



Zoom - Getting Started

Manheim Township School District Technology Training Guide

Zoom is a free video conferencing program that is useful for quick meetings (to avoid a car ride) as well as large meetings spread across the district or a wider geographic area. It can also be used to communicate at home with family and friends.

Download the Program

To host or participate in a Zoom video conference, you must have the program installed on your computer or device. Zoom works with Macs, Windows, iOS (iPhones, iPads), and Android devices (phones and tablets). To install the app on a mobile device, visit your app store (Apple's App Store or Google's Play Store). For Mac and Windows computers, Zoom will be installed on your computer the first time you join or host a meeting.

To Host a Video Conference

In this scenario, you are the meeting organizer, and you will invite participants to your meeting. To do this, the requirements are: (1) you must have a free Zoom account, (2) you must share your meeting room URL with your participants, and (3) you must open the Zoom application and login to it to begin the meeting.

- ▶ Create your free Zoom account by visiting <http://zoom.us> and clicking *Host a Meeting* -> with *Video On*.
 - Click the *Sign Up Free* link to create an account. After selecting a username (your email address), you will receive an email to confirm your account...follow the on screen directions.
 - If Zoom is not already installed on your computer, it will be downloaded for you. Make sure to open the downloaded file, then open the Zoom file inside of it.
- ▶ To notify people about your meeting, open the Zoom program and login.
 - Click the *Meetings* button at the bottom of the window.
 - Click the *Copy* button near the top of the window. Open a new email message and select *Edit* -> *Paste*. The contents of the message will contain a link in this format (<https://zoom.us/j/6047784123>). This is your personal meeting room – you can share this same URL for every meeting you intend to host.
- ▶ To begin a meeting, open the Zoom program and login.
 - Click the *Meetings* button at the bottom of the window.
 - Click the *Start* button near the top of the window.
 - When prompted, click the *Join Audio* button to use your computer's built-in microphone/speakers.
 - Wait for your participants to join the meeting.

To Join a Video Conference

The host of the meeting will send you a URL in this format (<https://zoom.us/j/6047784123>). You do not need to create a Zoom account to participate in a meeting.

- ▶ Click the URL. After your browser launches, you will be prompted to download/install Zoom (if it is not already installed) or you will be prompted to open Zoom.
- ▶ When prompted by the Zoom program, click the *Join Audio* button to use your computer's built-in microphone/speakers.
- ▶ You will be asked for your name – this is the name that other participants will see.

Limitations

With Zoom's free accounts, there are some limitations:

- ▶ Maximum participants: 25
- ▶ Maximum meeting length: 40 minutes (if there are more than 2 participants)
- ▶ For 1 to 1 meetings, the time is not limited.