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

My Meetings > Manage "VI	VA Connects Meeting "	Start this Meeting
Торіс	VIVA Connects Meeting	
Time	Nov 26, 2018 2:00 PM Mountain Time (US and Canada) Add to Google Calendar	😗 Yahoo Calendar
Meeting ID	166-999-042	
Invite Attendees	Join URL: https://zoom.us/j/1669999042	Copy the invitation

To share the Zoom meeting, click the "Copy the invitation" button.

My Meetings > Manage "VIVA Connects Meeting "		
Copy Meeting Invitation	×	
Meeting Invitation		
Jeff DeBellis is inviting you to a scheduled Zoom meeting. Topic: VIVA Connects Meeting Time: Nov 26, 2018 2:00 PM Mountain Time (US and Canada)		
Join Zoom Meeting https://zoom.us/j/166999042		
One tap mobile +16699006833,,166999042# US (San Jose) +16465588656,,166999042# US (New York)		
Dial by your location +1 669 900 6833 US (San Jose) +1 646 558 8656 US (New York) Meeting ID: 166 999 042		
Find your local number: https://zoom.us/u/acQUBH1WAY	1	
Copy Meeting Invitation Can	cel	
✓ Enable join before host		

To share the Zoom meeting details, click the "Copy the Meeting Invitation" button.

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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



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