

## INSTRUCTIONS/TIPS FOR USING ZOOM VIDEO CALLS

Sign Up for a Zoom Account at <https://zoom.us/>

“Basic”(free) only allows you 40 minutes for meetings with more than one participant. “Pro” (\$14.99/month) allows up to 24-hours meeting time with up to 100 participants, plus recording and some other features not included with Basic.

### Set Your Settings

These are recommended settings to prevent unwanted visitors joining your Zoom call. For additional security, do not share the link or meeting ID on public platforms. Here are recommended settings:

1. Go to <https://zoom.us/>.
2. Sign on to your account.
3. Click on “My Account” at the top right.
4. Click on “Settings” at the left.
5. Host video: Choose “on”
6. Participant video: Leave it “off” because some people may not want to be automatically shown; they can choose this on their screen once they’ve signed in.
7. Audio type: Choose “Telephone and Computer Audio”
8. Join before host: Disable this
9. Require a password when scheduling meetings: Enable this only if you want an additional layer of security.
10. Authenticated Users: Choose “Only authenticated users can join meetings,” which means they just have to be signed in to Zoom to join the meeting. This will provide higher security, but if you don’t want users to go through this hassle, leave it off.
11. Chat and Private Chat: Enable both of these.
12. Screen sharing: Set to “Host Only”
13. Disable desktop/screen share for users: Choose this
14. Allow removed participants to rejoin: Disable this
15. Virtual background: Choose this

*Note: You can also set these settings using the Zoom app, as well as customize some of them for each meeting.*

### Schedule a Meeting

There are training videos on the Zoom website that you can watch to learn how to set-up and run a meeting. They can be found under “Resources” at the top right on every page. But here are step-by-step instructions:

1. Go to <https://zoom.us/>.
2. Sign on to your account.
3. Click on “My Account” at the top right.
4. In the next window, click on “Schedule a Meeting” at the top.

5. In the next window, enter the topic for the meeting and a description (optional).
6. Choose the date and time, duration, and time zone.
1. Change any Settings as you like for this particular meeting
7. Click "Save."
8. Once you've saved your meeting, a page will appear where you can choose options to add it to your calendar and copy the invitation so you can share it in an email with those you want to invite to the meeting.

### **Start a Meeting**

1. Go to <https://zoom.us/> at least 10 minutes before your meeting is to start.
2. Sign on to your account.
3. Click on "My Account" at the top right.
4. In the next window, click on "Meetings" at the left.
5. Choose "Start" for the meeting you want to begin.
6. Another window will open asking you if you want to "Open zoom.us?" Do this.
7. Wait for participants to join.

*Note: There are several features you can use during your meeting that are in the bottom menu of an active meeting screen -- including sharing your screen (which will allow you to share a slide presentation, video, etc.), record the meeting, and mute. If you chose "Advanced Options" in the arrow by "Share Screen" you can change who can share their screen during the meeting.*

### **Tips for Inviting Participants and Conducting Zoom Meetings**

1. In your invite email, tell participants that they maybe required to download the Zoom software – they should be prompted automatically to do this. Also tell them to use their computer audio. Copy and paste the invitation details (see #5 above) into the email.
2. If the Zoom software doesn't automatically download, you can direct them to this page to manually download it: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
3. Sign into your account and start the meeting 5-10 minutes before the actual start time.
4. If possible, position your computer camera so that it is at an even level with or looking down on your face. Sit about two feet away.
5. Ideally, the background should be as neutral as possible, with no windows or bright lights. Make sure that there is enough light in the room so you don't appear in shadows.
6. Try to look at the camera or the person you're talking to instead of yourself on screen – then you won't get distracted thinking about how you look!
7. There are several features you can use during your meeting that are in the bottom menu of an active meeting screen -- including sharing your screen (which will allow you to share a slide presentation, video, etc.), record the meeting (Pro version only), and mute.
8. If the audio is garbled, it may be because one or more of your meeting participants has a bad Internet connection. Ask them to mute their computer audio and call in instead.
9. There is also a Zoom app that you can use to schedule, start, or join a meeting on your mobile phone. Search for "ZOOM Cloud Meetings" in the Apple Store or Google Play.

### **Three Ways to Join a Zoom Call**

1. On the phone, like any other conference call. You aren't on video and can't see video with this option.
2. On the Zoom app on your computer, tablet, or phone, you can see and (if you turn on your camera) be seen and heard.

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3. Using the browser only option – only if you have trouble downloading and installing the app on your computer, tablet, or phone. This only has limited video connectivity, but should have audio.

*Note: If your computer does not have a built-in camera, you'll need to purchase one to conduct or join a video meeting from your desktop or laptop computer. For recommended webcams for PCs, go to*

*<https://www.techradar.com/news/computing-components/peripherals/what-webcam-5-reviewed-and-rated-1027972>*