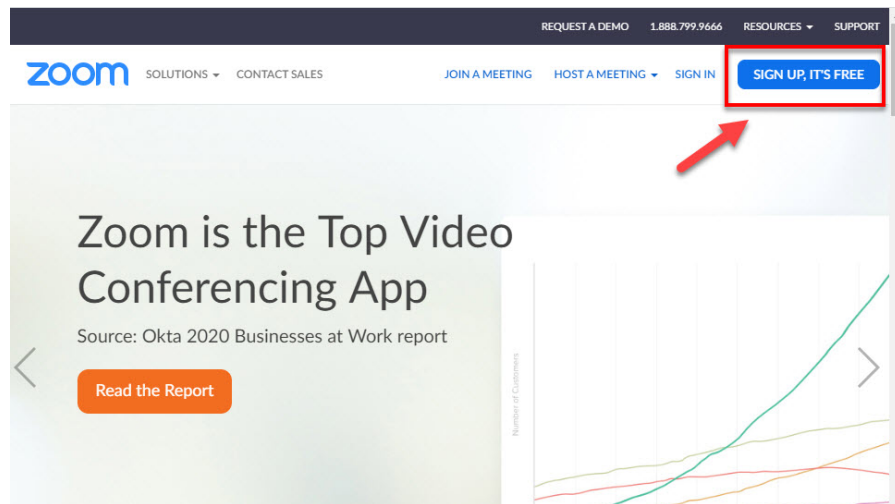


Quick Tutorial on How to Start Using Zoom

Zoom is a videoconference platform, allowing you to teach your classes online.

Here is a step-by-step on how to start using Zoom.

1. Go to <https://zoom.us> and click on “Sign up” at the upper right menu:



2. Provide your Dawson email address and click Sign Up

A screenshot of the 'Sign Up Free' form on the Zoom website. The form has a title 'Sign Up Free' and a label 'Your work email address' above a text input field. A red arrow points to the input field. Below the input field is a line of text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below this is a blue 'Sign Up' button, which is also highlighted with a red arrow. Under the button is the text 'By signing up, I agree to the Privacy Policy and Terms of Service.' Below this is a horizontal line with the word 'or' in the center. At the bottom are two buttons: 'Sign in with Google' and 'Sign in with Facebook'. A 'Help' button is located in the bottom right corner.

3. Zoom will send an email to you. Check your email and click on the confirmation link:



We've sent an email to [redacted]
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

4. Provide your First Name, Last name and create a password:



Welcome to Zoom

Hi, rafael@scapin.org. Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

5. Click on “Go to my Account”



Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/3781495679>

Start Meeting Now

Go to My Account

Save time by scheduling your meetings directly from your calendar.

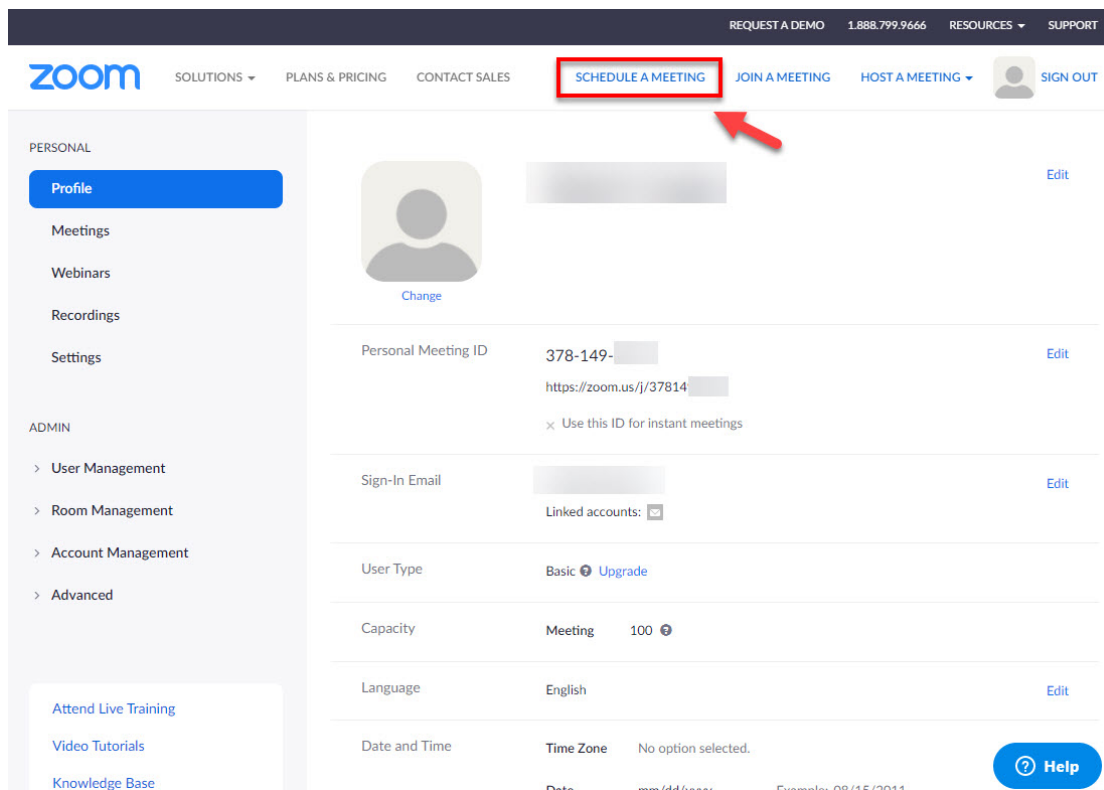


Microsoft Outlook Plugin
Download



Chrome Extension
Download

6. After login to your account, you can schedule your first meeting by clicking on “Schedule a Meeting” at the upper menu:



The screenshot shows the Zoom web interface. The top navigation bar includes links for REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. The main navigation bar features the Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, and a highlighted SCHEDULE A MEETING button. Below the navigation bar, the left sidebar contains a menu with PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced) sections. The main content area displays the user's profile information, including a Personal Meeting ID (378-149-), a Sign-In Email, User Type (Basic), Capacity (Meeting, 100), Language (English), and Date and Time (Time Zone: No option selected). A red arrow points to the SCHEDULE A MEETING button in the top navigation bar.


7. Give a name to your meeting, select the date and time and the duration (the free version of Zoom allows 40 minutes maximum):

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
Upgrade now to enjoy unlimited group meetings.[Upgrade Now](#)

☐ Do not show this message again

Time Zone

☐ Recurring meeting

[? Help](#)

Meeting ID

☒ Generate Automatically

☐ Personal Meeting ID 378-149-

Meeting Password

☐ Require meeting password

Video

Host

☐ on

☒ off

Participant

☐ on

☒ off

Audio

☐ Telephone


☐ Computer Audio

☒ Both

Dial from [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

☐ Enable waiting room

☐ Record the meeting automatically on the local computer






Save

Cancel

8. Zoom will give you the ability to add your videoconference to Outlook Calendar (or Gmail and Yahoo Calendars)

[My Meetings](#) > Manage "My First Zoom Meeting"

[Start this Meeting](#)

Topic	My First Zoom Meeting	
Time	Mar 13, 2020 02:00 PM Montreal	
	<div><div>Add to</div><div><div> Google Calendar</div><div> Outlook Calendar (.ics)</div><div> Yahoo Calendar</div></div></div>	
Meeting ID	497-979-960	
Meeting Password	× Require meeting password	
Join URL:	https://zoom.us/j/497979960	Copy the invitation
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from	

9. Click on “Copy Meeting Invitation” to get the Zoom link for your conference and share it through MIO or regular email.

Copy Meeting Invitation



Meeting Invitation

is inviting you to a scheduled Zoom meeting.

Topic: My First Zoom Meeting

Time: Mar 13, 2020 02:00 PM Montreal

Join Zoom Meeting

<https://zoom.us/j/497979>



Meeting ID: 497 979

One tap mobile

„497979960# US Toll

Dial by your location

US Toll

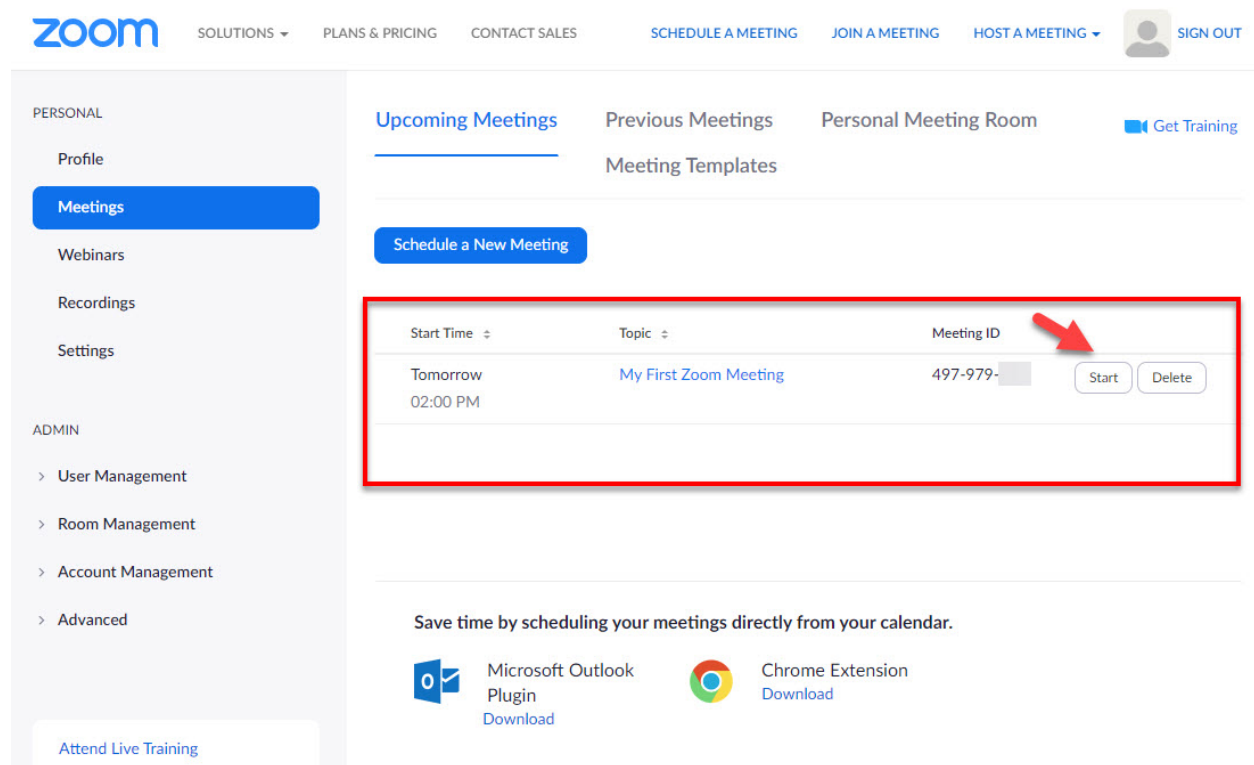
Meeting ID: 497 979

Find your local number: <https://zoom.us/j/497979>

Copy Meeting Invitation

Cancel


10. Now on your Zoom dashboard, on the left sidebar, under “Meetings”, you’ll see a list of your future meetings. You can start a meeting before its start time, in order to check your microphone and camera. Just click on Start. Participants cannot access your Zoom room if the host (you) is not connected yet.




The screenshot shows the Zoom dashboard interface. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon with a SIGN OUT link. The left sidebar is divided into PERSONAL and ADMIN sections. Under PERSONAL, there are links for Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. Under ADMIN, there are expandable sections for User Management, Room Management, Account Management, and Advanced. The main content area is titled 'Upcoming Meetings' and includes tabs for Previous Meetings and Personal Meeting Room, along with a 'Get Training' link. A 'Schedule a New Meeting' button is present. Below this, a table lists upcoming meetings. One meeting is shown: 'Tomorrow 02:00 PM' with the topic 'My First Zoom Meeting' and Meeting ID '497-979-'. A red box highlights this row, and a red arrow points to the 'Start' button next to the Meeting ID. At the bottom, there's a section titled 'Save time by scheduling your meetings directly from your calendar.' with links to download the Microsoft Outlook Plugin and the Chrome Extension.

Start Time	Topic	Meeting ID	
Tomorrow 02:00 PM	My First Zoom Meeting	497-979-	Start Delete

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin [Download](#)

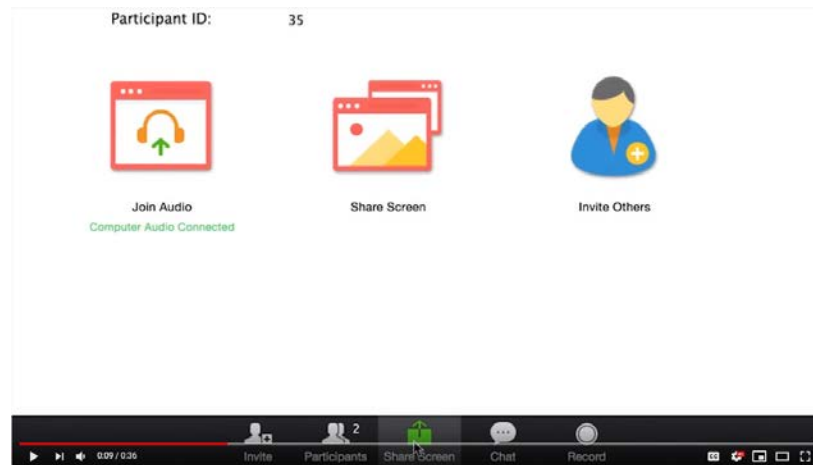
 Chrome Extension [Download](#)

[Attend Live Training](#)

Using Zoom to Share Content

To share your screen, please watch the video below and select the windows you want to share. Before doing this, please close all windows you won't need.

<https://youtu.be/9wsWpnqE6Hw>



If you have more questions on Zoom, please click on the link below for a detailed FAQ and video:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>

For any technical support, please contact **Rafael Scapin**:

rscapin@dawsoncollege.qc.ca

