



Self-Help Training

By completing the 10 self-help training steps below, you'll be able to independently sign in, participate, schedule a meeting, and share screens in a Zoom meeting.

Online and Live Tutorials

Zoom and other technicians provide online tutorials. We have selected some for you below. Videos usually include transcripts. Zoom also provides Live Training and Live Demos.

Get started

1. Obtain a Zoom account

To obtain a free Zoom account click here: <https://zoom.us/freesignup/>

To obtain a paid Zoom account, select and pay for your plan here: <https://zoom.us/pricing>

2. Internet, computer, camera and microphone

A typical laptop will have a built-in camera, microphone and speakers.



For a desktop computer you can connect a webcam with built-in microphone. Or, if desired, you can add a USB headset with built-in mic.



3. Login to your Zoom account

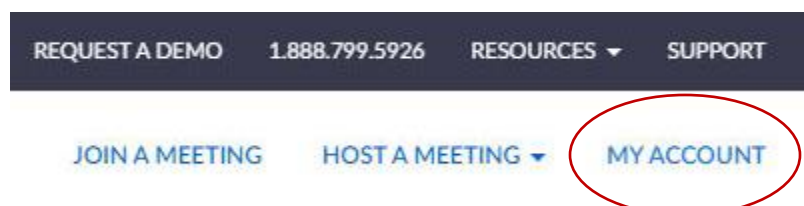
Log in at: <https://zoom.us/> and select My Account (in the upper right).

Username: (your email address)

Password: (your Zoom password)

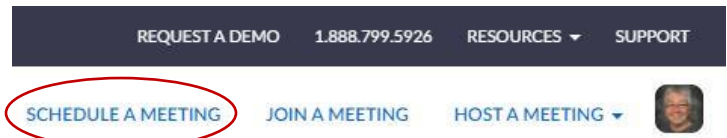
Note:

- During your first log in, select **Save password**.
- On your next visit, the selection of **MY ACCOUNT** (upper-right of screen) will auto-open your account.



4. How to Schedule a new meeting from your Zoom Account

1. Sign in/ login to your account at the Zoom web portal: <https://zoom.us>
2. Select **My Meetings** in the Zoom menu bar:
a new screen appears
3. Select **SCHEDULE A MEETING**
4. In the schedule a meeting page:
 - a. Type in the name of your meeting.
 - b. Scroll down and select your desired meeting options
5. Click **Save** to finish



Quick video instructions:

<https://www.youtube.com/watch?v=uelaugxiuW0>

Full Zoom instructions:

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

5. How to Schedule a meeting without a Host/Moderator

While scheduling your meeting:

1. In the **Meeting Options** section
2. Select **Allow participants to join anytime**

Meeting Options

☐ Allow participants to join anytime

If you select join before host, then the participants can join the meeting before the host joins or without the host starting the meeting or attending the meeting. This is very useful if you are scheduling on behalf of someone.

6. How to join a meeting from your computer (as a participant)

Participants are not required to have a Zoom account:

1. Typically, participants receive an **email invitation** to a Zoom call
2. Copy down the **ID number** and the **password**
3. Click **invitation link** to open.
4. **Enter meeting ID** and **password** provided by the host/organizer
5. Select **Join**
6. You may be asked to open the Zoom client to join the meeting. Open it
7. Test your speaker and microphone and select **Join with Computer audio**
You are now in the meeting.

Quick video:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

Joining for the first time – step by step:

<https://www.youtube.com/watch?v=6fIYWnfTc5o>

7. How to host a Zoom meeting

Hosting for beginners:

Video: <https://www.youtube.com/watch?v=uUBMNPsiERQ>

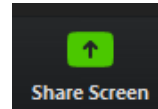
Text: <https://www.cnbc.com/2020/03/26/how-to-host-a-zoom-meeting.html>

8. Video: How to Share Content in your meeting

Sharing your screen or content:

1. Click the **Share Screen** button located in your meeting controls.
2. Select one of these Screen Share options:

Under the basic tab, click-select to share your entire desktop, a specific application window, the whiteboard, or an iPhone/iPad screen.



Quick video instructions:

https://www.youtube.com/watch?v=YA6SGQIVmCA&feature=emb_logo

Full Zoom instructions:

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

9. Practice! Schedule a Zoom meeting with a friend

Test your sound and video quality.

Are you able to successfully see and hear each other?

Share content in a meeting with a friend.

Try taking turns, each of you sharing something from your computer.

Try sharing video. Be sure to select "Share computer sound"

Zoom troubleshooting:

<https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting>

Common problems:

<https://www.digitaltrends.com/computing/common-problems-with-zoom-and-how-to-fix-them/>

10. Arrange backup strategies

Be prepared for technical challenges:

You may need to adapt your meeting, such as switching to phone conferencing. Before holding an important Zoom meeting, gather participant telephone numbers in advance of the meeting. Keep these numbers handy in case you lose connection the day of the conference.

Advise participants that if they lose connection, they need to restart Zoom. And, if that doesn't work, they can phone into the conference. See the host email for details.

If you lose connection:

Try closing and reopening Zoom on all sides of the meeting.
(This includes the host *and* the participants).

If these actions do not restore your connection:

Continue your meeting by phone conference instead. (A phone conference number is included with every Zoom meeting email notification.)

Just want to dial in on your phone?

1. Phone dial in (see your zoom email notification for phone conference number)
2. Enter Meeting ID: ABC DEF GHI
3. Password: abcdef
4. Press #

Zoom Help

1. Log in to your Zoom account to access their online resources and support.
2. Resources and support are found in the black menu across the top of the web page:

RESOURCES – Select the down arrow for great options.

You can even register for live training!

SUPPORT – Excellent training resources are available to all users



For Zoom technical support: <https://zoom.us/contact>