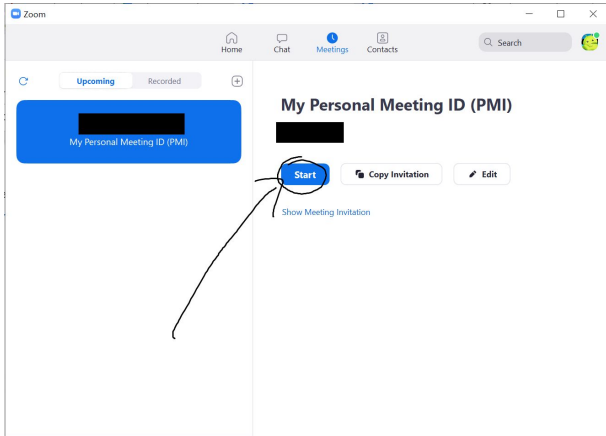
meeting. Once joined, they may manually mute and unmute themselves.

Purple: Zoom features a recording software included with their app. The host may record the meeting, and can also give other people permission to record.

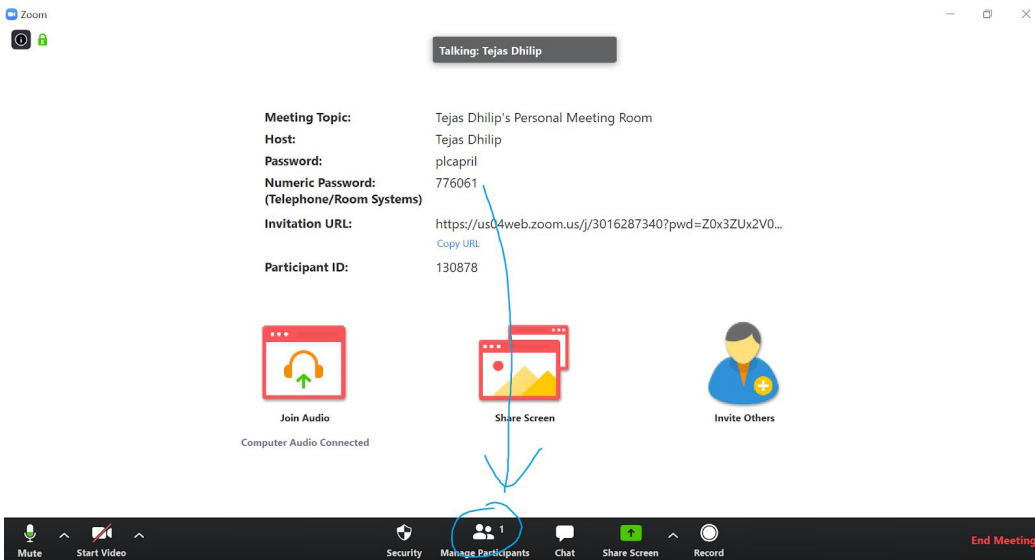
Once finished, click the “Save” button and you’re ready to start your meeting! But wait, you need to send the meeting details and the link to those that you want attending the meeting.

How to invite others to your Zoom Meeting

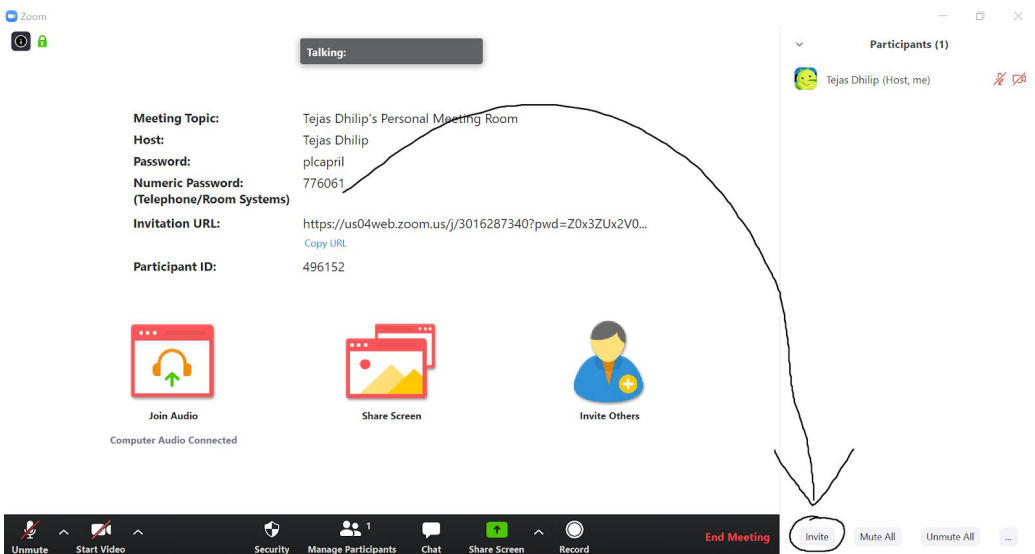
Step 1: In the “Meetings” tab of Zoom, start your meeting.



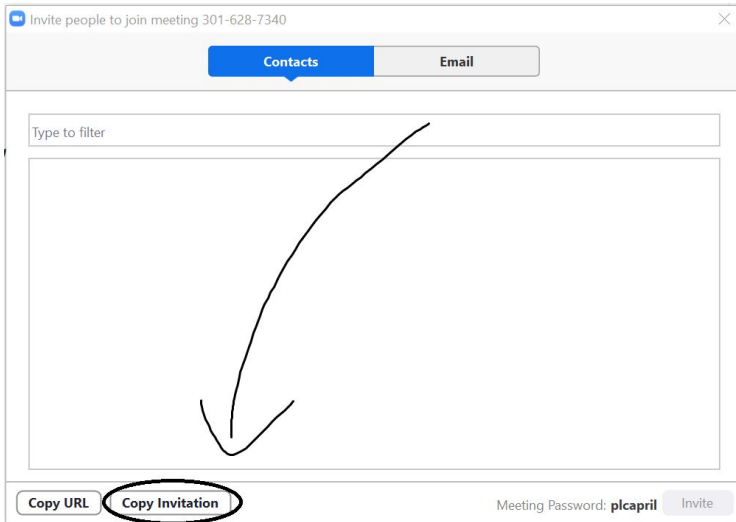
Step 2: While in your meeting, click the “Manage Participants” button to see who is in your meeting.



Step 3: From there, click the “invite” button at the bottom.



Step 4: Now you can click the “Copy Invitation” button next to the “Copy URL” button at the bottom, and paste it in your email!



A normal invitation will look like this:

Meeting Link:

<https://us04web.zoom.us/j/3016287340>

Meeting ID: 301 628 7340

When prompted, the password is "plcapril".