



## HOSTING A ZOOM MEETING: GETTING STARTED

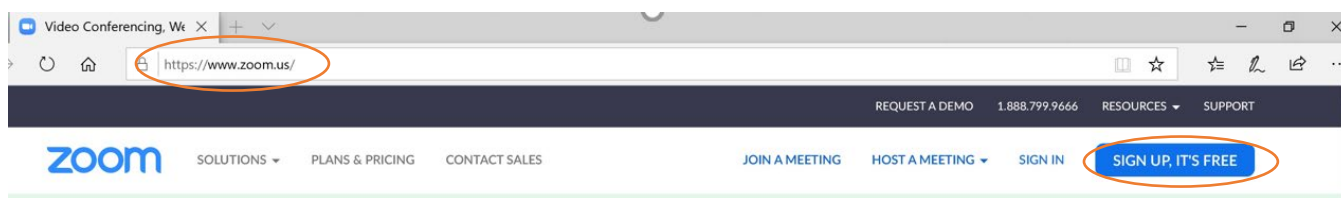
*Created by Julie Starr, Master Director, Bay Area Showcase Chorus; Education Coordinator, Region 12 Pacific Shores; Chair, DCP Review Committee; with contributions from Bay Area Showcase Chorus members: Bev Barron, Laura Bode, Jamie Hand, Teri Minnis, Laura Shultz, Jette Sorensen (and her son, Nicolai), and Penny Stinson.*

**These instructions are for use with a PC running Windows, or a Mac laptop.**

*If you have never used Zoom before, follow steps 1-9.*

*Once you have a Zoom account, go to step 10.*

1. Go to Zoom ([www.zoom.us](https://www.zoom.us)) and create a Zoom account by clicking **Sign Up, It's Free**.

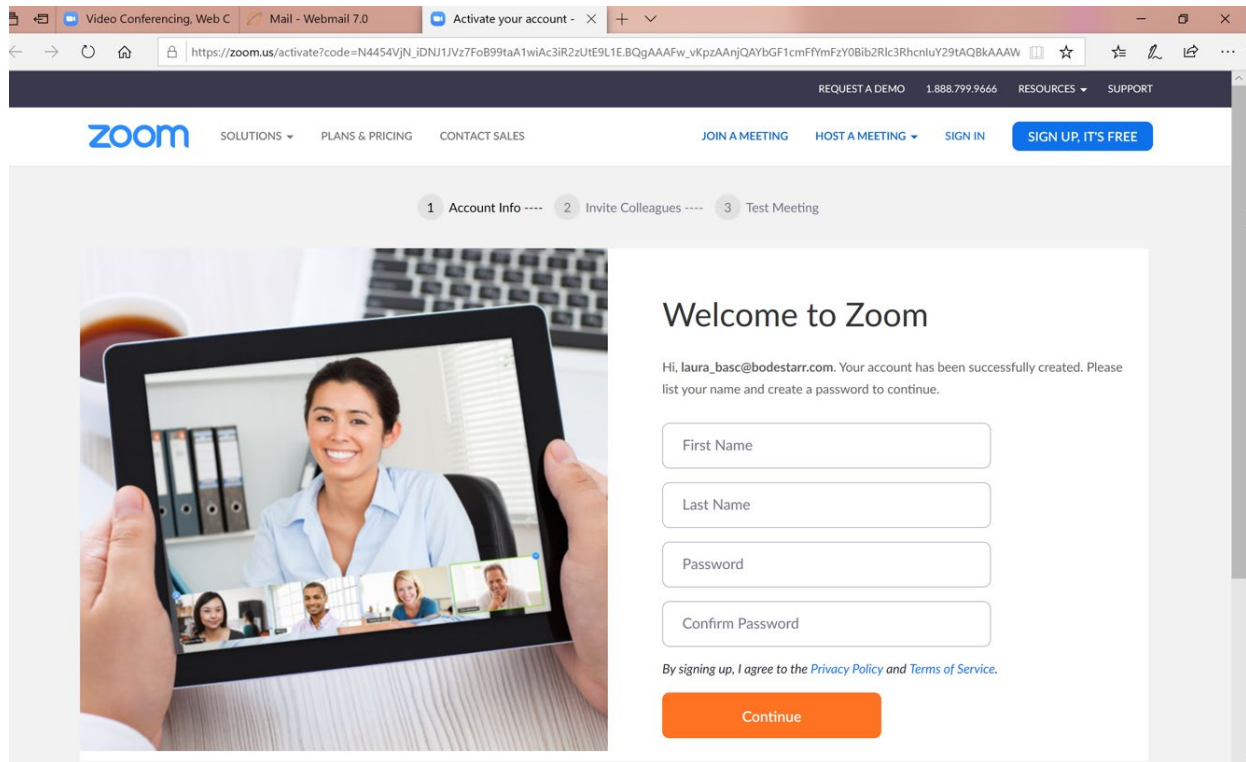


2. Enter your email and a password. You'll get a message similar to this (email has been altered for privacy):

3. Confirm your email. Zoom will send you a message to activate your account.

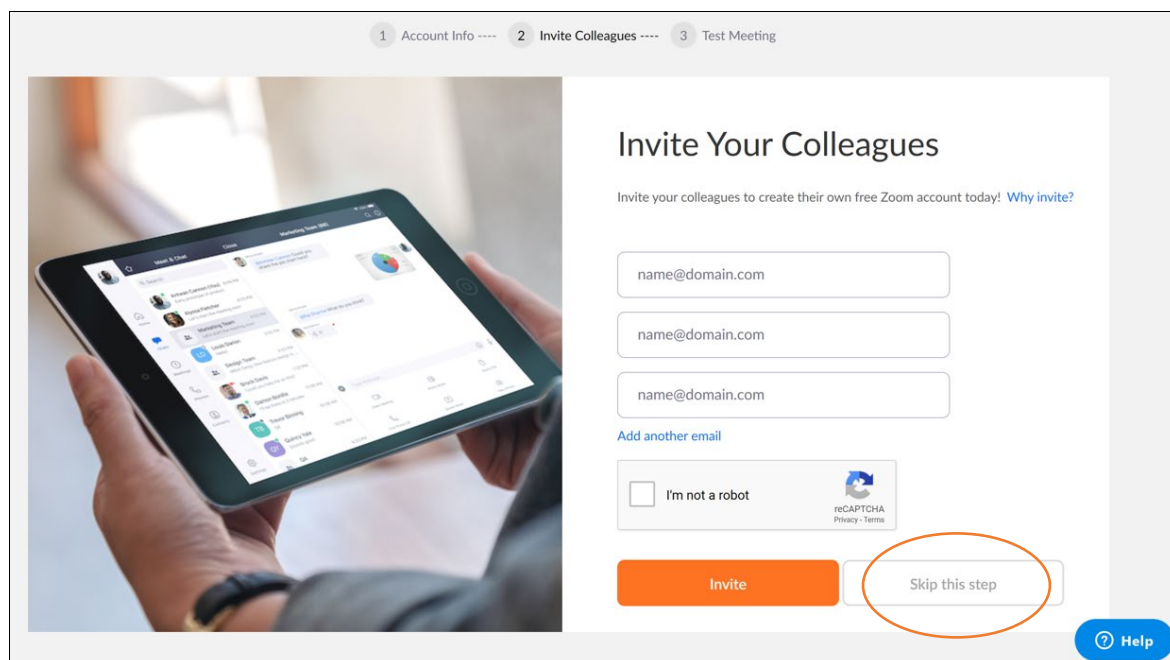
4. Click "Activate Account."

5. You'll be taken to a screen where you enter your Zoom screen name. Make sure it's a distinctive user name, like "Susie Q," especially if you are in a group with several Susies, and set your password.



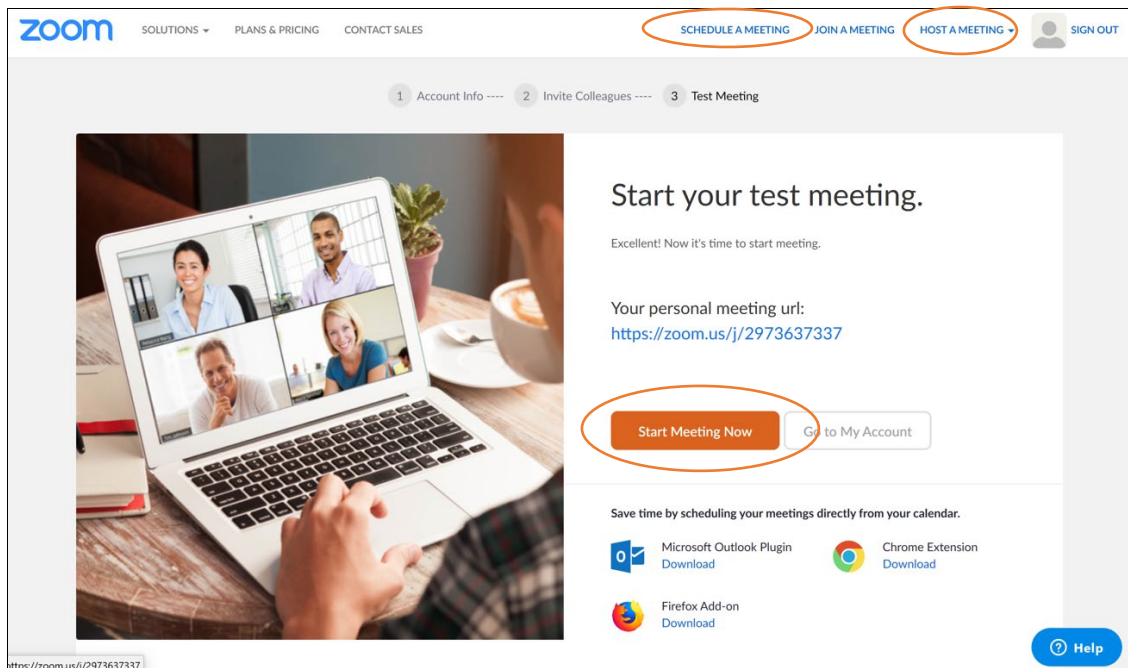
The screenshot shows a web browser window with the Zoom website. The address bar displays a URL for account activation. The page has a dark header with the Zoom logo and navigation links. Below the header, a progress bar shows three steps: 1. Account Info (active), 2. Invite Colleagues, and 3. Test Meeting. The main content area features a large image of a tablet displaying a Zoom meeting. To the right of the image, the heading "Welcome to Zoom" is followed by a message: "Hi, laura\_basc@bodestart.com. Your account has been successfully created. Please list your name and create a password to continue." Below this message are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". A checkbox for "I agree to the Privacy Policy and Terms of Service" is present, followed by an orange "Continue" button.

6. If you get a screen asking you to invite colleagues, just skip this step. You can invite people later.

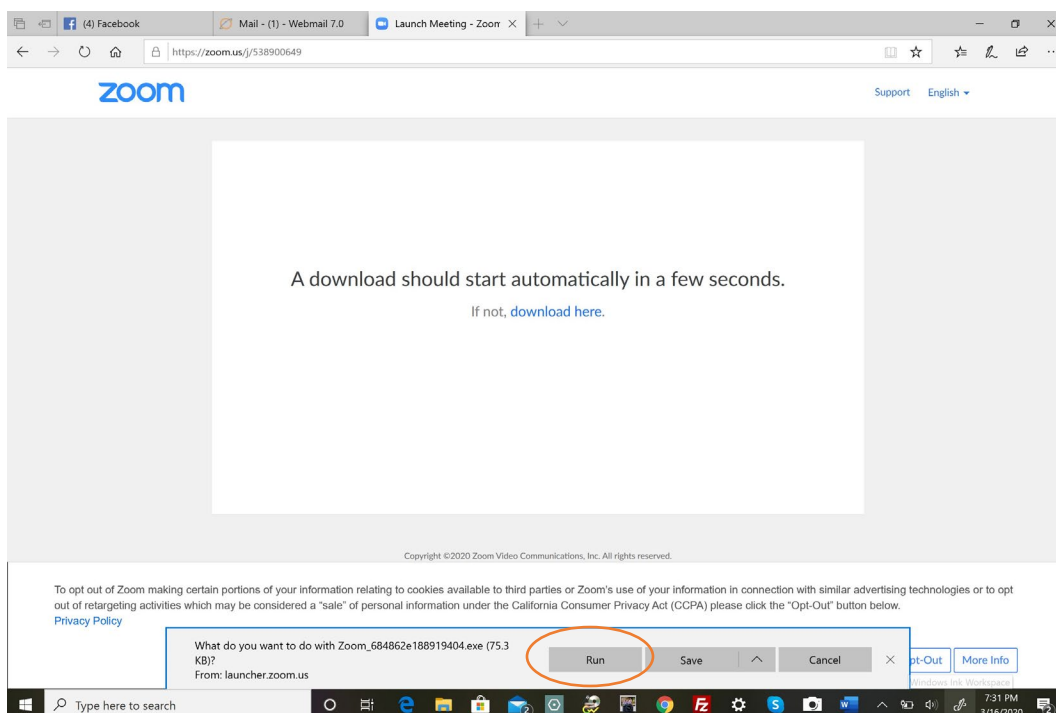


The screenshot shows the "Invite Your Colleagues" page in the Zoom account setup process. The progress bar at the top indicates the current step is 2. Invite Colleagues. The main content area features a large image of a tablet displaying the Zoom mobile app interface. To the right of the image, the heading "Invite Your Colleagues" is followed by the text: "Invite your colleagues to create their own free Zoom account today! [Why invite?](#)" Below this text are three input fields for email addresses, each containing the placeholder "name@domain.com". A link "Add another email" is located below the input fields. Below the input fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, there are two buttons: an orange "Invite" button and a white "Skip this step" button, which is circled in orange. A blue "Help" button is located in the bottom right corner.

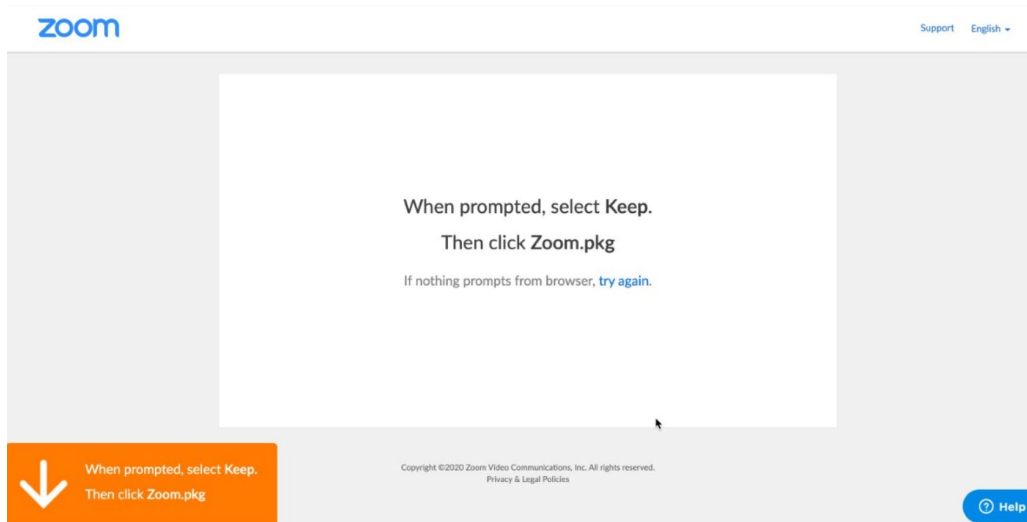
7. You'll be assigned a personal meeting URL. Click "Start Meeting Now" to start a test meeting. Next time you login to Zoom, you can also go directly to "Schedule a Meeting" or "Host a Meeting".



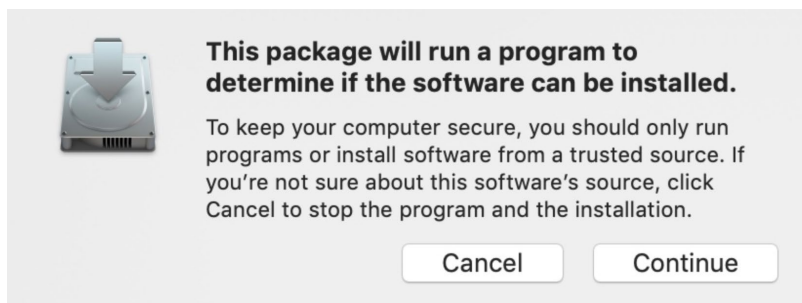
8. **For PC Users:** When you open Zoom for the first time, it should start downloading automatically and prompt you at the bottom of the screen for what to do with it. Click "Run".



9. **For Mac users:** When you open Zoom for the first time, it should start downloading automatically and prompt you at the bottom of the screen for what to do with it. Click “Keep”. If it doesn’t download automatically, go ahead and click **Download**.



**Mac users:** You may see a message like this one. Click “Continue”. If you don’t see where it downloads, you can always double-click on **zoom.pkg** in your downloads folder.



**Mac users:** You may also be prompted to **Continue** to let the program install.

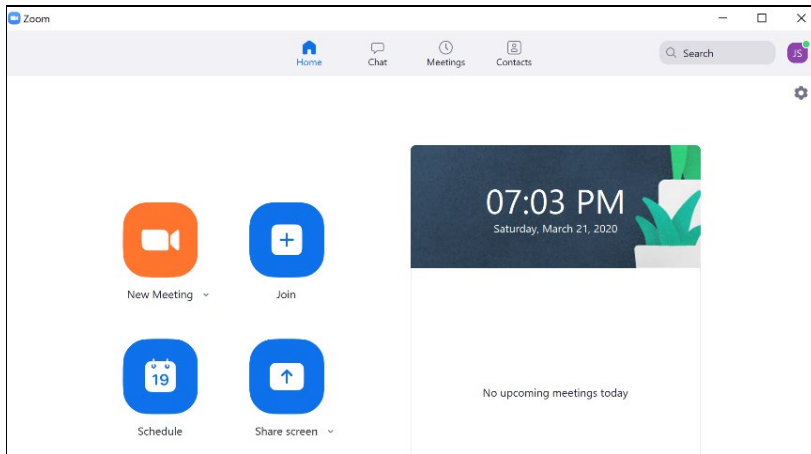
## SETTING UP ZOOM FOR USERS

10. The main Zoom window gives you many ways to start Zoom. You can schedule a meeting to start on a future date and time, or start up a new one using “New Meeting.”

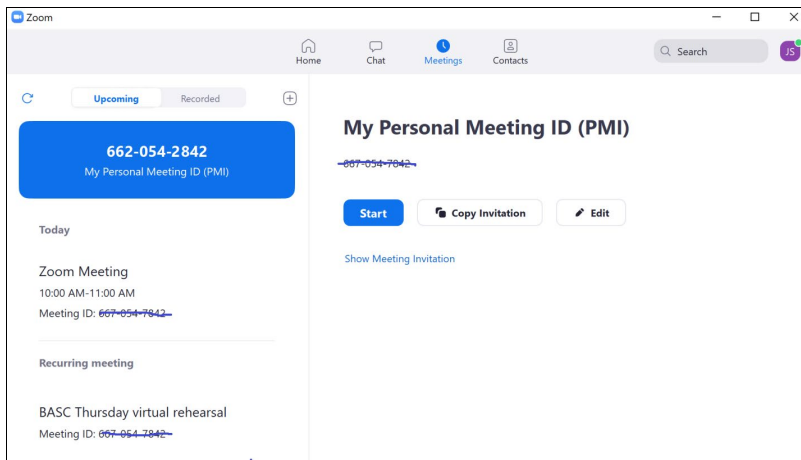
Use “Join” to join a meeting someone else is hosting.

Use “Share screen” to share what’s on your desktop with anyone else logging into the meeting. (See more about sharing screens later in this document.)

To get started, click **New Meeting**.

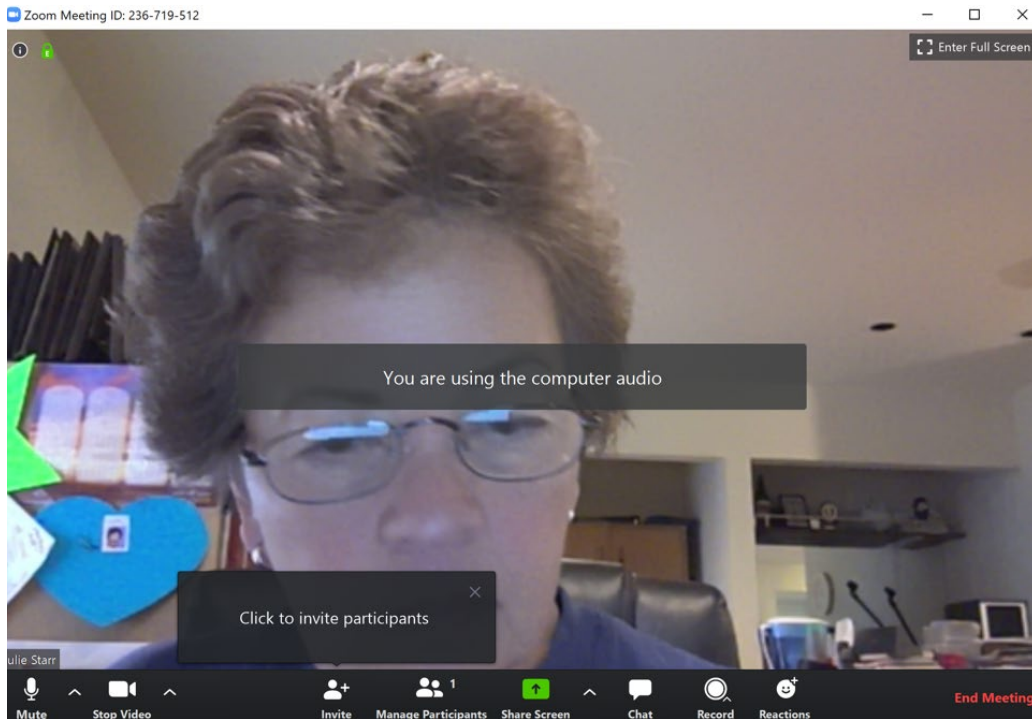


11. At the top of the screen, there's also a series of 4 icons: Home, Chat, Meetings, and Contacts. Click **Meetings** to see all your meetings; it will also show you your Personal Meeting ID that you can reuse for a weekly rehearsal.

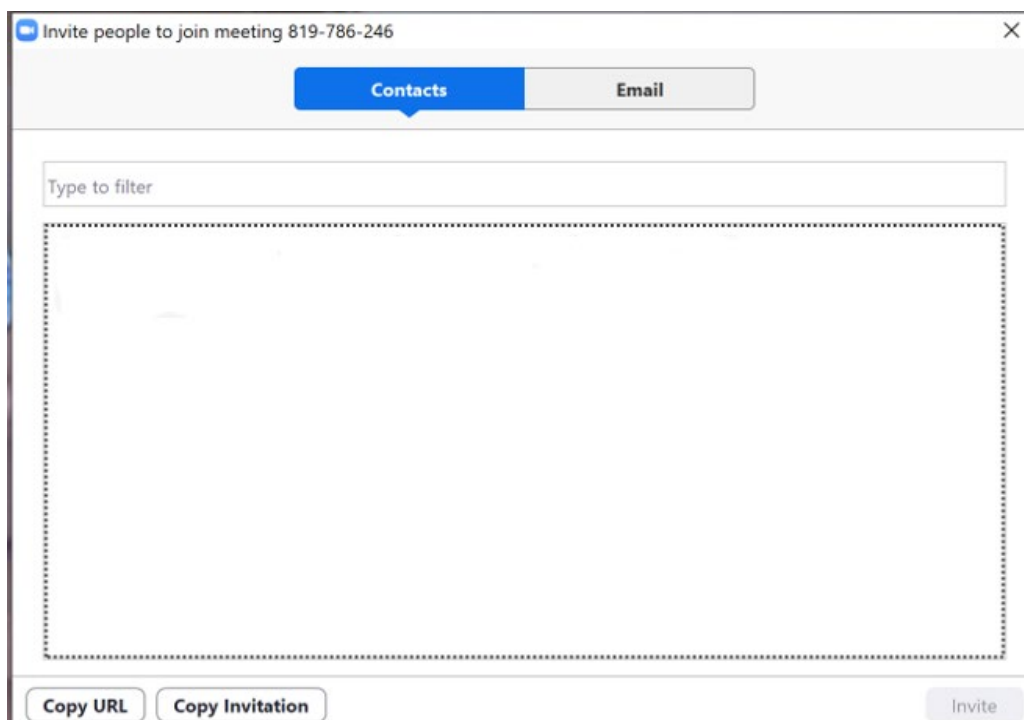


12. You may get a screen that asks for your user name. If you check “Remember me” you won’t have to do this in the future. Then click “Join now.”
13. You may see screens with options for “Join with computer audio” (YES) and “Join with video” (YES). These settings can be changed later.
14. A screen will appear that shows your face (if you have a camera and you have Started Video). Otherwise you’ll just see your user name in a black box. You’ll need to Start Video (lower left corner) to see yourself.

*Please see correlating photo on next page.*

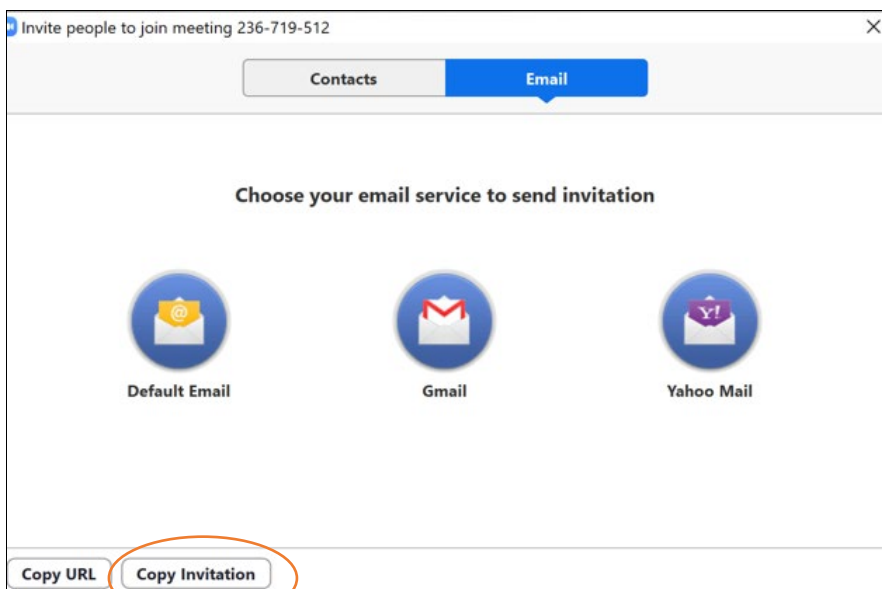


15. Click the box that says "Click to invite participants." (You can also invite participants when you first schedule a meeting.)
16. Zoom will show you a screen something like this.



(You could use this page if you had contacts already entered into Zoom.)

17. Click Email to get to a page that looks something like this:



18. Choose your preferred email and click “Copy Invitation.”

19. The invitation will be pasted into an email that you can send out to your chorus members. Here’s an example; you can enter a chorus distribution list in the “To” line. Instruct your members to copy and paste the “https://zoom.us/” etc. line into their computer’s web browser.

To:

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Please join Zoom meeting in progress

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Join Zoom Meeting  
<https://zoom.us/j/821396272>

Meeting ID: 821 396 272

One tap mobile  
+16699006833,,821396272# US (San Jose)  
+13462487799,,821396272# US (Houston)

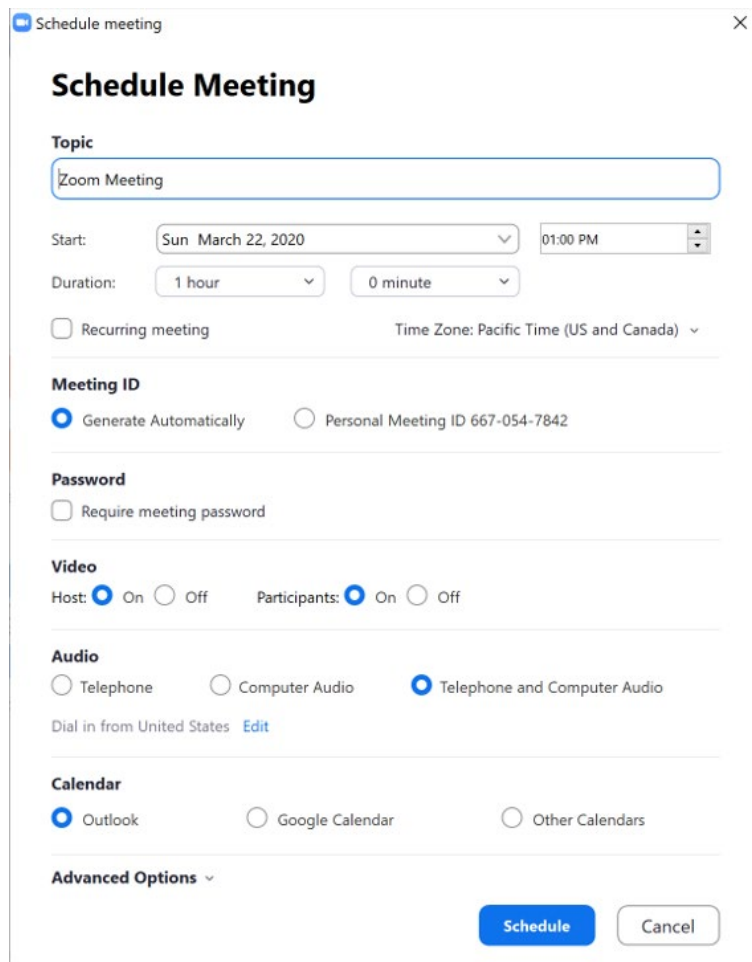
Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 346 248 7799 US (Houston)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
Meeting ID: 821 396 272  
Find your local number: <https://zoom.us/u/afb2IEMwr>

The Meeting ID may need to be entered, on some devices.

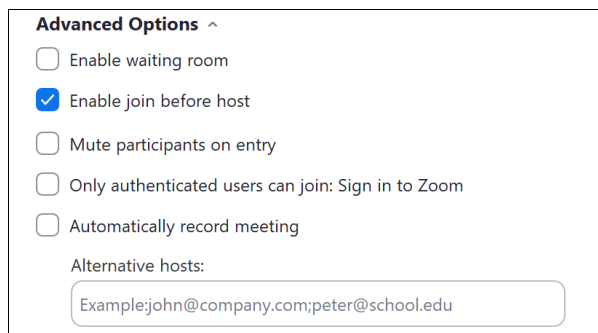
For most chorus purposes, you can disregard all the phone numbers. Those are used by Zoom for meetings in which members call in by phone from various time zones.

Depending on how you start your Zoom meeting, you may not even see the phone numbers.

20. Use “Schedule a Meeting” to set up a meeting for a date and time in the future. You’ll see a setup screen something like this:



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. It includes fields for 'Topic' (Zoom Meeting), 'Start' (Sun March 22, 2020, 01:00 PM), 'Duration' (1 hour, 0 minute), 'Recurring meeting' (unchecked), 'Time Zone' (Pacific Time (US and Canada)), 'Meeting ID' (Generate Automatically selected), 'Password' (Require meeting password unchecked), 'Video' (Host: On, Participants: On), 'Audio' (Telephone and Computer Audio selected), 'Calendar' (Outlook selected), and 'Advanced Options' (collapsed). 'Schedule' and 'Cancel' buttons are at the bottom.



The screenshot shows the 'Advanced Options' section of the Zoom 'Schedule Meeting' dialog box. It includes checkboxes for 'Enable waiting room' (unchecked), 'Enable join before host' (checked), 'Mute participants on entry' (unchecked), 'Only authenticated users can join: Sign in to Zoom' (unchecked), and 'Automatically record meeting' (unchecked). There is also a field for 'Alternative hosts' with the example text 'Example:john@company.com;peter@school.edu'.

Enter the date and time of the meeting.

Be sure to check the correct time zone.

Click “Recurring meeting” to see choices for how often to hold your meeting.

You can have Zoom generate a meeting ID or you can use the one previously assigned to you.

Do NOT check “Require meeting password” unless you have some reason to require an extra level of security.

In general, allow both Host and Participants to join with Video ON. This can be changed during the meeting.

In general, allow both Telephone and Computer Audio to be used.

Choose the calendar you want used. “Other Calendars” may be more appropriate.

Use the down-arrow next to Advanced Options to see other things you might want to do.

If you click “Enable join before host” then participants can log in and chat with each other even if you’re running late.

When it’s time for your Zoom meeting, just click your Zoom icon on your desktop or application tray or list of applications on your computer.

See the document for **Zoom for Hosts – Using Zoom** for more information.

You can also go to [www.zoom.com](http://www.zoom.com) and take any of the many tutorials provided.