Getting Started on Zoom

Zoom is video conferencing software for business meetings and other group calls (sometimes referred to as "chats"). It allows you to see and talk with the people on your call, with additional features like screen sharing, so that you and other participants can see what is on another person's computer, and even file sharing.

Set Up Zoom

With a Zoom account, you can host meetings: that means you set up, schedule, and invite others to participate in Zoom meetings.

Without a Zoom account, you can still join Zoom meetings: you can join a Zoom meeting that someone else has set up, using information that the meeting host sends by email as part of their invitation. If you do not plan to host meetings, skip to the **Join a Zoom Meeting** section.

If you plan to host meetings, you will need the following:

1. Zoom Account:

Sign up for a Zoom account on the Zoom website: http://zoom.us
Click on the blue Sign Up button in the top right corner of the screen.

Please note: Zoom has different price plans, one of which is a free version. Please keep in mind that the free version has some limitations on meeting durations: with the free plan, group meetings of three (3) or more people are limited to 40 minutes. See other plans on Zoom's Plans and Pricing page.

2. You will need the following equipment:

An email address, which you will provide to Zoom to sign up for a new account. They recommend using your work email, but your personal email - such as your Gmail, Outlook, or Yahoo address, will also work.

You will create a new password of your choice for your Zoom account. When it comes to creating passwords, always follow best practices to keep your accounts secure. The Upper Arlington Public Library's Reference Department offers multiple resources through its Online Privacy guide to help you learn more about protecting your privacy.

An Internet connection for the device you plan to use. Zoom connects through your Internet, whether you are using your computer or your mobile device.

If you plan to invite people to a Zoom meeting, and they do not have Internet-connected devices, they can call into a Zoom meeting using their phones, by dialing an in-country, or toll, number. Those numbers will be sent as part of your meeting invitation.

Zoom software for device. You can use Zoom on a computer or laptop or you can download the free Zoom app for an Android device or an Apple device. For download options, visit the Zoom download center on the device you plan to use.

A way to communicate through audio and video. Most laptops will have built-in audio and video capabilities, through your device webcam, speakers, and microphone. Smartphones and tablets are already designed with cameras and microphones. Before setting up your first meeting, make sure to test your device:

Test your video for Zoom

Test your audio

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By phone at (614) 486-9621

Getting Started on Zoom

Join a Zoom Meeting

You do not need a Zoom account to join a meeting, although you can certainly create one if you would like an account, or if you would like to host meetings in the future.

You can join a Zoom meeting created by someone else (the host) using the invitation that they send you. Click on the invitation URL from your host to join the meeting, or open the Zoom software on your device and enter the Meeting ID and password (if your meeting is password-protected).

Join a Meeting

Meeting ID or Personal Link Name

Join

You will still need to have the following equipment in order to join a meeting:

- An email address that you can access, so that you can receive your host's invitation.

- An Internet-enabled device to connect to Zoom, whether that is your Windows or Mac computer, or your smartphone or tablet.

- Zoom software for that device, as described above. If you have not already downloaded the Zoom application for your device from the Zoom download center, you will be prompted to download and install that software when you click on the invitation URL in your email.

If your host has enabled "Join by Browser," you can skip the Zoom software download and join from your device web browser. Look for this link:

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

Mobile device users:

Download the free Zoom app for your device type: free from the Apple App Store (iPhone or iPad), or from the Google Play Store (Android smartphones and tablets)

Once you have the Zoom software or app installed on the device you plan to use, open the app, then enter the Meeting ID provided by your meeting host via email.

If you have no other equipment besides a phone, remember that you can call in to a Zoom! However, you will not be visible, and you will not see the other participants: you will only hear the meeting. The phone number used to connect to the meeting will be provided in the invitation from your host

- How to join a meeting by phone

- If you have any questions about whether you will be charged for using the dial-in numbers, please visit this Zoom support page.

Remember to test your microphone and webcam settings before a meeting! Visit the Zoom Test page.

If you plan to use your mobile device to join meetings, these instructions are specifically designed for mobile device use:
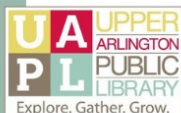
Getting Started with Android: click on the "Sign In and Join" section.

Getting Started with iOS: click on the "Sign In and Join" section.

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Getting Started on Zoom

Schedule a Zoom Meeting

Once you have created a Zoom account and have the necessary equipment, you can schedule a meeting, or start an instant meeting. You can schedule a Zoom meeting from the Zoom website; from the Zoom software on your computer; or from the app on your mobile device.
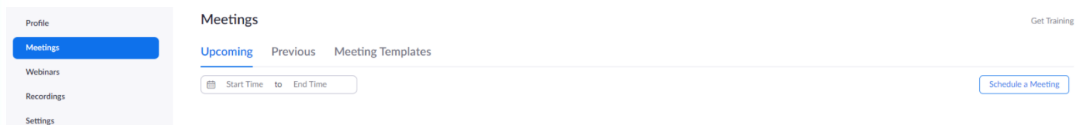
To schedule a meeting in advance using the Zoom software application:

1. Open the Zoom client on your computer or the Zoom app on your mobile device.

2. Click the Schedule button, then fill out the meeting details.

To schedule a meeting in advance on the Zoom website:

1. From your web browser, visit https://zoom.us/. Click **Sign In** and enter your email address and Zoom password.

2. Click **My Account**.

3. Select Meetings, then **Schedule a Meeting.**

JOIN A MEETING   HOST A MEETING ▾   MY ACCOUNT

The following instructional guides from the Zoom Help Center offer step-by-step instructions for meeting hosts:

Scheduling Meetings: On this page, click the heading for the type of device you will use to schedule your meeting (choose from Windows/Mac; Web; Android; or iOS), then follow the on-screen prompts. When you schedule a meeting, you determine its date and time and the requirements for others to join the meeting, such audio settings and even password protection. You can also add the meeting to your calendar.

How Do I Invite Others to Join a Meeting?: Here you will find instructions on how to send meeting invitations to your guests. Your invitation will include the information guests need to join a meeting: the Meeting ID; a link (also known as a URL) to join the meeting through their web browser; and a phone number for dial-in audio options.

How Do I Start or Join a Scheduled Meeting as the Host?: Instruction for getting started when you have scheduled a meeting, and you are ready to start that meeting on the scheduled date and time.

How Do I Host a Video Meeting? : This set of instructions is for an instant meeting, called Meet Now. Instant meetings do *not* require a scheduled event. Learn about the difference here.
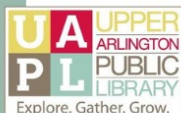
If you plan to use your mobile device to sign up for an account and schedule and host your meetings, these instructions are specifically designed for mobile device use:

- Getting Started with Android: click on the "Meet and Chat" section.

- Getting Started with iOS: click on the "Meet and Chat" section.

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Getting Started on Zoom

Zoom has instructional guides and video guides built into it support and resource site, which is located here:

Zoom Help Center

Select a category to see step-by-step instructions, including screenshots, for various Zoom actions:

- Zoom Frequently Asked Questions

- Zoom Troubleshooting

- Zoom Video Guides

Worried that Zoom is down? Check its status at the following link:

https://status.zoom.us/

How-to Videos on YouTube:
Zoom also has its own YouTube channel.

Included in this channel is the Zoom How-to Playlist, with videos on signing up, joining a meeting, sharing screens, and more. You may find it helpful to use YouTube, rather than the Zoom support site, so that you can find other instructional videos, created by fellow YouTube users.

The entire video playlist is linked here. However, we have shared the following highlights:

Zoom 101: Sign Up and Download Meeting Client

https://youtu.be/qsy2Ph6kSf8

This video provides instructions for registering for a free Zoom account, and how to download the necessary Zoom software, for your computer. This does NOT *cover using the Zoom app for your mobile device.*

How to Zoom: Join a Meeting

https://youtu.be/hIkCmbvAHQQ

This video provides instructions for joining a Zoom meeting by following a link that has been sent to email.

How to Zoom: Securing Your Meetings & Virtual Classrooms

https://youtu.be/p1IMmOujc9c

This video provides information on preventing unwanted participants (known as "Zoombombing") from joining your meeting.

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Privacy and Security on Zoom

As Zoom grows in popularity, news articles have discussed potential privacy issues with using Zoom.

Zoom: Best Practices

https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf

This document from Zoom outlines Zoom settings that will help you secure your meeting against unauthorized guests.

Zoom Blog: How to Keep the Party Crashers from Crashing Your Zoom Event

https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/

This blog post describes how to manage participants and how to handle public events. This is also related to recent privacy concerns that have been mentioned in the news.

Consumer Reports: Zoom Calls Aren't as Private as You May Think. Here's What You Should Know: https://www.consumerreports.org/video-conferencing-services/zoom-teleconferencing-privacy-concerns/

Forbes: Zoom's a Lifeline During COVID-19. This Is Why It's Also a Privacy Risk:

https://www.forbes.com/sites/kateoflahertyuk/2020/03/25/zooms-a-lifeline-during-covid-19-this-is-why-its-also-a-privacy-risk/#3cd3783128ba

Alternatives to Zoom

FaceTime: For Apple users only. FaceTime should already be pre-installed on every Apple device (iPhones, iPads, and Macbooks), but if it is not, you can download it for free from the Apple App Store.

Apple Support Center

FaceTime supports up to 32 people on a group call:

Instructions from Apple on how to set up a group call are available here.

Google Meet: For group video chats, Google also offers Meet: video chats that include up to 100 people.

You will need a Google account. You can access Meet from its website, while logged in to your Google account, or from your Gmail and Google Calendar apps.

Meet is also available for both Android and Apple devices; its app can be downloaded for free on the Google Play Store and the Apple App Store.

Google Meet Help Center

Skype: For video and voice calls. Skype is free to download and use on Android and Apple mobile), Windows and Mac computers, or through your web browser. The free version supports up to 50 participants.

Learn more about Skype Video Chats

Skype Support Center

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Zoom Tips and Tricks

Digital Trends: Common Problems with Zoom and How to Fix Them

https://www.digitaltrends.com/computing/common-problems-with-zoom-and-how-to-fix-them/

This article provides solutions to common errors when using Zoom software, including webcam and connectivity issues.

Wired: Tips for Using Zoom

https://www.wired.com/story/tips-for-using-zoom/

This article covers everything from sharing your screen, connecting by phone call, and preventing unwanted participants.

Tom's Guide: How to Use Zoom on iPhone, Android, Windows, and Mac

https://www.tomsguide.com/news/how-to-use-zoom

This article has basic instructions about each step of the Zoom process: sign up, download, schedule a meeting, and join a meeting. More guides are linked throughout the article. Tom's Guide is also a reliable resource for reviews and recommendations on different products, such as comparisons between Zoom and other video chat apps.

CNET: How to Change Your Zoom Background

https://www.cnet.com/how-to/how-to-change-your-zoom-background-just-like-everyone-else-is-doing-right-now/

This article provides step-by-step instructions for changing your Zoom background, whether you are using the desktop software, or the mobile app. For reference, changing your Zoom background can help conceal your personal space from other callers if you don't want them to see your home, but it's also a nice way to add some color or interest to virtual chats!

Where to Go for Additional Help

Contact Zoom Technical Support here.

YouTube can be a great resource for "how-to" videos on Zoom and other conference apps: not only through Zoom's official YouTube channel, but also through videos created by other Zoom users like you!

Go to www.youtube.com

In the Search bar at the top of the screen, enter your search terms.

Make sure to include "Zoom" and keywords for the question you have, or the issue you are experiencing.

You can also include "how to" as part of your search: for example, try "how to join a zoom meeting by phone" or "how to share a screen on Zoom."

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