Video·Audio Web Conferencing
Includes DESKTOP SHARING, CHAT & RECORDING

SET-UP REQUIREMENTS:
- RECOMMENDED BROWSERS > CHROME or FIREFOX
- CONNECTED WEBCAM AND MICROPHONE

How do I get a Zoom account?

To host or join meetings with more than 2 people for longer than 40 minutes, you will need a Pro account. Contact IT Services to set up a Pro Account. Otherwise, you can sign up for a free account at https://zoom.us Click "SIGN UP FREE", type your work email and click "Sign Up".

How do I host a Zoom meeting?

Click the Zoom icon on your desktop or start menu/(All Programs)/Zoom. Start Zoom. Sign-in. Then click "New Meeting". Click "Join with Computer Audio".

How do I invite attendees?

After hosting a meeting, click the "Invite" button at the bottom of the meeting window (see the ZOOM TOOLBAR image below). In the next window, click "Default email". This will open an Outlook email message. Add the email addresses of attendees and send the email invitation.

How do I join a Zoom meeting?

After receiving the email invitation, click the "Join Zoom Meeting" link. CHROME: *Choose open Zoom meeting or Download & Run Zoom, then Join Meeting.* FIREFOX: *Click Save File, then open the Zoom.exe file & Run.* The Zoom app opens in the web meeting. *Choose to join with video & audio.*

ZOOM TOOLBAR
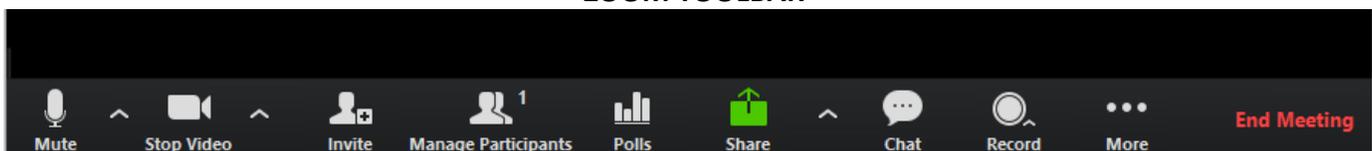
ZOOM TOOLBAR: user interface, located at the bottom of the Zoom window.
"Mute" and "Stop Video" allows you to mute and stop your video feed. The "Share" button allows you to share your desktop or a whiteboard. "Chat" allows for messaging. "Record" makes it so you can record the conference. "End Meeting" will end the meeting.

**For more help please contact Seattle Colleges IT Services
or your campus eLearning Center.**