



# ZOOM ROOM INSTRUCTIONS

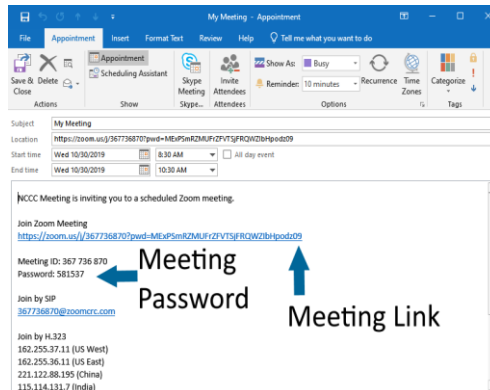


## JOIN A MEETING FROM AN EMAIL REQUEST

1. Click the link in the meeting request email
2. If prompted "This site is trying to open Zoom" click "open" if you are not prompted click "download and run the Zoom client". After the Zoom client downloads, click it to install and open Zoom
3. You might see a message that states "Please wait for the host to start the meeting"

*When the meeting starts*

4. Click "Join with video"
5. Click "Join with Computer Audio"



## JOIN A MEETING WITH A MEETING ID

1. Open a web browser and go to <https://zoom.us>
2. Click on Join A Meeting
3. Enter your meeting ID
4. If prompted "This site is trying to open Zoom" click "open" if you are not prompted click "download and run the Zoom client". After the Zoom client downloads, click it to install and open Zoom
5. If prompted, Enter the meeting password
6. You might see a message that states "Please wait for the host to start the meeting", *When the meeting starts*
7. Click "Join with video"
8. Click "Join with Computer Audio"

## AUDIO ISSUES?

- Click the ^ next to "Mute/Unmute"
- Choose "Audio Settings"
- Make sure your mic volume is turned up
- Make sure your speaker volume is turned up

**For Help Call OIT  
x6730 M-F 7:30AM – 5:00PM**

## What You Need Before You Start

- Computer, Tablet or Smart Phone
- Meeting Invite or Zoom Account

## You Might Need

- For Video – A Camera
- For Audio - Speakers or Headphones
- To Talk – A Microphone
- To Text Chat – A Keyboard

## JOIN A MEETING (if you know you have the Zoom client)



1. Open the Zoom client
2. Select "Join a Meeting"
3. Enter the Meeting ID
4. Enter the Meeting Password

5. Select "Join Meeting"
6. Choose if you want to join with video or without
7. If prompted select "Join with Computer Audio"

## JOIN A MEETING (with a cell phone or tablet)

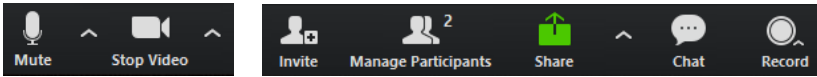
1. Download the Zoom App from the App Store
2. Select "Join a Meeting"
3. Enter the meeting ID and select "Join Meeting"
4. If prompted, enter the meeting password
5. Select "join with video"
6. Select "Call using device audio"



# ZOOM ROOM INSTRUCTIONS



## A QUICK ZOOM GUIDE



**MUTE/UNMUTE:** Click to mute/unmute audio

*Click the ^ For more audio settings (Speakers & Microphone)*

**STOP/SHARE VIDEO:** Click to mute or show video

**INVITE:** To invite more participants to the meeting

**MANAGE PARTICIPANTS:** The meeting host can manage attendees

**SHARE:** Allows participants to share content from their PC or other devices

**CHAT:** Allows for a text style chat in the meeting

**RECORD:** Allows the meeting host to record the meeting. The host can allow others to record within 'Manage Participants'

## USING A DESK PHONE

- Click the ^ next to Mute/Unmute icon on the bottom left of the screen
- Select "Switch to Phone Audio"
- A screen will pop-up with a phone number you can use to dial into the meeting
- An automated service will ask you for the meeting ID (found on the pop-up)
- Next it will ask for the participant ID (found on the pop-up)
- After those are inputted you should be connected to the meeting

*Dial in information is also found in the meeting email*

## TO START A MEETING

**You will need a Zoom account to start a Zoom meeting**

1. Open the Zoom Client and Log in
  - If you need the zoom client it can be downloaded at <https://zoom.us/>
2. Select "New Meeting"
3. Select "Invite" at the bottom of the screen and choose how you want to send the invitation
4. To send invitation via email, Select "Default Email"
5. Input the email addresses you want to send the invite to
6. Click send

**If you do not have an account Contact OIT for help x6730**

## SCHEDULE A MEETING

**You will need a Zoom account To schedule a Zoom meeting**

1. Open and Log into zoom
2. Select "Schedule"
3. Fill out the name, date and start time of your meeting
4. Click "schedule"
5. Send the email invite to all participants

**If you do not have an account Contact OIT for help x6730**

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