

How-to Guide for Using Zoom for Your Keepsake Ornament Club Meeting

Signing Up, Scheduling a Meeting, Attending a Meeting and more

The following instructions are from Zoom's [Getting started guide for new users](#).

[Click here](#) for more Zoom "Getting Started" instructions.

Creating your own account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Signing into your Zoom account on the web

You can sign in to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Scheduling your first meeting

There are many ways to [schedule a meeting](#), including the Zoom web portal, through the Zoom client [the Zoom application], or with one of our [extensions or plugins](#). Here are some basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. (Optional) Select any [other settings](#) you would like to use.
6. Click **Save**.

Downloading the Zoom client

You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [Linux](#), and [ChromeOS](#), as well as the Zoom Mobile App for [iOS](#) and [Android](#), from our Downloads page.

Starting a test meeting

You can [join a test Zoom meeting](#) to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click **Join**.

Starting your first meeting as the host

As the meeting host, there are several ways you can [start your meeting](#). Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Sign in to your Zoom web portal.
2. Click [Meetings](#).
3. Under **Upcoming**, click **Start** next to the meeting you want to start.
4. The Zoom client should launch automatically to start the meeting.

Joining another user's meeting

There are many ways to [join a meeting](#), but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID. You may also be prompted for a meeting passcode, so keep the meeting invite information available.



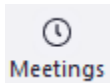
Join

Inviting others to a scheduled meeting

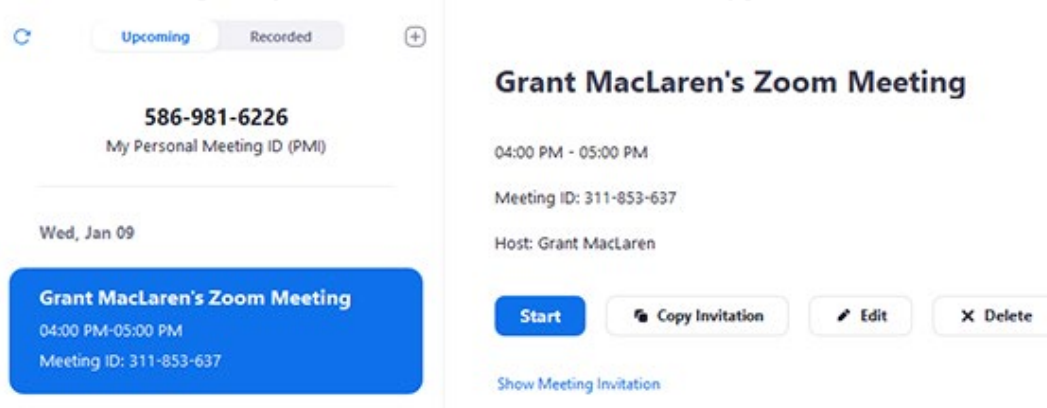
These instructions are from Zoom's [Inviting Others to Join a Meeting](#).

Desktop client

1. Sign in to the Zoom Desktop Client.
2. [Schedule a meeting](#).
3. Click **Meetings**.



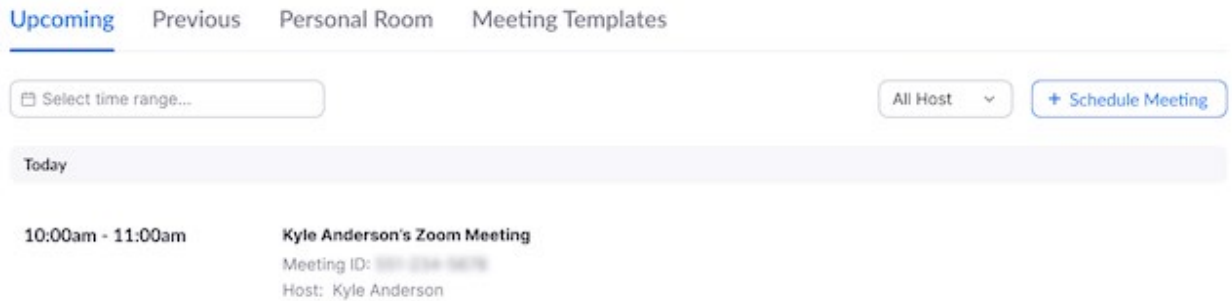
4. Select the meeting that you want to invite others to. Click **Copy Invitation**.



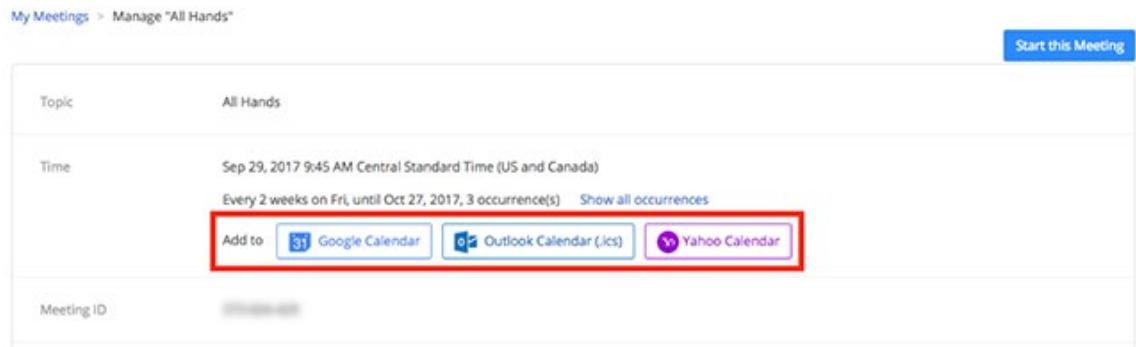
The meeting invitation will be copied, and you can paste that information into an email or anywhere else you would like to send it out.

Web portal

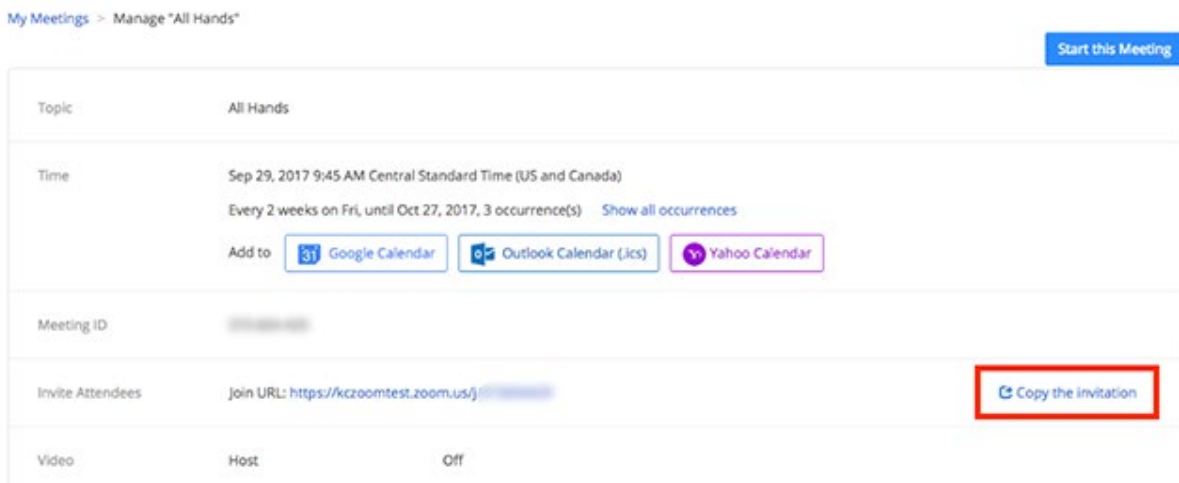
1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Meetings](#).
3. Click the topic of the meeting.



4. Next to **Time**, there are options for adding to your calendar.
 - If you click on **Google Calendar** or **Yahoo Calendar**, it will create a calendar event automatically in the specific email service you choose.
 - If you click on **Outlook Calendar**, this will generate a .ics file that you import to your Outlook calendar.

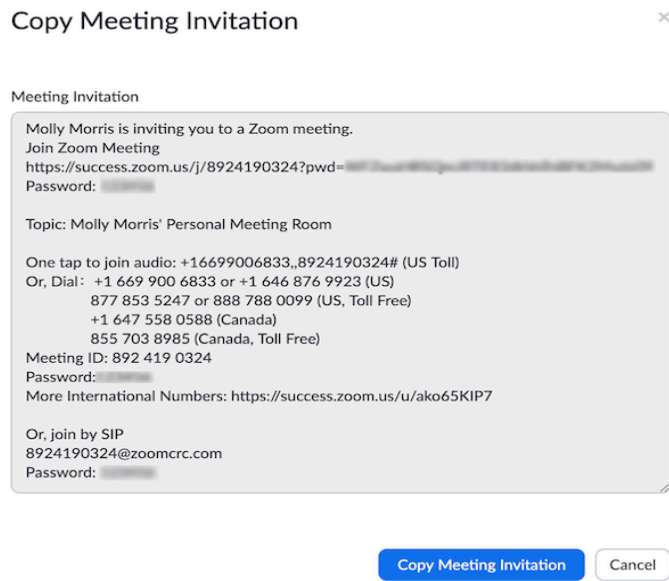


5. You can also manually copy the meeting information by clicking **Copy Invitation**.



- If you select **Copy Invitation**, another window will open with the meeting invitation text.
- Click **Copy Meeting Invitation**.

- You can copy the invitation and send it out through email or elsewhere.



Sharing a PowerPoint During the Meeting

The following instructions are from Zoom's [Screen sharing a PowerPoint presentation](#).

The instructions below are for single monitors. [Click here](#) for instructions for dual monitors.

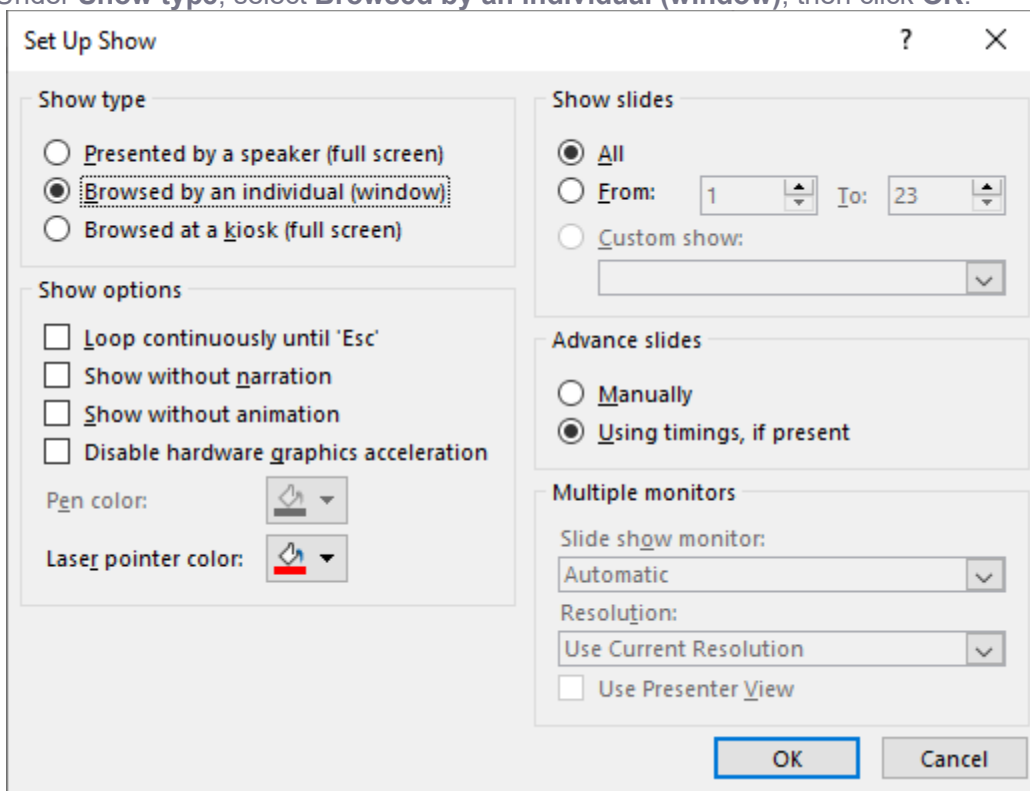
Single monitor setup with slide show view in a window

Follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation.

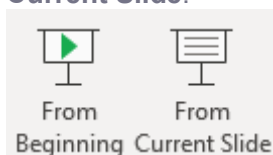
1. Open the PowerPoint file you want to present.
2. Click the **Slide Show** tab then **Set Up Slide Show**.



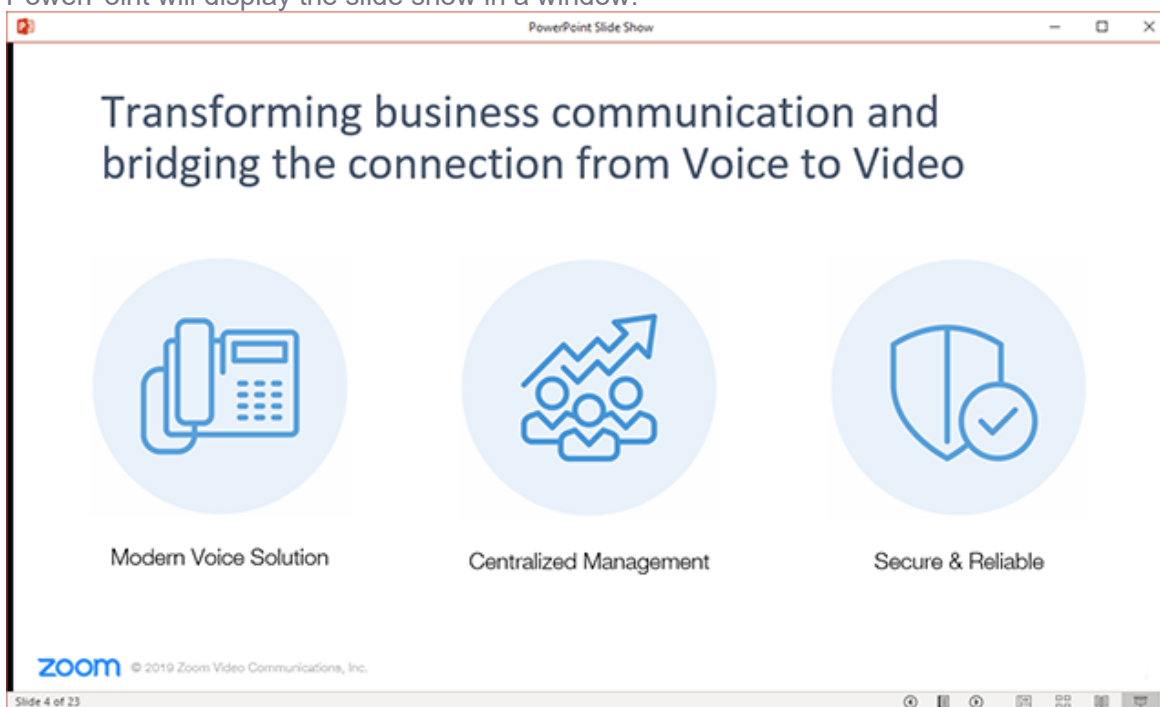
3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.




4. Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.




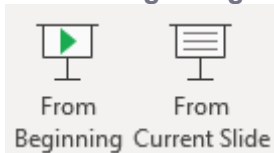
PowerPoint will display the slide show in a window.



5. In Zoom, start or [join a meeting](#).
6. Click **Share Screen** in the meeting controls.

7. Select the PowerPoint window then click **Share**.

Single-monitor setup with slide show in full screen

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.

4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab
> **From Beginning** or **From Current Slide**.



The green border indicates the monitor you are currently sharing.

Transforming business communication and bridging the connection from Voice to Video



Modern Voice Solution Centralized Management Secure & Reliable

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How to Record a Meeting

The following instructions are from Zoom's [Local recording](#) guide. Visit that guide for additional help with recording meetings.

Enabling local recording

Account

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management**, then [Account Settings](#).
3. In the [Recording](#) tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Group

1. Sign into the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management**, then [Group Management](#).
3. Click the name of the group, then click the **Settings** tab.
4. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

User

1. Sign in to the Zoom web portal.
2. Click **Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Starting a local recording

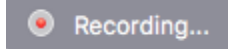
The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.

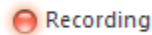


3. If there is a menu, select **Record on this Computer**.

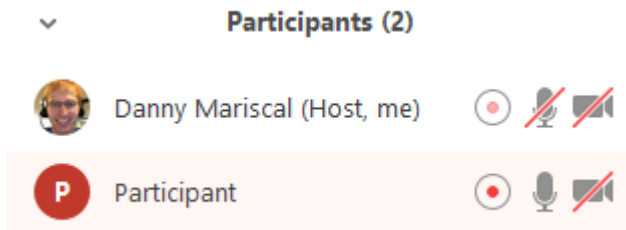
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

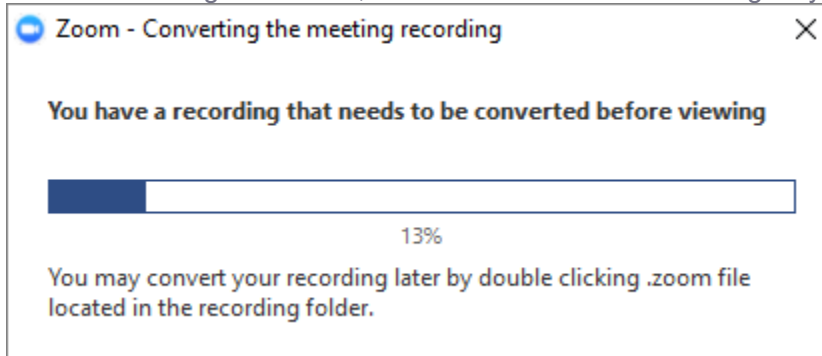


4. Click **Participants** to see which participants are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

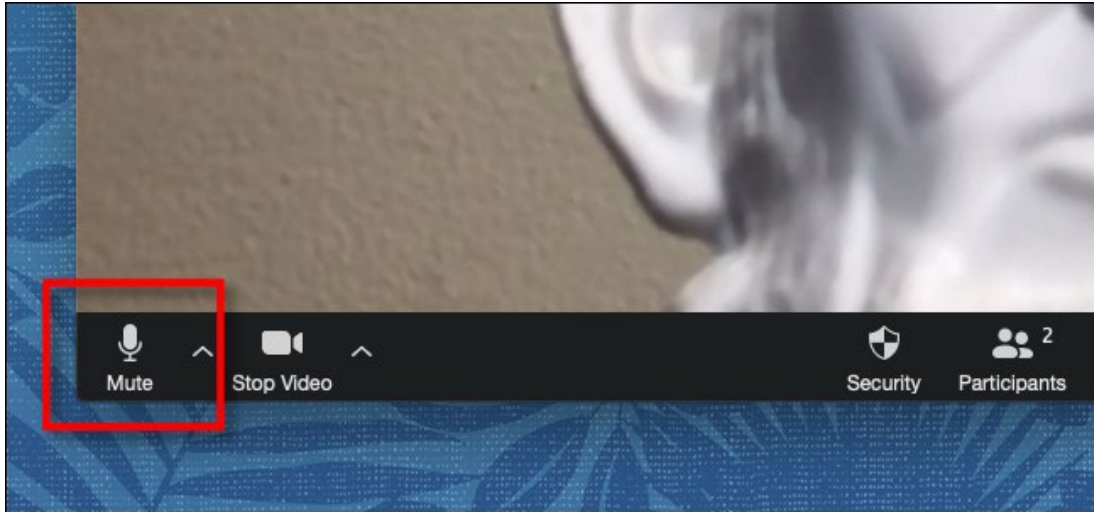
Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

General Meeting Tips

- **Be mindful of your microphone.** Microphones not only pick up talking, but they also pick up coughing, sighing, eating noises, barking dogs—you name it! When you're not talking, consider muting your microphone. Just remember to unmute your microphone when you want to talk again.

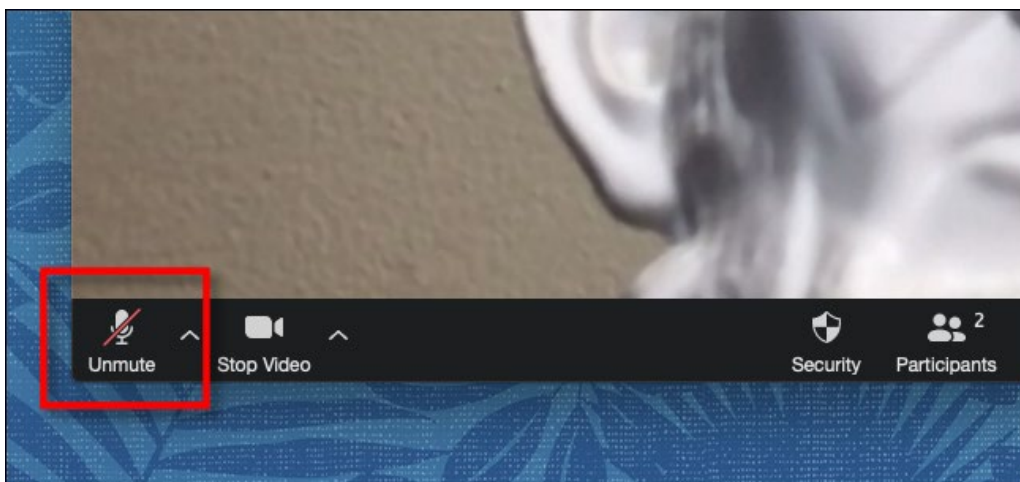
The following mute/unmute instructions are from How-to Geek's [How to Mute Yourself on a Zoom Call](#).

Locate the "Mute" button (which looks like a microphone) on the toolbar. On a Mac, PC, web client, or smartphone, the toolbar stretches across the bottom of the screen or window. On a tablet, the toolbar appears at the top of the screen. Click or tap on the "Mute" button.



The Mute icon will change into a crossed-out microphone, and the text will now say "Unmute." Your microphone is now turned off, and no one on the call can hear you.

To turn your microphone back on, click or tap the "Unmute" button on the toolbar.



After clicking "Unmute," your microphone will be active again, and everyone on the call will be able to hear you.