Using Zoom Video Conferencing Software for Meetings

Purpose
Learn to use Zoom's free video and tele conferencing software for meetings.

Overview
Zoom is a software program for hosting video and tele meetings. People can join meetings using a computer or a phone. It uses very little bandwidth, so it works well in areas with poor internet connectivity. The free version of Zoom caps meetings of three or more people at forty minutes — to host longer meetings, you'll need to purchase an account.

Materials Needed
- Computer with internet connection
- Email account

Steps
- Set up a free Zoom account at *www.zoom.us*
- Log in and click on *Schedule a Meeting*
- Give your meeting a name
- Set the date and time for your meeting
- Turn video on for both host and participant
- Set audio to *both* so that people are able to join using their phone or their computer
- Check the features under *Meeting Options* that you'd like to use
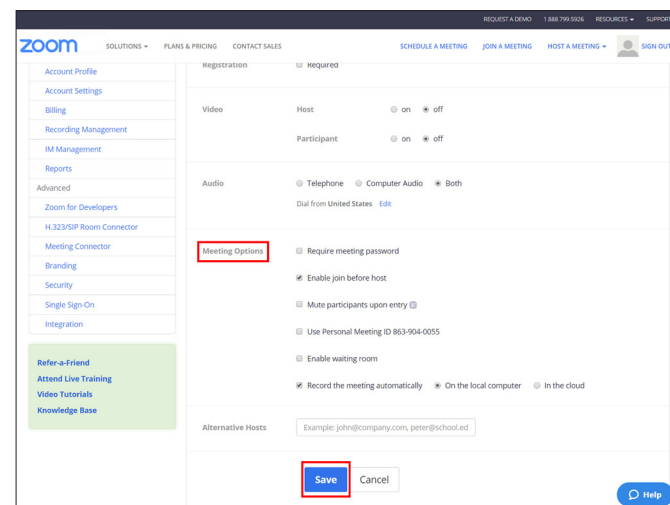
Screenshot of the available meeting options when setting up your Zoom meeting.
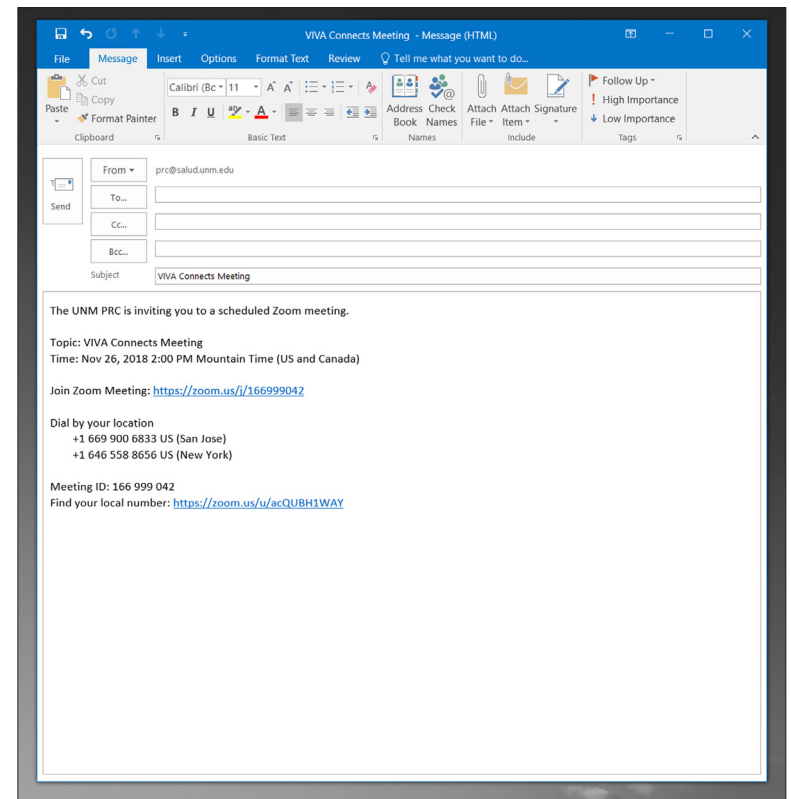
Steps Continued

- Click *Save*
- Click *Copy the Invitation*
- Click *Copy Meeting Invitation*
- Paste into the body of an email, edit as desired, and send to anyone you wish to invite
- Click *Start this Meeting* when you're ready to begin
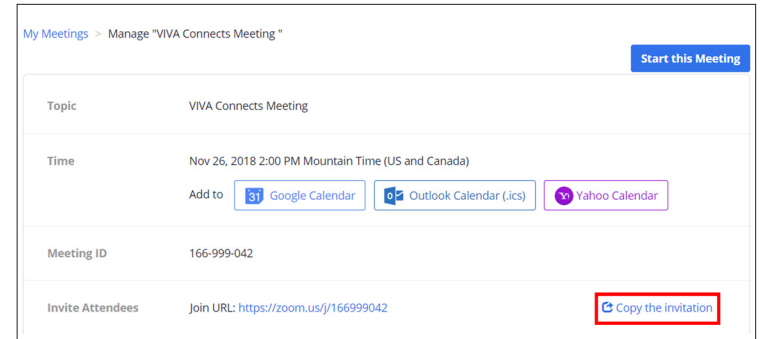
To share the Zoom meeting, click the "Copy the invitation" button.
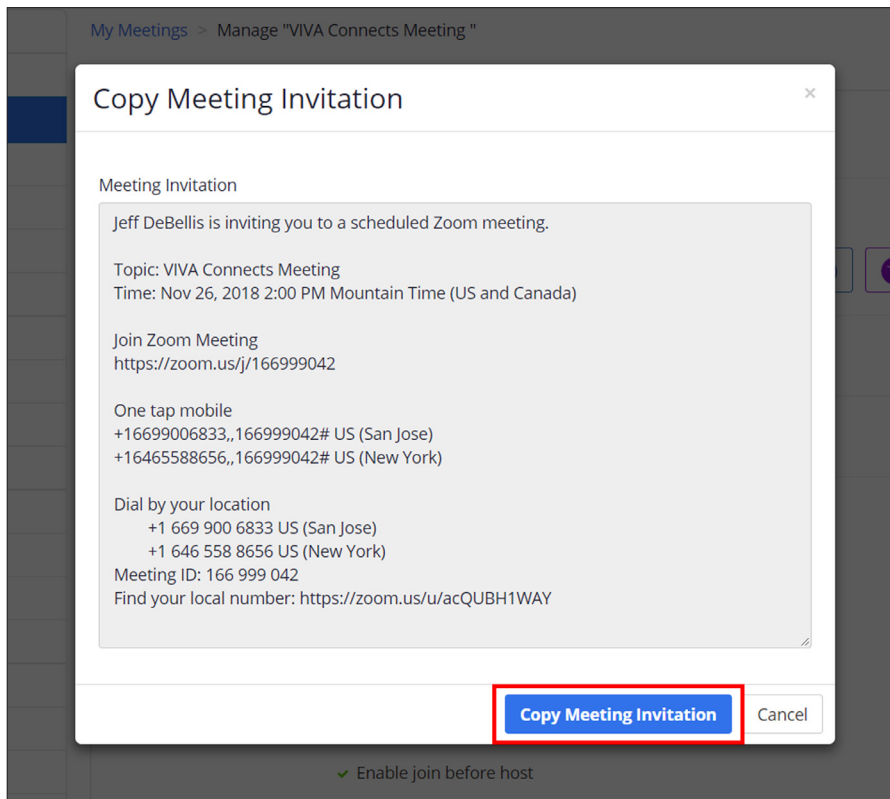
*To share the Zoom meeting details, click the "Copy the Meeting Invitation" button.*

*You can modify the text to make the invitation more readable for your invitees.*

Once in the meeting…
- Use the *Mute* button at lower left to mute and unmute your microphone
- Use the *Invite* button to invite or remind participants to join the meeting
- Use the *Share Screen* button to share a PowerPoint, Word document, or other file – this allows all participants to see on their screen what you see on yours
- Use the *Chat* button to type messages to individuals or the entire group – this is especially useful if some participants are having audio issues
- Click *Record* if you wish to save a recording of the meeting
- Click *End Meeting* when the meeting is through
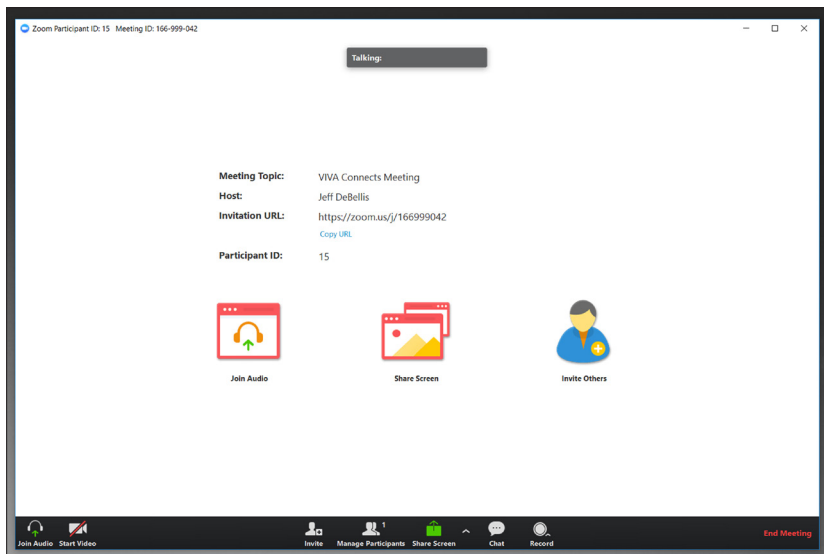
View of what your Zoom meeting will look like. Notice that the video is turned off (video icon is on the bottom left). When you start the video, your meeting participants will be able to see your or your meeting room, depending on what your camera is pointed towards.
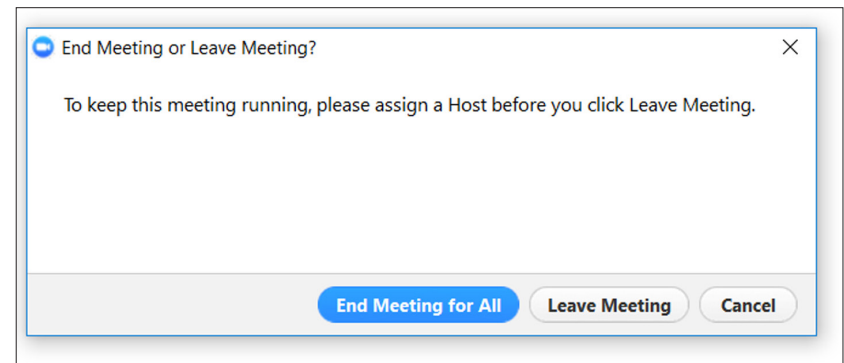
Click the "Leave Meeting" or "End Meeting for All" button when the meeting is over.

Lessons from the Field
The Prevention Research Center uses Zoom to join walking coalition meetings in many VIVA Connects communities when we're unable to travel to them in person. It's never the same as being there in person, but it saves time and money and it allows us to join multiple meetings at different ends of the state in the same day.

Other Resources
Email us (prc@salud.unm.edu) for technical support using Zoom.

Questions? Comments?

[Send us a message](#)

email us at prc@salud.unm.edu