

# ZOOM GUIDE



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## GETTING STARTED

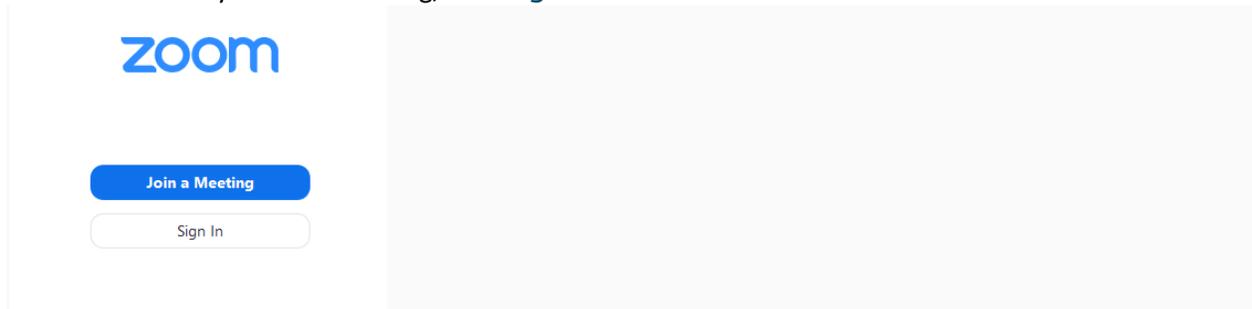
Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Our solution offers the best video, audio, and wireless screen-sharing experience across multiple platforms. Follow this article to learn about the basic features of the Zoom client on Windows and Mac.

### Prerequisites

- An internet connection (office internet, mifi, modem, mobile phone (hotspot) etc)
- Computer, laptop, tablet or smartphone
- Software - find the zoom app on the App Store or Android store or <https://zoom.us/download>
- Headset or ear buds
- Phone for call-in (optional)
- Microphone or webcam with microphone

### Zoom desktop client (Windows or Mac)

After launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.



To sign in, use your Zoom, Google, or Facebook account. You can also log in using SSO. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot.

**Sign In** [Sign Up Free](#)

Email

Password  [Forgot?](#)

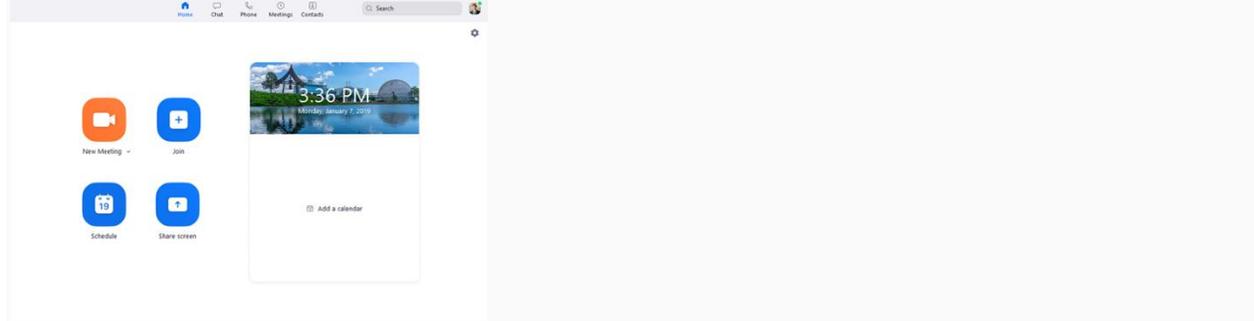
Keep me signed in

or

[← Back](#)

## Home

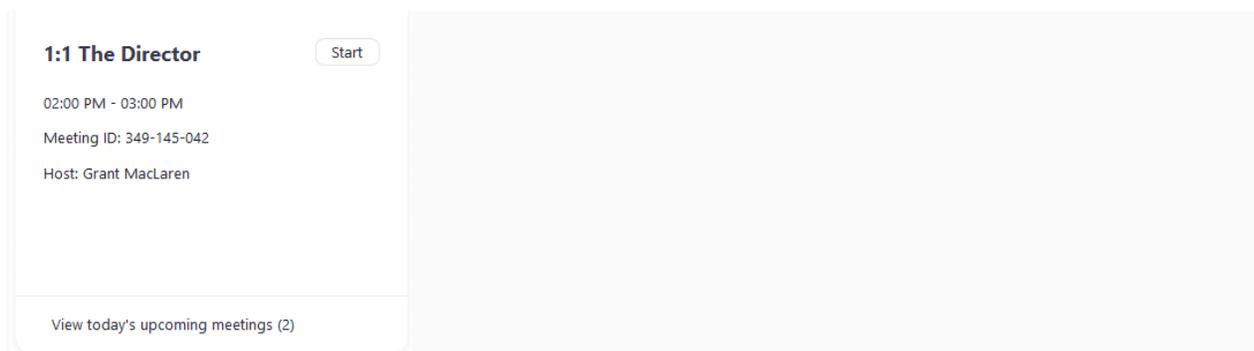
After signing in, you will see the **Home** tab, where you can click these options:



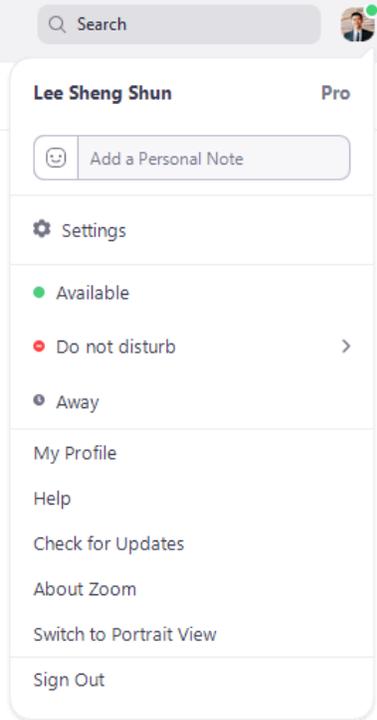
- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join:** Join a meeting that is in progress.
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.



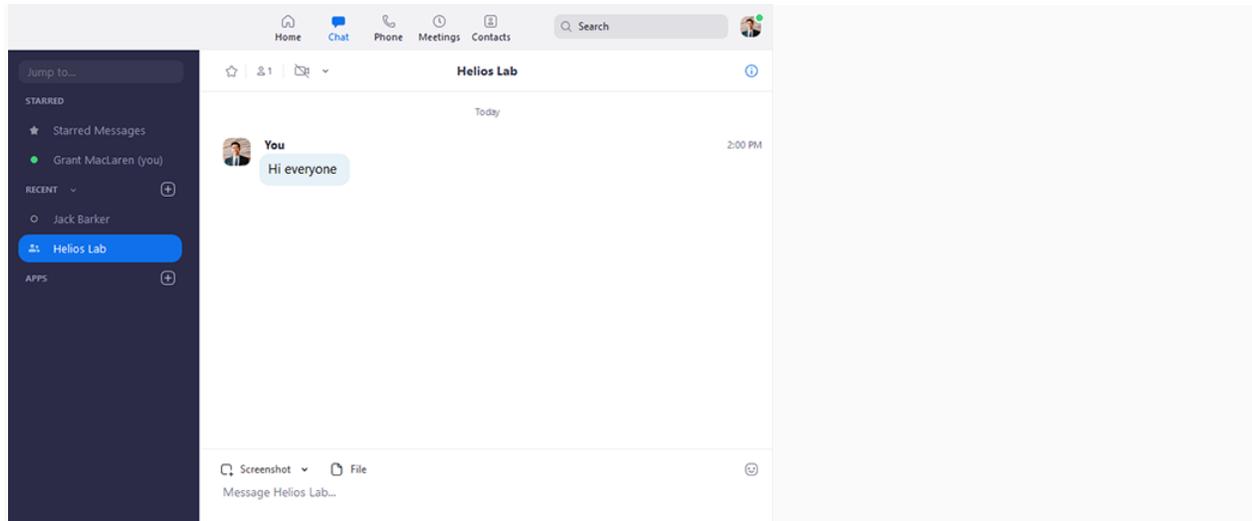
**Upcoming meeting:** Displays the next meeting for the current day. Add a third-party calendar service if you want to sync upcoming meetings.



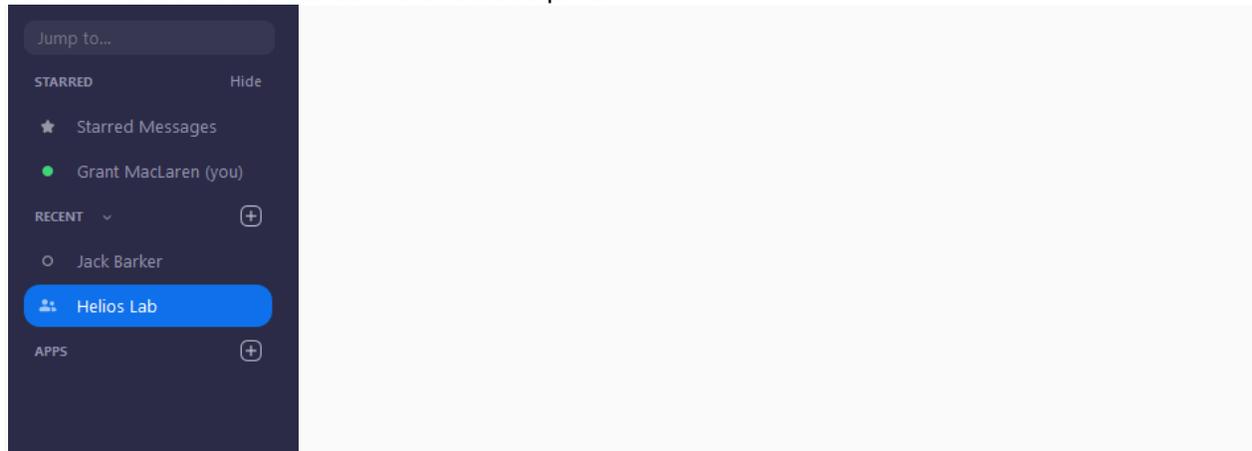
- Click your profile picture for these options:



- [Add a personal note.](#)
- **Settings:** Access settings you can change in the client.
- Change your status to Available, Away, or Do Not Disturb.
- My Profile: Open the Zoom web portal to edit your profile.
- Help: Open the Zoom Help Center.
- Check for Updates: Check if Zoom is up to date.
- About Zoom: View the current version.
- Switch to Portrait View: Switch the Zoom window to portrait view if you prefer a narrower window.
- Sign out
- Upgrade to Pro (if you are on a free account)
- Chat
- Select the Chat tab to view private conversations with your contacts or group conversations (channels).
-



You can access these features in the left-side panel:



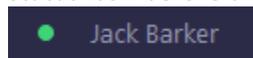
**Jump to** search box: Search for a contact or channel.

**Starred Messages:** View messages you have starred.

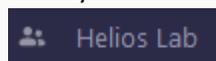
Click your name to use your personal chat space.

Add icon  (next to **Recent**): Start a new chat with one of your contacts, create a channel for group chats, or join an existing channel.

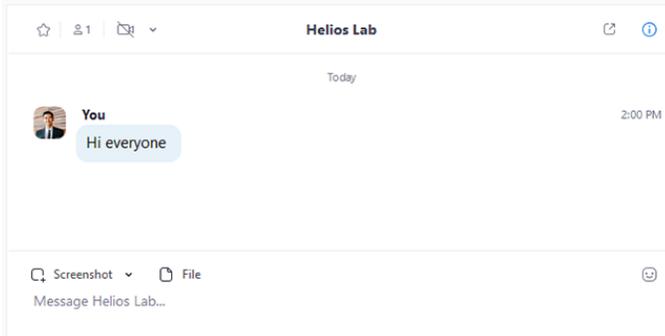
Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a status icon before their name.



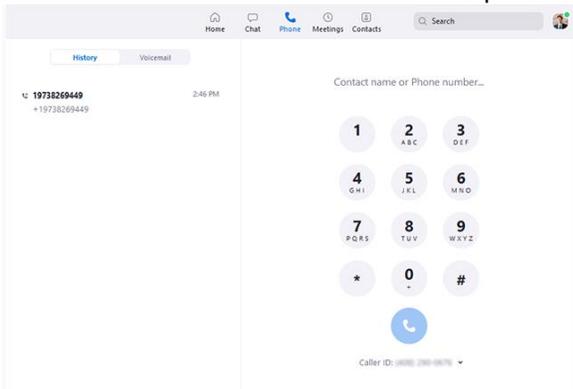
- Under Recent, click a channel (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.



After selecting a contact or channel in the left-side panel, you can use these features in the chat window:



- Star icon ☆: Add the contact or channel to your starred list, giving you quick access to those contacts or channels.
- Video icon □: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.
- New window icon ↗ (hover your pointer over the contact or channel name to display this icon) : Opens the selected chat in a new window.
- Info icon ⓘ: View additional options for the contact or channel. Also gives you quick access to files, images, and starred messages in the selected chat.
- Message box: Compose and send messages to your contact or channel. You can also send screenshots, files, code snippets, and animated GIFs.
- Phone
- Select the **Phone** tab to make phone calls, view call history, and play voicemail messages using Zoom Phone.
- **Note:** Zoom Phone licence is required.

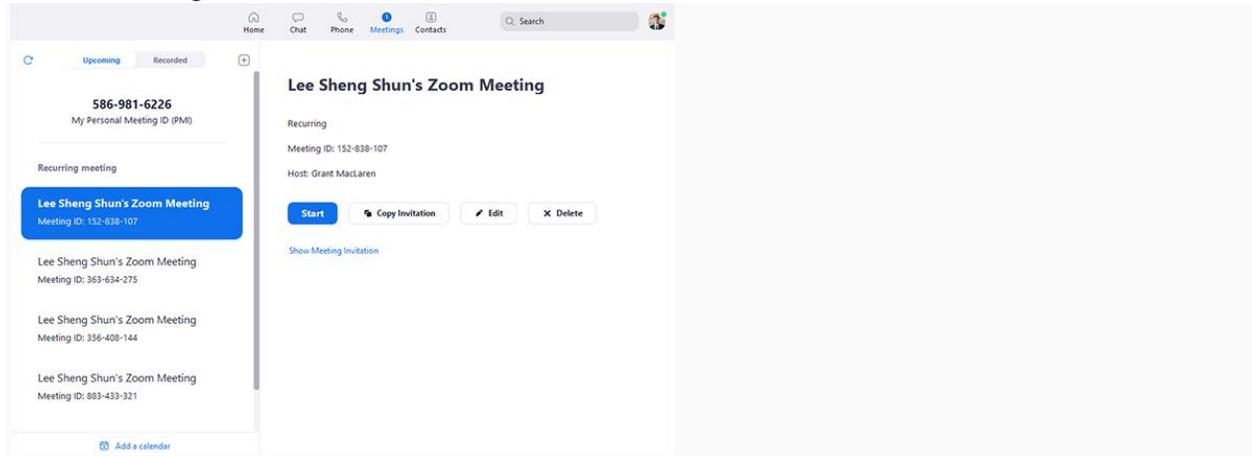


- **History** tab: View and delete call history and recordings.
- Voicemail tab: Play and manage voicemail messages.

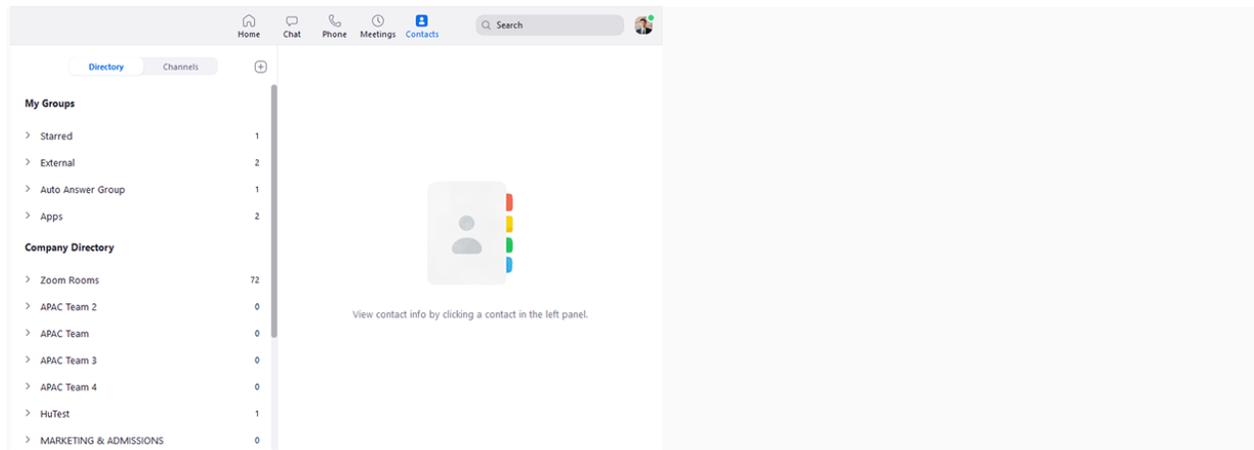
- Dial pad: Make outbound calls by manually entering a phone number or searching through your contacts.
- Learn more about using Zoom Phone features.

## Meetings

- Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.



- You can click the following options after selecting a scheduled meeting in the left-side panel:
- Add icon : Schedule a new meeting.
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- **Start**: Start the scheduled meeting that you have selected in your upcoming meetings.
- **Copy Invitation**: Copy the scheduled meeting's invitation text, allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit**: Edit the meeting options for your scheduled meeting.
- **Delete**: Permanently delete your scheduled meeting.
- **Contacts**
- Select the **Contacts** tab to view and manage your contacts.



- **Directory** tab: View a directory of all your contacts, including starred, external, and auto answer contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.
- Channels tab: View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- Add icon : Show options for contacts and channels. You can add a contact, create a contact group, create a channel, or join a channel.
- 
- In-Meeting Controls
- Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

## ZOOM MEETINGS

There are 2 types of meetings;

- Meet Now (Instant Meetings)
- and Scheduled Meetings

Zoom offers multiple methods to schedule a meeting.

- Schedule from the Zoom desktop client or mobile app
- Schedule from the Zoom web portal eg nita.zoom.us; ie yourMDA.zoom.us
- Schedule for someone else

### Schedule meeting from the Zoom desktop client

1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon. This will open the scheduler window.
3. Select your **meeting settings**. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

**Schedule a Meeting**

Topic: Grant MacLaren's Zoom Meeting

Start: Tue January 8, 2019 11:00 AM

Duration: 1 Hr 0 Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada)

Recurring meeting

**Video**

Host:  On  Off Participants:  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Options**

List on Public Calendar [ⓘ](#)

Require meeting password

[Advanced Options](#) ▾

**Calendar**

Outlook  Google Calendar  Other Calendars

[Schedule](#) [Cancel](#)

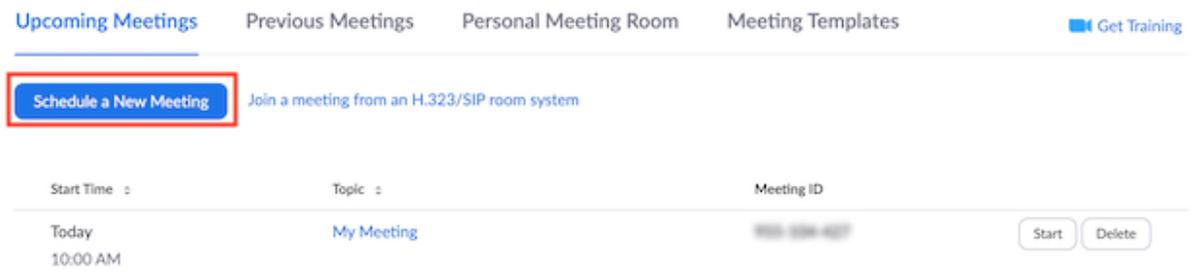
4. **Topic:** Enter a topic or name for your meeting.
5. **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
6. **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
7. **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
8. **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

## 9. Video

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
  - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
  - **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or 3rd Party Audio (if enabled for your account).
10. **Advanced Options:** Click on the arrow to view additional meeting options.
11. **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.  
**Note:** The meeting password must meet these requirements.
- 10 characters maximum
  - Passwords are case sensitive
  - We recommend using alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom desktop client allows alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom web portal allows any characters, but these characters are not allowed: & < > \
12. **Enable join before host:** Allow participants to join the meeting without you or before you join.
13. **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.  
**Note:** To mute all participants currently in a meeting, see the options to **manage participants**.
14. **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
15. **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
16. **List on Public Event List:** Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.
17. **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop-down menu.
18. **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.
19. **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.
20. Click **Schedule** to finish and open the selected calendar service to add the meeting.  
**Note:**
- If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar service.
  - Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.

## Schedule from the Zoom web portal eg nita.zoom.us; ie yourMDA.zoom.us

1. Sign in to the Zoom web portal. Go to [https:// yourMDA.zoom.us](https://yourMDA.zoom.us);
2. Click **Meetings**, and click **Schedule A New Meeting**.



3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
  - **Topic:** Enter a topic or name for your meeting.
  - **Description:** Enter in an option meeting description.
  - **When:** Select a date and time for your meeting. You can manually enter any time and press enter to select it.
  - **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
  - **Time Zone:** By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.
  - **Recurring meeting:** Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.
    - **Recurrence:** Select how often you need the meeting to recur: **Daily**, **Weekly**, **Monthly**, or **No Fixed Time**. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
    - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
  - **List this Meeting in Public Event List:** If your account has the Public Event List enabled, check this option to include this meeting in the list.
  - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link. If registration is required and the meeting is reoccurring, choose one of these options:
    - **Attendees register once and can attend any of the occurrences:** Registrants can attend all of the occurrences. All dates and times of the meeting will be listed and the registrant will be registered for all occurrences.
    - **Attendees need to register for each occurrence to attend:** Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.

- **Attendees register once and can choose one or more occurrences to attend:** Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
- **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** Choose whether to allow users to join using **Telephone** only, **Computer Audio** only, **Telephone and Computer Audio** (both), or 3rd Party Audio (if enabled for your account).
- **Dial in From:** If **Telephone** or **Telephone and Computer Audio** is enabled for this meeting, click **Edit** to select the dial-in countries that you would like included in the invitation. By default, this includes your **Global Dial-In Countries** listed in My Meeting Settings.
- **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
 

**Note:** The meeting password must meet these requirements.

  - 10 characters maximum
  - Passwords are case sensitive
  - We recommend using alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom desktop client allows alphanumeric characters and these special characters: @ \* \_ -
  - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
  - **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
  - **Mute participants on entry:** If **join before host** is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
 

**Note:** To mute all participants currently in a meeting, see the options to **manage participants**.
  - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
  - **Enable Waiting Room:** Allows the host to control when participants join the meeting by placing them in a waiting room.
  - **Only signed-in users can join this meeting:** Restrict access to the meeting so that only signed-in using can join.
  - **Default to HD Video:** If you enable this option, the participant view will always default to HD video automatically (if the feature is available in the Account Settings).
  - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud

- **Schedule For:** If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down.
- **Alternative Hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

4. Click **Save** to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy The Invitation** to send out the invitation to your Zoom meeting.

Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	586-981-6226		
Join URL:	<a href="https://aidancrosbie.zoom.us/j/5869816226">https://aidancrosbie.zoom.us/j/5869816226</a>		 <a href="#">Copy the invitation</a>

**Copy the Invitation** will open up a window where you can copy the full invitation to send out via email.

## Copy Meeting Invitation



Hi there,

Molly Parker is inviting you to a scheduled Zoom meeting.

Topic: Sync Up

Time: Sep 26, 2017 12:00 AM Central Standard Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://success.zoom.us/j/...>

Or iPhone one-tap :

US: +14086380968,, # or +16468769923, #

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833 or +1 877 853 5247  
(Toll Free) or +1 877 369 0926 (Toll Free)

Canada: +1 647 558 0588 or +1 855 703 8985 (Toll Free)

Meeting ID: ...

International numbers available: [https://success.zoom.us/zoomconference?](https://success.zoom.us/zoomconference?m=...)

m=MLYFwPwUlcEQ-PQ-SndvE-vKVgGrEau

Select, copy and paste invitation.

Select All

Cancel

## Schedule meeting from the mobile app – Android phone

1. Log in to the Zoom application.
2. Select **Schedule**.



3. Select the meeting options. Some of these options might not be available if they were disabled and locked to the off position at the account or group level.

A screenshot of the Zoom mobile app's 'Schedule Meeting' screen. The screen shows a form for scheduling a meeting. At the top, there are three buttons: 'Cancel', 'Schedule Meeting', and 'Schedule'. The meeting title is 'Molly Parker's Zoom Meeting'. Below the title, there are fields for 'Date' (11/16/2017), 'From' (5:00 PM), 'To' (6:00 PM), 'Time Zone' (GMT-6:00, Central Standard Time), and 'Repeat' (Never). There is a toggle switch for 'Use personal meeting ID' which is currently off. Below this, there is a section for 'MEETING OPTIONS' with several toggle switches: 'Host video on when starting' (on), 'Participant video on when joining' (off), and 'Audio option' (Device audio/Telephone). There is also a field for 'Meeting password' (optional). At the bottom, there is a section for 'Advanced Options' with a 'Schedule For' dropdown set to 'Myself' and an 'Add to Calendar' toggle switch which is on.

- **Topic:** Enter a topic or name for your meeting.
- **Date, From, To:** Select a date and time for your meeting.
- **Time Zone:** By default, Zoom will use your device's time zone setting. To change the time zone, click this field.
- **Repeat:** Choose if you would like a recurring meeting (the same meeting ID for all occurrences).

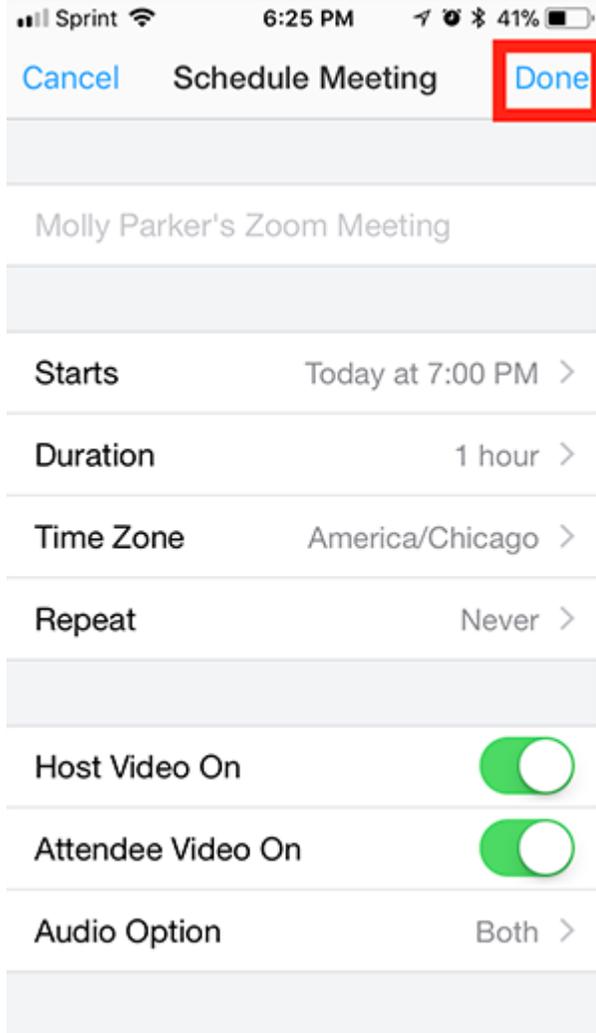
- **Use personal meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Host video on when starting:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant video on when joining:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio option**
- **Pick your audio connection:** Choose whether to allow users to call in via **Device audio**, **Telephone**, or **Both**.
- **Select dial-in country:** Select dial-in numbers to display in the meeting invite. Tap and drag each country to re-arrange the order.
- **Meeting password:** Enter a password that participants will be required to input before joining your scheduled meeting.
- **Advanced Options**
- **Allow join before host:** Allow participants to join your meeting before you. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Record meeting automatically:** Check this if you want the meeting to be automatically recorded.
- **Record location:** Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).
- **Alternative hosts:** Select users in the same organization to allow them to start the meeting in your absence.
- **Add to Calendar:** Add the meeting to your default calendar app.
- Tap **Done** to finish scheduling.

## Schedule meeting from the mobile app – IOS phone

1. Log in to the Zoom app on your iOS device.
2. Tap **Schedule**.



3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.



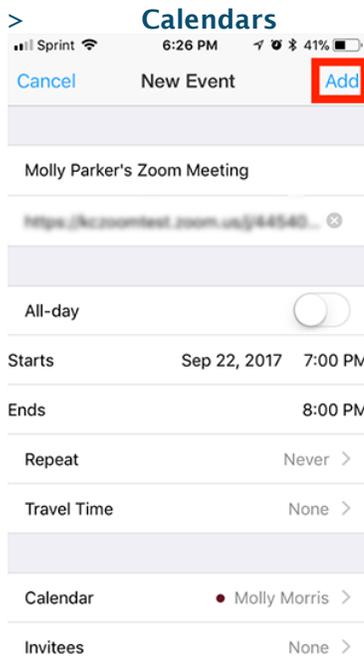
- **Topic:** Enter a topic or name for your meeting.
- **Starts:** Select the date and time of your meeting.
- **Duration:** Choose the approximate length of your meeting. This is for scheduling purposes only. The meeting will not end after this length of time has passed.
- **Timezone:** By default, zoom will use your device's time zone setting. Tap on this field.

- **Repeat:** Choose if you would like a recurring meeting (meeting ID will remain the same for each session).
- **Use personal meeting ID:** Choose this if you want to use your Personal Meeting ID. If you do not choose this option, a random, unique meeting ID will be generated.
- **Host Video On when starting:** Toggle on if you want the host video on by default when joining the meeting.
- **Attendee Video On when joining:** Toggle on if you want the attendee video on by default when joining the meeting.
- **Audio Option:** Choose whether to allow users to call in via **Device audio, Telephone, or Both.**
- **Meeting Password (Optional):** You can select and input your password here. Participants will be required to input this before joining your scheduled meeting.
- **Advanced Options:** Click to view additional meeting options.
- **Allow join before host:** Allow participants to join your meeting before you. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded.
- **Schedule for:** If you have scheduling privilege for another Zoom user, you will have the scheduling privilege option and can choose who you want to schedule for.
- **Alternative Hosts:** Select users in the same organization to allow them to start the meeting in your absence.

4. Tap Done to finish scheduling.

You are prompted to add the meeting to your iOS calendar, where you can invite attendees.

Note: If you are not able to add the meeting to your iOS calendar, navigate to Settings > Privacy



on iOS and enable Zoom.

Notes:

- A non-recurring meeting ID will expire 30 days after the meeting is scheduled for. You can restart the same meeting ID as many times as you would like, within the 30-day period.
- A recurring meeting ID will expire 365 days after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.
- Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a recurring meeting, or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.

## JOINING A MEETING

You can join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from zoom download center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

### Prerequisites

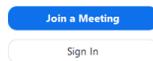
Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting

If you are joining via telephone, you will need the teleconferencing number provided in the invite.

### Join meeting from the desktop client

- Open the Zoom desktop client.
- Join a meeting using one of these methods:
- Click **Join a Meeting** if you want to join without signing in.

zoom



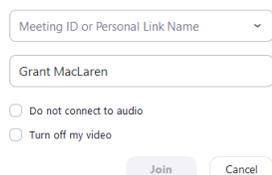
- Sign in to Zoom then click Join.



Join

- Enter the meeting ID number and your display name.
- If you're signed in, change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.

#### Join a Meeting

A screenshot of the "Join a Meeting" dialog box in the Zoom desktop client. It features a dropdown menu for "Meeting ID or Personal Link Name", a text input field containing "Grant MacLaren", two radio buttons for "Do not connect to audio" and "Turn off my video", and "Join" and "Cancel" buttons at the bottom.

- Select if you would like to connect audio and/or video and click **Join**.



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## Join meeting from the web browser

### Google Chrome

- Open Chrome.
- Go to [join.zoom.us](https://join.zoom.us).
- Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name  
Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

- Click **Join**.
- If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
- You can check Always open these types of links in the associated app to skip this step in the future.
- Click Open Zoom Meetings (PC) or Open zoom.us (Mac).

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom Cancel

### Safari

- Open Safari.
- Go to [join.zoom.us](https://join.zoom.us).
- Enter your meeting ID provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name  
Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

- Click Join.
- When asked if you want to open zoom.us, click Allow.

Do you want to allow this page to open "zoom.us"?

Cancel Allow

### Microsoft Edge or Internet Explorer

- Open Edge or Internet Explorer.
- Go to [join.zoom.us](https://join.zoom.us).
- Enter your meeting ID provided by the host/organizer.

Join a Meeting



[Join a meeting from an H.323/SIP room system](#)

- Click Join.

### Mozilla Firefox

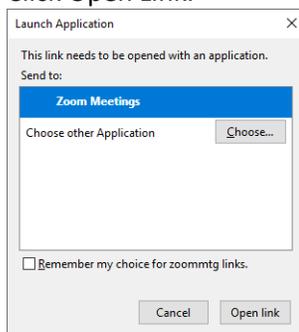
- Open Firefox.
- Go to [join.zoom.us](https://join.zoom.us).
- Enter your meeting ID provided by the host/organizer.

Join a Meeting



[Join a meeting from an H.323/SIP room system](#)

- Click Join.
- If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
- To skip this step in the future, check Remember my choice for zoommtg links.
- Click Open Link.



## Join meeting using mobile app – android

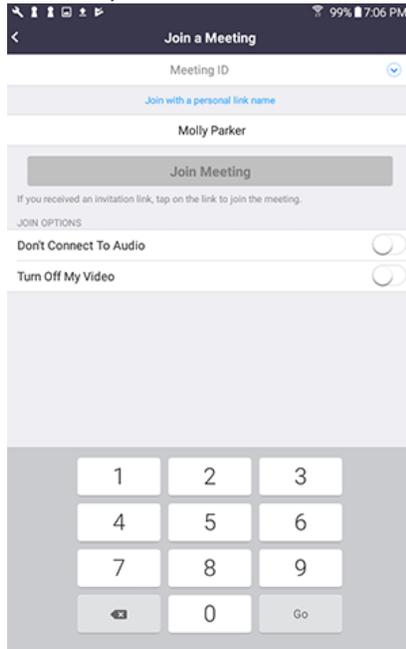
- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
- Join a meeting using one of these methods:



- Tap **Join a Meeting** if you want to join without signing in.
- Sign in to Zoom then tap Join.



- Enter the **meeting ID** number and your display name.
  - If you're signed in, change your name if you don't want your **default name** to appear.
  - If you're not signed in, enter a display name.
  - Select if you would like to connect audio and/or video and tap Join Meeting.

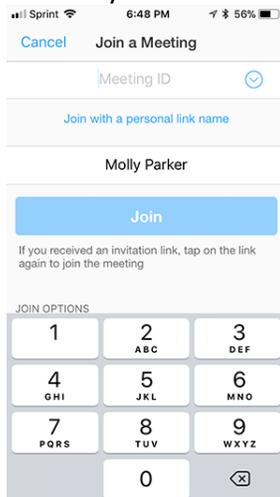


## Join meeting using mobile app - IOS

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
- Join a meeting using one of these methods:
- Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.
- Enter the **meeting ID** number and your display name.
- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.
- Select if you would like to connect audio and/or video and select **Join**.



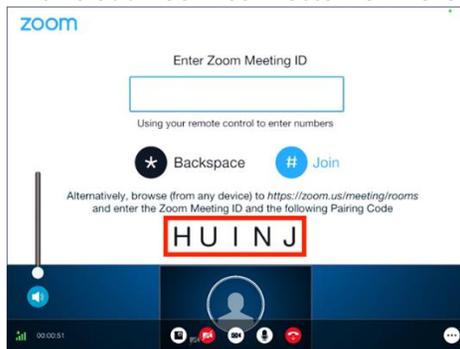
## Join meeting from the messaging

If you are online, with the Zoom desktop client or mobile app, others will have the ability to send you a meeting request via instant message. You will receive an incoming message notification displaying who is calling along with a ringtone. Select Accept to join the meeting with the person who is calling you.



## Join meeting from the H.323/SIP

- Dial the IP address provided to you in the meeting invitation (requires Room Connector port add-on).
- Enter the meeting ID via touch (DTMF) tones followed by #. Or you can use dial strings, such as 192.168.10.55##000111000 to join directly into the meeting. Please see Getting Started With Cloud Room Connector for more information.



## Join meeting using email invite

Click the join link in your email or calendar invitation.

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://.zoom.us/j/>

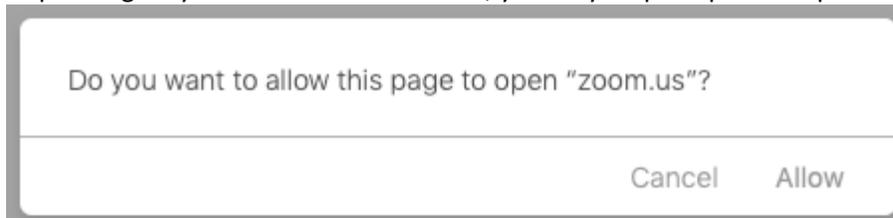
Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), or [+16699006833](tel:+16699006833),

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.



## INVITING OTHERS FOR A MEETING

### How do I invite others to join a meeting?

There are several ways to invite participants to a scheduled or instant meeting through:

- Instant meeting invite
- Invite by email
- Invite by IM/contacts
- Copy URL or copy invitation
- Scheduled meeting invite
- Invite from the Zoom desktop client
- Invite from the Zoom web portal
- You can also invite by phone or invite a room system.

### Instant meeting invite

During a meeting, you can invite people to join the conference by clicking on **Invite** tab in your meeting controls.

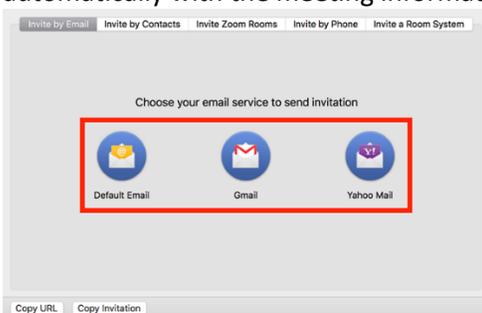


Once you click invite, you can choose the option to Invite by Email, Invite by IM, Invite by Phone (requires an audio conferencing plan), or Invite a Room System (requires Cloud Room Connector Subscription)

Invite by email

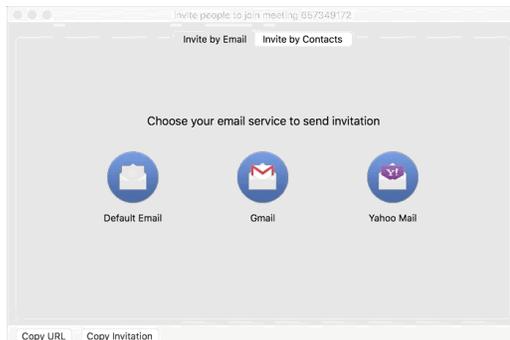
After clicking on **Invite** in the meeting controls, click on one of the three email options.

- **Default Email** will open up your default email application (ex. Outlook, iCal, etc.)
- **Gmail** or **Yahoo Mail** will open a web browser and will prompt you to log you in with your Yahoo or Gmail account. If you are already logged in, a new email will be composed automatically with the meeting information included in the body of the email.



## Invite by contacts

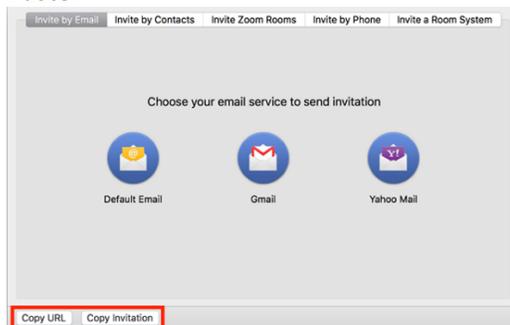
- After clicking on **Invite**, click on **Invite by Contacts**.
- Select their name from the window, or search for a contact.
- Click on the individual you would like to invite. You can select multiple contacts. Once you do this, their name(s) will have a check mark next to it and they will appear in the list at the top of the window.
- Click **Invite** in the lower right corner.



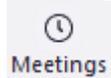
- Select contacts and click **Invite**.

**Note:** Learn more about our Contacts feature here.

- Copy URL or copy invitation
- Click **Copy URL** or **Copy Invitation** if you want to send your instant meeting information elsewhere. Copy URL will copy the join link and Copy Invitation will copy the full invitation text. You can then paste it using ctrl-V on a PC, cmd-V on a Mac, or by right-clicking and choosing Paste.



- Scheduled meeting invitation
- Schedule a meeting either on the web in Meeting or through the application directly.
- Invite from the Zoom desktop client
- After logging into the Zoom desktop client, click **Meetings**.



1.

The screenshot shows the Zoom meeting invitation interface. On the left, there are tabs for 'Upcoming' and 'Recorded'. Below the tabs, the meeting ID '586-981-6226' is displayed as 'My Personal Meeting ID (PMI)'. The date 'Wed, Jan 09' is shown. A blue button labeled 'Grant MacLaren's Zoom Meeting' contains the time '04:00 PM-05:00 PM' and the meeting ID '311-853-637'. On the right, the meeting title 'Grant MacLaren's Zoom Meeting' is at the top, followed by the time '04:00 PM - 05:00 PM', the meeting ID '311-853-637', and the host 'Grant MacLaren'. Below this information are buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete'. A link 'Show Meeting Invitation' is also present.

The meeting invitation will be copied and you can paste that information into an email or anywhere else you would like to send it out.

### Invite from the Zoom web portal

- From the Meetings page of the Zoom web portal, click on the topic of your meeting.

The screenshot shows the 'Upcoming Meetings' section of the Zoom web portal. It features three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room', with a 'Get Training' link on the right. A blue button 'Schedule a New Meeting' is prominent. Below it is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A meeting is listed for 'Thu, May 30 5:00 PM' with the topic 'Project Omega' and meeting ID '471-185-840'. 'Start' and 'Delete' buttons are next to the meeting entry.

Start Time	Topic	Meeting ID
Thu, May 30 5:00 PM	Project Omega	471-185-840

- Next to **Time**, there are options for adding to your calendar.
- If you click on **Google Calendar** or **Yahoo Calendar**, it will create a calendar event automatically in the specific email service you choose.

My Meetings > Manage "All Hands" Start this Meeting

Topic: All Hands

Time: Sep 29, 2017 9:45 AM Central Standard Time (US and Canada)  
Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: [blurred]

Outlook calendar.

- You can also manually copy the meeting information by clicking the text that says Copy the invitation.

My Meetings > Manage "All Hands" Start this Meeting

Topic: All Hands

Time: Sep 29, 2017 9:45 AM Central Standard Time (US and Canada)  
Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

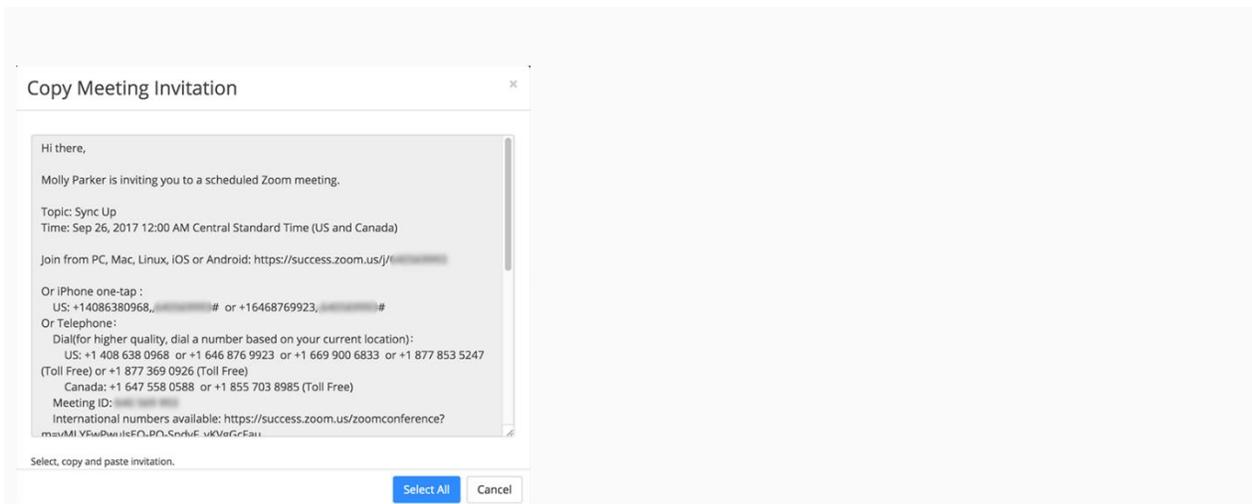
Meeting ID: [blurred]

Invite Attendees: Join URL: [https://kczoomtest.zoom.us/j/\[blurred\]](https://kczoomtest.zoom.us/j/[blurred]) Copy the invitation

Video: Host Off

- If you click on **Copy the Invitation**, another window will open with the meeting invitation text.
- Click **Select All**.

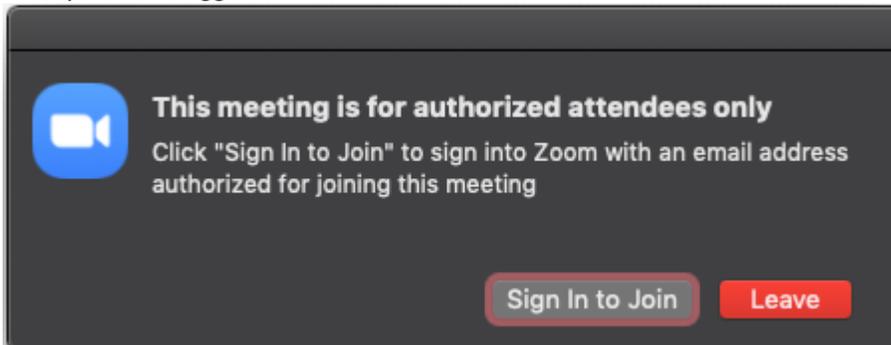
You can copy the invitation and send it out through email or elsewhere.



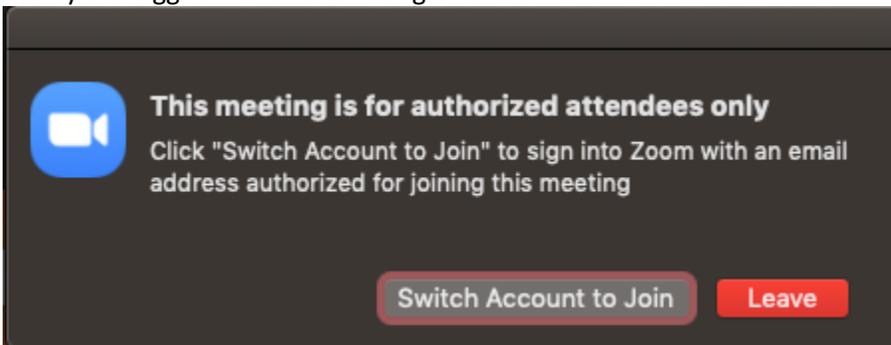
## AUTHENTICATION PROFILES FOR MEETINGS AND WEBINARS

Authentication profiles allow hosts to restrict participants who can join a meeting or webinar to those who are logged into Zoom, and even restrict it to Zoom users who's email address uses a certain domain. If a participant tries to join the meeting or webinar and is not logged into Zoom, or logging in with the specified email domain, they will receive one of the following messages:

if they are not logged into Zoom:



- If they are logged in with the wrong email domain:



- Enabling Profiles
  - User Level
  - Account Level
  - Group Level
- Creating an Authentication Profile
- Using Authentication Profiles

### Enabling Authentication Profiles at the User Level

- Sign into the Zoom web portal and navigate to Settings.
  - Enable **Only authenticated users can join meetings**.
  - If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
- Note:** If the option is grayed out, it has been locked at either the Group or Account level, and

you will need to contact your Zoom administrator.

### Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



## Enabling Authentication Profiles at the Account Level

- Sign into the [Zoom web portal](#).
- Navigate to **Account Management**>**Account Settings**.
- Enable **Only authenticated users can join meetings**.
- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

### Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



## Enabling Authentication Profiles at the Group Level

- Sign into the [Zoom web portal](#).
- Navigate to **User Management**>**Group Management**.
- Click the desired user group, or create a [new group](#).
- Click **Group Settings**.
- Enable **Only authenticated users can join meetings**.
- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

### Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



## Creating an Authentication Profile

- Type the name of the Meeting Authentication Option

Authentication Configuration

Give a name for users to know this authentication

External Users

Select an authentication method

Sign in to Zoom

Sign in to Zoom

Sign in to Zoom with specified domains

- For **Select an authentication method**, choose one of the following options:

- **Sign in to Zoom**- This option allows any users to join the meeting or webinar, as long as they are signed into their Zoom account.
- **Sign in to Zoom with specified domains**- This option, allows you to specify the rule so that Zoom users, whose email address contains a certain domain, can join the meeting or webinar. You can either add multiple domains, using a comma in between and/or use a wildcard for listing domains. You can also upload a CSV file with the domains.

- Click **Save**.

- You can add more Authentication options to choose from, by clicking Add Configuration.

**Only authenticated users can join meetings**

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

**Meeting Authentication Options:**

Need to be signed into Zoom (Default) [Edit](#)

**Add Configuration**

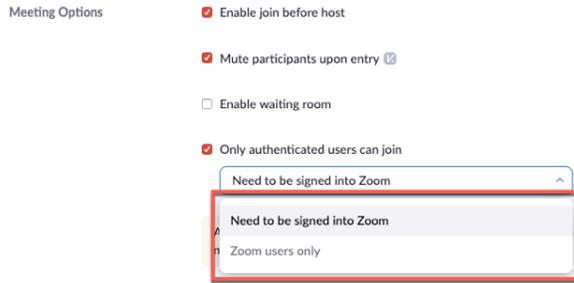
## Using Authentication Profiles

- Log into the Zoom Web Portal
- Schedule a **Meeting** or **Webinar**.
- Under **Meeting Options** or **Webinar Options**, click **Only authenticated users can join**.

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join**
- Record the meeting automatically

If there are multiple Authentication Profiles configured, you can choose the authentication profile from the dropdown.



## How Do I Host A Video Meeting?

- Go to <http://myMDA.zoom.us> and click on **Sign In**.
- You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.
- **Hosting a Meeting**
- If you do NOT have the Zoom app installed, go to [zoom.us](https://zoom.us) and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -
- Open your Zoom app on your desktop and click **Sign In**.

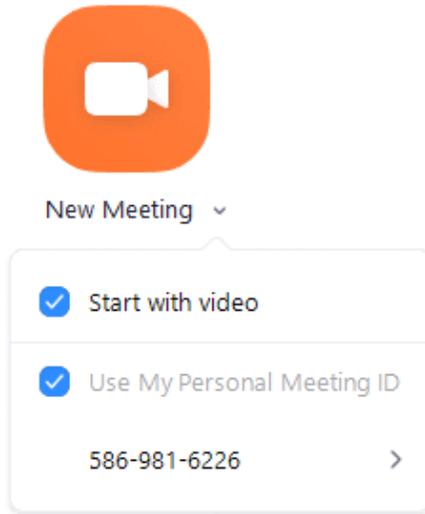
zoom

Join a Meeting

Sign In

- Log in using the **E-mail** and **password** that you have created, or with Google(Gmail), Facebook, or Login with SSO.

- Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.

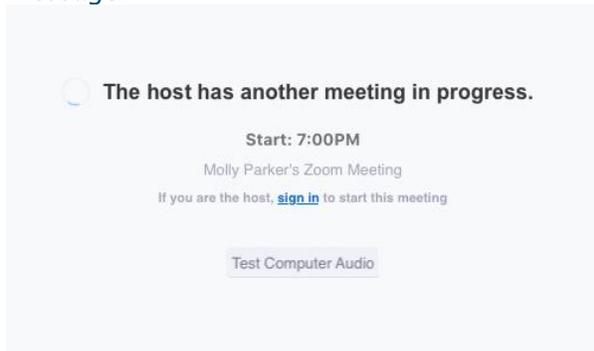


## Can I Host Concurrent Meetings?

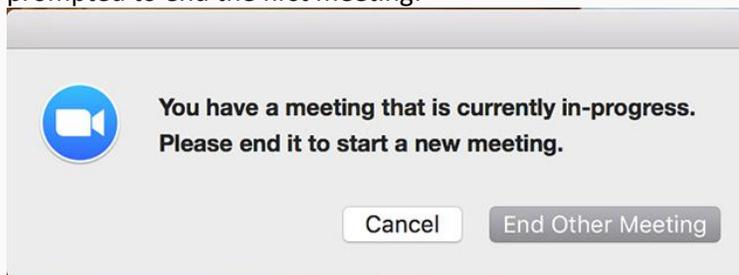
Zoom does not allow a user to host multiple meetings at the same time. If the host attempts to have concurrent meetings by scheduling two different meetings at the same time and enables join before host for both meetings (or has an alternative host start one of the meetings), the following issues can occur:

### Common Issues

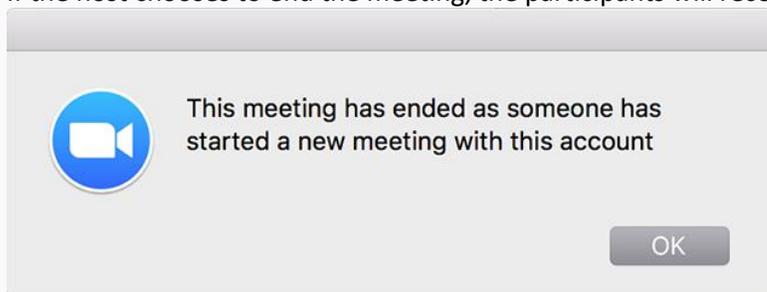
If participants attempt to join a meeting that the host hasn't started yet, they will receive the message:



- If the host (or alternative host) tries to start a different meeting at the same time, they will be prompted to end the first meeting:



If the host chooses to end the meeting, the participants will receive the following message:



H.323/SIP Devices that join a meeting with join before host enabled, and the host is already hosting another meeting. When the device joins, it will be prompted for a host key for the meeting:

Meeting has not started yet

080280720

Start Meeting with host key:

\* Backspace # Submit

Tips: Host key can be found on meeting host's profile page.

If a Zoom Room attempts to start a second meeting with join before host enabled, it will end the first meeting without warning.

## Changing your meeting settings

Your meeting settings allows you to enable or disable features for your meetings. These settings control the availability of many features, such as breakout rooms, recording, and chat. Settings are tiered and can be turned on/off or locked by your admin.

Note: This article is about meeting settings at the user level. If you have account owner or admin privileges, you can change settings at the group and account level.

- Accessing and editing meeting settings
- Sign in to the Zoom web portal.
- Click Settings.
- Click to toggle a setting on or off.
- Settings can also be locked at the account level or group level. This will be noted next to the setting. If a setting is locked at the account or group level, an account admin or owner will need to change it under Account Settings or Group Management.
- You can change the following meeting settings. Some settings are dependent on certain prerequisites. If you do not see a setting listed for your group, review the article on the setting to see if your account meets those prerequisites.

### Schedule Meeting

- **Host video:** Start meetings with the host's video on. The host can still use in-meeting controls to enable or disable their video.
- **Participants video:** Start meetings with the participants' video on. Participants can still use in-meeting controls to enable or disable their video.
- **Audio Type:** Determine how participants can join the meeting's audio.
- **Telephone and Computer Audio:** Participants can join by telephone or by using their computer's microphone/speaker or headset.
- **Telephone:** Participants can only join by telephone.
- **Computer Audio:** Participants can only join by using their computer's microphone/speaker or headset.
- **3rd Party Audio (only visible if you have 3rd party audio):** Require that all participants follow the instructions you provide for using non-Zoom audio.
- **Join before host:** Allow participants to join the meeting before the host joins. If disabled, participants can only join after the host starts the meeting.
- **Use Personal Meeting ID (PMI) when scheduling a meeting**
- **Use Personal Meeting ID (PMI) when starting an instant meeting**
- **Only authenticated users can join meetings:** Participants need to authenticate before to joining the meetings.
- **Meeting Authentication Options:** Change the authentication options that are available when scheduling meetings.
- **Require a password when scheduling new meetings:** A random password will be generated when scheduling a meeting. Participants need to enter the password to join the meeting. This settings doesn't apply to meetings that use the personal meeting ID (PMI).
- **Require a password for instant meetings:** A random password will be generated when starting an instant meeting. Participants need to enter the password to join the meeting.

- Require a password for Personal Meeting ID (PMI): Set a password for meetings that use the personal meeting ID (PMI).
- Only meetings with Join Before Host enabled: Apply the setting to meetings with join before host enabled.
- All meetings using PMI: Apply the setting to all meetings that use the PMI.
- Embed password in meeting link for one-click join
- Require password for participants joining by phone
- Mute participants upon entry: Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
- Upcoming meeting reminder: Receive desktop notifications for upcoming meetings. Reminder time can be changed in the Zoom Desktop Client.

## MEETING CONTROLS

The meeting and webinar controls are similar, with only a few different options between the two.

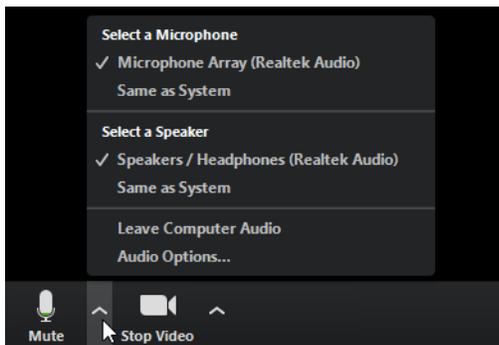


### AUDIO AND VIDEO CONTROLS

All the required settings can be accessed here for customization, including audio and video settings.

You can use the audio button to mute your feed quickly. You can also use it to change your microphone and change your output speakers.

If your signal is not ideal and you would prefer to change to dial-in audio, select *Leave Computer Audi*



Clicking on Audio Options will take you to the main settings screen. The ability to test your audio and video feeds are also here if needed under the *Audio* and *Video* sections. See the Settings section for more details.

The video button can be used similarly to stop video, change the source and access the main settings panel as with the audio settings.

