



Zoom check list

Schedule a Meeting Using Zoom.us

1. Logon to your zoom account:
 - a. Go to Zoom.us
2. Schedule your meeting:
 - a. On the Left side of the page click (My Meetings)
 - b. Click the button 
 - c. Enter the required information:
Topic / Title of meeting, Description (Optional), Date and Duration
 - d. Select the options you want for the meeting:
 - Require meeting password Meeting password is required.
 - Enable join before host
 - ✓ Mute participants upon entry Supported versions
 - Use Personal Meeting ID 707-373-8136 (if one has been set)
 - Record the meeting automatically
 - e. Click the 
3. Next Screen: When you click the Save button it will bring you to another screen. From here just copy the (Join URL: <https://zoom.us/j/671469968>) similar to this example and send that to your participants. You can also from the same page: You can add the scheduled meeting to your calendar by clicking the following buttons.







I recommend not using the (Copy the invitation) option because it can be confusing to participants joining for other locations. I like to use the following in the email invite.

If the link in this email does not work, go to zoom.us, click join meeting and type in the meeting ID: 671 469 968

When ask please click the Green button



Start a Meeting Now Using Zoom.us

1. Logon to your zoom account:

- a. Go to Zoom.us
- b. On the Left side of the page click (My Meetings)
- c. Near the top center of the Page click the Tab

Personal Meeting Room

- d. From here just copy the (Join URL: <https://zoom.us/j/671469968>) similar to this example and send that to your participants.

Again, I recommend not using the (Copy the invitation) option because it can be confusing to participants joining for other locations. I like to use the following in the email invite.

- e. Click the button at the top right of your screen
- Or
- f. At the bottom Right of the Page click the button

Start Meeting

Start This Meeting

Meeting Options: Share Screen

1. Click the Share Screen button usually located at the bottom of the Screen

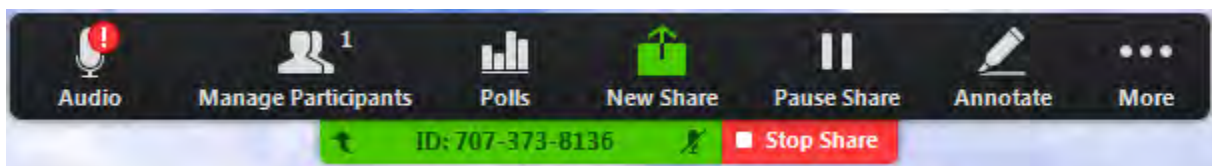


Then choose the screen you want to share

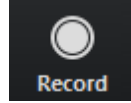
Note: When sharing screen whatever you bring up others can see. So, it's a good idea to close applications like your email, personal Facebook etc.

I suggest closing all un-needed applications.

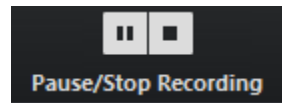
2. To stop sharing at the top of the screen click the stop sharing button



Meeting Recording Options:



1. Click the Record Button two options
Record to the Cloud (Alt-C)
Record on This Computer (ALT- R)
When recording to local Computer your recordings are saved in the following location: C:\Users\Your User Name\Documents\Zoom
2. Stop or Paus Recording:



End Meeting Options:

1. Click the Button End Meeting
Lower Right corner of the screen
2. Next Dialog Box has 3 options
 - a. End Meeting for All – Click this to End the meeting for Everyone
 - b. Leave Meeting – Use this to leave the meeting without closing it for everyone.
 - c. Cancel – Changed your mind going to stay a while longer

Important Note:

Stop the recording before ending the meeting, if not the recording may fail.