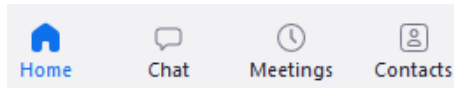


# Getting Started with **zoom**

You should have received an invitation to create an account. If you do not have a Zoom account, please put in a ticket at <https://servicedesk.vsc.edu>

FIRST

Download and install the Zoom Client for Meetings at: <https://zoom.us/download>



## Video Meetings

Create a meeting that starts immediately by clicking **New Meeting**.



New Meeting ▾



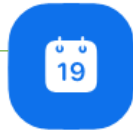
Join

## Join a Meeting

1. Click **Join**.
2. Enter the meeting ID and your name.
3. Click **Join**.

## Schedule a Meeting

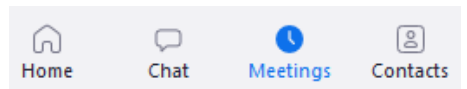
1. Click **Schedule**
2. In the **Topic** box, give the meeting a name.
3. Enter the meeting start time and duration.
4. Select video/audio options.
5. Select meeting options. Enable join before is recommended.
6. Select Outlook as calendar type.
7. Click **Schedule**



Schedule



Share screen ▾



## Invite

Click **Invite** to copy the meeting URL, invite people by email, or invite from the Zoom Contacts list.

## Start a Meeting

1. Click **Meetings** in the Zoom Client.
2. Click the meeting you want to start.
3. Click **Start**.

ZOOM MENU BAR

Mute/unmute my audio



Start/stop video

Manage meeting participants

Chat

Breakout Rooms

End meeting

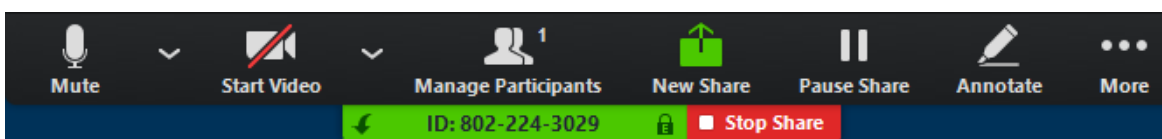
End Meeting

## View recorded meetings

1. In the Zoom Client, click **Meetings**.
2. Click **Recorded**.
3. Click the meeting in the list of available recordings.
4. Click **Open**.

## Record a Meeting

1. Click **Record** on the Zoom menu bar.
2. Choose **Record to the Cloud**.
3. Click **Stop Recording** to end recording.



SCREEN SHARE MENU BAR

To stop sharing, click **Stop Share** at the top of the screen