

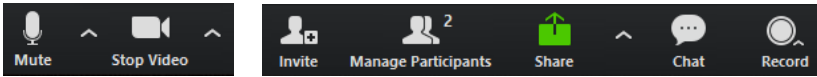




# ZOOM ROOM INSTRUCTIONS



## 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**

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