

ZOOM GUIDANCE

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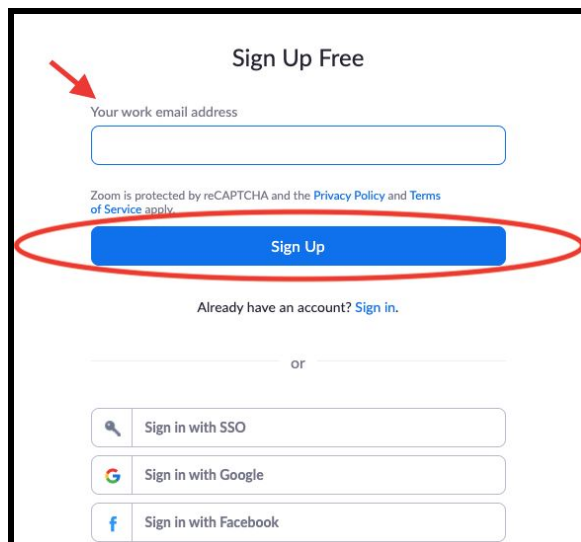
Create a Zoom Account

- 1) Go to <https://zoom.us/>
- 2) Click the button that reads “Sign up, It’s Free”
- 3) The page will read “For verification, please confirm your date of birth.” Click on the carrots to select the month, day and year of your birth. Then click “Continue.”



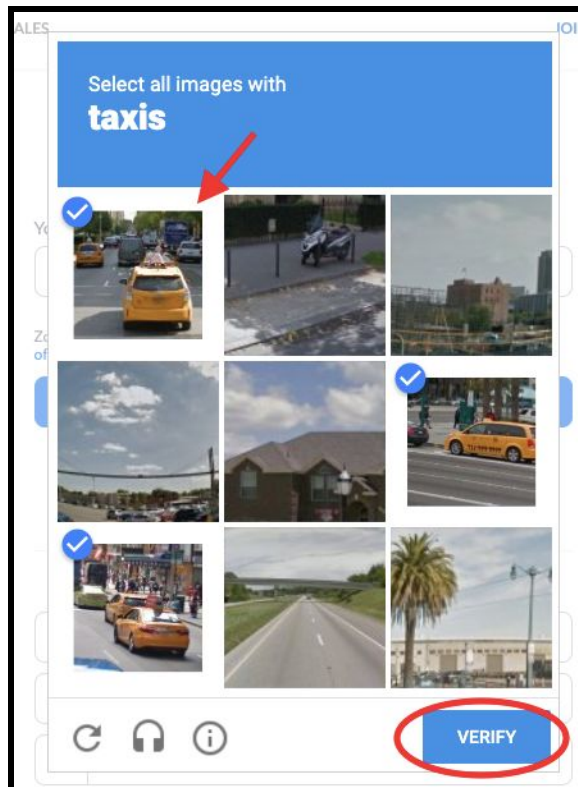
The screenshot shows a verification screen with the heading "For verification, please confirm your date of birth." Below the heading are three dropdown menus for selecting the month (currently "Oct"), day (currently "25"), and year (currently "1955"). A red arrow points to the month dropdown, and another red arrow points to the "Continue" button, which is circled in red. Below the dropdowns, the text "This data will not be stored" is visible.

- 4) Type in your email address and click “Sign Up.” We recommend, for consistency, using the email address listed on your GCA club member profile. (While not necessary, for information about the “Sign in with Google” and “Sign in with Facebook” options, [click here](#))



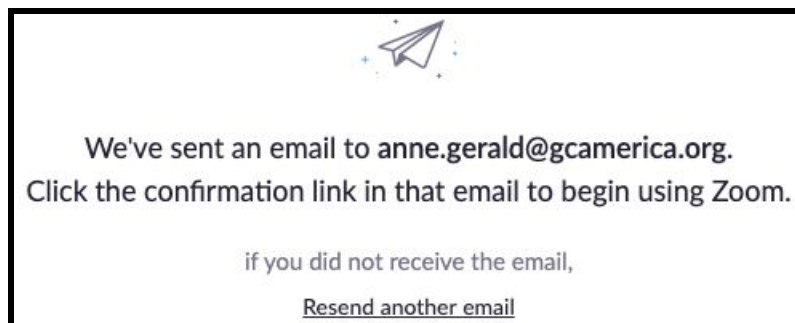
The screenshot shows the "Sign Up Free" page. At the top, there is a red arrow pointing to the "Sign Up Free" heading. Below the heading is a text input field labeled "Your work email address". Below the input field is a line of small text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below this text is a blue "Sign Up" button, which is circled in red. Below the button is the text "Already have an account? Sign in." followed by a link "Sign in." Below this is a horizontal line with the word "or" in the center. Below the line are three buttons: "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook".

- 5) A window **might** pop up asking you to identify a specific object from an array of photographs, or to select all squares that contain a specific object. Select the appropriate photographs/squares by clicking on them - if you click a photograph/square by accident, click on it again to deselect it - and then, once you have all the proper photos selected, click "Verify."

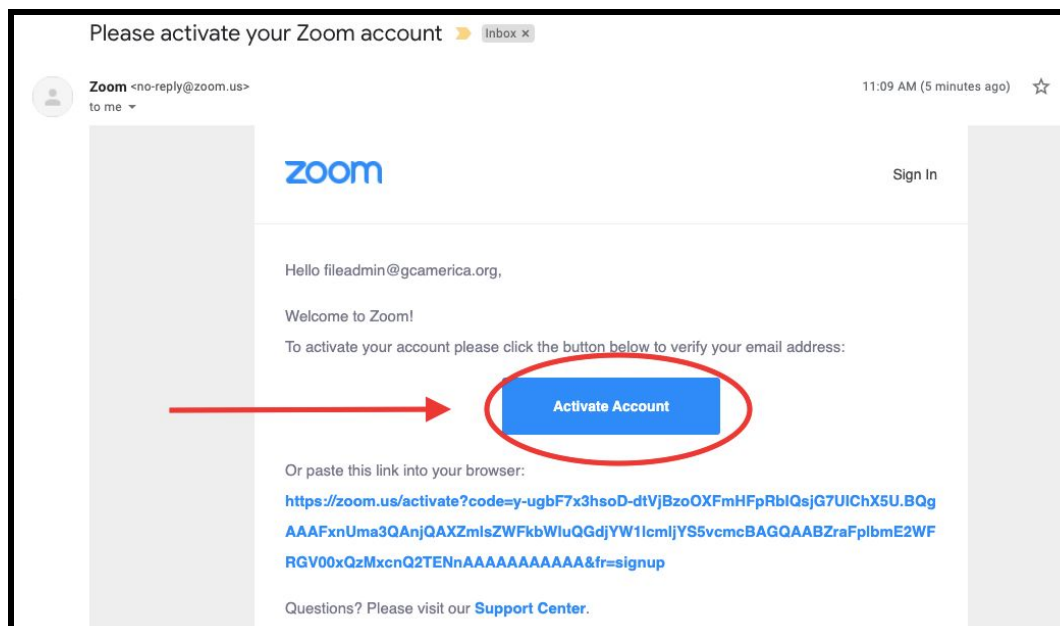


(This is called [reCAPTCHA](#) - a free service from Google that helps protect websites from spam and abuse. A "CAPTCHA" is a turing test to tell human and bots apart. It is easy for humans to solve, but hard for "bots" and other malicious software to figure out. By adding reCAPTCHA to their site, Zoom can block automated software while helping users to enter with ease.)

- 6) You should receive a message that says *"We've sent an email to [your email address]. Click the confirmation link in that email to begin using Zoom. If you did not receive the email, resend another email"* Check your email. If you do not receive the email within five minutes or so, it is not in your spam or junk mail folders, and your email address is correct (no typos), you may click "resend another email."



- 7) Sign into your email and look for a message from Zoom. The subject line will be something like "Please activate your Zoom account" and [will read something like this](#). Click the button within the email that says "Activate Account." This will direct you back to the Zoom website.



- 8) Zoom may ask you if you are signing up on behalf of a school. If it does, click “No” and “Continue.”

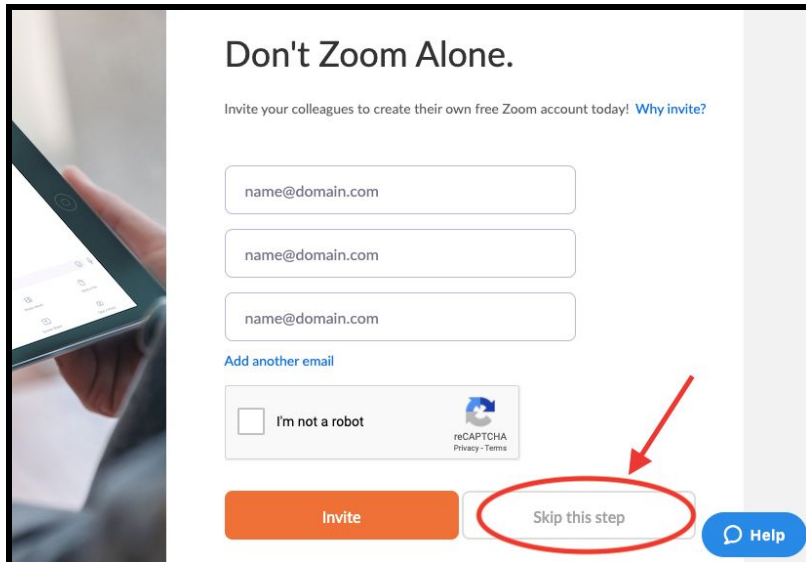
This is a screenshot of a web form asking "Are you signing up on behalf of a school?". There are two radio buttons: "Yes" and "No". The "No" button is selected. Below the radio buttons is a "Continue" button.

- 9) This will bring you to a page that reads “Welcome to Zoom” and asks you to provide your name and create a password. Fill in those fields, and then click “Continue.”

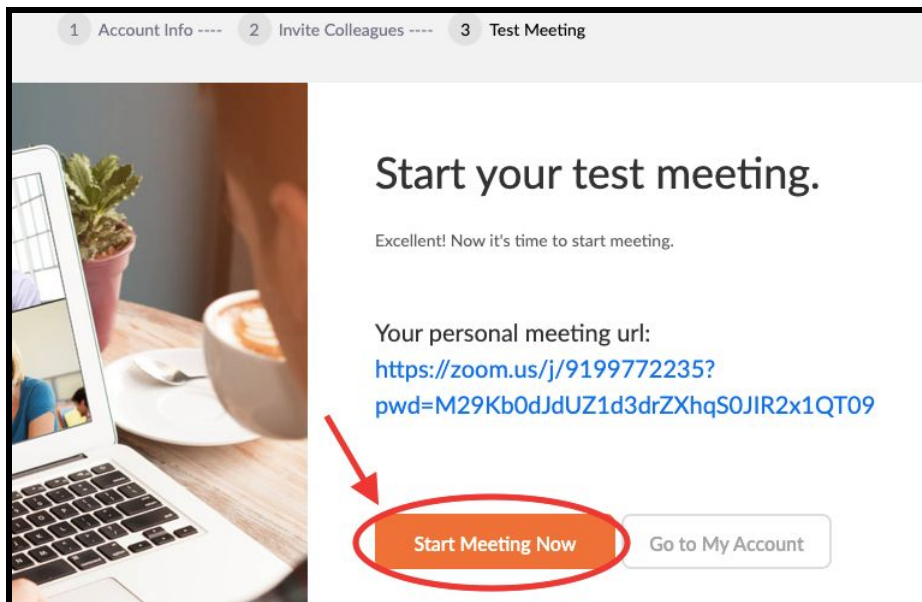
This is a screenshot of the "Welcome to Zoom" registration page. It says "Hi, fil***@***org. Your account has been successfully created. Please list your name and create a password to continue." There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". A red arrow points from the right towards the "Continue" button at the bottom. The "Continue" button is circled in red. There is also a "Help" button in the bottom right corner.

Be sure to follow their parameters for acceptable passwords, and to record your password in a secure place, where you typically record your passwords, for safekeeping. You may also review their [Privacy Policy](#) and [Terms of Service](#).

10) You may then be prompted to invite friends to join Zoom. Click “Skip this Step.”

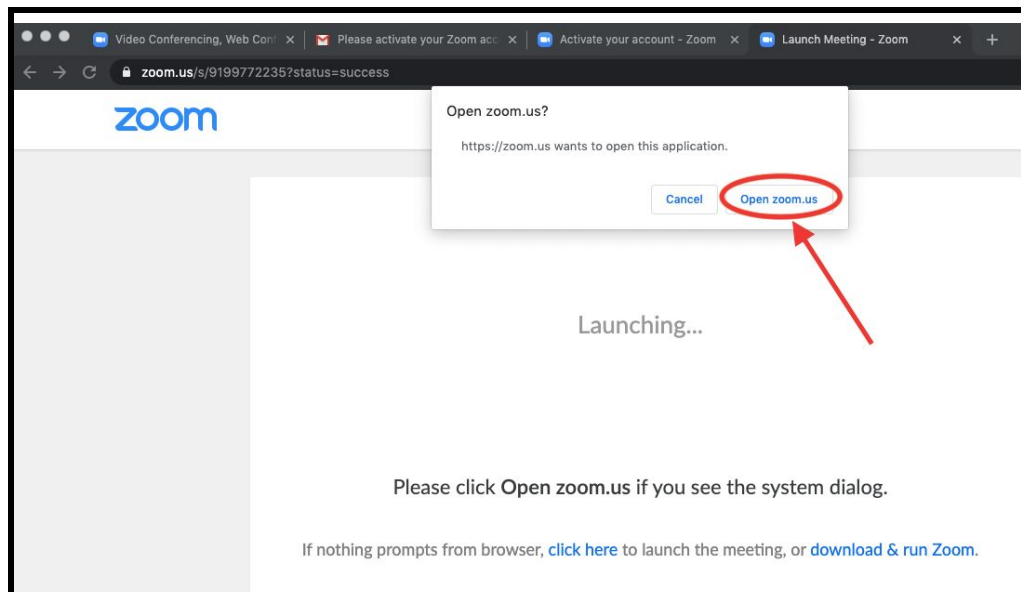


11) You will be prompted to start a test meeting. You will also be provided a personal meeting url -- you do not need to record this. Click “Start Meeting Now” to experience the test meeting. The program will launch. Proceed with the steps in “Explore Zoom Meeting Tool” to get familiar with the space.



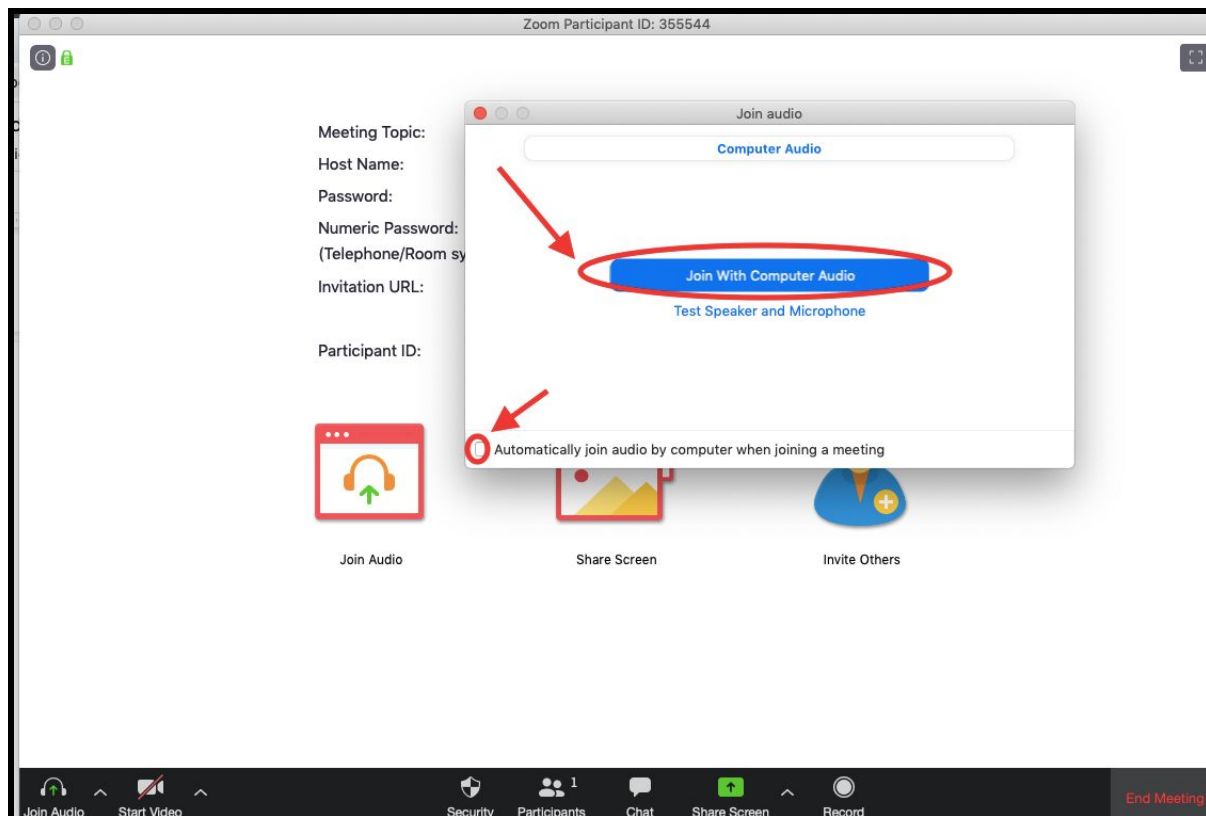
Explore Zoom Meeting Tool

12) If you see a message pop up that reads “Open zoom.us? <https://zoom.us> wants to open this application.” Click “Open zoom.us.”

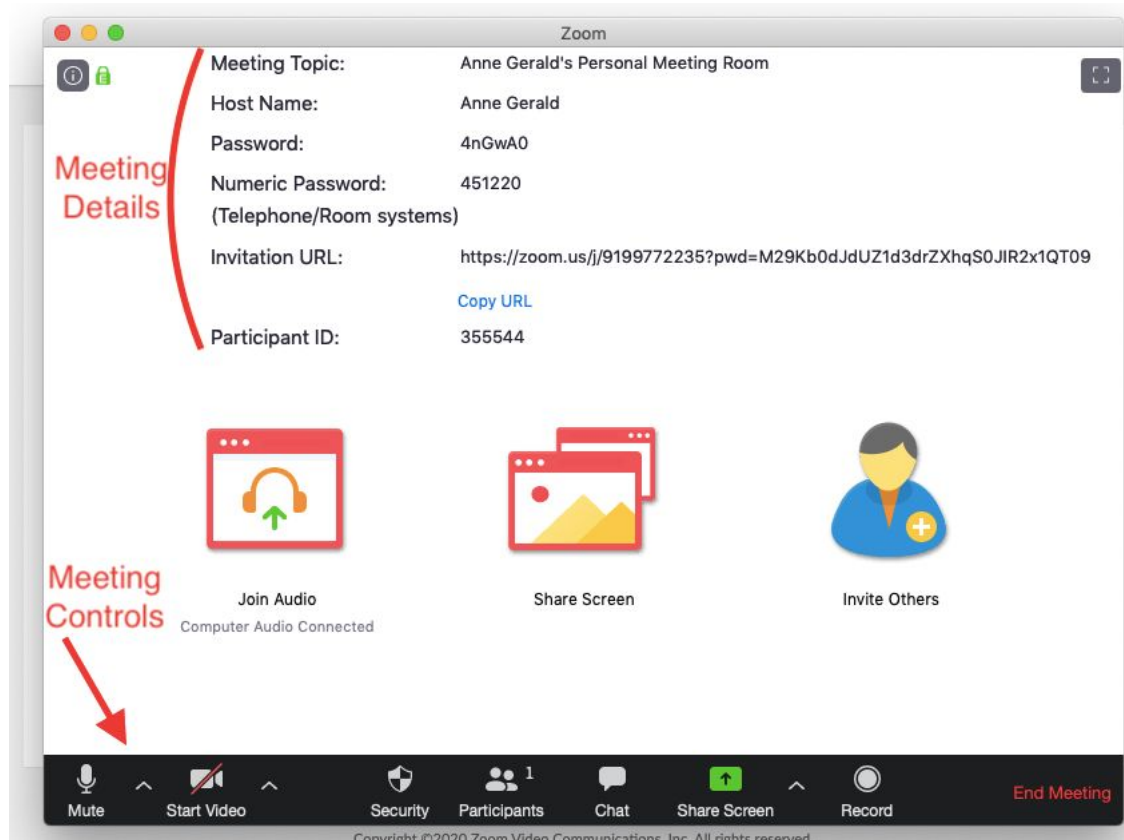


It will also read, "If nothing prompts from browser, click here to launch the meeting, or [download & run Zoom](#)." Click those links, if necessary.

- 13) The Zoom application will open on our computer and you will be prompted to select an audio method. Click "Join with Computer Audio." And, if you wish, also check the box to "Automatically join audio by computer when joining a meeting" to skip this step in the future.

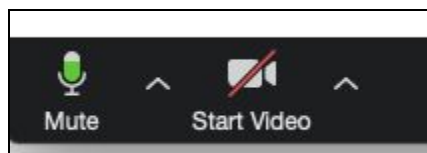


- 14) Once you're in the test meeting, notice the meeting details and the meeting controls in the black bar at the bottom of the window.

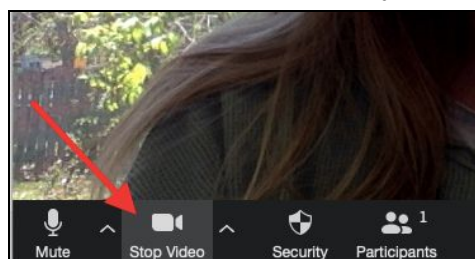


15) Play around to get familiar with the space...

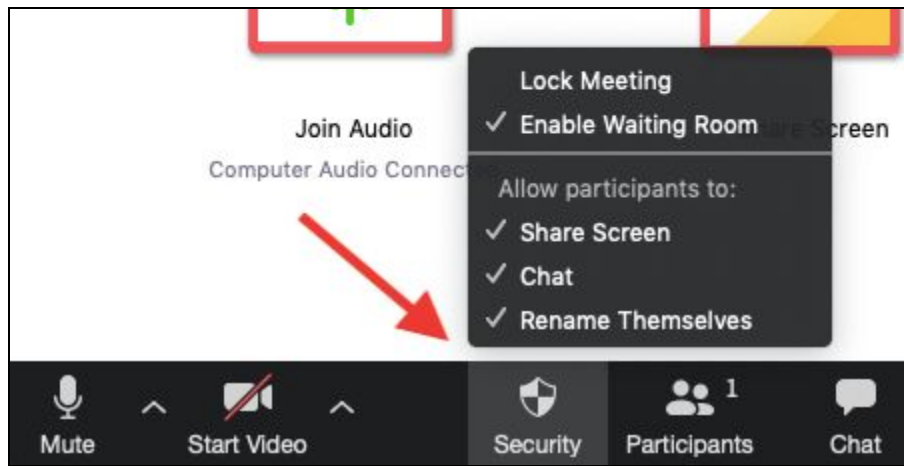
16) Speak and notice how the microphone icon in the control panel turns green, meaning that it's picking up on your audio.



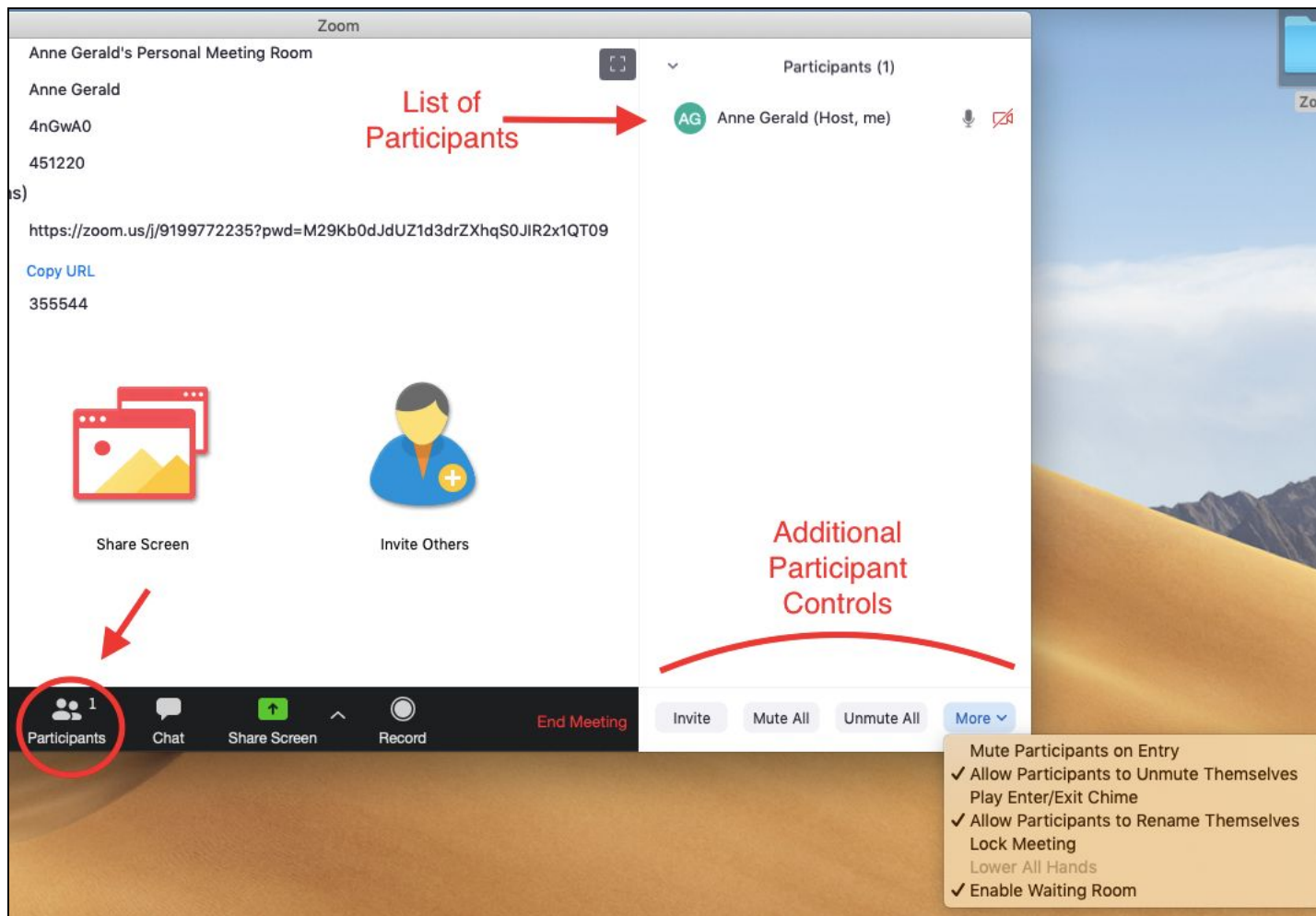
17) Click "Start Video" to turn on your camera. Click "Stop Video" to turn it off.



18) Click Security to view and modify security settings including, locking and unlocking the meeting, enabling or disabling the waiting room, and allowing or disallowing participants to share their screen, chat, and rename themselves.



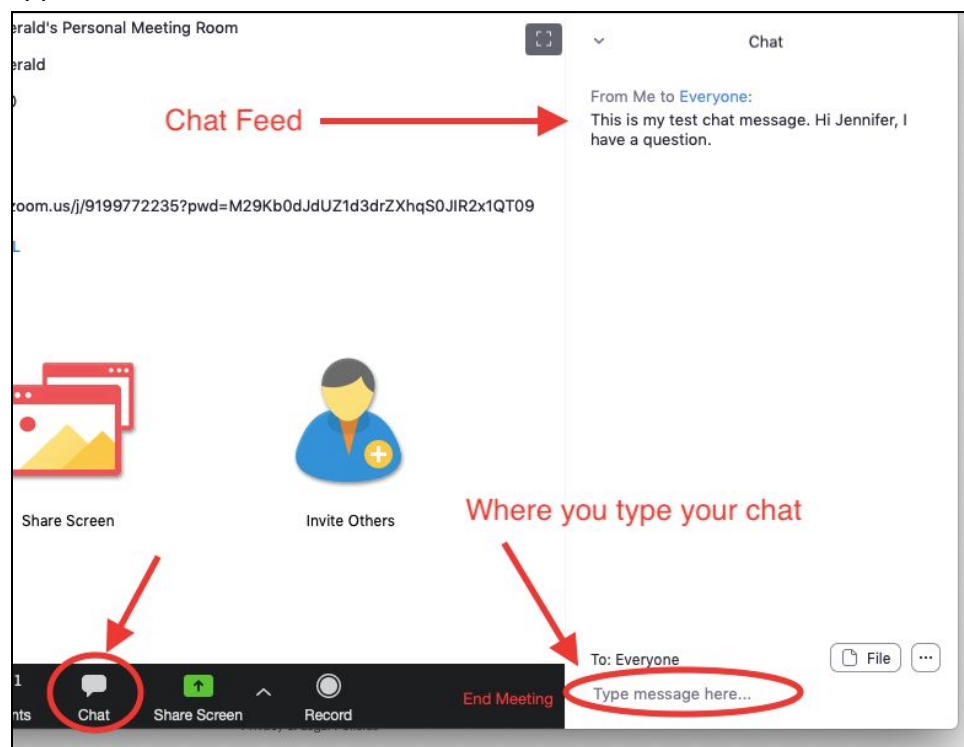
19) Click Participants to view the list of participants and additional participant controls.



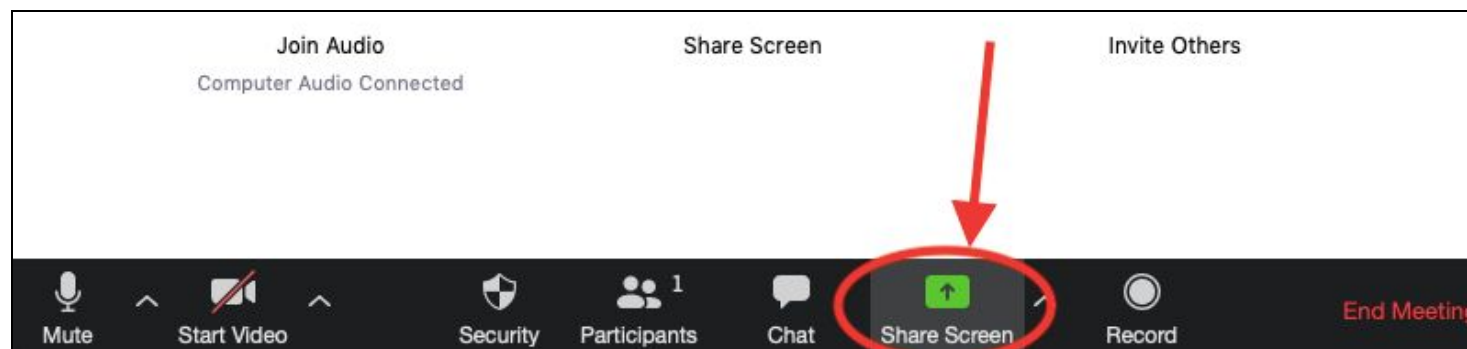
- In the list of participants you will see each person's name, their photo (if they have one), a microphone, and a camera. The microphone will be crossed out if they are muted, and the camera crossed out if they are not videoing.
- With the additional participant controls the host has the ability to invite others, mute all and unmute all. If you click "More," you will see that you can also mute participants on entry, allow participants

to unmute themselves or not, turn on or off the enter/exit chime, allow participants to rename themselves, lock the meeting, lower hands, and enable or disable the waiting room.

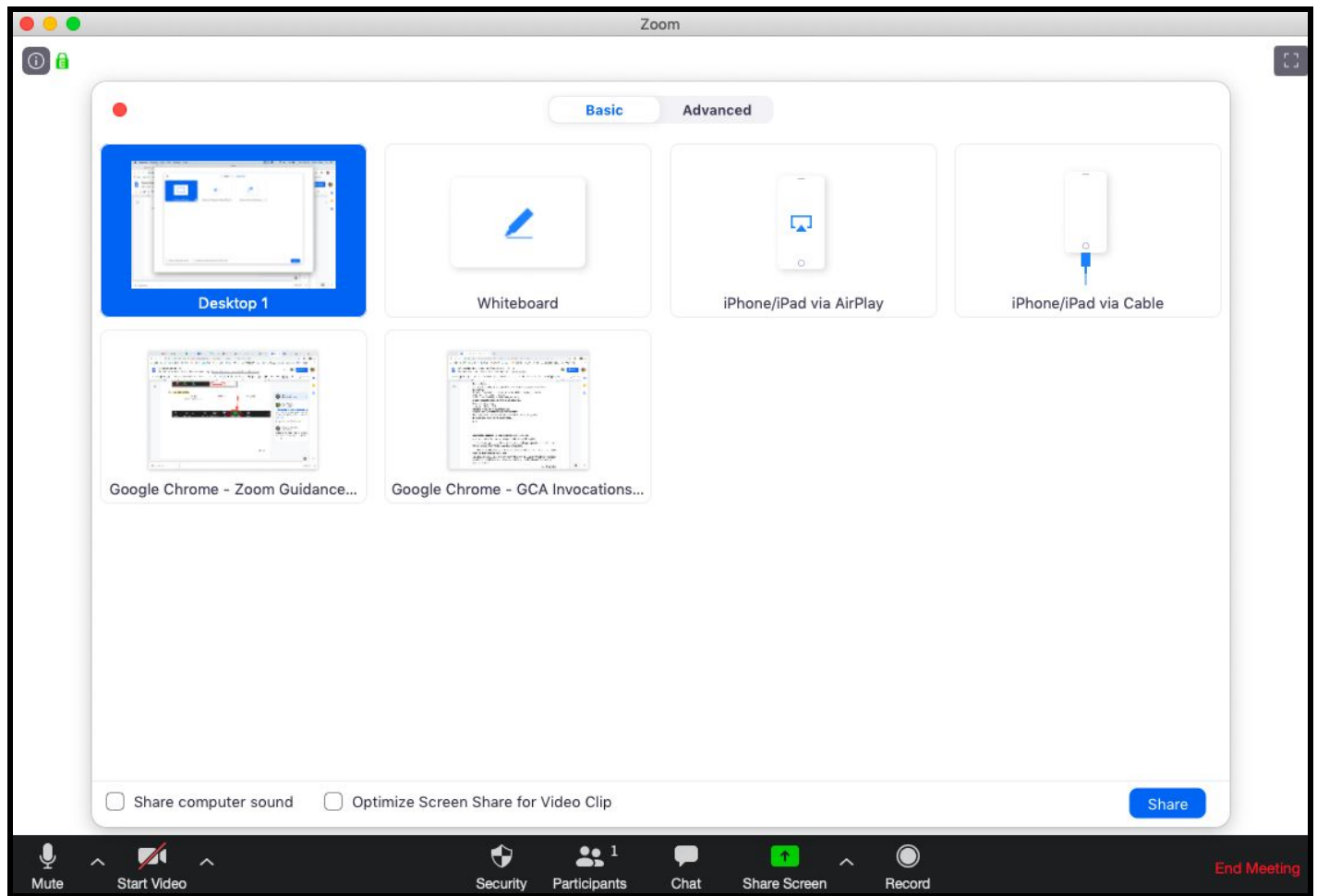
- 20) Click “Chat” to open the chat window, which can be used to communicate silently. Type a message where it reads “Type message here...” and then click “Enter” on your keyboard to send the message and see it appear in the feed.



- 21) Click Share Screen



And, from the pop out window, select what you want to share. Options will include your desktop, a whiteboard, and the programs you have open on your computer, i.e. your internet browser, PowerPoint etc. Having your presentation queued up before starting your zoom session will make the sharing even more seamless. Then click “Share.”



FAQ

Can someone other than the host share a screen?

Yes, if the host has not restricted that setting.

How to invite people to a meeting?

[See here](#)

What is this about upgrading my Zoom?

Do it, this will ensure the version you are using has the latest improvements.

[Zoom Help Center](#)